

2024 School Financial Assistance

(for Toshima resident only)

《 You are requested to apply each year. 》



SDGs 未来都市としま



SUSTAINABLE
DEVELOPMENT
GOALS

豊島区は持続可能な開発目標 (SDGs) を支援しています。

◆ Who can apply?

Parent/guardian who lives in Toshima, supports child(ren) going to national/public elementary/junior high school and is applicable to either (1), (2) or (3).

(1) Parent/guardian on welfare (must apply)

(2) Parent/guardian, not on welfare, but 2023 total annual income of the whole household falls under the categories below:

「Sample guideline of amount of income」

Number of people	Number of family(example)	Total income of all household members (less than)
2	35 year old, 7 year old	¥3,020,000
3	40 year old, 12 year old, 7 year old	¥3,950,000
4	45 year old, 45 year old, 14 year old, 9 year old	¥4,110,000
5	70 year old, 45 year old, 45 year old, 12 year old, 7 year old	¥4,440,000
6	70 year old, 70 year old, 45 year old, 45 year old, 14 year old, 9 year old	¥4,890,000

※ Above is a rough guide. Depending on household composition and age, the baseline of annual income varies. Even if you think you exceed the criteria, apply for the screening process if you want.

(3) Excluding the above, parent/guardian who meet the requirements of the Reasons for the Application for School Financial Assistance

◆ What can be paid?

Items: ①school supplies, ②admission allowance (paid only to certified applicant in April), ③outing, ④summer camp and ski trip, etc. ⑤club expense (Junior High only), ⑥athletic-equipment fees (Junior High only), ⑦school lunch, ⑧watching movie or play, ⑨school trip (Junior High—senior only), ⑩school yearbook, and ⑪Influenza vaccination fee (Junior High—senior only).

※Since the second semester of fiscal 2023, ⑦school lunch expenses are not paid, in principle, due to the introduction of the free school lunch program in public elementary and junior high schools in Toshima City

※Welfare recipients will get paid only for (8) through (11). 【The Welfare Section will pay for (1) to (7).】

※Those enrolled in a special school will receive the difference from the enrollment incentive fee (separately applied at the special school).

Payment date: Will be notified along with the result of screening.

◆ How to apply?

Fill out the application form, attach the required documents and mail or hand-deliver to School Affairs Group, School Management Section, Education Division, Toshima City Office.

【Due dates】 April 30, 2024 Tuesday

(City Office will not take any responsibility for mail delivery failure.)

※ You can apply even after the due date, but the financial assistance will start the month you apply. (The final deadline will be the end of February.)

◆ Contact & apply to

School Affairs Group, School Management Section, Education Division, Toshima City Office

Main Bldg. 7F (#7 Window), 2-45-1 Minami-Ikebukuro, Toshima-ku, Tokyo 171-8422

TEL : 03-3981-1174 (Direct)

Hours: 8:30 a.m. ~ 17 : 00 p.m. ※Note that we will be closed on Saturdays, Sundays and holidays.

◆ Example of the form

Applicant (Guardian)	Katakana ジョン ジョーンズ Name: John Jones Date of birth: ●●●●YY ● MM ● DD	Phone number: 000 (1234) 5678 Address: Toshima Ikebukuro 1-1-1
	Child	Katakana デイビッド ジョーンズ Name: David Jones Date of birth: ●●●●YY ● MM ● DD
Family member	(1) The composition of households living together is : ◀ Circle either ① or ② ▶ ① As shown on residence certificate ② Different from residence certificate	
	(2) If you circle ② in above (1), indicate below who lives in a separate household ※ Family members (father, mother, and siblings) temporarily living apart, such as on a solo assignment, are also considered to be in the same household as long as they share the same livelihood.	
Bank	If you received SFA in the previous fiscal year, please check either ① or ② below. ※ If you did not receive SFA the previous year, be sure to fill in your account information and attach a copy of your bankbook.	
	(1) Do you want to change your bank account? ① No ② Yes ※ If you circle ②, submit a copy of your bank book.	
Reason	Circle the number of your reason ※For ③~⑦, Some documents should be attached. (See backside for detail)	
	① On welfare ② The welfare was discontinued or suspended during the previous year or the current year. ③ Within the range of certified income ④ Receiving child rearing allowance ⑤ Exempt from city tax, real estate tax or individual enterprise tax, or non-taxable ⑥ Exempt from national pension or national health insurance ⑦ Receiving loan of life welfare funds ⑧ Other ※Please provide specific reasons below.	

【Family member】

- If you circle ② in above (1), indicate below who lives in a separate household

【Bank Account】

- If you received SFA in a previous year and did not change your bank account, skip this column.
- If you did not receive SFA in a previous year or changed your bank account, you should fill in and attach a copy of your bank book. (Copy should show names of bank, branch and account holder(Katakana), also account number.)

【Reason to apply】

- Circle your reason.
If you circle ③~⑦, review the back page and attach the required documents.
- If ① to ⑦ do not apply to you, provide specific reasons in ⑧ Others

※Please see the back of the application form for attachments.

◆ Points of attention

① SFA application

- You need to apply for SFA each year starting April even if you received SFA in previous year.
- Prepare separate application form for each child. One application form per child is required.
- Form is available at School Management Section, Board of Education (7F) and General Information Center Section (3F) of Toshima City Office, also at Tobu & Seibu Residents Office. You can also download and print out through our website.
- If the required documents are not attached, your application may not be approved.

② Screening result

- If you apply in April, we will review your application in mid-June and plan to mail the screening result in early July.
- If you do it in or after May, we will notify you after early July.

◆ Special Needs Education Subsidy

There is Special Needs Education Subsidy to support the students with disabilities in elementary and junior high schools financially due to your financial situation. (Can be applied for together with SFA.) The school will distribute the application forms to students in special needs classes. For more information, please contact School Affairs Group, School Affairs Division, Board of Education, Toshima City Office.

2024 Application for School Financial Assistance

(& proxy, consent form, account transfer request)

Need a separate form for every child you want to apply for.

To Board of Education, Toshima City Office			Date: Reiwa YY MM DD		
I agree with the statement below and apply for School Financial Assistance with required documents.					
1. I agree you verify the resident record, taxation, welfare and child rearing allowance about my family members. 2. I agree the School Financial Assistance payment will be deposited to the account below. 3. I agree to notify the school principal of my application and approval. 4. I delegate the full authority to the school principal to act on matters of School Financial Assistance for delinquent payment of school fees, etc. 5. I agree to provide my school and the Board of Education with the status of approval and payment if my child lives out of the school district..					
Applicant (Guardian)	Katakana		<<Relation>> Father Mother Other ()		Phone number: ()
	Name				Address:
	Date of birth: YY MM DD		<<Marital status>> Yes · No		As of Jan. 1, 2024, I was registered in ①Toshima City ② Other ※Applicants in "② Other" may be required to provide proof of income. See back page 2(3).
Child	Katakana		Public National Toritsu ()		Grade
	Name				Elementary School
	Date of birth: YY MM DD				Junior High School
Family member	(1) The composition of households living together is : << Circle either ① or ② >>				
	① As shown on residence certificate ② Different from residence certificate				
	(2) If you circle ② in above (1), indicate below who lives in a separate household ※ Family members (father, mother, and siblings) temporarily living apart, such as on a solo assignment, are also considered to be in the same household as long as they share the same livelihood.				
	Name		Relation	Date of birth	Address
				YY MM DD	
Bank	If you <u>received SFA</u> in the previous fiscal year, please check either ① or ② below. ※If you did not receive SFA the previous year, be sure to fill in your account information and attach a copy of your bankbook.				
	(1) Do you want to change your bank account? ① No ② Yes ※If you circle ②, submit a copy of your bank book.				
	Bank Code	Name		Branch code	Name of Branch
	Deposit type	Account No.		Name of account holder (in Katakana) ※ Fill in accurately	
Savings					
Checking					
Reason	Circle the number of your reason ※For ③~⑦ Some documents should be attached. (See backside for detail)				
	① On welfare		② The welfare was discontinued or suspended during the previous year or the current year.		
	③ Within the range of certified income		④ Receiving child rearing allowance		
⑤ Exempt from city tax, real-estate tax or individual enterprise tax; or non-taxable		⑦ Receiving loan of life welfare funds			
⑥ Exempt from national pension or national health insurance					
⑧ Other ※Please provide specific reasons below.					
事務処理	受付	入力	備考		添付書類 : 済 · 未
	窓 · 郵				認定日 : 令和 年 月 日
					認定区分 : 準 · 要 · 否
					受領印

〔 Documents to attach 〕

Please confirm the following information and submit the attached documents with your application.

1. All of applicants

- Copy of your bankbook
- Copy should show bank name, branch name of bank, name of account holder (in Katakana) and account number.
※If you received SFA from Toshima City in the previous fiscal year and did not change your bank account, you do not need to attach the copy. If you did not receive SFA in the previous fiscal year or are changing your transfer account in Toshima City, be sure to attach the copy. If you do not have a bankbook, please include a copy of your cash card or web-based bankbook that confirms the account information listed above.

2. Documents to be attached by reason of application (Applicable persons only)

(1) Verify the reason for your application and submit the required documents.

Number	Reason	Required document
③	Household income below standard	• Refer to (2) and (3) below
④	Receiving childrearing allowance	• Copy of <u>child rearing allowance certificate</u> ※It is for single-parent family and is different from child allowance.
⑤	Exempt or non-taxable from city tax	• Reiwa 6 city tax certificate (non-taxation) (original only) ※ See (2) and (3) below
	Reduction from real-estate or individual enterprise tax	• Copy of reduction notice
⑥	Reduction from national pension	• Copy of national pension premium reduction notice
	Reduction from national health insurance	• Copy of reduction notice
⑦	Receiving loan of life welfare funds	• Copy of notice of life welfare funds loan

(2) If you were Toshima resident as of January 1, 2024

◎ You do not have to attach your tax report.

- If you have not yet declared your resident tax, please do so at the City Tax Section of the City Office.
- The School Financial Assistance verification will require income information for all members of the same household in 2023. (Includes those living in separate households but sharing the same livelihood.)
- If even one member's income status cannot be verified, the application cannot be reviewed and will be rejected.

(3) If you were not Toshima resident as of January 1, 2024

◎ If all of the attached documents are not ready when submitting your application, submit only the application form first.

◎ Please attach one of the following documents.

- **Reiwa 6 taxation or tax exemption (original)**

- It can be obtained in the municipality where the resident is registered as of January 1, 2024.

- **Reiwa 5 income-tax return (A copy acceptable)**

- It should be with receipt mark of tax office or acknowledgement of electronic filing.

- Documents related to "My Number"

- Download the "My Number Usage Agreement (for SFA application)" from the Toshima City Website and attach.