

# 2021 School Financial Assistance (for Toshima resident only)

《 You are requested to apply each year. 》



## I. Who can apply?

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

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

(2) Parent/benefactor, not on welfare, but 2020 total annual income of whole household falls under the category below:

「Sample guideline of amount of income」

Number of family	Household Composition	Total Annual Income (1/1~12/31/2020)
2	Mother & child (1 <sup>st</sup> yr. of elementary)	Under ¥3,070,000
3	Mother, two children (1 <sup>st</sup> & 6 <sup>th</sup> yr. of elementary)	Under ¥3,790,000
4	Father, mother, two children (3 <sup>rd</sup> yr. of elementary & 2 <sup>nd</sup> yr. of Junior high)	Under ¥4,160,000
5	Father, mother, grandmother & two children (1 <sup>st</sup> & 6 <sup>th</sup> yr. of elementary)	Under ¥4,370,000
6	Father, mother, grandfather, grandmother & two children (3 <sup>rd</sup> yr. of elementary & 2 <sup>nd</sup> yr. of Junior high)	Under ¥4,990,000

※ For salaried worker, “income” means “amount after deduction from salary income” of withholding slip.

For person who files business tax, “income” means “total amount of income” on final return.

※ Above is a rough guide. Depending on household composition and age, the baseline of annual income varies.

※ Be sure to apply if you want.

※ Total annual income means the total amount of income everyone in the same household of your resident certificate earns. That includes family member living separately but being in the same household.

## II. What can be paid?

Items: School lunch, school supplies, admission allowance (paid only to certified applicant in April), outing, summer camp and ski trip, etc. school trip, watching movie or play, and school yearbook.

(If you receive education allowance of welfare, underlined items will be paid through Life and Welfare Section, Health and Welfare Division.)

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

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

## III. How to apply?

Fill in the application form, attach the required documents (see backside of application form for detail) and mail or hand-deliver to School Affairs Group, School Management Section, Education Division, Toshima City Office. (Note: Do not turn in to your school.)

**Due dates:**

【Hand-delivery to City Office】 April 30, 2021 Friday

【By mail】 April 30, 2021 Friday (Postmark should be on or before April 30, 2021)

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

※ We will be closed on Saturdays, Sundays and holidays. (Turn in your application form only to School Affairs Group. No other group will accept your form.)

※ **Prepare separate application form for each child.**

※ You can apply even after the due date, but the financial assistance will start the month you apply. (Final deadline for fiscal Reiwa 3 year will be the end of February 2022.)

## IV. Contact & apply to

School Affairs Group, School Management Section, Education Division, Toshima City Office  
2-45-1 Minami-Ikebukuro, Toshima-ku, Tokyo 171-8422 TEL : 03-3981-1174 (Direct)

## V. Example of the form

To Board of Education, Toshima City Office Date: 2021 year 4 month 8 day  
I agree with the statement below and apply for School Financial Assistance with required documents.

- I agree you verify resident record, taxation, welfare and child rearing allowance of my family members.
- Please deposit the School Financial Assistance payment to the account below.
- I agree to notify the school principal my application and approval.
- I delegate the full authority to the school principal to act on matters of School Financial Assistance for delinquent payment of school fee, etc. and also for lunch fee for 2<sup>nd</sup> and 3<sup>rd</sup> term.
- I agree to provide my school and Board of Education with the approval status if my child lives out of school district.

Applicant	Katakana ヨー ジョー ジョー	TEL : 000 ( 1234 5678			
	Name John Jones (Birth date : April, 25, 1970 )	Address: Toshima Ikebukuro 1-1-1 Apartment house: As of Jan. 1, 2021, I was in <input checked="" type="radio"/> Toshima City <input type="radio"/> other city ※ <input checked="" type="radio"/> Please submit income verification. (See backside for detail)			
Child	Katakana テイ ジョー ジョー	Relation School name: Grade			
	Name David Jones (Birth date : April, 24, 2014 )	Son Toshima Elementary / Junior High School			
Other family member	Name (Others in the same household than above)	Relation	Birth date	School/Grade (Elementary/Junior High only)	Apply for School Financial Assistance Yes · No
	Lala Jones	Wife	April, 5, 1969		Yes · No
					Yes · No
					Yes · No
					Yes · No
Bank information	Circle ① or ②				
	(1) In previous year, you received Toshima SFA <input checked="" type="radio"/> Yes <input type="radio"/> No ⇒ <b>If you circle ②, fill in bank account information below and submit a copy of your bank book.</b>				
	(2) Did you change your bank account? <input type="radio"/> No <input checked="" type="radio"/> Yes ⇒				
Bank · Credit Union (Code #: 1234 *)		Branch (Code #: 123 *)			
*Enter code number Toshima Bank		Ikebukuro			
Savings	Account Number	Name of account holder (in readable Katakana)			
Checking	1234567	ジョン ジョーンス			
Reason to apply	Circle the number of your reason. ※For ② ~ ⑤ a copy of certificate should be attached. (See backside for detail)				
	① On welfare ② Exempt from city tax, real-estate tax or individual enterprise tax; or non-taxable. ③ Exempt from national pension or national health insurance ④ Receiving child rearing allowance ⑤ Receiving loan of life welfare funds ⑥ Other (State the reason below)				
	Because it is financially				

See backside for detail

### 【Other family member】

Write down other family members than above. Relationship to Applicant. Write the person living separately but being in the same household. Follow 2 & 3 on the backside of the form.

Income Verification” Do not include the person living together but being in the other household of resident certificate.

### 【Bank Account】

If you received SFA in previous year and did not change bank account, skip this column. Others should fill in and attach a copy of your bank book.

(Copy should show name of bank, name of branch, account holder(Katakana) & account number.)

### 【Reason to apply】

If you circle “6. Other”, please state your reason in detail See backside for required documents.

## VI. Example of the form

If you apply in April, we will review your application in mid-June and mail the result of screening in early July.

If you apply in or after May, you will be notified later accordingly.

## VII. Points of attention

- You need to apply for SFA each year starting April.
- You must be Toshima resident and your total annual income of whole household falls under the required category.
- Prepare separate application form for each child. 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 of Toshima City.
- If your address, phone number, household composition or bank account changes, please report to School Management Section, Board of Education.
- When you receive admission allowance before school starts, there will be no admission allowance after school starts.

## VIII. Special Needs Education Subsidy

There is Special Needs Education Subsidy to support financially the students with disabilities of elementary and junior high schools. Application form can be obtained at your school.

**Even if you have applied for special needs education subsidy, be sure to apply for school financial assistance if you wish to apply.**

For more information, please contact School Affairs Group, School Affairs Division, Board of Education, Toshima City Office.

# 2021 Application for School Financial Assistance

**Need separate form for every children you want to apply for.**

To Board of Education, Toshima City Office

Date:                      year           month           day

I agree with the statement below and apply for School Financial Assistance with required documents.

1. I agree you verify resident record, taxation, welfare and child rearing allowance of my family members.
2. Please deposit the School Financial Assistance payment to the account below.
3. I agree to notify the school principal 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 fee, etc. and also for lunch fee for 2<sup>nd</sup> and 3<sup>rd</sup> term.
5. I agree to provide my school and Board of Education with the approval status if my child lives out of school district.

Applicant	Katakana	TEL :                      (                      )
	Name	Address: Apartment house:
	(Birth date :                      )	As of Jan. 1, 2021, I was in <input checked="" type="radio"/> ①Toshima City <input type="radio"/> ②other city ※②Please submit income verification. (See backside for detail)

Child	Katakana	Relation	School name:	Grade
	Name		Elementary / Junior High School	
	(Birth date :                      )			

Other family member	Name <small>(Others in the same household than above)</small>	Relation	Birth date	School/Grade <small>(Elementary/Junior High only)</small>	Did you apply for School Financial Assistance?	
						Yes · No
						Yes · No
						Yes · No
						Yes · No
						Yes · No

Bank information	<b>Circle ① or ②</b>			
	(1) In previous year, you received <u>Toshima</u> SFA		<input checked="" type="radio"/> ① Yes <input type="radio"/> ② No ⇒	<b>If you circle ②, fill in bank account information below and submit a copy of your bank book.</b>
	(2) Did you change your bank account?		<input type="radio"/> ① No <input checked="" type="radio"/> ② Yes ⇒	
	Bank · Credit Union (Code # :                      *)		Branch (Code # :                      *)	
	*Enter code number			
Savings	Account Number	Name of account holder (in readable Katakana)		
Checking				

Reason to apply	<b>Circle the number of your reason. ※For ② ~ ⑤ a copy of certificate should be attached. (See backside for detail)</b>			
	<input checked="" type="radio"/> ① On welfare	<input checked="" type="radio"/> ② Exempt from city tax, real-estate tax or individual enterprise tax; or non-taxable.	<input type="radio"/> ③ Exempt from national pension or national health insurance	<input type="radio"/> ④ Receiving child rearing allowance
	<input type="radio"/> ⑤ Receiving loan of life welfare funds	<input type="radio"/> ⑥ Other (State the reason below)		
	<b>See backside for detail</b>			

【事務処理欄】	加算有 · 兄弟 · 奨励費 · マイナンバー		備考 :	受領印
	添付書類: 揃っている / 揃っていない(依頼: 未 · 済)			
	受付	入力(日)	審査(日)	認定区分: 準 · 要 · 否
	窓 · 郵	/	/	認定日: 令和    年    月    日 廃止日: 令和    年    月    日

《Required documents》 ※Be sure to check below

1 【All applicants】

- Attach a copy of your bank book

(Copy should show bank name, branch name of bank, name of account holder (Katakana) and account number)

※You do not have to turn in a copy if you have received school financial assistance in previous year and do not change your bank account.

2 【If you were Toshima City resident as of January 1, 2021】

- You do not have to submit income verification. But if you have not yet declared your resident tax, please do so at the City Tax Section of the City Office.

※Please submit 2020 income verification of all members of your household

※If there is a family member whose income cannot be verified, we are not able to review your application.

3 【If you were not Toshima City resident as of January 1, 2021】

- Please submit any of ① ~ ③

① Reiwa 3 taxation or tax exemption certificate, which is for Jan. 1 ~ Dec. 31, 2020.

※Original only. Copy not acceptable

(Submit immediately after it is issued by your former municipality in early June.)

② Reiwa 2 income-tax returns (with receipt mark of tax office or acknowledgement of electronic filing)  
(Copy acceptable)

③ Documents related to my number

Submission of attached documents can be partially omitted by using My Number.

If you want, please click the "My Number Usage Agreement (for school support application)" from the Toshima City website.

Please download or contact the School Affairs Group, School Management Section

4 【If your reason to apply is number ② ~ ⑤ on application form】

Number	Reason	Required document
2	Exempt or non-taxable from city tax	Not necessary if you were Toshima resident as of January 1, 2021. Please submit any of above 3①~③ if you were <u>not</u> Toshima resident as of January 1, 2021.
	Exempt from real-estate or individual enterprise tax	Copy of exemption notice
3	Exempt from national pension	Copy of national pension premium exemption notice
	Exempt from national health insurance	Copy of exemption notice
4	Receiving child rearing allowance	Copy of child rearing allowance certificate (It is for single-parent family and is different from child allowance.)
5	Receiving loan of life welfare funds	Copy of notice of life welfare funds loan
6	We may ask you to turn in the proof/evidence later on.	