

2025 School Financial Assistance

(for Toshima resident only)



《 You are requested to apply each year. You must also apply if you were certified the previous year.》

◆ 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 2024 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	Under ¥3,050,000
3	40 year old, 12 year old, 7 year old	Under ¥3,980,000
4	45 year old, 45 year old, 14 year old, 9 year old	Under ¥4,150,000
5	70 year old, 45 year old, 45 year old, 12 year old, 7 year old	Under ¥4,480,000

※ 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. Income is the "amount after deducting earned income" on the withholding statement for employees. For business income earners who have filed a tax return, it is the "total amount of income" on the tax return.

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

※ Since the second semester of fiscal 2023, ⑦ school 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?

1. Electronic Application

You can go to the application screen using the QR code on the right.
If you are applying via PC, please search for
"Toshima City School Financial Assistance" .



You can apply in as little as 10 minutes !



2. Written application

Fill out the application form, attach the required documents and mail or hand-deliver to School Management Section, Board of Education, Toshima City Office. Please check the "◆ Contact & apply to" on the back for submission address.

【Due dates】 postmarked by April 30, 2025 Wednesday (City Office will not take any responsibility for mail delivery failure.)

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

◆ Required documents for the certification review

(1) Documents to attach

If your reason applies to ③~⑦ below, please submit the required documents together.

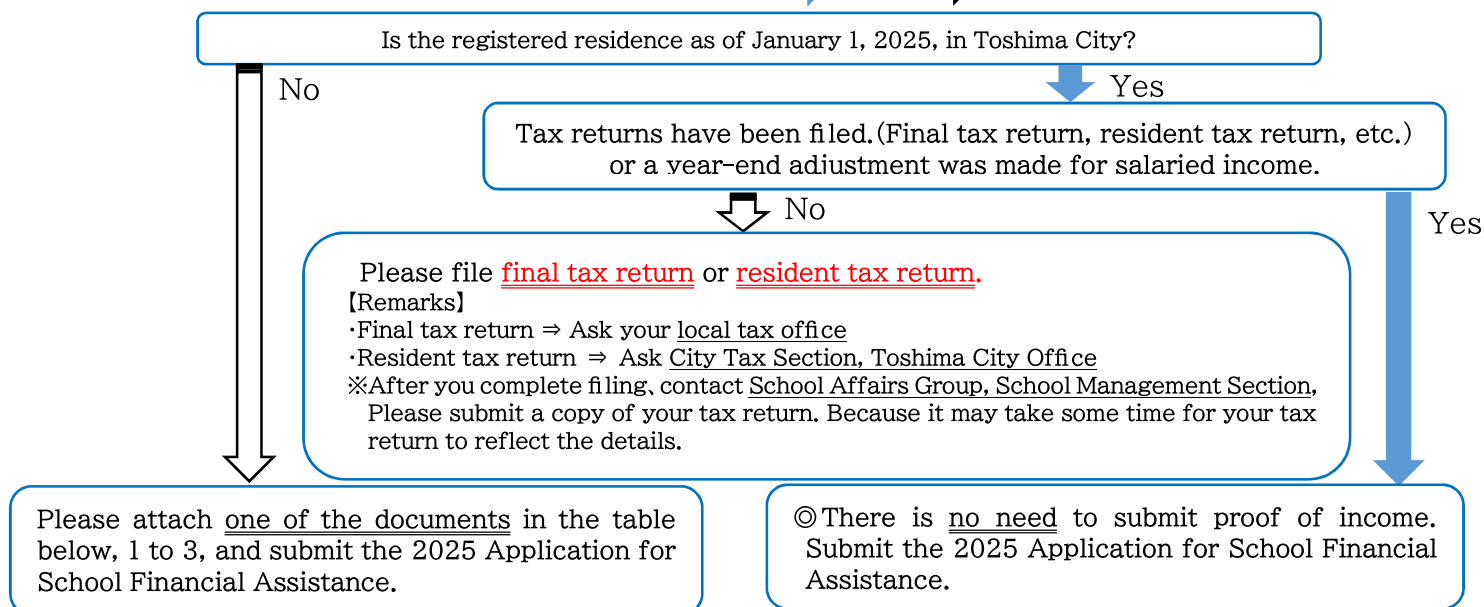
◎If all of the attached documents are not ready when submitting your application, submit only the application form first.

Number	Reason	Required document
① ②	On welfare or terminated/suspended	● None
③	Household income below standard	● See (2) Income verification below
④	Receiving childrearing allowance	● Copy of <u>childrearing allowance certificate</u> ※It is for single-parent family and is different from child allowance.
⑤	Exempt or non-taxable from city tax	● Reiwa 7 city tax certificate (non-taxation) ※original only Not required if you are a resident of Toshima City as of January 1, 2025. <u>Submit only if you reside outside Toshima City as of January 1, 2025.</u>
	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) Income verification

A flow chart for determining whether income verification is required.

Please proceed with "Yes ➡" or "No ⇨."



◆ Those who are not residents of Toshima City as of January 1, 2025.

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

	Documents to attach	Remarks
1	Reiwa 7 taxation or tax exemption (※original)	It can be obtained after June 2025 from the municipality where you are registered as of January 1, 2025. ※It is necessary to show the amount of income for the fiscal year 2024.
2	Reiwa 6 income-tax return	For copies of tax returns for which the filing history cannot be verified, submit an acknowledgement of receipt or an acceptance notice (brochure, etc.) with the application. ※Image data (PDF) using the e-Tax application form retriever is accepted.
3	Documents related to "My Number"	Download the "My Number Usage Agreement (for SFA application)" from the Toshima City website and attach.

◆ Contact & apply to

School Affairs Group, School Management Section, Education Division, Toshima City Office
Main Bldg. 7F, 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.

(& proxy, consent form, account transfer request)

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
Name
Date of birth: YY MM DD

<<Relation>>
Father
Mother
Other
()
<<Marital status>>
Yes · No

Phone number: ()
Address:
As of Jan. 1, 2025, I was registered in ①Toshima City ② Other
※Applicants in "② Other" may be required to provide proof of income.
See (2) Income verification of the back side of "2025 School Financial Assistance".

Child

Katakana
Name
Date of birth: YY MM DD

Public National Toritsu
()
Elementary School
Junior High School

Grade

Family member

The composition of households living together is : << Circle either ① or ② >>
(1) The composition of households living together is : ① As shown on residence certificate
② Different from residence certificate
※Even if family members temporarily live at different addresses, if they share the same livelihood (living expenses, etc.), they are considered part of the same household. In the case of a married couple if one spouse lives separately from the other, for example, because he/she works solo assignment or is a caregiver for a parent, they are generally considered to be in the same household.
(2) If you circle ② in above (1), indicate below who lives in a separate household

Name

Relation

Date of birth
YY MM DD

Address as of January 1, 2025

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.

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
① On welfare
③ Within the range of certified income
⑤ Exempt from city tax, real-estate tax or individual enterprise tax; or non-taxable
⑥ Exempt from national pension or national health insurance
⑧ Other ※Please provide specific reasons below.
② The welfare was discontinued or suspended during the previous year or the current year.
④ Receiving child rearing allowance
⑦ Receiving loan of life welfare funds

受領印

事務処理

受付
窓・郵

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備考

添付書類： 済 ・ 未
認定日： 令和 年 月 日
認定区分： 準 ・ 要 ・ 否

◆ Points of attention

-----①SFA application-----

- You need to apply for SFA each year starting April even if you received SFA in previous year.
- If you make a written application, Prepare separate application form for each child. When applying electronically, siblings can apply together
- 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 all of the attached documents are not ready when submitting your application, submit only the application form first.

-----②Documents to attach-----

●Copy of your bankbook(All of applicants)

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

※For Japan Post (Yucho) Bank , make a photocopy of the first (facing) page of the bankbook.

※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.

For documents to attach about income verification, see (1) Document to attach and (2) Income verification of the back page of “2025 School Financial Assistance”.

-----③About the examination-----

- The School Financial Assistance verification will require income information for all members of the same household in 2024. (Includes those living in separate households but sharing the same livelihood.)
- If you worked abroad in 2024 or moved in from abroad after January 1, 2025, you will be required to provide proof of income earned abroad.
- If even one member's income status cannot be verified, the application cannot be reviewed and will be rejected.

-----④Screening 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.

-----⑤others -----

- Even if you are certified, if you move out of Toshima City, you will no longer be eligible for Toshima SFA. If you wish to continue receiving SFA after moving, you must reapply to the Board of Education of the municipality where you have moved.

◆ 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.