

INFORMATION

School Expense Subsidies in Shinjuku City

- * This application is also used as a questionnaire. Even if you do not need the subsidies or live in other municipalities, please fill in the form inside the red-written frame, enclose it in an envelope, and submit it to your school.
- * If you live out of Shinjuku City and want to receive the subsidies, please contact the educational boards of cities and towns where you live.

In Shinjuku City, we subsidize part of expenses necessary for your children's study according to family circumstances, wishing they will study comfortably. Those who live in Shinjuku City and want to receive the subsidies should read the description, and file an application.

1 Those who can receive the subsidies are true of one of the following cases

- (1) You are on welfare at present
- (2) You have had your welfare suspended or unavailable since April, 2016 or later.
- (3) You have difficulty in paying school lunch expenses etc. due to economic reasons, and meet the requirements in the following table. (The 2016's income sum total of all members of your household needs to be the number or less.)

Number of people per household	2	3	4	5	6
Rough standard sum	2.92 million yen	3.57 million yen	4.31 million yen	4.49 million yen	5.04 million yen

If the number is more than 6, add 0.55 million yen every one person

- * The income sum total in the table is a rough standard. It could be different according to family structures, ages, etc. If you can not tell whether to meet the requirements, please file an application. We will inform you of the screening result.
- * The rough standard sum may change partially in and after 2017 (fiscal year).
- * "Income" means
 - ① "a sum after employment income deduction" in the 2016 tax withholding certificate, if you are an employment income earner.
 - ② a sum of "annual income" after deduction of necessary expenditure, if you are a business income earner.
- (4) Even if you are not true of (3) and have other circumstances like considerable decrease of income caused by disaster or unemployment, please consult with us.

2 Contents of subsidies

- school lunch expenses ●school things expenses
- admission school things expenses ●club activities expenses
- field trips expenses(school excursion, social studies field trip, etc.)
- traveling classes participation fees, summer facilities participation fees
- a school trip participation fees, “English Camp” fees(only Shinjuku Municipal school students), a student yearbook expenses
- medical care expenses (only treatment of disease which is stipulated by school health law and directed by your school)
- * About subsidies attached with “●”, those who are on welfare can receive them from a municipal welfare office.
- * Contents of subsidies can be different according to the grades of your children.
- * The school expense subsidies is offered to parents who have financial difficulties for their children’s study. Please pay the costs parents must bear, following the school instruction of school.

3 How to apply

According to the guidance please fill in in the necessary items and put your seal (or sign your name) in the application form, then attach a copy of the account number of your bankbook to which subsidies should be paid on the back of the application form and submit it to your school by the specified date. If the child has brothers and sisters, you need to submit one application per one person. If you received school expense subsidies last year, please submit it this year as well.

4 Notification of the screening result

The application documents submitted are screened by the Board of Education After the Shinjuku resident tax for 2017(fiscal year) has been determined. All applicants are notified of the screening result in writing around the end of June.

If there is flawed paperwork, we notify you around the end of the June. If you do not submit missing documents, you can not receive the subsidies.

If the result does not reach you, please contact us.

5 Inquiries

(1)School Management Support section, School Management Division, Board of Education Secretariat of Shinjuku City Office

TEL 03-5273-3089 (direct call)

(2)Your municipal elementary/junior high school

Income certification

When you apply for school expense subsidies, you do not have to submit the tax withholding slip or a copy of the return for income tax from 2014(fiscal year) because we screen the application form through the Shinjuku resident tax information.

So, we request all members twenty or over of your household to file the tax return.

1 Those who registered with the Shinjuku City office on January 1, 2017 should declare their income of 2016.

Who must file	Where to file
Salaried worker	
① A person who earned only employment income ("General Collection" is not written on the tax withholding slip)	Employer (please confirm to your Company)
② A person who had income in addition to his/her salary or who got a job or retired in the middle of the payment term ("General Collection" is written on the tax withholding slip)	<ul style="list-style-type: none"> • Tax Affairs Division, Shinjuku City Office • Tax Office within Shinjuku City
Business income earner (self-employed) or others (part-timers)	<ul style="list-style-type: none"> • Tax Affairs Division, Shinjuku City Office • Tax Office within Shinjuku City
A person who had no income	<ul style="list-style-type: none"> • Tax Affairs Division, Shinjuku City Office

Please file the return for resident tax at the Tax Affairs Division, Shinjuku City Office regardless of whether you had income or not, and report the dependent information

if you have dependents. If you have not filed the return, we can not screen your application documents.

2 Those who registered with other local city offices on January 1, 2017 or who moved into Shinjuku City on and after January 2, 2017.

If required, you need to submit the “Certification of Taxation or Non-taxation for FY2017 ” (including the dependent information and the gross income) issued by the local city office where you lived as of January 1, 2017. You can submit a copy of one of these.

3 Those who lived outside Japan as of January 1, 2017 or who can not file the tax return.

Please contact the section below

◇ FAQs

Q 1 I had no income in 2016. Do I have to file an income-tax return?

A 1 Please file the tax return that you had no income last year.

Q 2 How dose the child file the return ?

A 2 Children under twenty who had no income need not file the return. For example, if a father supports his children twenty or over, he should write dependent information on the return form.

- ◇ Parents who could not receive the subsidies and children attending the special Support class of municipal elementary or junior high school (or children corresponding to the degree of disability attending the regular class) can receive the financial assistance of a part of necessary school expenses from the Special support education attendance at school encouragement system.
Please contact us for more information.

【Inquiries 】

**School Management Support Section , School Management Division ,
Board of Education Secretariat of Shinjuku City Office.**

TEL 03-5273-3089 (direct call)