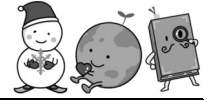


# Sapporo School Expense Assistance Application Procedure

**The Application Form included**



School Expense Assistance is a system that provides financial support to households that are having difficulties paying for expenses for compulsory education such as school supplies. Households whose income is less than the specified amount set by the City are eligible. If you wish to receive this assistance, please read the explanation below and submit an application.

## 1. Eligible children

- Children who are enrolled in **an elementary school or a junior high school** as of October 2024.
- Children who will **enroll in an elementary school** in April 2025.

Please regard the primary part of compulsory education schools as elementary school, and the secondary part of compulsory education schools or the first part of secondary education schools as junior high school.

## 2. Applicable requirements (for receiving school expense assistance)

Households living in Sapporo City that fall under any of the following categories A-F (excluding households receiving welfare assistance [*seikatsu hogo*])

	Applicable requirements				Notes				
A	The household's welfare assistance ( <i>seikatsu hogo</i> ) was cancelled or suspended in or after October 2023.				Excluding cases where the household members have changed from the time when the welfare assistance was received.				
B	The household is receiving a child-care allowance ( <i>Jido Fuyo Teate</i> ) or has received a child-care allowance after November 2023.				The latter case is limited to the case where household members have not changed etc. from the time when the child-care allowance was received.				
C	The municipal tax of all members of the household excluding high school students and younger members (*1) was non-taxable or full exempted in FY 2024.								
D	The total income of all members of the household excluding high school students and younger members (*1) in 2023 was under the amounts listed below.				If the household includes members who paid high medical expenses (*2) or are unemployed (*3), a certain amount may be deducted from the total amount of the household income.				
	No. of members of household	2	3	4	5	6	7	8	9
	Upper limits for net income (*4)	¥1,860,000	¥2,320,000	¥2,520,000	¥2,880,000	¥3,410,000	¥4,100,000	¥4,800,000	¥5,580,000
	Approximate gross salary (*5)	Roughly ¥2,770,000	Roughly ¥3,430,000	Roughly ¥3,690,000	Roughly ¥4,140,000	Roughly ¥4,800,000	Roughly ¥5,670,000	Roughly ¥6,540,000	Roughly ¥7,410,000
E	In or after FY 2023, individual enterprise tax has been fully exempted due to disasters such as storms, floods, earthquakes, and fires.								
F	The household has received a loan for welfare expenses (e.g., expenses necessary to perform work, expenses necessary for skill acquisition, expenses necessary for preparation) from the local Social Welfare Council in or after FY 2023.								

(\*1) If the person who supports the household is not living with the family due to job transfer or with the intention of getting a divorce, the person is still considered a member of household even if the place of residence is different. Persons who live together are considered members of the household even if they do not share the household budget or their resident registration is different. If in the middle of divorce mediation or trial, it may be possible not to consider the spouse as a member of the same household.

(\*2) Medical expenses here are limited to those eligible for deduction from income tax (except in special cases). Expenses for health checkups and vaccinations cannot be included.

- (\*3) Limited to those who are unemployed or have no income at the time of application. Those who have received a special lump sum payment for employment insurance are not eligible.
- (\*4) “Income” refers to the amount obtained by subtracting essential expenses from earnings. In case of a salary, it is not a paid amount but an amount after deduction of essential expenses from the salary.
- (\*5) These amounts are provided only as a guide. Note that the amount of income may vary depending on the number of people who have earnings and the amount of earnings.

### **3. How to apply**

Please apply using one of the following methods;

#### **(1) Online Application only Japanese**

Please apply using the QR code on the last page or through the Sapporo City’s HP.

[Items to prepare] E-mail address, image data to show you bank account information (such as a banknote or cash card).

\*Only required for some applicants: Documents proving that you meet the eligibility (please refer to item 5 below)

#### **(2) Written Application**

Please submit the application form and other necessary documents to the school your child is attending.

\*For households with children attending different schools (such as elementary and junior high schools), please submit to only one of the schools.

[Items to prepare] Application form, a copy of your banknote or cash card that shows your bank account information.

\*Only required for some applicants: Documents proving that you meet the eligibility (please refer to item 5 below)

### **4. Application deadline**

**Application deadline: August 30 (Wed.), 2024** (※)

**Note: April 30 (Wed.), 2025 for households that will apply for only one child who is expected to enroll in elementary school in April 2025**

※Applications are also accepted after the above deadline, but as a general rule, approval will be granted from the month of application. Therefore, there may be items for which the payment amount is prorated by month or items for which you will not receive payments. Additionally, applications are accepted at any time if there are changes in your household's financial situation due to reasons such as divorce or unemployment.

【Application period】

	6/16	6/17	<div>Application deadline</div>	8/30	4/30	5/1	<div>Reception closed</div>	9/30
	Only written applications accepted		Either online applications or written applications accepted			Only written applications accepted		

### **5. Examination method**

Among the information required for examination, Sapporo City Board of Education will obtain information on welfare assistance, child-care allowance (*Jido Fuyo Teate*), income and tax amounts directly from the concerned departments of Sapporo City. If you do not give consent for this, contact the Board of Education (School Expense Assistance Section: Tel. 011-211-3851) in advance. If you do not give consent, you cannot apply online and the certificates shown in the table below must be submitted.

Please note that even if you have given consent, you may still have to submit certificates in case the necessary information cannot be obtained from the City, or the City does not have necessary information.

Categories (see 2 above)	Persons/households that need to attach certificates	Required certificates (Copies are acceptable.)
A	A household that received welfare assistance under the local government other than Sapporo	Notification of decision to abolish welfare assistance
B	Persons whose information on the application of Child-care allowance ( <i>Jido Fuyo Teate</i> ) cannot be obtained from Sapporo City	Child-care Allowance Certificate
C or D	Persons whose income/tax information is not with Sapporo City such as: <ul style="list-style-type: none"> <li>• Those who moved to Sapporo from outside Sapporo after January 2024</li> <li>• Those who do not have a resident registration in Sapporo as of January 2024</li> <li>• Those who have not filed residence tax</li> </ul>	Any of the following: income certificate; special collection tax amount determination (change) notice; or detailed statement of resident tax for FY2024
	Persons who are in the process of divorce mediation or trial with a spouse who is not regarded as a member of the same household and therefore need to apply for the special exception	Documents certifying that the parents are in divorce mediation or trial (documents from the court, lawyer's mandate contract, etc.)
D	Households whose income exceeds the limit, but by deducting the medical expenses paid at hospitals, the income is within the set limit.	Documents that certify the medical expense (notice of medical expenses, receipts, copy of tax return form (receipts of medical fee exception), etc.)
	Households whose income actually exceeds the limit, but have a family member who lost a job and is currently unemployed, and by regarding that his/her income is zero yen, the income is within the set limit.	Documents certifying the job loss (documentation of unemployment, employment insurance qualification, resignation certificate, etc.)
A – D in Common	Those who do not give consent for the Board of Education to obtain necessary information directly from Sapporo City.	(The above certificates according to the relevant category)
E • F	All households that fall under category E or F	Documents certifying that the household meets applicable requirements

\*1) Those who have not filed residence tax may need to do so to receive an income certificate.

Please ask at the department in charge of resident tax in your city. If you live in Sapporo, ask the city tax offices that have jurisdiction over your residence area.

\*2) Copies of withholding tax slips, salary certificates, pay slips and tax return forms cannot be used in principle.

## 6. How to fill out the application form

The application form has two sides. Make sure you fill out the back side as well (see instructions below).

### Front side

Upon application, you are required to agree with all of 1 to 5. Please check the contents.

Fill out the date of submission.

Since the school, board of education or the administrative offices may contact the applicant to confirm the contents, enter the phone number that is the easiest to reach you.

If there are 6 or more children, write two names on one line.

Grade as of the application date. Provide the number only. For children entering elementary school next year, please write 予定("Scheduled.")

(To) Board of Education

I hereby apply for School Expenses (Jido Fuyo Teate) of the

1. Sapporo City Board of Education will obtain registration, income, tax amounts, welfare assistance, and child-care allowance from the concerned departments of Sapporo City to the extent necessary for examination.

2. Sapporo City Board of Education will inform the result and progress of examination to the school where a child listed in ② is (will be) enrolled.

3. The school lunch and school trip expenses provided to my household will be received by the Mayor of Sapporo or the school principal on my behalf and will be used for school lunch and school trip expenses.

4. If I fail to pay expenses to the school by the deadline, the school principal will receive the school supplies and school trip fees provided to my household on my behalf and apply them to the repayment of the delinquent amount.

5. In the event that I have improperly received school expenses through misrepresentation, etc., I will return the entire amount.

① Applicant (The bank account holder) \*Must be a guardian (Please make sure to fill out all the items)

Katakana	サッポロ イチロウ	Date of birth	1981 Y 1 M 2 D
Name	Sapporo Ichiro	Phone#	090-0000-0000
Address	〒060-0002 Chuo-ku Kita 2-jo Nishi 2-chome 15-1 STV Kita 2-jo Monsion 301		
Current occupation	<input checked="" type="checkbox"/> Employee/Public employee <input type="checkbox"/> Self-employed <input type="checkbox"/> Part-time worker <input type="checkbox"/> Unemployed <input type="checkbox"/> Income of 2023 <input checked="" type="checkbox"/> Yes had income <input type="checkbox"/> No income <input type="checkbox"/> If received this assistance after Oct. 2024 in other city, write the city's name. iwamizawa city		

② Name(s) of eligible child(ren) (who are enrolled in elementary, junior high schools in FY 2024 and who will enroll in elementary school in April 2025.) \*For children who are going to enter elementary school next year, write 予定 ("Scheduled") in the "Grade" column

Name	Date of Birth	School Name	Grade
Katakana: サッポロ シロウ Name: Sapporo Jiro	2008 5 5 Y M D	Odori Nishi Junior High School	3
Katakana: サッポロ ハナコ Name: Sapporo Hanako	2010 6 6 Y M D	Sapporo Junior High School Attached to Hokkaido University of Education	1
Katakana: サッポロ サブロー Name: Sapporo Saburo	2012 7 7 Y M D	Odori Chuo Elementary School	
Katakana: サッポロ ナツコ Name: Sapporo Natsuko	2014 8 8 Y M D	Odori Chuo Elementary School	3
Katakana: サッポロ シロウ・サッポロ アキコ Name: Sapporo Shiro / Sapporo Akiko	2016 9 10 Y M D	Odori Chuo Elementary School	1
	2017 11 12 Y M D	Odori Chuo Elementary School	Scheduled

Provide the names of all children who are eligible for this assistance. **Not necessary to separate application forms for each school.** Please make sure to write about the child who is entering from April 2025 if there is any.

③ Names of all household members other than child(ren) listed in ②. In principle, include persons who live together or spouse lives separately.

Name	Relationship	Date of Birth	Current occupation	Income of 2023
Katakana: サッポロ ハルコ Name: Sapporo Haruko	Wife	1982 Y 2 M 3 D	<input checked="" type="checkbox"/> Employee/Public employee <input type="checkbox"/> Self-employed <input type="checkbox"/> Part time worker <input type="checkbox"/> Unemployed <input type="checkbox"/> University/technical school students <input type="checkbox"/> High school students and below	Yes - No <input checked="" type="checkbox"/> Yes
Katakana: サッポロ タロウ Name: Sapporo Taro	First son	2005 Y 4 M 4 D	<input type="checkbox"/> Employee/Public employee <input type="checkbox"/> Self-employed <input type="checkbox"/> Part time worker <input type="checkbox"/> Unemployed <input type="checkbox"/> University/technical school students <input checked="" type="checkbox"/> High school students and below	Yes - No <input type="checkbox"/> Yes
Katakana: サッポロ ユキコ Name: Sapporo Yukiko	4th daughter	2021 Y 12 M 12 D	<input type="checkbox"/> Employee/Public employee <input type="checkbox"/> Self-employed <input type="checkbox"/> Part time worker <input type="checkbox"/> Unemployed <input type="checkbox"/> University/technical school students <input checked="" type="checkbox"/> High school students and below	Yes - No <input type="checkbox"/> Yes
Katakana: イシガリ ハチロウ Name: Ishikari Hachiro	Father	1949 Y 5 M 15 D	<input type="checkbox"/> Employee/Public employee <input type="checkbox"/> Self-employed <input type="checkbox"/> Part time worker <input checked="" type="checkbox"/> Unemployed <input type="checkbox"/> University/technical school students <input type="checkbox"/> High school students and below	Yes - No <input type="checkbox"/> Yes
Katakana: イシガリ ウメコ Name: Ishikari Umeko	Mother	1950 Y 6 M 16 D	<input type="checkbox"/> Employee/Public employee <input type="checkbox"/> Self-employed <input type="checkbox"/> Part time worker <input checked="" type="checkbox"/> Unemployed <input type="checkbox"/> University/technical school students <input type="checkbox"/> High school students and below	Yes - No <input type="checkbox"/> Yes
Katakana: イシガリ フユコ Name: Ishikari Fuyuko	5th daughter	2020 Y 8 M 7 D	<input type="checkbox"/> Employee/Public employee <input type="checkbox"/> Self-employed <input type="checkbox"/> Part time worker <input type="checkbox"/> Unemployed <input type="checkbox"/> University/technical school students <input checked="" type="checkbox"/> High school students and below	Yes - No <input type="checkbox"/> Yes

Do not write about the persons whose names are listed in ①&②.

Circle 有 (yes) if person had income in 2023 (not necessary for high schoolers or younger)

### ④ Reason for application (Circle an applicable number)

- 1 Welfare assistance was cancelled or suspended in or after Oct. 2021.
- 2 Received child-care allowance (Jido Fuyo Teate) in or after Nov. 2021.
- 3 All household members are exempt from municipal tax in FY2021 or 2022.
- ☒ 4 Total income of all household members in 2021 was less than the limit.
- 5 Individual enterprise tax was fully exempted in or after FY2021.
- 6 Received loans from Social Welfare Council in or after FY2021.

Circle the applicable numbers to indicate the reasons for application.

### ⑤ If you are a single-parent householder and not receiving child-care allowance (Jido Fuyo Teate), circle the appropriate reason.

- 1 My application is currently proceeding (undecided)
- 2 Income has exceeded the set limit
- 3 I am receiving disability pension and/or survivor's pension
- 4 I am in the process of divorce mediation or trial with a spouse
- 5 Other ( )

If you are a single-parent household (including those living with your parents) and have not received a child-care allowance (Jido Fuyo Teate) from Sapporo City as of the application date, circle the appropriate reason. In case of "5. Other," describe the reason in the brackets.

## Back side

⑥ Bank account to receive School Expense Assistance  
 (The name of the account holder must be the same as the applicant provided in ①)

Bank name	North Pacific Bank(0501)・Hokkaido Bank(0116)	Branch name	Head office・九一八branch
	Japan Post Bank(9900)・Other ( )		
Bank code	Branch code	Account number (to the right)	
9 9 0 0	9 7 8	8 7 6 5 4 3 2	

Please attach a copy of your passbook here

- Attach a copy of the passbook of the above account (a page showing the "bank name, branch name/number, type of deposit, account number, and account holder's name in katakana").
- If you use an account that does not have a passbook, a copy of the cash card or the screen shot of net banking is also acceptable, but please include the name of bank, branch name and code, type of bank account, account number, and name in Katakana.

For North Pacific Bank, Hokkaido Bank or Japan Post Bank, circle the applicable bank. For financial institutions other than the above, fill out the name in the brackets next to "other(その他)."

## 7. Outsourcing of administrative procedures

Administrative procedures regarding the application for School Expense Assistance is outsourced to the Sapporo Administrative Office Center, which is under the jurisdiction of Sapporo City.

Therefore, not only the Board of Education but also the Sapporo Administrative Office Center may contact the applicant directly by phone (Center's phone number: 011-350-6750) if the application documents are incomplete or if there are matters that require confirmation.

## 8. Notification of examination results

The results of the examination will be announced in writing through the school. If there is a child enrolled in a school other than the one where the application is submitted, the Board of Education will also notify the results to the school.

## 9. Contents of Assistance

Once the School Expense Assistance is approved, the following items will be provided.

Students listed in brackets [ ] are those eligible for the assistance. More details will be informed separately to those who have been approved.

The item marked with ☐ indicates that it is available for public (national, prefectural and municipal) schools only, and the item marked with ☐ indicates that it is available for the Sapporo municipal schools only (the item with ☒ mark excludes secondary schools).

School supplies fee	[Elementary and junior high school students] Annual amount: 13,230 yen – 27,130yen (depending on the grade)
Student council fee	[Junior high school students] Annual amount: 2,340 yen
School preparation allowance	[For elementary school, new students in April 2025 whose approved period includes April 2025 only] 54,060 yen for elementary schools [For junior high school, new students in April 2025 whose approved period includes March 2025 only] 63,000 yen for junior high schools
Sports equipment fee	[First and fourth graders of elementary school and first graders of junior high schools that have skiing or judo classes] Skiing equipment or judo uniforms are provided
<input type="checkbox"/> Extracurricular activity involving overnight accommodation	[For students who participated in the activity and the departure date falls within the designated period.] Equivalent amount for transportation and admission fees.
<input type="checkbox"/> School trip fee	[For students who participated in the activity and the departure date falls within the designated period.] Actual cost (certain expenses may not be covered)
<input checked="" type="checkbox"/> Commuting fee	[Elementary and junior high school students whose commuting distance meets the set requirement] Actual public transportation fare
<input type="checkbox"/> School lunch fee	[Elementary and junior high school students] School lunch will be provided free of charge.

◇ Medical expenses	[For elementary and junior high school students suffering from designated diseases that require treatment at medical institutions] Medical expenses that need to be paid at the hospital (expenses related to designated diseases only).
◇ Japan Sport Council mutual aid premium	[Elementary and junior high school students who have been approved as of May 1] The Japan Sport Council mutual aid premium will be free of charge.

※ Subject to change due to revisions to the national standards.

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- **Please contact the school for questions regarding the application for School Expense Assistance.**  
**Regarding the online application, please contact the following division of Sapporo Board of Education.**
  - **The Sapporo City website also provides information on the School Expense Assistance system including the link of the online application. Please search for “Sapporo City School Expense Assistance.”**

札幌市 就学援助

検索



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