

## Application Guidelines for Financial Aid for Development of a Learning Community (Extracurricular Activities)

-Encouraging group learning and students to challenge their full potential-

### I. About Financial Aid for Development of a Learning Community (Extracurricular Activities)

Is there an activity you would like to be involved in together with your peers from Ritsumeikan University?

Financial Aid for Development of a Learning Community (Extracurricular Activities) is a scheme that offers financial and other support to encourage students to participate in group learning activities and challenge their full potential. If there is some activity you would like to be involved in but don't know what to do, see the list of activities by other groups selected in the past (\*1) or the SDGs (\*2) index.

We hope that this scheme serves to help in the creation of diverse "learning communities" and encourages more students to challenge their full potential.

(\*1) <http://www.ritsumei.ac.jp/scholarship/activity/>

\*Japanese Only

(\*2) For more information, see page 3 of the application form.



### II. Schedule & application documents

Application period	2019 Apr 22 (Mon) - May 13 (Mon) 17:00 <applications must be submitted by 17:00> *JST
Application documents	1. Application (Form 1) / 2. Activity Plan (Form 2) / 3. Estimate of Expenses (Form 3) / 4. Summary of Activities from Previous Years and Objectives for This Year [only for groups that have been selected in past years] (Form 4) / 5. Remarks from a Faculty/Staff Member Acting as adviser (Form 5) / 6. Supplementary Activity Report Form [only if relevant material is to be submitted with the application] (Form 6) 7. List of Group Members (Form 7) 8. Interview Date Preference Form (Form 8) 9. List of Equipment and Other Expense Items [only if relevant material is to be submitted with the application] (Form 9)
Application Procedures	<p><b>*For your application to be finalized, you must complete steps (1) and (2) below by 5:00 p.m. on Monday May 13. Your application will be ineligible if you do not complete BOTH of these steps.</b></p> <p>(1) Input the required information on all the application documents on your computer, then print them out on A4 paper. Do NOT staple them together. Submit the printed forms to the Office of Student Affairs on your campus. (Only the "Remarks from Faculty/Staff Member Acting as adviser" section may be handwritten; please ensure that the faculty/staff member has provided their seal stamp in this section).</p> <p>(2) Submit electronic copies of the following documents that you submitted to the Office of Student Affairs: (1) Application, (3) Estimate of Expenses, (7) List of Group Members, and (9) List of Equipment and Other Expense Items [only if relevant material is to be submitted with the application]. These must be e-mailed to the address shown below by 5:00 p.m. on Monday May 13.</p> <p>Address for sending electronic copies: <a href="mailto:mana-com@st.ritsumei.ac.jp">mana-com@st.ritsumei.ac.jp</a></p> <p>*Set the email subject as "Application for Financial Aid for Development of a Learning Community: [Group's Name]".</p> <p>*The body of the email must include the name of the group and the name and student ID number of the person sending the message.</p> <p><b>Please note:</b></p> <p>*Application documents must be filled out using a computer, and written in either English or Japanese.</p> <p>*If any of the documented proof for estimated expenditures and/or income is written in a language other than English or Japanese, submit the documented proof accompanied by a translation into either English or Japanese.</p>

	*Submitted application documents (hard copies) will not be returned. Further, resubmission of application documents is not permitted. (Applicants may withdraw their application, however, during the application period.)
Where to submit your application documents	<b>Office of Student Affairs on your campus</b> *The office can also offer advice prior to application/submittal of documents. *Please submit documents at the campus from which your activities will be based. All post-application communications and procedures will be conducted at that campus.
Announcement of groups advancing to interview selection	<b>13:00 June 11 (Tue), 2019 (through manaba+R) *JST</b>
Interview selection	<b>June 15 (Sat) - June 16 (Sun), 2019 *JST</b> *Date / time of interviews will be provided together with the above announcement of groups advancing to interview selection.
Announcement of successful applications	<b>13:00 June 26 (Wed), 2019 (through manaba+R) *JST</b>
Information session for successful applicants	<b>From 18:00 June 26 (Wed), 2019 *JST</b> <b><u>*Attendance at this information session is essential in order for successful applicants to be officially confirmed as recipients of this financial aid.</u></b> Unless there are special circumstances preventing attendance, such as scheduled curricular classes, teaching practical work, nursing training or participation in another event, etc., all three key members of each group must attend the information session. Please notify the Office of Student Affairs in advance if you are unable to attend. Please note that if you do not attend without notifying the office, your application may be withdrawn. *Successful applicants will be interviewed at a later date regarding their application assessment outcomes and the progress of their activities. Interviews will be scheduled after the information session.

Applications for Financial Aid for Development of a Learning Community (Extracurricular Activities) are only accepted once a year. Please forward any inquiries about applications to the offices below.

■ Kinugasa Office of Student Affairs (Kenshinkan Building 2F)	TEL 075-465-8167
■ BKC Office of Student Affairs (Central Arc 1F)	TEL 077-561-3920
■ OIC Office of Student Affairs (Bldg.A 1F AS Office)	TEL 072-665-2130
Hours: 9:30-17:00 (excluding Sat, Sun and public holidays) *Tuesday hours: 12:30-17:00 *Closed daily: 11:30-12:30	

\* **Students will be notified of any changes to the above schedule through the “Scholarships/Financial Aid HP”.** <http://www.ritsumeai.ac.jp/scholarship/>

\*Japanese Only



### III. Overview & eligibility

#### 1. Overview of this scheme

##### Objective

By subsidizing a portion of the expenses for activities (**extracurricular activities**) by **college student** groups with the potential to achieve strong results in the area of diverse learning, this scheme aims to support the activation of voluntary learning activities.

- No. of selected groups: The number of selected groups will be determined within the allocated budget.
- Aid amounts: 150,000 yen, 300,000 yen and 500,000 yen/academic year
  - \* Please select the appropriate amount based on the details of your activity.
  - \* The aid amount will be assessed as part of the selection process, and the amount of aid awarded may differ from the amount specified on the application. Aid is provided for activity expenses, but is only intended to provide partial coverage of such expenses: groups are also expected to bear some expenses themselves.
  - \* Regardless of aid amount selected at the time of application, the selection process and criteria will remain the same.
  - \* Based on the estimate of expenses, aid up to 1 million yen may be offered for activities deemed to be particularly special by the Dean of Student Affairs.
- How financial aid will be paid:
  - (1) Groups who included “fees for services” in their Estimate of Expenses (Form 3):  
The “fees” portion will be paid into the bank account of the lecturer as provided by the applicant group (the university will process tax withholding from the payment).  
The portion other than fees will be paid as a lump sum into a bank account opened in the name of the successful group (no individual accounts), within approximately one month (excluding office vacation periods) of completion of the necessary procedures.
  - (2) Groups who did not include “fees for services” in their Estimate of Expenses (Form 3):  
The aid will be paid as a lump sum into a bank account opened in the name of the successful group (no individual

accounts), within approximately one month (excluding office vacation periods) of completion of the necessary procedures.

- Joint financial aid: Joint aid will not be provided in the event any student in a group is currently receiving the “Learning Community Off-Campus Activity Encouragement Scholarship (for curricular classes)”, the “Ritsumeikan University Cross Cultural Exchange Grant”, “Ritsumeikan University +R Alumni Association Future Human Resources Development Scholarship (support for growth and development)”, “Ritsumeikan University +R Challenge Scholarship” or the “Ritsumeikan University Athlete and Creator Development Scholarship” and the purpose behind the application for this aid is the same.
- Other:
  - (1) Any group that does not report expenses without reasonable grounds, may have their aid revoked and be required to pay back the financial aid in full.
  - (2) Any group receiving aid found guilty of misconduct, such as falsifying information, etc., may have their aid revoked and be required to pay back the financial aid in full.
  - (3) Graduate students, students of other universities, and undergraduate students of RU who are not confirmed members of the organization are not eligible to receive financial aid under this scheme.
  - (4) Groups that were also applying for other scholarships or grant programs at the time of applying for this scheme must, by the date required by those other programs, determine their intentions and report to the university which programs they are to be selected for. If as a result of this determination the group wishes to withdraw from this scheme, their withdrawal will be confirmed upon submission of a Notice of Withdrawal.
  - (5) The university does not permit overseas travel for the purpose of extracurricular activities to countries/regions rated as Level 2 or above on the Japanese Ministry of Foreign Affairs’ Overseas Safety Information website. For details, please refer to the handbook below and consult with the Office of Student Affairs in advance if you have any queries.

AY2019 Extracurricular Activities Handbook: <http://www.ritsumeik.ac.jp/file.jsp?id=363324>

\*Japanese Only

#### Application classifications

Applications for this scheme have been divided into separate classifications.

It is necessary that your application relates to one of the classifications outlined in (1) - (3) below.

#### (1) Group activity that aims to promote the formation of communities in or outside the school.

This applies to group activities, pursued on the initiative of undergraduate students of Ritsumeikan University, that involve resolving problems, cultural development and community development in order to promote the formation of communities in the local area.

<Example>

- Activities that aim to further strengthen and expand on efforts to resolve problems in the local community or form community groups.
- Group activities where students, together with their peers, put to use special knowledge and skills learned at the university (IT, scientific knowledge/skills, tourism, education, welfare, sports, law, etc.) to contribute to community development within the school or local area and aim to further strengthen and develop community development.
- Group activities where students, together with their peers, aim to improve school life on campus.

#### (2) Group activities that aim to address the needs of society based on the university’s educational philosophy.

This applies to group activities spreading the message behind the Ritsumeikan University educational philosophy, “peace and democracy”, to society.

<Example>

- Group activities where students, together with their peers, are involved in efforts to establish peace and democracy and aim to further strengthen and expand on such efforts.
- Group activities where students, together with their peers, are involved in efforts that contribute to peace in the global community or bring communities together and spread this message to society.

#### (3) Group activities aimed at achieving the objectives of the university curriculum.

This applies to extracurricular group activities, pursued on the initiative of undergraduate students of Ritsumeikan University, that aim to further college studies and group activities that aim to achieve objectives in educational fields that go beyond the academic area of college studies currently offered at Ritsumeikan University.

\*Activities within formal curricular classes and by curricular and voluntary seminar groups are ineligible (although some activities conducted as an extension of such groups’ activities may be granted eligibility). Groups involved in activities within the formal curriculum, activities undertaken as part of regular seminars and the like are encouraged to apply for the +R Challenge Scholarship instead.

<Example>

- Group activities where students, together with their peers, have established new learning goals based on their experience participating in college seminars, etc.
- Group learning activities that aim to further expand on learning experiences in respective colleges or across the university or establish new educational projects.
- Group activities where students, together with their peers, aim to contribute to the local community and society based on the specialist fields of their respective college studies.

## 2. Eligibility

- (1) Groups eligible to apply for this scheme must satisfy 1 and 2 below.
1. Groups must be comprised of at least three students enrolled in a regular undergraduate degree program in one of the colleges at Ritsumeikan University
    - \* It is preferred that groups are not comprised of students from any single seminar or research laboratory, or only from a single college.
    - \* Graduate students of Ritsumeikan University are not counted in this the “three students” requirement. It is possible for graduate students and students of other universities to be members of the group, but they will be excluded from receiving any of the financial aid.
  2. Groups must have a recommendation from a faculty/staff member (Professor / Associate Professor / staff member with no fixed-term of appointment) from the university.
    - \* Please select a faculty/staff member able to provide guidance and advice in relation to your activity as your adviser.
    - \* Faculty/staff members (Assistant Dean of Student Affairs, executive officers of the Division of Student Affairs, and staff responsible for administration of this scheme in the Division of Student Affairs, and the like) involved in the screening process cannot act as advisers.
- (2) The following groups cannot apply.
1. Groups containing students who have received disciplinary action in accordance with Article 57 of Ritsumeikan University Regulations cannot apply in the academic year covering the period of disciplinary action.
  2. Groups which, according to application guidelines, are eligible to apply for Priority Strengthening Grants, Project Grants, and Framework Grants\* cannot apply. (Groups affiliated with the Student Union and other groups recognized by the Dean of Student Affairs, such as college project groups, are ineligible.) \*For details, refer to the respective application guidelines.
  3. Groups other than those covered by 2 above that are receiving financial support from the university (student groups that are affiliated with departments, institutions, or organizations of the university or are receiving support therefrom) may also be ineligible. Such groups should consult with the Office of Student Affairs in advance.
  4. Groups that go against the University's educational philosophy (peace and democracy) or agreements with the university to date (to reject violence and respect human rights) are not eligible.
  5. Regular curricular class groups (groups from curricular seminars, voluntary seminars or groups performing research activities linked to curricular classes) cannot apply.
  6. Groups that have already received this scheme in the past cannot apply again. A group may apply for this scheme a second time if they satisfy the following.
    - a. If they have a separate objective and activity plan to the ones used to obtain this scheme the first time.
    - b. If they have an objective and activity plan that will serve to reinforce the ones used to obtain this aid the first time.

## IV. Concept behind this scheme

### Financial aid amounts

Financial aid amounting to 150,000 yen, 300,000 yen or 500,000 yen/academic year will be offered to respective groups. However, an amount different to the amount specified on the application may be determined during the selection process. The scheme is only intended to provide partial coverage of such expenses: groups are also expected to bear a portion of their own expenses.

In principle, this scheme is designed to cover expenses stated in the application documents and approved for aid in the current financial year, which are incurred by the group in the course of its activities and/or by individual undergraduate students of Ritsumeikan University who are confirmed as group members eligible for the aid.

Upon conclusion of the activity, groups will be required to submit a financial report (report of expenses, including receipts) and return any remaining money.

### Expenses covered under this scheme

- |                                     |                          |                          |                         |
|-------------------------------------|--------------------------|--------------------------|-------------------------|
| (1) Fees for services* <sup>1</sup> | (2) Facility usage costs | (3) Transportation costs | (4) Accommodation costs |
| (5) Equipment costs                 | (6) Insurance premiums   | (7) Printing costs       | (8) Freight charges     |
| (9) Participation costs             | (10) Other               |                          |                         |

The table below shows which expenses are covered by this scheme. Please check these details carefully in advance, as expenses which are not covered will not be supported even if you list them in the Estimate of Expenses. Further, some expenses may not be covered pending investigation.

\*1: Fees for services will be paid by the university directly to lecturers' bank accounts following tax withholding procedures, so will not form part of the aid paid to the group. The group will need to submit documentation of the lecturers' bank account details to the university in advance in order for fee payments to be processed.

Expenses covered under this scheme	Details / Important information																		
(1) Fees for services	<p>Limited to level of remuneration offered to Ritsumeikan University lecturers (based on fees offered to lecturers for Saturday classes). Full-time faculty/staff members: 10,000 JPY Joint faculty/staff members/outside staff: 30,000 JPY</p> <p>*If the lecturer is invited from outside the university, the scheme will not provide separate coverage for transportation expenses.</p> <p>*Lecturers cannot be undergraduate students, graduate students or non-degree students of Ritsumeikan University, or students of other universities.</p> <p>* Since an honorarium is taxable, 10.21% of the taxable amount is withheld at the source. Note that the amount of withheld tax should be implemented from the financial aid. <b><u>Applicants therefore need to include the income tax amount in their budgets. The net fee received by a lecturer can be calculated as follows: total fee payable x 0.8979</u></b></p> <p>(As the total amount may vary depending on the number of times a fee is paid, the actual fee will be the fee payable with tax deducted, rounded down to the nearest 100 yen.) Example: Fee payable (tax incl.) — tax = Net fee received by lecturer ( 11,137 JPY ) (1,137 JPY) (10,000 JPY)</p> <div><div><div>¥ (various taxes)</div></div><div>=</div><div><div>¥ (various taxes)</div></div><div>=</div><div></div></div> <p>*As shown above, the net amount received by the lecturer is less than the fee payable, because various taxes are withheld from the payment.</p> <p><b>Sample calculation of lecturer fees to be budgeted using formula: net fee ÷0.8979 = fee payable (tax incl.)</b></p> <table><tr><th>Net fee to be received by lecturer</th><th>Tax to be withheld</th><th>Total amount of payment (tax incl.)</th></tr><tr><td>10,000 JPY</td><td>1,137 JPY</td><td>11,137 JPY</td></tr><tr><td>20,000 JPY</td><td>2,274 JPY</td><td>22,274 JPY</td></tr><tr><td>30,000 JPY</td><td>3,411 JPY</td><td>33,411 JPY</td></tr><tr><td>40,000 JPY</td><td>4,548 JPY</td><td>44,548 JPY</td></tr><tr><td>50,000 JPY</td><td>5,685 JPY</td><td>55,685 JPY</td></tr></table> <p>*Total payment amounts are rounded down to the nearest whole number.</p>	Net fee to be received by lecturer	Tax to be withheld	Total amount of payment (tax incl.)	10,000 JPY	1,137 JPY	11,137 JPY	20,000 JPY	2,274 JPY	22,274 JPY	30,000 JPY	3,411 JPY	33,411 JPY	40,000 JPY	4,548 JPY	44,548 JPY	50,000 JPY	5,685 JPY	55,685 JPY
Net fee to be received by lecturer	Tax to be withheld	Total amount of payment (tax incl.)																	
10,000 JPY	1,137 JPY	11,137 JPY																	
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30,000 JPY	3,411 JPY	33,411 JPY																	
40,000 JPY	4,548 JPY	44,548 JPY																	
50,000 JPY	5,685 JPY	55,685 JPY																	
(2) Facility usage costs	Charges for the use of facilities, fees for admission to public facilities for survey and research purposes, etc.																		
(3) Transportation costs	<p>1. Basis for calculation of transportation costs</p> <ul style="list-style-type: none"><li>The use of public transport for movements required in order to perform the activity will be covered by this scheme. *The most economical and rational public transport routes and methods must be used <b><u>(including student discounts and unreserved seats on express trains)</u></b>. *Expenses for transportation between campuses for meetings will be assessed based on the necessity and frequency of the meetings.</li></ul> <p>2. Starting point for calculation of transportation costs The starting point will be the station closest to the group's home campus, or as per the receipt if evidence is provided that another reasonable route is used. *Transportation costs between a member's place of residence and their home campus are not covered. *Even if members are located on multiple campuses, the starting point for calculation of transportation costs shall still be the station closest to the group's home campus.</p> <ul style="list-style-type: none"><li>Groups from Kinugasa: JR Enmachi Station, Groups from BKC: JR Minami-Kusatsu Station, Groups from OIC: JR Ibaraki Station</li></ul>																		

	<p>3. Use of motor vehicles</p> <ul style="list-style-type: none"> <li>In principle, the use of your own motor vehicle or taxis is prohibited. However, use may be permitted following authorization by the Office of Student Affairs in the event it is necessary to transport equipment, other than large equipment, or you are using a venue not easily accessible by public transport.</li> <li>While the use of rental vehicles is not recommended, if it is necessary, groups will be required to get insurance. <ul style="list-style-type: none"> <li>When using a rental vehicle, the cost of the vehicle rental, insurance, toll charges and gasoline will be covered by this scheme.</li> </ul> </li> <li>In principle, parking costs will not be covered.</li> </ul> <p>4. Transportation costs overseas</p> <ul style="list-style-type: none"> <li>The use of public transport for movements required in order to perform the activity will be covered under this scheme for transportation costs incurred overseas. The use of other means of transportation may be permitted following authorization by the Office of Student Affairs.</li> </ul>
(4) Accommodation costs	<p>1. Mentors/lecturers outside the university (Excl. university faculty/staff members): Limited to 12,000 yen (Incl. tax) / person / night.</p> <p>2. Students: Limited to 7,000 yen (Incl. tax)/person/night.</p> <ul style="list-style-type: none"> <li>Both exclude meal expenses.</li> <li>When travelling using package tours, groups are required to attach a breakdown of meal expenses, accommodation and transportation costs.</li> </ul>
(5) Equipment costs	<p><b><u>We recommend that groups use rental equipment for any equipment required for their activity. In principle, the purchase of equipment will not be permitted (computers, etc.)</u></b></p> <p><b><u>*When purchasing equipment when it is difficult to use rentals, etc. groups are required to submit Form 9 together with their Estimate of Expenses at the time of application, to explain what the equipment will be used for, how it will be managed, and how it will be stored upon conclusion of the activity.</u></b> Aid may be provided for such purchases following screening. In the event that further purchases are necessary at a later date due to unavoidable circumstances, the group must provide a further explanation to the Office of Student Affairs in advance.</p> <p>Any additional charges other than the cost of equipment (delivery, money transfer charges, etc.) will not be covered by this scheme.</p> <ul style="list-style-type: none"> <li>When purchasing books, groups will be required to check that the applicable books are not available from the university library. The purchase of books available from the library will not be permitted.</li> </ul>
(6) Insurance premiums	<p>Cost of insurance for those participating in the activity (including insurance premiums for members of the public participating in events)</p> <ul style="list-style-type: none"> <li>Group members will be required to take out liability insurance coupled with personal accident insurance for students pursuing education and research under the name of Ritsumeikan University.</li> </ul>
(7) Printing costs	<p>Costs incurred for printing materials, etc. (Costs must be incurred in the year the aid is awarded; items covered may include flyers to advertise events, handouts for meetings, and annual activity reports.)</p>
(8) Freight charges	<p>Charges for the delivery of large equipment and other items essential for activities.</p> <ul style="list-style-type: none"> <li>Delivery charges for postal and home delivery services will not be covered under this scheme.</li> </ul>
(9) Participation costs	<p>Costs of participating in academic conferences, seminars, and the like. However, costs of participating in activities such as receptions and parties are not covered.</p>
(10) Other	<p>Other expenses deemed necessary to implement the activity / plan.</p> <p><b><u>*In principle, purchase of consumables (group business cards, pens, paper, notebooks, files, etc.) is not covered.</u></b></p> <p><b><u>*In the event that it is necessary to purchase items other than those specified in (1) through (9) above, groups should attach Form 9 to their Estimate of Expenses at the time of application, to explain what the equipment will be used for, how it will be managed, and how it will be stored upon conclusion of the activity.</u></b> Aid may be provided for such purchases following screening. In the event that further purchases are necessary at a later date due to unavoidable circumstances, the group must provide a further explanation to the Office of Student Affairs in advance.</p>

#### Expenses not covered by this scheme

In general, expenses not contained in the table above will not be covered by this scheme. Moreover, expenses will not be covered beyond the minimum necessary to implement activities in the year the aid is awarded.

For example, the following expenses are not covered:

- Meal expenses, social expenses (gifts, cost of attending receptions, etc.)
- Individual expenses of faculty/staff members (travel and accommodation expenses, etc., excluding fees for services)
- Expenses for people other than college students (graduate students and students from other universities, etc.) of the university (fees for services, participation fees, travel and accommodation expenses, etc.)
- Gifts, participation prizes, etc. provided to or consumed by event participants/associates
- Reserved-seat express tickets on public transport, transportation expenses not subject to student discounts, costs for high classes of travel on boats, ferries, etc.
- Cost of items selected as optional extras or provided separately, and those that could be considered optional extras (for example, baggage charges on low cost carriers, seating upgrades, meal costs, etc.)
- Miscellaneous costs such as sending charges and bank processing fees
- Costs of communication and shipping including postal and courier services
- Costs of printing leaflets for the following year's activities, member recruitment flyers for the following year, etc.
- Expenses that are subsidised through grants or financial support other than under this scheme.

If anything is unclear, or if you wish to pay for expenses other than those included in the plan and estimate approved when the group was selected for the aid, please be sure to consult with the Office of Student Affairs in advance.

#### Applicable period

**April 01, 2019 - March 31, 2020** \* However, this scheme applies to projects for which the financial reports can be concluded by March 06, 2020.

- \* If your group is selected, the period leading up to the announcement of successful applications is also covered by this scheme. Please ensure to keep all receipts and itemized statements for activities planned, even if before your group was selected (only receipts made out to the group name will be accepted).

### **V. Selection (see page 1 for the schedule)**

#### Selection criteria

- (1) Understanding the purpose of this scheme
- (2) Clearly defined objectives
- (3) Clearly defined activity plan and feasibility
  - \* Definition of the activity plan and feasibility will be determined based on content of the estimate of expenses. Please ensure that you present clear justifications for your estimate.
  - \* Please attach any additional material, including estimates, etc. to your application documents.
- (4) Concreteness and appropriateness of budget
- (5) Activities undertaken to date (record of past activities) (only for groups that have been selected in past years)
- (6) Difference to/extension of activity in previous years; strategies for addressing issues identified in the course of activities and the feasibility thereof (only for groups that have been selected in past years)

#### Selection process

- (1) Documents will be screened based on the selection criteria to determine which groups will go through to the interviews.
- (2) Successful groups will be determined based on the interviews.
  - \* The group representative, vice representative, treasurer or if possible all three are required to attend the interview. Groups will be required to present the details of their activity in the interview (submission/use of new materials that were not part of the application documents is not permitted). Groups will be asked which day(s) they will be able to attend the interview upon receipt of their application. Please discuss possible dates within the group before submitting your application documents.
  - \* Unless there are special circumstances preventing attendance, such as scheduled curricular classes, teaching practical work, nursing training or participation in another event, etc., group members must attend the interview. Please notify the office in advance if you are unable to attend.
  - \* If after lodging your application there is any change in the preferred interview date/time, please be sure to contact the Office of Student Affairs as soon as possible and at least one week prior to the announcement of results of the screening of application documents.

### **VI. Following selection**

#### **1. Rights of selected groups**

- (1) Use of classrooms/equipment and promoting their activity around the university upon authorization of the Office of Student Affairs (areas in which promotion is permitted vary from campus to campus).
- (2) Consultations with faculty/staff member advisors and staff of the Office of Student Affairs concerning their activity.

#### **2. Obligations of selected groups**

Selected groups will be required to make efforts to set an example to other students and proactively present the results of their activity to the student body.

Selected groups will also be required to do the following. They may also be required to submit documentation and

attend interviews if considered necessary by the university.

In the event that a group cannot fulfil its obligations in accordance with the schedule below due to members graduating in September, taking leave of absence, studying abroad, or the like, separate arrangements will be made. Such groups should consult with the Office of Student Affairs at least one month in advance.

- (1) Attend the information session for successful applicants (June 26)
- (2) Apply for disbursement of funds (tentative deadline is July)
- (3) Attend post-selection interviews (scheduled for around July-August)
- (4) Finalize members covered by the aid (by the end of August)
- (5) Attend a mid-term reporting session (scheduled for around September)
- (6) Attend an information session on budget settlement (scheduled for around December)
- (7) Submit an activity result report and poster (tentative deadline is mid-February)
- (8) Submit a report of expenses and receipts and return any remaining money upon the request of the university (deadline is March 6)
- (9) Attend the activity result presentation and present results upon the request of the university (details provided separately)
- (10) Report any changes to group executive officers and changes to student status of members covered by the aid (as required)

### **3. Confirmation of group members covered by this scheme**

Group members covered by Financial Aid for Development of a Learning Community (Extracurricular Activities) will only be those members that have been confirmed as group members by the set date (end of August). While we will not restrict students from participating in multiple group activities, only one group (primary group) will be covered by this aid and members will be required to select the primary group before the set date to confirm its group members.