

May 29, 2020

Application form posted on June 8, 2020

Emergency Relief Package in Response to the COVID-19 Outbreak

The application guide of the "Ritsumeikan University Emergency Student Support Fund"

The COVID-19 Outbreak and its crisis have evolved rapidly which nobody has experienced in this significant challenging situation. You entered the Academy's schools with an eye on achieving your dreams, but now that you remain unable to lead normal campus lives, we are concerned about how you are spending your days. Especially, we understand that some students might have suffered their life due to a decrease in their part-time income or allowance because of the sudden change in household expenses.

Given the fact, that we are facing this difficult situation, Ritsumeikan University set up "Ritsumeikan University Emergency Student Support Fund" as one of the Emergency Relief Package in Response to the COVID-19 Outbreak. Our Emergency Response campaign is raised funds from the Ritsumeikan Academy, the faculty staff, and more members of our University community to support students who are in need of financial support due to decrease allowance and sudden changes in the family finances or lost part-time jobs which they relied on to cover their living cost.

Those who wish to obtain this support, please refer to the following application guide and apply it from the web site application form.

1 . Overview of the aid program

(1) Amount

90,000 yen (30,000 yen/month x 3 months, lump sum payment)

(2) Payment of the fund

The lump-sum distribution will be deposited into the specified bank account which you registered when you apply.

※In principle, we accept only the Japanese bank account (checking account).

※The account name must match the student or guarantor name.

※International students who do not have any Japanese bank account, we will give you the financial aid once you come to Japan. For more details, we will announce FAQ or such separately.

(3) The number of recipients

Approximately 10% of those enrolled at Ritsumeikan

2. Eligibility Criteria

Students must meet all of the following requirements and conditions in order to apply for the program.

(1) Those who are enrolled in a regular course of undergraduate or graduate study at Ritsumeikan (including international students)

(2) Those who have experienced one or both of ① and ② below.

① The applicant themselves experienced a significant decrease in income due to not being able to work at their part-time job or having their working hours decreased as a result of COVID-19.

② The applicant experienced a significant decrease in allowance from family due to a sudden change in family finances due to COVID-19,

3. Combined scholarship

The applicants are able to receive this scholarship combined with other scholarships.

4. Selection Procedures

Will be evaluated students who meet eligibility criteria within the budget based on submitted documents, the reason for applying, the level of allowance decrease, and part-time job earnings as a reference.

5. Regarding the application

(1) Application procedures

We accept the application form only via an online system. Please access the below URL and enter the necessary details.

URL : http://www.ritsumei.ac.jp/students/infostudents2/emergency_student_support_fund/

(2) Regarding the part-time income decrease or the allowance decrease

Regarding the above “2. Eligibility Criteria (2) ①②,” please enter the amount of the decrease situation such as part-time income or the allowance into the application form on the website.

Moreover, please attach the documents which would serve as evidence of your decrease amount (such as photo or screenshot) on the website application form. When you enter the amount, please confirm if there is no difference between entering the amount and the attached documents’ amount.

1) Regarding the sudden decrease in income, please attach the below 2 files.

① The proof of your original income

The photo data which proves the amount of your income in a month. You may choose your proof of income in a month from November 2019 to January 2020.

② The proof of your decreased income

The photo data which proves the amount of your income in April 2020.

【Important Notice】

- ※To attach the document which would serve as evidence of your income such as salary statement, bankbook, or emails from your employer is necessary.
- ※In case you lost your part-time job, to attach the documents as a proof is necessary.
- ※If you have two or more part-time jobs and multiple incomes, please attach all data in one photo as much as you can.

2) Regarding the sudden decrease of the allowance, please attach the below 2 data.

① The proof of your original allowance

- The photo data which proves the amount of allowance in a month. You may choose your proof of allowance in a month from January 2020 to March 2020.

② The proof of your decreased allowance

- The photo data which proves the amount of allowance in April 2020. Please attach the document which would serve as evidence of your received amount of allowance such as your bankbook records.

※The students who do not have any documents which would serve as evidence such as enrolled in April 2020, please enter the expected amount as of the end of March 2020 as well as April 2020. Please explain the decrease circumstance on the form instead of attaching the documents which would serve as evidence of decrease allowance.

(3) Other required contents when you apply

Please enter “the reason for an application for this aid program” and “the outlook of the future studies or research once you are adopted the program.”

(4) Application period

Application Period (Japan Time): June 8, 2020 (Mon)～ June 16, 2020 (Tue) at 23:59 pm

*Because the application form is still being prepared, it is subject to change.

6 . Announcement of Results

The result is scheduled to be announced on manaba+R personally and bank transfer. Please note that the bank transfer could be earlier or later than the result depending on the situation.

The benefit will be paid by no later than the end of June.

7 . Others

(1) The pledge agreement and confirmation when you apply for the aid program

When students submit the application form, please confirm the below points as well as the application contract is true.

- The web application form which students enter is true.
- Must agree that the university might require additional information that confirms the application contents.
- Must understand that students provide support to the academy knowing students' academic life.
- Must understand that students might be disciplined if they provide us false information.
- Must understand that the school might ask you the restitution in case we find a false report.
- Regarding the privacy policy

(2) The inquiries regarding this system

The school will not generally answer any inquiries regarding application conditions or pass / fail personally. Please refer to the FAQ which we will make a separate announcement before you apply.

(3) Privacy policy

The information which you submit such as the part-time income and the allowance is used in this aid program selection. Moreover, the university may use your information to announce the future financial aid support or scholarship with no specified. We will use the information within an appropriate range. The application information will not be provided by any third party.