

# "Ritsumeikan University Emergency Student Support Fund" FAQ

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## 1. Application Eligibility

1-1	Application Eligibility	Can I apply if I exceed the residence requirement* for my courses as of April 2020? *Residence requirement: minimum required enrollment term for your program	Undergraduate students and graduate students alike are eligible to apply, even if they exceed the residence requirement for their program.
1-2	Application Eligibility	Can I apply if my student status is "leave of absence" or "studying abroad"?	Yes, you are eligible to apply.
1-3	Application Eligibility	Can I apply if I am a non-degree student or a non-regular student?	This subsidy is for regular undergraduate and graduate students currently enrolled at the university. Unfortunately, you are not eligible to apply.
1-4	Application Eligibility	I am a foreign national (not holding Japanese citizenship) with a status of residence. Are there any limitations for applying based on status of residence?	There are no limitations based on status of residence. You are eligible to apply regardless of classification of status of residence.
1-5	Application Eligibility	Can I apply if I am currently living in a university dorm?	Yes, you are eligible to apply.
1-6	Part-time Employment	If I don't have a payment slip for April yet, can I still apply?	Yes, you are eligible to apply. As stated in part 5. (2) 1) of the application guidelines, please attach an electronic copy of your bank book or an e-mail from your employer which makes clear how much income you received.

## 2. Concerning Decrease in Part-time Job Income and Allowance

2-1	Cause of Financial Troubles	I am an undergraduate student, second year or above (or graduate student, second year or above). I am commuting from home, so I don't get an allowance from my family, nor am I doing a part-time job. My financial situation has become quite difficult, and I am considering doing a part-time job. Can I still apply?	Decisions for whether subsidy will be provided will be made based on the reason for applying and the decrease in part-time job income (the difference between April 2020's income and either November 2019, December 2019, or January 2020's income (the applicant chooses which month to report)) and the decrease in allowance (the difference between April 2020's allowance and that of either January, February, or March 2020's allowance (the applicant chooses which month the report)). If your part-time job income has not decreased, unfortunately you are not eligible to apply.
2-2	Cause of Financial Troubles	I can not obtain a copy of my payment slip for April because I have no shifts this month due to my employer going bankrupt or closing. Can I still apply?	Yes, you are eligible to apply. Please attach documents that attest to that situation.
2-3	Cause of Financial Troubles	I lost the documents proving my part-time job income. Can I still apply?	Please have your part-time job reissue you a copy of those documents. If you are unable to have them reissued, please attach an electronic copy of your bank book or an e-mail from your employer which makes clear how much income you received.
2-4	Cause of Financial Troubles	I started a part-time job in February, so there is no significant difference in income before and after the start of the situation with COVID-19. What should I do?	Unfortunately, you are not eligible to apply.

2-5	Cause of Financial Troubles	I am a first-year student and I was planning to start a part-time job in April, but was unable to. My financial situation has become quite difficult. Can I apply?	Decisions for whether subsidy will be provided will be made based on the reason for applying and the decrease in part-time job income (the difference between April 2020's income and either November 2019, December 2019, or January 2020's income (the applicant chooses which month to report)) and the decrease in allowance (the difference between April 2020's allowance and that of either January, February, or March 2020's allowance (the applicant chooses which month the report)). Even if your part-time job income has not decreased, but your allowance has decreased, you are eligible to apply.
2-6	Cause of Financial Troubles	I am a newly admitted first-year student and I moved close to campus in March, but am taking online classes at my parent's house and am currently not receiving any allowance. I do foresee a decrease in my allowance and my financial situation becoming more difficult. Can I apply?	Yes, you are eligible to apply. For information on how to apply and the application form, please check "Section 5. Matters about Applying" in the application guidelines.
2-7	Cause of Financial Troubles	My financial supporter's (My parents') income has decreased. Should I include an attachment attesting to this fact?	Because we will not be looking at financial supporters' (parents') income, attaching such documents is unnecessary. If your parents' income decreased, and as a result your allowance significantly decreased, please attach a document attesting to this fact.
2-8	Cause of Financial Troubles	Due to the spread of COVID-19, my financial situation became very difficult and I had no choice but to withdraw from school. I would like to return to school, but I have no money and would like to apply for the subsidy. Can I apply?	We are very sorry, but only students registered in the regular curriculum are covered by this support fund, so you are not eligible to apply.
2-9	Cause of Financial Troubles	My allowance, not from my parents, but from a financial supporter has decreased significantly. Can I apply?	Yes, you are eligible to apply. Please attach a document attesting to your receiving an allowance from a financial supporter.
2-10	Cause of Financial Troubles	My part-time job's wages close at the end of the month and are paid during the following month. I was able to work my part-time job as usual until March, but from April the amount of work dropped significantly due to COVID-19. Wages from April will be paid to me in May. On the application guidelines it is written that "photo data which proves the amount of your income in April 2020." should be attached. Should I attach the data for the income I RECEIVED in April or the income I RECEIVED in May?	Please attach a certifying document that shows the income that you earned WORKING in April. - If your part-time job's wages close in April and the wages that you earned working in April are paid in April: A document showing the amount paid in APRIL - If your part-time job's wages close in April and the wages that you earned working in April are paid in May: A document showing the amount paid in MAY
2-11	Cause of Financial Troubles	I have a part-time employment contract (as a TA or ES) with Ritsumeikan University. Starting in April the amount of work decreased due to the effects of COVID-19. What type of certifying documents should I attach to attest to the decrease in income from my part-time work?	Please attach a pay slip from your part-time job, a copy of a page from your bankbook showing your income from your part-time job, e-mails from your employer, OR any certifying document that shows your income from your part-time job. (As written in the Application Guidelines Page 2 Section 5(2)1) <b>【Important Notice】</b> )

### 3. Selection Criteria

3-1	Criteria for Selection	Is selection for this subsidy based on academic performance?	No, it is not based on academic performance.
3-2	Criteria for Selection	The application guidelines' selection criteria are not clear. How are applicants chosen?	Criteria will be set at the university based on decreases in allowance and income from part-time jobs, and then applicants chosen. We are unable to answer any inquiries regarding the selection process.
3-3	Criteria for Selection	Will there be quotas for different categories of students (undergraduate, graduate, international, etc.) receiving the subsidy? Students in the College of Film Studies and College of Sciences have very high tuition, so it is very fiscally demanding. Are the criteria the same for these students?	Criteria will be set at the university based on decreases in allowance and income from part-time jobs, and then applicants chosen. We are unable to answer any inquiries regarding the selection process.
3-4	Criteria for Selection	By what amount specifically does "a significant decrease in part-time job income" mean?	We estimate a decrease in income of half or more. However, if the amount does not reach that much, it does not necessarily mean you are not eligible for the subsidy.
3-5	Criteria for Selection	By what amount specifically does "a significant decrease in allowance due to the financial situation" mean?	We estimate a decrease in income of half or more. However, if the amount does not reach that much, it does not necessarily mean you are not eligible for the subsidy.
3-6	Criteria for Selection	About how many is 10% of registered students?	It is about 3,600 students. (The number of registered students as of May 1st, 2020 was about 36,000 students, so that number is about 10%.)

#### 4. How to Apply (Application Form)

4-1	Applicati on Form	I cannot log in to the application system.	Please try inputting your login ID and password again.
4-2	Applicati on Form	I do not know the ID and password that I need to log in to the application system.	The ID is your student number. The password is your school e-mail address (before the @ symbol).
4-3	Applicati on Form	I would like to change the contents of my application. Can I apply again?	No, you cannot apply again. Applicants can only apply once.
4-4	Applicati on Form	I do not have my own bank account. Can I use my parents' bank account information?	Yes, you can use your parents' information. Only bank accounts registered to you or your parents or other guarantors can be used.
4-5	Applicati on Form	I already registered my bank account when I applied for the "Ritsumeikan University Emergency Student Support Fund which provides support funds for preparing an environment suitable for online classes". Do I have to re-register my bank information when I apply for this "Emergency Student Support Fund"?	You must input your bank account information. Please input your bank account information when applying for this support fund so that it can be delivered expeditiously to those that are accepted.
4-6	Applicati on Form	Is the phone number (phone number to be contacted in case of emergency) that I provide my own phone number or an emergency contacts' phone number? (I am still living abroad because I have not been able to go to Japan yet.)	Please input a phone number where we can get in contact with the student in question.
4-7	Applicati on Form	Because my allowance is not a set amount, I did not receive one from January to March. What should I do?	Please input an average monthly amount for the allowance.
4-8	Applicati on Form	What can be used as evidence of income or allowance?	Any cogent evidence that attests to the monetary amount.
4-9	Applicati on Form	I am a newly admitted student. Should I input the difference between my pay from when I was a high school student? (Because I just started university, I have not started a new part-time job, so should I input 0 yen as my current income?)	Please input one month's income from November 2019 and January 2020. The amount after the sudden change should be 0 yen.
4-10	Applicati on Form	I have input my information on my smart phone, but I cannot consolidate the documents of proof for my part-time job income and allowance into one attachment. What should I do?	It is okay if they are separated into multiple files. Please devise a way to consolidate all documents into one attachment, including taking a picture of them collected into one photograph.

#### 5. How to Handle Other Scholarships, Subsidies and Receiving Multiple Subsidies

5-1	Mulitple Subsidies	Can I apply if I am receiving (or in the process of applying for) a scholarship from JASSO, a private foundation, or Ritsumeikan University?	You are eligible to apply. If you are receiving a private scholarship, please confirm the organization's guidelines on receiving multiple scholarships.
5-2	Mulitple Subsidies	Is it possible to apply for both the national governments' "Student Support Emergency Fund to Continue Studies" system and this subsidy?	Applying to both at the same time is possible. The application periods and criteria for applying vary, so please confirm the application guidelines when applying.
5-3	Mulitple Subsidies	Is it possible to receive both this subsidy along with Ritsumeikan University Emergency Student Support Fund which provides support funds for preparing an environment suitable for online classes?	Yes, it is possible. You must apply for this subsidy separately from the "Ritsumeikan University Emergency Student Support Fund which provides support funds for preparing an environment suitable for online classes". Please apply after confirming the application guidelines.

#### 6. Applying as an International Student

6-1	Internatio nal Students	Can I apply if I am currently being funded by the Japanese government?	Yes, you are eligible to apply. During the evaluation process, the fact that you are receiving such a scholarship will be taken into consideration.
6-2	Internatio nal Students	I am an international student who is enrolled in the spring semester 2020, but I am currently outside of Japan. Can I apply?	Yes, you are eligible to apply.
6-3	Internatio nal Students	Can non-regular students, including exchange students apply?	This subsidy is for regularly enrolled undergraduate and graduate students. Unfortunately, you are not eligible to apply.
6-4	Internatio nal Students	I am an international student, but I do not have a Japanese bank account. Can I apply?	Yes, you are eligible to apply. However, the money will be passed on to you when you arrive in Japan, in the form of cash. Money will not be remitted abroad.
6-5	Internatio nal Students	Can I apply for this support fund even if I am already receiving a scholarship from an outside institution (including JICA or JASSO)?	Yes, you are eligible to apply. During the evaluation process, the fact that you are receiving scholarships from an organization will be taken into consideration.
6-6	Internatio nal Students	Can I apply if I am already receiving tuition reduction as an international student?	Yes, you are eligible to apply.

6-7	International Students	Should I input my middle name?	It is not necessary for you to input your middle name.
6-8	International Students	What should I input if I do not have a Japanese phone number?	Please input a phone number at which you can be contacted, even if it is not a Japanese phone number. If you are inputting an international number, please be sure to include the country code.

7. Other

7-1	Other	My siblings are affiliated with Ritsumeikan as well. Can we apply together?	Please apply individually. Applications cannot be filled out as a group, so please turn in one application per person.
7-2	Other	When will the support fund be delivered?	It is planned to be delivered around the end of June.
7-3	Other	Is this support fund the same as the "Student Support Emergency Fund" announced by the national government?	No, this is a different support fund. This fund, "the Emergency Relief Package in Response to the COVID-19 Outbreak", is one being run independently by Ritsumeikan. The support fund announced by the national government on May 19 has a different application period and criteria, so please confirm the application guideline for each before applying.
7-4	Other	Does this subsidy need to be paid back?	Because this is a subsidy, there is no need to pay this money back. However, in the event that it is discovered that there is falsified information on an application, the university may demand restitution.
7-5	Other	I was not accepted for the subsidy. Are there other scholarships that I can apply for?	Please inquire at the Student Office if you are a Japanese student and at the International Center if you are an international student.
7-6	Other	I do not understand how to apply. Where do I inquire (either by phone or e-mail) about the application process?	In order to promptly process the applications for the subsidy, in principle, we are not taking individual inquiries about application guidelines and application results. Please thoroughly read the FAQ before applying.