

【就学援助のご案内(英語訳)】

To Parents/guardians,

FY 2024 Notice regarding the School Expense Subsidy (*Shugaku Enjo*)

Suginami City provides assistance with a part of necessary school expenses to the parents/guardians of children/students living in Suginami City and attending national or public elementary and junior high schools. Even if you received this subsidy during the last fiscal year, you need to reapply.

Those eligible for the School Expense Subsidy

Parents/guardians living in Suginami City with children/students, for whom any of the following is applicable:

- (1) Those households receiving Public Assistance (education assistance under the Public Assistance Act)
- (2) Those households whose Public Assistance has been suspended or revoked after April 1st, 2023.
- (3) Those households whose total net income amount of all household members* from January through December 2023 is less than the set amount.

(The City will approve based on the household members' inhabitant tax declaration contents, the income amounts, and the dependent status in FY2024.)

Number of the household members Family structure	Two (Father or mother, G-4 elementary school student)	Three (Father, mother, and G-4 elementary school student)	Four (Father, mother, G-2 junior high, and G-4 elementary school students)	Five (Father, mother, G-2 junior high, G-4 elementary school students, and 4 years old)
The approximate set amounts	About 3,310,000 yen (Including the allowance for single-parent household)	About 3,690,000 yen	About 4,320,000 yen	About 4,560,000 yen

★The above chart indicates approximate set amounts. The amount differs according to family structure and age.

Please submit an application checking “希望する I apply” if you do not know whether you are eligible or not.

* What is “net income amount” ?

It is not the so-called annual income.

Those who receive income only from employment

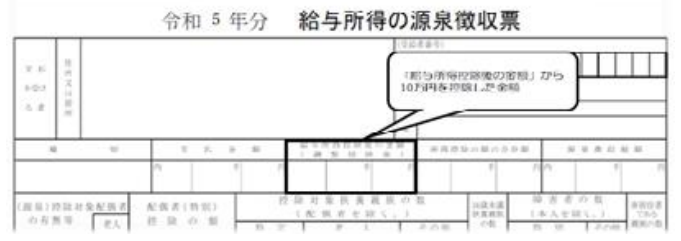
The amount after deducting 100,000yen from “the amount after deduction for employment income” on “the certificate of income and withholding tax for 2023 (Gensen choshu hyo)”

Those who receive income from your own business

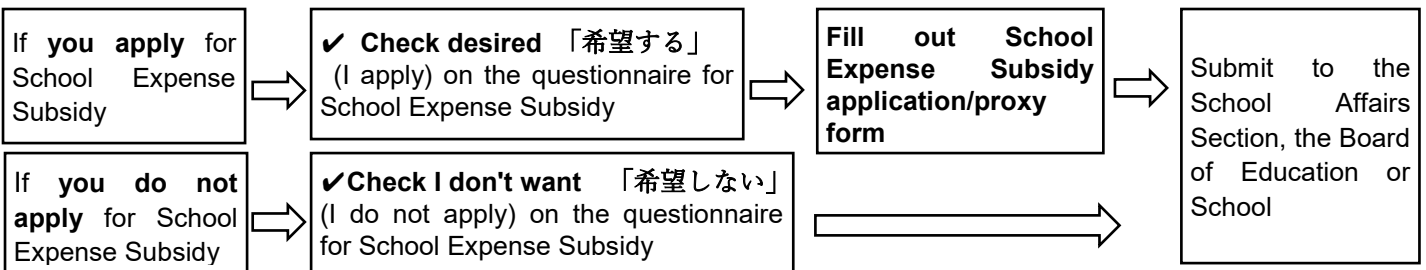
The amount after deducting necessary expenses from income amount (for the year of 2023)

- (4) If you are not eligible for the above (1) - (3) but have difficulty in paying school expenses because your income has significantly decreased due to a natural disaster or unemployment, please check “instructions on filling out” and describe in the box “4. Special conditions” on the application form.

* When confirming the gross income amount on the withholding tax certificate



How to apply



*You can apply at any time. However, the subsidy will be paid from the month you applied. (Example: If you apply in May → you will receive the subsidy for May and later.)

* If there are any changes in the contents of your application, such as the status of your household, after submitting your application, please contact the School Affairs Section.

Notification of approval of School Expense Subsidy

The result of the application will be sent by postal mail to the parents/guardians after July.

The school your child is attending will be notified as well.

The application result will be kept strictly confidential and will not be used for any purpose other than services related to the School Expense Subsidy.

Confirming the income situation

If we are unable to confirm the total net income amount of all household members for January through December 2023, the approval review will be suspended.

(1) If the income declaration has not been submitted for even one member of the household who shares living expenses	He/she has to report income by the middle of May. It is necessary to report even if he/she has no income.
(2) If you have moved into Suginami City on or after January 2, 2024	Please submit Taxation Certificate (or Tax Exemption Certificate) for FY 2024 . (Income amount and details of deductibles should be written.) Taxation Certificate (or Tax Exemption Certificate) will be issued after June in the municipality where you are registered as of January 1st, 2024.
(3) If you are a father or mother who is registered out of Suginami City (i.e., living away from family for work)	Please inquire to the municipality about when available and how to get it. *If you have moved to Suginami from abroad, the School Affairs Section, the Board of Education will send you a letter after your application. Then you will be requested to submit the documents to prove your income.

Payment of School Expense Subsidy

If your application is approved, the subsidy will be paid into the bank account you provided on the application. Please designate the same account as the one for school lunch and other expenses.

In case of special circumstances such as a long-term delinquency of school fees or when it is deemed necessary by the school principal or the Board of Education, the subsidy will be paid into the bank account of the principal of the school your child is attending.

Items of expenditure for which subsidy may be provided

① Cost of School supplies ② School event costs ③ Costs for PE (physical education) goods (junior high school students only / goods for judo and kendo) ④ Fee for school life guidance form ⑤ Cost of school supplies when starting school ⑥ Field trip costs ⑦ School trip costs ⑧ Yearbook cost ⑨ Medical expense (only if those receiving Public Assistance have medical treatment for the illnesses registered as "school illnesses") ⑩ School lunch fees

※ To those receiving Public Assistance, the social welfare office will pay ① to ⑤ and ⑩.

※ Regarding ⑤ the cost of school supplies when starting school

• This subsidy will be paid to first-grade elementary school and junior high school students who are approved to receive School Expense Subsidy in April. If you have received this subsidy before entering school, the subsidy will not be repaid.

• The cost of school supplies when starting junior high school will be paid to the 6th grade elementary school students in March. Eligible parents/guardians will be notified by postal mail after December.

The Subsidy for Students attending Special Class (Shugaku Shorei)

There is a system to assist a part of school expenses to parents of children/students attending special classes or children/students with disabilities that qualify for special class/school even if they attend regular class. If you wish to apply, please inquire to the School Affairs Section.

Multilingual information

The Notice regarding the School Expense Subsidy (Shugaku Enjo) and the notes for filling out the application are available in English, Nepali, Chinese, Korean, and Vietnamese. Please inquire to the School Affairs Section if you wish.

You may also check on the Suginami City Official Website, "School Subsidy System." (the 2D barcode on the right)



【Inquiries】 School Affairs Section, Secretariat of the Suginami City Board of Education
No. 4 desk, the 6th floor, East building, Suginami City Office
1-15-1, Asagaya-minami, Suginami-ku, 166-8570
Tel. 03-5307-0761 (Direct)

【Fees for Gakudo Club (After-school program)】

If your child is attending the Gakudo Club, (After-school program), and is approved for the School Expense Subsidy, you may apply for a subsidy for the Club fees and snacks. Another application is required. For details, please contact the Gakudo Club directly.