

Support Program for Students Traveling with Children

Application Guidelines

The Support Program for Students Traveling with Children is a financial assistance program funded through donations to the SOKENDAI Fund. It provides support for expenses incurred when students travel with their children for academic conferences and similar occasions.

At SOKENDAI, students are regarded as members of the research community, and we believe it is important to create an environment in which they can fully engage in research activities. This program is designed to ensure that students do not have to forgo opportunities for conference presentations, scholarly exchange, or other research activities because of childcare responsibilities.

Students wishing to apply for the program are requested to review the following guidelines and submit an application.

1. Eligibility for Students

Students enrolled at SOKENDAI (limited to regular students, excluding those on a leave of absence).

2. Eligible Age of Children

Children who have not yet completed elementary school (including the children of a spouse).

3. Requirements for Support

(1) The trip must be for participation in an academic conference or other activities necessary for the conduct of the applicant's research, whether within Japan or abroad.

(2) Without accompanying their child or children on the trip, the applicant would have difficulty participating in the activities described in (1), and there is a risk that the applicant would face difficulties in carrying out their research activities.

(3) The applicant must not be receiving equivalent support for the same purpose from any other funding source.

4. Eligible Expenses

(1) Transportation Expenses

Actual expenses for train fare, bus fare, ferry fare, and airfare required for accompanying the child or children on the trip.

(2) Temporary Childcare Expenses

Actual expenses for temporary childcare services used at the destination when deemed unavoidable. (This applies to childcare facilities provided by conference organizers or located within a reasonable commuting distance from the destination. Meal fees and other related costs are also eligible if included as part of the service fees.)

*Additional required services due to unavoidable circumstances will be covered, provided they are deemed reasonable and appropriate according to common social standards.

5. Frequency of Use and Maximum Amount of Support

(1) Frequency of Use per Academic Year

Support may be provided once per academic year. In the case of travel spanning more than one academic year, the support shall be charged to the academic year in which the travel commences.

(2) Maximum Amount per application

The maximum amount of support shall be JPY 30,000 per child (before withholding tax).

6. Application and Payment Procedure

(1) Students wishing to receive support under this Program must submit the Application Form to the office listed under "9. Submission and Inquiry Contact" before the start of the trip (or by the end of February for trips commencing at the end of the academic year). Applicants must obtain the approval of their chief supervisor before submitting the application.

(2) After completing the trip, applicants must promptly submit supporting documents, such as receipts, to the office listed under "9. Submission and Inquiry

Contact”.

<Required Supporting Documents (Copies acceptable)>

- Receipts for transportation expenses. Transportation expenses for segments for which receipts are not submitted cannot be reimbursed. When using local trains or buses, a record of IC card usage is required (for routes where IC cards cannot be used, a copy of the ticket or equivalent documentation is required).

- Receipts for childcare expenses. Receipts must be issued by the childcare service used. Childcare arrangements in which a child is looked after by an acquaintance in return for an honorarium or other payment will not be accepted. Childcare expenses cannot be reimbursed if a receipt is not submitted.

(3) The amount of support will be determined on the basis of the supporting documents submitted, and the University will transfer the payment to a bank account held in the name of the applicant.

7. Tax Procedures

Support provided under this Program shall be treated as employment income and will be paid after withholding tax has been deducted by the University. In addition, for tax processing purposes, recipients of the support payment will be required to provide their Individual Number (My Number). Further details will be provided directly by SOKENDAI Financial Affairs Division in due course.

8. Repayment of Support

If it is found that false information was provided in connection with an application for support under this Program, all or part of the support may be required to be repaid.

9. Submission & Inquiries

The Graduate University for Advanced Studies, SOKENDAI

General Planning Division, Public Relations Section

TEL: 046-858-1629

E-Mail: kouhou1@ml.soken.ac.jp