

Regarding Submission for “Inquiry concerning reason to apply for tuition exemption by students who stay over the standard period of attendance”

1. Students who must submit the document

Students who are applicable following matters must submit “Inquiry concerning reason to apply for tuition exemption by students who stay over the standard period of attendance.”

Students who enrolled in 5 years doctoral program:

Students who enrolled in SOKENDAI on or before October 2019

Students who enrolled in 3 years doctoral program:

Students who enrolled in SOKENDAI on or before October 2021.

2. Reasons that stay over the standard period of attendance

Student who stays over the standard period of attendance must fulfill one of the following conditions if they apply for tuition exemption. Please tick the box of your reason, and fill in the document with detailed reasons. If the student has a leave of absence period, please fill in the term of period and reasons. **In many cases, it is difficult to judge whether the following reasons apply. If it is not clear, the applicant may be excluded from the exemption, so please be sure to provide specific and clear information.** Also, please ask your main supervisor to fill in opinions after you fill in. The document must be submitted with other necessary application documents for tuition exemption within an application period.

(1) Illness

① Students who are absent from school for two months or more due to illness

(2) Studying abroad

① Students who could not take required credits due to studying abroad

(3) Thesis

① Students who stay over the minimum years of study due to reasons not attributable to themselves, such as the nature of their research theme and research methods

② Students who are absent from school for two months or more due to fieldwork

(4) Others

① Students who are absent from school for two months or more due to childbirth or childcare

② Students who are absent from school for two months or more due to

engagement in public works required by the Japanese government or the local government

- ③ Students who work full-time or part-time to pay their own school expenses due to no support from family or receiving public assistance
  - ④ Students with disabilities
  - ⑤ Students who are enrolled in the third year of the Department of Physiological Sciences and wish to obtain a doctoral degree in Medical Sciences
  - ⑥ Students who could not take required credits by a natural disaster, pandemic, or other reasons except for personal reasons
- (5) If the President recognizes that the student has circumstances equivalent to or more than the above (1) to (4)

3. Students who stay over the standard period of attendance for more than one year

Students who remain over the standard period of attendance for more than one year must fulfill one of the above conditions if they apply for tuition exemption. Additionally, they can apply for tuition exemption only if they are recognized to have unavoidable circumstances by the president. For details about how to fill the document, please confirm above “2. Reasons that stay over the standard period of attendance” .

4. Regarding application screening

SOEKNDAL confirms whether the student fulfills or not the specified conditions based on the document. For the students who can be confirmed to fulfill the conditions, SOKENDAI decides to exempt payment for tuition or not based on family finance. For the students who cannot be confirmed to fulfill the conditions, SOKENAI excludes them from screening for tuition exemption. Therefore, there is a possibility the student will not be approved for exemption even if the student has difficulty for payment.