

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

Rules for Exemption or Deferral of Admission Fees for Tokyo University of Foreign Studies

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January 29, 2003 Regulation No. 4

April 30, 2003 Regulation No. 28

April 1, 2004 Regulation No. 89

March 31, 2009 Regulation No. 72

March 27, 2012 Regulation No. 73

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March 27, 2015 Regulation No. 92

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Article 1 Purpose

These Rules set out the provisions for the exemption and deferral of admission fees for students enrolling at Tokyo University of Foreign Studies (excluding those who enroll as non-degree students or research students) based on Article 55, Paragraph 2 of the University Regulations of Tokyo University of Foreign Studies and Article 46, Paragraph 2 of the Graduate School Regulations of Tokyo University of Foreign Studies Graduate School, in addition to laws, regulations and other separate provisions.

Article 2 Eligibility for Exemption from Graduate School Fees

Following enrollment in the Graduate School, students are eligible for exemption from admission fees if they are certified as eligible for exemption by the TUFS Study Support Program (Graduate School).

2. Individuals who do not fall under the preceding paragraph may also be exempted if it is deemed that it is difficult for them to pay the admission fee based on any of the following special circumstances.

1) If, within the 12-month period prior to enrollment, the person who is primarily responsible for the financial support of the individual enrolling in the Graduate School (the “financial sponsor”) dies, or else the financial circumstances of the student or financial sponsor are affected by a natural disaster, such as a severe storm or flood.

2) Cases that are deemed by the President to be equivalent to the preceding item, where the President determines that there are appropriate reasons for granting exemption from payment.

3. Exemption from admission fees under the TUFS Study Support Program (Graduate School) shall be determined separately.

Article 3 Eligibility for Exemption from Faculty Fees

Following enrollment in the School of Language and Culture Studies, the School of International and Area Studies and the School of Japan Studies (hereinafter referred to as the “Faculty”), students are eligible for exemption from payment of admission fees if they have been certified as eligible for exemption or reduction of fees in accordance with the Act on Support for Studies at Universities, etc. (Act No. 8 of 2019).

2. Those who do not fall under the preceding paragraph may be exempted if it is deemed that it is difficult for them to pay the admission fee under any of the following special circumstances.

1) If, within the 12-month period prior to enrollment, the financial sponsor of the student dies, or else the financial circumstances of the student or financial sponsor are affected by a natural disaster, such as a severe storm or flood.

2) Cases that are deemed by the President to be equivalent to the preceding item, where the President determines that there are appropriate reasons for granting exemption from payment.

3. Exemption from admission fees under the TUFS Study Support Program (Faculty) shall be determined separately.

Article 4 Application Procedure

Individuals who wish to request exemption in accordance with Article 2, Paragraph 2 and Article 3, Paragraph 2 shall submit an application to the President for exemption from the admission fee on the separately prescribed form, together with the following documents, prior to completion of the admission process.

1) Family records (prescribed form)

2) Certificate of earnings

3) Any other documents deemed necessary by the University

Article 5 Exempting Authority

Upon application for exemption from payment of admission fees by the student concerned, the President shall grant exemption in accordance with Article 2, Paragraph 2 and Article 3, Paragraph 2 based on a discussion of the matter at the Student Support Management Office Meeting.

Article 6 Amount of Exemption

The amount of the exemption is, in principle, the full amount, two-thirds, or one-third of the admission fee.

Article 7 Deferral of Fees

Individuals enrolled at the Graduate School or the Faculty who are eligible to request a deferral of payment of the admission fees shall be those individuals to whom any of the following apply.

1) Individuals who have difficulty paying the admission fees by the due date because of their financial circumstances and who are recognized as having an excellent academic record.

2) If, within the 12-month period prior to enrollment, the financial sponsor of the student dies, or else the financial circumstances of the student or financial sponsor are affected by a natural disaster, such as a severe storm or flood, and it is accepted that the student will have difficulty making payment by the payment deadline.

3) Cases that are deemed by the President to be equivalent to Item 1 or Item 2, where the President determines that there are appropriate reasons for granting deferral of payment.

2. Individuals who fall under the preceding paragraph and who wish to request a deferral of the admission fee must submit an application to the President on the separately prescribed form along with the documents listed in each item of Article 4 prior to completion of the admission process.

3. Individuals who have requested exemption from the admission fee and who have been notified either that their request has been denied or else that they are exempt from paying half of the fees, and who subsequently wish to request a deferral of payment of the admission fee must submit an application to the President within 14 days from the receipt of said notification with the documents specified in the preceding paragraph.

4. If an individual requests deferral of payment pursuant to Paragraph 2 or 3, the President shall grant approval for this based on a discussion of the matter at the Student Support Management Office Meeting. However, the deadline for deferred payment is the end of September for students enrolling in the first semester (April 1 to September 30), and the end of March the following year for students enrolling in the second semester (October 1 to March 31 of the following year).

5. In the case of the proviso of the preceding paragraph, if the prescribed admission fee is not paid by the stated deferred payment deadline, permission for deferral of fees shall be revoked and further deferrals shall no longer be granted.

6. Until such time as exemption or deferral of the admission fee is approved or denied, the collection of payment of the admission fee of the individual in question shall be postponed.

7. Individuals whose request for exemption or deferral of payment has been denied (excluding those individuals for whom permission to defer payment is revoked pursuant to Paragraph 5) or who are exempt from half of the fees (excluding those individuals who have requested deferral pursuant to Paragraph 3) must pay the prescribed

admission fee within 14 days of the receipt of notification that their request for exemption or deferral has been denied or that they are exempt from half of the fees.

Article 8 Exemption Due to Death, etc.

In the event that an individual who has requested exemption or deferral of payment of the admission fees is removed from the enrollment register because of their death during the period of deferral pursuant to Paragraph 5 of the preceding Article, the full amount of the unpaid admission fee shall be waived.

2. In the event that an individual whose request for exemption or deferral of payment is denied or who is exempt from half of the fees is removed from the enrollment register because of their death during the period set forth in Paragraph 6 of the preceding Article, the full amount of the unpaid admission fees shall be waived.

3. In the event that an individual whose request for exemption or deferral of payment is denied or who is exempt from half of the fees is removed from the enrollment register due to non-payment of the required admission fees, the full amount of the unpaid admission fees shall be waived.

4. Any amount of the admission fees for which payment is in arrears and collection has been deferred shall be waived in full.