

\* 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 supersede the English version.

## Rules for Exemption or Deferral of Tuition Fees for Tokyo University of Foreign Studies

July 28, 2020 Regulation No. 51

Amended:

February 18, 2025 Regulation No. 11

### Article 1 Purpose

These Rules set out the provisions for the exemption and deferral of tuition fees in accordance with Article 55, Paragraph 3 of the University Regulations of Tokyo University of Foreign Studies and Article 46, Paragraph 3 of the Graduate School Regulations of Tokyo University of Foreign Studies Graduate School.

### Article 2 Scope of Exemption from Tuition Fees

Students who fall under any of the following categories shall be exempt from paying tuition fees.

- 1) Cases specified in the Act on the Support of Education in Universities (Act No.8 of 2019)
- 2) In case of non-payment of the admission fees
- 3) In case of leave of absence from the University
- 4) In case of death
- 5) In case of withdrawal from the University
- 6) Undergraduate students who enrolled prior to 2019 and graduate students who enrolled prior to 2020 (hereinafter referred to as “transitional exemption from tuition fees”).
- 7) Cases specified by the TUFs Study Support Program.

### Article 3 Reduction or Exemption from Tuition Fees, etc. for Cases Specified in the Act on the Support of Education in Universities

Tuition fee reductions and exemptions pursuant to the provisions of Article 2, Paragraph 1, Item 1 shall be determined separately.

### Article 4 Exemption from Tuition Fees in the Event of Non-Payment of Admission Fees

In the event that an individual whose request for exemption or deferral of payment of the admission fees is denied or who is partially exempt from payment of the specified admission fees is removed from the enrollment register due to non-payment of the

required admission fees, if the tuition fees have also not been paid, the full amount of the unpaid tuition fees for the individual concerned may be waived.

#### Article 5 Exemption from Tuition Fees During a Leave of Absence

When a student is permitted, or ordered, to take a leave of absence, that individual shall be exempt from paying tuition fees, calculated on a monthly basis from the month after taking leave to the month before reenrolling. However, this shall only apply to those who have requested a leave of absence by April 30 for the first semester or by October 31 for the second semester. In this case, if the first day of the period for which leave of absence is granted is the first day of the month, "the month after taking leave" shall be read as "the month when leave is taken."

#### Article 6 Exemption from Tuition Fees in Case of Death, etc.

In the event that a student is removed from the enrollment register because of their death, because their whereabouts are unknown, or because of non-payment of tuition fees, any unpaid tuition fees may be waived.

#### Article 7 Exemption from Tuition Fees Due to Withdrawal from the University

In the event that a student who has permission to defer payment of tuition fees or to pay tuition fees in monthly installments pursuant to the provisions of Article 10 or Article 11 is granted approval to withdraw from the University, that individual shall be exempt from paying tuition fees from the month after withdrawing, calculated on a monthly basis.

#### Article 8 Transitional Exemption from Tuition Fees

With respect to exemption from tuition fees as prescribed in Article 2, Paragraph 1, Item 6, if a student has difficulty paying tuition fees due to financial reasons and is recognized as having an excellent academic record, that student is, in principle, eligible for exemption from all or half of their tuition fees each semester, during their course of study.

2. Individuals who wish to request an exemption pursuant to the preceding paragraph must submit their application for tuition fee exemption to the President on the separately prescribed form, together with the following documents, by the specified date for the first semester (Spring and Summer Quarter; the same shall apply hereinafter) or the second semester (Fall and Winter Quarter; the same shall apply hereinafter).

1) Family records (prescribed form)

2) Certificate of earnings

3) Any other documents deemed necessary by the University

3. The President shall approve applications submitted pursuant to the preceding paragraph subject to screening.

4. In the event that a student who is eligible for transitional exemption from tuition fees becomes eligible for exemption from tuition fees pursuant to Article 2,

Paragraph 1, Item 1, the tuition fee exemption prescribed in Article 2, Paragraph 1, Item 1 shall take precedence. If the value of the waiver of fees under the transitional exemption exceeds the fee reduction prescribed in Article 2, Paragraph 1, Item 1, the difference shall be waived under the terms of the transitional exemption.

#### Article 9 Exemption from Tuition Fees as Specified by the TUFs Training Support System

Exemption under the TUFs Study Support program as stipulated in Article 2, Paragraph 1, Item 7 shall be for the full amount, or part of the tuition fee subject to the required screening.

2. Students who fall under any of the following categories shall be exempt from paying tuition fees.

- 1) Graduate students enrolled under the TUFs Study Support Program (Graduate School) in 2021 or after
- 2) All students whose circumstances are affected by a disaster or similar calamity
3. Matters pursuant to Paragraph 2, Item 1 shall be determined separately.
4. Matters pursuant to Paragraph 2, Item 2 shall be determined separately.
5. Exemption from tuition fees in the case of disasters or similar calamities pursuant to Paragraph 2, Item 3 may be granted in respect of tuition fees payable for the semester following the semester in which the relevant event occurred if it is accepted that the student will have difficulty making payment due to the following special circumstances.

However, if the event that gives rise to the exemption occurs before the payment deadline for tuition for the semester, and the student has not yet paid tuition for this semester, tuition fees for this semester may be waived.

- 1) If the person who is primarily responsible for the financial support of the student (the “financial sponsor”) dies, or else the financial circumstances of the student or financial sponsor are affected by a natural disaster, such as a storm or flooding, within 6 months of payment of tuition being due for each semester (for payment of tuition fees for new students in the semester of their enrollment, within 12 months of payment being due).
- 2) Cases that are deemed by the President to be equivalent to the preceding item, and where the President determines that there are appropriate reasons for granting exemption from payment.
6. Individuals who wish to request exemption in accordance with the preceding paragraph must submit an application to the President for exemption from tuition fees on the separately prescribed form, together with the following documents, immediately after the occurrence of the aforementioned disaster.
7. The President shall approve applications submitted pursuant to the preceding paragraph subject to screening.

#### Article 10 Deferral of Tuition Fees

Individuals who fall under any of the following categories may defer payment of tuition for a period not exceeding the relevant academic year.

- 1) Students who have difficulty paying tuition fees by the due date because of their financial circumstances and are recognized as having an excellent academic record.
- 2) Students whose whereabouts are unknown
- 3) If the circumstances of the student or the person who is primarily responsible for the student's tuition are affected by a disaster and it is deemed difficult for the student to pay tuition by the due date.
- 4) Other cases where there are unavoidable circumstances

2. Individuals who request permission to defer payment of tuition in accordance with the preceding paragraph must submit an application to the President for deferral of tuition fees on the separately prescribed form, together with the required documents, by the specified date. However, in the case of item 2 of the preceding paragraph, the application shall be submitted by a representative of the individual concerned.

3. The President shall approve applications submitted pursuant to the preceding paragraph subject to screening.

#### Article 11 Monthly Payment of Tuition Fees

If due to unavoidable circumstances, a student finds it difficult to pay the tuition for each semester in full, payment may be split into monthly installments.

2. Individuals who wish to pay tuition fees in monthly installments pursuant to the preceding paragraph must submit an application to the President on the separately prescribed form, together with the required documents, by April 30 for the first semester and by October 31 for the second semester.

3. The President shall approve applications submitted pursuant to the preceding paragraph subject to screening.

4. Students who have approval to pay tuition in monthly installments must pay one twelfth of the annual tuition fee by the 10th day of each month.

However, the payment dates for the April and October installments shall be specified on a case-by-case basis.

#### Article 12 Exempting Authority

Approval for exemption from or deferral of tuition fees, or payment by monthly installments shall be granted by the President based on a discussion at the Student Support Management Office Meeting.

#### Article 13 Revocation of Approval for Exemption, Deferral, etc.

For students who are granted exemption from tuition fees pursuant to Article 2, or approval to defer payment pursuant to Article 10 or to pay by monthly installment pursuant to Article 11, if the reason for the granting of the aforementioned approval ceases to exist after the permission has been granted, the President shall revoke said approval.

2. If, after exemption from payment or approval to defer payment or pay by monthly installments pursuant to the provisions of these rules has been granted, it comes to light that the student's application contains false information, the aforementioned approval shall be retroactively revoked by the President back to the original date of the grant of said permission.

#### Article 14 Miscellaneous

Matters not stipulated in these rules concerning exemption and deferral of tuition fees shall be determined by the President based on a discussion at the Student Support Management Office Meeting.

#### Supplementary Provisions

1. The amendments to the Rules for Exemption or Deferral of Tuition Fees will take effect on April 1, 2025.