

To Parents/guardians,

FY 2025 Notice regarding the School Expense Subsidy (*Shugaku Enjo*)

Suginami City helps with a part of necessary school expenses to the parents/guardians of children/students who face financial difficulties in attending school 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 attending national or public elementary and junior high schools, 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 1, 2024.
- (3) Those households whose total net income amount of all household members\* from January through December 2024 is less than the set amount.

※“Net income amount” is not the so-called annual income.

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 <b>3,310,000</b> yen (Including the allowance for single-parent household)	About <b>3,690,000</b> yen	About <b>4,330,000</b> yen	About <b>4,570,000</b> 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.

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 2024 (Gensen choshu hyo)”

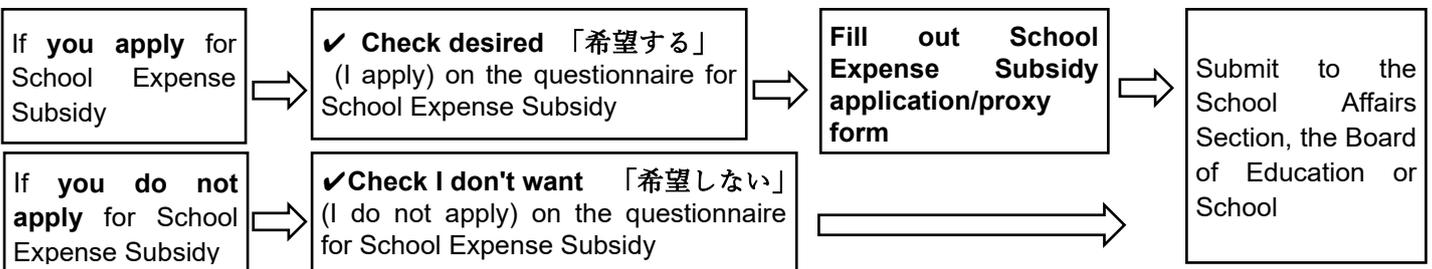


Those who receive income from your own business

The amount after deducting necessary expenses from income amount (for the year of 2024)

(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 details in the box “4. Special conditions” on the application form.

**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 2024, 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. <b>It is necessary to report even if he/she has no income.</b>
(2) If you have moved into Suginami City on or after January 2, 2025	After the Board of Education review the application form, we will contact the relevant person individually. Please submit <b>Taxation Certificate (or Tax Exemption Certificate) for FY 2025.</b> (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 1, 2025. Please inquire to the municipality about when available and how to get it. Please confirm whether the income amount and details of deductibles are written at that time.
(3) If you are a father or mother who is registered out of Suginami City (i.e., living away from family for work)	

## 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

①Cost of School supplies ②School event costs ③Costs for PE (physical education) goods (junior high school students only / goods for judo and kendo) ④Fee for school life guidance form ⑤Cost of school supplies when starting school ⑥Field trip costs ⑦School trip costs ⑧Yearbook cost ⑨Medical expense (only if those receiving Public Assistance have medical treatment for the illnesses registered as “school illnesses”) ⑩School lunch fees (If the school lunch fee is free, it will not be provided.)

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

※Regarding ⑤the 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 6<sup>th</sup> grade elementary school students in March. Eligible parents/guardians will be notified by postal mail after December.

## 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 6<sup>th</sup> 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.