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【Application Guideline】

AY 2022 Partial Tuition Waiver for Privately Financed International Students (For Graduate Students)

1. [The Main Purpose]

The main purpose of the “Partial Tuition Waiver for Privately Financed International Students” is to reduce the financial burden of privately financed international students and to encourage their learning. Students receiving the Partial Tuition Waiver are expected to study diligently and contribute to the world after graduation while promoting interactions as Toyo graduates and expanding their global networks.

2. [Reduction Rate]

Graduate Students	Equivalent to 30% of total tuition fees
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3. [Eligibility]

- (1) The international student who is enrolled in the regular program of the university with the status of residence of “Student” as of May 1 for the spring semester or as of October 31 for the fall semester (excluding the grantees of Japanese Government Scholarship or any Foreign Government Scholarship)
- (2) The student who has difficulty in pursuing his/her studies for financial reasons.
- (3) The student who is receiving financial support (excluding academic fees) of 120,000 yen or less per month from his/her parents, siblings or relatives
- (4) The student who meets the Academic Performance Criteria Table 1 below.
- (5) The student whose period of study does not exceed the standard period of study: two years or four semesters for the master’s program, three years or six semesters for the doctoral program. *The period of a leave of absence is not included.
- (6) The student who has completed the survey of “Partial Tuition Waiver” on ToyoNet-ACE within the designated period.
- (7) The student who has not received any disciplinary measures according to school regulations owing to his/her act of dishonesty, such as cheating in an exam, etc.

《 (4)_ Academic Performance Criteria 》

<Table 1>

○ 【Graduate Students】 Academic Performance Criteria

1 st year students	Students who have completed his/her course registration
Current students	Students who have Grade Average of 3.8 or above during the previous year (2 previous semesters)

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◆ Grade Average calculation formula ◆

$$\frac{(\text{Number of S Courses} \times 6) + (\text{Number of A Courses} \times 5) + (\text{Number of B Courses} \times 4) + (\text{Number of C Courses} \times 3) + (\text{Number of D Courses} \times 2) + (\text{Number of * Courses} \times 0)}{\text{Total number of the registered courses}}$$

- 1). Applicants who are new students are screened after his/her course registration has been completed. Applicants who are in the second year and above are screened when they go to the next grade with the academic performance criteria above.
- 2). Applicants who are readmitted or returning students are screened based on their grades while in school, in accordance with the academic performance criteria above.
- 3). Applicants who changed departments or transferred from a university other than Toyo University are treated equally with first-year students only in the screening for the relevant year.

4. 【Exemption Process and Refund Method】

New students/ Transfer students/ Returning students	Students who make full payments	The waived tuition will be transferred to his/her designated bank account in two payments; in August for the spring semester and in January for the fall semester.
	Students who make installment payments	The waived tuition will be transferred to his/her designated bank account; in August for students admitted in April and in January for students admitted in the fall semester. For the next semester, he/she is required to pay the tuition from which the waiver was deducted.
Current students	—	He/She is required to pay the tuition from which the waiver was deducted.

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5. 【Application Period and Procedures, Announcement of Results】

Applicable students	Application period	Exemption period	Application procedures	Announcement of results* (The scheduled date)
New students admitted in the spring semester in AY2022	April 11 – May 8, 2022	Spring and fall semesters in AY2022	Via “Partial Tuition Waiver” course on ToyoNet-ACE	July 15, 2022
Current students going to the next grade in the fall semester in AY2022	July 19 – July 31, 2022	Fall semester in AY2022 and spring semester in AY2023	Via “Partial Tuition Waiver” course on ToyoNet-ACE	September 30, 2022
New students admitted in the fall semester in AY2022	October 11 – October 23, 2022	Fall semester in AY2022 and spring semester in AY2023	Via “Partial Tuition Waiver” course on ToyoNet-ACE	December 16, 2022
Current students going to the next grade in the spring semester in AY2023	January 10 – January 29, 2023	Spring and fall semesters in AY2023	Via “Partial Tuition Waiver” course on ToyoNet-ACE	March 31, 2023

*The results of the screening will be announced via ToyoNet-email.

*If students are unable to apply within the designated application period due to an unavoidable reason, such as change of status of residence, he/she may be able to apply during another application period. For further information and inquiry, students are advised to ask Student Support Section at each campus.

<The Process: From Application to Announcement of Results>

- ① All privately financed international students are registered with “Partial Tuition Waiver for Privately Financed International Students” course on ToyoNet-ACE by the starting date of the applicable application acceptance period.
- ② Applicants are required to read the “【Application Guideline】 Partial Tuition Waiver for Privately Financed International Students” carefully in advance, and complete application procedure within the designated period by the students on their own.
- ③ Recipients and exemption rates are determined based on the application contents and his/her academic performance.

6. **【Revocation of Partial Tuition Waiver】**

A student receiving the Partial Tuition Waiver will lose his/her eligibility by violating the school regulations. A student who lost his/her eligibility for a recipient for any reason may be required to pay the amount already exempted.

7. **【Procedures for Taking a Leave of Absence during Exemption Period】**

In the event that a recipient of the Partial Tuition Waiver takes a leave of absence, the eligibility will be suspended during the leave period. The eligibility can be regained, provided that the following procedures are completed by the student in the semester he/she returned to the university and it is confirmed that he/she meets the designated criteria again.

- Documents to be submitted: Application for Partial Tuition Waiver for students returning to school (Receive at Student Support Section when taking a leave of absence.)
- Submission destination: Student Support Section at each campus
- Submission period: Within April for students returning to school in the spring semester
Within September for students returning to school in the fall semester

8. **【Report on Study in Toyo by the Recipient of Partial Tuition Waiver】**

Students who have received the Partial Tuition Waiver even once while enrolling at the university are required to submit “Report on Study” before graduation. The submission procedures will be informed a few months before graduation.

9. **【Note When Studying at an Overseas University】**

If students going to the next grade while studying abroad apply for the Partial Tuition Waiver for the next applicable exemption period in Toyo University, he/she is not be selected as a recipient unless he/she has already satisfied the academic criteria of “3. Eligibility (4)” at Toyo University before leaving Japan. This is because the credits you earned at the overseas university have not been accredited by Toyo University yet.

However, students may meet the academic criteria of “3. Eligibility (4)”, provided that the credits earned at an overseas university are accredited after returning to Japan. If students who are applicable to this case applied for the Partial Tuition Waiver during studying abroad and the application was not approved, he/she should submit the copy of Grade Report to Student Support Section within two weeks after the credits are accredited. Students whose application was approved by the screening can receive the Partial Tuition Waiver by refund (or waiver if he/she has not paid the tuition) at a later date. Please be aware that it is NOT guaranteed that all applicants who completed the procedures will be determined as recipients. Students planning to study abroad and considering applying for the Partial Tuition Waiver for the semester after returning to Japan are required to contact Student Support Section in advance.