

School Expenses Assistance (New Enrollment) Form (Front)

FY2025 School Expenses Assistance

Application Form for New School Supplies Subsidies and Bank Transfer Request Form

Child to be enrolled in school	Minato Municipal / () Municipal	Furigana Name	*Please write with a ballpoint pen inside the box.											
	Elementary school to be enrolled in	(Date of birth . .)	Date: (year/month/day) 年 月 日											
	(To) Minato City Mayor Minato City Board of Education I wish to receive the new school supplies subsidy as follows, so I am applying with the necessary documents attached and agree to the following: 1 I agree to the use of information held by Minato City pertaining to family members' residence registration, tax and payments received such as public welfare assistance and child-rearing allowance in the course of the approval process. 2 I agree for the school expenses assistance payment to be deposited into my account below. 3 I agree to the school principal being notified of this application and its approval or otherwise and the status of my child's enrollment in the school. 4 I agree to refund the school expenses assistance I received if I relocate from Minato City before my child begins elementary school or if my child enrolls in an international school or other institution not recognized as a school as defined by Article 1 of the School Education Act, and thus no longer qualifies to receive Minato City school expenses assistance. 5 Upon relocation, I agree to exchange the necessary information with the other municipality regarding my receipt of school expenses assistance. 6 I agree to exchange necessary information with the relevant divisions regarding the status of receipt of school expenses assistance when using the various systems.													
Applicant (Parent/Guardian)	Furigana Name	Marital Status Married/ Single	Relationship to child Father/ Mother; Other ()	Account for bank deposit transfers	Bank Credit Union branch Credit Cooperative									
	Address MINATO CITY	Account for bank deposit transfers			Financial institution code					Branch code				
	Resident registration location as of January 1, 2025 (enter only if different from current address) (Date of relocation : . .)				General	Account No.								
	Home phone number () Contact number / mobile phone ()				Account name									
	Receiving a child-rearing allowance (Yes / No) Certificate number (enter if you are receiving the allowance) (Certificate number)				Must be the person who is the applicant									

Family Status (Please fill in information relevant to the applicant and the child to be enrolled in school)

All family members and relatives living with you in the same household		Name	Relationship to applicant	Date of birth (Y/M/D)	Occupation (or school)	Income in 2024	Relationship in terms of living expenses	Residence
	1		Self (Applicant)	/ /		Yes / No		
	2			/ /	(School year)	Yes / No	Share / Separate	Shared / Separate
	3			/ /	(School year)	Yes / No	Share / Separate	Shared / Separate
	4			/ /	(School year)	Yes / No	Share / Separate	Shared / Separate
	5			/ /	(School year)	Yes / No	Share / Separate	Shared / Separate
	6			/ /	(School year)	Yes / No	Share / Separate	Shared / Separate
	7			/ /	(School year)	Yes / No	Share / Separate	Shared / Separate
	8			/ /	(School year)	Yes / No	Share / Separate	Shared / Separate

Notes (Please note any reasons here as required, such as "living separately due to job posting")

School Expenses Assistance (New Enrollment) Form (Back)

Board of Education section	Administrative section	Payment check	Student / Infant	Confirmed												
		Approval category	Required Probable No Hold	Household												
		Notes		Document checklist <input type="checkbox"/> Final return <input type="checkbox"/> Certificate of imposition of (or exclusion from) residence tax <input type="checkbox"/> Other ()												

Notes for completing the form

- 1 Do not use an erasable ballpoint pen or pencil to fill in the form.
- 2 The applicant (parent/guardian) box must be signed.
- 3 Write the address that you are registered for (if the address on your residence registration is different from your current address, please write your current address.)
- 4 In the Family status box, write the names of all family members and relatives living with you in the same household. Include anyone living alone for work or spouse living separately who shares household expenses with you.
- 5 You will be notified by post of the results of the review, but please keep a copy of your application.
- 6 As cash payments are not possible, please provide your bank account for transfer. Please make sure you write the name of the account correctly, and enter the details carefully, as any mistake may result in late payments.
- 7 If you wish to designate a Japan Post Bank account, check the dedicated branch, branch number and account number for transfers, found in the bank use only box at the bottom of your passbook page. Visit a Japan Post bank branch for further details.
- 8 If your child's school is not yet confirmed, or if the School Affairs Section is unable to confirm the school, the transfer may be delayed. In addition, you may be asked to attach a letter of acceptance or other documents to confirm enrollment in an elementary school.
- 9 If you wish to continue to receive assistance with school expenses after your child begins elementary school in April 2026, be sure not to forget to apply for FY2026 school expenses assistance after your child is enrolled.
- 10 Please be aware that depending on your household situation and income amount for 2025, the results of this review may differ from the review conducted when applying for FY2026 school expenses assistance after enrollment.
- 11 Please contact us in the following cases:
 - If you relocate (or plan to relocate) from Minato City, or if there has been a change in your application status (marriage, divorce, change of address, etc.).
 - If you decide to enroll your child in an international school or other institution, which are not recognized as schools as defined by Article 1 of the School Education Act, after submitting your application.
 - If there are any other changes in your application details.

Required documents

- 1 If you were not a registered resident of Minato City on January 1, 2025, please submit one of the following documents (a copy is acceptable):
 - (1) A copy of your final return for 2024
 - ※ For electronic applications, please confirm that the acceptance notification is attached.
 - ※ For paper applications, in addition to a copy of the Final Tax Return, submission of the leaflet distributed to those who requested it (with the date received by the tax office printed on it) is also required.
 - (2) A certificate of imposition (or exclusion from) residence tax for FY2025 (noting dependents, gross income, etc.) Issued by the municipality you lived in as of January 1, 2025.
 - (3) If you were working overseas during 2024 and are therefore not obliged to file a declaration, yet meet the above criteria, separate documents are required. Please contact Minato City using the details below.

* For those needing to submit additional documents
If you are unable to submit your income documentation at the time of applying or if you have other necessary documents, please submit them using the QR code on the right. If you cannot apply online, you can also send your application by post or bring it in person.
- 2 If the family structure described in your application differs from that of your residence registration, we may need to verify your household status. In this case, we may ask you to write a statement or submit extra verification documents as required.



Enquiries and submissions to:

School Affairs Section, School Administration Support Subsection, Secretariat of the Board of Education
7F, Minato City Hall, 1-5-25 Shibakoen, Minato 105-8511 TEL: 03 (3578) 2731