

## Application for exemption from tuition fees for the first semester of FY2019

Applications for exemption from tuition fees for the first semester of FY2019 will be accepted as detailed below. Students who wish to apply for exemption are requested to read the details carefully and follow the required procedures. (Applications can only be accepted if each procedure is carried out within the specified time frame.)

### 1. Criteria of eligibility (Detailed selection criteria are available on the website (Japanese only).)

Homepage for exemption of tuition fees:

Tottori University homepage (<http://www.tottori-u.ac.jp/>) -> all current students –  
> exemption from tuition fees/exemption from entrance fee etc.

(1) Students who cannot afford to pay and are recognized as academically outstanding

However, students who have exceeded the prescribed term of study or who are repeating a year without special reason are not eligible to apply. If there is a special reason, it is necessary to submit a “supplementary form” in addition to the regular application documents. Students in this category should obtain the “supplementary form” and notes from the university office and check the exact criteria.

(2) Students in a situation since October 2018 where the person paying their fees has died, or the person paying fees or student himself/herself has suffered directly from a natural disaster or similar event, resulting in a situation where it would be extremely difficult to pay fees.

### 2. Procedures

Preparation of application materials	Please make sure that you have all the application documents ready before the deadline.	Print out the relevant application forms (pdf format) from the homepage(Japanese only), read the homepage carefully, and prepare the required documents. (Application forms can also be obtained from the university office.)
Deadline for submitting application documents	February 28 (Thu.) (If sent by post mail, they must arrive no later than this date.)	<p>○ If submitting in person at the university office (open 9:00–17:00 on week days)</p> <ul style="list-style-type: none"> <li>▪ Students affiliated with Tottori University: Scholarship Office, Student Support Division, Tottori Univ.</li> <li>▪ Students affiliated with Shimane University: Bursary Support Group, Student Support Division, Shimane Univ.</li> <li>▪ Students affiliated with Yamaguchi University: Student Welfare Planning Section, Faculty of Agriculture, Yamaguchi Univ.</li> </ul> <p>○ If submitting by post mail, please send the documents to: Scholarship Office, Student Support Division, Tottori Univ.</p> <p>*If you are submitting by post mail, please use registered mail or a similar system where mail is recorded. The university does not accept responsibility for applications sent by normal mail that do not arrive or that arrive late.</p> <p>*If additional documentation is required by the university, we will need to contact you, so please provide daytime contact details on the form.</p>
Confirmation of results	Early July	Notification of the decision regarding your application will be provided via your supervisor.
Payment of tuition fees	Late July	Students who were not granted exemption of fees, or who received a 50% exemption, should pay tuition fees in late July.

Enquiries concerning tuition fees exemption

Scholarship Office, Student Support Division, Student Affairs Department, Tottori University, 4-101 Koyama-minami, Tottori 680-8550

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