

## **AY 2021 COVID-19 Student Emergency Loan Application Guide**

### **1. Objective**

In AY 2020, Tokyo Institute of Technology (the “Institute”) established an emergency loan (“Emergency Loan”) system for students facing financial hardship due to decrease in income, etc. caused by economic stagnation. The Emergency Loan system is operated at the Institute’s discretion, and will not depend on financial support from public organizations such as the Japan Student Services Organization (JASSO). The Institute intends to offer Emergency Loans to students who have difficulties in meeting expenses directly related to education and daily living, so that they may continue to pursue their studies.

### **2. Definition**

The Emergency Loan in this document specifically refers to the “COVID-19 Student Emergency Loan.”

### **3. Eligible students**

Bachelor’s degree, master’s degree, doctoral degree, and professional master’s degree students who meet all of the following:

- Those who are experiencing financial hardship due to decrease in income, etc. caused by the effects of COVID-19 and need urgent financial assistance
- Those who are living in Japan  
(International students who are already in Japan will be eligible.)
- Those who have a Japanese bank account into which the loan disbursement will be deposited

### **4. Loan amount**

The maximum Emergency Loan amount is JPY 300,000 for each student (regardless of the degree program in which the student is enrolled). However, the actual amount students are eligible to receive can be lower depending on circumstances. The Emergency Loan is interest-free.

## 5. Application procedure

Students who fulfil the eligibility conditions and wish to apply for the Emergency Loan must fill out application forms (①-⑤) and send them along with supporting documentation (⑥) by postal mail (using Japan Post's "Letter Pack Light") to the Financial Aid Group (see address provided at the end of this document).

Those who are affiliated with laboratories must contact their academic supervisors before applying.

Application documents:

- ① AY 2021 COVID-19 Student Emergency Loan Application Form
- ② A copy of the applicant's student ID card showing their photograph  
The applicant may submit a printout of the photo on their ID card taken by smartphone.
- ③ Pledge of Repayment  
Applicants under 20 years of age must obtain consent from their parents or guardians.
- ④ A copy of email correspondence between the applicant and their academic supervisor regarding the application (only those who are affiliated with laboratories)
- ⑤ Bank Transfer Request Form (not required for applicants who hold bank accounts registered at the Institute for tuition payments or other purposes)
- ⑥ Supporting documentation (e.g., copies of pay slips and bankbooks) that can objectively prove the applicant is experiencing financial difficulties and is in need of financial support, which corresponds to the applicant's description in "Reason for applying" in the Application Form  
(In some cases, you may be asked to present the original of the pay slips and bank books)

Note: Students who have applied for financial assistance for AY 2021 as stated below are exempted from submitting the supporting documentation.

- Undergraduate students who have applied for the Japanese government's financial support system for higher education (高等教育の修学支援制度), special measures for tuition exemption, or Scholarship for Outstanding International Undergraduates
- Graduate students who have applied for tuition exemption

## 6. Application period

Application documents for the Emergency Loan must be sent by postal mail and received by the Financial Aid Group no later than Friday, August 20, 2021.

## 7. Approval of applications and disbursements

### (1) Approval of applications

After reviewing and screening applications based on the documents sent by postal mail, the Institute will make decisions on Friday, August 27, 2021 at the latest, and notify applicants of results in writing. Those approved for the Emergency Loan ("borrowers") will receive a letter of approval, and those disapproved will receive a letter of rejection.

### (2) Emergency Loan disbursement

The loan amount will be deposited into the borrower's bank account registered at the Institute in Mid September. (The bank account will be the same as that already registered for tuition payment, etc., or that registered according to the application document.) The maximum loan amount is JPY 300,000. However, the actual amount can be lower depending on circumstances.

### (3) Loan cancellation

Borrowers may request cancellation of loans that have not been disbursed. In this case, the borrower must send a request form to the Financial Aid Group by postal mail so that it will be received no later than August 27, 2021. (The Institute will make decisions on applications by this day.)

## 8. Repayment

(1) Borrowers must repay the entire loan amount as a lump sum by the last day of the 25th month following the month in which the loan is disbursed. Payments must be made via bank transfer to the account designated by the Institute, with bank charges incurred to be borne by borrowers.

(2) Borrowers may pay off their loans earlier than scheduled as above.

## 9. Loan acceleration

If any one of the following events occurs, the borrower must immediately repay the entire loan amount as a lump sum.

(1) The borrower withdraws from the Institute. However, this will not apply in cases where the borrower is a doctoral student who is subject to Article 21 of the Tokyo Institute of Technology Guidelines on Examination of Master's, Doctoral, and Professional Master's Degrees (東京工業大学修士、博士及び修士(専門職)学位審査等取扱要項).

(2) The borrower is subject to disciplinary action in accordance with the Institute's rules.

(3) The application documents are found to be invalid or contain false information.

(4) The borrower has filed for bankruptcy or civil rehabilitation (民事再生) proceedings.

(5) It is found that the borrower is not eligible for the Emergency Loan (for any reason).

## 10. Demand for repayment

(1) In the event a repayment has not been made as of its due date, the borrower must pay a delinquency charge calculated using an annual delinquency rate of 3%. The amount of the charge will be calculated by dividing the number of overdue days by 365 (or 366), and then multiplying the result by the delinquency rate (0.03) and the overdue amount. The number of overdue days is calculated from the first day following the due date until the day when repayment is made.

(2) If the borrower is subject to the preceding item, the Institute will contact their parents/guardians or personal guarantors, demand repayment from the borrower, and take necessary measures.

#### 11. Loan forgiveness

The Institute will review borrowers' circumstances later, and may exempt those deemed to be experiencing severe financial hardship from full or partial repayment of their loans. In this case, they will have their loans replaced with scholarships sourced from the "scholarship fund (修学支援基金)." Eligible students will be notified separately.

Inquiries and submission of applications:

Financial Aid Group, Student Support Division

Student Services Department

National University Corporation Tokyo Institute of Technology

2-12-1-TP-102 Ookayama, Meguro-ku

Tokyo 152-8550

Email: [seso-apply\[at\]jim.titech.ac.jp](mailto:seso-apply[at]jim.titech.ac.jp) (replace [at] with @ before sending)

Note: When mailing, please write "COVID-19 Student Emergency Loan" on the surface of the envelope.

\* Please use the letter pack tracking service to confirm the arrival of documents.

<https://trackings.post.japanpost.jp/services/srv/search/?locale=en>