

To Any Guardians

Notice of Support for Going to Any Municipal School for FY2025

Board of Education of Kita City

Kita City supports the part of required expenses for school learning according to economic situations in order to help your child to spend the good school life. In case of desiring to be evaluated for the support, read this notice well and apply for it as follows “2. Procedure for receiving the support” (1) on the page 2.

*It has been required to submit it until the last fiscal year, regardless of whether you want the support or not. However, as of this fiscal year, submit it only for applicants.

1 . Eligibility for getting the support

Any guardians of students (living in Kita City) of national/public elementary/junior high schools / mandatory educational schools / secondary schools (first semester course) / special support schools (elementary/junior high school course) who fall under any of the following items:

- (1) Receiving public assistance at present;
- (2) Receiving child support assistance on the approved date (not the child allowance/benefits);
- (3) Total amount of income of all members in the same household is less than the standard amount;
or
- (4) Having any special reason permitted by the Board of Education.

*Including those who are not registered as residents of Kita City due to the inevitable reasons like domestic violence.

*Excluding any private schools.

*Excluding any students entering any facility (receiving the placement expenses) / receiving the foster-parent system, etc.

【Approved Standard Amount (Estimated)】

Any elementary schools as follows including any mandatory educational schools (first semester course) and any special support schools (elementary school course). / Any junior high schools as follows including any mandatory educational schools (second semester course), secondary schools (first semester course) and any special support schools (junior high school course).

Structure of Household		Annual amount of income for all households (for salary income)	Total income for all households (Jan. 1-Dec. 31, 2024)
2 Members	Parent (33 years old) Child (1st-grade elementary school student)	Approximately 4.57 million yen	Approximately 3.11 million yen

3 Members	Parents (37 and 32 years old) Child (1st-grade elementary school student)	Approximately 4.99 million yen	Approximately 3.45 million yen
4 Members	Parents (40 and 34 years old) Children (1st-grade junior high school student and 3rd-grade elementary school student)	Approximately 5.92 million yen	Approximately 4.19 million yen
5 Members	Parents (50 and 45 years old) Children (2nd-grade high school student, 3rd-grade junior high school student and 4th-grade elementary school student)	Approximately 6.42 million yen	Approximately 4.59 million yen
6 Members	Parents (42 and 35 years old) Children (1st-grade junior high school student and 3rd-grade elementary school student) Grandparents (70 and 65 years old)	Approximately 6.89 million yen	Approximately 5 million yen

*The table is just a standard. According to the structure of each household and age of each family member, etc., the standard amount differs. Regardless of income, application will be available. Therefore, in case of being unknown if it applies, we recommend applying for it.

*The “total income for all households” means:

(1) the amount deducted 100,000 yen from “the amount after salary income deduction” on your withholding slip (in case of a household only with salary income).

(2) the amount deducted necessary expenses from the annual amount of income (in case of a household with business income)

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The amount deducted 100,000 yen from “the amount after salary income deduction”

2. Procedure for receiving the support

Electronic application recommended.

(1) How to apply for it

It will be accepted through **electronic application (LoGo Form)** or by post / at the counter. For more details about electronic application or application method by post, confirm the “Support for going to school” on the website of Kita City.

In case of difficulty in applying for it through electric application / by post, bring your identity verification document and bank book or cash card and visit the counter of Educational Affairs Subsection, School Support Section.

*It will not be accepted at any school.

[Deadline of Application] April 30 (Wed.), 2025

*In case of failure to submit it by the deadline, it may not be approved in/after April.

***After the foregoing deadline, application will be permitted at any time in the middle of the fiscal year.** In that case, the support will be available in/after the application month.

Website of Kita City
“Support for going to school”



Electronic Application “LoGo Form”



Use of Individual Number (“My Number”)

If you are required to submit the certificate and are desirous of using the Individual Number System, the submission can be omitted by separately submitting the “Application Form for Use of Individual Number (“My Number”).”

The “Consent Form for Use of Individual Number (My Number)” can be downloaded on the website of Kita City regarding the “support for going to school” by scanning the QR code as left (it can be available by post).

***Even if the support has already been approved in FY2024 or the application has been done before enrollment in an elementary school (as a 1st-grade elementary school student), the application is required. For those who have been approved for FY2025 due to change of the system, it will be automatically evaluated until graduation a junior high school in/after FY2026. However, in case of non-approved or cancelation of approval in the middle of the fiscal year, if desired in/after the following fiscal year, re-application will be required.**

*If required by the Board of Education, the application serves as an authorization letter in order to entrust the principal of your school with full authority to receive the support and take the procedures according to the purpose (also deemed as an authorization letter in order to change the bank account from the applicant’s one to the principal’s one, due to arrears, etc.).

*For any special support school students, the encouragement system by Tokyo for children’s attendance at school will be given priority. It will be required to apply for it through each attendance school. In addition, any other support systems for Tokyo Metropolitan schools will be given priority.

*In case of living outside Kita City, contact the Board of Education at your place of residence.

*Please note that there may be any inquiries about the contents of application from your school / the Board of Education.

(2) Confirmation of income according to application

① Those who have resident registration in Kita City as of January 1, 2025

The submission of documents for confirming income will not be required due to confirmation examination of income conducted by the Board of Education. Fill an income tax return for FY2024 (January 1, 2024 – December 31, 2024) (for all of family members in the same household excluding a spouse eligible for deduction / dependent relatives) Even if you have not any income, it will be required to file a tax return. Therefore, declare the details about non-income at Taxation Division, Kita City Office.

② Those who have resident registration outside Kita City as of January 1, 2025

Submit the “Certificate of Resident Taxation (or Tax Exemption) for FY2025” (after early June 2025, issued by Taxation Division of any municipality office where you have lived as of January 1, 2025). For any applicable person, the notice will be sent at a later date.

*Please note that the certificate includes the amount of income and your dependents, etc.

*In case of failure to submission, it will not be approved due to difficulty in evaluating it.

3. Result of evaluation and supply

(1) The result will be sent by post in late June to each householder at the resident's registration address of each child. In addition, the result will be sent to your school.

(2) In principle, the support expenses will be transferred to the designated bank account of applicants on the date of payment (5 times in total per year for those who are enrolled at any municipal schools in Kita City / only 1 time in March for those who are enrolled at any schools outside Kita City). However, in case you have not paid any expenses for the school, the support expenses may be transferred directly to the account of the principal.

* In case of change of the specified bank transfer account, it will be required to submit the "Notification of Change of Bank Account." Therefore, confirm the "No. 13 / No. 14" on the page 7 ("Q&A").

*In case of change of household situations after approval, re-application will be required. Please note that the payment of the support expenses may be suspended during the re-application.

4. Items of support expenses

○Expenses of school lunch ○Expenses for purchasing school supplies, etc. ○Expenses for purchasing school supplies, etc. for enrollment ○Field trip fees (ex. Study camp) ○Commuting expenses ○Club activities fees ○Physical practical tools expenses ○Communication expenses for online lesson ○Document preparation expenses for school life guidance form

●Summer facility preparation expenses ●Expenses for school excursion ●Expense for purchasing a graduation album ●Medical expenses, etc.

*Even if the application is not approved due to exceeding the standard amount of income, in case of change of household situation and the amount of income for the previous year, re-application will be approved (ex. due to divorce / income adjustment). However, the support expenses will be provided as of the re-applied month.

*For those who receive public assistance, any expenses as above "○" will be provided by Life Welfare Section and any expenses as above "●" will be provided as the support expenses.

*For any municipal school students, any expenses of school lunch will not be provided in principle due to being free of charge.

*For those who have already received the expenses (before enrollment) for purchasing school supplies, etc. for enrollment, it will not be provided (the expenses will be provided before enrollment in March to those who will be planning to go to any national/public school and who have already been approved at the 6th-grade elementary school).

*For medical expenses, it may be provided only to those who are not eligible for the "Kita City Child Medical Expenses Subsidy System."

*Even if you received the approval, it would not warrant that all of the support expenses will be provided. For more details about the date/amount of payment, confirm the "Report on Amount of Supply" sent to the approved persons.

5. Others

In case of being desirous of application based on any income other than the income for the previous year due to special reasons including sudden change, etc. of life situations for the primary income provider (ex. Long-term hospitalization / unemployment due to any reasons by a company / bankruptcy / suffering from disaster), contact the Board of Education.

<Treatment of family members>

Regarding the applied household, **in principle, write only members described on the residence record (only members belonging to the household including children)**. However, in the following cases, the guardian will be included for evaluation.

(Exception 1) In case of any guardian with resident registration in another municipality due to taking up a job, carrying out nursing-care, etc.

The guardian will be included for evaluation. In addition, include the applicable guardian and any member in the same household for evaluation.

In case the guardian in another household lives outside Kita City, it is required to submit his/her residence record (including all of members belonging to the household) and any document certifying the income (refer to the 2 – (2) –② as above).

(Exception 2) In case of any guardian of the same address but belonging to another household in the residence record (ex. separation of the households)

The guardian will be included for evaluation.

(Exception 3) In case of members (other than the guardian) of the same address but belonging to another household in the residence record (ex. grandparents living together)

Only if the guardian supports dependents based on the tax law in the same address but belonging to another household, they can be included in the same household.

If those who are not dependents are described on the application form, we will exclude them from the household list to evaluate.

(Example for Exception 3)

北区王子1-2-3〇〇方	
父	
母	
本人	

北区王子1-2-3	
祖父	
祖母	

Basically, this case falls under the application regarding 3 members (Father / Mother/ Himself/Herself). If Father/Mother supports Grandfather/Grandmother, it falls under the application regarding 5 members.

(Exception 4) If children belong to another household of their guardians due to some reasons

They will be required to be applied, in principle, as members belonging to the household including the guardians. In this case, their guardians must apply for it and will be eligible to receive the support expenses. However, if children are supported in the livelihood other than their guardians' livelihood, the household with the children will be required to apply for it. In this case, the applier and receiver of the support expenses is the member of the same household with the children.

If guardians belonging to another household live in any city other than Kita City, it will be required to submit the residence record (including all of members belonging to the household) and any document certifying the income (refer to the 2 – (2) –② as above).

(Example for Exception 4)

〇〇区〇〇1-1-1
父
母
兄

北区王子1-2-3
祖父
祖母
本人

Basically, this case falls under the application regarding 6 members (Father /Mother / Older Brother / Himself/Herself / Grandfather / Grandmother), and Father or Mother will be the applicant and receive the support expenses.

In case of being in different livelihood from the Father' s / Mother' s livelihood, the Grandfather or Grandmother must apply for it (and receive the support expenses) as 3 members (Grandfather / Grandmother / Himself/Herself).

*The applicant is not permitted to apply for it as 3 members (Father / Mother / Himself/Herself).

*Even if the applicant applies for it as 6 members, the notice, etc. will be sent to the householder of the resident' s registration of Himself/Herself (Child).

Procedure through electronic application (by April 30)

- ① In case of desiring to apply for it through electronic application, scan the QR code as right to access to the “LoGo Form” screen. In case of difficulty on scanning the QR code, access to it from the link attached to the website of Kita City “Support for going to school.”
- ② After accessing to the “LoGo Form,” the following screen will be shown.
Therefore, log in and access to the input screen.



Electronic Application “LoGo Form”

*For application for the support, it will be required to log in.

- For those who have already had the account, **log in** and access to it.
- For those who have not created an account yet, create an account on the screen of registration of a new account. When creating an account, register the name of a guardian applied.

- ③ After logging in, enter the required information on the input screen.

*Any information on applicants (guardians) will be automatically entered.

- ④ After entering it, **access to the confirmation screen** to check the input contents.
- ⑤ After checking the contents, complete the application procedure by pressing the **send** button.

<Application completion screen>

After completion of application, sending-completion email will be sent to the entered email address.
Therefore, keep it carefully.

⑥ The result of approval will be sent by post in late June to each householder at the resident' s registration address of each child.

*In case of application in the middle of the fiscal year, it will take approximately 1-2 month(s) to notice the result of approval.

【Application in/after the following fiscal year (

*Even if it has not been approved once, in case of change of the household situation or income adjustment, re-application will be permitted in the same fiscal year. For more details, refer to the

Result of Approval for FY2025

Approved

Not approved

Application for FY2026

Any application contents not changed

Number of eligible student(s) changed

Change of a bank account for transfer

Change accepted in the middle of the fiscal year

Application desired for FY2026

Application not desired for FY2026

Application not required (automatically evaluated)

Application required

Application not required (automatically evaluated)

Application required

Application required

Application not required

Refer to the "Q&A" (No. 11)

Refer to the "Q&A" (No. 13 / No. 14)

Refer to the "Q&A" (No. 16)

【Q&A】

	Question	Result of Approval for FY2025	No.	Answer
A p p l i c a t i o n	Regarding the household situation, when will the evaluation be conducted?		1	In case of application at the beginning fiscal year (in April), in principle, it will be evaluated based on the household situation as of the following day after the date of entering a junior high school (on April 9, 2025). In case of application in the middle of the fiscal year, it will be evaluated based on the household situation as of the date of application. Regarding each household approved, re-evaluation of the support will be conducted thereafter by referring to a resident record / shift information on school register every month.
	After moving within Kita City by all of the household members, change of a school by a child has been decided.	Approved	2	In case of moving within Kita City, re-application will not be required due to continuation of the support for the approved fiscal year. The result of approval will be informed from the Board of Education, Kita City to each transfer school.
	Any of the household members in a resident record decreased. Ex. Only a brother (a working adult) moving-out outside Kita City.	Approved	3	Re-application will not be required due to re-evaluation conducted by referring to a resident record / shift information on school register every month. In case of total amount of income for all of household members exceeding the standard amount of approval due to moving-out by any of household members, the approval may be canceled.
		Not approved	4	Re-application will be permitted by excluding any of household members. In case of desiring to apply for it again, re-application will be permitted through the "New Application Form." The standard amount of approval will be decreased due to being reduced by one household member.
	Any of the household members in a resident record increased. • A child was born. • Any of household members moving-in Kita City from any area outside Kita City or within Kita City. Ex. Grandparents moving-in Kita City from any other prefecture.	Approved	5	In case of childbirth or moving-in by any household member aged less than 16 years (2nd-grade high school student) as of the end of December last year, re-application will not be required. In case of moving-in by any household member aged 16 years (2nd-grade high school student) or older as of the end of December last year, re-application will be required. Follow the procedure for adding the household member through the "Changing Application Form." In case of moving-in outside Kita City, it will be required for income evaluation regarding re-application to submit the Taxation Certificate issued by any municipality where the resident registration has been done as of January 1, 2025 (excluding in case of any dependent moving-in). Upload the image of the Taxation Certificate through the "Changing Application Form."
		Not approved	6	In case of being increased by one household member, the standard amount of approval will be increased. Therefore, the result may be changed from non-approved into approval by applying for it again. In case of re-application desired, apply for it again through the "New Application Form." However, the support expenses will be paid in/after the month of re-application.
	A guardian got married.	Approved	7	In principle, re-application will be required due to evaluation for a guardian included in the household. Follow the procedure for adding the household member through the "Changing Application Form." In case of a new family member moving-in outside Kita City, it will be required for income evaluation regarding re-application to submit the Taxation Certificate issued by any municipality where the resident registration has been done as of January 1, 2025 (excluding in case of any dependent moving-in). Upload the image of the Taxation Certificate through the "Changing Application Form."
		Not approved	8	In case of being increased by one household member, the standard amount of approval will be increased. Therefore, the result may be changed from non-approved into approval by applying for it again. In case of re-application desired, apply for it again through the "New Application Form." However, the support expenses will be paid in/after the month of re-application.
	A guardian got divorced.	Approved	9	In case of change of an applicant (a recipient of the support expenses), re-application will be required. Apply for it again in the changed name as an applicant through the "New Application Form." In case of non-change of an applicant (a recipient of the support expenses), <u>re-application will not be required</u> . In case of any application procedures required (ex. the surname of an applicant changed in a resident record), Kita City will inform you. *In case of a resident record at the same address/household after divorce, the evaluation will be conducted for the household member included in the household.
		Not approved	10	In case of separation from the resident record due to completion of divorce, re-evaluation will be permitted by excluding the person from the household. In case of re-evaluation desired, apply for it again through the "New Application Form."
O t h e r s	The younger child planned to enter an elementary school in FY2026.	Approved	11	Re-application will be required. Follow the procedure for adding the eligible student through the "Changing Application Form" in April 2026.
		Not approved	12	In case of re-application desired, apply for it again through the "New Application Form" in April 2026.
	Desiring to change an applicant (a recipient of the support expenses).	Approved	13	Re-application will be required. Apply for it again in the changed name as an applicant through the "New Application Form."
	Desiring to change only the bank account for transfer (an applicant (a recipient of the support expenses) not changed).	Approved	14	Follow the procedure for changing the account information through the "Changing Application Form."

【Continued on the reversed side.】

【Q&A】

	Question	Result of Approval for FY2025	No.	Answer
O t h e r s	Desiring to apply for it again because of income adjustment, even though the result of non-approved has already been arrived. Ex. Income reduction declared due to making a mistake for income in FY2024 after filing a tax return for self-employed.	Not approved	15	In case of decrease in income from January to December 2024, the result may be changed from non-approved into approval by applying for it again. In case of re-application desired, apply for it again through the "New Application Form." However, the support expenses will be paid in/after the month of re-application.
	Desiring to apply for it again in the following fiscal year, even though the support for FY2025 has not been approved.	Not approved	16	The notice of the support will be distributed through an attendance school in April 2026. After receiving the notice, apply for it through the "New Application Form."



New
Application
Form



Changing
Application
Form

問い合わせ先

〒114-8546 東京都北区滝野川2丁目52番10号

北区教育委員会事務局教育振興部 学校支援課学事係

(北区役所滝野川分庁舎1階5番窓口)

☎03-3908-1541 月～金曜(祝日を除く)8時30分～17時