

Application Requirements for the Ritsumeikan Asia Pacific University Domestic Student Dormitory Fee Reduction System

July 2023

Ritsumeikan Asia Pacific University Admissions Office

The “Domestic Student Dormitory Fee Reduction System” is a system with the objective of providing post-enrollment financial aid to those who apply to APU and who wish to move into AP House (international education dormitory). Individuals may apply after applying for admission as well as prior to applying for the dormitory.

1. System Overview

- **Details of Assistance:** Half of the monthly dormitory fee for AP House for 11 months will be exempted.
- **Eligible for Assistance:** Sixty (60) individuals moving into AP House who have taken the AY2024 domestic first-year student entrance examination and have been accepted.

2. Application Qualifications

Applied for the Japan Student Services Organization Benefit Scholarship Reservation Program and in receipt of a “Notification of Decision for Candidate Awarded a University Scholarship for AY2024 [Reiwa 6]”

3. How to Apply:

Please submit the designated application documents during the designated period by postal mail (express/simple registered mail).

Application Documents	<ul style="list-style-type: none">• Domestic Student Dormitory Fee Reduction System Application (Both Form A and B) *Please download and print the file from the APUmate applicant website and fill in the required items.• Copy of the Japan Student Services Organization Benefit Scholarship “Notification of Decision for Candidate Awarded a University Scholarship for AY2024 [Reiwa 6]”
Application Period	December 1, 2023 (Fri)–January 31, 2024 (Wed) (postmarked)
Mailing Address for Application Documents	1-1 Jumonjibaru, Beppu, Oita 874-8577 Ritsumeikan Asia Pacific University Admissions Office Attn: “Domestic Student Dormitory Fee Reduction System”

Please complete the following for each section of the application form.

(1) Name

Please write your name and date of birth.

(2) Name of School

Please write your high school name which you graduated (or expected to graduate) and the date of graduation (or expected to graduate).

(3) Month of entrance

Please choose either April or September (Put a check mark in the box).

(4) Screening method

Please select one of the options and write the name of the screening method (e.g. Admissions by Activity Evaluation (Round 1)) next to it.

·	Scheduled to apply	If you have not yet applied.
·	Applied	Already applied and not yet received a notification of acceptance or rejection.
·	Passed	Accepted, but not yet started enrollment procedures.
·	Completed the 1st enrollment procedures	Accepted, and already paid the 1st enrollment procedures fee.
·	Scheduled to enroll	Accepted and completed all the enrollment procedures.

(5) College

Please choose one of the colleges. If you plan to apply, you may change your college at the time of application.

(6) Address

Please enter the applicant's address.

(7) Address of Guardian or Parents

Please enter the address of the applicant's guardian or parents.

(8) Family members

Please fill in all family members except the applicant. For parents, please fill in even if

they are divorced or bereaved. For family members other than the student, please indicate marking “○” whether they live with the applicant or live separately.

(9) Date: Date of application

(10) Signature: Signature and Seal

4. Selection

Selection will be carried out, not to exceed the number of available slots, using the order of the Japan Student Services Organization Benefit Scholarship support categories (Type I–Type III). Note: we may not be able to make awards to all benefit scholarship recipients.

Furthermore, application and/or selection for a dormitory fee reduction does not have any bearing whatsoever on acceptance for admission to the university.

5. Notification of Award Results

The Notification of Award Results will be mailed to all applicants in late February 2024. We are unable to respond to individual inquiries regarding award results.

Also, additional awardees may be announced in the event vacancies arise in connection with the status of applications and/or enrollment procedures. Should that be the case, the APU Admissions Office will contact the relevant individuals after March 2, 2024.

6. Notes

- (1) Awardees can receive aid from this system only if they are admitted to APU through the AY2024 domestic admissions process and enroll.
- (2) Awardees must commit to completing the full term of stay in the dormitory and not move out part-way through.
- (3) The dormitory fee reduction will continue even if the aid category changes as a result of the certification of eligibility related to the benefit scholarship (to be implemented around October 2024) that occurs after enrollment.
- (4) Additionally, when any of the following applies to an awardee, the reduction will terminate at that time.
 - ① Loss of student status.
 - ② On a leave of absence (although, in some cases, if a student re-enrolls the reduction may be resumed).
 - ③ Subject to disciplinary action according to the Ritsumeikan Asia Pacific University Regulation Article 32-3, Paragraph 1.
 - ④ Has violated the Regulations for the Usage of AP House

- ⑤ Dean of Student Affairs has judged the awardee is no longer suitable as an individual eligible to receive assistance

Handling of Applicant Personal Information

Personal information obtained from applicants during the selection process will be handled as follows.

(1) Purposes of Use

- Selecting awardees
- Notification of award results
- Preparing statistical data

(2) Management of Personal Information

The personal information of applicants will be properly managed in accordance with the laws and regulations concerning the Protection of Personal Information to prevent any omissions, losses, damages, etc.

(3) Outsourcing of Work Involving the Provision of Personal Information

We may outsource a part of our operations, including the handling of personal data, to an outside business entity after concluding an agreement on the appropriate handling of personal information.

(4) Statistical Data on Selection

After various statistical processes have been performed, personal information obtained from applicants will be used as material for future surveys and research, and also in publishing information for prospective students. Furthermore, the statistical materials published will be processed in such a way that individuals cannot be identified or specified.