

May 29, 2020

To: Students

Special measures that take into account the impact of the spread of COVID-19

In light of the possibility that students may suffer various disadvantages due to the effects on the writing of the thesis, etc. caused by the worsening economic condition of families and difficulty in ensuring a satisfactory learning environment, and difficulty to go or return to Japan from overseas or study overseas with the recent spread of COVID-19, special measures concerning status change and tuition waiver, collection postponement, etc. for AY 2020 have been established. Those who would be interested in the following measures should immediately confirm the application procedures, etc. with the person in charge of academic affairs in the affiliated academic service office.

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Vice President for Education

#### Details

##### **【Special measures concerning leave of absence】**

##### 1. Retroactive application of the leave of absence

If you are interested in taking a leave of absence due to the spread of COVID-19, it has become possible to take the leave of absence retroactively with the permission of the head of the affiliated educational organization. Furthermore, if taking a leave of absence for said reason, it is possible to take the leave of absence beyond the ordinary period of the leave of absence provided for in the undergraduate regulations and graduate regulations (for example, if you are an undergraduate, up to 3 years in total), provided however, that the period applicable is from AY 2020.

Tuition will also not be collected during the period of leave of absence, however, because the leave of absence through the special measures is not included in the maximum duration of study and maximum duration of enrollment in the same manner under the ordinary leave of absence, we would like to remind you that students cannot graduate or complete a course in the standard maximum duration of study if you are interested in graduating or completing a course in the standard maximum

duration of study.

Moreover, please be aware that the application may be withdrawn if applying for tuition waiver, etc.

## 2. Retroactive application of the cancellation of the leave of absence

In the case where the leave of absence was taken due to 1. and if canceling the leave of absence due to various reasons and in the case where the leave of absence was taken for the purpose of overseas study, however, the leave of absence is canceled due to becoming unable to study overseas, students can re-enroll in school retroactively with the permission of the head of the affiliated educational organization.

Furthermore, please be aware that tuition will be collected for the period if re-enrolled in school.

### **【Special measures concerning the system for extending the period of registration】**

If you are interested in extending the period of registration due to the spread of COVID-19, students can extend the period of registration by semester and by year with the permission of the head of the affiliated educational organization. Furthermore, students who are in their final year could not apply to extend the period of registration in the past, however, students (including those who are repeating a year) who are in their final year can also apply to extend the period of registration through the special measures.

### **【Special measures concerning the maximum duration of enrollment】**

If expected to go beyond the maximum duration of enrollment due to the spread of COVID-19 and you are interested in extending the maximum duration of enrollment, students can extend the period of registration with the permission of the head of the affiliated educational organization.

### **【Special measures concerning admission timing】**

If you are interested in changing the admission timing due to the spread of COVID-19, students can change the admission timing to October 1 with the permission of the head of the affiliated educational organization.

Furthermore, please be aware that if you are already receiving a scholarship from the Japan Student Services Organization, etc., you are required to return the

scholarship.

【Special measures concerning entrance fee and tuition waiver, collection postponement, etc.】

#### 1. 【Timing for the payment of tuition】

For the timing for payment of tuition, the conventional handling is May for the first half of the academic year and November for the second half of the academic year, however, the timing for the payment of the first half of the academic year will change to August and the timing for the payment of the second half of the academic year will change to December. For details, please refer to the following website: <http://www.tsukuba.ac.jp/en/study-tsukuba/tuition-and-fees/tuition-fees>

Furthermore, in case where there was a request to the effect that it is difficult to pay the entrance fee or tuition until the revised timing of the payment due to the spread of COVID-19, students can postpone the collection of the tuition of the first half of the academic year by the last day of September and the entrance fee and tuition fee of the second half of the academic year by the last day of February.

#### 2. Tuition waiver (return)

If unavoidably withdrawing from the university due to the spread of COVID-19, for entrants of AY 2020, the full amount of the entrance fee and tuition of the school term when there was a request and for entrants before 2019, the full amount of the tuition of the school term when there was a request will be returned.

#### 3. Credited auditors and non-degree research students

In case where there was a request to unavoidably discontinue taking a course or research before recognition of credit of the course due to the spread of COVID-19, the full amount of the entrance fee and tuition of the school term when there was a request will be returned.