

OIST School Subsidy Program
Approved by the President

Change History

Version	Date	Description of Changes	Changed By
1.0	2020/9/7	1st edition	VPUCS
2.0	2024/9/1	Applicant Eligibility and Eligibility School have been updated	UCS Director
2.1	2025/5/8	Added cut-off date for new applications in the Application Procedure section	UCS Director

Overview

The OIST School Subsidy Program is a privately-funded initiative designed to assist OIST full-time employees and students, including OIST research fellows, who have school-aged children.

This program supports enrollment at international schools in Okinawa, including online schools where the curriculum is delivered in English, or both English and Japanese.

Amount

- 300,000 Japanese Yen per child/per year

Eligibility

- The target child(ren) must be enrolled at an international school (Kindergarten K5, Elementary, Junior High, or High School) in Okinawa where instruction is in English or both English and Japanese.
- The applicant must be a full-time OIST employee or student, or Research Fellow.
- Child(ren)'s primary language must be other than Japanese or, at least one parent/legal guardian must be a foreign national. *

- The international school must be accredited by MEXT or another recognized international school accreditation body. *
- The online school option is also eligible as long as the child(ren) reside(s) in Okinawa with the OIST employee.

**Exceptions may apply. Any exceptions need to be approved by the University Community Services Director.*

Application Process

Parents or guardians must apply for subsidy funding annually. Applications are reviewed by the University Community Services Director, typically within 10 working days of receipt. Only complete applications will be considered. New applications must be submitted by the 25th of the month preceding the scheduled subsidy payment month (i.e., by April 25 for the May payment). Applications received after this date will be processed for the subsequent scheduled subsidy payment.

Payments

Upon determination of eligibility, University Community Services will arrange for the subsidy to be disbursed in three installments (3 x ¥100,000) in January, May, and September.

The subsidy will be transferred directly into the designated bank account of the OIST employee/student* at the end of the month and this payment will be considered as taxable income.

**For OIST research fellows, the subsidy payments will be transferred into the child's bank account and these payments are considered non-taxable income.*

Should a child discontinue attendance at an international school, this must be promptly reported to UCS, which will then suspend any further subsidy payments. This updated Subsidy Program will be available from September 2024 onwards; no payments will not be made for schooling costs incurred prior

to this date.

Application Procedure

To apply for subsidy funding:

1. Complete the School Subsidy Application Form. ([link](#))
2. Attach proof of your child's enrollment/acceptance at the International School.
3. Attach evidence that at least one parent/guardian is a foreign national (e.g. a copy of the front page of passport).
4. Send the form and documents to schoolsubsidy@oist.jp for review.

Inquiries

If you have any questions regarding the application, please contact schoolsubsidy@oist.jp