

To parents and guardians

Otsu Board of Education Office – School Lunch Division

Third and Subsequent Children School Lunch Fee Exemption Apr. 2025 - Mar. 2026

In Otsu, exemptions for school lunch fees are offered for the third and subsequent children in municipal elementary and junior high schools in order to reduce the economic burden of child rearing.

This document will provide the necessary information on receiving exemptions starting from April 2025. If you wish to be exempted from paying the school lunch fee, please confirm the requirements listed below and submit the application form. (Note: An application must be submitted each year.)



■ Eligibility Requirements for Parents/Guardians

Starting from April 2025, parents/guardians who fulfill **all** of the following four requirements are eligible for this exemption

- ① Parents/guardians that are raising (※2) three or more children age 22 or younger (※1).
 - ※ 1 “Three or more children age 22 or younger” refers to having at least three children that are born between April 2, 2003 and April 1, 2019.
 - ※ 2 “Raising” means that the child relies fully or partially on the parent/guardian’s income for daily life, and the absence of this support would affect the child’s standard of living.

Example 1: The child is a university student who lives alone in a different prefecture, but whose parents/guardians send money or pay rent

Example 2: The child is working, but lives at home and relies on their parents/guardians for meals, personal chores, etc.
- ② Your third and subsequent child must be a student at a municipal elementary or middle school in Otsu and receive school lunches.
- ③ You must **not** be receiving financial aid for school lunch expenses through welfare assistance (educational assistance) or school entrance financial aid.
- ④ You must not have any unpaid school lunch fees.

[Examples of Children Eligible for Exemption]

Numbers inserted in parenthesis () represent ages.

Blue font represents children that require a confirmation form.

Gray backgrounds represents children that counts towards the exemption

No.	Child 1	Child 2	Child 3	Child 4	Child 5	Children Eligible for Exemption
①	☉University (20)	Middle School (15)	Elementary School (8)			Elementary School (8)
②	☉Working (22)※	☉High School (18)	Middle School (15)	Elementary School (7)	–	Middle School (15), Elementary School (7)
③	High School (18)	High School (16)	Private Middle School (14)	–	–	No children applicable. (Children enrolled in private school do not count towards exemption)
⑤	University (23)	☉Unemployed (16)	Middle School (14)	Elementary School (12)	Elementary School (9)	Elementary School (12), Elementary School (9)
⑥	Elementary School (8)	Elementary School (6)	Not in School (3)			No children applicable.

※“Working (22),” as listed in ②, is applicable only if the child is being “raised” by their parent/guardian. If the child is independent, they are not eligible.

■ How to Apply

- ① Fill out the required information on the "Otsu City Third and Subsequent Children School Lunch Fee Exemption Application (Form No. 1)" form while referring to the completed example form. (The application form can be downloaded from the city website or mailed to you by contacting the School Lunch Division.)
- ② If the parent/guardian is supporting children attending an elementary or junior high school outside of Otsu City or a child between the ages of 16 and 22, the "Confirmation of Support Status and Burden of Living Expenses (Form No. 2)" form must be attached.

[Note:] Copies of insurance cards are no longer required.

- ③ When filling out the application, indicate the school the child will be attending and the grade level they will be as of April 2025.

■ For those who have already received an exemption in the 2024 school year

Please use the **application form with barcode**, which will be mailed around February 20, 2025.

※Please refer to the application from example available on the city website using the QR code.



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■ Application Period for Exemption from April 2025

Sunday, March 2, 2025 - Thursday, April 10, 2025

(Applications must **arrive** to the School Lunch Division by 5:00 p.m. on the final day)

■ Where to Submit Applications

Otsu City School Lunch Division

(Either in person, or by mail. Only applications by mail can be accepted on weekends and holidays.)

Address for submitting by mail: 〒520-8575 3-1 Goryo-cho, Otsu City, Shiga Prefecture

Please address your mail to the "Otsu Board of Education Office – School Lunch Division"

Note 1: Please write "**Third and Subsequent Children School Lunch Fee Exemption**

Application Inside" (or 第3子免除申請書在中 in Japanese) on the front of your envelope.

Note 2: If you wish to confirm that your application has been received, delayed, not received, etc., please mail it using certified or registered mail. **The date the application is received by City Hall will be the official acceptance date.**

Please do not submit your application to elementary/junior high schools or branch offices (civic center).

■ Decision Notices

After the application period has closed, the School Lunch Division will mail a decision notice with the results of the screening process in mid-July.

■ School Lunch Fees in April/May

School lunch fees for April and May 2025 will be temporarily collected since decision notices will be mailed around mid-July. For those who have been approved for exemption, the school lunch fees for April and May 2025, which were collected around the end of November, will be refunded to the registered bank account. Refund notices will be mailed around the end of October 2025.

■ Changes in Household Status During Exemption Period

After the exemption has been decided, if there are any changes in the information provided in your application (such as a change in the number of dependent children), please contact the School Lunch Division as you will need to submit a "Notification of Change in School Lunch Exemption Status for Third and Subsequent Children in Otsu City" Form. (This form can be downloaded from the City Hall website.)

■ Applying During the School Year

- ① Applications are accepted at any time, and should be submitted in the following cases:

[Examples]: If you forgot to submit an application for the exemption from April 2025, if you moved to Otsu from outside the city, if you had more dependent children, or if you had welfare or schooling assistance end, etc.

- ② If an application is submitted between the 2nd and the 1st of the following month, the exemption will be applied from the 1st of the following month until March 31st of the following year. Please note that the exemption period may be shortened if an application is submitted late.

Note: Exemptions cannot be applied retroactively from the application date.

No.	Application Period	Start of Exemption
1	March 2, 2025 - April 10, 2025	Exempt from April 1, 2025
2	April 11, 2025 - May 1, 2025	Exempt from May 1, 2025
3	May 2, 2025 - June 1, 2025	Exempt from June 1, 2025

If you have any further questions, please contact us via the contact information listed below.

【Contact Information】

〒520-8575 3-1 Goryo-cho, Otsu City

Otsu Board of Education Office

School Lunch Division

Phone : 077-528-2636

Email : otsu2412@city.otsu.lg.jp