

Guide to Professional Practical Education and Training Benefits

The Master of Business Administration [Professional] Program in Design & Leadership for Societal Innovation of Shizenkan University has been designated by the Minister of Health, Labor and Welfare as a Professional Practical Education and Training eligible for the Education and Training Benefits. If certain conditions are met, individual students can receive up to **1,120,000 yen** over two years after graduation.

What is the "Education and Training Benefit" system?

This is an employment insurance benefit system designed to support the independent, mid- to long-term career development of workers, and to promote employment stability and reemployment. When an individual student who meets certain conditions and is (currently employed) or was (currently unemployed) insured under the general employment insurance system completes a Professional Practical Education and Training designated by the Minister of Health, Labor and Welfare, *Hello Work* will reimburse a certain percentage (up to a certain limit) of the educational training expenses paid by the individual student to the educational training institution. (**translated from Hello Work website*)

If the individual student wishes to apply for the Professional Practical Education and Training Benefit, the individual student will need to complete the necessary procedures on their own. Please be sure to check the following website to understand the system and how to receive the benefits for smoother processing.

[\[Hello Work\] Information on Professional Practical Education and Training Benefits \(brochure\)](#)
**Japanese only*

<https://www.mhlw.go.jp/content/11600000/000558050.pdf>

[\[Ministry of Health, Labour and Welfare\] Education and Training Benefit System: General Education and Training Benefit and Professional Practical Education and Training Benefit \(web link\)](#) **Japanese only*

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou_roudou/jinzaikaihatsu/kyouiku.html

[Q&A – Professional Practical Education and Training Benefits \(web link\)](#) **Japanese only*

<https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000197058.html>

Reimbursement Amount

	Professional Practical Education and Training	
	While Taking Classes	After Completion of the Course ※if individual student is covered by employment insurance at the time of completion
Reimbursement Amount ※percentage of tuition paid by individual student	50%	additional 20% of total out-of-pocket expenses
Maximum Reimbursement Amount	400,000yen per year	320,000yen
Reimbursement Period	two years in principle	

Eligibility

The Professional Practical Education Training Benefit is available to individual students who are enrolled at Shizenkan University and complete its masters program prescribed by the university in two years. In order to receive this benefit, the individual student must be covered by employment insurance for a certain period of time and must meet the [Course Certification Criteria] stipulated by the university every six months.

Employment Insurance Coverage Period and Payment Requirements to Receive Benefits

i) for first-time applicants

As of the start date of the program (the date of admission to Shizenkan), **the individual student must have been covered by employment insurance for at least two years**. However, if the individual student has been unemployed for more than one year, the coverage period will be reset and the calculation will start from the time the individual student restarts working.

ii) if the individual student has received benefits in the past

If the individual student wishes to receive the Professional Practical Education and Training Benefits for the second or subsequent times, **the individual student must be covered by employment insurance for at least three years** as of the start date of program (the date of admission to Shizenkan) after the first application. In the case of a second or subsequent application, the maximum total benefit amount for a 10-year period is 1,680,000yen which includes the amount of the previous benefit(s) received.

*** Please contact *Hello Work* directly to inquire about eligibility for benefits, as it will be determined and confirmed by *Hello Work*.**

iii) individual students must meet the Course Certification Criteria stipulated by Shizenkan.

At the time of application for the benefit, in principle and after the end of each semester, individual students must take and earn credits for all mandatory courses and elective courses required for graduation requirements that have been offered up to that point of the program. Once an individual student has earned the credits required for course completion, the individual student will be deemed to have met the Course Certification Criteria even if the individual student has not yet taken any courses during the subsequent terms. However, at the time of the fourth and final reimbursement, all course completion requirements must be fulfilled.

Application Procedures for Benefits

○ Before program commencement: pre-program application at *Hello Work*

【Preliminary Preparations】Undergo “Pre-training Career Consultation” and create a “Job Card”.

Individual students who wish to receive the Professional Practical Education and Training Benefits must receive assistance in preparing a “Job Card” from a training-oriented career consultant and undergo pre-training career consultation before receiving a decision on eligibility at *Hello Work*.

Please contact the *Hello Work*, which has jurisdiction based on the individual student’s home address, to make an initial inquiry about the “Pre-Training Career Consultation” service. Please note that it is normally very busy and appointments by phone are necessary, so please make an appointment as soon as possible.

【Actual Application】Pre-program application at *Hello Work* / Documents to be submitted

Deadline for pre-program application to *Hello Work*: [July 20, just before school enrollment](#)*.

*For students scheduled to enroll on August 20, 2023: July 20, 2023

- Please contact the *Hello Work*, which has jurisdiction based on the individual student's home address, directly for detailed information on office hours, etc.
- If there is a possibility that you will not know the result of your application by the deadline for pre-program application, please still proceed with the procedure ahead of time without waiting for the announcement of the result.

Please prepare the following documents and apply in person at the *Hello Work* which has jurisdiction based on the individual student's home address.

(1) Educational Training Benefit and Educational Training Support Benefit Eligibility Confirmation Form 教育訓練給付金及び教育訓練支援給付金受給資格確認票

*Please bring your personal seal (*inkan*) as it is required.

Forms are available at *Hello Work*. (please complete the form yourself)

Please complete the following in columns [7] and [8] on the form.

[7] designation number 指定番号:【[1310259-2110011-3](#)】

education and training institution name 教育訓練施設の名称:【[大学院大学至善館](#)】

program name 教育訓練講座名:【[イノベーション経営学院イノベーション経営
専攻経営修士\[専門職\]プログラム](#)】

*If the old designation number is requested, please use【[48259-211001-9](#)】.

[8] program commencement date 受講開始予定年月日: [August 20 of admission year](#)

program completion date 受講終了予定年月日: [August 19, two years after admission](#)

For example, for students scheduled to enroll on August 20, 2023, the program commencement date will be August 20,

2023, and the program completion date will be August 19, 2025.

(2) Job Card

This card will be prepared when you receive "Pre-training Career Consultation" at *Hello Work*.

(3) ① Provide driver's license or General Resident Registration Card 住民基本台帳カード (with photo) or My Number Card マイナンバーカード as identification and address verification

If you do not have any of the above, please bring two different types of the following three documents (photocopies are not acceptable).

- Certificate of residence record 住民票記載事項証明書 (or copy of residence record 住民票の写し and certificate of registered seal (*inkan*) 印鑑証明書)
- National health insurance card 国民健康保険証
- Identification card or certificate of eligibility issued by government or municipal office (with photo)

(3) ② Documents confirming Personal Number (My Number マイナンバー)

Please bring one of the following (photocopies are not acceptable)

- My Number Card
- Notification card
- A copy of residence record with Personal Number

(4) 2 photos

Two copies of recent passport photo, 3.0 cm (H) x 2.5 cm (W)

(5) Bank book or Cash Card of Financial Institution for receiving Reimbursement

By presenting a bank book or cash card in the applicant's name, the "seal of confirmation by the financial institution where you wish to receive reimbursement" required in (1) can be omitted.

※ Please note that some financial institutions that cannot be designated.

(6) Report at the Time of Receiving Professional Practical Education and Training Benefits and Specified General Education and Training Benefits

This report is required if the applicant has received Professional Practical Education and Training Benefits or Specific General Education and Training Benefits in the past.

Please be sure to check with your local *Hello Work* office for further details on the Professional Practical Education and Training Benefits system.

○Before attending the program: Application before Admission to Shizenkan

Deadline for applications before admission to Shizenkan: [August 19 of the year of admission](#)

For example, for students scheduled to enroll on August 20, 2023, the deadline will be August 19, 2023

Please scan the Certificate of Eligibility [受給資格者証](#) issued by *Hello Work* and send it to: sa@shizenkan.ac.jp

[Application for Reimbursement] during the Program (approximately every 6 months)

Individual students must apply to *Hello Work* within one month from the day following the last day of each six-month period (reimbursement credit period) from the start of the program (enrollment in the main course). Upon application, 50% of the self-made payments will be reimbursed every six months (maximum of 400,000yen per year).

【Documents to be Submitted】

- [Certificate of Eligibility 受給資格者証 for Education and Training Benefits](#): issued by *Hello Work* when applying for the benefits before taking the program.
- [Application form for Education and Training Benefit Reimbursement](#): provided by the Shizenkan Admissions Office (to be filled out by the student).
- [Certificate of Attendance 受講証明書](#) or [Certificate of Completion of Professional Practical Education and Training 専門実践教育訓練修了証明書](#): issued by the Shizenkan Admissions Office to those who meet the criteria.
- [Receipt](#): issued by the Shizenkan Admissions Office.

【Application for Reimbursement】After Completion (within 1 month)

The application period for the additional reimbursement is within one month from the day after the completion of the program. Please apply to *Hello Work* with the required documents in the same manner as during the program.

"Additional Benefits" are available to those who have obtained the qualification (in the case of Shizenkan, The Master of Business Administration [Professional]) for which the program was designed, and who are employed as a generally insured employee within one year from the day following the day of completion of the program.

Notes

- Documents to be submitted may vary depending on individual circumstances. In addition, a letter of attorney is required when submitting documents by proxy. Please refer to the Ministry of Health, Labor and Welfare and *Hello Work* websites for details.
- Please note that Shizenkan University will not be responsible for any ineligibility due to the failure to submit the application and/or incomplete documentation.

FAQ

Q. Can I combine my loan with a scholarship or educational loan?

- A. In principle, benefits will be paid on the amount after the scholarship is applied. If you are receiving a scholarship that is scheduled to reimburse a certain amount, you must deduct the amount scheduled to be reimbursed from the amount of benefits you are receiving. It is possible to receive benefits while taking out an educational loan from a general financial institution.

Q. Can I apply for the benefit if my company pays part of the tuition fee or if I am taking a course on a corporate dispatch basis?

- A. The amount you pay out-of-pocket will be covered by the Education and Training Benefit system. Since this system is available only for individual applicants, if your company pays a portion of your tuition, it will be only applied to the self-made payments. Please note that this system is not available for applications where the entire amount is paid by the company, or where the application is made in the name of a corporation or at a corporate address.