

Faculty and staff aged 35 and older are recommended to undergo a comprehensive medical checkup.

- *1 If you are turning 35 this year, please schedule the checkup for after your 35th birthday (in accordance with the Private School Mutual Aid regulations). If your birthday falls in December or later, please arrange a checkup for those under 35 due to the administrative procedures for claiming the subsidy.
- *2 If you do not undergo a comprehensive medical checkup, please obtain a **statutory health checkup (including stomach examination for those aged 40 and older)** (see page 4).

Comprehensive Medical Checkup

1. Medical examination facilities and appointments

- You can find medical examination facilities on the Promotion and Mutual Aid Corporation for Private Schools of Japan (Private School Mutual Aid) website.
Private School Mutual Aid website top page: <https://www.pmac.shigaku.go.jp/> >
For subscribers 「加入者向け」 >
Health Promotion and Welfare Services 「健康づくりや福利厚生」 >
Find Contracted Facilities 「契約施設検索」
 - * We recommend using a facility contracted with Private School Mutual Aid.
 - * You may also receive the checkup at facilities not contracted with Private School Mutual Aid.
- When making an appointment, please ensure that you confirm with the medical facility that all standard test items required by Private School Mutual Aid are available.

2. Test items

Standard test items listed on the Comprehensive Medical Checkup Subsidy Claim Form

If any of the standard test items are not completed, the subsidy will not be paid (e.g., not undergoing a stomach examination).

- * You can download the Comprehensive Medical Checkup Subsidy Claim Form from the Private School Mutual Aid's website or the university's website. (Please refer to "Various

Health Checkups for Faculty and Staff” on the university’s website.)

3. Deadline for submitting results and items to submit

- **Deadline for submitting results**

Itabashi: By the morning of December 28

Sayama: By the end of November

} **Submit to the campus
health office**

(On the Sayama Campus, results must be submitted by the end of November, as they need to go through the Human Resources Department on the Itabashi Campus.)

* If you miss the submission deadline, you may not receive the school’s share of the cost due to accounting reasons. **Please schedule and undergo your checkup as early as possible.**

- **Items to submit**

Please **submit the following items (1) to (3)** to the health office on your campus.

These documents will be reported and submitted to external organizations such as Private School Mutual Aid, so please ensure that there are no omissions.

- (1) **Copy of health checkup results (all pages)**
- (2) **Comprehensive Medical Checkup Subsidy Claim Form (Itabashi: If you have the checkup in December, please submit the form first.)**
- (3) **Standard Questionnaire: Only for those aged 40 and older (including those turning 40 in the current academic year)**

* Some medical facilities do not fill in the amount in the receipt section of (2).

In that case, please submit the **original receipt** issued by the medical facility. Also, if you have undergone optional additional tests, please submit a receipt that shows the breakdown of the test items and fees.

* When you visit the health office, we will confirm your consent regarding the submission of your health checkup results in accordance with the Personal Information Protection Act.

* If you use Tokyo Medical Clinic, submission of the items (1) to (3) to the health office is not required.

* **Please submit Comprehensive Medical Checkup Subsidy Claim Forms for family members to the person in charge of mutual aid in the Human Resources Department.**

4. Payment at the medical facility

Please pay the full amount at the facility where you receive the checkup.

5. Subsidies

Faculty and staff aged 35 and older (including those turning 35 this fiscal year)

Two to three months after submitting a copy of the results to the health office on your campus, the subsidy from Private School Mutual Aid will be transferred to your salary account first, followed by the subsidy from the school.

◎ Subsidies (Amounts exceeding the maximum subsidy limit will be your responsibility.)

	Content of subsidy	Maximum subsidy amount
From Private School Mutual Aid	Amount equivalent to 50% of the fee (excluding consumption tax)	20,000 yen
From the school	Fee (including consumption tax) – Subsidy from Private School Mutual Aid	30,600 yen

*** The maximum total amount of subsidies is 50,600 yen.**

Statutory Health Checkup (including stomach examination for those aged 40 and older)

~~There is a designated health examination results report form, so please visit the health office to obtain it before your checkup.~~

1. Appointment and checkup

Please make an appointment at the medical institution of your choice and undergo a checkup. If you cannot find a medical institution, please contact the health office.

2. Test items

Please refer to “Test Items for Health Checkups.”

3. Deadline for submitting results and items to submit

- **Deadline for submitting results**

Itabashi: By the end of January

Sayama: By the end of November

} Submit to the campus
health office

(On the Sayama Campus, results must be submitted by the end of November, as they need to go through the Human Resources Department on the Itabashi Campus.)

* If you miss the submission deadline, you may not receive the school’s share of the cost due to accounting reasons. Please schedule and undergo your checkup as early as possible.

- **Items to submit**

Please submit the following items (1) to (3) to the health office on your campus.

These are documents that will be reported and submitted to external organizations such as Private School Mutual Aid, so please ensure that there are no omissions.

- (1) Copy of health checkup results (all pages)
- (2) **Original receipt**
- (3) **Standard Questionnaire: Only for those aged 40 and older (including those turning 40 in the current academic year)**

* Some medical institutions may not have the designated health checkup results report form. In that case, we will provide you with the designated form, so please contact the health office before your checkup.

* When you visit the health office, we will confirm your consent regarding the submission of your health checkup results in accordance with the Personal Information Protection Act.

Faculty and staff aged 35 and older (including those turning 35 this fiscal year)

4. Payment at the medical facility

Please pay the full amount at the facility where you receive the checkup. The school's share of the cost will be transferred one to two months after you submit the receipt to the health office.

5. Subsidy

The maximum amount of subsidy provided by the school is **20,000 yen (tax included)**. Any excess amount will be borne by you personally.