



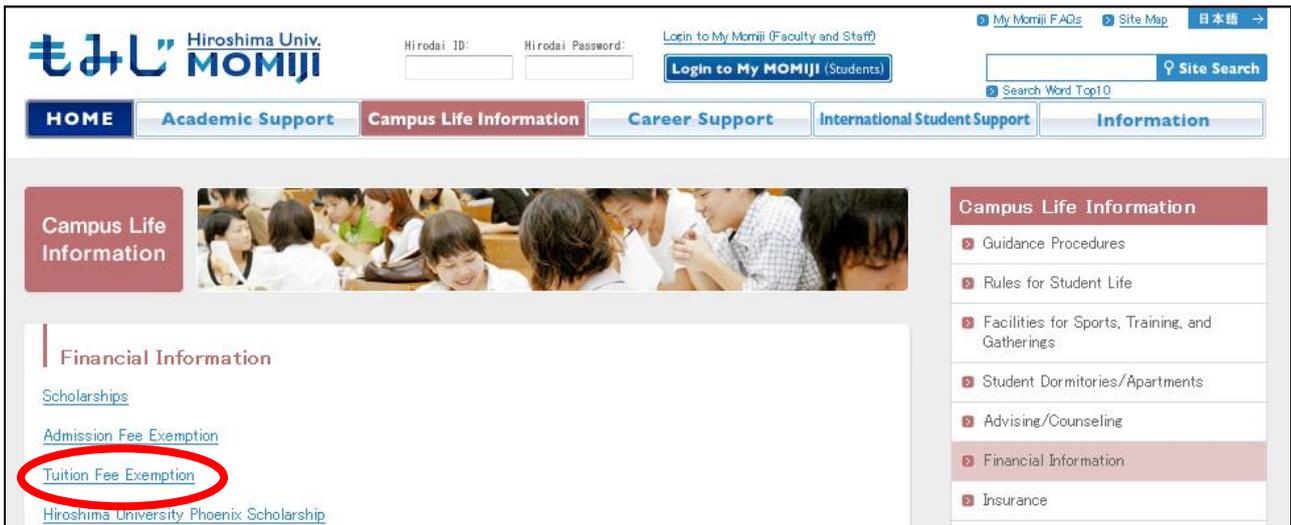
# Booking System for Tuition Fee Exemption Application User Manual for Students

## ○How to log in

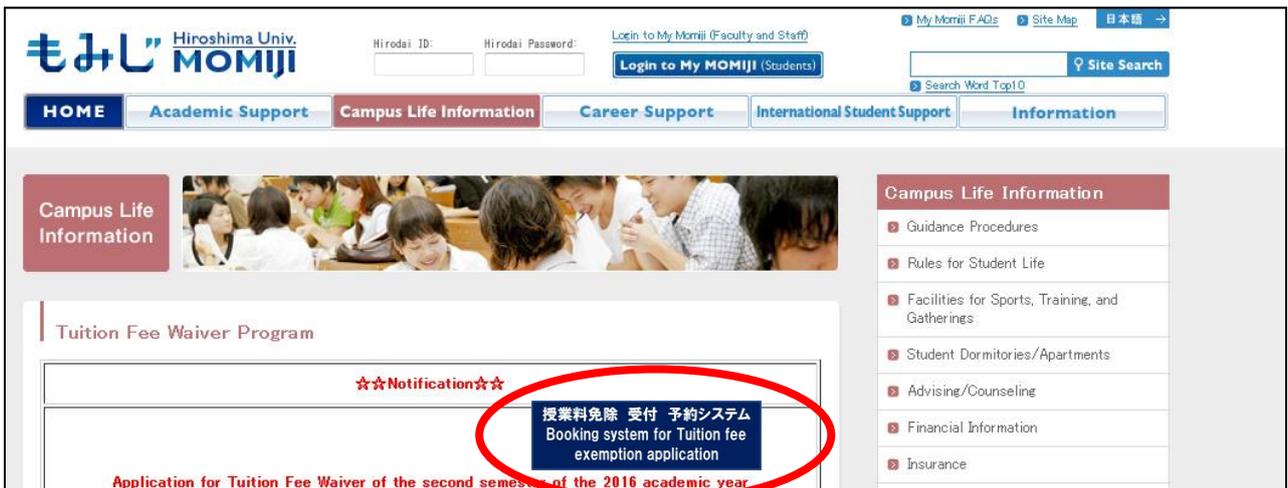
1. Move the cursor onto "Campus Life Information" on the upper part of the Momiji Top Screen, then click on "Financial Information".

The screenshot shows the Momiji website interface. At the top, there is a navigation bar with tabs: HOME, Academic Support, Campus Life Information, Career Support, International Student Support, and Information. The 'Campus Life Information' tab is selected. Below the navigation bar, there is a search bar and a login section with fields for Hirodai ID and Password, and a 'Login to My MOMIJI (Students)' button. The main content area is divided into several sections. On the left, there is an 'Event&News' section with a list of recent events. In the center, there is a vertical menu with various links, and 'Financial Information' is highlighted with a red circle. On the right, there is an 'Emergency Information' section with a warning icon and a 'TOPICS' section with a yellow banner for a survey period from 11/14 to 12/4. At the bottom, there is a 'Campus Activities' section with a colorful graphic.

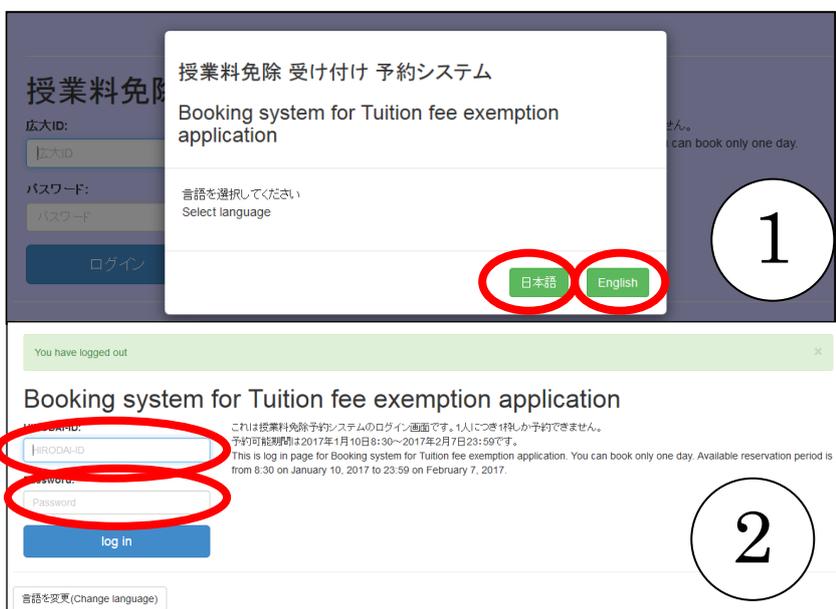
2. "Financial Information" page (see below) is opened. Click on "Tuition Fee Exemption".



3. "Tuition Fee Waiver Program" page (see below) is opened. Click on "Booking system for Tuition fee exemption application".



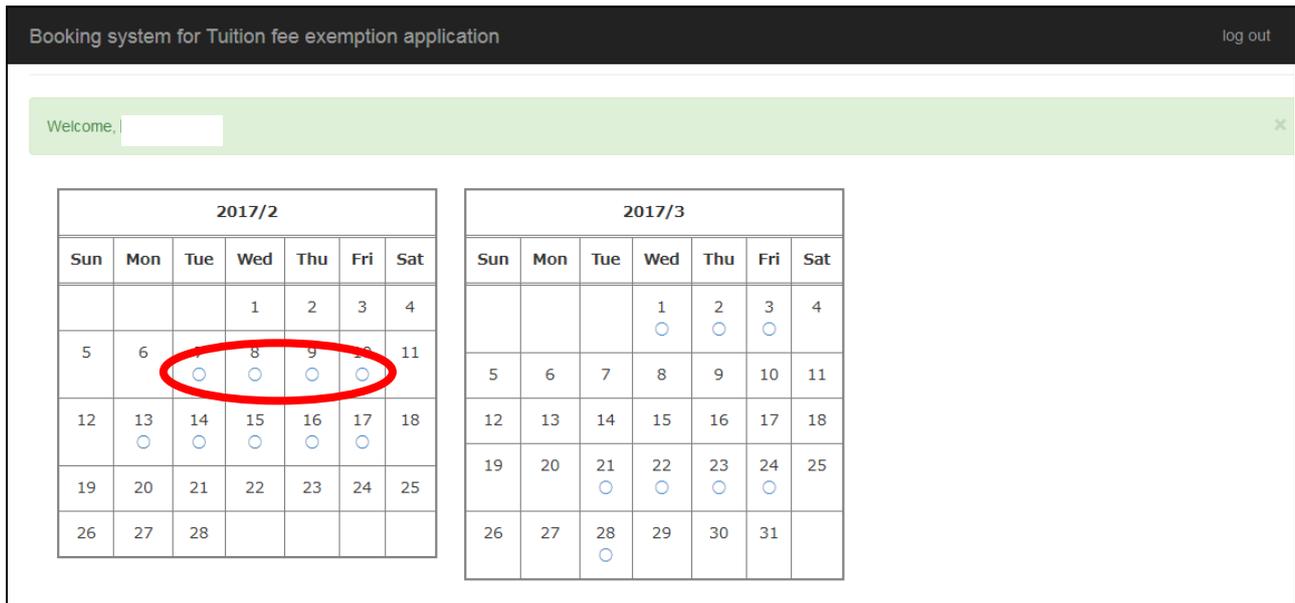
4. Select a language (Japanese or English) on the login screen [1] (see below). On the login screen [2], enter your Hirodai ID and password, then click on "log in" button or press the Enter key.



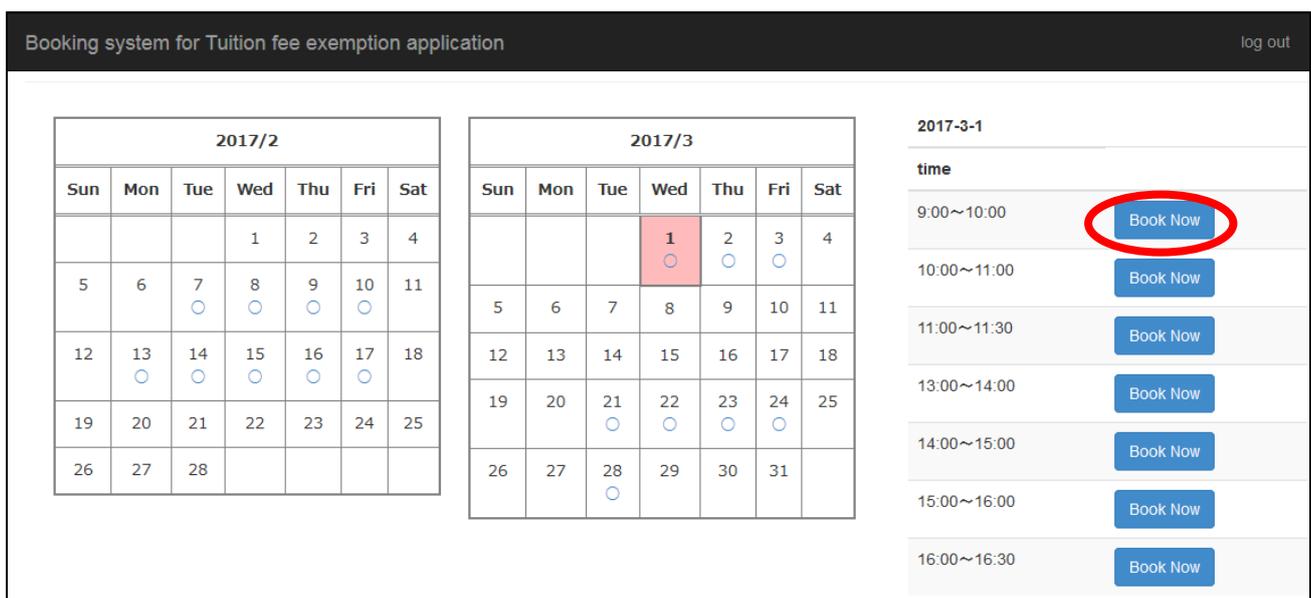
# ○ How to make a booking

1. After you login, you will see a screen like below. Choose a date on which you wish to apply for tuition fee exemption, and click on "○" or "△" under the date. Note that "×" are not selectable.

\* The following is a tentative screen. During the booking period, the actually selectable dates will be shown.



2. After you click on "○" or "△" under the date of your choice, the following screen appears. Select a time slot from the list shown on the right side of the screen, and click on the "Book Now" button.



3. After you click on the “Book Now” button, the following screen will be shown. Your booking is now complete.

Confirm the date and time carefully, then press the “Print” button.

Keep the printed document and bring it to the reception desk when you apply for tuition fee exemption.

The screenshot shows a web browser window with the title "Booking system for Tuition fee exemption application" and a "log out" link in the top right corner. A green notification box at the top contains the following text: "Your booking is now received", "予約日時を確認し、OKなら印刷ボタンを押してください。印刷した紙は受付時に必要です。なくさないよう保管し、受付時に持参してください。", "予約の変更及び取消は、キャンセルしなければできません。", and "なお、キャンセルは予約可能期間1月10日8:30~2月7日23:59の間しかできませんので注意してください。予約日時にこられず無断キャンセルされた場合、申請ができなくなります。やむを得ない事情でキャンセル可能期間外にキャンセルする場合、授業料免除担当(082-424-6163、6138)にご連絡をお願いします。". Below the notification is a section titled "Your booking information" containing a table with the following data: "Date" is "2017-03-01(Wed) 9:00~10:00", "Name" is blank, "HIRODAI-ID" is blank, and "School/Graduate School" is blank. There are "cancel" and "print" buttons below the table. At the bottom left of the page, there is a "Top Page" link.

## (Cautions)

- Please note that you cannot enter a new booking without cancelling the old one.
- You can enter or cancel bookings only during the booking period.  
After the booking period has expired, you can only confirm your booking date and time.
- In case you wish to cancel your booking after the booking period has expired due to compelling reasons, please contact the Student Services Group in advance. If you do not show up without notifying us about your cancellation, you will no longer be able to apply for a tuition fee exemption.

Contact:  
Student Services Group,  
Department of Educational Affairs,  
Education Office, Hiroshima University  
TEL: 082-424-6163, 6138