

This form may take you 10 minutes to complete. Please read the 'Information and Instructions for Applicants' in Annex I before you complete this form.

If you have children studying in different Government or Government-aided schools, you need to submit only 1 application form to the school of any child.

Any forms submitted with alterations to the original text will not be considered by the Ministry of Education.

## MINISTRY OF EDUCATION FINANCIAL ASSISTANCE SCHEME (MOE FAS) APPLICATION FORM

(This scheme applies only to Singaporean students in Government or Government-aided schools)

### Section I: Particulars of child or children studying in Government or Government-aided schools

Please indicate the details of the child (or children, if you have more than one school-going child) in respect of which you are applying for financial assistance under the MOE FAS.

Form submitted to: \_\_\_\_\_ (Name of school) (the "School")

BC/NRIC No.	Name (Underline <u>Surname</u> )	Name of Current School*	Current Level*
Home Address:			Contact No.:

\* The school and level the child or children at the point of time this application is submitted.

### Section II: Information on Other Household Members (Please refer to paragraph 3 of Annex I)

Please include details of the parents, unmarried siblings, grandparents, and any legal guardians of the child or children identified in Section I above if these persons are living in the same household. If any child is receiving the MSF ComCare Short-to-Medium Term Assistance or Long-Term Assistance (also known as Public Assistance), or is a resident of an approved welfare home, there is no need to complete Section II in respect of that child if you can provide a copy of the ComCare approval letter or Long-Term Assistance card, or letter from the approved welfare home.

S/ No.	Name & BC/NRIC No.	Relationship & Marital Status	Age	Occupation	Gross Monthly Income*
1					
2					
3					
4					

\* Please refer to paragraphs 4 to 7 of Annex I as to how Gross Monthly Income is computed.

More rows for Section II available in the following page.

**Section II: Information on Other Household Members (Continued)**

S/ No.	Name & BC/NRIC No.	Relationship & Marital Status	Age	Occupation	Gross Monthly Income*
5					
6					
7					
8					
<b>Gross Household Income</b>					

\* Please refer to paragraphs 4 to 7 of Annex I as to how Gross Monthly Income is computed.

**Section III: Request for Free Textbooks and School Attire (For Primary and Secondary levels only)**

If your application is successful, your child or children identified in Section I above will enjoy a waiver of school fees and standard miscellaneous fees, and will be eligible for free textbooks and school attire if required. Please tick (✓) against each of the below items if you wish for your child or children to be provided with them. You may tick more than one box.

- Textbooks                       Uniforms (2 sets)                       PE attire (2 sets)  
 Shoes (1 pair)                       Socks (2 pairs)

If your child or children do not require free textbooks or any of the items of school attire listed above, please tick (✓) against the box below:

- My child does not / children do not\* need free textbooks or any of the items of school attire listed in this Section III.

\*Please delete one.

**Section IV: Modes of Transport between Home and School**

Please tick (✓) against only one of the boxes below to indicate the mode of transport that your child or children identified in Section I above will use to travel between home and school:

- Public Transport                       School Bus (Applicable to Primary level only)  
(Subsidy of \$10 per month<sup>^</sup>)                      (Subsidy of 50% of the monthly fare)\*  
 Own Transport or Walks to School  
(No subsidy)

<sup>^</sup> Award will be based on the number of remaining months in the calendar year in which your application is approved.

\* The school bus subsidy will only be provided from the month after your application is approved. There will be no reimbursement or retrospective subsidy for school bus fares incurred in the months prior to and in which your application is approved.

**Section V: Application for Subsidised New Computer\* (Please refer to paragraphs 11 - 13 of Annex I)**

Please place a tick (✓) against the box below if you wish to apply for a new computer. Please leave it blank if you do not wish to apply.

- I wish to apply for a subsidised new computer through the Info-communications Media Development Authority (IMDA)'s NEU PC Plus Programme (the "IMDA NEU PC Plus Programme"). I confirm that in the last 3 years, my family did not receive a computer under the IMDA NEU PC PLUS Programme. If my child is / children are<sup>#</sup> found eligible for benefits under the MOE FAS, I consent to, and have obtained the consent from the rest of my household for, my child's / children's<sup>#</sup> school(s) to provide my household's particulars to IMDA or its lead agencies so that they may contact me to follow-up on my application.

\*Subject to availability.

<sup>#</sup> Please delete one.

## Section VI: Declaration and Agreement by Applicant (whether Parent or Legal Guardian\*)

1. I hereby declare that the information provided above is true to the best of my knowledge. I undertake to refund the value of benefits received in respect of my child / children<sup>#</sup> if any of the information is subsequently found to be false.
2. I agree that where I, the undersigned, am the parent / legal guardian<sup>#</sup> of the child / children<sup>#</sup> identified in Section I above:
  - (i) unless I have already completed a separate form for such purpose, I shall, by completing this form, be regarded as making a standing instruction to authorise the school to withdraw from the said child's Edusave account / each of the said children's Edusave accounts<sup>#</sup> for the fees and charges indicated below:
    - (a) payment of second-tier miscellaneous fees payable to the School in respect of that child;
    - (b) payment of expenses payable for enrichment programmes conducted locally, that are approved by the School, in respect of that child; and
    - (c) where the School is an autonomous school, payment of autonomous school fees payable to the School in respect of that child;
  - (ii) the standing instruction arising from paragraph 2(i) of this Section VI will be in effect as long as my child/ any of my children is on the MOE FAS, and will remain in effect even if my child is / any of my children are<sup>#</sup> not placed on the MOE FAS in any subsequent academic year with the School, and will further remain in effect until I notify the School otherwise in writing; and
  - (iii) where the balance in my child's Edusave Account/ any of my children's Edusave accounts<sup>#</sup> is insufficient to pay any fees or expenses in respect of which I have applied for the withdrawal of moneys from my child's / that child's<sup>#</sup> Edusave account, the amount of such fees or expenses which remains unpaid shall be paid for by me in cash, GIRO, or such other means as the School or MOE may require.
3. I agree that MOE, or any school(s) in which the child / children<sup>#</sup> identified in Section I above are enrolled in, may at any time in their sole and absolute discretion request for additional information to:
  - (i) assess or reassess the financial situation of my household; and
  - (ii) to reassess the financial assistance to be provided to my child or children in the course of the calendar year.
4. I agree that any financial assistance provided to the child / any of the children<sup>#</sup> identified in Section I above as a consequence of the application for financial assistance in this form may be withdrawn or withheld in respect of that child should I:
  - (i) as the parent / legal guardian<sup>#</sup> of that child, notify the School that I no longer wish for monies to be withdrawn from the Edusave account of that child for the purposes stated in paragraph 2(i)(a) to (c) of this Section VI; or
  - (ii) fail to provide any such additional information as required pursuant to paragraph 3 of this Section VI, to the satisfaction of either MOE or the relevant school(s).
5. I understand that the information given by me in this form or any part thereof may be shared with other Government departments, statutory boards, or entities involved in the administration of social assistance, and I consent, and have obtained the consent from the rest of my household, for this to be done.

*\*A legal guardian is one who is court-appointed, or has been appointed guardian of a child or children by virtue of a will. Please submit the relevant documents to indicate that you are the legal guardian of the child or children.*

*<sup>#</sup> Please delete one.*

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Name, NRIC No. and Signature

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Date

## Information & Instructions for Applications

### MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS)

#### **OBJECTIVE**

- The objective of the MOE FAS is to help financially **needy** Singaporean students in Government and Government-aided schools to meet basic schooling expenses.

#### **ELIGIBILITY CRITERIA**

- Student must be a Singapore citizen enrolled in a Government or Government-aided school and meets either one of the following criteria:
  - His or her family's gross household income (GHI) as at the time of application does not exceed \$2,750 per month; or
  - His or her family's per capita income (PCI) as at the time of application does not exceed \$690 per month.

PCI = Monthly GHI / No. of members in the household

#### **HOUSEHOLD MEMBERS**

- Household members include the student, his/her parents, grandparents, and unmarried siblings living at the same address. Other dependents living at the same address may be included on a case-by-case basis. They include:
  - Relatives who are **old or sick and are unemployed and dependent** on the family; and
  - Child dependant (where the family is the **legal guardian**).

#### **GROSS HOUSEHOLD INCOME**

- Gross household income or "GHI" is the total combined income of all family members who **stay in the same household**. This includes any **regular** allowances and employee's CPF contribution. Income from other sources (e.g. pension, alimony and rental income) must also be included when calculating a family's GHI.
- The following sources of income would not be considered in the computation of GHI:
  - National Service allowance earned by NS men; and
  - Severance compensation and insurance payouts.
- If an income earner is on no-pay leave as at the date of application for the MOE FAS, and the total period of his or her no-pay leave is 6 months or less, his or her last drawn income will be included when calculating a family's GHI.
- For students who are staying with one or more legal guardians, the income of **all** the legal guardians who are staying in the same household will be taken into account when calculating the GHI for the student's family.

#### **BENEFITS**

- Types of benefits provided under MOE FAS:

Item	Academic Level		
	Primary	Secondary	Pre-U
School Fees	Not applicable	Full waiver of \$5.00 per month	Full waiver of \$6.00 per month
Standard Miscellaneous Fees	Full waiver of \$6.50 per month	Full waiver of \$10.00 per month	Full waiver of \$13.50 per month
Textbooks	Free textbooks		Not applicable
School Attire	Free school attire		Not applicable

Item (Continued)	Academic Level		
	Primary	Secondary	Pre-U
Transport Subsidy	50% of school bus fares for students taking school bus*; or  \$10 transport credit per month from the month of approval, up to a total of \$120 transport credits annum for students taking public transport^	\$10 transport credit per month from the month of approval, up to a total of \$120 transport credits annum for students taking public transport^	
Bursary	Not applicable		\$900.00 per annum

\* The school bus subsidy will only be provided from the month after your application is approved. There will be no reimbursement or retrospective subsidy for school bus fares incurred in the months prior or in which your application is approved.

^ The public transport subsidy will be pro-rated based on the number of remaining months in the calendar year in which your application is approved.

### **EFFECTIVE MONTH FOR FINANCIAL ASSISTANCE**

9. Schools will process your application promptly if you have provided the complete information indicated in the application form. If your application is approved before the end of the month, your child will be placed on the MOE FAS in the following month. There will be no reimbursement or retrospective subsidies provided in respect of expenditure on the items set out in the table found at paragraph 8 above.

### **DOCUMENTS TO SUBMIT**

10. Please submit the following documents together with the application form:
- For household members who are **employed** - latest payslip or a letter from the employer certifying gross income, and CPF Transaction Statement or Contribution History for past 12 months.
  - For household members who are **self-employed**:
    - latest Income Tax Notice of Assessment and CPF Transaction Statement or Contribution History for past 12 months;
    - If the member is not required to pay tax or the latest tax assessment does not reflect his or her current income status, the member is to complete an **additional** declaration at Annex II.
  - For household members who are **unemployed and below age 62** and are not undertaking full-time studies or undergoing full-time National Service – to complete declaration as enclosed in Annex II and CPF Transaction Statement or Contribution History for past 12 months.
  - Copies of NRIC of household members, other than parents and unmarried siblings of the child. If there are other dependent children without NRIC, please submit copies of legal documents to show that they are staying in the same household.
  - Where applicable, documents showing proof of legal guardianship (e.g. a court order or Letters of Probate or Administration), for the purposes of Section VI of the application form.
  - Any other documents as and when required by the school for the purpose of verifying the income.**

### **NEED A NEW COMPUTER AT SUBSIDISED PRICE?**

11. Students from low income households who wish to own a new computer at a subsidised price can apply for one under the NEU PC Plus Programme administered by Info-communications Media Development Authority (IMDA). Under this Programme, each eligible household may apply for one subsidised computer once every 3 years, regardless of the number of school-going children or household members with permanent disabilities.
12. For parents who wish to apply, please indicate so in Section V. If your application for MOE FAS is successful, the school will provide you with a form to apply for enrolment under the NEU PC Plus Programme and help you to send the completed form to the lead agencies appointed by IMDA for processing and approval.
13. For details about the NEU PC Plus Programme, please visit [www.imda.gov.sg/neupc](http://www.imda.gov.sg/neupc) or contact Telephone: 66848858.

**DECLARATION OF UNEMPLOYMENT OR SELF-EMPLOYMENT**

**Section A: Declaration of Unemployment**

I / We declare that I am / we are currently unemployed.

Name & NRIC No.	Period of Unemployment	Signature of Household Member and Date

**Section B: Declaration of Self-Employment**

Household members must complete this section if they are either

- (a) **Self-employed** and are not required to pay tax; or
- (b) The latest tax assessment does not reflect their current income status.

I / We declare that I am / we are currently self-employed and I am / we are not required to submit Income Tax Return or my / our latest Income Tax Notice of Assessment submitted does / do not reflect my / our current income status.

Name & NRIC No.	Current Income & Type of Employment	Signature of Household Member and Date