

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.

**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 form is for Singaporean students in specialised schools only.)

### Section I: Particulars of child or children studying in Specialised Schools

Please indicate the details of the child (or children, if you have more than one school-going child in the same school) in respect of which you are applying for financial assistance under the MOE FAS. If you have child/children in any Government or Government-aided school, please submit your application for financial assistance for all your children at the Government/ Government-aided schools.

Form submitted to: \_\_\_\_\_ (Name of school)<sup>1</sup> (the "School")

BC/NRIC No.	Name (Underline <u>Surname</u> )	Current Level <sup>1</sup>
Home Address:		
Email Address:		Contact No.:

<sup>1</sup> The school and level the child or children at the point of time this application is submitted.

### Section II: Information on Other Household Members

If any child is receiving the MSF ComCare Short-to-Medium Term 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 letter from the approved welfare home.

Otherwise, please include details of the parents, unmarried siblings of the child or children identified in Section I above. You may also include grandparents of the child or children identified in Section I above if they are living at the same address.

For instances where the child or children is living with the legal guardian, the household member will comprise that of the legal guardian's family taking care of the child or children identified in Section I instead (Please refer to paragraphs 7 and 8 of Annex I for detailed instructions).

S/ No.	Name & BC/NRIC No.	Relationship & Marital Status	Age	Occupation	Gross Monthly Income (from employment and trade)	Other Sources of Income (e.g. pension, rental income)
1						
2						
3						
4						

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

S/ No.	Name & BC/NRIC No.	Relationship & Marital Status	Age	Occupation	Gross Monthly Income (from employment and trade)	Other Sources of Income (e.g. pension, rental income)
5						
6						
7						
8						
<b>Total Gross Household Income<sup>2</sup> (Sum of monthly income from work and other sources of income)</b>						

<sup>2</sup> Please refer to paragraphs 9 to 12 of Annex I as to how Gross Monthly Income is computed.

## Section III: Request for Free Textbooks and School / Vocational Attire

If your application is successful, your child or children identified in Section I above will receive a full subsidy of school fees and standard miscellaneous/supplementary fees, and will be eligible for free textbooks and school/vocational attire comprising of 2 sets of uniforms, 2 sets of vocational attire, 2 sets of PE attire, a pair of shoes and 2 pairs of socks, if required. The school will provide you with further details on the free textbook, school attire and school meals subsidy to be provided to your child or children.

## 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  
(Subsidy of \$17 per month<sup>3</sup>)
  Own Transport or Walks to School  
(No subsidy)

<sup>3</sup> The public transport subsidy will be provided from the effective month of the MOE FAS till December of the year.

## Section V: Declaration and Agreement by Applicant (whether Parent or Legal Guardian<sup>5</sup>)

- I hereby declare that none of the child / children\* identified in Section I above are in receipt of financial assistance from more than one MOE-funded school or institute of higher learning<sup>6</sup>.
- I undertake to notify my child's / children's\* current school in writing if, after submitting this form, any of my child / children\* receives financial assistance from more than one MOE-funded school or institute of higher learning.
- I agree that where I, the undersigned, am the parent / legal guardian\* of the child / children\* identified in Section I above:
  - unless I have already completed a separate form applying to make withdrawals from the said child's Edusave account / each of the said children's Edusave account\* for the purposes set out below, I shall, by completing this form, be regarded as making an application to the School for withdrawals to be made from the said child's Edusave account / each of the said children's Edusave accounts\*:
    - on a monthly basis, for the payment of miscellaneous fees payable to the School (if any) in respect of that child; and
    - where I have consented to my child's / each of the said children's\* participation in an enrichment programme approved by the School, whether conducted locally or overseas, payment of the whole or part of the expenses payable (as determined by the School) for such enrichment programme, in respect of that child.
    - where I have consented to my child's / each of the said children's\* purchase of a personal learning device for use under a digital learning programme approved by the Government and

- conducted by the School, for payment of the whole or part of the expenses payable (as determined by the School) for such personal learning device, in respect of that child.
- (ii) the application arising from paragraph 2(i) of this Section V 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\* 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\* 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\* Edusave account, the amount of such fees or expenses which remains unpaid shall be paid for by me in GIRO, cash, or such other means as the School or MOE may require.
4. I acknowledge and agree with the instructions for applicants and eligibility criteria in Annex I. I agree that MOE, or any school(s) in which the child / children\* 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.
  5. I agree that any financial assistance provided to the child / any of the children\* 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 if:
    - (i) I 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 3(i)(a) to (c) of this Section V;
    - (ii) MOE assesses, based on the new information provided under paragraph 4 of this Section V, that I am no longer entitled to financial assistance, or to a lower level of financial assistance;
    - (iii) I fail to notify that child's school as required under paragraph 2 of this Section V or fail to provide any such additional information as required pursuant to paragraph 4 of this Section V, to the satisfaction of either MOE or the relevant school(s); or
    - (iv) my declaration in paragraph 1 of this Section V is false or, after the date of this declaration, the child receives financial assistance from more than one MOE-funded school or institute of higher learning; or
    - (v) that child subsequently fails to meet any of the eligibility criteria in Annex I; or
    - (vi) any of the information that I have provided to MOE or the relevant school(s) in connection with the provision of financial assistance is subsequently found to be false, incomplete, or misleading.
  6. I agree that MOE shall be entitled in its discretion to recover on demand any financial assistance rendered if any of the circumstances in paragraphs 5(iii) to 5(vi) arise, as a debt due and payable.
  7. I agree and consent to the MOE, or any school(s) in which my child / children\* identified in Section I above are enrolled in, collecting, using, and disclosing all necessary data (including both my child / children's\* and my personal data) to other parties, including other Government departments, statutory boards, or entities involved in the administration of social assistance, for the purpose of determining my child's / children's\* eligibility for financial assistance, unless such sharing is prohibited by law. I also confirm that I have obtained consent from the other persons listed in Section II above for the sharing of their personal data for the abovementioned purpose.
  8. I hereby declare that the information provided in this application form is true to the best of my knowledge.

<sup>5</sup>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>6</sup>"MOE-funded schools" include Government schools, Government-aided schools, Independent schools, Specialised independent schools, and Specialised schools. "Institutes of higher learning" include ITE, the Polytechnics, Nanyang Academy of Fine Arts, LaSalle College of the Arts, University of the Arts Singapore and the Autonomous universities.

\* Please delete one.

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Name, NRIC No. and Signature

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Date

## Information & Instructions for Applicants

### MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS) FOR SPECIALISED SCHOOLS

#### OBJECTIVE

1. The objective of the MOE FAS is to help financially needy Singaporean students in specialised schools (SS) to meet basic schooling expenses.

#### ELIGIBILITY CRITERIA

2. Student must be a Singapore citizen enrolled in a specialised school as a full-time student and must not be enrolled in any other schools or institutes of higher learning.
3. The student must attend school regularly. As financial assistance is provided to assist students in paying for expenses in connection with attending school, a student who fails to attend school regularly for any reason (including but not limited to Leave of Absence, medical leave, or hospitalisation leave) shall have his eligibility for financial assistance reassessed. In such circumstances, MOE is entitled to withdraw, reduce and/or withhold financial assistance without providing further reasons.
4. The student must not be receiving financial assistance provided by more than one MOE-funded school or institute of higher learning be in receipt of financial assistance provided by any other MOE schools or institutions of higher learning,
5. The student must meet either one of the following criteria:
  - a. His or her family's gross household income (GHI) as at the time of application does not exceed \$3,000 per month; or
  - b. His or her family's per capita income (PCI) as at the time of application does not exceed \$750 per month.

PCI = Monthly GHI / No. of members in the household
6. The student's current school must be notified of any changes to any of the criteria in paragraphs 2 to 4 in writing.

#### HOUSEHOLD MEMBERS

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

#### GROSS HOUSEHOLD INCOME

9. Gross household income or "GHI" is the total combined income of all family members in the same household as defined in paragraphs 7 and 8 above. This includes any **regular** allowances (e.g. overtime, transport, laundry, and etc) and employee's CPF contribution. Income from other sources (e.g. pension and rental income) must also be included when calculating a family's GHI.
10. The following sources of income will not be considered in the computation of GHI:
  - a. National Service allowance earned by National Servicemen;
  - b. Severance compensation and insurance payouts; and
  - c. Alimony payment (including lump sum payment) received for the maintenance of child(ren) and/or ex-spouse.
11. 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.
12. For students who are staying with one or more legal guardians, the income of the legal guardians and their spouse who are staying in the same household will be taken into account when calculating the GHI for the student's family.

## **BENEFITS**

13. Types of benefits provided under MOE FAS for specialised schools:

<b>Item</b>	<b>Benefits</b>
School Fee	Fully subsidised
Miscellaneous Fee or Supplementary Fee	Fully subsidised
Textbooks	Free textbooks, including compulsory course notes or materials in the school's approved textbook list
School Attire and Vocational Attire	Free school attire comprising 2 sets of school uniform, 2 sets of PE attire, 1 pair of school shoes and 2 pairs of socks, and 2 sets of vocational attire required by the curriculum and approved by SS and listed in the school's approved textbook or uniform list
School Meal Subsidy <sup>1</sup>	10 meals per school week
Transport Subsidy	\$17 transport subsidy per month from the month of approval, up to a total of \$204 transport subsidy per annum for students taking public transport <sup>2</sup>

<sup>1</sup> The school meal subsidy will only be provided from the month after your application is approved. There will be no reimbursement or retrospective subsidy for school meals incurred in the months prior to the effective month of the FAS.

<sup>2</sup> The public transport subsidy will only be provided from the effective month of the MOE FAS till December of the year.

## **EFFECTIVE MONTH FOR FINANCIAL ASSISTANCE**

14. Schools will process your application promptly if you have provided the complete information, inclusive of complete required documents, 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 till December of the year or when your child is no longer eligible for financial assistance, whichever is earlier. There will be no reimbursement or retrospective subsidies provided in respect of expenditure on the items set out in the table found at paragraph 13 above. Fresh applications will have to be submitted for each school year.

## **DOCUMENTS TO SUBMIT**

15. Please submit the following documents together with the application form:

- a. CPF Transaction Statement or Contribution History for past 12 months. Login to MyCPF Online Services [www.cpf.gov.sg](http://www.cpf.gov.sg) with your SingPass to retrieve.
- b. Latest Income Tax Notice of Assessment for household members with other sources of income and self-employed household member.
  - If the **self-employed** household 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 [Section A of Annex II](#).
  - If the household member is not required to pay tax, the member can provide the page from IRAS's myTaxportal > notices/letters > individual, to show that he/she has no Tax Notice of Assessment.
- c. Latest payslip or a letter from the employer certifying gross monthly income (applicable only for employed household member(s)).
- d. Proof of other sources of income (e.g. rental, pension, and etc), if applicable.
- e. Declaration of unemployment (if applicable).
  - For household members who are **unemployed and below age 63** and are not undertaking full-time studies or undergoing full-time National Service – to complete declaration at [Section B of Annex II](#).
- f. Student/Matriculation card for **full-time student at tertiary institutions** (e.g. ITE, Polytechnics, Universities, private schools) / Identification card for **full-time National Servicemen** (if applicable).
- g. 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 address.

- h. Where applicable, documents showing proof of legal guardianship (e.g. a court order or Letters of Probate or Administration) for the purposes of Section V of the application form.
- i. **Any other documents as and when required by the school for the purpose of verifying the income and/or application.**

**DECLARATION OF UNEMPLOYMENT OR SELF-EMPLOYMENT**  
**(Any undeclared section or non-submission of Annex II will automatically be treated as a nil return)**

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**SECTION A: DECLARATION OF SELF-EMPLOYMENT**

Household members must complete this section if they are either:

Category (a) - Self-employed and not required to pay tax; or

Category (b) - The latest tax assessment does not reflect current income status.

I/We\* declare that I am/we are\* currently self-employed and my/our\* current self-employment income are\* as follows:

Name & NRIC No.	Category*	Type of Self-employment	Current Monthly Self-employment Income	Signature of Household Member and Date
	(a) / (b)			
	(a) / (b)			

**SECTION B: DECLARATION OF UNEMPLOYMENT**

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

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

\* Please delete one.