

TERTIARY TUITION FEE SUBSIDY FOR MALAYS ADMINISTERED BY YAYASAN MENDAKI APPLICATION FORM

Instructions to Applicant

Please read the instruction carefully before completing the application form.

a. Eligibility

You are eligible for the Tertiary Tuition Fee Subsidy (TTFS) ONLY IF YOU SATISFY ALL THE CONDITIONS BELOW:

- 1) You are a Singapore Citizen or a Permanent Resident of Singapore with one of your parents (natural, adoptive or step parent), living or deceased, is a Singaporean Citizen;
- 2) Your race or the first component of the double-barrelled race as stated in your NRIC is MALAY (which includes Boyanese, Javanese, Banjarese, Bugis and Indo extract) e.g. for double-barrelled race - MALAY / INDIAN
- 3) Your monthly household **per capita income (PCI)** does not exceed \$1,500.

PCI is computed as :-

$$\frac{\text{Total monthly gross income of family}}{\text{Total number of family members}}$$

You will enjoy :

- a) 100% subsidy if your monthly household per capita income is \$1,000 and below
 - b) 75% subsidy if your monthly household per capita income is between \$1,001 and \$1,200
 - c) 50% subsidy if your monthly household per capita income is between \$1,201 and \$1,500;
- 4) You are eligible for MOE Tuition Grant; and
 - 5) You are pursuing first diploma or degree on full-time basis at a local government tertiary institution. Please refer to Section 1 for the list of institutions.

NOTE: All subsidised fee will be based on prevailing Singapore Citizen's fee rate.

b. Completion of Application Form

You are to complete all sections of the application form neatly and legibly. Enter "NA" or "NIL" where not applicable and delete where necessary. **For each amendment made, please cancel and countersign against it. Do not use any correction tape or liquid on the form.**

Submit the completed form to your institution, which will then forward it to Yayasan MENDAKI for our processing. You will be informed of the outcome of your application **two (2) weeks from the date we received the application form from your institution** for our processing.

Incomplete forms will delay the processing and outcome of the application.

Other Information

a. Fees

- 1) Kindly note that TTFS covers only tuition fees. TTFS will not cover other fees.
- 2) If you are awarded a scholarship, please inform us immediately on your withdrawal for TTFS.

b. Yayasan Mendaki Study Loan Schemes

If you are not eligible for TTFS, you may consider applying for one of the following schemes.

- 1) **Supplementary Assistance Loan** – For MALAY students who are receiving partial subsidy (75% or 50%) or did not receive any subsidy (eg family per capita income exceed \$1,500)
- 2) Study Loan Full-Time – For Muslim students who are not eligible for TTFS.

More information and a copy of the loan application form can be downloaded from our website at www.mendaki.org.sg

c. Other Financial Assistance Schemes

You can also apply for other financial assistance schemes available from your respective institution such as:

- The Post Secondary Education Account
- CDC Bursary
- MOE Bursary
- CPF Education Scheme
- Institution's Tuition Fee Loan

DATA PRIVACY NOTICE

1. Yayasan MENDAKI is an organization that respects privacy. In the application form, we have requested for your personal information* (and your family members' personal information where applicable).
2. To enable us to assist you effectively, your personal information may be collected, used or disclosed for the following purposes:
 - (a) evaluating your application;
 - (b) verifying background information;
 - (c) general administration in providing our services or assistance;
 - (d) monitoring of performance and compliance with terms of our services or assistance;
 - (e) offering other assistance provided by Yayasan MENDAKI;
 - (f) research and analysis for social assistance objectives;
 - (g) reviewing our policies for our services and assistance programmes; and
 - (h) any other purpose reasonable in connection with the above.
3. We may disclose your personal information to our related entities and affiliates (e.g MENDAKI SENSE Pte Ltd, MENDAKI Club, Community Leaders Forum (CLF)) or other third party service providers for the purposes stated above. We will require these related entities, affiliates and third party service providers to assure us that they will act in compliance with their personal data obligations and keep your personal information confidential.
4. If you have provided your family members' personal information, you confirm that they have been informed of the contents of this notice and have consented to the collection, use or disclosure of their personal information for the purposes stated in this notice.
5. Do let us know if there are changes to the personal information you have provided so that we can update our records accordingly.
6. We will adopt appropriate security safeguards and measures to protect your personal information from unauthorized access, collection, use, disclosure, copying, modification disposal or other risks.
7. The terms of this notice shall be in addition to all other terms of the service or assistance that may be applicable to you.
8. You may also find more information about Yayasan MENDAKI's personal data protection policy at <http://www.mendaki.org.sg>.

I agree to the contents of this notice and consent to the collection, use and disclosure of personal information as set forth in the notice.

** If you are filling up this application form for your child/ward, all references to "your personal information" here shall refer to your child's/ward's personal information". Accordingly, any reference to "your family members' personal information" shall refer to your child's/ward's family members' personal information.*

Signature of Client : _____

Name of Client : _____

NRIC of Client : _____

Date : _____

APPLICATION FOR TERTIARY TUITION FEE SUBSIDY

Section 1: Personal Particulars

Full Name (*block letters*) *Mr/Mrs/Miss:

Address:

Postal Code:

Attach recent photograph here

Household Type :

- 1-room 2-room 3-room 4-room
 5-room/Executive/Private Others, pls specify : _____

Telephone: (Residence) (Mobile)

Email:

Date of Birth (DD/MM/YYYY):

Country of Birth:

(Attach photocopy of birth certificate (BC))

Citizenship (Attach photocopy of NRIC / citizenship, if any)

- Singapore Citizen Singapore PR Others, Pls specify : _____

If you were not born in Singapore, state no. of yrs you have been residing in the Republic yrs

NRIC/Passport No.:

Race as stated in NRIC: Religion:

Student/Admission/Matriculation No.:

Institution:

- | | | |
|---|--|---|
| <input type="checkbox"/> Nanyang Technological University | <input type="checkbox"/> Singapore Institute of Technology | <input type="checkbox"/> Nanyang Polytechnic |
| <input type="checkbox"/> National Institute of Education | <input type="checkbox"/> Singapore University of Technology and Design | <input type="checkbox"/> Ngee Ann Polytechnic |
| <input type="checkbox"/> National University of Singapore | <input type="checkbox"/> LaSalle College of the Arts | <input type="checkbox"/> Republic Polytechnic |
| <input type="checkbox"/> Singapore Management University | <input type="checkbox"/> Nanyang Academy of Fine Arts | <input type="checkbox"/> Singapore Polytechnic |
| <input type="checkbox"/> Yale-NUS College | | <input type="checkbox"/> Temasek Polytechnic |
| <input type="checkbox"/> SIM University (UniSIM) | | <input type="checkbox"/> Institute of Technical Education (Diploma Programme) |

Course of Study:

Level : Degree Diploma

Duration of Study: yrs mths

Mode : Full-time Part-time

Year of Study: 1st year 2nd year 3rd year 4th year 5th year

Commencement Date (DD/MM/YY):

Please indicate the year of your enrolment (YYYY):

Tuition Fees (payable per academic year):

| | | |
|----------------------|----|----------------------|
| 1 st year | \$ | <input type="text"/> |
| 2 nd year | \$ | <input type="text"/> |
| 3 rd year | \$ | <input type="text"/> |

| | | |
|----------------------|----|----------------------|
| 4 th year | \$ | <input type="text"/> |
| 5 th year | \$ | <input type="text"/> |

Total amount required to complete the course:

\$

Please state if you are receiving the MOE Tuition Grant. Yes No
(You must check with your institution on this status)

Section 2: Family Income Declaration

Note:

1. For single applicant, the family is defined to include yourself, your parents / guardian, non-married immediate family members (e.g. sisters & brothers), non-married non-immediate family members (eg, aunts, uncles, grandparents) living in the same household. It excludes married family members even if they stay in the same household.
2. For married applicant , the family is defined to include yourself, your spouse and children only.
3. Each working family member in the same household must submit a photocopy of his/her latest income advice. **If the advice is not available**, please submit a photocopy of a)
 - a) Endorsed statement of gross monthly income from employer; or
 - b) Latest CPF account statement; or
 - c) Income tax assessment returns
4. If you have handicapped family members living in the same household, letter of certification must be attached to this application form
 If income advice is unavailable due to unemployment, self-employment, working on ad-hoc or part-time basis, the family member must submit a signed self-declaration letter along with photocopy of the following:
 - a) Latest CPF account statement; or b) Income of tax assessment returns
5. Please note that total monthly gross income includes only the basic income, Monthly Variable Component (MVC), Non-Pensionable Component (NPC), Non-Pensionable Variable Payment (NPVP), fixed monthly allowances and other related components (if any) but exclude all other allowances such as overtime pay, leave allowance, bonuses, etc.
6. NS allowances will be excluded from the monthly income computation.

| S/N | Full Name (as in NRIC) | Age | NRIC | Relationship | Occupation | Monthly Gross Income (\$) | Name of School / Employer (if self-employed, state company name) |
|---------------------------------------|---------------------------|-----|------|--------------|------------|------------------------------|---|
| 1 | | | | Applicant | Student | | |
| 2 | | | | Father | | | |
| 3 | | | | Mother | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| Total Monthly Gross Income (A) | | | | | | \$ | |
| No. of Family Members (B) | | | | | | | |
| PCI (A / B) | | | | | | \$ | |

For family with nil income, please state source of funds for daily expenses.

House – rental \$ _____ Married-siblings \$ _____ Freelance jobs \$ _____ Other, pls specify: _____

Section 3: Parent's Particulars**Father's Particulars**

Full Name (in block letters):

HP:

Status (Attach copy of
NRIC or death cert): Living DeceasedStatus: Married Divorced WidowedCitizenship (Attach copy of NRIC
or citizenship, if any): Singapore Citizen Singapore PR Others: _____

Date of Birth (DD/MM/YYYY):

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Country of Birth:

| |
|--|
| |
|--|

NRIC No.:

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Race as stated in NRIC:

| |
|--|
| |
|--|

Mother's Particulars

Full Name (in block letters):

HP:

Status (Attach copy of
NRIC or death cert): Living DeceasedStatus: Married Divorced WidowedCitizenship (Attach copy of NRIC
or citizenship, if any): Singapore Citizen Singapore PR Others: _____

Date of Birth (DD/MM/YYYY):

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Country of Birth:

| |
|--|
| |
|--|

NRIC No.:

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Race as stated in NRIC:

| |
|--|
| |
|--|

Section 4: Checklist

Please use the following checklist to ensure that the following documents have been submitted.

Forms with incomplete documents will not be processed.

| I have enclosed a copy of each of the followings together with this application form: | Yes | No | NA |
|--|-----|----|----|
| 1. My photograph | | | |
| 2. My Birth Certificate | | | |
| 3. My identity card (NRIC) | | | |
| 4. My father's identity card | | | |
| 5. My mother's identity card | | | |
| 6. My spouse's identity card (if applicable) | | | |
| 7. If not a Singapore Citizen by birth: | | | |
| - My Singapore Citizenship certificate | | | |
| - My father's Singapore Citizenship certificate | | | |
| - My mother's Singapore Citizenship certificate | | | |
| 8. Letter of certification of handicapped brother(s)/sister(s) (if applicable) | | | |
| 9. Income Documents : - Latest pay-slips/income advice/official statements of monthly gross income for working family members. - Self-signed declaration letter and latest CPF statement or latest income tax return for unemployed, self-employed, working ad-hoc or working part-time family members | | | |
| 10. Certificate(s) of Death (if applicable) | | | |
| 11. Certificate of Divorce/Custody (if applicable) | | | |
| 12. Breakdown of tuition fees have been indicated in Section 1 (no need for supporting documents) | | | |

Section 5: Declaration

I declare that:

- I have **never** made any application for Tertiary Tuition Fee Subsidy to Yayasan MENDAKI.
- I have made an application for Tertiary Tuition Fee Subsidy to Yayasan MENDAKI.

My previous application(s) are as follows:

| Year | Course | Institution |
|------|--------|-------------|
| | | |
| | | |
| | | |

I declare that:

- I have not received any scholarships/bursaries/award from Yayasan MENDAKI or other organisation.
- I have received scholarships/bursaries/awards from Yayasan MENDAKI or other organisation.

The details are as follows:

| Type of Application | Date Applied | Outcome | Amount Awarded | One-off per year |
|---------------------|--------------|---------|----------------|------------------|
| | | | | |
| | | | | |
| | | | | |

- I declare that I have sibling(s) who is / are currently receiving / applying for Tertiary Tuition Fee Subsidy

| Name of Sibling (s) | NRIC | Year Applied | Institution Name | Subsidy % |
|---------------------|------|--------------|------------------|-----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

I declare that the information provided in this application form is true. I understand that if any entry is false, my application will be rejected. I understand that I have to comply with all the instructions pertaining to this application, failing which my application **will not be processed** and **will be disqualified**.

_____ Applicant's Signature

_____ Date

OFFICIAL USE FOR APPROVAL OF TERTIARY TUITION FEE SUBSIDY

| Family Income (per month) | No of persons in the same household | Per Capita Income | Percentage of Subsidy Recommended |
|---------------------------|-------------------------------------|-------------------|-----------------------------------|
| \$ | | \$ | % |

| Missing Document (Yes/No) | Status | Remarks |
|---------------------------|--------|---------|
| | | |
| | | |
| | | |

Status: Approved / Not Approved

Checked by:

Verified by:

_____ Officer's name / Signature / Date

_____ Officer's name / Signature / Date