



APPLICATION FORM for SSC NEEDY FUND

This form may take you 15 mins to complete. Please read the following terms and conditions before continuing. As part of this application, you are required make an appointment via Student's Portal for an interview with the Financial Assistance officer-in-charge at the Student Service Centre (Blk T16, level 1).*

**(e-Services > Request for Counselling > Personal). Under Remarks, please state "Needy Fund Application"*

Terms and Conditions of application:

1. Applications are open to current students who are in serious need of financial support due to unforeseen circumstances only such as death, retrenchment, illness, bankruptcy of breadwinner/s etc that happened within the last six months and in the absence of such financial assistance will jeopardise an applicant's education at SP.
2. The financial need must be genuine and not arise from any criminal or unacceptable behaviour elicited by the applicant.
3. Failure to supply necessary information and documents or submission of false particulars will disqualify the application from consideration.

Documents required for application: (Please make photocopies of the documents)

1. The application form must be completed and submitted personally to the Officer in charge of financial assistance, after the interview session, with the following:
 - Birth Certificates / Identification cards of applicant and family members.
 - Proof of income (CPF, income tax, pay slips etc)
2. The applicant must produce substantial evidence / document to prove the cause of the application. Documents should include the following:
 - Death certificates of deceased in family (if any)
 - Bills such as Telecoms, PUB and medical bills, house rental, instalments etc.
 - A copy of the updated savings account of the applicant and parents
 - Proof of illnesses certified by a doctor (if any)
 - A letter to explain your condition would be helpful
3. Upon approval, applicants may be given up to \$1,500 per application.

Personal Particulars:

Name : _____

Admin No : _____ Contact No(s) : _____

Course/ Class : _____ Sex : Female / Male

Date of Birth/ Age: _____ Nationality : _____

Race : _____ Religion : _____

Address : _____

Accommodation

Dwelling Type : Landed Property/ Condominium /Exe Condo/ HUDC/ HDB: 5-Rm/ 4-Rm/ 3-Rm/ 2-Rm/ 1-Rm/ Others (please state) :
Monthly rental / instalment : Paid up / CPF / Giro / Cash Amount :

Family members living in the same house (Pls use separate sheet if required)

Name	Relationship	Age	Occupation	Gross Salary per month	Marital Status

Other Income

Please state source(s) and amount :

Family's Monthly Expenses

Instalment / Rental of home : \$ _____

Medical (if any) : \$ _____

P.U.B. Bills : \$ _____

Phone Bills : \$ _____

Provisions/ Marketing : \$ _____

Transportation : \$ _____

Allowances : \$ _____

School fees : \$ _____

Others (please specify) _____ : \$ _____

_____ : \$ _____

_____ : \$ _____

TOTAL : \$ _____

Situation/ Reasons for Application

Please supply detailed information on what are the situations/ reasons that give rise to the need for this application. Please attach documents, if necessary.

Declaration by Applicant

I solemnly declare that the particulars given by me in this application are true and correct to the best of my knowledge and belief.

Signature : _____

Date : _____

For Official Use Only

The student was interviewed on _____(Date).

The above application is recommended / not recommended.

Total amount awarded to the above applicant is \$_____

SSC Needy Fund

SP Bursary

Reasons:

Recommended by Officer

Endorsed by (Senior) Manager, DSS

Name : _____

Date : _____

Approved By Director