



**SSC NEEDY FUND APPLICATION FORM**

*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 to make an appointment via Student's Portal\* for a phone interview with the Financial Assistance officer-in-charge*

**\*(e-Services > Counselling and Mentoring > Request for Counselling > Financial)**

**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. Application will only be considered if applicant submits necessary information and documents as well as attend a phone interview.
4. Upon approval, applicants may be given <b>up to \$2,500</b> per application. All decisions made are final at the sole discretion of the management.
5. Incomplete supporting documents will not be processed.

**Supporting documents required for application:**

- This application form must be completed and signed
- Identification cards (front and back) of applicant and family members
- Birth Certificate of family members age 15 & below
- Student Card/letter of sibling who is still schooling
- Proof of family income (pay slip not more than 3 months back)
- Latest 6 months of CPF contribution history & income declaration form
- Death certificates of deceased in family (if any).
- Outstanding bills such as electricity, water, mobile phone, data plans and medical bills, house rental, instalments etc.
- 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.

**Personal Particulars:**

<b>Name:</b>	
<b>Admin No:</b>	<b>Contact No(s):</b>
<b>Course /Class:</b>	<b>Female /Male</b>
<b>Nationality:</b>	
<b>Address:</b>	

**Accommodation**

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









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

Name	Relationship	Age	Marital Status	Occupation	Gross Salary per month

**Other Income/ Financial Assistance received**

Source/ Organisation	Amount (\$)

**Family's Monthly Expenses**

 Instalment/Rental	:\$
 Medical (if any)	:\$
 Utilities Bills (water, gas, electricity)	:\$
 H/P Bills (including broadband, fibre)	:\$
 Groceries	:\$
 Transportation	:\$
 Allowances	:\$
 School fees	:\$
Others (please specify)	
	:\$
	:\$
	:\$

**Situation Reasons for Application**

Please supply detailed information on what are the situations/ reasons to explain your application for the SP Needy Fund. Please attach documents, if necessary.

**Declaration by Applicant**

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

Signature:

Date: