

## Application Form for MOE Bursary for Part-Time Diploma Course

For April / October\* Year 20\_\_\_\_\_

**(Application Period: 3<sup>rd</sup> week after semester commencement to last day of exam week)**

Please complete Section 1 – 3 and refer to the checklist under Section 4 for supporting documents to be submitted with your application.

Name of Applicant: \_\_\_\_\_ NRIC No.: \_\_\_\_\_

Contact No. : \_\_\_\_\_ Email Address: \_\_\_\_\_

Course: \_\_\_\_\_ Student ID: \_\_\_\_\_

### 1. Particulars of Applicant and Family Members Living In the Same Household

No.	Name	Age	Relationship to Applicant	Occupation	Marital Status (Eg. Single/Married)	Gross Monthly Salary (S\$)
1			Self			

### 2. Applicant's Bank Details for Bursary Disbursement

Name as in Bank Account	Bank Account Number	Bank Name

I declare that this is my First diploma course in the Polytechnic and all information provided above is true. I understand that my particulars will be disclosed to Government agencies for studying the trends of financial assistance applications.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Delete where applicable*

<u>For Official Use Only:</u>	
Per Capita Income: _____	Bursary Amount Awarded: _____
Received & Checked by: Initials & Signature _____	Date: _____
Recommended by: Initials & Signature _____	Date: _____
Approved by: _____	Date: _____

#### 4. Checklist of Documents to Prepare

Please submit the **photocopy** of the following documents together with your application.

**We will contact you if there is any missing document / clarification needed to support your application. The application will be processed only after all documents are received.**

S/No	Documents	
1	<p><b><u>Applicant's and Family Members' Particulars</u></b></p> <ul style="list-style-type: none"> <li>• NRIC (front and back) of applicant and every family member living in the same household</li> <li>• Birth Certificate of children/siblings if not of age to receive NRIC</li> <li>• Green ID (11B) for full-time NS men</li> </ul> <p>If NRIC is lost, please attach the police report for the loss. If address reflected on NRIC is different from the applicant, either have it changed or submit other documents (such as bills or official letters showing name and address) to prove that the family member resides at the same address as the applicant.</p>	<input type="checkbox"/>
2	<p><b><u>Proof of Total Family Income</u></b></p> <p><u>For 15 years old and above</u></p> <ul style="list-style-type: none"> <li>a) Latest pay slip for all working adults; <u>or</u></li> <li>b) CPF Contribution History Statement (showing CPF contributions for the last 6 months) for working adults without pay slips or any unemployed adults; <u>and/or</u></li> <li>c) Income Tax Statements for self-employed adults (e.g. taxi driver, hawker, etc.)</li> <li>d) <a href="#">Income Declaration Form</a> for those providing CPF and/or Income Tax Statements</li> <li>e) Student pass or EZ-Link card for full-time students</li> <li>f) Green ID (11B) for full time NS men</li> </ul> <p><u>For under 15 years old</u></p> <ul style="list-style-type: none"> <li>• Student pass or EZ-Link card for full-time students</li> </ul>	<input type="checkbox"/>
3	<p><b><u>Other Documents</u></b> <i>(if applicable)</i></p> <p>Divorced documents, death certificate, NS enlistment letter, offer letter from university, retrenchment letter, medical reports etc.</p>	<input type="checkbox"/>

#### **MOE Bursary Award Amount for Part-Time Diploma Course (w.e.f. April 2014)**

Gross PCI*	Quantum
\$1,400 or less	\$495 / Semester
\$1,401-\$1,900	\$250 / Semester

*\*The Gross Monthly Per Capita Income (PCI) is computed based on (Total income of applicant and family members in the household) divided by the (Total number of people in the household).*

*Gross Income (i.e. including employee's CPF contributions) includes income contributions from self - employment, business or salaried employment (which includes basic salary, allowances, overtime, etc.). National Service (NS) allowances earned by NS men are excluded.*