



## 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 > 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 an interview.
4. Upon approval, applicants may be given up to \$1,500 per application.

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

1. The application form must be completed and submitted to the Officer in charge of financial assistance, with the following:
  - Identification cards / Birth Certificates 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.
  - 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>Sex: Female / Male</b>
<b>Nationality:</b>	
<b>Address:</b>	

**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** (Please use separate sheet if required)

Name	Relationship	Age	Marital Status	Occupation	Gross Salary per month

**Other Income / Financial Assistance Received** (within the last 12 months)

Source / Organisation	Amount (\$)

**Family's Monthly Expenses**

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

**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.

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**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 : \_\_\_\_\_

**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:

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\_\_\_\_\_  
Recommended by Officer

\_\_\_\_\_  
Endorsed by Mgr/S.Mgr/D.Dir

Name : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Approved By Director