

This form may take 10 minutes to complete. You are required to submit supporting documents specified in Section I, together with this form. **If you have children studying in different Government and Government-Aided schools, you need to submit only ONE application form to the school of any child.**

## MINISTRY OF EDUCATION FINANCIAL ASSISTANCE SCHEME (MOE FAS) APPLICATION FORM

Application Form Submitted To: **CHIJ St. Theresa's Convent**

### Objective

The objective of the MOE FAS is to help financially **needy** Singaporean students in Government or Government –aided Schools to meet basic schooling expenses.

### Eligibility Criteria

- a. Student must be a Singapore Citizen enrolled in a Government or Government-aided school
- b. The family's gross household income (GHI) does not exceed \$2,750 per month.
- c. If the family's monthly GHI exceeds S\$2,750 and there are 5 or more members in the same household, the family's per capita income (PCI) does not exceed \$690 per month. The PCI will be computed based on the GHI divided by the number of household members. Household members include the student, her parents, grandparents, and unmarried siblings living in the same household. Other dependents living at the same address may be included on a case-by-case basis.  
They include:
  - a. Relatives who are old or sick and are unemployed and dependent on the family; and
  - b. Child dependent (where the family is the legal guardian)

### **SECTION I: Supporting Documents**

Please submit the following documents together with the application form:-

- a. For household members who are employed - latest payslip or a letter from their employer certifying their gross income, **and** CPF Transaction Statement or Contribution History for past 12 months.
- b. For Household members who are self-employed:
  - (i) Latest Income Tax Notice of Assessment **and** CPF Transaction Statement or Contribution History for past 12 months.
  - (ii) If the member is not required to pay tax or the tax assessment does not reflect his/her current income status, he/she is to complete an additional declaration at **Annex A**.
- c. For Household members who are unemployed and below age 62 at the point of application and are not undertaking full-time studies or are undergoing full-time National Service – to complete declaration as enclosed in Annex A and CPF Transaction Statement or Contribution History for pas 12 months.
- d. Copies of NRIC/Birth Certificate (for those without NRIC) of all household members (including the student who is studying at CHIJ St. Theresa's Convent). If there are other dependent children without NRIC, please submit copies of legal documents to show that they are staying in the same household.
- e. Copies of School Smart Card or any other documentary evidence on proof of study of other school-going children who are not studying at CHIJ St. Theresa's Convent.
- f. Any other documents as and when required by the school for the purpose of verifying the income.

### **Section II: Particulars of Children Studying in Government or Government-Aided Schools**

Please indicate details of the child (or children if you have more than one school-going child) in respect of which you are applying for financial assistance under the MOE FAS.

<u>S/N</u>	<u>Birth Certificate/ NRIC No.</u>	<u>Name (Underline Surname)</u>	<u>Name of Current School *</u>	<u>Current Level/Class *</u>
1				
2				
3				
4				
5				
6				
Home Address:			Contact No. of Parent who Signed the Application Form:	

\* The school and level the child/children at the point of time this application is submitted.

**Section III: Information on Other Household Members and Gross Household Income**

Please include details of the parents, unmarried siblings, grandparents and other dependents if they are living in the same address. Other dependents living at the same address may be included on a case-by-case basis. They include:

- a) Relatives who are old sick and are unemployed and dependent on the family; and
  - b) Child dependant (where the family is the legal guardian)
- Gross Household income or "GHI" is the total combined income of family members who stay in the same household. This includes any regular allowances (such as overtime pay, meals, transport etc) and employee's CPF contribution. Income from other sources (e.g. pension, alimony and rental income) should be included when calculating a family's GHI.
  - National Service allowance earned by NS men is not to be included in household income. Severance compensation and insurance pay-outs are also not to be included.
  - If the income earner is on no-pay leave as at the date of application for the MOE FAS and the total period of his or her no-pay leave is 6 months or less, his or her last drawn income will be included when calculating a family's GHI.
  - For students who are staying with one or more legal guardian, the income of all the legal guardians who are staying in the same household will be taken into account when calculating the GHI for the student's family.

<u>S/N</u>	<u>Name</u>	<u>Birth Certificate/ NRIC No</u>	<u>Relationship &amp; Marital Status</u>	<u>Age</u>	<u>Occupation</u>	<u>Gross Monthly Income (S\$)</u>
1						
2						
3						
4						
5						
6						
7						
Gross Monthly Household Income						

**Section IV: Request for Free Textbooks and School Attire**

If the application is successful, the child/children will enjoy a waiver of school fees and standard miscellaneous fees, and will be eligible for free textbooks and school attire if required.

Please tick (√) the below items if required. You may tick more than one box.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Textbooks      | <input type="checkbox"/> Uniforms (2 sets) | <input type="checkbox"/> PE attire (2 sets) |
| <input type="checkbox"/> Shoes (1 pair) | <input type="checkbox"/> Socks (2 pairs)   |   |

Else, please tick (√) the box below:

- My child/children does/do not need any of the above items.

### **Section V: School Transport Subsidy**

If the application for MOE FAS is successful, the child/children will be given a subsidy of \$10 per month for 12 months (Jan – Dec) if she/they takes/take public transport to school.

My child/children takes/take the following mode of transport between home and school.  
(Please tick only one box)

By Public Transport  
(Subsidy of \$10 per month<sup>^</sup>)

By Public Transport  
(Not taking the subsidy of \$10 per month)

Own Transport  
(No Subsidy)

Walk to School  
(No Subsidy)

<sup>^</sup>Award will be based on the number of remaining months in the calendar year in which your application is approved.

### **Section VI: School Meal Programme**

If the application for MOE FAS is successful, the child/children will be given a subsidy of \$2.50 per meal for 7 meals a week.

**Yes**, I would like my child/children to take up the School Meal Programme.  
(Subsidy of \$2.50/meal for 10 meals a week)

**No**, I do not want my child/children to take up the School Meal Programme.  
(No Subsidy)

### **Section VII: Apply for New Computer**

#### Need New Computer At Subsidised Price?

Students from low income households who wish to own a new computer at a subsidised price can apply for one under the NEU PC Plus Programme administered by the Info-communications Media Development Authority (IMDA). Under this Programme, each eligible household may apply for one subsidised computer once every 3 years, regardless of the number of school-going children and/or household members with permanent disability.

For details about the NEU PC Plus Programme, please visit [www.ida.gov.sg/neupc](http://www.ida.gov.sg/neupc) or contact Tel: 6684 8858.

***For parents who wish to apply, please place a tick (✓) in the box below.*** If your application for MOE FAS is successful, the school will provide you a form to apply for NEU PC Plus Programme and help you to send the completed form to the lead agencies appointed by IMDA for processing and approval.

***Please leave it blank if you do not wish to apply.***

I wish to apply for a new computer through IMDA's NEU PC Plus Programme. I confirm that in the last 3 years, my family did not receive a computer under the IDA's NEU PC Plus Programme. If my child is /children are found eligible for benefits under the MOE FAS, I consent to, and have obtained the consent from the rest of my household for, my child's / children's school(s) to provide my household's particular to IMDA or its agencies so that they may contact me to follow-up on my application.

**Section VIII: Declaration by Parent or Legal Guardian**

1. I, \_\_\_\_\_, NRIC No \_\_\_\_\_, the parent/legal guardian of the child/children identified in Section II hereby declare that the information provided above is true to the best of my knowledge. I undertake to refund the value of benefits received by my child/children if any of the information is found to be false later on.
2. I accept that MOE, or any school(s) in which the child/children are enrolled in, may at any time in their sole and absolute discretion request for additional information to :
  - i) assess or reassess the financial situation of my household and
  - ii) to reassess the financial assistance to be provided to my child/children in the course of the calendar year.
3. I acknowledge that any financial assistance provided to my child/children identified in Section II above as a consequences of this application may be redrawn or withheld should I fail to provide any additional information as required pursuant to paragraph 2 above to satisfaction of either MOE or relevant school(s).
4. I understand that the information given by me in this form or any part thereof may be shared with other Government departments, statutory boards, or entities involved in the administration of social assistance, and I consent, and have obtained the consent from the rest of my household for, to this being done.

\_\_\_\_\_  
Name of Parent

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**Note:**

Schools will process your application promptly if you have provided the complete information indicated in the application form. If your application is approved before the end of month, your child will be placed on the MOE FAS in the following month. There will be no reimbursement or retrospective subsidies provided in respect of expenditure on the items provided under MOE FAS.

Your child/children who is/are studying at CHIJ St. Theresa's Convent will automatically be considered for the School-Based Financial Assistance Scheme if she/they are not eligible for the MOE FAS Scheme. There is no need to submit another application form to the school.

## DECLARATION OF UNEMPLOYMENT OR SELF-EMPLOYMENT

### **Section A: Declaration of Unemployment**

I/We declare that I am/we are currently unemployed.

<u>S/N</u>	<u>Name</u>	<u>NRIC No.</u>	<u>Period of Unemployment</u>	<u>Signature of Household Member and Date</u>

### **Section B: Declaration of Self-Employment**

Household members must complete this section if they are either

- (a) Self-employed and are not required to pay tax; or
- (b) The latest tax assessment does not reflect their current income status.

I/We declare that I am/we are currently self-employed and I am/we are not required to submit Income Tax Return or if my/our latest Income Tax Notice of Assessment does /do not reflect my/our current income status.

<u>S/N</u>	<u>Name</u>	<u>NRIC No.</u>	<u>Current Gross Income Per Month and Type of Employment</u>	<u>Signature of Household Member and Date</u>