

This form may take you 10 minutes to complete. Please read the 'Information and Instructions for Applicants' in Annex I before you complete this form.

Any forms submitted with alterations to the original text will not be considered by the Ministry of Education.

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

(This form is for Singaporean students in specialised schools only.)

Section I: Particulars of child or children studying in Specialised Schools

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

Form submitted to: _____ (Name of school)¹ (the "School")

BC/NRIC No.	Name (Underline <u>Surname</u>)	Current Level ¹
Home Address:		
Email Address:		Contact No.:

¹ The school and level the child or children at the point of time this application is submitted.

Section II: Information on Other Household Members

If any child is receiving the MSF ComCare Short-to-Medium Term Assistance or Long-Term Assistance (also known as Public Assistance), or is a resident of an approved welfare home, there is no need to complete Section II in respect of that child if you can provide a copy of the ComCare approval letter or Long-Term Assistance card, or letter from the approved welfare home.

Otherwise, please include details of the parents, unmarried siblings of the child or children identified in Section I above. You may also include grandparents of the child or children identified in Section I above if they are living at the same address.

For instances where the child or children is living with the legal guardian, the household member will comprise that of the legal guardian's family taking care of the child or children identified in Section I instead. (Please refer to paragraphs 3 and 4 of Annex I for detailed instructions.)

S/ No.	Name & BC/NRIC No.	Relationship & Marital Status	Age	Occupation	Gross Monthly Income from employment and trade	Other sources of income (e.g. pension, rental income)
1						
2						
3						
4						

Section II: Information on Other Household Members (Continued)

S/ No.	Name & BC/NRIC No.	Relationship & Marital Status	Age	Occupation	Gross Monthly Income from employment and trade	Other sources of income (e.g. pension, rental income)
5						
6						
7						
8						
Total Gross Household Income² (Sum of monthly income from work and other sources of income)						

² Please refer to paragraphs 5 to 8 of Annex I as to how Gross Monthly Income is computed.

Section III: Request for Free Textbooks and School / Vocational Attire

If your application is successful, your child or children identified in Section I above will enjoy a full subsidy of school fees and standard miscellaneous/supplementary fees, and will be eligible for free textbooks and school/vocational attire comprising of 2 sets of uniforms, 2 sets of vocational attire, 2 sets of PE attire, a pair of shoes and 2 pairs of socks, if required. The school will provide you with further details on the free textbook, school attire and school meals subsidy to be provided to your child or children.

Section IV: Modes of Transport between Home and School

Please tick (✓) against only one of the boxes below to indicate the mode of transport that your child or children identified in Section I above will use to travel between home and school:

Public Transport
(Subsidy of \$17 per month³)

Own Transport or Walks to School
(No subsidy)

³ The public transport subsidy will be provided from the effective month of the MOE FAS till December of the year.

Section V: Declaration and Agreement by Applicant (whether Parent or Legal Guardian⁵)

1. I hereby declare that the information provided above is true to the best of my knowledge. I undertake to refund the value of benefits received in respect of my child / children* if any of the information is subsequently found to be false.
2. I agree that where I, the undersigned, am the parent / legal guardian* of the child / children* identified in Section I above:
 - (i) unless I have already completed a separate form applying to make withdrawals from the said child's Edusave account / each of the said children's Edusave account* for the purposes set out below, I shall, by completing this form, be regarded as making an application to the School for withdrawals to be made from the said child's Edusave account / each of the said children's Edusave accounts*:
 - (a) on a monthly basis, for the payment of second-tier miscellaneous fees payable to the School (if any) in respect of that child; and
 - (b) where I have consented to my child's / each of the said children's* participation in an enrichment programme approved by the School, whether conducted locally or overseas, payment of the whole or part of the expenses payable (as determined by the School) for such enrichment programme, in respect of that child.
 - (c) where I have consented to my child's / each of the said children's* purchase of a personal learning device for use under a digital learning programme approved by the Government and conducted by the School, for payment of the whole or part of the expenses payable (as determined by the School) for such personal learning device, in respect of that child.
 - (ii) the application arising from paragraph 2(i) of this Section V will be in effect as long as my child/ any of my children* is on the MOE FAS, and will remain in effect even if my child is / any of my children are* not placed on the MOE FAS in any subsequent academic year with the School, and will further remain in effect until I notify the School otherwise in writing; and
 - (iii) where the balance in my child's Edusave Account/ any of my children's Edusave accounts* is insufficient to pay any fees or expenses in respect of which I have applied for the withdrawal of moneys from my child's / that child's* Edusave account, the amount of such fees or expenses which remains unpaid shall be paid for by me in cash, GIRO, or such other means as the School or MOE may require.
3. I agree that MOE, or any school(s) in which the child / children* identified in Section I above 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 or children in the course of the calendar year.
4. I agree that any financial assistance provided to the child / any of the children* identified in Section I above as a consequence of the application for financial assistance in this form may be withdrawn or withheld in respect of that child should I:
 - (i) as the parent / legal guardian* of that child, notify the School that I no longer wish for monies to be withdrawn from the Edusave account of that child for the purposes stated in paragraph 2(i)(a) to (c) of this Section V; or
 - (ii) fail to provide any such additional information as required pursuant to paragraph 3 of this Section V, to the satisfaction of either MOE or the relevant school(s).
5. 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 this to be done.

⁵A legal guardian is one who is court-appointed, or has been appointed guardian of a child or children by virtue of a will. Please submit the relevant documents to indicate that you are the legal guardian of the child or children.

* Please delete one.

Name, NRIC No. and Signature

Date

Information & Instructions for Applicants

MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS) FOR SPECIALISED SCHOOLS

OBJECTIVE

1. The objective of the MOE FAS is to help financially needy Singaporean students in specialised schools (SS) to meet basic schooling expenses.

ELIGIBILITY CRITERIA

2. Student must be a Singapore citizen enrolled in a specialised school and meets either one of the following criteria:
 - a. His or her family's gross household income (GHI) as at the time of application does not exceed \$2,750 per month; or
 - b. His or her family's per capita income (PCI) as at the time of application does not exceed \$690 per month.

$$\text{PCI} = \text{Monthly GHI} / \text{No. of members in the household}$$

HOUSEHOLD MEMBERS

3. Household members include the student, his/her parents, and unmarried siblings of the student, regardless of address
4. Grandparents, and 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 dependant (where the family is the **legal guardian**).

GROSS HOUSEHOLD INCOME

5. Gross household income or "GHI" is the total combined income of all family members in the same household as defined in paragraphs 3 and 4 above. This includes any **regular** allowances (e.g. overtime, transport, laundry, and etc) and employee's CPF contribution. Income from other sources (e.g. pension and rental income) must also be included when calculating a family's GHI.
6. The following sources of income will not be considered in the computation of GHI:
 - a. National Service allowance earned by National Servicemen;
 - b. Severance compensation and insurance payouts; and
 - c. Alimony payment (including lump sum payment) received for the maintenance of child(ren) and/or ex-spouse.
7. If an 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.
8. For students who are staying with one or more legal guardians, the income of the legal guardians and their spouse who are staying in the same household will be taken into account when calculating the GHI for the student's family.

BENEFITS

9. Types of benefits provided under MOE FAS for specialised schools:

Item	Benefits
School Fee	Fully subsidised
Standard Miscellaneous Fee or Supplementary Fee	Fully subsidised
Textbooks	Free textbooks, including compulsory course notes or materials in the school's approved textbook list

Item (Continued)	Benefits
School Attire and Vocational Attire	Free school attire comprising 2 sets of school uniform, 2 sets of PE attire, 1 pair of school shoes and 2 pairs of socks, and 2 sets of vocational attire required by the curriculum and approved by SS and listed in the school's approved textbook or uniform list
School Meal Subsidy ¹	\$3.50 per meal for 10 meals per school week
Transport Subsidy	\$17 transport subsidy per month from the month of approval, up to a total of \$204 transport subsidy per annum for students taking public transport ²

¹ The school meal subsidy will only be provided from the month after your application is approved. There will be no reimbursement or retrospective subsidy for school meals incurred in the months prior to or in which your application is approved.

² The public transport subsidy will only be provided from the effective month of the MOE FAS till December of the year.

EFFECTIVE MONTH FOR FINANCIAL ASSISTANCE

10. Schools will process your application promptly if you have provided the complete information, inclusive of complete required documents, indicated in the application form. If your application is approved before the end of the 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 set out in the table found at paragraph 9 above. Fresh applications will have to be submitted for each school year.

DOCUMENTS TO SUBMIT

11. Please submit the following documents together with the application form:
- a. CPF Transaction Statement or Contribution History for past 12 months.
 - b. Latest Income Tax Notice of Assessment for household members with other sources of income and self-employed household member.
 - If the **self-employed** household member is not required to pay tax or the latest tax assessment does not reflect his or her current income status, the member is to complete an additional declaration at Section A of Annex II.
 - If the household member is not required to pay tax, the member can provide the page from IRAS's myTaxportal > notices/letters > individual, to show that he/she has no Tax Notice of Assessment.
 - c. Latest payslip or a letter from the employer certifying gross monthly income (applicable only for employed household member(s)).
 - d. Proof of other sources of income (e.g. rental, pension, and etc), if applicable.
 - e. Declaration of unemployment (if applicable).
 - o For household members who are **unemployed and below age 63** and are not undertaking full-time studies or undergoing full-time National Service – to complete declaration at Section B of Annex II.
 - f. Student/Matriculation card for **full-time student at tertiary institutions** (e.g. ITE, Polytechnics, Universities, private schools) / Identification card for **full-time National Servicemen** (if applicable).
 - g. Copies of NRIC of household members, other than parents and unmarried siblings of the child. If there are other dependent children without NRIC, please submit copies of legal documents to show that they are staying in the same address.
 - h. Where applicable, documents showing proof of legal guardianship (e.g. a court order or Letters of Probate or Administration) for the purposes of Section V of the application form.
 - i. **Any other documents as and when required by the school for the purpose of verifying the income.**

12.

DECLARATION OF UNEMPLOYMENT OR SELF-EMPLOYMENT
(Any undeclared section or non-submission of Annex II will automatically be treated as a nil return)

SECTION A: DECLARATION OF SELF-EMPLOYMENT

Household members must complete this section if they are either:

Category (a) - Self-employed and not required to pay tax; or

Category (b) - The latest tax assessment does not reflect current income status.

I/We* declare that I am/we are* currently self-employed and my/our* current self-employment income are* as follows:

Name & NRIC No.	Category*	Type of Self-employment	Current Monthly Self-employment Income	Signature of Household Member and Date
	(a) / (b)			
	(a) / (b)			

SECTION B: DECLARATION OF UNEMPLOYMENT

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

Name & NRIC No.	Period of Unemployment	Reason for Unemployment	Signature of Household Member and Date

* Please delete one.