

This form may take you 20 minutes to complete. Please read the 'Information and Instructions for Applicants' in Annex I before you complete this form.
If you have children studying in different Government or Government-aided schools, you need to submit only 1 application form to the school of any child.

Please submit application
by **02 November 2017.**

For office use
Received by / Date:

Ref No:

**MINISTRY OF EDUCATION FINANCIAL ASSISTANCE SCHEME (MOE FAS)
APPLICATION FORM FOR JANUARY 2018 – DECEMBER 2018**

(This scheme applies only to Singaporean students in Government or Government-aided schools)

Section I: Particulars of child or children studying in Government or Government-aided schools

Please indicate the 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.

Form submitted to: New Town Primary School

BC/NRIC No.	Name (Underline Surname)	Name of Current School*	Gender	Class in 2017	Class in 2018	House Colour	CCA
Home Address:			Contact No.:				
			Alternate Contact No.:				

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

Section II: Information on Other Household Members (Please refer to paragraph 3 of Annex IV)

Please include details of the parents, unmarried siblings, grandparents, and any legal guardians of the child or children identified in Section I above if these persons are living in the same household. If any child is under the MSF Public Assistance Scheme (MSF PAS), 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 MSF PAS pass or letter from the approved welfare home.

S/ No.	Name & BC/NRIC No.	Relationship & Marital Status	Age	Occupation	Gross Monthly Income*
1					
2					
3					
4					
5					
6					
Gross Household Income :					

* Please refer to paragraphs 4 to 7 of Annex IV as to how Gross Monthly Income is computed.

Section III: Request for Free Textbooks and School Attire (For Primary and Secondary levels only)

If your application is successful, your child or children identified in Section I above 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 (✓) against each of the below items if you wish for your child or children to be provided with them. You may tick more than one box.

- Textbooks Uniforms (2 sets) PE attire (2 sets)
- Shoes (1 pair) Socks (2 pairs)

If your child or children do not require free textbooks or any of the items of school attire listed above, please tick (✓) against the box below:

- My child does not / children do not* need free textbooks or any of the items of school attire listed in this Section III.

*Please delete one.

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 School Bus (Applicable to Primary level only)
(Subsidy of \$120 per annum[^]) (Subsidy of 50% of the monthly fare)*
- Own Transport or Walks to School
(No subsidy)

[^] The public transport subsidy will be pro-rated based on the number of remaining months in the calendar year in which your application is approved.

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

Section V: Request for Transport / Food Allowance (Optional)

Applicable for student from New Town Primary School only. Please **tick only one box** if required.

**You may opt for two allowances if the total GHI is less than \$1300 / PCI is less than \$325 – subject to approval by the school.*

- Transport Allowance **(Please circle either one : Bus Concession / MRT Concession)**
- School Bus Subsidy **(50% of monthly school bus fare)**

***Please submit the school bus booking form directly to the school bus vendor.
School bus vendor will contact you directly regards to the booking outcome and confirmation.**

- Food Allowance
- I do not wish to request for Transport or Food Allowance

Section VI: Application for Subsidised New Computer (Please refer to paragraphs 11 - 12 of Annex IV)

Please place a tick (✓) against the box below if you wish to apply for a new computer. Please leave it blank if you do not wish to apply.

- I wish to apply for a subsidised new computer through the Info-communications Media Development Authority (IMDA)'s NEU PC Plus Programme (the "IMDA NEU PC Plus Programme"). I confirm that in the last 3 years, my family did not receive a computer under the IMDA 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 particulars to IMDA or its lead agencies so that they may contact me to follow-up on my application.

[#] Please delete one.

DECLARATION OF UNEMPLOYMENT OR SELF-EMPLOYMENT

Section A: Declaration of Unemployment

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

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

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 my / our latest Income Tax Notice of Assessment submitted does / do not reflect my / our current income status.

Name & NRIC No.	Current Income & Type of Employment	Signature of Household Member and Date

DECLARATION OF SEPARATION/DIVORCED

For parents who are separated / divorced, please complete this page.

**Please attach the necessary documents together with this application.*

- Separated and pending divorce: document on divorce proceeding

- Divorced: Divorced certificate and court order regards to custody of children/alimony.

Parent Name:	
Relation:	Father / Mother
NRIC No:	
Marital Status:	<input type="checkbox"/> Separated (no legal documents on separation, no divorce proceedings) <i>*Please indicate period of separation: _____</i> <input type="checkbox"/> Separated and pending divorce <input type="checkbox"/> Divorced <input type="checkbox"/> Granted interim divorce
Custody of children:	<input type="checkbox"/> Sole custody <input type="checkbox"/> Joint custody <input type="checkbox"/> No custody order from court
Receiving maintenance / alimony from ex-spouse:	<input type="checkbox"/> Yes (If yes, please indicate amount: \$ _____/mth) <input type="checkbox"/> No If No, please indicate reason below: _____ _____ _____

This form is to be completed ONLY IF your employer does not provide you with any payslip / letter to certify your income status.

**You may download the income declaration form from the school website or request it from the general office.*

**NEW TOWN PRIMARY SCHOOL
INCOME DECLARATION FORM**

A. Student's Details

Name of Student(s)	BC No	Class

B. Income Declaration

I, _____ (Name) of
_____ (NRIC No) hereby declare that I am the
_____ (relation) of the above mentioned student(s) in New Town
Primary School.

I am currently working as a _____ under **part-time / odd-job /ad-hoc job/ contract-work basis.*

I do not have any **payslip / letter from my employer* to certify my income.

Any other declaration, please indicate below.

My income is approximately \$ _____/month.

please attach CPF CONTRIBUTION HISTORY statement (showing contributions for the last 12 months) together with this declaration form.

C. Employer's Information

Name of Employer / Stall Holder/ Company	Address	Person to contact	Telephone no.

Section VII: Declaration by Parent or Legal Guardian

1. I, the parent / legal guardian[#] of the child / children[#] identified in Section I above, 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 accept 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.
3. I acknowledge that any financial assistance provided to the child / children[#] identified in Section I above as a consequence of this application may be withdrawn or withheld should I fail to provide any such additional information as required pursuant to paragraph 2 above to the satisfaction of either MOE or the 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.

[#] *Please delete one.*

Name, NRIC No. and Signature

Date

Section VIII: Magazine Subscription

(Applicable for P1 – P4 student from New Town Primary School only.)

As part of the school's continuous efforts to develop in our students an early appreciation for reading, the school is sponsoring the subscription of one magazine title for your child/ward.

Please place a tick (✓) in the box below the magazine title of your child's/ward's choice. Please leave it blank if you do not wish to subscribe. Magazines will be delivered to your residential address.

Please tick (✓)	Magazine Titles	Name of Student(s) / Class *If you have more than one child in NTPS, please indicate their names in the box next to their magazine titles choices.	
	Disney Junior		
	Disney Frozen		
	Disney Princess		
	Ranger Rick Junior (P1-P2 Level)		
	Story Box (P1-P2 Level)		
	Adventure Box (P2-P4 Level)		
	Discovery Box (P3-P4 Level)		
	Young Scientists		
	Smart Mathematicians		

SURVEY – MAGAZINE SUBSCRIPTION

We would like you to respond to a short survey on the magazine subscription for your child who have subscribed to the magazines in 2017.

Please tick in the appropriate box

S/N	Questions	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1	My child is happy to own his/her own magazine subscription of choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	I have seen my child reading the magazine at home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	I would like the school to create more opportunities for my child to own his/her books and magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

.....

SURVEY – BREAKFAST MEAL PROGRAMME

MOE FAS students are provided with snacks during the breakfast meal programme . Appreciate if you could complete the short survey below.

Please tick in the appropriate box

S/N	Questions	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1.	The school should continue to provide breakfast for my child during snack time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Suggestions for breakfast menu	1. _____				
		2. _____				
		3. _____				
		4. _____				
3.	Other comments:	_____				

Thank you for taking time to submit this survey

Information & Instructions for Applications

MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS)

OBJECTIVE

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

ELIGIBILITY CRITERIA

2. Student must be a Singapore citizen enrolled in a Government or Government-aided 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 \$2,500 per month; or
 - b. His or her family's per capita income (PCI) as at the time of application does not exceed \$625 per month.

PCI = Monthly GHI / No. of members in the household

HOUSEHOLD MEMBERS

3. Household members include the student, his/her parents, grandparents, and unmarried siblings living at 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 or sick and are unemployed and dependent** on the family; and
 - b. Child dependant (where the family is the **legal guardian**).

GROSS HOUSEHOLD INCOME

4. Gross household income or "GHI" is the total combined income of all family members who **stay in the same household**. This includes any **regular** allowances and employee's CPF contribution. Income from other sources (e.g. pension, alimony and rental income) must also be included when calculating a family's GHI.
5. The following sources of income would not be considered in the computation of GHI:
 - a. National Service allowance earned by NS men; and
 - b. Severance compensation and insurance payouts.
6. 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.
7. For students who are staying with one or more legal guardians, 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.

BENEFITS

8. Types of benefits provided under MOE FAS:

Item	Academic Level		
	Primary	Secondary	Pre-U
School Fees	Not applicable	Full waiver of \$5.00 per month	Full waiver of \$6.00 per month
Standard Miscellaneous Fees	Full waiver of \$6.50 per month	Full waiver of \$10.00 per month	Full waiver of \$13.50 per month
Textbooks	Free textbooks		Not applicable
School Attire	Free school attire		Not applicable

Item (Continued)	Academic Level		
	Primary	Secondary	Pre-U
Transport Subsidy	50% of school bus fares for students taking school bus*; or \$120 transport credits per annum [^] for students taking public transport	\$120 transport credits per annum [^] for students taking public transport	
Bursary	Not applicable		\$750.00 per annum

* The school bus subsidy will only be provided from the month after your application is approved. There will be no reimbursement or retrospective subsidy for school bus fares incurred in the months prior or in which your application is approved.

[^] The public transport subsidy will be pro-rated based on the number of remaining months in the calendar year in which your application is approved.

EFFECTIVE MONTH FOR FINANCIAL ASSISTANCE

9. 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 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 8 above.

NEED A NEW COMPUTER AT SUBSIDISED PRICE?

10. 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 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 or household members with permanent disabilities.
11. For parents who wish to apply, please indicate so in Section VI. If your application for MOE FAS is successful, the school will provide you with a form to apply for enrolment under the NEU PC Plus Programme and help you to send the completed form to the lead agencies appointed by IMDA for processing and approval.
12. For details about the NEU PC Plus Programme, please visit www.imda.gov.sg/neupc or contact Telephone: 66848858.

DOCUMENTS TO SUBMIT

1	Completed FAS application form	
2	Copy of student(s) birth certificate	
3	<p>Copies of both parent NRICs</p> <p>For separated/divorced parent please submit the following documents stated below and to complete Annex II.</p> <p>*For <u>divorced</u> cases, please submit a copy of the divorce cert & court order regarding custody of children.</p> <p>**For <u>separated parent</u>, please submit legal documents to prove that divorce proceedings had been initiated.</p>	
4	<p>Copies of other household members NRIC/Birth Certs who are living in the same household address</p> <p><i>^Others ID: Student Card, NS ID Card etc</i></p>	
5	<p>Household members who are employed to submit latest pay slips / letter from employer certifying your income and CPF Transaction Statement for past 12 months.</p> <p>** In the absence of payslip or letter from your employer, please complete <u>Income Declaration Form (Annex III)</u> and <u>submit together</u> with CPF Transaction Statement for past 12 months.</p>	
6	<p>For household members who are self-employed:</p> <p>(i) latest Income Tax Notice of Assessment and CPF Transaction Statement for past 12 months;</p> <p>(ii) If the 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 Annex I.</p>	
7	Household members who are unemployed and below aged of 62 and are not undertaking full-time studies or are undergoing full-time National Service to complete declaration as enclosed in Annex I and CPF Transaction Statement for past 12 months.	
8	Parent may be required to provide other relevant documents wherever necessary.	

If the main applicant is not the child's parent (eg grandparent, aunty, caregiver etc), following documents are needed.

- Supporting documents e.g. police report for missing person, if parent is in Prison to submit Letter of Incarceration (LOI) from Singapore Prisons Department;
- If caregiver is the legal guardian, to submit legal document stating that the applicant has care and control of the child;
- Letter of Recommendation or Social Report from social worker;
- Any other documents to prove that the parents are not around to take care of the child

****A declaration will be required if the applicant is not able to provide any of the above stated supporting documents.**

For Office Use

Action by FAS Processing Officer (FAS PO)

Recommendation

The FAS PO is to submit the recommendation with supporting documents to the FAS AO for approval.

GHI: \$ _____	PCI: \$ _____	*Group 1 / Group 2 / Group 3
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Eligibility for MOE FAS : **Eligible** / **Not Eligible ***

** To delete whichever is inappropriate*

Eligibility for Sch Based Food Allowance (Meal Subsidy using school smart card)

SAC Allowance: Transport Allowance **Please circle either one below*
 (\$10 / Bus Concession / MRT Concession / Hybrid)

School Bus Subsidy (50% MOE+ _____ (if any)

Reason (if necessary):

Name & Designation

Signature

Date

Action by FAS Approving Officer (FAS AO)

Step 10: Decision on the application

The FAS AO will approve or reject the application. For rejected cases, the FAS AO is to provide reasons.

Application for MOE FAS : **Approved** / **Not-Approved ***

** To delete whichever is inappropriate*

Reason (if necessary):

Name & Designation

Signature

Date

Action by iBENS DEC and iBENS AO

Step 11: Update in iBENS

Authority Reference No Assigned		
Action	Signature	Date
iBENS DEC – Update MOE FAS in iBENS <i>(Note – For an application from a family with children in different schools, need to update grants of the student and his/her siblings in iBENS).</i>		
iBENS AO – Approve MOE FAS in iBENS		

ENDORSEMENT FOR EXCEPTIONAL CASES

This form is to be used for exceptional cases where information on family member is incomplete for genuine reasons, and the FAS AO is satisfied that the reasons given are legitimate and the student is eligible for the MOE FAS. For example, marital status is "Married" but the applicant could not provide the particulars of the father /mother / both parents because they cannot be found.

Case details

Birth Cert/NRIC No	Name (Underline Surname)	Level / Class

(a) Indicate the missing information items and the reason(s) why the applicant / parent / guardian is not able to provide the information.

(b) Indicate the actions taken by the school to establish the reasons for the missing information. For example, a teacher/FAS PO has interviewed the applicant / parent / guardian.

(c) Endorsement by the FAS Approving Officer

I certify that I am satisfied with the reason given by the applicant / parent / guardian for not being able to provide the missing information.

Name & Designation

Signature

Date