

Name of Applicant: \_\_\_\_\_ Class (2021): \_\_\_\_\_

## CHECKLIST OF SUPPORTING DOCUMENTS FOR MOE FAS APPLICATION 2022

### FOR APPLICANT

No.	Supporting Document	Yes
1	Completed Application Form	
2	Photocopy of NRIC (front and back) OR Birth Certificate of applicant(s) studying at Outram Secondary School <u>AND</u> siblings studying in different schools. (Note : You need to submit <b>only one</b> application form.)	

### FOR ALL HOUSEHOLD MEMBERS INCLUDING UNMARRIED SIBLINGS NOT STAYING AT SAME ADDRESS

Documents to be submitted	Employment Status				✓ If Submitted
	Employee	Self-employed	Unemployed	Full-time student at tertiary institutions/ National Servicemen	
Copies of NRIC of ALL household members including parents and unmarried siblings, regardless of the address	✓	✓	✓	✓	
CPF transaction statement/ contribution history (past 12 months)	✓	✓	✓		
Latest Income Tax Notice of Assessment (NOA)	✓ <sup>2</sup>	✓	✓ <sup>2</sup>		
Latest pay slip/ letter from employer	✓				
Annex II – Declaration of Self-employment	✓ <sup>3</sup>	✓ <sup>4</sup>			
Annex II – Declaration of Unemployment			✓ <sup>5</sup>		
Proof of other sources of income <sup>6</sup>	Examples : <ul style="list-style-type: none"> <li>• Tenancy Agreement for Rental Income</li> <li>• Income Statement for Private Car Hirer</li> <li>• IR8A for Verification of Director's Fees etc</li> <li>• Latest Income Tax Notice of Assessment for Pension</li> </ul>				
Student matriculation card/ National Servicemen identity card				✓	
Any other document as and when required for verifying the income	Examples : <ul style="list-style-type: none"> <li>• Divorce Certificate</li> <li>• Custody Letter (Court Order that shows custody, care &amp; control of child/children)</li> <li>• Medical Letter by Certified Doctor etc</li> <li>• Proof of Legal Guardianship (Court Order or Letters of Probate or Administration)</li> </ul>				
<b>School will request for more documents as and when required for the purpose of verifying the income.</b>					

<sup>2</sup> Tax NOA is required for employed or unemployed household member with other sources of income.

<sup>3</sup> For employee who also has trade income and whose latest NOA is not reflective of the current trade income status.

<sup>4</sup> For self-employed who are not required to pay tax, or whose latest NOA is not reflective of the current income status.

<sup>5</sup> For household members who are **unemployed and below age 62** and are not undertaking full-time studies or undergoing full-time National Service.

<sup>6</sup> For example, tenancy agreement for rental income, income statements for private car hirer, IR8A for verification of Director's fees etc.

Checked By: Staff Name & Signature : \_\_\_\_\_ Date: \_\_\_\_\_



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.

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.

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 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: \_\_\_\_\_ (Name of school) (the "School")

BC/NRIC No.	Name (Underline <u>Surname</u> )	Name of Current School <sup>1</sup>	Current Level <sup>1</sup>

Home Address: \_\_\_\_\_

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

<sup>1</sup> The school and level of 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 and all unmarried siblings of the child or children identified in Section I above. You may also include the 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 members 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 & 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						

**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)
4						
5						
6						
7						
8						
<b>Total Gross Household Income<sup>2</sup> (Sum of monthly income from work and other sources of income)</b>						

<sup>2</sup> Please refer to paragraphs 5 to 8 of Annex I as to how Gross Household Income is computed.

**Section III: Benefits under MOE FAS (For Primary and Secondary levels only)**

If your application is successful, your child or children identified in Section I above will enjoy full subsidy of school fees and standard miscellaneous fees, and will be eligible for free textbooks and school attire comprising of 2 sets of uniforms, 2 sets of PE attire, a pair of shoes and 2 pairs of socks. The school will notify you on the collection of the free textbooks and school attire from the school's vendors. The school will also notify you on school meals subsidy that will be given 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 \$15 per month)<sup>3</sup>
- School Bus (Applicable to Primary level only)  
(Subsidy of 60% of the monthly fare)<sup>4</sup>
- Own Transport or Walks to School  
(No subsidy)

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

<sup>4</sup> The school bus subsidy will only be provided from the effective month of the MOE FAS. There will be no reimbursement or retrospective subsidy for school bus fares incurred in the months prior to the effective month of the MOE FAS.

**Section V: Application for Subsidised New Computer<sup>5</sup> (Please refer to paragraphs 12 -14 of Annex I)**

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. 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.

<sup>5</sup> Subject to availability. Applicable to Primary and JC/Pre-U students. Secondary students are provisioned with Personal Learning Device through MOE's Personalised Digital Learning Programme from 2021.

\* Please delete one.

## Section VI: Declaration and Agreement by Applicant (whether Parent or Legal Guardian<sup>6</sup>)

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 in respect of that child;
    - (b) on a monthly basis, where the School is an autonomous school, for the payment of autonomous school fees payable to the School in respect of that child; and
    - (c) 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.
    - (d) 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 VI 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 (d) of this Section VI; or
  - (ii) fail to provide any such additional information as required pursuant to paragraph 3 of this Section VI, 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.

<sup>6</sup> A 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)

#### 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. Gross household income (GHI) as at the time of application does not exceed \$2,750 per month; or
  - b. Household per capita income (PCI) as at the time of application does not exceed \$690 per month.

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

#### HOUSEHOLD MEMBERS

3. Household members include the student, his/her parents, and unmarried siblings of the student, **regardless** of the address.
4. Grandparents and other dependants 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. Household income 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:

Item	Academic Level		
	Primary	Secondary	Pre-U
School Fees	Not applicable	Full subsidy of \$5.00 per month	Full subsidy of \$6.00 per month
Standard Miscellaneous Fees	Full subsidy of \$6.50 per month	Full subsidy of \$10.00 per month	Full subsidy of \$13.50 per month

Item (Continued)	Academic Level		
	Primary	Secondary	Pre-U
Textbooks	Free textbooks		Not applicable
School Attire	Free school attire		Not applicable
School Meal Subsidy <sup>1</sup>	\$2.00 per meal for 7 meals per school week	\$2.90 per meal for 10 meals per school week	Not applicable
Transport Subsidy	60% subsidy of monthly school bus fares for students taking school bus <sup>1</sup> ; or  \$15 transport subsidy per month from the month of approval, up to a total of \$180 transport subsidy per annum for students taking public transport <sup>2</sup>	\$15 transport subsidy per month from the month of approval, up to a total of \$180 transport subsidy per annum for students taking public transport <sup>2</sup>	
Bursary	Not applicable		\$1,000 per annum

<sup>1</sup> The school meal and school bus subsidy will only be provided from the effective month of the MOE FAS. There will be no reimbursement or retrospective subsidy for school meals and school bus fares incurred in the months prior to the effective month of the MOE FAS

<sup>2</sup> 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 till December of the year. 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:
- CPF Transaction Statement or Contribution History for past 12 months.
  - 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.
  - Latest payslip or a letter from the employer certifying gross monthly income (applicable only for **employed** household member(s)).
  - Proof of other sources of income (e.g. rental, pension, and etc), if applicable.
  - Declaration of unemployment (if applicable).
    - For household members who are **unemployed and below age 62** and are not undertaking full-time studies or undergoing full-time National Service – to complete declaration at Section B of Annex II.
  - 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).
  - 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 VI of the application form.
- i. **Any other documents as and when required by the school for the purpose of verifying the income.**

**APPLICATION FOR A NEW COMPUTER UNDER NEU PC PLUS**

- 12. Eligible 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.
- 13. For parents who wish to apply, please indicate so in Section V. 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.
- 14. For details about the NEU PC Plus Programme, please visit [www.imda.gov.sg/neupc](http://www.imda.gov.sg/neupc) or contact 6377 3800 or e-mail: [info@imda.gov.sg](mailto:info@imda.gov.sg).



**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.

