

Date Application Received: _____

MOE ISB Batch: _____

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.

MINISTRY OF EDUCATION INDEPENDENT SCHOOL BURSARY SCHEME (ISB) 2019 APPLICATION FORM

(This scheme applies only to Singaporean students in Independent schools.)

Section I: Particulars of child or children

Name of School: Nanyang Girls' High School				
Birth Cert / NRIC No	Name (Underline <u>Surname</u>)	Level/ Class	MOE Scholarship Recipient (Indicate Scheme)	DSA/ Non-DSA
Home Address:			Contact No:	

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

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 receiving the ComCare Short-to-Medium Term Assistance or Long-Term Assistance (also known as the Public Assistance) from the Ministry of Social and Family Development, or is a resident of an approved welfare home, there is no need to complete Section II in respect of that child/ children if you can provide a copy of the ComCare approval letter (where the validity period of the ComCare Assistance must cover the application date), or Long-Term Assistance card, or a letter from the approved welfare home.

S/N	Name & Birth Cert/NRIC No	Relationship & Marital Status	Age	Occupation	Gross Monthly Income*
1					
2					
3					
4					
5					
6					
7					
Gross Household Income					

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

Section III: Request for Free Textbooks and School Attire (Applicable for ISB Recipients who are eligible for 100% Fee Subsidy Only)

If your application is successful, your child or children identified in Section I above will enjoy full waiver of school and 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. 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)	

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 (Applicable for ISB Recipients who are eligible for 100% Fee Subsidy Only)

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:

<input type="checkbox"/> Public Transport (Subsidy of \$10 per month [^])	<input type="checkbox"/> Own Transport or Walks to School (No Subsidy)
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[^]The public transport subsidy will be based on the number of remaining months in the calendar year in which your application is approved.

Section V: UPLIFT Scholarship (Applicable for ISB Recipients who are eligible for 100% Fee Subsidy Only)

If your child or children identified in Section I above is/are admitted to the school through Direct School Admission (DSA) and/or qualified for the Edusave Scholarships for Independent Schools (ESIS), your child or children identified in the Section I will also be concurrently awarded the UPLIFT Scholarship of \$800 cash award per annum, subject to the retention criteria stipulated in the award letter. You do not need to separately apply for the UPLIFT Scholarship.

Section VI: Declaration and Agreement 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 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/children in the course of the calendar year.
3. I agree that any financial assistance provided to the child / any of the children[#] identified in Section I above as a consequence of this application for financial assistance in this form may be withdrawn or withheld in respect of that child / children should I fail to provide any such additional information as required pursuant to paragraph 2 above of this Section VI, 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.

* 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 INDEPENDENT SCHOOL BURSARY SCHEME (ISB)

ELIGIBILITY CRITERIA AND BENEFITS

1. Student must be a Singapore Citizen enrolled in an Independent School[#]. Please refer to the table below for the eligibility criteria and benefits provided under ISB:

Income Limits (Meet one of the following criteria)		Benefits
Monthly Gross Household Income (GHI)	Per Capita Income (PCI) [@]	
Not exceeding \$2,750	Not exceeding \$690	100% subsidy of school and miscellaneous fees Free textbooks and school attire at Secondary level; \$900 bursary at Pre-university level Full subsidy of exam fees ⁺ Transport Subsidy: \$10 transport credits per month from the month of approval, up to \$120 transport credits per annum* (for students taking public transport)
\$2,751 - \$4,000	\$691 - \$1,000	Subsidy such that student pays the same fee~ as student studying in government and government-aided schools (GGAS)
\$4,001 - \$6,900	\$1,001 - \$1,725	Subsidy such that student pays 1.5x GGAS fee~
\$6,901 - \$9,000	\$1,726 - \$2,250	33% subsidy of school and miscellaneous fees

[#] Include specialised independent schools, namely, NUS High School, and School of Science and Technology. Does not include Singapore Sports School and School of the Arts which have their own schemes to provide financial assistance for their students. Please refer to the schools' website for information on their financial assistance schemes.

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

⁺ Applicable only to Singapore Citizen students enrolled in the International Baccalaureate Diploma Programme (IBDP) in Government-funded schools. Exam fees for GCE 'O' and 'A' levels are waived for all Singapore Citizens in Government-funded schools.

^{*} The public transport subsidy will be based on the number of remaining months in the calendar year in which your application is approved.

~GGAS fee comprises school fee, standard miscellaneous fee and maximum 2nd tier miscellaneous fee payable by Singapore Citizen students in a GGAS.

TENURE OF ISB

2. The ISB is tenable for one year.

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 dependent (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 ISB, 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.

DOCUMENTS TO SUBMIT

8. Please submit the following documents together with the application form:
 - a. For household members who are employed - latest payslip or a letter from the employer certifying 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 latest tax assessment does not reflect his or her current income status, the member is to complete an additional declaration at Annex II.
 - c. 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 as enclosed in Annex II and CPF Transaction Statement or Contribution History for past 12 months.
 - d. 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 household.
 - e. Where applicable, documents showing proof of legal guardianship (e.g. a court order or Letters of Probate or Administration), for the purpose of Section VI of the application form.
 - f. **Any other documents as and when required by the school for the purpose of verifying the income.**

DECLARATION OF UNEMPLOYMENT OR SELF-EMPLOYMENT

Section A: Declaration of Unemployment

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

Name & NRIC	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 not / do not reflect my / our current income status.

Name & NRIC	Current Income & Type of Employment	Signature of Household Member and Date

To be completed by School

Monthly Gross Household Income (GHI) =

S\$

GHI includes income earned by ALL members of the household. It includes rental income, pension, alimony and income from other sources such as investments. Full-time National Service allowance should be excluded from the computation of GHI.

Compute Per Capita Income (PCI) :

$$\text{PCI} = \frac{\text{GHI}}{\text{No. of members in the household}} = \frac{\text{S\$}}{\text{members}} = \text{S\$}$$

Based on GHI and PCI, determine whether the student is eligible, and if so recommend the subsidy tier which is more favorable.

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

Eligibility for MOE ISB :

Eligible	/	Not Eligible *
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* To delete whichever is inappropriate

% of Fee Subsidy / Granted to pay GGAS Fee or 1.5x GGAS Fee =

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Eligibility for UPLIFT Scholarship :

Eligible	/	Not Eligible *
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* To delete whichever is inappropriate

Ms Jeslin Wong, A/cs Officer

Name & Designation

Signature

Date

Additional information :

- Approved textbook subsidy under MOE ISB \$ _____
- Approved school attire subsidy under MOE ISB \$ _____
- Approved transport subsidy under MOE ISB \$ _____

Ms Jeslin Wong, A/cs Officer

Date

Action by ISB Approving Officer (ISB AO)

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

Application for MOE ISB :

Approved	/	Not-Approved *
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UPLIFT Scholarship:

Approved	/	Not-Approved *
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* To delete whichever is inappropriate

Reason for Rejection (if applicable) :

Mrs Tan Joo Yee, Bursar

Name & Designation

Signature

Date