

NGEE ANN POLYTECHNIC

APPLICATION FORM FOR FOREIGN LANGUAGE GRANT

Application for the Foreign Language Course Grant opens at the start of each semester. Students need to submit a new application each semester to be considered for the grant. Application forms can be obtained from Student Services Office, Block 4 #01-07. The amount awarded for the grant will be \$150.

All applications must be duly completed and submitted to the Student Services Office, Block 4 #01-07 by 25 March 2012. These must be supported by the required documents stated below. Late applications will NOT be entertained.

Eligibility

All full time students with a gross monthly household income of below \$1,500.

Instructions

Please note that students who fail or withdraw from the course, who do not meet the required attendance or display poor attitude for the course will have their grant withdrawn. Students are then required to refund the full amount of the grant to NP.

Required Supporting Documents

1. Documents to support your application:
2. Photocopy of NRIC for all family members 15 years old and above, including yourself.
3. Photocopy of Birth Certificate for siblings below 15 years old
4. Photocopy of Student card for siblings who are 16 years old and above
5. Photocopy of NS Card for NSman
6. Income of family members (Please refer to table below for more information) *
7. Any other documents to support your application

* Guide on supporting documents to be provided by family members who are 16 and above and not full-time students:

S/N	Employment Type	Supporting documents
1	Fixed gross monthly income	Photocopy of latest salary slip or letter from employer
2	Variable gross monthly income [e.g overtime]	Photocopy of latest 3 months salary slips or past 15 months CPF statement and; Income Declaration Form
3	Recently Employed	Photocopy of employment letter
4	Self-employed [e.g taxi driver] Employed without payslip [e.g odd job]	2011 Notice of Assessment from IRAS and/or past 15 months CPF statement; and Income Declaration Form
5	Unemployed	Photocopy of past 15 months CPF statement and Income Declaration Form
6	If family members are divorced	Photocopy of Order of Court indicating the custody of children and payment of alimony and declare the amount of maintenance fee.
7	If family members are deceased	Photocopy of Death Certificate

(I) Student Particulars

Name: _____ Student No. _____

NRIC/ FIN No. : _____ Citizenship: S'porean / PR / Others: _____

Address: _____

Contact No. : _____ (Mobile) _____ (Home) Email Address: _____

(II) Academic & Co-Curricular ActivitiesCourse of Studies: *Diploma In* _____

Level of Study (Please circle) : _____ Year 1.1 / 1.2 / 2.1 / 2.2 / 3.1 / 3.2

Have you repeated any modules in the previous years? Yes No

If you are among the top 3 overall outstanding students in your course in the February and/or September examination, please circle below:

Feb 20_{__} (1st / 2nd / 3rd)*Sept 20_{__} (1st / 2nd / 3rd)***Please attach certificate***(III) Part Time Employment**

If you are currently working part-time (including tuition), please state:

Job Held: _____ Place of work: _____

No. of Hours worked per week: _____ Salary Per Month: _____

(IV) Financial Aid

Are you in receipt of one or more of the following in this year:

(Please circle Yes or No)

CPF Approved Education Scheme	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tuition Fee Loan Scheme	<input type="checkbox"/> Yes <input type="checkbox"/> No
MENDAKI Tertiary Education Fee Subsidy Scheme	<input type="checkbox"/> Yes <input type="checkbox"/> No
Government Study Loan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any Scholarship, Bursaries or Study Loan	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify award and amount: _____

(V) Family Particulars**Particulars of All Family Members (Including Married Siblings)**

S/N	Name	Age	Relationship	Marital Status	Occupation	Staying with Applicant (Y/N)	Gross Monthly Income (\$)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total Gross Household Income							\$

No. of members living in the same household (including applicant): _____

Type of Housing (Please circle below)

- 1 room-flat
 2 room-flat
 3 room-flat
 4 room-flat
 5 room-flat
 Executive Apartments
 Condominiums
 Semi-Detached
 Terrace House
 Others
Please specify: _____

Housing Ownership

- Rented
 Purchased

(VI) Declaration of Applicant

The Polytechnic reserves the right to demand that award recipients return the awards disbursed should the recipient:

- Withdraw from and/or have poor attendance for the class
- Fail to obtain a pass in the module; or
- Intentionally mislead or withhold information about his or her relevant family income or receipt of other forms of financial assistance from Ngee Ann Polytechnic at the point of application; or
- Engage in false declaration of information such as income and number of members in the family or other pertinent information required for the assessment of award; or
- Falsify proof of income documents

By submitting this application, I hereby give my consent to Ngee Ann Polytechnic to provide all information as well as my academic data to relevant agencies, such as MOE and donors, for the purpose of this application.

Signature of Applicant

Date