

NGEE ANN POLYTECHNIC

Application of Financial Assistance Schemes (FAS) for Notebook For students enrolled in full-time Diploma courses

Eligibility

1 For Rental Scheme

- 1.1 Your gross household income shall be below \$1,500 per month. This is the total gross monthly income of applicant's parents, siblings and other family members staying in the same household. It includes Basic Salary, CPF, Allowances and Commission.
- 1.2 If you need financial assistance to rent a notebook but do not meet the eligibility criteria, please submit your application and state the reason(s) in **Section II** of the on-line application form. Document(s) to support the reason(s) given in **Section II** is to be provided, if applicable.

2 For Interest-free Loan Scheme of up to \$2,000

- 2.1 Your gross household income shall be below \$2,000 per month. This is the total gross monthly income of applicant's parents, siblings and other family members staying in the same household. It includes Basic Salary, CPF, Allowances and Commission.
- 2.2 If you need financial assistance to purchase a notebook but do not meet the eligibility criteria, please submit your application and state the reason(s) in **Section II** of the on-line application form. Document(s) to support the reason(s) given in **Section II** is to be provided, if applicable.

Application Procedure

- 1 Read eligibility criteria and terms and conditions.
- 2 Complete the application form.
- 3 Attach the following documents of all family members declared in the application to the application form:
 - Photocopy of NRIC for all family members 16 years old and above, including applicant's
 - Photocopy of Birth Certificate for all family members below 16 years old
 - Photocopy of siblings' (16 years old and above) student card who are full time student
 - Photocopy of latest salary slips or letter from employer for family members earning fixed gross monthly income
 - Photocopy of past 15 months CPF contribution history and a declaration of gross monthly income if salary slip or letter from employer is not available
 - Photocopy of the past 3 months salary slips and/or past 15 months CPF statement and/or Notice of Assessment from IRAS and declaration of gross monthly income if the *gross monthly income varies*
 - Any other documents to support your application
- 4 Submit application to Student Services Office at BLK 4 #01-07.

Steps to purchase notebook with the Loan

1. Proceed to reserve a notebook at the Notebook Exhibition & Sales fair, if required.
2. All applicants will be notified of the outcome of the application within 5 working days.

For successful candidates, an offer letter will be given.
3. Proceed to sign agreement at DBS bank.

The bank will stamp on the Letter of Offer and return the letter to you.
4. Use the Letter of Offer endorsed by the bank to purchase the notebook from the vendor appointed by NP.

For more information/enquiry

Visit <http://np.edu.sg/notebook>

Contact:

Student Services Office at **6460 6309** on the application of the financial assistance schemes.

Teaching and Learning Centre at **6460 6295** or **6460 6614** for general enquiries on notebook.

Terms and Conditions for Rental Scheme

Application of Financial Assistance Schemes (FAS) for Notebook
For students enrolled in full-time Diploma courses

Frequency

This financial assistance scheme is available to students only once during their course of study in Ngee Ann Polytechnic.

The Polytechnic reserves the right to issue either new or used notebook for rental.

Use of Notebook

The notebook shall be used by student for his/her course of study in Ngee Ann Polytechnic.

He/she shall not lend, hire or sell the notebook to any other person.

The Polytechnic reserves the right to withdraw the notebook rental if student is deemed to be using the notebook for purposes other than for his/her study.

Guarantor

The guarantor must be above 21 years of age and below 60 years of age.

Singapore citizen (SC) applicant must find a SC to stand in as guarantor, Singapore permanent resident (SPR) must find a SC or SPR to stand in as guarantor and international student must find a SC or SPR to stand in as guarantor.

The guarantor must not be an undischarged bankrupt.

Payment of Rental Fee and Return of Notebook

The rental fee of a notebook is \$60/- per semester.

Rental fee shall be collected on a semester basis through Interbank GIRO.

There shall be no refund of rental fees should student withdraw from his/her course of study, or discontinue with the notebook rental for whatsoever reason.

A student who faces difficulties in paying the rental fees may apply to his/her Academic Director for consideration of a waiver of rental fees.

In the event that student no longer requires the notebook, he/she shall return it before the start of the next semester, failing which the rental fee shall be charged.

In the event that student leaves the Polytechnic without completing his/her course of study, he/she shall return the notebook immediately.

In the event of loss of notebook, student must lodge a police report and submit a copy of the police report to his/her academic school/division.

In the event that student loses or damages the notebook due to negligence or irresponsible actions, the Polytechnic reserves the right to claim any repair or replacement cost from student and/or his/her guarantor.

Terms and Conditions for Interest-free Loan Scheme

Application of Financial Assistance Schemes (FAS) for Notebook
For students enrolled in full-time Diploma courses

Frequency

This financial assistance scheme is available to students only once during their course of study in Ngee Ann Polytechnic.

Ngee Ann Notebook Suppliers

The financial assistance is only available for purchase of notebooks from the Ngee Ann Polytechnic's approved suppliers.

Use of Notebook

The notebook shall be used by student for his/her course of study in Ngee Ann Polytechnic.

He/she shall not lend, hire or sell the notebook to any other person.

The Polytechnic reserves the right to withdraw the interest-free loan if student is deemed to be using the notebook for purposes other than for his/her study.

Guarantor

The guarantor for must be above 21 years of age and below 60 years of age.

Singapore citizen (SC) applicant must find a SC to stand in as guarantor, Singapore permanent resident (SPR) must find a SC or SPR to stand in as guarantor and international student must find a SC or SPR to stand in as guarantor.

The guarantor must not be an undischarged bankrupt.

Loan Quantum

The loan amount shall not exceed \$2,000 (inclusive of GST) or the purchase price of the notebook, whichever is lower.

Student is not allowed to top up the loan amount for a notebook that costs more than \$2,000.

* If you are a student doing the Diploma in Nursing and has taken up an interest-free loan for mobile computing device, such as iPod Touch, the interest-free loan amount for the notebook shall be the balance of \$2,000 less the interest-free loan already taken up for the mobile computing device.

Repayment

Loan repayment shall commence 14 calendar months from the date of graduation.

For students with NS obligation, loan repayment shall commence 1 year upon Operational Ready Date (ORD). The loan shall be fully repaid within 2 years from the commencement date of the repayment.

The loan is payable by equal monthly installments through Interbank GIRO.

Student is required to execute the loan agreement with the Polytechnic's agent (DBS Bank).

An interest of 1% per month shall be charged if student defaults on loan repayment.

In the event that a student leaves the Polytechnic without completing his/her course of study, the loan shall become due and payable immediately, subject to Ngee Ann Polytechnic's right to allow repayment by monthly installments, as it deems fit.

Ngee Ann Polytechnic

Application Form for Financial Assistance Schemes for Notebook

Section I

Please tick the scheme you are applying for: (Please tick only one option)

Interest-free Loan Scheme

Rental Scheme

Student's Particulars

Student Name _____

Student ID _____

Diploma Programme _____

Contact No. _____

*Gross Household Income (per month) S\$.

No. of Family Members in the same household (including applicant)

Do you meet the eligibility criteria for the scheme?

Yes

No (Please provide reason(s) in Section II below and attach supporting documents, if applicable)

Section II (Please attach another page if the space provided is insufficient)

* Please attach the following documents of **all** family members declared in the application form:

- Photocopy of NRIC for all family members 16 years old and above, including applicant's
- Photocopy of Birth Certificate for all family members below 16 years old
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- Any other documents to support your application

Notification of results (Please indicate your preference)

I wish to be contacted via (Please tick)

Phone number provided in this application to collect the application form

NP connect account on the outcome of your application

Send letter to my mailing address

Signature of applicant/ Date

Section III (For Official Use):

Approved Not Approved

Reason(s): _____

Reviewed by/ Date

Applicaton ID :

Approved by/ Date

Updated on _____ (DD/MM/YY)