

## 1. Application Procedure

- Fill in the necessary information on the application form;
- Prepare all required supporting documents (if applicable);
- Email the completed application form and supporting documents to [SAS\\_FAS@np.edu.sg](mailto:SAS_FAS@np.edu.sg). Applications sent via postal mail via the brown/white return envelopes issued in the enrolment package **WILL NOT** be processed.

## 2. Eligibility Criteria

	Opportunity Fund Subsidy	Interest-Free Computing Scheme (inclusive of Opportunity Fund Subsidy for eligible students)
<b>Type of Programme</b>	Full-time diploma	Full-time diploma Polytechnic Foundation Programme
<b>Citizenship</b>	Singaporeans only	All citizenships
<b>Household Income</b>	Gross Household Income of less than \$4,000 OR Per Capita Income of less than \$1,000	
<b>Award Amount</b>	Notebook: \$400 iPad: \$200 (only for CHS, ECDE, TSE students who enrolled before AY2022)  Students are to pay for the purchase upfront, and the subsidy will be reimbursed upon successful application	Notebook: Up to \$2,000 or the purchase price, whichever lower <i>The loan is not available for iPad purchases</i>  The Opportunity Fund Subsidy (for eligible students) will be net off against the total loan amount repayable
<b>Others</b>	<ul style="list-style-type: none"> <li>Notebook computers (including MacBooks) must be purchased from <a href="#">Ngee Ann Polytechnic-approved vendors</a> and iPads must be purchased from the official Apple store (<a href="#">retail</a> or <a href="#">online</a>)</li> <li>Purchases from external parties (including Apple resellers such as Challenger) will not be claimable</li> <li>Application must be made within three months from the date of invoice/receipt date</li> <li>Student must have not received this subsidy before during course of study</li> </ul>	<ul style="list-style-type: none"> <li>Student may top up in cash the amounts for devices that cost more than the loan quantum;</li> <li>The loan is only available for purchase of notebook computers from <a href="#">Ngee Ann Polytechnic-approved vendors</a>, and is not on a reimbursement basis</li> <li>For full conditions of loan and information about loan repayment and guarantors, please click <a href="#">here</a>.</li> </ul>

- Gross Monthly Income** is inclusive of income contributions from self-employment, business or salaried employment (which includes but is not limited to basic salary, allowances and overtime pay), and other sources of income such as rent etc. Bonuses are computed as one twelfth of the annual wage supplements and bonuses received in the last twelve months. Payments-in-kind, reimbursement for transport and other expenses, alimony or maintenance allowance, and National Service (NS) allowance earned by NSF are **EXCLUDED**.

## 4. Supporting Documents to be Submitted with Application Form

### a. IDENTIFICATION DOCUMENTS

- **Applicant**

- NRIC of applicant (Both Sides)
- Offer Letter

- **Parents, Siblings & Other Family Members**

- NRIC of parents, siblings and other family members (Both Sides)
- 11B for full time uniform officer or NSF (Both Sides)
- Birth Certificate for those below 15 years of age

- **Other Relevant Documents, where applicable:**

- Letter of Declaration from parent or legal guardian stating residential address for family members on Visit Passes (*see page 5 for template*)
- Order of Court for divorce or legal separation **including** child care & control documents
- Marriage Certificate for re-marriage
- Death Certificate

### b. INCOME DOCUMENTS – [click here](#) for guide to generate CPF Contribution History and IRAS Notice of Assessment

- For family members who are **FULL-TIME STUDENTS OR AWAITING ENLISTMENT:**

- EZ-Link or Student cards (Secondary / Polytechnic / JC / ITE / University)
- Letter from educational institution confirming enrolment of student (if awaiting entry to Polytechnic / ITE / University)
- Notification of Enlistment Date letter for family member awaiting enlistment

- For family members who are **EMPLOYED** (including part-time/ad-hoc employment):

- Pay slips for **recent 3 consecutive months, including bonus/overtime/mid-month payslips** OR;
- Employer's letter **dated within recent 3 months** with official company stamp

- For family members who are **EMPLOYED** but unable to provide payslips:

- CPF Contribution History for **the most recent 6 months** AND;
- Income Declaration Form (*see page 5 for form*) AND;
- Employment contract, or indicate first day of work on Income Declaration Form for those who have recently started their jobs within recent 3 months (if applicable)

- For family members who are **SELF-EMPLOYED** (e.g private hire driver, taxi driver, hawker or businessman):

- CPF Contribution History for **the most recent 6 months** (submit even if there are no contributions reflected) AND;
- IRAS Notice of Assessment for **Year 2021** AND;
- Income Declaration Form (*see page 5 for form*)

- For family members who are **UNEMPLOYED** (e.g. housewife, retiree):

- CPF Contribution History for **the most recent 6 months** (submit even if there are no contributions reflected) AND;
- Income Declaration Form (*see page 5 for form*) AND;
- Termination letter or Acceptance of Resignation letter, or indicate last day of work on Income Declaration Form for those who left their jobs within recent 3 months (if applicable)

### c. OTHER DOCUMENTS, where applicable

- **For applicants applying for Opportunity Fund Subsidy (Reimbursement)**

- Receipt or proof of purchase of an IT device from NP-approved vendor dated no earlier than three months from the date of application**

- For family members suffering from medical conditions and are unfit for work

- Medical report or official letter from a certified medical professional

- For families receiving public assistance

- Official letter from local authority on assistance scheme(s)

**Section A: Please tick the scheme that you are applying for.**
**For Purchase of Notebook Computer**

- Interest-free Financing Loan of up to \$2,000 inclusive of Opportunity Fund Subsidy of \$400 for eligible students

OR

- Opportunity Fund Subsidy (Reimbursement) of \$400

**For Purchase of iPad (for CHS, ECDE, TSE students who enrolled before AY2022 only)**

- Opportunity Fund Subsidy (Reimbursement) of \$200

**Section B: Student Particulars**

Name:

Student ID:

Contact No.:

(Mobile)

(Home)

Course of Study:

Year of Study:  1  2  3  PFP

Have you been awarded with a Bursary this Academic Year?:

Yes

Name of Bursary:

Please skip Section C. Supporting documents are not required.

No

Please complete Section C, and submit supporting documents as per the checklist attached.

**Section C: Family and Income Information**

You should state particulars for the following family members:

(a) Immediate family members including parents, spouses and all children who may or may not be living together with the applicant;

(b) Non-immediate family members including grandparents, siblings, spouses of siblings, siblings of parents and any other relatives who are living together with the applicant;

Name	Age	Relationship to Applicant	Marital Status	Occupation	Gross Monthly Income (\$)
		Applicant			

<b>Total Gross Monthly Household Income (\$):</b>					
<b>Total no. of family members (including applicant):</b>					

### Section D: Declaration by Applicant

1. I declare that all information provided is true and accurate and I have not deliberately omitted any relevant facts. I also undertake to refund the full value of this award received if any of the information above is subsequently found to be falsely declared.
2. I understand that by submitting this application, I hereby give consent to Ngee Ann Polytechnic to provide all information in this application as well as my academic data to relevant agencies, such as MOE and donors, for the purpose of this application.
3. *(For applicants applying for Opportunity Fund Subsidy (Reimbursement) only)* **I confirm that I will submit a receipt or proof of purchase of an IT device, purchased from an NP-authorized vendor, dated no earlier than three months from the date of this application.**

\_\_\_\_\_

Name of Applicant

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This form is to be completed by family members who are self-employed, unemployed and employed family members who are unable to provide payslips.  
You may use Adobe Reader DC to digitally fill and sign the Income Declaration Form.

A. Student Particulars							
Full Name		Student ID <b>S10</b>		Course of Study			
B. Family Member's Particulars							
Name of family member(s) as in NRIC	NRIC No. of family member(s)	Occupation <i>(e.g. taxi driver, homemaker, accountant)</i>	Employment Status <i>(e.g. employed, self-employed, unemployed, retired)</i>	Gross Monthly Income (\$) <i>Should you be receiving income from different sources, please list income of each job in separate rows.</i>	First Day of Employment/ Self- employment (DD/MM/YY) <i>If you have commenced employment in the recent 3 months, please indicate your first day of work.</i>	Last Day of Employment/ Self- employment (DD/MM/YY) <i>If you have ceased employment in the recent 3 months, please indicate your last day of work.</i>	Signature of family member(s) <i>Do not type your name out as your signature. Please sign.</i>

I declare that the information provided above is true and accurate. I understand that if the information provided is false, my application will be rejected. I also undertake to refund the value of bursary received if any information is subsequently found to be falsely declared.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (DD/MM/YYYY)

\*Gross monthly income includes gross (i.e. including employee's CPF contributions) income contributions from self-employment, business or salaried employment (which includes basic salary, allowances, overtime pay, etc.) as well as other sources of income (e.g. rent). If bonuses are declared it should be computed as one twelfth of the annual wage supplements and bonuses received in the last twelve months. Payments in kind, reimbursement for transport and other expenses and National Service (NS) allowance earned by NS men are excluded.

**Letter of Declaration**

This form is to be completed by persons above 21 years old of age, unless otherwise instructed. You may use Adobe Reader DC to digitally fill and sign this letter of declaration.

[If there is nothing you need to declare, you are not required to submit this form.](#)

I, \_\_\_\_\_ (name as in NRIC/FIN), of

NRIC/FIN/Identification Number \_\_\_\_\_, hereby declare that:

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

I declare that the above information is true and accurate to the best of my knowledge and

I have not deliberately omitted any relevant facts.

\_\_\_\_\_  
Signature of Declarant

\*Do not type your name out as your signature. Please sign.

\_\_\_\_\_  
Date (DD/MM/YY)