

This form may take you 10 minutes to fill in.

You will need the following information to fill in the form:

- Borrower's personal particulars.
- Guarantor's personal particulars and other loan's details whereby he/she is also a guarantor.

Both borrower and guarantor need to sign the agreement in front of the bank officer.



TUITION FEE LOAN ACCEPTANCE FORM

INSTRUCTIONS

1. This acceptance form should be typewritten or legibly written in BLOCK LETTERS.
2. The guarantor must:
 - be at least 21 years of age and shall not exceed 60 years of age;
 - be a Singapore Citizen (SC) for SC students; SC/Singapore Permanent Resident (SPR) for SPR students; or SC/SPR for International Students (IS); and
 - not be an undischarged bankrupt.
3. First-time applicants and their guarantors are to call personally only at the DBS Raffles Place Branch with the completed Acceptance Form, their identity cards/passports and Letter of Offer (which must be signed in the presence of a bank officer). DBS Raffles Place Branch is located at 22 Malacca Street #01-00 RB Capital Building Singapore 048980 and it is open on Mon-Fri 8.30am to 4.30pm or Sat 8.30am to 1pm (closed on Sundays and Public Holidays).
4. Any existing borrower applying for top-up extension of loan should complete and submit the Acceptance Form to the DBS Raffles Place Branch where the loan was originally granted for processing.
5. The following students are not eligible for Tuition Fee Loans:
 - a) Full-fee paying International Students
 - b) SAF Scholarship / Local Training Award Holders
 - c) Students receiving **full** Tertiary Tuition fee from MENDAKI
 - d) Students using CPF savings for payment of the **full** tuition fee

RESTRICTED ACCOUNTS FORM FOR TUITION FEE LOAN FROM Ngee Ann Polytechnic

(Please bring this form and the enclosed Letter of Offer and go personally with your guarantor to the bank at which you wish to apply for the loan)

- Instructions: 1. The application form should be typewritten or legibly written in Block Letters. (Ref: NP02)
 2. The guarantor must be at least 21 years of age and not over 60 years. The Guarantor must be a SC for SC students; SC/SPR for SPR students; or SC/SPR for IS. The guarantor must not be an undischarged bankrupt.
 3. The borrower may apply for the loan only at the DBS Raffles Place Branch.
 4. **THE BORROWER AND GUARANTOR MUST SIGN THE ENCLOSED LETTER OF OFFER IN THE PRESENCE OF A BANK OFFICER.**

PARTICULARS OF BORROWER

NRIC/Passport Name: Mr/Mdm/Miss (please underline surname)	Marital Status	Date of Birth
NRIC/Passport No	Country of Issue	Citizenship
Permanent Home Address	Tel No	
Postal Address in Singapore	Tel No	
NS Status	<input type="checkbox"/> Completed	<input type="checkbox"/> Not Completed
	<input type="checkbox"/> Exempted	

EDUCATION DETAILS

Name of Course	Student No.	Duration of Course	Year of Study
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FINANCING REQUIRED

Effective start date of the loan : Academic Year: _____, Semester: _____

Do you have any existing Tuition Fee Loan with DBS Bank? Yes No

Do you require the maximum loan allowable for the whole course of study? Yes No

If No, please state :-

a) Amount of financing required per year (2 semesters per year) %of tuition fee b) No. of years required : _____
 (up to maximum 75% of tuition fee)

PARTICULARS OF GUARANTOR (SC for SC students; SC/SPR for SPR students; or SC/SPR for IS)

NRIC/Passport Name: Mr/Mdm/Miss (please underline surname)	Date of Birth
NRIC/S'pore PR No.	Citizenship
Marital Status	Relationship to Borrower
Permanent Home Address	Occupation
Name & Address of Employer	Home Tel No
	Office Tel No

Are you a guarantor to any other loan? If yes, please furnish the following details:

Name of Borrower	Name of lender	Type of Facility	Amount Guaranteed

DECLARATION BY BORROWER

In consideration of DBS Bank agreeing to grant me the Tuition Fee Loan on behalf of Ngee Ann Polytechnic at my request, I hereby:

- i) declare that (a) I am not a bankrupt; (b) the information given in this application is true and correct; (c) I have not wilfully withheld any material fact; and (d) I have understood all the terms & conditions governing this Tuition Fee Loan Agreement.
- ii) agree to be bound by DBS Bank’s Privacy Policy, as may be amended, supplemented or substituted by DBS Bank from time to time. DBS Bank’s Privacy Policy can be obtained by (a) downloading a soft copy from DBS Bank’s website (DBS Bank’s website at www.dbs.com/privacy); or (b) obtaining a hard copy from the DBS Raffles Place Branch.
- iii) consent to the collection, use, disclosure and processing of my information and particulars relating to and in connection with me (whether contained in this application or otherwise), any and all of my accounts/facilities with DBS Bank (whether held alone or jointly), any transaction or dealings between me and/or Ngee Ann Polytechnic and DBS Bank, my credit standing and financial position, in accordance with the terms & conditions governing this Tuition Fee Loan Agreement and DBS Bank’s Privacy Policy, as may be amended by DBS Bank from time to time.
- iv) I am aware of Singapore’s firm stance against illegal and illicit activities. I confirm that my application for this facility/product is not for illegitimate purposes and that this facility/product will not be used as a platform for illegal activities.

Signature of Borrower: _____

Date: _____

DECLARATION BY GUARANTOR

I hereby:

- i) declare that (a) I am not a bankrupt; (b) the information given in this application is true and correct; (c) I have not wilfully withheld any material fact; and (d) I have understood all the terms & conditions governing this Tuition Fee Loan Agreement.
- ii) agree to be bound by DBS Bank’s Privacy Policy, as may be amended, supplemented or substituted by DBS Bank from time to time. DBS Bank’s Privacy Policy can be obtained by (a) downloading a soft copy from DBS Bank’s website (DBS Bank’s website at www.dbs.com/privacy); or (b) obtaining a hard copy from the DBS Raffles Place Branch.
- iii) consent to the collection, use, disclosure and processing of my information and particulars relating to and in connection with me (whether contained in this application or otherwise), any and all of my accounts/facilities with DBS Bank (whether held alone or jointly), any transactions or dealings between me and/or Ngee Ann Polytechnic and DBS Bank, my credit standing and financial position, in accordance with the terms & conditions governing this Tuition Fee Loan Agreement and DBS Bank’s Privacy Policy, as may be amended by DBS Bank from time to time.
- iv) I am aware of Singapore’s firm stance against illegal and illicit activities. I confirm that my application for this facility/product is not for illegitimate purposes and that this facility/product will not be used as a platform for illegal activities.

Signature of Guarantor: _____

Date: _____

Comments	Recommended by:	Date:
	Approved by:	Date:

RESTRICTED - Non Sensitive
LETTER OF OFFER (For First Time Applicants Only)

PRIVATE & CONFIDENTIAL

Date :

File Ref:

Name :

Address :

Dear Sir / Madam

TUITION FEE LOAN

1. We take pleasure in offering you, on behalf of the Ngee Ann Polytechnic (NP), a tuition fee loan (the Loan) of up to the maximum allowed under the prevailing Tuition Fee Loans Scheme for your whole course of study (including repeat years, if any) in NP or such other amount as may be determined by NP. The Loan is subject to the following terms and conditions :
 - a) The Loan : The Loan will be granted to you for your course of study at Ngee Ann Polytechnic in accordance with the Tuition Fee Loans Scheme.
 - b) Interest Rate : The Loan average of the Prime rates of the following banks DBS, OCBC and UOB, prevailing on the first day of each quarter or such other rate as may be determined from time to time.
 - c) Standard Conditions : The Terms & Conditions overleaf relating to the Tuition Fee Loans Scheme for NP which form an indivisible part of this offer shall apply.
 - d) Guarantee : The Principal amount of the Loan and interest shall be fully guaranteed by
 - e) Others : The Principal loan amount owing shall be evidenced by the vouchers issued by NP.
2. We trust that the above terms and conditions are acceptable to you and your Guarantor. Kindly confirm your acceptance by bringing both the application form and this letter and calling only at the DBS Raffles Place Branch with your guarantor to sign this letter of offer. Please also bring your identity card/passport and that of the guarantor's for our verification.
3. We look forward to being of service to you.

Yours faithfully

Name & Designation:

Name of Bank :

I hereby confirm my acceptance of the offer of the Loan upon the aforesaid terms and conditions.

_____ (to be signed in front of a bank officer)

Name & NRIC/Passport No:

Date of Acceptance:

In consideration of NP agreeing at my request to grant the Loan to the abovemamed Borrower on the terms and conditions set out above, I hereby irrevocably and unconditionally guarantee as principal debtor and not as Surety only, the payment on demand of all sums of money which may from time to time be due and owing by the Borrower in respect of the Loan or any increase or variation in the amount thereof (including without limitation, interest and default interest) and my guarantee shall be a continuing security to NP notwithstanding any indulgence given by NP to the Borrower or the death, insanity, bankruptcy or other disability or personal incapacity of the Borrower or of myself, and my liability shall not be abrogated or affected by reason of the fact that the transaction affecting the sums of money hereby secured is void, voidable or unenforceable for any reason whatsoever. For the avoidance of doubt, I confirm that legal action in respect of the Loan need not first be commenced against the Borrower prior to commencing legal action against me in respect of my guarantee.

Date this _____ day of _____ 20 _____

Signed by the Guarantor

_____ (to be signed in front of a bank officer)

Name & NRIC/Passport No:

RESTRICTED - Non Sensitive STANDARD CONDITIONS RELATING TO TUITION FEE
LOANS

1 DEATH, INSANITY, BANKRUPTCY OR ANY DISABILITY OF GUARANTOR

In the event of the death, insanity, bankruptcy or any disability of the guarantor during the period before full repayment of the Loan and Interest thereon the borrower shall inform DBS Bank immediately of the happening of such event and shall furnish another guarantor in place thereof.

2 DISBURSEMENT

The Loan will be credited directly into the borrower's account with Ngee Ann Polytechnic (NP), as the case may be on such date (s) and in such amount and manner as to be specified by them.

3 INTEREST COMPUTATION

Interest will be chargeable on the Loan only upon graduation of the borrower. Except for borrowers with National Service Obligation, all other borrowers who graduate in the 1st half of the year will be charged interest commencing from 1st June in the year of graduation, while those graduate in the 2nd half of the year will be charged interest commencing from 1st December in the year of graduation. For borrowers with National Service Obligation, interest will commence from the first day of the month immediately following the month they finish National Service. Interest is computed on a monthly rest basis and based on a 365-day year. In the event that the borrower leaves NP without completing his course of study, interest will commence from the first day of the month immediately following the receipt of notification of such happening by DBS Bank from NP.

4 VARIATION OF LOAN QUANTUM

In the event that the borrower does not require any loan for any particular year or wishes to vary the loan quantum, he must notify DBS Bank and NP in writing not later than 30th April preceding that academic year in question. The borrower may only vary the loan quantum on a yearly basis and may not vary it on a semester basis.

5 REPAYMENT

For borrowers with no National Service Obligation and graduate in the 1st half of the year, repayment may be made in one lump sum or by equal monthly instalments comprising both principal and interest not later than 1st June in the calendar year immediately following the year of graduation and thereafter on the 1st day of each month. For Borrowers with no National Service Obligation and graduate in the 2nd half of the year, repayment may be made in one lump sum or by equal monthly instalments not later than 1st December in the calendar year immediately following the year of graduation and thereafter on the 1st day of each month. For borrowers with National Service Obligation, the repayment of the loan can be in one lump sum or by equal monthly instalments commencing not later than one year after completion of National Service. The minimum amount repayable is \$100 per month with repayment period extended up to a maximum of 10 years. Any amount which remains outstanding thereafter shall become immediately due and payable.

In the event that the borrower leaves NP without completing his course of study the Loan outstanding shall become immediately due and payable, subject to the DBS Bank right to exercise its option to allow such repayment by monthly instalments on such terms and conditions as it deems fit.

6 REDEMPTION

The borrowers may by giving 7 days written notice to DBS Bank to make full or partial repayments of not less than \$500 each.

7 NOTIFICATION OF OPERATIONALLY-READY-DATE (ORD)

Male Borrowers, with National Service Obligation, graduating in the 1st half of the year must inform DBS of their operationally- ready-date (ORD) by 31st December of the year of graduation, failing which they are deemed to be enlisted on 1st June of the year of graduation. Male Borrowers, with National Service Obligation, graduating in the 2nd half of the year must inform DBS of their operationally-ready-date (ORD) by 30th June in the calendar year following the year of graduation, failing which they are deemed to be enlisted on 1st December of the year of graduation.

8 FEES PAYABLE

The Borrower shall pay :-

- (i) All costs, fees, expenses and other charges legal or otherwise including stamp duty incurred in the preparation and execution of this Agreement and any other documents required by DBS Bank under the provisions hereof.
- (ii) All legal fees as between solicitors and client and other costs and disbursements in connection with demanding and enforcing payment of monies due hereunder and/or any of the covenants, undertakings, stipulations, terms and conditions contained in this Agreement and DBS Bank reserves the right to debit the borrowers account with the same.

9 DEFAULT OF LOAN

The Loan and interest thereon or any part thereof for the time being outstanding and unpaid and all other charges and monies payable hereunder shall on demand become due and payable by the borrower in any of the following events of default :-

- (i) If the borrower defaults in the payment of any of the instalments of the Loan and interest thereon or any part thereof on the due date or dates or in the payment of any other monies hereby covenanted to be paid.
- (ii) If the borrower commits or threatens to commit a breach of any of the covenants, undertakings, stipulations, terms and conditions herein contained in this Agreement.
- (iii) If the Borrower shall enter into any arrangement or composition for the benefit of creditors or shall have a receiving or adjudication order made against him.
- (iv) If a situation has arisen or there has been a material change in the circumstances of the borrower which in the opinion of DBS Bank will affect the borrower's ability to repay the Loan and interest thereon or will make it improbable for the borrower to observe and perform his obligations under this Agreement.
- (v) If the borrower fails to furnish another guarantor as required in condition 1 within one month of the death, insanity, bankruptcy or disability of the guarantor or such longer period as DBS Bank may allow.

10 ADDITIONAL INTEREST

In the event of default by the borrower to pay the Loan or any part thereof on the due date or dates, then, and without prejudice to the other remedies of the Bank and hereunder the borrowers shall pay additional interest at the rate of 1% per month for the late payment of each instalment. Upon recall the borrower shall pay to DBS Bank additional interest at the rate of 1% per month on the outstanding loan, interest (inclusive of additional interest aforesaid) and other monies due and owing to DBS Bank until the date of full settlement.

11 RIGHT OF SET-OFF

In addition to any remedies, lien, right of set-off or other rights which DBS Bank may have by law and hereunder DBS Bank shall be entitled at any time and without notice to the borrower/guarantor to combine or consolidate all or any of the borrower's/guarantor's accounts with DBS Bank anywhere or set-off or transfer any sum or sums standing in one or more of such accounts in or towards satisfaction of all or any of the monies and liabilities due by the borrower/guarantor under this Agreement.

12 INDULGENCE GRANTED

No neglect, delay or forbearance of DBS Bank to require and enforce payment of any monies under this Agreement or the performance and observance of any covenants in this Agreement nor the granting of any time by the DBS Bank to the borrower shall in any way prejudice or affect any of the rights, powers or remedies of the DBS Bank, no such waiver of any such breach as aforesaid shall prejudice the rights of the DBS Bank in respect of any other or subsequent breach of any of the covenants, undertakings, stipulations, terms and conditions aforesaid.

13 STATEMENT OF INDEBTEDNESS

A statement or certificate signed by the Manager, Accountant or any other authorised officer of DBS Bank as to the monies and liabilities for the time being due to or incurred by DBS Bank shall subject only to computation and/or clerical mistakes be final and conclusive and be binding on the borrower.

14 NOTICE OF DEMAND

Any demand for payment of monies or any other demand or notice under this Agreement may be made by the Manager, Accountant, Legal Officer or by any person or firm for the time being acting as solicitor or solicitors for DBS Bank by letter addressed to the borrower and sent by post or delivered to the last known address of the borrower and a notice or demand so given or made shall be deemed to be given or made or received on the day it was left or the day following that on which it is posted as the case may be.

15 GOODS AND SERVICES TAX

In the event that any GST or any other taxes, levies or charges whatsoever are now or hereafter required by law to be paid on or in respect of any sums payable to the DBS Bank or any other matters under or relating to the Loan or any security relating to the Loan, the same shall be borne by the Borrower and the Borrower shall pay to DBS Bank the amount of any such GST or other taxes, levies or charges (or such part thereof which the law does not prohibit DBS Bank from collecting from the Borrower) at or before the time the same becomes due under law, in addition to all other sums payable to the DBS Bank in relation to the Loan and the Borrower shall indemnify DBS Bank against such payment thereof.

16 GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of Singapore and the parties hereto agree to submit to the non-exclusive jurisdiction of the Courts of Singapore.

17 GENERAL

- (a) The borrower shall inform DBS Bank immediately of any change in the borrower's or the guarantor's address;
- (b) All references to DBS Bank herein are in relation to DBS Bank action as agent for NP under the NP Tuition Fee Loans Scheme.

18 SHARING OF INFORMATION

NP and DBS Bank may disclose to each other such information about the Borrower and Guarantor (including any personal data) as they deem fit for purposes of this Agreement, subject always to compliance with the Personal Data Protection Act, Singapore.

19 PERSONAL DATA

The Borrower and Guarantor consents to NP, DBS Bank and its related corporations, and their respective agents collecting, using and disclosing the personal data of the Borrower and/or the Guarantor for the sole purpose of NP and/or DBS Bank's administration of the Loan in accordance with these Standard Conditions.