ngee ann polytechnic

THIS GUIDE IS FOR SINGAPOREAN FULL-TIME AND PFP STUDENTS ONLY.
For Singapore PR and international students, please refer to https://for.edu.sg/np-ftbursary.
For part-time diploma students, please refer to https://for.edu.sg/np-ptbursary.

Eligibility and Value of Award

Singaporeans only		Income Eligibility Criteria			Award Amount (per Academic Year)
		Per Capita Income (PCI)		Gross Household Income (GHI)	
Full-time Diploma	**Category 1**	Less than $751		Less than $3,001	Higher Education Community Bursary (Tier 1) **$2,950**
	Category 2	$751 to $1,100		$3,001 to $4,400	Higher Education Community Bursary (Tier 2) **$2,600**
	Category 3	$1,101 to $1,875	**OR**	$4,401 to $7,500	Higher Education Bursary (Tier 1) **$2,000**
	Category 4	$1,876 to $2,500		$7,501 to $10,000	Higher Education Bursary (Tier 2) **$900**
Polytechnic Foundation Programme		Less than $751		Less than $3,001	Diploma Foundation Programme Bursary **$1,300**

Ngee Ann Polytechnic has integrated with **Household Means Eligibility System (HOMES)** - a Government system supporting public schemes, including the Ministry of Education (Institutes of Higher Learning) schemes, in conducting means-tests assessment to determine eligibility for financial assistance schemes. Student applicants can now skip filling in personal data repeatedly for each application, while enjoying greater convenience like submitting fewer supporting documents for information that is government-verified.

How to Apply?

Complete all relevant sections of your application before submitting it online. Make sure you have enough time to apply, submit supporting documents and respond promptly when requested for more information or supporting documents.

Refer to **Annex D** for the list of supporting documents to prepare for submission, if applicable.

Applications open 1 to 13 July 2025.

Apply As Early As Possible

NP requires the consent of the student applicant and their family members to access personal information in government agencies. By giving consent, it reduces the hassle of providing supporting documents (e.g. NRIC photocopy, CPF statement) which the government already has information on, unless additional verification is required.

Submit all consent forms by 15 July 2025.
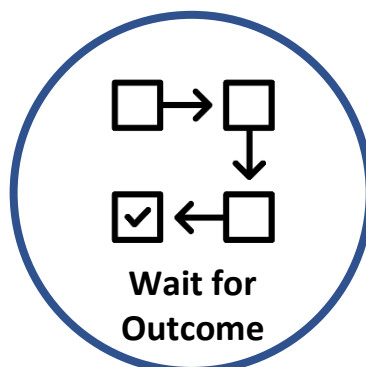
Submit Consent Forms

Upon receiving your application, all consent and relevant information (including any follow up required), NP will review each application. The outcome of application will be released by end September 2025 if you met the deadline to submit all consent and relevant information.

Complete all follow-ups by 29 July 2025.

Wait for Outcome

Read this user guide in detail, as it contains useful information for you in completing the application.

Alternatively, you may write to us at SAS_FAS@np.edu.sg and we will respond to you within 3 working days.

Enquiries

Official Open

MOE Financial Assistance Schemes for Institutes of Higher Learning
'Bursaries & Grants' Application User Guide
Last Updated: 24 June 2025

MOE Financial Assistance Schemes for Institutes of Higher Learning 'Bursaries & Grants' Application User Guide

MOE Financial Assistance Schemes for Institutes of Higher Learning
'Bursaries & Grants' Application User Guide
Last Updated: 24 June 2025
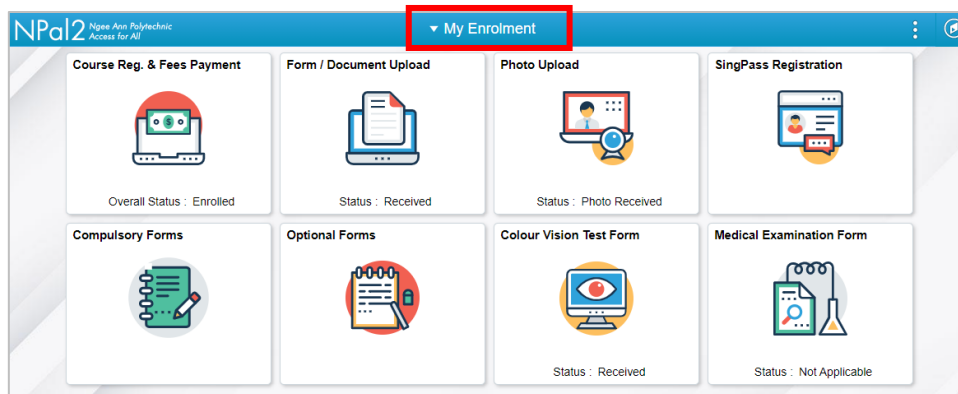
Section A: Submitting an Application

1. To log into your account, go to NPal Student Portal.

   a. Enter your student ID (s10xxxxxx) and password, and click Sign In.

2. Click on the blue " ▾ My Enrolment" header. If you see "Student Self Service", skip to Step 5.

3. Select "Student Self-Service".
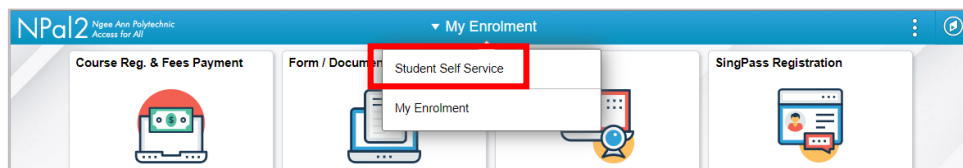
4. Select "Financial Services".
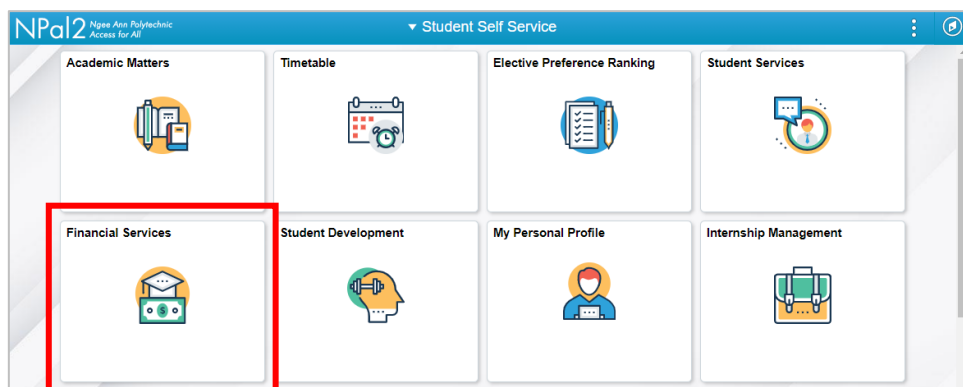
5. Click on the blue "▾ Financial Services" header.
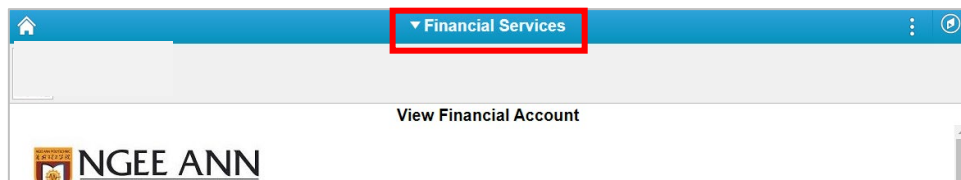
6. Click on "Scholarships/Bursaries/Grants".
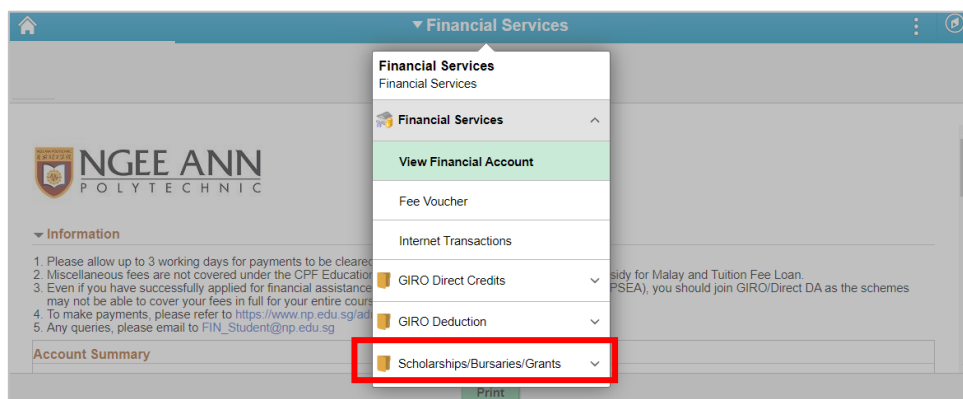
7. Click on "Application for SCH/ BUR/ GRNT". You may need to scroll down to see this menu.
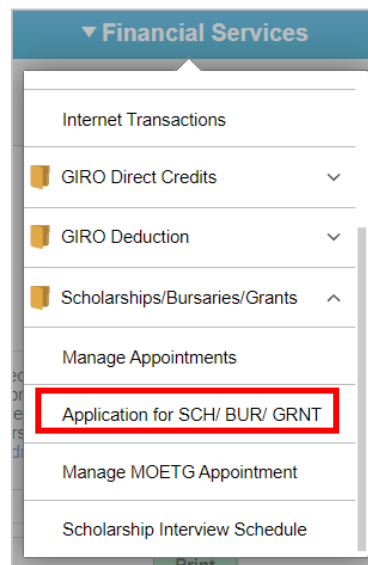
8. Click **Proceed to Apply**.

9. Select "Financial Assistance Schemes for Institutes of Higher Learning" in the Application Type dropdown menu. Read the Important Notes and click **Next** to proceed.

> ⓘ MOE Financial Assistance Schemes for Institutes of Higher Learning, or Bursaries & Grants are tenable for <u>one</u> Academic Year. Once you have been awarded, you will not be able to apply again in the same year and hence will not see it in the dropdown menu. You may reapply in the new Academic Year.

> ⚠ Students who are in alternative care arrangements such as living in a children's home, or in foster case, please write to us at SAS_FAS@np.edu.sg and we will advise on how you can proceed with your bursary application. Please do not submit any application online until further advice.

Type of Application

10. Toggle Yes on Bursaries/Grant.

Please select type(s) of application

Scholarship   No   Bursaries/Grants   No

Contact Information

11. You will be contacted for additional information by NP or HOMES [see **Section C**] through the contact details shown here.

▼ Applicant Particulars

NRIC/FIN	T1234567A
Nationality	SGP
Email Address	s10001234@connect.np.edu.sg
Mobile Number	90000000
Postal Code	123456
Address	123 CLEMENTI ROAD

⚠ If the details are not updated, please update it via My Personal Profile > Contact Details / Addresses before proceeding with the application.

Should you remain uncontactable via your mobile number and/or campus email address when NP or HOMES requires more information, we will not process your application further and you will need to submit a fresh application in the next application cycle.

Other Awards / Part-time Employment / Financial Aid

12. You are **required** to declare if you are in receipt of any other awards (including scholarships, sponsorships and study awards) in the same Academic Year. If you are not in receipt of any other awards, please leave this section blank.

> ⓘ You may concurrently hold a bursary and scholarship or sponsorship, provided the terms & conditions of both awards permit the concurrent holding. If a student is found to have accepted two awards which do not permit concurrent holding of other awards, he or she would have to relinquish one award or refund the monies already granted under one of the awards.

13. Enter details of your part-time employment, if applicable. If you are not working part-time, please leave this section blank.

14. Select the schemes that you have applied for/are in receipt of to finance your tuition fees.

Official Open

MOE Financial Assistance Schemes for Institutes of Higher Learning
'Bursaries & Grants' Application User Guide
Last Updated: 24 June 2025

⚠️ If you and/or your family are receiving financial assistance from the Social Service Office through the ComCare Short to Medium Term Care Assistance (SMTA) or ComCare Public Assistance schemes **at the point of application**, you may not be prompted to complete Steps 15 to 22 or nor do you need to provide any consent.

You will be automatically assessed for the MOE Financial Assistance Schemes for Institutes of Higher Learning based on your and/or your family's approved ComCare application. Please proceed to Step 23.

NRIC Address and Particulars of Family Members

ⓘ Household means-testing for MOE Financial Assistance Schemes for Institutes of Higher Learning is based on the gross income of family members (persons related by blood, marriage and/or legal adoption) living in the same residential address reflected on the NRIC.

Your NRIC address, and the details of your family members living in the same address according to government records have been pre-filled.

15. Confirm your HDB flat type, and indicate the ownership using the dropdown menu.

NRIC Address	
*Postal Code	200020
Address	123 CLEMENTI ROAD

The financial assistance scheme you are currently applying for is a household based application, all family members related by blood, marriage and/or legal adoption, sharing the same NRIC address have to be included in the application.

Housing Type	Other Housing Units ▾
Ownership	▾

16. Check if the pre-filled list of family members living in the same NRIC address is correct. You may add or remove family members using the plus and minus sign icons. [See **Annex A** for more information on which family member you must include or exclude.]

17. For each family member, you are required to select if they are:

    a. Full-time students
    b. Suffered from a change (decrease) or loss in income within the recent 12 months
    c. Foreigners with no Singapore-issued identification documents
    d. Earning income that is not reported to CPF Board or IRAS

Supporting documents will be required if any of your family members fall into a, b or c. [See **Annex D** for more information.]

> ⚠️ It is important that you indicate the above items accurately, as it will impact the computation of your household income.
>
> You will not be able to change the selection once you have submitted your application.

18. Click **Save** and **Next** to proceed.

Supporting Documents

> ℹ️ The specific documents that you are required to submit in your application are marked 'Mandatory'. You may upload only one file for each document type, in PDF format ensuring that each file does not exceed 2MB. [See **Annex D** for more information on supporting documents and how you can prepare your files.]

19. To upload a document, click on the Upload icon.

	Document	Attached File	Upload	View	Delete
Mandatory	Proof of Cessation or Loss of Income		📄➕	🖼️	🗑️
Mandatory	Proof of Full-time Studies		📄➕	🖼️	🗑️
Not Applicable	Identification Document for Foreigners		📄	🖼️	🗑️

20. Click **My Device** and select the file you wish to upload, then click **Upload**, then click **Done**.

![ngee ann polytechnic logo]
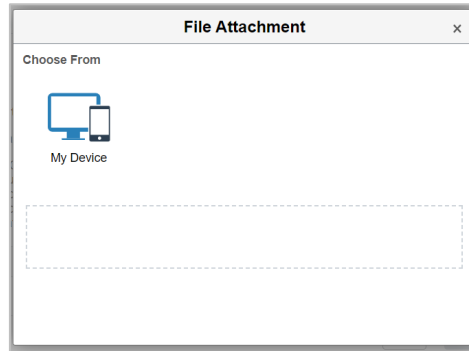
21. After your document is successfully uploaded, it will be reflected in the File Name column. You may view the uploaded file by clicking the View icon. If you wish to re-submit a file, click the Delete icon to first delete the existing document, followed by the Upload icon to upload a new document.

22. Click **Save** and **Next** to proceed.

Application Statement

> ☆ The statement you submit forms an important part to assess your application holistically. It helps the Financial Assistance team understand you and your family circumstances better to match you to the right and **additional** financial assistance, and **should be taken seriously**. There are questions to guide you on what to write, but you are free to include other details that you wish to highlight to us.

23. Enter your Application Statement.

24. Click **Save** and **Next** to proceed.

Application Declaration

25. Read the application declaration carefully and toggle Yes to confirm.

> **Declaration**
>
> By submitting this application, I hereby declare that the information which I provide herein or in connection with this application is true and correct and that I have not wilfully suppressed and will not wilfully suppress any material fact. I understand that if I suppress or have suppressed any material facts or provide or have provided any false or inaccurate information, the application will be rejected and/or withdrawn.
>
> I acknowledge that Ngee Ann Polytechnic reserves the rights to recover from me any awards or amounts disbursed should I be found to have intentionally misled, withheld or falsely declared any information about my family and our household income, number of family members or any other pertinent information required for the assessment of the application, or intentionally withheld information about my receipt of other forms of financial assistance, scholarships or sponsorships at the point of application.
>
> By submitting this application, I hereby give consent to Ngee Ann Polytechnic to use and provide the outcome of this application and my academic data for determining my eligibility for subsequent renewal or other financial assistance schemes funded by Ngee Ann Polytechnic and/or individual and corporate donors.
>
> I also acknowledge that the outcome of this application and my academic data may used by Ngee Ann Polytechnic and provided to relevant agencies, such as the Ministry of Education to perform policy analysis, policy formulation and statistics generation.

26. Click **Submit**.

Consent Report

> ⓘ NP requires the consent of the student applicant and their family members to access personal information in government agencies. By giving consent, it reduces the hassle of providing supporting documents (e.g. NRIC photocopy, CPF statement) which the government already has information on, unless additional verification is required.

27. Once you have submitted your application, a consent report will open in a new window. From here, you may check which family members (possibly including yourself) are required to provide consent.

NGEE ANN
POLYTECHNIC

SCHOLARSHIPS / BURSARIES / GRANTS

Student ID	:	
Academic Career	: FT	Full Time
Academic Program	: ES	Engineering Science

Full Name: ███████████████
NRIC/FIN: ████████
Nationality: Singaporean

**Consent required
Please read instructions below carefully**

If the family member above is:
• At least 21 years old based on date of birth at the date of signing
• Capable of making decisions on how his/her personal data should be used

Personal Consent (Self)
Submit a consent form for themselves

• Less than 21 years old based on date of birth at the date of signing

Consent on Behalf (Minor)
Only a birth/adoptive parent, or legal guardian(s) can and must submit a consent form on behalf of the minor.

Authorised representatives must be capable of making decisions on how personal data should be used.

• Certified by a registered medical practitioner to be mentally incapacitated and unable to make decisions for himself/herself

Consent on Behalf (Mentally Incapacitated)
Only a donee(s) under the Registered Lasting Power of Attorney or deput(ies) under the Mental Incapacity Act can and must submit a consent form on behalf of the family member.

Authorised representatives must be capable of making decisions on how personal data should be used.

☆ Please ensure that your pop-up blocker is disabled. It is recommended that you save the consent report on your device for reference. You may also access the report by clicking 'View Report' on the page at Step 8 **during the application period**.

Section B: Submitting Consent Forms

> ☆ Consent is reusable.
>
> By providing consent, it can be reused for participating schemes [see **Annex B**]. Once consent is provided, it remains valid and continuous for use for subsequent applications, including those during your course of studies in NP.

1. Follow the instructions on the report for all family members who do not have reusable consent to provide consent **before 15 July 2025**.

> ⚠ Applications for financial assistance schemes are time-sensitive. If consent for any family members are not received before the deadline indicated above, we will not process your application further and you will need to submit a fresh application and consent in the next application cycle.

2. Depending on the age and mental capacity of you or your family member, an authorized representative may need to provide the consent on behalf instead. Read the instructions carefully, then scan the respective QR code or click on the respective link to go to the e-form. [See **Annex B** for more information on consent providers.]

> ⓘ Consent providers are **required** to use Singpass authentication, except if he / she is physically incapacitated, working / studying overseas or ineligible for Singpass. If you are unable to use Singpass authentication, please proceed to Step 11.
>
> Authenticating yourself with Singpass will allow NP to pre-fill some fields in the consent form with MyInfo, reducing the time required for application and consent.

Submit Consent with Singpass Authentication

3. Scan the QR code, or click on the link in the consent report to access the consent form <u>with</u> Singpass authentication.

4. Log in with Singpass.

5. Enter the 15-digit application ID. The application ID can be found on the consent report.

6. Select the type of consent.

7. Enter an email address of choice. This may be the consent provider's email address, if they wish to keep a copy of the consent form submitted.

> 3. **Email Address**
>
> A confirmation of the consent details provided below will be sent to this email address. Please ensure that you have entered the correct email address. Ngee Ann Polytechnic will not be responsible or liable for any loss of the personal data arising from the inaccurate input of your email address.
>
> me@example.com

> ℹ️ Please check your inbox for the email confirmation that consent has been submitted; there will be no further acknowledgement of consent forms. NP will only contact you if an invalid consent form has been submitted.

8. Some fields would have been pre-filled based on the information available in MyInfo. Fill up all other required fields in Section A and/or B.

9. If you are giving consent on behalf of a minor as a divorced parent or a legal guardian, or a mentally incapacitated person as a donee or deputy, you may be required to provide supporting documents.

> 14. **Supporting Documents for Consent on Behalf**
>
> Please see Annex D of https://for.edu.sg/np-bursaryguide for more information on the required supporting documents.
>
> If you are unable to provide the supporting documents, or if the supporting documents do not support the current arrangement, please fill up this form https://for.edu.sg/np-consent-oth under 'Unable to Provide Consent' instead.
>
> ☁ **UPLOAD FILE**
>
> Max File Size: 2 MB

> ℹ️ You may upload only one file as the supporting document, in PDF format ensuring that the file does not exceed 2MB. [See **Annex D** for more information on supporting documents and how you can prepare your files.]

10. Read the **terms of consent provision** carefully, and select the **scope of consent**.

> 15. **Scope of Consent**
>
> ⚪ All Participating Schemes [AS]
>
> ⚪ Only Ministry of Education (MOE) and participating Institutes of Higher Learning Schemes [SS]

11. Read the acknowledgement declaration carefully and acknowledge to proceed with submitting the consent form.

> You may choose to stay logged in to submit multiple consent forms.
>
> For example, your mother may need to provide consent for herself, and on behalf of you (student applicant) and your sibling who are not 21 years of age yet. It is recommended that she submits all 3 forms in one session, without logging out.

Submit Consent without Singpass Authentication

12. Scan the QR code, or click on the link in the consent report to access the consent form without Singpass authentication.

13. Enter the 15-digit application ID. The application ID can be found on the consent report.

1. **Application ID**

Please enter the application ID provided to the Student Applicant by Ngee Ann Polytechnic. (1000000xxxxxx)

14. Select the type of consent.

2. **Type of Consent**

Please note that you must be above 21 years of age (by date of birth) to be able to consent for yourself. Otherwise your parent or legal guardian must submit the form on your behalf.

○ Normal Consent - Unable to use Singpass but can provide signature / thumbprint [NCO]

○ Consent On Behalf - Unable to use Singpass but can provide signature / thumbprint [COB]

○ Unable to Provide Consent [UPC]

15. Enter an email address of choice. This may be the consent provider's email address, if they wish to keep a copy of the consent form submitted.

> **3. Email Address**
>
> A confirmation of the consent details provided below will be sent to this email address. Please ensure that you have entered the correct email address. Ngee Ann Polytechnic will not be responsible or liable for any loss of the personal data arising from the inaccurate input of your email address.
>
> me@example.com

> ℹ️ Please check your inbox for the email confirmation that consent has been submitted; there will be no further acknowledgement of consent forms. We will only contact you if an invalid consent form has been submitted.

16. Select the reason why the consent provider is unable to use Singpass for authentication.

> ⚠️ If the consent provider has forgotten their Singpass password, or did not set up their Two-Factor Authentication (2FA), they will be redirected to reset their Singpass password, or set up the 2FA respectively.
>
> Upon resolving these issues, please use the Singpass-authenticated consent form to provide consent.

17. Fill up all required fields in Section A and/or B.

18. For consent providers giving consent on behalf of a minor as a divorced parent or a legal guardian, or a mentally incapacitated person as a donee or deputy, supporting documents may be required.

> **14. Supporting Documents for Consent on Behalf**
>
> Please see Annex D of https://for.edu.sg/np-bursaryguide for more information on the required supporting documents.
>
> If you are unable to provide the supporting documents, or if the supporting documents do not support the current arrangement, please fill up this form https://for.edu.sg/np-consent-oth under 'Unable to Provide Consent' instead.
>
> **☁ UPLOAD FILE**
>
> Max File Size: 2 MB

> ℹ️

You may upload only one file as the supporting document, in PDF format ensuring that the file does not exceed 2MB. [See **Annex D** for more information on supporting documents and how you can amend your files.]

19. Read the **terms of consent provision** carefully, and select the **scope of consent**.

> 15. **Scope of Consent**
>
> ○ All Participating Schemes [AS]
>
> ○ Only Ministry of Education (MOE) and participating Institutes of Higher Learning Schemes [SS]

20. Read the acknowledgement declaration carefully and upload a PDF file of the signature or thumbprint of the consent provider to proceed with submitting the consent form.

> 16. **Signature or Thumbprint of Person Providing Consent**
>
> Please provide a PDF file containing the signature or thumbprint of the person submitting this form and providing consent.'
>
> By uploading your signature or thumbprint, you acknowledge that you have read and understood this consent form fully, including the attached Terms of Consent and agree to its content and the information provided is accurate.
>
> **☁ UPLOAD FILE**
>
> Max File Size: 1 MB

Family Members who are Unable to Provide Consent

21. Family members in the following circumstances may be indicated as 'unable to provide consent':

    a. Minor with no authorized representative (birth / adoptive parent / legal guardian)
    b. Minor whose authorized representatives are absent
    c. Minor whose authorized representatives are unable to provide supporting documents

    d. Mentally incapacitated with no authorized representative
    e. Mentally incapacitated and authorized representatives are absent
    f. Mentally incapacitated whose authorized representatives are unable to provide supporting documents

    g. Physically incapacitated (e.g bedridden, hospitalized) and unable to access Singpass or provide signature / thumbprint
    h. Permanently migrated / relocated / lives overseas
    i. Incarcerated / institutionalized / in prison
    j. Missing / uncontactable / estranged

22. Scan the QR code, or click on the link in the consent report to access the consent form <u>without</u> Singpass authentication.

23. Enter the 15-digit application ID. The application ID can be found on the consent report.

> 1. **Application ID**
>
> Please enter the application ID provided to the Student Applicant by Ngee Ann Polytechnic. (1000000xxxxxx)
>
> [   ]

24. Select 'Unable to Provide Consent', and select the reason why you are unable to provide consent.

> 2. **Type of Consent**
>
> Please note that you must be above 21 years of age (by date of birth) to be able to consent for yourself. Otherwise your parent or legal guardian must submit the form on your behalf.
>
> ○ Normal Consent - Unable to use Singpass but can provide signature / thumbprint [NCO]
>
> ○ Consent On Behalf - Unable to use Singpass but can provide signature / thumbprint [COB]
>
> ○ Unable to Provide Consent [UPC]

25. Enter an email address of choice. This may be the student applicant's email address, if you wish to keep a copy of the form submitted.

> 3. **Email Address**
>
> A confirmation of the consent details provided below will be sent to this email address. Please ensure that you have entered the correct email address. Ngee Ann Polytechnic will not be responsible or liable for any loss of the personal data arising from the inaccurate input of your email address.
>
> [me@example.com]

26. Fill up all required fields in Section A.

> ⚠️ Should more information be required, an officer from the Student & Alumni Services Office or HOMES will be in touch with the student applicant upon review of the information submitted in this form.

Section C: Follow-up Action

> ⚠️ Applications for financial assistance schemes are time-sensitive. If you do not respond to requests from NP or HOMES for further information and supporting documents, we will process your application in the following application cycle.

Upon receiving your application and consent forms, NP will review the supporting documents submitted in the application, and the validity of the consent submitted. NP's officers may contact you for further information and supporting documents if there is/are:

- Incorrect or missing supporting documents uploaded in the application (if applicable)
- Invalid consent forms
- Incorrect or missing supporting documents uploaded in the consent form (if applicable)
- Family member(s) who were indicated as unable to provide consent

NP will then process the application through the Household Means Eligibility System (HOMES), and you and/or your family members may be contacted by officers from the HOMES operations team to request for further information and supporting documents if there is/are:

- Family member(s) who were added or removed from the pre-filled information
- Newly declared or different relationships between family members
- Family member(s) who are declared to have a change (decrease) or loss in income within the recent 12 months
- Family member(s) who were indicated as unable to provide consent
- Consent submitted on behalf of a mentally incapacitated family member
- Any other differences between the information declared in the application and HOMES records

> ☆ The information and supporting documents you provide to HOMES will be retained upon verification of accuracy, and used in subsequent applications if still relevant.
>
> This means that you only need to provide personal data once to the government through HOMES, instead of providing data repeatedly for every application during your course of study in NP.

Frequently Asked Questions

- How will the NP officers contact me?
- How will the HOMES officers (as NP's agents) contact me?
- How soon must I respond to the HOMES officers with the requested information or documents?

Annex A: Defining Family Members

> (i) Family members (persons related by blood, marriage and/or legal adoption) living in the same residential address reflected on the NRIC must be included in the application.

You must also **include** family members with the same NRIC address who are:

- Living in nursing home
- Studying overseas
- Working overseas on a posting or attachment
- Of landlord-tenant relationship
- Foreigners with a valid FIN issued by Singapore Government, who are part of the household on a long-term basis

You may/should **exclude** family members who are:

- Incarcerated or institutionalized
- Estranged or no longer in contact
- Residing overseas due to relocation or migration

  and

- Non-family members e.g. friends temporarily staying over, persons of landlord-tenant relationship with you or your family
- Foreign domestic worker

Frequently Asked Questions

- A family member who should be excluded has been pre-filled in my application form. What can I do?
- My parents are divorced. The care and control of me and my siblings have been granted to my mother. My father still lives with us. Should he be included in the list of family members?

Annex B: Providing Consent

> ℹ️ NP requires the consent of the student applicant and their family members to access personal information in government agencies. By giving consent, it reduces the hassle of providing supporting documents (e.g. NRIC photocopy, CPF statement) which the government already has information on, unless additional verification is required.

Type of Consent

An individual's personal data should only be used with his/her knowledge and consent. Persons who are (i) at least 21 years old based on date of birth at the point of consent signing; (ii) with sufficient mental capacity to understand the Terms of Consent, should provide consent for themselves. For those who are unable to provide consent themselves, their authorized representative(s) can provide consent on their behalf. This will ensure that his/her personal data is used only with proper knowledge and consent.

	Criteria	Who should provide consent?
Personal Consent (Normal)	• At least 21 years old based on date of birth at date of signing • Be capable of making decisions on how his/her personal data should be used	• Self
Consent on Behalf of Minor Consent will expire when the minor turns 21 years old	• Minor must be less than 21 years old based on date of birth at date of signing • Representative(s) must be capable of making decisions on how personal data should be used If there are no authorized representatives, or if they are absent, please indicate 'Unable to Provide Consent' for the family member by filling up this form.	• Birth/ adoptive parent(s) and/or • Legal guardian(s)
Consent on Behalf of Mentally Incapacitated Person	• Mentally incapacitated person must be certified by a registered medical practitioner and is unable to make decisions for himself/herself • Representative(s) must be capable of making decisions on how personal data should be used If there are no authorized representatives, or if they are absent, please indicate 'Unable to Provide Consent' for the family member by filling up this form.	• Donee(s) under the Registered Lasting Power of Attorney or • Deput(ies) under the Mental Incapacity Act

Decision Flowchart for Consent Provider

'You' refers to the applicant or family member whose information is required.
'Parent' refers to birth or adoptive parents, and **does not** include step-parent(s).

Start here

- Are you above 21 years old?
  - **Yes** → Are you capable of making decisions (i.e not mentally incapacitated)?
    - **Yes** → Submit consent for yourself
    - **No** → Do you have a donee under a Registered Lasting Power of Attorney?
      - **Yes** (Supporting document required) → All joint donees to submit consent on behalf of you → Are there multiple joint donees?
        - **Yes** → (see above)
        - **No, there is only one donee, or there are multiple but they may act jointly and severally** → Any one donee, or sole donee to submit consent on behalf of you (Supporting document required)
      - **No** → Do you have a deputy appointed under the Mental Incapacity Act?
        - **No** → *See instructions under 'Unable to Provide Consent'*
        - **Yes** → All joint deputies to submit consent on behalf of you (Supporting document required) → Are there multiple joint deputies?
          - **Yes** → (see above)
          - **No, there is only one deputy, or there are multiple but they may act jointly and severally** → Any one deputy, or sole deputy to submit consent on behalf of you (Supporting document required)
  - **No** → Are your parents present?
    - **No** → Do you have a legal guardian appointed through a deed/ will/ Court Order?
      - **Yes** (Supporting document required) → Legal guardian to submit consent on behalf of you
      - **No** → *See instructions under 'Unable to Provide Consent'*
    - **Yes** → Are your parents divorced?
      - **Yes** → Is the care and control (not custody) granted to one or both parents?
        - **One parent (Sole care & control)** → Parent with care and control to submit consent on behalf of you (Supporting document required)
        - **Both parents (Joint care & control)** → Both parents with care and control to submit consent on behalf of you

          If the arrangement of care and control is different from what was ordered by the court, please see instructions for 'Unable to Provide Consent'.
      - **No** → Is your parent widowed?
        - **Yes** → Widowed parent to submit consent on behalf of you
        - **No** → Any one parent to submit consent on behalf of you

Scope and Validity of Consent

To minimize hassle to you and your family when you renew or reapply to participating schemes, you may select between the following scopes of consent, which would remain valid and continuous unless withdrawn.

All Schemes	MOE and IHL Schemes
• All participating schemes can access personal information needed to assess eligibility for their schemes • Other than MOE and IHL schemes, other participating schemes can process subsequent applications from you or your family members if previous consents are still valid • This option will reduce the inconvenience of you and your family members having to give consent to each scheme every time information is required.	• Only participating MOE and IHL schemes can access personal information needed to assess eligibility for MOE and IHL schemes • The consent is valid for any subsequent renewals or reapplications made for MOE and IHL schemes, including those administered by Ngee Ann Polytechnic • You and your family members will need to provide consent again if you apply for other participating scheme(s) not under MOE or the participating IHLs.

Once consent is provided, it remains valid and continuous for use by participating schemes for subsequent applications except in the following circumstances:

    a. Consent previously given on behalf of a minor who has turned 21 years old, will expire and will no longer be reusable for future applications
    b. Consent previously given has been withdrawn, in writing
    c. Consent previously given has been invalidated by participating schemes or by HOMES operations team

Withdrawing Your Consent

If you or your family member wishes to withdraw your consent, please write to us at SAS_FAS@np.edu.sg. Upon withdrawing your consent, all participating schemes will not be able to use your personal data in government agencies to administer the scheme(s). Upon withdrawal of your consent, your and your family's subsidies or services may be affected as the scheme may need your personal information to assess or disburse benefits to you or your family. In such cases, you may be asked to provide your consent again.

Please note that withdrawing your consent does not affect the right of Government and participating agencies to collect, share and use your personal data if permitted or required by law, or in the public interest.

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Frequently Asked Questions

- [What should I do if any of my family members are unable to sign the consent form?](#)
- [What should I do if any of my family members are unable to sign the Singpass-authenticated consent form?](#)
- [Can I sign on behalf of my family member who is unable to sign the consent form e.g. overseas, no authorized representative?](#)
- [My parents are divorced. The care and control of me and my siblings have been granted to my mother. However, we are living with my father. Who should provide the consent for our consent forms?](#)
- [The Order of Court for divorce indicating Care and Control has been misplaced and we are unable to submit the consent form. What can I do?](#)

Annex C: What is Household Income?

> ⓘ Income used in the computation for each person will be the average income over 12 months, or a time period relevant to the individual's circumstances based on the latest available information derived from various sources. The income information considered includes (a) employment income (such as basic salary, overtime pay, allowances, cash awards, commissions and bonuses), (b) trade/ self-employed income, (c) rental income, and (d) other declared income information.

Gross Household Income (GHI) is the sum total of monthly incomes of all the individuals in the household.

Per Capita Income (PCI) is the average household income for the household, taking the sum total of monthly incomes of all the individuals in the household, divided by the number of family members considered.

Computation of Monthly Income

Employment income	- Income averaged over the recent 12 months based on contributions submitted by employers to CPF Board; **and/or** - Income averaged over 12 months based on latest available tax assessments by IRAS within last 2 calendar years; **or** - Income declared to the Ministry of Manpower (MOM) for foreigners where applicable; **and** - As declared in application, if employment income was not reported to CPF or IRAS
Self-employment income	- Income averaged over 12 months based on latest available tax assessments by IRAS within the last 2 calendar years; **or** - Income declared to CPF Board; **or** - As declared in application, if employment income was not reported to CPF or IRAS
Dual (employment and self-employment) income	- Income averaged over the recent 12 months based on contributions submitted by employers to CPF Board; **and** - Income averaged over 12 months based on latest available tax assessments by IRAS within the last 2 calendar years - Income declared to the Ministry of Manpower (MOM) for foreigners where applicable;
Rental income	- Income averaged over 12 months based on latest available tax assessments by IRAS within the last 2 calendar years; **or** - As declared in application, if rental income was not reported to IRAS

The above income computation will be applied to all family members except the student applicant.

Special Inclusions / Exclusions

Includes income of	• Part-time students
	• Family members awaiting enlistment (including those who have received enlistment date but have yet to enlist)
	• Family members awaiting further studies (including those who have received or accepted offers but have yet to commence)
Excludes income of / from	• Full-time students (including those awaiting graduation)
	• Alimony or maintenance allowance

Frequently Asked Questions

- [My sibling has received their enlistment letter. They are currently working part-time while waiting to enlist. Is their part-time income included in the computation of household income?](#)
- [My sibling has been accepted into university and she will be starting school in 3 months' time. They are working while waiting for university to start. Is their income included in the computation of household income?](#)

Annex D: Supporting Documents

Supporting Documents to be Uploaded in Application

Proof of Full-time Studies for family members studying full-time	• Applicant is to indicate in application o If applicant fails to indicate family member's full-time student status, the income as returned from Government sources will be included in household income • **EZ-Link card; or** • **Student card; or** • **Letter from educational institution confirming <u>current</u> enrolment of student** Those **awaiting further studies** (including those who have received or accepted offers but have yet to commence) will **not** be considered full-time students. Family members **awaiting enlistment** (including those who have received enlistment date but have yet to enlist) are **not** considered full-time students.

Proof of Change in Income
 	
for family members with change (decrease) in income within the recent 12 months
 	
(e.g retrenched and re-employed at a lower salary, cessation of self-employment and newly employed at a lower salary)
	• Applicant is to indicate in application
	    o If applicant fails to indicate family member's change in income, the income as captured in Government sources will be included in household income
	
	• **Termination of Employment letter; or**
	• **Acceptance of Resignation letter; or**
	• **Acknowledgement of de-registration as a Self-Employed Persons (SEP) from CPF Board;**
	   AND
	• **Letter of Declaration for Income-related Matters** filled up and signed by family member

Proof of Loss in Income for family members who have lost at least one income source within the recent 12 months (e.g cessation of self-employment, retrenchment and yet to be re-employed, cessation of rental income)	• Applicant is to indicate in application o If applicant fails to indicate family member's loss in income, the income as captured in Government sources will be included in household income • **Termination of Employment letter; or** • **Acceptance of Resignation letter; or** • **Rental contract (for cessation of rental income only)** If the above documents are not available or not applicable, • **Letter of Declaration for Income-related Matters** filled up and signed by family member

| Identification Document for Foreigners

for family members who are foreigners with no Singapore-issued identification documents	• Applicant is to indicate in application o If applicant fails to indicate family member who is a foreigner without Singapore-issued identification documents, the application may not be successfully processed • **Passport; or** • **Foreign-issued identification card**

Supporting Documents to be Uploaded in Consent Form

Consent Provider	Supporting Document Required
For Birth/ Adoptive Parent (Not Divorced)	• Not applicable
For Birth/ Adoptive Parent (Divorced)	• Court Order for divorce indicating Care and Control • Consent must be provided by all parent(s) who have been granted care and control of the minor in the Order, in the case of joint care and control • If the arrangement of care and control is different from what was ordered by the court, or if the parent who was ordered to have care and control is absent, please indicate 'Unable to Provide Consent' for the family member by filling up this form
For Legal Guardian	• Deed regarding guardianship of the minor or • Will regarding guardianship of the minor upon the death of the minor's guardian(s) or • Court Order of Guardianship of Minor
For Donee under the Registered Lasting Power of Attorney	• Medical Report certifying mental incapacity and • Lasting Power of Attorney • Consent must be provided by all donees if they have been appointed to only act jointly
For Deputy under the Mental Incapacity Act	• Court Order on Appointment of Deputies • Consent must be provided by all deputies if they have been appointed to only act jointly

Preparing Supporting Documents

1. Scan all documents into PDF files - use apps such as Microsoft Office Lens (Android) or Notes app (iPhone) if you do not have a scanner at home.

2. You may only upload one PDF file for each document type – (i) **Proof of Full-time Studies**; (ii) **Proof of Change or Loss in Income**; (iii) **Identification Document for Foreigner** and (iv) **Supporting Document for Consent Provider**. If there are multiple pages or documents to submit for a document type, e.g multiple student cards, please combine the documents into a single PDF file.

3. Ensure that each file does not exceed 2MB and are not password-protected.

4. All documents must be clear for viewing (all text must be sharp and legible) and without truncation of any part of the original document.

5. A list of Frequently Asked Questions (FAQs) related to technical support (such as scanning documents) on preparing the documents are available here.

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Frequently Asked Questions (FAQs)

I need help with preparing my supporting documents for upload.

Please click here for a list of Frequently Asked Questions related to technical support on preparing the document.

A family member who should be excluded has been pre-filled in my application form. What can I do?

You may use the remove symbol on the application form to exclude the family member from your application, if you have not submitted your application.

If you have already submitted your application, please indicate 'Unable to Provide Consent' for the family member by filling up this form.

My parents are divorced. The care and control of me and my siblings have been granted to my mother. My father still lives with us. Should he be included in the list of family members?

Yes, as your father is still related to you after his divorce with your mother, he should be included in your list of family members.

What should I do if any of my family members are unable to sign the consent form?

If you have a family member in your application **who is unable to provide consent as there are no authorized representatives, or the authorized representatives are absent**, please indicate 'Unable to Provide Consent' for the family member by filling up this form.

What should I do if any of my family members are unable to sign the Singpass-authenticated consent form?

If your family member has **forgotten their Singpass password**, they can reset it here.

If your family member **did not sign up for Singpass Two Factor Authentication (2FA)**, please refer to the instructions here to set up 2FA.

Upon resolving these issues, please use the Singpass-authenticated consent form to provide consent.

If you have a family member **who is unable to sign the consent form as a result being physically incapacitated, or working or studying overseas with no access to Singpass**, please fill up this form with an attachment of their thumbprint or signature.

Can I sign on behalf of my family member who is unable to sign the consent form e.g. overseas, no authorized representative?

It is important for an individual's personal data to be used only with his/her knowledge and consent. If he/she is above 21 years old and has the mental capacity to understand the Terms of Consent, he/she must provide consent himself/ herself. Otherwise, only his/her authorized representatives may do so on his/her behalf.

The Order of Court for divorce indicating Care and Control has been misplaced and we are unable to submit the consent form. What can I do?

Please indicate 'Unable to Provide Consent' for the family member(s) whose consent provider are authorized through the Order of Court by filling up this form.

My parents are divorced. The care and control of me and my siblings have been granted to my mother. However, we are living with my father. Who should provide the consent for our consent forms?

Your mother should provide the consent as the person granted care and control by the court, even if she is not living with you. Should there be personal circumstances where your mother should not be providing the consent, please indicate 'Unable to Provide Consent' for the family member by filling up this form.

My sibling has received their enlistment letter. They are currently working part-time while waiting to enlist. Is their part-time income included in the computation of household income?

Yes, their income will be included in the computation of household income.

My sibling has been accepted into university and she will be starting school in 3 months' time. They are working while waiting for university to start. Is their income included in the computation of household income?

Yes, their income will be included in the computation of household income.

How will the NP officers contact me?

The NP officers may contact you via Microsoft Teams, phone call or email.

Phone call: Numbers starting with 6460 originate from NP. Please pick up when you receive a call starting with 6460.

Microsoft Teams / Email: You will receive a Teams message or email from an account starting with *burts*. All Teams messages or emails will be sent to your NP Connect email.

How will the HOMES officers contact me?

The HOMES officers may contact you via phone call, email or letter.

Phone call: Due to current WFH arrangements, officers may contact you using a company-issued mobile number. If you wish to confirm if the call is legitimate, please email the Student & Alumni Services Office at SAS_FAS@np.edu.sg or contact HOMES at HOMES_Ops@moh.gov.sg.

Email: If HOMES Ops officers are unable to contact you via phone, they will send you an email from HOMES_Ops@moh.gov.sg. All emails will be sent to your NP Connect email address. You can also do subsequent correspondence via email with HOMES Ops as well.

Letter: The letters mailed to your mailing address (as per NPal records) will bear the HOMES and MOE letterhead.

How soon must I respond to the HOMES officers with the requested information or documents?

You will be given 14 calendar days to respond. A reminder will be sent on the 9th calendar day. However, please note that if you do not respond with all requested information or documents by the follow-up deadline stated on Page 1, the application will not be processed.