

MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS) APPLICATION FORM

SUBMISSION OF FORM

1. Applications are accepted throughout the year. However, **Financial Assistance given will only come into effect from the following month that the application is approved.** You are advised to submit your application immediately as Financial Assistance will not be given for months that have already passed.
2. Please read the information and instructions in Annex I before completing the form.
3. **For FAS to take effect from 01 Jan 2021**, please adhere to the following application window period and **deadline for submission** of application form:

Level	Window Period for Submission (excluding Saturdays, Sundays & Public Holidays)	Deadline
For Secondary 1 (2020) students going to Secondary 2 (2021)	Monday, 26 October – Friday, 20 November 2020	Friday, 20 November 2020
For Secondary 2 students (2020) going to Secondary 3 (2021)	Tuesday, 3 Nov 2020 [#] – Friday, 20 November 2020	Friday, 20 November 2020
For Secondary 3 students (2020) going to Secondary 4 (2021)	Monday, 26 October – Friday, 20 November 2020	Friday, 20 November 2020
For Sec 4-6 to 4-8 students (2020) going to Secondary 5 (2021)	Thursday, 17 December 2020* – Friday, 8 January 2021	Friday, 8 January 2021
For new Secondary 1 students (2021)	Tuesday, 22 December 2020* – Friday, 8 January 2021	Friday, 8 January 2021

* Tentative – dependent on date of release of N-level / S1 Posting results.

Secondary 2 students should confirm their allocated S3 class (for 2021) before submitting their FAS application form.

4. To submit the completed FAS application form, students may:
 - a) Drop the hardcopy form and supporting documents into the assigned pigeon-hole at the school's General Office; or
 - b) Scan the form and all supporting documents, and email it to the school (Email: admin_stmargarets@moe.edu.sg)
- Please ensure that your forms are completed fully and attached with all supporting documents.
 - We regret that we will not be able to process forms that are incomplete.

This form may take you 10 minutes to complete. Please read the 'Information and Instructions for Applicants' in Annex I before you complete this form.

If you have children studying in different Government or Government-aided schools, you need to submit only 1 application form to the school of any child.

Any forms submitted with alterations to the original text will not be considered by the Ministry of Education.

MINISTRY OF EDUCATION FINANCIAL ASSISTANCE SCHEME (MOE FAS) APPLICATION FORM

(This scheme applies only to Singaporean students in Government or Government-aided schools)

Section I: Particulars of child or children studying in Government or Government-aided schools

Please indicate the details of the child (or children, if you have more than one school-going child) in respect of which you are applying for financial assistance under the MOE FAS.

Form submitted to: _____ (Name of school) (the "School")

BC/NRIC No.	Name (Underline <u>Surname</u>)	Name of Current School ¹	Current Level ¹

Home Address: _____

Email Address: _____ Contact No.: _____

¹ The school and level of the child or children at the point of time this application is submitted.

Section II: Information on Other Household Members

If any child is receiving the MSF ComCare Short-to-Medium Term Assistance or Long-Term Assistance (also known as Public Assistance), or is a resident of an approved welfare home, there is no need to complete Section II in respect of that child if you can provide a copy of the ComCare approval letter or Long-Term Assistance card, or letter from the approved welfare home.

Otherwise, please include details of the parents and all unmarried siblings of the child or children identified in Section I above. You may also include the grandparents of the child or children identified in Section I above if they are living at the same address.

For instances where the child or children is living with the legal guardian, the household members will comprise that of the legal guardian's family taking care of the child or children identified in Section I instead. (Please refer to paragraphs 3 & 4 of Annex I for detailed instructions.)

S/ No.	Name & BC/NRIC No.	Relationship & Marital Status	Age	Occupation	Gross Monthly Income from employment and trade	Other sources of income (e.g. pension, rental income)
1						
2						
3						

Section II: Information on Other Household Members (Continued)

S/ No.	Name & BC/NRIC No.	Relationship & Marital Status	Age	Occupation	Gross Monthly Income from employment and trade	Other sources of income (e.g. pension, rental income)
4						
5						
6						
7						
8						
Total Gross Household Income² (Sum of monthly income from work and other sources of income)						

² Please refer to paragraphs 5 to 8 of Annex I as to how Gross Household Income is computed.

Section III: Request for Free Textbooks and School Attire (For Primary and Secondary levels only)

If your application is successful, your child or children identified in Section I above will enjoy full subsidy of school fees and standard miscellaneous fees, and will be eligible for free textbooks and school attire if required. Please tick (✓) against each of the below items if you wish for your child or children to be provided with them. You may tick more than one box.

- Textbooks Uniforms (2 sets) PE attire (2 sets)
 Shoes (1 pair) Socks (2 pairs)

If your child or children do not require free textbooks or any of the items of school attire listed above, please tick (✓) against the box below:

- My child does not / children do not* need free textbooks or any of the items of school attire listed in this Section III.

Section IV: Modes of Transport between Home and School

Please tick (✓) against only one of the boxes below to indicate the mode of transport that your child or children identified in Section I above will use to travel between home and school:

- Public Transport (Subsidy of \$15 per month)³ School Bus (Applicable to Primary level only) (Subsidy of 60% of the monthly fare)⁴
 Own Transport or Walks to School (No subsidy)

³ The public transport subsidy will be provided from the effective month of the MOE FAS till December of the year.

⁴ The school bus subsidy will only be provided from the effective month of the MOE FAS. There will be no reimbursement or retrospective subsidy for school bus fares incurred in the months prior to the effective month of the MOE FAS.

Section V: Application for Subsidised New Computer⁵ (Please refer to paragraphs 12 -14 of Annex I)

Please place a tick (✓) against the box below if you wish to apply for a new computer. Please leave it blank if you do not wish to apply.

- I wish to apply for a subsidised new computer through the Info-communications Media Development Authority (IMDA)'s NEU PC Plus Programme. I confirm that in the last 3 years, my family did not receive a computer under the IMDA NEU PC PLUS Programme. If my child is / children are* found eligible for benefits under the MOE FAS, I consent to, and have obtained the consent from the rest of my household for, my child's / children's* school(s) to provide my household's particulars to IMDA or its lead agencies so that they may contact me to follow-up on my application.

⁵ Subject to availability.

* Please delete one.

Section VI: Declaration and Agreement by Applicant (whether Parent or Legal Guardian⁶)

1. I hereby declare that the information provided above is true to the best of my knowledge. I undertake to refund the value of benefits received in respect of my child / children * if any of the information is subsequently found to be false.
2. I agree that where I, the undersigned, am the parent / legal guardian * of the child / children * identified in Section I above:
 - (i) unless I have already completed a separate form applying to make withdrawals from the said child's Edusave account / each of the said children's Edusave account* for the purposes set out below, I shall, by completing this form, be regarded as making an application to the School for withdrawals to be made from the said child's Edusave account / each of the said children's Edusave accounts*:
 - (a) on a monthly basis, for the payment of second-tier miscellaneous fees payable to the School in respect of that child;
 - (b) on a monthly basis, where the School is an autonomous school, for the payment of autonomous school fees payable to the School in respect of that child; and
 - (c) where I have consented to my child's / each of the said children's* participation in an enrichment programme approved by the School, whether conducted locally or overseas, payment of the whole or part of the expenses payable (as determined by the School) for such enrichment programme, in respect of that child.
 - (d) where I have consented to my child's / each of the said children's* purchase of a personal learning device for use under a digital learning programme approved by the Government and conducted by the School, for payment of the whole or part of the expenses payable (as determined by the School) for such personal learning device, in respect of that child.
 - (ii) the application arising from paragraph 2(i) of this Section VI will be in effect as long as my child/ any of my children* is on the MOE FAS, and will remain in effect even if my child is / any of my children are* not placed on the MOE FAS in any subsequent academic year with the School, and will further remain in effect until I notify the School otherwise in writing; and
 - (iii) where the balance in my child's Edusave Account / any of my children's Edusave accounts* is insufficient to pay any fees or expenses in respect of which I have applied for the withdrawal of moneys from my child's / that child's* Edusave account, the amount of such fees or expenses which remains unpaid shall be paid for by me in cash, GIRO, or such other means as the School or MOE may require.
3. I agree that MOE, or any school(s) in which the child / children* identified in Section I above are enrolled in, may at any time in their sole and absolute discretion request for additional information to:
 - (i) assess or reassess the financial situation of my household; and
 - (ii) to reassess the financial assistance to be provided to my child or children in the course of the calendar year.
4. I agree that any financial assistance provided to the child / any of the children * identified in Section I above as a consequence of the application for financial assistance in this form may be withdrawn or withheld in respect of that child should I:
 - (i) as the parent / legal guardian * of that child, notify the School that I no longer wish for monies to be withdrawn from the Edusave account of that child for the purposes stated in paragraph 2(i)(a) to (d) of this Section VI; or
 - (ii) fail to provide any such additional information as required pursuant to paragraph 3 of this Section VI, to the satisfaction of either MOE or the relevant school(s).
5. I understand that the information given by me in this form or any part thereof may be shared with other Government departments, statutory boards, or entities involved in the administration of social assistance, and I consent, and have obtained the consent from the rest of my household, for this to be done.

⁶ A legal guardian is one who is court-appointed, or has been appointed guardian of a child or children by virtue of a will. Please submit the relevant documents to indicate that you are the legal guardian of the child or children.

* Please delete one.

Name, NRIC No. and Signature

Date

Information & Instructions for Applications

MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS)

OBJECTIVE

1. The objective of the MOE FAS is to help financially needy Singaporean students in Government and Government-aided schools to meet basic schooling expenses.

ELIGIBILITY CRITERIA

2. Student must be a Singapore citizen enrolled in a Government or Government-aided school and meets either one of the following criteria:
 - a. Gross household income (GHI) as at the time of application does not exceed \$2,750 per month; or
 - b. Household per capita income (PCI) as at the time of application does not exceed \$690 per month.

PCI = Monthly GHI / No. of members in the same household

HOUSEHOLD MEMBERS

3. Household members include the student, his/her parents, and unmarried siblings of the student, **regardless** of the address.
4. Grandparents and other dependants living at the same address may be included on a case-by-case basis. They include:
 - a. Relatives who are **old or sick and are unemployed and dependent** on the family; and
 - b. Child dependant (where the family is the **legal guardian**).

GROSS HOUSEHOLD INCOME

5. Gross household income or "GHI" is the total combined income of all family members in the same household, as defined in paragraphs 3 and 4 above. Household income includes any **regular** allowances (e.g. overtime, transport, laundry, and etc) and employee's CPF contribution. Income from other sources (e.g. pension and rental income) must also be included when calculating a family's GHI.
6. The following sources of income will not be considered in the computation of GHI:
 - a. National Service allowance earned by National Servicemen;
 - b. Severance compensation and insurance payouts; and
 - c. Alimony payment (including lump sum payment) received for the maintenance of child(ren) and/or ex-spouse.
7. If an income earner is on no-pay leave as at the date of application for the MOE FAS, and the total period of his or her no-pay leave is 6 months or less, his or her last drawn income will be included when calculating a family's GHI.
8. For students who are staying with one or more legal guardians, the income of the legal guardians and their spouse who are staying in the same household will be taken into account when calculating the GHI for the student's family.

BENEFITS

9. Types of benefits provided under MOE FAS:

Item	Academic Level		
	Primary	Secondary	Pre-U
School Fees	Not applicable	Full subsidy of \$5.00 per month	Full subsidy of \$6.00 per month
Standard Miscellaneous Fees	Full subsidy of \$6.50 per month	Full subsidy of \$10.00 per month	Full subsidy of \$13.50 per month

Item (Continued)	Academic Level		
	Primary	Secondary	Pre-U
Textbooks	Free textbooks		Not applicable
School Attire	Free school attire		Not applicable
School Meal Subsidy ¹	\$2.00 per meal for 7 meals per school week	\$2.90 per meal for 10 meals per school week	Not applicable
Transport Subsidy	60% subsidy of monthly school bus fares for students taking school bus ¹ ; or \$15 transport subsidy per month from the month of approval, up to a total of \$180 transport subsidy per annum for students taking public transport ²	\$15 transport subsidy per month from the month of approval, up to a total of \$180 transport subsidy per annum for students taking public transport ²	
Bursary	Not applicable		\$1,000 per annum

¹ The school meal and school bus subsidy will only be provided from the effective month of the MOE FAS . There will be no reimbursement or retrospective subsidy for school meals and school bus fares incurred in the months prior to the effective month of the MOE FAS

² The public transport subsidy will only be provided from the effective month of the MOE FAS till December of the year.

EFFECTIVE MONTH FOR FINANCIAL ASSISTANCE

10. Schools will process your application promptly if you have provided the **complete information, inclusive of complete required documents**, indicated in the application form. If your application is **approved** before the end of the month, your child will be placed on the MOE FAS in the following month till December of the year. There will be no reimbursement or retrospective subsidies provided in respect of expenditure on the items set out in the table found at paragraph 9 above. Fresh applications will have to be submitted for each school year.

DOCUMENTS TO SUBMIT

11. Please submit the following documents together with the application form:
- a. CPF Transaction Statement or Contribution History for past 12 months.
 - b. Latest Income Tax Notice of Assessment (for both **employed** and **self-employed** household member(s)).
 - If the **self-employed** household member is not required to pay tax or the latest tax assessment does not reflect his or her current income status, the member is to complete an additional declaration at Section A of Annex II.
 - c. Latest payslip or a letter from the employer certifying gross monthly income (applicable only for **employed** household member(s)).
 - d. Proof of other sources of income (e.g. rental, pension, and etc), if applicable.
 - e. Declaration of unemployment (if applicable).
 - For household members who are **unemployed and below age 62** and are not undertaking full-time studies or undergoing full-time National Service – to complete declaration at Section B of Annex II.
 - f. Student/Matriculation card for **full-time student at tertiary institutions** (e.g. ITE, Polytechnics, Universities, private schools) / Identification card for **full-time National Servicemen** (if applicable).
 - g. Copies of NRIC of household members, other than parents and unmarried siblings of the child. If there are other dependent children without NRIC, please submit copies of legal documents to show that they are staying in the same address.
 - h. Where applicable, documents showing proof of legal guardianship (e.g. a court order or Letters of Probate or Administration), for the purposes of Section VI of the application form.
 - i. **Any other documents as and when required by the school for the purpose of verifying the income.**

APPLICATION FOR A NEW COMPUTER UNDER NEU PC PLUS

12. Students from low income households who wish to own a new computer at a subsidised price can apply for one under the NEU PC Plus Programme administered by Info-communications Media Development Authority (IMDA). Under this Programme, each eligible household may apply for one subsidised computer once every 3 years, regardless of the number of school-going children or household members with permanent disabilities.
13. For parents who wish to apply, please indicate so in Section V. If your application for MOE FAS is successful, the school will provide you with a form to apply for enrolment under the NEU PC Plus Programme and help you to send the completed form to the lead agencies appointed by IMDA for processing and approval.
14. For details about the NEU PC Plus Programme, please visit www.imda.gov.sg/neupc or contact Telephone: 66848858.

DECLARATION OF UNEMPLOYMENT OR SELF-EMPLOYMENT
(Any undeclared section or non-submission of Annex II will automatically be treated as a nil return)

SECTION A: DECLARATION OF SELF-EMPLOYMENT

Household members must complete this section if they are either:

Category (a) - Self-employed and not required to pay tax; or

Category (b) - The latest tax assessment does not reflect current income status.

I/We* declare that I am/we are* currently self-employed and my/our* current self-employment income are* as follows:

Name & NRIC No.	Category*	Type of Self-employment	Current Monthly Self-employment Income	Signature of Household Member and Date
	(a) / (b)			
	(a) / (b)			

SECTION B: DECLARATION OF UNEMPLOYMENT

I/We* declare that I am/we are* currently unemployed.

Name & NRIC No.	Period of Unemployment	Reason for Unemployment	Signature of Household Member and Date

* Please delete one.

*Applicants may use this checklist to check the supporting documents needed.
Please refer to next page on the relevant income documents that are required to be submitted.*

CHECKLIST FOR SUBMISSION OF SUPPORTING DOCUMENTS FOR MOE FAS APPLICATION

Name of Student :	Class (2020)	Class (2021)

Documents submitted <i>(place a tick in the box for documents submitted for the family member)</i>	Name of Family Member (Relationship)	Name of Family Member (Relationship)	Name of Family Member (Relationship)	Name of Family Member (Relationship)	Name of Family Member (Relationship)	Name of Family Member (Relationship)
SMSS Booklist						
NRIC / Birth certificate of household members						
CPF Transaction Statement/Contribution History (Past 12 Months)						
Working and Non-working household members						
Latest Income Tax Notice of Assessment (NOA)						
Working household members						
Latest Payslip/Letter from employer						
Working household members						
Annex II – Declaration of Self-employment						
Working household members						
Annex II – Declaration of Unemployment						
Non-working household members						
Proof of other sources of income (If Applicable)						
Student matriculation card/National Servicemen identity card (If Applicable)						
Any other documents (If Applicable) (eg. Divorce, Death Certificate)						

Please see the table below for the income documents required according to your employment status:

Documents to be submitted	Employment Status			
	Employee	Self-employed	Unemployed	Full-time student at tertiary institutions/ National Servicemen
CPF transaction statement/ contribution history (past 12 months)	✓	✓	✓	
Latest Income Tax Notice of Assessment (NOA)	✓	✓		
Latest pay slip/ letter from employer	✓			
Annex II – Declaration of Self-employment	✓ ²	✓ ³		
Annex II – Declaration of Unemployment			✓ ⁴	
Proof of other sources of income ⁵	Where applicable ⁶			
Student matriculation card/ National Servicemen identity card				✓
Any other document as and when required for verifying the income	Where applicable			

² For employee who also has trade income and whose latest NOA is not reflective of the current trade income status.

³ For self-employed who are not required to pay tax or whose latest NOA is not reflective of the current income status.

⁴ For household members who are **unemployed and below age 62** and are not undertaking full-time studies or undergoing full-time National Service.

⁵ For example, tenancy agreement for rental income, income statements for private car hirer, IR8A for verification of Director's fees etc.

⁶ For household members with other sources of income e.g. pension, rental income and etc.