

**SHORT TERM STUDY ASSISTANCE SCHEME APPLICATION
(FOR SINGAPOREAN UNDERGRADUATES - PART-TIME COURSE)**

Application:

1. Before you start to complete the form, please get ready all the necessary supporting documents.
2. Complete the Application Form and Document Checklist, and submit them together with the necessary supporting documents to OAFA.

Mail or submit in person to:

Office of Admissions and Financial Aid (OAFA)
Financial Aid Section
Student Services Centre (Level 2)
42 Nanyang Avenue
Singapore 639815

Operating hours: 9am to 4.45pm (Mon-Fri)

3. Outcome will be informed to you via email within 3 weeks of receipt of all the necessary supporting documents.

If you have any queries, please contact the Office of Admissions and Financial Aid at 6790-4115 or drop an email to us at FinAid@ntu.edu.sg.



SHORT TERM STUDY ASSISTANCE SCHEME APPLICATION
(FOR SINGAPOREAN UNDERGRADUATES - PART-TIME COURSE)

SECTION 1: PERSONAL PARTICULARS			
Name:	_____		
Matric No:	_____	Gender (M/F):	_____
NRIC:	_____	Marital Status:	_____
Nationality:	SINGAPORE CITIZEN	Course:	PART-TIME
Date of Birth:	_____	School/Year:	_____
Place of Birth:	_____	Course Specialization:	_____

SECTION 2: CONTACT INFORMATION (IN SINGAPORE)			
<i>For a permanent change in your contact details, please ensure you update them through StudentLink.</i>			
Contact No.:	Tel No.:	_____	Handphone No: _____
Mailing Address:	Blk No:	_____	Unit No: _____
	Street:	_____	
	Postal Code:	_____	

SECTION 3: FAMILY COMPOSITION AND FINANCIAL STATUS	
If your marital status is single, complete Section 3A, 3B, 3D and 3E (skip section C).	
For married applicant, complete all sections.	
#	Employment status: Student, NS men(Full Time), Employed, Self-employed, Unemployed, Retrenched, Housewife, Retired or Deceased.
##	Refers to income or bonus before deduction of CPF and inclusive of allowance, OT etc. Please indicate "0" if no income or contribution.
3A Applicant	
Applicant's Income:	
Your Employment Status#:	_____ Occupation: _____
Your Gross monthly Income##:	S\$ _____ pm Your Gross annual bonus##: S\$ _____ pa

3B For students whose marital status is SINGLE

Please ensure all fields are completed. Please complete as "0" if it is not applicable.

3B.1 Details of Parents (regardless if staying with you or not)

Name of Father: _____ Remarks: _____
 Marital Status: _____
 Age: _____ Living in the same household: Yes No
 Employment Status#: _____ Occupation: _____
 Gross monthly Income###: S\$ _____ pm Gross annual bonus###: S\$ _____ pa
 Monthly contribution to family^: S\$ _____ pm ^only if divorced or separated

Name of Mother: _____ Remarks: _____
 Marital Status: _____
 Age: _____ Living in the same household: Yes No
 Employment Status#: _____ Occupation: _____
 Gross monthly Income###: S\$ _____ pm Gross annual bonus###: S\$ _____ pa
 Monthly contribution to family^: S\$ _____ pm ^only if divorced or separated

3B.2 Details of Siblings/Relatives staying in the same household as you

a Name of Sibling/Relative : _____
 Marital Status: _____ Relationship: Brother Sister _____
 Age: _____ Living in the same household: Yes
 Employment Status#: _____ Occupation: _____
 Gross monthly Income###: S\$ _____ pm Gross annual bonus###: S\$ _____ pa

b Name of Sibling/Relative : _____
 Marital Status: _____ Relationship: Brother Sister _____
 Age: _____ Living in the same household: Yes
 Employment Status#: _____ Occupation: _____
 Gross monthly Income###: S\$ _____ pm Gross annual bonus###: S\$ _____ pa

c Name of Sibling/Relative : _____
 Marital Status: _____ Relationship: Brother Sister _____
 Age: _____ Living in the same household: Yes
 Employment Status#: _____ Occupation: _____
 Gross monthly Income###: S\$ _____ pm Gross annual bonus###: S\$ _____ pa

d Name of Sibling/Relative : _____
 Marital Status: _____ Relationship: Brother Sister _____
 Age: _____ Living in the same household: Yes
 Employment Status#: _____ Occupation: _____
 Gross monthly Income###: S\$ _____ pm Gross annual bonus###: S\$ _____ pa

e Name of Sibling/Relative : _____
 Marital Status: _____ Relationship: Brother Sister _____
 Age: _____ Living in the same household: Yes
 Employment Status#: _____ Occupation: _____
 Gross monthly Income###: S\$ _____ pm Gross annual bonus###: S\$ _____ pa

f Name of Sibling/Relative : _____
 Marital Status: _____ Relationship: Brother Sister _____
 Age: _____ Living in the same household: Yes
 Employment Status#: _____ Occupation: _____
 Gross monthly Income###: S\$ _____ pm Gross annual bonus###: S\$ _____ pa

3C For students who are MARRIED
 Please ensure all fields are completed. Please complete as "0" if it is not applicable.

3C.1 Details of Spouse (regardless if staying with you or not)

Name of Spouse: _____ Remarks: _____
 Marital Status: _____
 Age: _____ Living in the same household: Yes No
 Employment Status#: _____ Occupation: _____
 Gross monthly Income###: S\$ _____ pm Gross annual bonus###: S\$ _____ pa
 Monthly contribution to family^: S\$ _____ pm ^only if divorced or separated

3C.2 Details of Children (if any)

a Name of child : _____
 Marital Status: _____ Relationship: Child
 Age: _____ Living in the same household: Yes No
 Employment Status#: _____ Occupation: _____
 Gross monthly Income###: S\$ _____ pm Gross annual bonus###: S\$ _____ pa

b Name of child : _____
 Marital Status: _____ Relationship: Child
 Age: _____ Living in the same household: Yes No
 Employment Status#: _____ Occupation: _____
 Gross monthly Income###: S\$ _____ pm Gross annual bonus###: S\$ _____ pa

Employment status: Student, NS men(Full Time), Employed, Self-employed, Unemployed, Retrenched, Housewife, Retired or Deceased.

Refers to income or bonus before deduction of CPF etc. Please indicate "0" if no income or contribution.

3D. Other Sources of Income

Savings Interest / Rental Income / Financial help from organisation / Others: S\$ _____ per month

Remarks (if any): _____

3E. If your family has no income at all, please indicate below how your family covers its expenses

SECTION 4: ADDITIONAL INFORMATION

In order to be eligible for the SSAS, you need to say 'Yes' to points 1 and 2 below, and 'Yes' to either 3i or 2ii.

1. **Tuition Fee Loan** Yes, under the Tuition Fee Loan, I have applied for / am already in receipt of / am applying for the maximum allowable loan amount.

2. **Study Loan – Living allowance Component** Yes, under the Study Loan, I have applied for / am already in receipt of / am applying for the maximum Living Allowance loan amount of \$3600 per annum.

3. **Bursaries**
I have applied for / am already in receipt / am applying for the following bursary(ies):

i) MOE Bursary for AY09-10 Yes No

ii) Externally-administered bursary for 2009 Yes No

If yes, pls complete the following:

Name of externally-administered bursary: _____

Amount : S\$ _____

Outcome of your application : Pending outcome Successful

4. Please indicate if a family member who is staying in the same household is suffering from an illness.

Yes Who: _____

No Details: _____

5. Describe in detail any other information to support your application

SECTION 5: DECLARATION

I affirm that the information and attachments provided in this application are true and accurate to the best of my knowledge and that I have not willfully suppressed any material fact. I understand that the provision of any inaccurate or false information will render this application invalid.

Signature of student: _____

Date: _____

SSAS
 (Part Time undergraduate)
DOCUMENT CHECKLIST

For OAFA staff use:

Staff name: _____

Receipt date: _____

Applicant is: Single

Submitting docs for: Short Term Study Assistance Scheme

Applicant's Name: _____ Matric no.: _____ Contact No.: _____

Document Required (copy of)

• Copy of Application form

• Applicant Singaporean only

NRIC only

Employment status

Employed
 or Self-Employed
 or Unemployed / retired / housewife

Income Slip / Employer Letter / Income Tax Notice of Assessment
 Self Declaration Letter / Income Tax Notice of Assessment
 Self declaration letter / Retirement letter from Co.

➤ Income slip or Employer letter must be dated **not** more than 3 mths back.
 (eg if submitting application in Aug 09, doc to be dated either May 09, Jun 09, Jul 09 or Aug 09.
 ➤ Year of Assessment must be for 2008 or 2009.
 ➤ IR8A/8E must be for the year ended 31 Dec 07 or 31 Dec 08.

• Father

Divorced/Separated/Deceased

Divorce/Separation Document #
 or Death certificate

Employment status #

Employed
 or Self-Employed
 or Unemployed / retired

Income Slip / Employer Letter / Income Tax Notice of Assessment
 Self Declaration Letter / Income Tax Notice of Assessment
 Self declaration letter / Retirement letter from Co.

• Mother

Divorced/Separated/Deceased

Divorce/Separation Document #
 or Death certificate

Employment status #

Employed
 or Self-Employed
 or Unemployed / retired / housewife

Income Slip / Employer Letter / Income Tax Notice of Assessment
 Self Declaration Letter / Income Tax Notice of Assessment
 Self declaration letter / Retirement letter from Co.

SELF DECLARATION FORM

I, _____ (family member's/relative's name),

Identity Card/Passport No. _____ declare that I am:

- self-employed as a _____ (occupation)
- unemployed
- housewife / retiree
- a student

I am: drawing a gross monthly income of S\$ _____

am not drawing any income

I am the father/mother/spouse/sibling/relative* of student _____ (NTU student's name).

Signature of family member/relative

Date

*delete accordingly

This form is for use by family member/relatives who are either self-employed, unemployed or students aged 26 and above. (This form is not applicable for employed family members/relatives.)

- o For a family member/relative who is **self-employed**, this form is only to be completed if he/she is not able to provide his/her Income Tax Notice of Assessment.
- o For a family member/relative who is either **unemployed (including housewife or retiree)** or a **student aged 26 and above**, this form is to be completed by him/her.
- o One self-declaration form per family member/relative. Please make more copies if needed.

SSAS
 (Part Time undergraduate)
DOCUMENT CHECKLIST

For OAFA staff use:
 Staff name: _____
 Receipt date: _____

Applicant is: Married

Submitting docs for: Short Term Study Assistance Scheme

Applicant's Name: _____ Matric no.: _____ Contact No.: _____

Document Required (copy of)

• Copy of Application form

➤ Income slip or Employer letter must be dated not more than 3 mths back.
 (eg if submitting application in Aug 09, doc to be dated either May 09, Jun 09, Jul 09 or Aug 09.
 ➤ Year of Assessment must be for 2008 or 2009.
 ➤ IR8A/8E must be for the year ended 31 Dec 07 or 31 Dec 08.

• Applicant

Singaporean only

NRIC only

Employment status

Employed
 or Self-Employed
 or Unemployed / retired / housewife

Income Slip / Employer Letter / Income Tax Notice of Assessment
 Self Declaration Letter / Income Tax Notice of Assessment
 Self declaration letter / Retirement letter from Co.

• Father

Divorced/Separated/Deceased

Divorce/Separation Document #
 or Death certificate

Employment status #

Employed
 or Self-Employed
 or Unemployed / retired

Income Slip / Employer Letter / Income Tax Notice of Assessment
 Self Declaration Letter / Income Tax Notice of Assessment
 Self declaration letter / Retirement letter from Co.

• Mother

Divorced/Separated/Deceased

Divorce/Separation Document #
 or Death certificate

Employment status #

Employed
 or Self-Employed
 or Unemployed / retired / housewife

Income Slip / Employer Letter / Income Tax Notice of Assessment
 Self Declaration Letter / Income Tax Notice of Assessment
 Self declaration letter / Retirement letter from Co.

• Spouse

Any nationality

NRIC / Passport / ID doc/ Birth certificate/ Death certificate

Marital status

Divorced/Separated

Divorce/Separation Document #

Employment status #

Employed
 or Self-Employed
 or Unemployed / retired/housewife
 or Student aged 26 and above
 or Student aged 25 and below / NSF

Income Slip / Employer Letter / Income Tax Notice of Assessment
 Self Declaration Letter / Income Tax Notice of Assessment
 Self declaration letter / Retirement letter from Co.
 Self declaration letter
 No doc required

Document Required (copy of)

• **Children** Total No. of children: _____

-
- 1.Child Any nationality NRIC / Passport / ID doc/ Birth certificate
- Employment status
- Student aged 26 and above Self declaration letter
- or Student aged 25 and below / NSF No doc required
-
- 2.Child Any nationality Copy of NRIC / Passport / ID doc/ Birth certificate
- Employment status
- Student aged 26 and above Self declaration letter
- or Student aged 25 and below / NSF No doc required

• **Siblings** No. of siblings staying in same household as applicant : _____

• **Other relatives** No. of relatives staying in same household as applicant : _____

Total No. : _____

-
- 1.Sibling/
Relative Any nationality Copy of NRIC / Passport /ID doc/ Birth certificate
- Employment status
- Employed Income Slip / Employer Letter / Income Tax Notice of Assessment
- or Self-Employed Self Declaration Letter / Income Tax Notice of Assessment
- or Unemployed / retired/ housewife Self declaration letter / Retirement letter from Co.
- or Student aged 26 and above Self declaration letter
- or Student aged 25 and below / NSF No doc required
-
- 2.Sibling/
Relative Any nationality Copy of NRIC / Passport /ID doc/ Birth certificate
- Employment status
- Employed Income Slip / Employer Letter / Income Tax Notice of Assessment
- or Self-Employed Self Declaration Letter / Income Tax Notice of Assessment
- or Unemployed / retired/ housewife Self declaration letter / Retirement letter from Co.
- or Student aged 26 and above Self declaration letter
- or Student aged 25 and below / NSF No doc required
-
- 3.Sibling/
Relative/
Guardian Any nationality Copy of NRIC /Passport /ID doc/ Birth Certificate
- Employment status
- Employed Income Slip / Employer Letter / Income Tax Notice of Assessment
- or Self-Employed Self Declaration Letter / Income Tax Notice of Assessment
- or Unemployed / retired/ housewife Self declaration letter / Retirement letter from Co.
- or Student aged 26 and above Self declaration letter
- or Student aged 25 and below / NSF No doc required

Document Required (copy of)

**4.Sibling/
Relative/
Guardian**

Any nationality

Copy of NRIC /Passport /ID doc/ Birth Certificate

Employment status

Employed

Income Slip / Employer Letter / Income Tax Notice of Assessment

or Self-Employed

Self Declaration Letter / Income Tax Notice of Assessment

or Unemployed / retired/ housewife

Self declaration letter / Retirement letter from Co.

or Student aged 26 and above

Self declaration letter

or Student aged 25 and below / NSF

No doc required

For parents/spouse, copy of income document is required regardless if they are staying in the same household or not. If parents are divorced/separated, the parent who has moved out need not submit any income document. No income document is required for spouse who has moved out.