

**TUITION FEE LOAN (PT)
STUDY LOAN (PT)**

Applicant: Part Time Course Single

	ID Document		Income Document	
	Nationality	Doc required	Employment status	Doc required
• Applicant	Copy of your Application Form			
• Applicant	Singaporean only	Clear copy of NRIC	Employed	Latest copy of Payslip / Income Tax Notice of Assessment / Letter from employer indicating income.
• Parents #	NA		Self-employed	Latest copy of Income Tax Notice of Assessment / Self Declaration Letter*
• Siblings staying in the same household	All	Clear copy of ID / Birth Certificate / Passport [^]	Unemployed (including housewife and retirees)	Self Declaration Letter* / Retirement letter
• Other relatives staying in the same household (if any)			Student aged 26 and above	Self Declaration Letter*
			Student aged 25 and below/ NSF	Not required
• Guarantor	Singaporean only	Clear copy of NRIC	NA	

- For parents, their income docs are required regardless if they are staying in the same household as you or not. Exception applies if they are either divorced, separated or deceased. Pls refer below #.
 - For siblings and other relatives, the ID and Income documents are only required if they are staying in the same household as you. If the required ID/Income documents are not submitted to us by the given deadline, the siblings /other relatives that you have indicated in your application form may not be accounted for or your application may be considered invalid.
 - Income document:
 - Payslip and/or Letter from employer must not be dated more than 3 months back. (eg if submitting application in May 09, doc to be dated Feb 09, Mar 09, Apr 09 or May 09.)
 - Year of Assessment must be for 2008 or 2009. IR8A/8E must be for the year ended 31 Dec 07 or 08.
- *Self Declaration Letter must be dated and include his/her name, IC / Passport No., occupation, income amount if any, and his / her signature.
^Passport must be valid.

# If parents are either divorced, separated or deceased	Document required
Divorced / Separated	<ul style="list-style-type: none"> o Copy of divorce / separation document in place of ID document. o Copy of income document is required if staying in the same household as applicant. Income document is not required if not staying in.
Deceased	<ul style="list-style-type: none"> o Copy of death certificate

**TUITION FEE LOAN (PT)
STUDY LOAN (PT)**

Applicant: Part Time Course Married

	ID Document		Income Document	
	Nationality	Doc required	Employment status	Doc required
• Applicant	Copy of your Application Form			
• Applicant	Singaporean only	Clear copy of NRIC	Employed	Latest copy of Payslip / Income Tax Notice of Assessment / Letter from employer indicating income.
• Parents #	NA		Self-employed	Latest copy of Income Tax Notice of Assessment / Self Declaration Letter*
• Spouse #	All	Clear copy of ID / Birth Certificate / Passport [^]	Unemployed (including housewife and retirees)	Self Declaration Letter* / Retirement letter
• Children (if any)			Student aged 26 and above	Self Declaration Letter*
• Siblings staying in the same household as you (if any)			Student aged 25 and below/ NSF	Not required
• Other relatives staying in the same household as you (if any)				
• Guarantor	Singaporean only	Clear copy of NRIC	NA	

- > For spouse and parents, their income docs are required regardless if they are staying in the same household as you or not. Exception applies if they are either divorced, separated or deceased. Pls refer below #.
 - > For children, their IDs and Income docs are required regardless if they are staying in the same household as you or not. No docs are required if deceased.
 - > For siblings and other relatives, their ID and Income documents are only required if they are staying in the same household as you. If the required ID/Income documents are not submitted to us by the given deadline, the siblings /other relatives that you have indicated in your application form may not be accounted for or your application may be considered invalid.
 - > Income document:
 - Payslip and/or Letter from employer must not be dated more than 3 months back. (eg if submitting application in May 09, doc to be dated Feb 09, Mar 09, Apr 09 or May 09.)
 - Year of Assessment must be for 2008 or 2009. IR8A/8E must be for the year ended 31 Dec 07 or 08.
- *Self Declaration Letter must be dated and include his/her name, IC / Passport No., occupation, income amount if any, and his / her signature.
[^]Passport must be valid.

# If spouse/ parent is either divorced, separated or deceased	Document required
Divorced / Separated	<ul style="list-style-type: none"> o Copy of divorce / separation document in place of ID document. o Copy of income document is required if staying in the same household as applicant. Income document is not required if not staying in.
Deceased	<ul style="list-style-type: none"> o Copy of death certificate

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.