

NUS HIGH SCHOOL OF MATH AND SCIENCE
MINISTRY OF EDUCATION - INDEPENDENT SCHOOL BURSARY SCHEME (MOE-ISB)

APPLICATION CHECK LIST FORM

Please complete this Checklist Form:

Student's Name: _____ Mentor Group: _____

Parent's contact on this application: _____ (HP)

Parent's contact on this application: _____ (email)

Date submitted: _____

Please tick, where applicable:

1. For household members who are **employed** - latest payslip or a letter from the employer certifying gross income AND latest Income Tax Notice of Assessment (NOA).
2. For household members who are **self-employed** - latest Income Tax Notice of Assessment.
To submit Annex A if: the member is not required to pay tax (to submit the tax exemption letter from IRAS) or the latest tax assessment does not reflect his or her current income status.
3. For household members who are **unemployed and below age 62** and are not undertaking full- time studies – **to complete declaration as enclosed in Annex II.**
4. All employed/ self-employed/ unemployed household members to submit CPF Transaction Statement for past 12 months.
5. For household members who are undergoing full-time National Service – to submit a copy of their National Service identification card AND complete declaration as enclosed in Annex II.
6. For household members who are above 16 and are undertaking full- time studies - to submit a copy of their student pass/ ezlink card; to prove their student status.
7. Photocopy of both sides of NRIC of students' grandparents/ relative(s)/ OR other legal documents for household members, other than parents and unmarried siblings of the student who are staying in the same household.
8. Proof of income from other source/s, if any, to submit tenancy agreement for rental income, income statements for private car hirer, IR8A of Director's fees etc..
9. All other supporting documents, if any.

-----Tear along dotted line-----

Student's Copy:

Acknowledgement Slip

Please take note that the bursary award will take effect in the month the application is approved and will be valid till December of the year. Fresh application will have to be submitted for each academic year.

Parents will be notified of the application outcome via mail upon the submission of the application and complete documents.

You may contact the school Admin office at 6516 7279 for Ms Ang, Sherna for any information on this application.

Received by Staff (Name): _____

Date received: _____ **Signature:** _____

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.

Internal Ref:

**NUS HIGH SCHOOL OF MATH AND SCIENCE
MINISTRY OF EDUCATION INDEPENDENT SCHOOL BURSARY SCHEME (MOE-ISB) APPLICATION FORM**

(This scheme applies only to Singaporean students)

Section I: Particulars of student

Name of Student: <i>(Underline Surname)</i>		Birth Cert / NRIC No.:	
NUS High School Student ID No.:		Person to contact for this application:	
H _____		Name: _____	
Mentor Group: M _____		Contact: _____	
Email: _____			
MOE scholarship recipient?		DSA: <input type="checkbox"/> Non-DSA: <input type="checkbox"/>	
Yes: <input type="checkbox"/> ESIS / ESIP (pls circle) No: <input type="checkbox"/>			
Home / Mailing Address :			
Type of residence: (Based on address in NRIC)			
<input type="checkbox"/> HDB ___-room flat, <input type="checkbox"/> HDB Executive Flat, <input type="checkbox"/> Private Apartment, <input type="checkbox"/> Condominium, <input type="checkbox"/> Landed property,			
<input type="checkbox"/> Others, please specify: _____			

Section II: Information on Other Household Members and Income

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 a 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 2 & 3 of Annex I for detailed instructions.)

Name	Birth Cert/ NRIC No	Relationship to student	Marital Status	Age	Occupation	Gross Monthly Income from employment and trade	#Other sources of income (eg: pension, rental income)
1							

Name	Birth Cert/ NRIC No	Relationship to student	Marital Status	Age	Occupation	Gross Monthly Income from employment and trade	#Other sources of income (eg: pension, rental income)
2							
3							
4							
5							
6							
7							
8							
Total Gross Household Income¹ (Sum of monthly income from work and other sources of income)							

¹ Please refer to paragraphs 4 to 7 of Annex I as to how Gross Household Income is computed.

#Proof of income from other source/s, if any, to submit tenancy agreement for rental income, income statements for private car hirer, IR8A of Director's fees etc.

Section III: Request for Free Textbooks and School Attire

Applicable for Year 1 to Year 4 ISB Recipients who are eligible for 100% Fee Subsidy ONLY

If your application is successful, your child or children identified in Section I above will enjoy full subsidy of school and 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. You may tick more than one box.

- Please submit original receipts for reimbursement. (Note: Vouchers used for purchases made will NOT be reimbursed).

- Reimbursement Forms can be obtained from the school's Admin Office.

- Please note that all reimbursement must be submitted before the last school day of Term 4.

Textbooks (for core subjects in the school booklist only) PE attire (2 sets) School uniforms (2 sets)

Shoes (1 pair-max claimable amount is S\$30.00) Socks (2 pairs- max claimable amount is S\$10)

Section IV: Modes of Transport between Home and School

(Applicable for MOE ISB Recipients who are eligible for 100% Fee Subsidy Only)

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:

By Public Transport
(Subsidy of \$15 per month²)

Own Transport or Walks to School
(No subsidy required)

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

Section V: UPLIFT Scholarship

(Applicable for MOE ISB Recipients who are eligible for 100% Fee Subsidy Only)

If your child or children identified in Section I above is/are admitted to the school through Direct School Admission (DSA) and/or qualified for the Edusave Scholarships for Independent Schools (ESIS), your child or children identified in the Section I will also be concurrently awarded the UPLIFT Scholarship of \$800 cash award per annum, subject to the retention criteria stipulated in the award letter. You do not need to separately apply for the UPLIFT Scholarship.

Section VI: Declaration and Agreement by Applicant (whether Parent or Legal Guardian³)

- I, the parent / legal guardian* of the child identified in Section I above, 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.
- I agree that MOE, or any school(s) in which the child identified in Section I above are enrolled in, may at any time in their sole and absolute discretion request for additional information to:
 - assess or reassess the financial situation of my household; and
 - to reassess the financial assistance to be provided to my child/children in the course of the calendar year.
- I agree that any financial assistance provided to the child identified in Section I above as a consequence of this application for financial assistance in this form may be withdrawn or withheld in respect of that child should I fail to provide any such additional information as required pursuant to paragraph 2 above of this Section VI, to the satisfaction of either MOE or the relevant school(s).
- 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, to this being done.
- I will keep the school updated should there be a change in my employment status/ household income in the course of the calendar year to reassess the financial situation of my household and to reassess the financial assistance to be provided to my child in the course of the calendar year.

³ 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: _____
(Father / Mother / Legal Guardian)

Date: _____

NRIC No.: _____

Signature: _____

Information & Instructions for Applicants

MOE INDEPENDENT SCHOOL BURSARY (ISB) SCHEME

ELIGIBILITY CRITERIA AND BENEFITS

1. Student must be a Singapore citizen enrolled in an Independent School.

Please refer to the table below for the eligibility criteria at time of application and upon submission of complete documents, and benefits provided under MOE ISB:

Income Criteria		Benefits+
(Meet one of the following criteria)		
Monthly Gross household Income (GHI)	Per capita Income (PCI) <i>Monthly GHI / No. of members in the same household</i>	
Not exceeding \$2,750	Not exceeding \$690	- 100% subsidy of school and miscellaneous fees - Free textbooks and school attire at Secondary level; Annual bursary of \$1,000 at Pre-university level. - Full subsidy of exam fees [^] - Transport Subsidy: \$15 per month from the month of approval, up to \$180 per annum* (for students taking public transport). - School meal subsidies at \$2.90 per meal for 10 meals per school week for secondary level.
\$2,751 - \$4,000	\$691 - \$1,000	Subsidy such that student pays the same fee~ as student studying in government and government-aided schools (GGAS). <i>(Except for NUS High Year 5 and 6 pupils who will continue to receive 90% fee subsidy until the fee payable exceeds the prevailing GGAS fee for pre-university pupils, for which the enhanced subsidy will apply)</i>
\$4,001 - \$6,900	\$1,001 - \$1,725	Subsidy such that student pays 1.5x GGAS fee~
\$6,901 - \$9,000	\$1,726 - \$2,250	33% subsidy of school and miscellaneous fees.
<i>NUS High School Core module school notes will be subsidised according to approved ISB tier (only applicable to approved cases up to January.)</i>		

+An ISB recipient who is eligible for partial subsidy of school fees and is also a recipient of MOE scholarship, special award or bursary which provide part payment of school fees, the total subsidy received by him will be capped at the annual school fees charged by each independent school less the annual amount of school and standard miscellaneous fees payable if he were in government school.

[^]Exam fees for GCE 'O' and 'A' levels are waived for all Singapore Citizens in Government-funded schools.

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

~GGAS fee comprises school fee, standard miscellaneous fee and maximum 2nd tier miscellaneous fee payable by Singapore Citizen students in a GGAS.

HOUSEHOLD MEMBERS

2. Household members include the student, his/her parents, and unmarried siblings of the student, **regardless** of the address.

3. 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 dependent (where the family is the **legal guardian**).

GROSS HOUSEHOLD INCOME

4. Gross household income or "GHI" is the total combined income of all family members in the same household, as defined in paragraphs 2 and 3 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.

5. 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.

6. If an income earner is on no-pay leave as at the date of application for the MOE ISB, 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.

7. 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.

EFFECTIVE MONTH FOR FINANCIAL ASSISTANCE

8. Schools will process your application promptly if you have provided the **complete information, inclusive of complete required documents**, indicated in the application form. All MOE ISB approved will be valid till December of the year. Fresh applications will have to be submitted for each school year.

DOCUMENTS TO SUBMIT

9. 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 pay slip 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.
- j. For students who are granted Financial Assistance in their Primary Schools:
 - Please complete the NUS High School MOE ISB application form for submission but **no income documents are required**.
 - Submit a copy of the Financial Assistance approval letter from the previous Primary School.

NEED NEW COMPUTER AT SUBSIDISED PRICE?

The NEU PC Plus Programme, by the Infocomm Media Development Authority (IMDA) offers affordable PCs and broadband access to students and people with disabilities from low income families. Successful applicants can purchase a PC with free software and 3 years of free broadband subscription at a subsidised price.

1. Please refer to *Application Form* / *IDA's website for information on income eligibility criteria*.
2. For parents who wish to apply, you can get a copy of the application form from the school's Admin Office or visit the IDA's website.
3. Submit completed form(s) and supporting documents to the school's Admin Office or directly to the relevant appointed lead agency for processing (refer to the application form).
4. For any other enquiries, you may email neupc@imda.gov.sg or call NEU PC Helpline@ Tel: 6684 8858.

MOE Independent School Bursary (ISB) Scheme - School Meals Programme (SMP)

1. With effect from Jun 2016, MOE has extended the **School Meals Programme (SMP)** to secondary school students who are on MOE's Independent School Bursary (ISB) Scheme and receiving **100% fee subsidy**.
2. As the SMP is only extended to Secondary school students, only **students in Year 1 to 4** receive the SMP subsidies.
3. Eligible students will be given further instructions on the SMP for meals purchased from the school canteen.

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)			
	(a)/ (b)			
	(a)/ (b)			

SECTION B: DECLARATION OF UNEMPLOYMENT

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

Note: Please keep the school updated should there be a change in your employment status in the course of the calendar year)

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

**Please delete one.*