

Springfield Secondary School
APPLICATION OF MOE FINANCIAL ASSISTANCE SCHEME 2024

24SP___

Dear Parent / Guardian,

Please complete the MOE FAS Application Form attached with ALL supporting documents stated below and submit to school's General Office **before 31 Oct 2023** to avoid delay in processing.

List of supporting documents to be submitted together with the FAS application form as below:	
<i>*Note: Incomplete application form / supporting document that are blur & illegible will be rejected upon submission.</i>	
Copies of Birth Certificate	For student & all siblings
Copies of NRIC (front & back)	For all household members
Copies of Student Matriculation Card / School Enrolment Letter	For household members who are full-time student at Tertiary institutions (e.g. ITE / Poly / University / Private schools)
Copies of NS Identification Card (front & back)	For household members who are full-time National Servicemen
Copies of Divorced Certificate/ Custody / Care & Control document	For divorced parent who has granted Custody / Care & Control for their child/children.
Copy of Death Certificate	If parent has deceased.
Copy of legal document of guardianship (Court Order or Letters of Probate or Administration)	For legal guardian of the student to show proof of legal guardianship.
<u>Latest</u> Payslip	For household members who are working
Weekly Income Statement for the past 12 weeks	For household members who are Private Hirer Car Driver / Food Delivery Rider
CPF Contribution History for the past 12 months	For household members who are working
Proof of other source of income (e.g., rental, pension, and etc)	For household members who has other source of income
Latest Income Tax "Notice of Assessment 2023"	For household members who are Self-employed or have other sources of income. (e.g., Pension / Rental income) <u>How to retrieve your Income Tax Notice of Assessment (Individual) 2023</u> 1. Login to https://mytax.iras.gov.sg 2. Select "Personal Tax" – "Singpass" Login is required. 3. Select "Notices/Letters" 4. Select "Individual" • View Individual Tax Notices/Letters • Screenshot this page if you do not have Notice of Assessment 2023 5. Select Notice of Assessment (Individual) 2023 6. Print Notice of Assessment (Individual) 2023
Any other documents	As & when required by the school for the purpose of verifying the income.
Complete Annex II (Section A) attached	For household members who are self-employed.
Complete Annex II (Section B) attached	For household member who are unemployed.
** Note: Students studying in Government/Government-aided school, whose MSF ComCare assistance ends in the last quarter of 2023, or later, <u>need not</u> submit MOE/FAS application, as you will be auto granted MOE FAS for 2024	

To Be Completed by School

Authority Reference No Assigned		24SP ____	
(A) Eligibility – To be completed by FAS Processing Officer (FAS PO)			
Information on family members and income		Complete / Incomplete	
Student's Citizenship		Citizen / Non-Citizen	
Student is under Comcare / Resident of welfare home		Yes / No	
Gross household income:	Other Sources of Income:	Total Gross Household Income:	PCI = Total GHI ÷ Household members \$ _____ ÷ _____ = \$ _____
\$ _____	\$ _____	\$ _____	
Student is eligible for: <input type="checkbox"/> MOE FAS <input type="checkbox"/> School-Based FAS <input type="checkbox"/> INELIGIBLE			
Name & Designation of FAS PO: <input type="radio"/> Mdm Lim Siew Bee (CSO) <input type="radio"/> Mdm Salmiah Jaapar (CSO)			Signature / Date
Remarks from FAS PO (if any):			
(B) Decision – To be completed by the FAS Approving Officer (FAS AO)			
FAS AO-Decision on the application: <input type="radio"/> Approve For MOE FAS <input type="radio"/> Approve For School-Based FAS <input type="radio"/> Ineligible		Remarks from FAS AO (if any):	
Name & Designation of FAS AO: <input type="radio"/> Mr. Steven Wu (VPA) <input type="radio"/> Mdm. Mimi Hidayati Ismail (AM) <input type="radio"/> Mdm. Shamala Balakrishnan (AM)			Signature / Date
(C) Update to IBENS – To be completed by IBENS DEC & IBENS AO			
No. of applicants entered in IBENS	Springfield Sec: ()	Other Schools: ()	
Action	Signature	Date	
IBENS DEC – Grant updated in IBENS			
IBENS AO – Grant approved in IBENS			

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.

If your family and child is/children are existing beneficiary/beneficiaries of MSF ComCare, your child/children will be auto-granted MOE FAS. You do not need to apply for MOE FAS separately.

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) for 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 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 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 7 & 8 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 9 to 12 of Annex I as to how Gross Household Income is computed.

Section III: Benefits under MOE FAS (For Primary and Secondary levels only)

If your application is successful, your child or children identified in Section I above will receive full subsidy of school fees and miscellaneous fees, and will be eligible for free textbooks and school attire comprising of 2 sets of uniforms, 2 sets of PE attire, a pair of shoes and 2 pairs of socks. The school will notify you on the collection of the free textbooks and school attire from the school's vendors. The school will also notify you on school meals subsidy that will be given to your child or children.

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 studying in the School will use to travel between home and school:

- Public Transport
(Subsidy of \$17 per month)⁴

 School Bus (Applicable to Primary level only)
(Subsidy of 65% of the monthly fare)⁵
- Own Transport or Walks to School
(No subsidy)

³ For your other child/children identified in Section I who are not studying in the School, their respective school(s) will contact you separately to check their mode of transport.

⁴ The public transport subsidy will be provided from the effective month of the MOE FAS till December of the year.

⁵ 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: Subsidised Broadband and/or Laptop/Tablet⁶

If you are interested to apply for subsidised broadband and/or laptop/tablet under IMDA DigitalAccess@Home, you can apply via www.digitalaccess.gov.sg or contact 6377 3800 or e-mail: digitalaccess@imda.gov.sg. You can also approach the School for a hard copy of the application form.

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

1. I hereby declare that none of the child / children* identified in Section I above are in receipt of financial assistance from more than one MOE-funded school or institute of higher learning⁷.
2. I undertake to notify my child's / children's* current school in writing if, after submitting this form, any of my child / children* receives financial assistance from more than one MOE-funded school or institute of higher learning.
3. 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 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 3(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 GIRO, cash, or such other means as the School or MOE may require.
4. I acknowledge and agree with the instructions for applicants and eligibility criteria in Annex I. 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; or
 - (ii) reassess the financial assistance to be provided to my child or children in the course of the calendar year.
5. I agree that any financial assistance provided to 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 if:
 - (i) I 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 3(i)(a) to (d) of this Section VI;
 - (ii) MOE assesses, based on the new information provided under paragraph 4 of this Section VI, that I am no longer entitled to financial assistance, or to a lower level of financial assistance;
 - (iii) I fail to notify that child's school as required under paragraph 2 of this Section VI or fail to provide any such additional information as required pursuant to paragraph 4 of this Section VI, to the satisfaction of either MOE or the relevant school(s); or
 - (iv) my declaration in paragraph 1 of this Section VI is false or, after the date of this declaration, the child receives financial assistance from more than one MOE-funded school or institute of higher learning; or
 - (v) that child subsequently fails to meet any of the eligibility criteria in Annex I; or
 - (vi) any of the information that I have provided to MOE or the relevant school(s) in connection with the provision of financial assistance is subsequently found to be false, incomplete, or misleading.

6. I agree that MOE shall be entitled in its discretion to recover on demand any financial assistance rendered if any of the circumstances in paragraphs 5(iii) to 5(vi) arise, as a debt due and payable.
7. I agree and consent to the MOE, or any school(s) in which my child / children* identified in Section I above are enrolled in, collecting, using, and disclosing all necessary data (including both my child / children's* and my personal data) to other parties, including other Government departments, statutory boards, or entities involved in the administration of social assistance, for the purpose of determining my child's / children's* eligibility for financial assistance, unless such sharing is prohibited by law. I also confirm that I have obtained consent from the other persons listed in Section II above for the sharing of their personal data for the abovementioned purpose.
8. I hereby declare that the information provided in this application form is true to the best of my knowledge.

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.

⁷ "MOE-funded schools" include Government schools, Government-aided schools, Independent schools, Specialised independent schools, and Specialised schools. "Institutes of higher learning" include ITE, the Polytechnics, Nanyang Academy of Fine Arts, LaSalle College of the Arts, University of the Arts Singapore and the Autonomous universities.

* Please delete one.

Name, NRIC No. and Signature

Date

Information & Instructions for Applicants

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. The student must be a Singapore citizen enrolled in a Government or Government-aided school as a full-time student and must not be enrolled in any other schools or institutes of higher learning.
3. The student must attend school regularly. As financial assistance is provided to assist students in paying for expenses in connection with attending school, a student who fails to attend school regularly for any reason (including but not limited to Leave of Absence, medical leave, or hospitalisation leave) shall have his eligibility for financial assistance reassessed. In such circumstances, MOE is entitled to withdraw, reduce and/or withhold financial assistance without providing further reasons.
4. The student must not be receiving financial assistance provided by more than one MOE-funded school or institute of higher learning.
5. The student must meet either one of the following criteria:
 - a. Gross household income (GHI) as at the time of application does not exceed \$3,000 per month; or
 - b. Household per capita income (PCI) as at the time of application does not exceed \$750 per month.
PCI = Monthly GHI / No. of members in the same household.
6. The student's current school must be notified of any changes to any of the criteria in paragraphs 2 to 4 in writing.

HOUSEHOLD MEMBERS

7. Household members include the student, his/her parents, and unmarried siblings of the student, **regardless** of the address.
8. 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

9. Gross household income or "GHI" is the total combined income of all family members in the same household, as defined in paragraphs 7 and 8 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.
10. 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.

11. 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.
12. 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

13. Types of benefits provided under MOE FAS:

Item	Academic Level		
	Primary	Secondary	Pre-U
School Fees	Not applicable	Full subsidy of \$5 per month	Full subsidy of \$6 per month
Miscellaneous Fees	Full subsidy of \$13 per month	Full subsidy of \$20 per month	Full subsidy of \$27 per month
Textbooks	Free textbooks		Not applicable
School Attire	Free school attire		Not applicable
School Meal Subsidy ¹	7 meals per school week	10 meals per school week	Not applicable
Transport Subsidy	65% subsidy of monthly school bus fares for students taking school bus ¹ ; or \$17 transport subsidy per month from the month of approval, up to a total of \$204 transport subsidy per annum for students taking public transport ²	\$17 transport subsidy per month from the month of approval, up to a total of \$204 transport subsidy per annum for students taking public transport ²	
Bursary	Not applicable		\$1,200 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

14. 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 or when your child is no longer eligible for financial assistance, whichever is earlier. There will be no reimbursement or retrospective subsidies provided in respect of expenditure on the items set out in the table found at paragraph 13 above. Fresh applications will have to be submitted for each school year.

DOCUMENTS TO SUBMIT

15. Please submit the following documents together with the application form:
 - a. CPF Transaction Statement or Contribution History for past 12 months. Login to MyCPF Online Services www.cpf.gov.sg with your SingPass to retrieve.

- b. Latest Income Tax Notice of Assessment for household members with other sources of income 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.
 - If the household member is not required to pay tax, the member can provide the page from IRAS's myTaxportal > notices/letters > individual, to show that he/she has no Tax Notice of Assessment.
- 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 63** 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 and/or application.**

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:

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

SECTION B: DECLARATION OF UNEMPLOYMENT

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

<u>Name & NRIC No.</u>	Period of Unemployment	Reason for Unemployment	<u>Signature of Household Member and Date</u>

* Please delete one.