

# RP Laptop Assistance (Opportunity Fund) Claim Submission

## *FAST User Guide*

# Summary Page

Click on the number/panel to access each application step

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02

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# 2024

## RP

## LAPTOP

## ASSISTANCE

## (OF) CLAIM

# 1

**How do I submit RP Laptop  
Assistance (Opportunity Fund)  
Claim via FAST?**



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# 1 How do I submit RP Laptop Assistance (OF) claim via FAST?

## 01: Logging into the Portal

1

Access the portal via  
<https://fast.rp.edu.sg>



2

Click on '**Government Bursary & Financial Assistance**' icon



## Financial Assistance and Scholarship

A A A



### Government Bursary & Financial Assistance

For RP students who would like to apply for Government Funded Bursary and other Financial Assistance Schemes



### Freshman Scholarship

For Applicants who would like to apply for RP Freshman Scholarship

2



### Financial Assistance Eligibility Chatbot

For more information, please refer to RP website : <https://www.rp.edu.sg/financial-assistance> or chat with our FAS Eligibility Chat bot for RP administered schemes.



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# 1

## How do I submit RP Laptop Assistance (OF) claim via FAST?

### 01: Logging into the Portal

**3**

Login using your **RP Student ID (enter your myrp account)**. Click **'Next'**.

**4**

Enter your **password**. Click **'Sign In'**.

**3**

REPUBLIC POLYTECHNIC  
100010, Singapore

### Sign in

[user\_id]@myrp.edu.sg

[Can't access your account?](#)

[Sign-in options](#)

**Next**

**4**

REPUBLIC POLYTECHNIC  
100010, Singapore

← [12345678@myrp.edu.sg](#)

### Enter password

.....

[Forgot my password](#)

**Sign in**



1 How do I submit RP Laptop Assistance (OF) claim via FAST?

## 02: Access to Claim Form

1

Ensure the account reflects your Name as per your enrolment.

2

Click on 'AY2024 OF Laptop Claim' icon.

### NOTE:


You can only perform this step only **after you have purchased the laptop and received the outcome of your bursary application.** For laptop purchased online, the laptop must be delivered to you before you can submit your claim.

**The receipt must be in your FULL NAME.**

1

REPUBLIC POLYTECHNIC  
Government Bursary & Financial Assistance

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Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Apply for AY2024 OF Laptop Claim	2024	AY2024 OF Laptop Claim			DD/MM/YYYY



1 How do I submit RP Laptop Assistance (OF) claim via FAST?

### 03: Submit your Claim

1a

Check that the following are reflected correctly:

- Student ID
- Student Name
- Exercise ID: AY2024 OF Laptop Claim

1b

Ensure you have submitted all the mandatory questions.

1c

Upload the full set of receipt.

1d

Click '**Preview and Submit**' once you have completed all the questions and uploaded your receipt.

1a

[Home](#) / [FAS](#) / [Other FAS](#)

Student ID : <RP STUDENT ID>

Student Name : <STUDENT NAME>

Exercise ID : AY2024 OF Laptop Claim

Questions with \* are mandatory

1b

Please key in the Brand of the laptop \*

Please key in the Laptop Model \*

Eg: Legion Y7000

I have submitted my GIRO details \*

Indicate 'Yes' or 'No'

You are required to have a valid GIRO account registered with RP before we can proceed with your reimbursement. Non-submission will result in a delay with the reimbursement

Ineligible receipt / receipts without the above information will not be accepted. Order confirmation slip is not accepted. The laptop will have to be delivered to you if purchase is made online.

Upload File

No file chosen

1c

1d



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# 1 How do I submit RP Laptop Assistance (OF) claim via FAST?

## 03: Submit your Claim

2

You should see a preview of your submission.

Click '**Submit**' to submit your claim.

Note: **No further amendments** can be made once you click 'Submit'. Ensure your receipt is not truncated and clear.

Application ID : PETXXXXXXXXXX

Student ID &lt;RP Student ID&gt;

Student Name : &lt;STUDENT NAME&gt;

Exercise ID : AY2024 OF Laptop Claim

Please key in the Brand of the laptop : Asus

Please key in the Laptop Model VivoBook K6500

I have submitted my GIRO details : Yes

#	File
1	: <a href="#">Stu202_AY2022 OF Laptop Claim T1_20220206T001159.pdf</a>



Edit

Submit

Save as Draft


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# 1 How do I submit RP Laptop Assistance (OF) claim via FAST?

## 03: Submit your Claim

3

You would see a pop up message stating that your application is **SUBMITTED** and pending for verification.  
Click '**OK**' to proceed.

4

You will see that the Application Status changed from "**Draft**" to "**Submitted Pending Verification**". This means that you have submitted your claim and your receipt is pending verification.

**Note:** Ensure you have submitted your **GIRO form/PayNow** details so that we can credit the claim amount to your bank account.

You are required to (1) submit an application and (2) follow the instructions listed in each questions carefully.

Laptop Claim - T1. Please follow the

Application ID :

Student Name :

Please key in the Brand of the laptop

Claim - T1

- Your application has been submitted and pending for verification.
- "Application Id for your reference    PETXXXXXXXXXX

Ok

**REPUBLIC POLYTECHNIC** Government Bursary & Financial Assistance stu201

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Action	Acad year	Exercise	Application Status	Scheme	Closing Date
	AY2024	AY2024 OF Laptop Claim	Submitted Pending Verification		



# 2

## Sample of Receipts



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# Sample Receipts

**NOTE:** Below are sample receipts from the vendors. Do ensure that you request for them to indicate your **FULL NAME** and the receipt is not truncated.

**Challenger**  
 CHALLENGER TECHNOLOGIES LIMITED  
 1 Woodlands Square  
 #04-06/07, Causeway Point  
 ROC 158480182X | GST M2-40R3230-3

Date/Time: 14/12/2021 18:37:48  
 Cashier: [REDACTED]  
 Invoice No: [REDACTED]

TAX INVOICE

TD: [REDACTED]

Item	Quantity	Unit Price	Amount
Lenovo IP3 81WA00J3S8 I5-10210U 8G 256SSD W11	1	[REDACTED]	[REDACTED]

Subtotal: [REDACTED]  
 Inclusive 7% GST: [REDACTED]  
 Amount Payable: [REDACTED]

Goods sold are not refundable/exchangeable.  
 This is a computer generated document and does not require a signature or stamp.

**COURTS** (Singapore) Pte Ltd  
 50 Tampines North Drive 2  
 Singapore 520765  
 Co. Reg. No. 19730141C  
 GST Reg. No. M2-0012105-0

**TAX INVOICE**  
 COURTS Hotline : 800 223 6888  
 Credit Account Management : 5560 4168  
 (Only for Credit account payment options)  
 Date: 2 Nov 21  
 Tax Invoice: [REDACTED]

TAMPINES MALL  
 4 TAMPINES CENTRAL 6  
 #03-10900-18A  
 Singapore  
 529510

Salesperson: [REDACTED]  
 Fax No.: 07880077

GST Registration No. [REDACTED]  
 Residential Phone No. [REDACTED]  
 Office Phone No. [REDACTED]  
 Phone No. [REDACTED]  
 SMS Notification No. [REDACTED]  
 Homeclub Member No.: [REDACTED]

Item	Brand	Model	Del Locn	Proposed Delivery Date / Time	Qty	Unit Price \$	Discount \$	Home Club Price \$	Amount
[REDACTED]	ACER	AN515-56-79W7 (BLACK)		2 Nov 21	1	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]		16.6 IN INTEL CORE I7-11370 BG		2 Nov 21	1	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	SOUNDTECH	KAS32		2 Nov 21	1	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	RYSHI	NERES		2 Nov 21	1	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	TRUE	WIRELESS EARBUDS		2 Nov 21	1	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	RAZER	RZ91-03850100-R3M		2 Nov 21	1	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	DEATHLOCKER	ESSENTIAL MOUSE		2 Nov 21	1	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	SEAGATE	8TBKH1064H1		2 Nov 21	1	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	TYB ONE	TOUCH PORTABLE W RESCU		2 Nov 21	1	[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]	ACER	MOUSE		2 Nov 21	1	[REDACTED]		[REDACTED]	0.00
[REDACTED]	FOC			2 Nov 21	1	[REDACTED]		[REDACTED]	0.00
[REDACTED]	ACER	MCAFFEE ANTI-VIRUS FOCUS ANTIVIRUS		2 Nov 21	1	[REDACTED]		[REDACTED]	0.00
[REDACTED]	ACER	NOTEBOOK BACKPACK - 15IN/16IN/17N FOC		2 Nov 21	1	[REDACTED]		[REDACTED]	0.00

Total SGD Incl. GST [REDACTED]  
 7% GST [REDACTED]  
 Total SGD Excl. GST [REDACTED]  
 Total Home Club Savings on this purchase \$ [REDACTED]  
 Total Home Club Savings To Date \$ [REDACTED]

Delivery Addresses:  
 \* H [REDACTED] SMS Notification No. [REDACTED]

I would like to take up Extended Warranty: YES NO Signature [REDACTED]

**Lazada**  
 REDMART LAZMALL VOUCHERS GLOBAL COLLECTION

Your order has been delivered!

Hi [REDACTED].  
 We are pleased to inform that your order # [REDACTED] has been delivered.  
 We hope you are enjoying your recent purchase! Once you have a chance, we would love to hear your shopping experience to keep us constantly improving.

Delivery Details

Name: [REDACTED]  
 Address: Singapore [REDACTED]  
 Phone: [REDACTED]  
 Email: [REDACTED]

Package 1

Sold by HP

HP Laptop 15e-fq5183TU (12th-i5) 8GB RAM 512GB SSD / 15-fd0019TX (13th-i7) 16GB RAM 512GB SSD / 2 Years Warranty  
 SGD 749.00  
 Quantity: 1

Subtotal:	SGD	749.00
Shipping fee:	SGD	1.75
Total Saving:	SGD	(1.75)
Total (GST Incl.):	SGD	749.00

Shipping option: Standard  
 Paid by: Credit or Debit Card

# 3

## Frequently Asked Questions



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# Frequently Asked Questions



**The receipt is not under my name. Can I still claim?**



The receipt **MUST be under the Student's Name**. You may request the retailer to indicate your full name in the receipt.



**Can I get cash payment in RP for the claim?**

The claim amount will be credited into your registered GIRO/PayNow account with RP, 3 months upon submission of the receipt/invoice.



**How do I submit my GIRO form?**

Students who do not have GIRO account established with RP can submit GIRO application via [eGIRO portal](#).



**Are there any restrictions on the IT device brand and model for it to be eligible for the reimbursement?**

Student should purchase a notebook that meets their course requirement.

Do note the MacBook with M1, M2 and above Chipsets are **not supported** in RP.

