

MOE Financial Assistance Schemes for Institutes of Higher Learning

Government Bursary User Guide

RP Financial Assistance Scholarship System (FAST)
with Household Means Eligibility System (HOMES)

Full-Time Diploma/ Poly Foundation
Programme (PFP) Students



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Advisory on Bursary Application

1) Singpass Login for family members

- To submit your application successfully, **all family members are strongly encouraged to have a Singpass account** to facilitate consent submission.

2) Remain **contactable** once you have submitted your application

a. **RP Bursary Staff** may contact you via:



- MS Teams:** Staff will leave a message for you.
- RP Email:** Staff and/or FAST system-triggered email.
- Phone call:** RP call number starts from 669 XXXX.

b. **HOMES Ops Officer** may contact you via:



- Phone call:** Due to working from home arrangement, HOMES Ops Officers may contact you using a company-issued mobile number.
 - RP Email:** if you are not contactable via phonecall, HOMES Ops Officer will send an email via HOMES_Ops@moh.gov.sg.
 - All subsequent correspondence will be via email.
 - Letter:** The letter mailed to your mailing address (as per RP records) will bear the HOMES and MOE letterhead.
- Note:**

- For more details, please see slide 5 – 6



Advisory on Bursary Application

3) Application Processing and Review by RP Bursary Staff

- RP bursary staff will review your bursary application and consent forms.
- Please respond to RP bursary staff's request for additional documents/clarifications within the stipulated date found in your RP email.
- RP applicant will receive notification of application outcome via an email to applicant's RP email address. For incomplete applications and/or consent submission that cannot be processed, the application may be rejected.

4) Responding to HOMES Ops Officer for cases requiring further clarifications

- A letter and email will be sent if HOMES officers are unable to contact you via your mobile phone number (as per RP's records) to follow-up on the application. In this case, you would be deemed uncontactable if HOMES Ops Officers cannot reach you.
- **Respond** to request from HOMES Officer **within 14 calendar days.**
- If **you do not respond with all the requested information or documents by the deadline**, the application **cannot be processed** and **may be rejected.**



Advisory on Bursary Application

5) FAQs on Outreach by HOMES Ops Officer when assisting with your bursary application

a. I have an urgent query on HOMES/ HOMES-related issue. Who can I talk to?

- Please write to HOMES_Ops@moh.gov.sg to provide your contact details and description of your query for HOMES Ops Officer to respond to you.

b. I received a call/ email/ letter claiming that they are from HOMES. Are they legitimate?

- You may email Office of Student Support at help-fas@rp.edu.sg or contact HOMES at: HOMES_Ops@moh.gov.sg if you would like to confirm the number and email from HOMES Ops team.

c. I have been asked to complete outstanding actions on the HOMES eService, but I have encountered some challenges. What can I do?

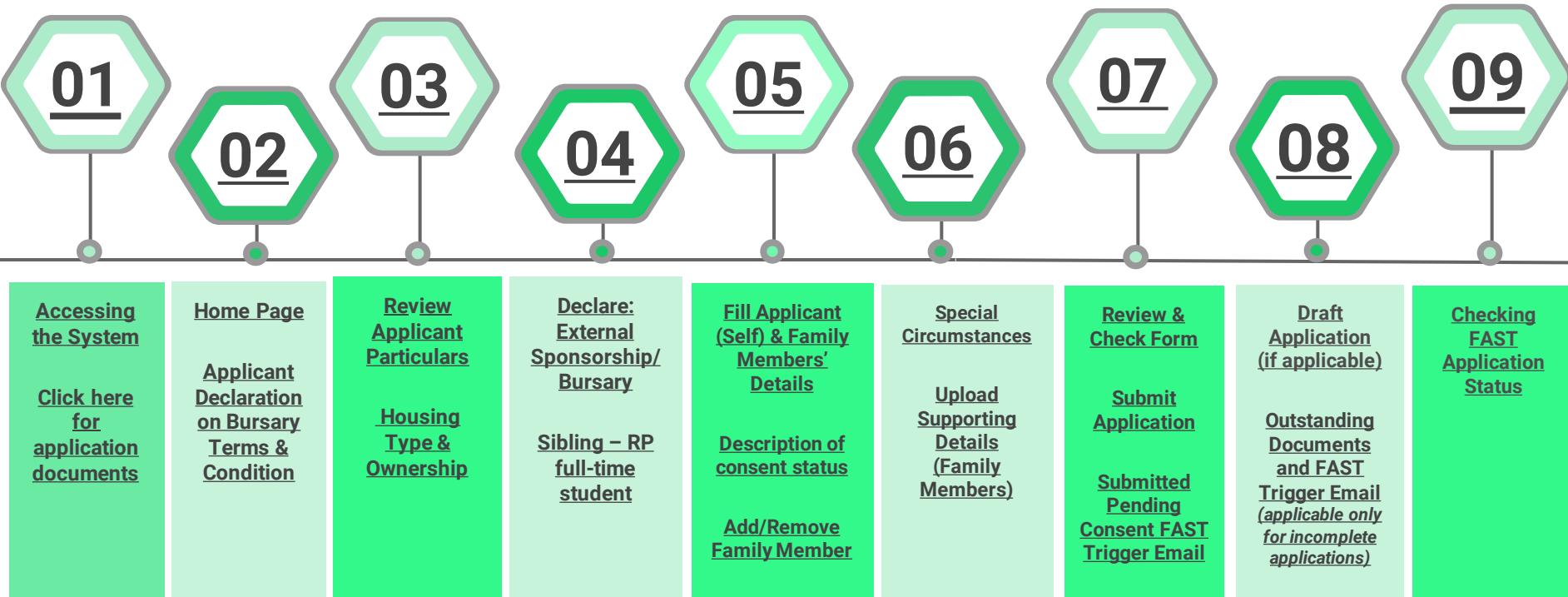
- Please write to HOMES_Ops@moh.gov.sg to let HOMES Ops Officer to respond to you.
- You may also contact HOMES Ops Officer directly via the contact details in the email or letter which was sent to you.



GOVERNMENT BURSARY APPLICATION FORM

Read [Definition of Family Members](#) and [Definition of Household Income](#)

Click on the number or topics to view each segment of application form



Definition of Family Members

Persons related by blood, marriage and/or legal adoption, **living in the same residential address, as reflected on the NRIC.**



Include

- Living in nursing home
- Studying overseas
- Studying in local university but staying in hostel
- Working overseas on a posting or attachment
- Family members who are also landlord-tenant
- Foreigners with a valid FIN issued by the Government and residing in the household on a long-term basis

Exclude

- Incarcerated or institutionalized
- Estranged or no longer in contact*
- Residing overseas due to relocation or migration
- Unrelated persons such as friends who are temporarily staying over, persons of landlord-tenant relationship with you or your family
- Domestic Helper

*For family members who are estranged or no longer in contact or applicants who are in care arrangement under MSF institutions, please email Help-FAS@rp.edu.sg for assistance.



Definition of Household Income

1. **Income of each family member** used for computation will be an **average income over 12 months**, or a time period relevant to the individual's circumstances based on latest available information derived from various government sources such as CPF Board and/IRAS or Ministry of Manpower (MOM).
 2. The **income considered in means-test** will include:
 - a. Employment income made by employer to CPF Board - basic salary, overtime pay, allowances, cash awards, commissions and bonuses
 - b. Trade/ self-employed income based on latest available tax assessments by IRAS
 - c. Rental income from leasing out room(s)/entire house based on latest tax information by IRAS
 - d. Income information declared to the Ministry of Manpower (MOM)
 - e. Income information made known to HOMES previously which are still considered relevant
 - f. Other Declared Income - Income not declared to IRAS/CPF Board. To enter under "Other Declared Income" input field in applicant portal
 3. For **loss/change of income of less than 6 months**, the computation will **take an average of 12 months of CPF contribution at the point of means-testing**. This may mean that the computation will include some income (Unlikely to be no income).
 4. For **loss/change of income of more than 6 months**, the computation **may be considered as no income**, subject to computation at the point of means-testing.
- For items 3 and 4, HOMES Ops Officer is likely to contact you for clarification of loss/change of income.
→ Please remain contactable; click [here](#) to see advisory on outreach by HOMES Officer.



Definition of Household Income

Included Income

- Part-time students
- Family members awaiting enlistment **(including those who have received enlistment date but have yet to enlist)**
- Family member awaiting further studies **(Offered course placement but awaiting commencement of study)**
- For family members working/studying overseas, HOMES Ops Officer will verify family member's overseas situation. Should overseas member be included as family member under your bursary application, HOMES Ops Officer will request for income documents to include income

Excluded Income

- Full-time students **(Including those awaiting graduation)**
- Divorce alimony or Maintenance allowance
- National Service (NS) Full Time Allowance



Definition of Household Income

The income definition is applicable to all family members except RP applicant and those who are full-time students (status verified by RP via valid documents).

Income Type	Definition
<p>Employment Income</p> <p>(e.g. salaried worker on full-time or part-time basis)</p>	<ul style="list-style-type: none">Income averaged over the recent 12 months based on contributions submitted by employer to CPF Board; and/orIncome averaged over 12 months based on latest available tax assessments by IRAS within last 2 calendar years; and/orAs declared in FAST bursary application under Other Declared Income (ODI), if employment income was not reported to CPF or IRASIncome declared to the Ministry of Manpower (MOM) for foreigners, where applicable
<p>Self-employment income</p> <p>(e.g. Property/Insurance Private Hire Drivers, etc)</p>	<ul style="list-style-type: none">Income averaged over 12 months based on latest available tax assessments by IRAS within the last 2 calendar years; or income declared to CPF Board; and/orAs declared in FAST bursary application under Other Declared Income (ODI), if employment income was not reported to CPF or IRAS



Definition of Household Income


The income definition is applicable to all family members except RP applicant and those who are full-time students (status verified by RP via valid documents).

Income Type	Definition
Dual Income (employment and self-employment)	<ul style="list-style-type: none">Income averaged over the recent 12 months based on contributions submitted by employers to CPF Board; and/orIncome averaged over 12 months based on latest available tax assessments by IRAS within the last 2 calendar years and/orAs declared in FAST bursary application under Other Declared Income (ODI), if employment income was not reported to CPF or IRASIncome declared to the Ministry of Manpower (MOM) for foreigners, where applicable
Rental Income	<ul style="list-style-type: none">Income averaged over 12 months based on latest available tax assessments by IRAS within the last 2 calendar years; and/orAs declared in FAST bursary application under Other Declared Income (ODI), if rental income was not reported to CPF or IRAS



01: Accessing FAST System

To login to FAST, you need to have a **valid RP Student's Account and Password**.
Access FAST via:

Direct URL	https://fast.rp.edu.sg <i>(recommended browser: Chrome)</i>	Scan QR Code	
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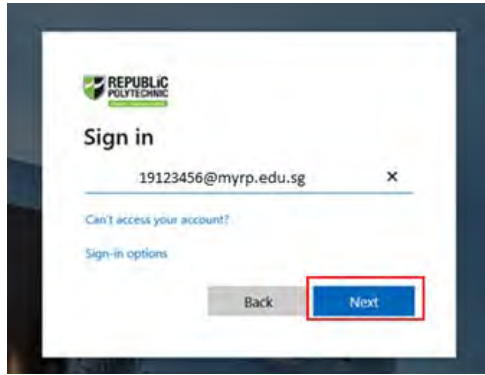


Click on **'Government Bursary & Financial Assistance'** icon.

- **To submit your application successfully, all family members are strongly encouraged** to have a **Singpass account** to facilitate consent provision.
- Prepare **supporting and consent documents in advance**, before submitting your online application.



01: Accessing FAST System



REPUBLIC POLYTECHNIC

Sign in

19123456@myrp.edu.sg

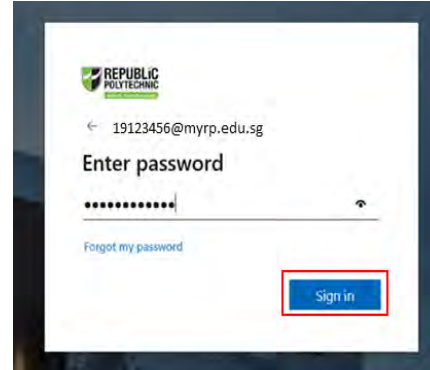
Can't access your account?

Sign-in options

Back Next

Enter **RP Student ID** followed by **@myrp.edu.sg**
(eg: 22XXXXXX@myrp.edu.sg)

Click on '**Next**' button.



REPUBLIC POLYTECHNIC

← 19123456@myrp.edu.sg

Enter password

.....

Forgot my password

Sign in

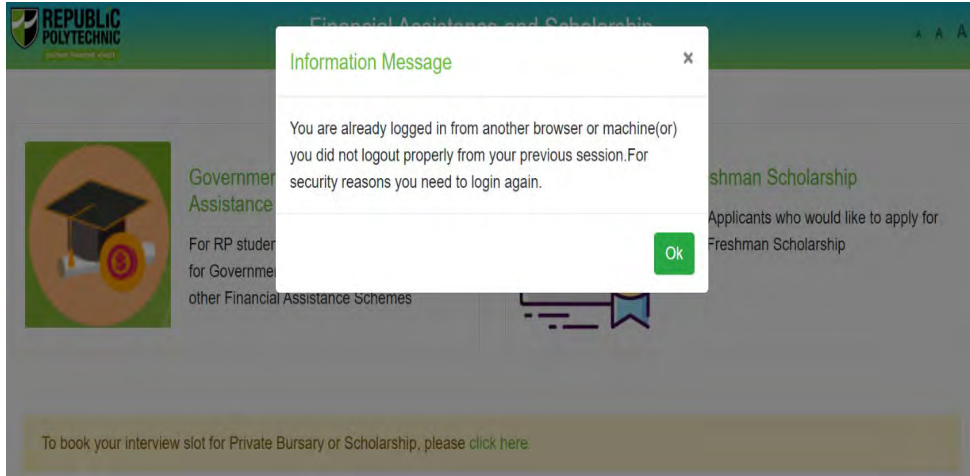
Enter **password**. Click on '**Sign In**' button.

Note: You are not allowed to use concurrent login in the system, if you are already logged in from another browser or machine or you did not logout properly from your previous session.

For security reasons, you need to login again.



01: Accessing FAST System



If you are getting the pop-up message, click on '**OK**' button.

This will clear all existing sessions in the application and redirect you to login page.


You need to Login again to assess the application form.



02: FAST Home Page

REPUBLIC POLYTECHNIC
Government Bursary & Financial Assistance

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Apply for AYXXXX Bursary HOMES Full-Time	XXXX	HOMES Exercise			DD/MM/YY

Click on **Icon** to start your application

In the **Homepage**, click on **Bursary icon** under 'Action' column:

For full-time Diploma Students

- AYXXXX Bursary HOMES Full Time

For PFP Students

- AYXXXX Bursary HOMES PFP

Ensure you submit your application by closing date.



02: Applicant Declaration to Bursary Terms & Conditions

Declaration by Applicant

Declaration

I declare that the information provided in my online and hardcopy application is true to the best of my knowledge, and I have not wilfully suppressed or omitted any information or facts.

By submitting this application:

1. I accept that if my application is incomplete, it will not be processed.
2. I accept that RP may disclose my particulars to donors, other government agencies and/or my parents/legal guardians for the purpose authorised by RP, where applicable.
3. I have no objection for RP to share the information given herein for the purpose of financial assistance, student care and statistics.
4. I accept that the bursary money may be used to offset any outstanding fees that I owe to RP.
5. I am aware that I will be required to refund the bursary quantum in full or partial, if I am dismissed or if I withdraw or defer voluntarily from my course of study or is in receipt of a full scholarship or sponsorship that covers tuition fees and provides a monthly or annual living allowance.
6. I am aware that a valid GIRO account registered with RP is required for the disbursement of bursary and/or financial assistance monies. I will ensure that a GIRO application is established with RP to facilitate disbursement of bursary and/or financial assistance monies.
7. I am aware that if the information provided is false, my application will be rejected. I will refund the full value of the amount awarded and will be subjected to disciplinary actions if any of the information above is subsequently found to be falsely declared.
8. I accept that the decision made by RP with regards to my application is final.

2020 TestWipe-GB 30/09/2020

Read the '**Declaration by Applicant**'.

Click on '**I Agree**' button to proceed to the application form.

You will be directed to the **Government Bursary Application form** under **HOMES exercise**.



03: Review Applicant Particulars

1 Student Particulars	
Student Id	18060005
Student Name	Mckenzie
Gender	M
Citizenship	Singaporean
Home Address	1-31, Havelock Roadm Singapore 00075
Mobile Number	37676337
Email	180600005@myrp.edu.sg
Personal Email	Mckenzie@gmail.com
School	PPF
Matriculation Year	2021
Programme	PMC
NRIC	S3506000F
DOB	01/01/2003
Mentor Name	SSS0160325
Programme Chair	SIT_TAN_KOK_HUI
Giro Account	0230

Review your details under '**Student Particulars**'.

- If there are changes to your personal details, please update the information as soon as possible.
 - ✓ Address and mobilephone number: via RP Connect app
 - ✓ Marital status, Next of Kin, Date of Birth: please email Help-Registrar@rp.edu.sg
- The update of contact details will facilitate contacting by RP Bursary staff and HOMES Officer for additional clarifications if required.
- Click [here](#) to see advisory on outreach by HOMES Ops Officer.



03: Select Housing Type & Ownership

With HOMES record

The screenshot shows a form titled "2 Housing type". It contains two dropdown menus. The "Housing Type" dropdown is pre-filled with "3-Room HDB Flat". The "Housing Ownership" dropdown is open, showing a list of options: "-Select one-", "Rented (room)", and "Rented (whole unit)". The "Rented (room)" option is highlighted.

- If your housing data is available in HOMES, the housing type will be pre-filled by default.
- Select your housing ownership from the dropdown list.

No HOMES record

The screenshot shows a form titled "2 Housing type". It contains two dropdown menus. The "Housing Type" dropdown is open, showing a list of options: "-Select one-", "1-Room HDB Flat", "2-Room HDB Flat", "3-Room HDB Flat", "4-Room HDB Flat", "5-Room HDB Flat", "Bungalows", "Detached House", "Executive Apartment/Mansion", "Executive Condominiums", "Others", "Private Flats/Condominiums", "Semi-Detached House", and "Terrace House". The "Housing Ownership" dropdown is also open, showing "-Select one-".

- If your housing data is not available in HOMES, select your housing type and ownership from the dropdown list.



04: Declare External Scholarship/Sponsorship

- Select 'No' if there is **no external scholarship**. Proceed to next section of form.
- Select 'Yes' if you are in **receipt of other scholarship or external bursary/study grant for current academic year**.

1 – Fill all compulsory fields (*Fields indicated as **)

2 – Upload any reference files that you may have for this award/external scholarship.

- Only one document can be uploaded per entry
- Document type must be JPG/JPEG/PNG/PDF
- Document size cannot exceed 4MB

3 – Click 'Add' button. Details will now be added in the table below.

Note:

- Full sponsorship/full scholarship covers your tuition fees and provides an annual or monthly living allowance (e.g. SAF Sponsorship, Home Team Sponsorship, CGH Sponsorship, TTSH Sponsorship, etc).
- Mendaki Tuition Fee Subsidy Scheme is not considered as a full sponsorship as it does not provide an allowance.

4 – Click **green trash icon** to remove record.

5 – Click 'Remove all' to remove all records from table.

The screenshot shows a web form for declaring external scholarships. At the top, a question asks if the user is currently in receipt of any other scholarship or external bursary/study grant for AY2020? There are radio buttons for 'Yes' and 'No'. Below this is a table with columns: Name of Award *, Year *, Amount(\$) *, Awarded By *, Coverage *, and Status *. Below the table is an 'Upload File' section with a 'Choose File' button and 'No file chosen' text. An 'Add' button is located below the upload section. At the bottom, there is a table with columns: Name of Award, Year, Amount(\$), Awarded By, Status, Coverage, File Uploaded, and Remove all. A green trash icon is located below the 'Remove all' button. Numbered callouts 1-5 point to various elements: 1 points to the question and radio buttons; 2 points to the 'Choose File' button; 3 points to the 'Add' button; 4 points to the green trash icon; 5 points to the 'Remove all' button.

Name of Award *	Year *	Amount(\$) *	Awarded By *	Coverage *	Status *
				-Select one-	-Select one-

Upload File
Choose File No file chosen

Add

Name of Award	Year	Amount(\$)	Awarded By	Status	Coverage	File Uploaded	Remove all
Lee Foundation Bursary	2020	500	Lee Foundation	Applying	Tuition Fees and Allowance		



04: Declare Sibling – Full Time RP Student(s)

Are your siblings currently studying in Republic Polytechnic?

Yes No *

Select '**No**' if you do not have sibling(s) studying **full-time in RP** (*Compulsory field indicated as **).

Proceed to next section of form.

Select '**Yes**' if you have sibling(s) studying **full-time in RP** :

Are your siblings currently studying in Republic Polytechnic?

Yes No *

Please specify sibling student id *

1

2 Add

Student Id	Student Name	Remove all
1600002s	Sheila	3

4

1 – Enter sibling's RP student ID.

2 – Click '**Add**' button. System will validate RP student ID and populate name of RP student in table. <<Repeat step 1-2 if need to add another RP sibling>>

3 – Click the **green trash** icon to remove record.

4 – Click '**Remove all**' to remove all records from table.



05: Fill Applicant's (Self) Details

Family Members

Name * Date of Birth * NRIC *

Relationship * Marital Status * Employment Status *

Residency * Student Status * (i) Other Declared Income * (See note below)

Recent loss of income/recent change of employment type *

Yes No

Note: Other Declared Income * refers to income earned by family member that is not reflected in any CPF statements or IRAS tax documents. If this field is not applicable to you/your family member, enter '0'.
* Examples may include freelance work, gig work, ad-hoc or casual employment etc.

Add

Remove all	#	Consent Status	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Student Status	Re inc ei
	1		RP_FPSet007_Member1	18.06	S****471B	Self	Single	Full-Time Student (aged 18 and above)	Full-Time Student	
	2		RP_FPSet007_Member3	53.07	S****043J	Mother	Widowed	Full-Time Employment	Non-Student	
	3		RP_FPSet007_Member4	31.07	S****133H	Brother	Single	Full-Time Employment	Non-Student	
	4		RP_FPSet007_Member5	61.07	F****924Q	Grandmother	Married	Unemployed	Non-Student	
	5		RP_FPSet007_Member6	84.07	F****925N	Grandfather	Married	Unemployed	Non-Student	

System will prefill applicant (self) details from latest government records and display in a table.

- 1) Prefilled details from HOMES records are **non-editable**:
 - a. Name
 - b. NRIC Number (masked)
 - c. Date of Birth
 - d. Relationship
- 2) Prefilled details from RP records that are **non-editable**:
 - a. Student Status – indicated as Full-Time Student
 - b. Level of Study – indicated as Full-Time Student
- 3) You are required to complete compulsory fields (indicated as *).
 - Click on the **pencil icon** to update fields.



05: Fill Applicant's (Self) Details

Family Members

Name * Date of Birth * NRIC *

Relationship * Marital Status * Employment Status *

Residency * Student Status * (i) Other Declared Income * (See note below)

Recent loss of income/recent change of employment type *

Yes No

Note: Other Declared Income * refers to income earned by family member that is not reflected in any CPF statements or IRAS tax documents. **If this field is not applicable to you/your family member, enter '0'.**

* Examples may include freelance work, gig work, ad-hoc or casual employment etc.

Add

Remove	#	Consent Status	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Student Status	Re inc
	1		RP_FPSet007_Member1	18.06	T****471B	Self	Single	Full-Time Student (aged 18 and above)	Full-Time Student	er
	2		RP_FPSet007_Member3	53.07	S****043J	Mother	Widowed	Full-Time Employment	Non-Student	
	3		RP_FPSet007_Member4	31.07	S****133H	Brother	Single	Full-Time Employment	Non-Student	
	4		RP_FPSet007_Member5	81.07	F****924Q	Grandmother	Married	Unemployed	Non-Student	
	5		RP_FPSet007_Member6	84.07	F****925N	Grandfather	Married	Unemployed	Non-Student	

Compulsory Fields to be updated are:

- Marital Status** – select from dropdown list
- Employment Status** – select from dropdown list
- Residency** – select from dropdown list
- Other Declared Income (ODI)** – indicate as \$0 as you are a Full-Time student.

Note:

- If you indicate a value in ODI field, this amount will be computed as gross household income.

As a full-time student, the radio button for “Change/Loss of Income” will not be displayed.

4) Click on “**Update**” button.

- The details will be displayed in the table below.
- The age will be computed from date of birth in 2 decimal places and reflected in table.

5) Click on “**Cancel**” button to discard changes.

Click [here](#) for consent status description.



05: Fill Family Members' Details

System will prefill all family members' details (with same NRIC address as you) from latest government records and display in a table.

Check that the pre-filled list of family members is correct.

- See **Definition of family members**.
- To add/remove family member from pre-filled records, click **here**.

1) Prefilled details from HOMES records that are **non-editable**:

- Name**
- NRIC Number (masked)**
- Date of Birth**

2)) Prefilled details from HOMES records that are **editable**:

a. Relationship – to verify the records. If no change, there is no action required.

3) You are required to complete compulsory fields (indicated as *).

- Click on **the pencil icon** to update fields.

Family Members

Name * Date of Birth * NRIC *

Relationship * Marital Status * Employment Status *

Residency * Student Status * (i) Other Declared Income * (See note below)

Recent loss of income/recent change of employment type *

Yes No

Note: **Other Declared Income** * refers to income earned by family member that is not reflected in any CPF statements or IRAS tax documents. If **this field is not applicable to you/your family member, enter '0'**.

* Examples may include freelance work, gig work, ad-hoc or casual employment etc.

Add

Remove	#	Consent Status	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Student Status	Re inc
	1		RP_FPSet007_Member1	18.06	T****471B	Self	Single	Full-Time Student (aged 18 and above)	Full-Time Student	
	2		RP_FPSet007_Member3	53.07	S****043J	Mother	Widowed	Full-Time Employment	Non-Student	
	3		RP_FPSet007_Member4	31.07	S****133H	Brother	Single	Full-Time Employment	Non-Student	
	4		RP_FPSet007_Member5	81.07	F****924Q	Grandmother	Married	Unemployed	Non-Student	
	5		RP_FPSet007_Member6	84.07	F****925N	Grandfather	Married	Unemployed	Non-Student	



05: Fill Family Members' Details

Compulsory Fields to be updated:

- Marital Status** – select from dropdown list
- Employment Status** – select from dropdown list
- Residency** – select from dropdown list
- Student Status** – select from dropdown list of 'Full-Time Student' or 'Part-Time Student' or 'Non-Student'

Note (see Figure 1)

- When selecting Student Status as Full-time Student: declare "Level of Study". If sibling is 18 years & above, upload 'Full-Time student card'.
- When selecting: Non-Student and Part-time Student: income will be computed if returned from government sources.

e. Other Declared Income (ODI): Value declared will be computed as part of total gross household income.

Note (see figure 2)

- ODI refers to income not reported/not reflected in IRAS Notice of Assessment or CPFIB.
- Some examples are ad-hoc rental income from room(s)/entire unit, income received from freelance work, etc. This excludes NS Full-time allowance; NSF allowance is not considered as household income.
- If this is not applicable, state the value as '0' (*not required to put \$ symbol*).

Figure 1

The screenshot shows the 'Family Members' form with the following fields highlighted in red:

- Name *
- Date of Birth *
- Relationship *
- Marital Status *
- Employment Status *
- Residency *
- Student Status *
- Other Declared Income * (See note below)

Recent loss of income/recent change of employment type *
 Yes No

Note: Other Declared Income * refers to income earned by family member that is not reflected in any CPF statements or IRAS tax documents. If this field is not applicable to you/your family member, enter '0'.
* Examples may include freelance work, gig work, ad-hoc or casual employment etc.

Add

Figure 2

The screenshot shows the 'Family Members' form with the 'Other Declared Income * (See note below)' field highlighted in red, containing the value '500'.

Recent loss of income/recent change of employment type *
 Yes No

Note: Other Declared Income * refers to income earned by family member that is not reflected in any CPF statements or IRAS tax documents. If this field is not applicable to you/your family member, enter '0'.
* Examples may include freelance work, gig work, ad-hoc or casual employment etc.

Add



05: Fill Family Members' Details

Compulsory Fields to be updated:

f. Recent loss of income/change of employment type radio button

- Indicate as “**No**” if there is no loss of income/change of employment
- Indicate as “**Yes**” if there is a loss of income/change of employment

Note (see Figure 3)

- Select **Yes** radio button only if there is a change/loss of income by family member (e.g. job loss).
- Refer to [Definition of Household Income](#)

Supporting documents are required:

- 1) Full-time student status is selected
- 2) Loss of income/Change of Employment Type selected as “Yes”
- 3) Added new family member either foreigner, Singaporean or Singapore Permanent Resident (not in prefilled govt records) are added

Click [here](#) for **application documents** to submit.

Figure 3

The screenshot shows a form titled "Family Members" with the following fields:

- Name *
- Date of Birth * (DD/MM/YYYY)
- NRIC *
- Relationship * (-Select one-)
- Marital Status * (-Select one-)
- Employment Status * (-Select one-)
- Residency * (-Select one-)
- Student Status * (1)
- Other Declared Income * (See note below)
- Recent loss of income/recent change of employment type * (Yes No)

Note: Other Declared Income * refers to income earned by family member that is not reflected in any CPF statements or IRAS tax documents. If this field is not applicable to you/your family member, enter '0'.
* Examples may include freelance work, gig work, ad-hoc or casual employment etc.

Buttons: Add

Family Members

Name * Date of Birth * NRIC *

Relationship * Marital Status * Employment Status *

Residency * Student Status * ⓘ Other Declared Income * (See note below)

Recent loss of income/recent change of employment type *

Yes No

Note: **Other Declared Income** * refers to income earned by family member that is not reflected in any CPF statements or IRAS tax documents. If this field is not applicable to you/your family member, enter '0'.

Examples may include freelance work, gig work, ad-hoc or casual employment etc.

Add

Remove all	#	Consent Status	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Student Status	Re inc
	1		RP_FPSet007_Member1	18.06	S****471B	Self	Single	Full-Time Student (aged 18 and above)	Full-Time Student	
	2		RP_FPSet007_Member3	53.07	S****043J	Mother	Widowed	Full-Time Employment	Non-Student	
	3		RP_FPSet007_Member4	31.07	S****133H	Brother	Single	Full-Time Employment	Non-Student	
	4		RP_FPSet007_Member5	81.07	F****924Q	Grandmother	Married	Unemployed	Non-Student	
	5		RP_FPSet007_Member6	84.07	F****925N	Grandfather	Married	Unemployed	Non-Student	

05: Fill Family Members' Details

4) Click on **"Add"** button.

- Details will be displayed in table below.
- Age will be computed from date of birth in 2 decimal places and reflected in table.

5) Repeat for all family members who are staying with you at the same NRIC address.

Click [here](#) for **consent status description**.



05: Add/Remove Family Members' Details

- 1) Check that the pre-filled list of family members who are living in the same NRIC address as you is correct.
 - See [Definition of family members](#)
- 2) Add family member(s) by filling all required fields. Click on 'Add' button.

Note

- If the NRIC starts with S, the year of birth should be between 1900 – 1999
- If the NRIC starts with T, the year of birth should be 2000 or later
- If the Student Status is 'Full-time Student', Level of Study needs to be declared and documents to be submitted.
- Other Declared Income (ODI) should be a number and if you do not have any income to declare, enter '0'
- If family member is a foreigner, upload Long-Term Visit Pass.
- If family member is a Singaporean/SPR, upload NRIC/BC. Ensure that family member has updated NRIC records with ICA.

-> Click [here](#) for application documents to submit.

3) To remove family member, click **green trash icon**.

4) Click 'Remove all' to remove all records from table (Except 'Self' record).

Click [here](#) for consent status description.

Family Members

Name *	Date of Birth *	NRIC *
<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>
Relationship *	Marital Status *	Employment Status *
<input type="text" value="-Select one-"/>	<input type="text" value="-Select one-"/>	<input type="text" value="-Select one-"/>
Residency *	Student Status * (i)	Other Declared Income * (See note below)
<input type="text" value="-Select one-"/>	<input type="text" value="-Select one-"/>	<input type="text"/>

Recent loss of income/recent change of employment type *

Yes No

Note: **Other Declared Income** * refers to income earned by family member that is not reflected in any CPF statements or IRAS tax documents. If this field is not applicable to you/your family member, enter '0'.

Examples may include freelance work, gig work, ad-hoc or casual employment etc.

Add

Remove all	#	Consent Status	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Student Status	Re inc , et
	1		RP_FPSet007_Member1	18.06	T****471B	Self	Single	Full-Time Student (aged 18 and above)	Full-Time Student	
	2		RP_FPSet007_Member3	53.07	S****043J	Mother	Widowed	Full-Time Employment	Non-Student	
	3		RP_FPSet007_Member4	31.07	S****133H	Brother	Single	Full-Time Employment	Non-Student	
	4		RP_FPSet007_Member5	81.07	F****924Q	Grandmother	Married	Unemployed	Non-Student	
	5		RP_FPSet007_Member6	84.07	F****925N	Grandfather	Married	Unemployed	Non-Student	








05: Description of Consent Status

Refer to 'Consent status' column to know if a reusable/valid consent is available in FAST portal for your family members.

Note:

- All family members' (including applicant) **are required to give consent** for the application to proceed.
- If consent is not available, please inform family members to give consent. The application form will indicate 'red exclamation'.
- Refer to [Consent Form Guide on how to submit consent, consent scopes and consent types.](#)

Consent Status	Description
	Consent of the family member is available in the system
	Consent of the family member is not available in the system
	More than 1 consent is required for the family member and some consents are not submitted yet
	More than 1 consent is required for the family member and the consents are submitted but pending verification by RP staff
	Consent is submitted for the family member but pending verification by RP staff

06: Choose **Special Circumstances** (if applicable)

5 Special Circumstances

- Comcare
- Divorced (Self)
- Father Deceased
- Medical Condition (Family member)
- Medical Condition (Self)
- Mother Deceased
- Parents Divorced

Select the **special circumstance(s)** for yourself or your family member(s) **(if applicable)**.

If **not applicable**, there is **no action required** from you.

You are not required to select any option. Proceed to next section of the application form.



06: Upload Family Members' Documents

System will prefill mandatory document for family member based on their particulars entered:

- 1) If you add a new family member, upload **identification document**
 - Singaporean/Singaporean PR: NRIC (front and back)/Birth Certificate (see Figure 1a)
 - Foreigners: Long Term Visit Pass (front and back) (see Figure 1b)
- 2) If **'Loss of income/Change of Employment Type'** is selected as **Yes**
 - Upload **Proof of loss of income document** (see if Figure 2)
- 3) If age of family member is more than 18.00 and **'Student status'** is declared as **'Full-time student'**, (not Non-Student or Part-Time Student)
 - Upload **Full time student card or student documents** (see Figure 3)

Note

When you select any document category from the dropdown list, a button to select the file and 'Upload' blue button will appear:

- Only the following file types are allowed: JPG/JPEG/PNG/PDF.
- Each file should not exceed 4MB.
- All documents must be clear for viewing (all text must be sharp and legible), without truncation of any part of the original document and be in full view
- Files should include details such as Name, NRIC, date and/or signature etc as appropriate.

Click [here](#) for **application documents** to submit.



Figure 1a

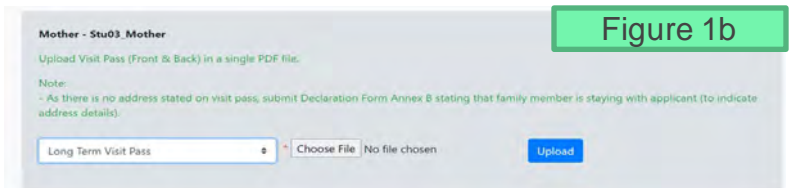


Figure 1b



Figure 2



Figure 3



06: Upload Family Members' Documents

Upon successful upload, you will see system validation as **'Student Card Successfully Added'** on top right of panel.

The records are reflected in the panel.

The **'Uploaded'** status is reflected.

Note:

- When submitting your documents, please make sure there is no "Upload" (blue button).
- If the "Upload" button is still in blue, it means the document indicated is compulsory (NRIC) and you are required to upload before you can proceed to click 'submit' at the end of application.

Do note that there is a **system timeout period of 15mins**; you may be **required to login again after 15mins of inactivity or you may have trouble with uploading documents**. If you need more time to upload your documents, you can save your application as 'Draft'.

[If you have saved your application as 'Draft': click here to view how to access your Draft application.](#)

The screenshot displays the 'Supporting Documents' section of a web application. At the top right, a green notification box states: 'RP-TS-MTRQ-1002 Member 5 Full-Time Student Card added successfully'. Below this, two document upload panels are visible:

- Wife - RP TS-MTRQ-1002 Member 2**: Document Category 'Proof of Income Loss/Change in Employment Type'. The dropdown menu shows 'Proof of Income Loss/Change in Employ...'. The 'Uploaded' button is highlighted with a yellow box.
- Sister - RP TS-MTRQ-1002 Member 5**: Document Category 'Full-Time Student Card'. The dropdown menu shows 'Full-Time Student Card'. The 'Uploaded' button is highlighted with a yellow box.

Below the upload panels is a table listing the uploaded documents:

#	Relationship	Document Category	File Name	Remove all
1	Wife - RP TS-MTRQ-1002 Member 2	Proof of Income Loss/Change in Employment Type	fastuat_test_plpstu201_Wife_ProofofIncomeLossChangeinEmploymentType202207171234758.jpg	
2	Sister - RP TS-MTRQ-1002 Member 5	Full-Time Student Card	fastuat_test_plpstu201_Sister_FullTimeStudentCard202207171234929.jpg	

07: Review and Check Application

5 Family Members

#	Name	Age	NRIC	Relationship	Medical Status	Employment Status	Occupation	Annual Income (USD)	Living With Applicant
1	John Doe	45	1000000	Father	Single	Full Time (Employed)	Student	100	Yes

Medical Income: 100
Spouse Medical Income: 100
Partner Medical Income: 100

6 Special Circumstances

Concave	Yes
Divorced (Self)	No
Father Deceased	No
Medical Condition (Family member)	No
Medical Condition (Self)	No
Mother Deceased	No
Parents Divorced	No
Pending Scholarship	No

6 Supporting Documents

#	Relationship	Document Category	File Name	Remove
1	Father - John Doe	NRIC - Front & Back	1000000_Father_NRIC - Front202010071005004.jpg	remove all
2	Father - John Doe	CPF Contribution History	1000000_Father_CPF Contribution History202010071005010.jpg	
3	Self - Mckenzie	NRIC - Front & Back	1000000_Self_NRIC - Front202010071004957.jpg	

Review and check that **all sections are correctly filled and supporting documents are in order.**

- 1** – You will be able to see the preview, if the file uploaded is an image.
- 2** – Click on this link to download the file for review.
- 3** – Click **'Remove all'** to remove all the records from the table (if required). Go back to the family member to add documents again (Step 06).
- 4** – Click **'Green trash'** icon to remove the file (if required) . Go back to the self or family member to add document again (Step 06).



07: Submit Application

For family member who has not reached age for NRIC, please upload Birth Certificate

NRIC - Front & Back Choose File No file chosen Uploaded

..Select one.. Choose File No file chosen

#	Relationship	Document Category	File Name
1	Mother - mother stu123	NRIC - Front & Back	stu123_Mother_NRIC - Front & Back20200930T214745.jpg
2	Mother - mother stu123	Death Certificate	stu123_Mother_Death Certificate20200930T214745.png
3	Mother - mother stu123	CPF Contribution History	stu123_Mother_CPF Contribution History20200930T155051.png
4	Self - Test stu123	NRIC - Front & Back	stu123_Self_NRIC - Front & Back20200930T214745.jpg

[Preview And Submit](#) [Save as Draft](#)

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a. Once all the sections are duly filled, you may choose to submit the application form by clicking on **“Preview And Submit”** button.

bi. System will validate your application form and display the error messages in a pop-up (Figure 1) and in each section (Figure 2) if **you did not fill in compulsory details (fields with *)**. Examples of system validation as below.

Validation failed.

- Please Specify Housing Type
- Please Specify Housing Ownership
- Please acknowledge whether the applicant has applied/in receipt of external scholarships
- Please acknowledge whether the applicant is having siblings currently studying in Republic Polytechnic

[Close](#)

(Figure 1).

Housing type

Error!
Please Specify Housing Type
Please Specify Housing Ownership

Housing Type * Housing Ownership *

..Select one.. ..Select one..

Declaration

Error!
Please acknowledge whether the applicant has applied/in receipt of external scholarships
Please acknowledge whether the applicant is having siblings currently studying in Republic Polytechnic

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2020?
 Yes No

Are your siblings currently studying in Republic Polytechnic?
 Yes No

Figure 2

07: Submit Application

For family member who has not reached age for NRIC, please upload Birth Certificate.

NRIC - Front & Back No file chosen Uploaded

-Select one- No file chosen

#	Relationship	Document Category	File Name
1	Mother - mother stu123	NRIC - Front & Back	stu123_Mother_NRIC - Front & Back20200030T214745.jpg
2	Mother - mother stu123	Death Certificate	stu123_Mother_Death Certificate20200930T214745.png
3	Mother - mother stu123	CPF Contribution History	stu123_Mother_CPF Contribution History20200930T215051.png
4	Self - Test stu123	NRIC - Front & Back	stu123_Self_NRIC - Front & Back20200930T214745.jpg

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bii. You need to fill in the missing information and click on ‘**Preview and Submit**’ again. You will be redirected to another page where you will be able to review the application form.

If there is a need to amend the application form, click on ‘**Edit**’ button to go back to the previous page.

Message ✕

You will not be able to edit the application once submitted.

c. If all details are verified ok, system will display a prompt message in a pop up, click on ‘**Submit**’ button to confirm submitting your application.

Do review and check your application carefully as you will not be able to edit the application once submitted.

✕

- Your application has been submitted and pending for verification.
- "Application Id for your reference : PET2020003474"

d. When the **application submission is successful**, you will see the **Application ID Reference Number** in a pop-up.



07: FAST System-Triggered Emails

(Application Status: Submitted Pending Consent)

- After you have submitted your application with pending consent from you and your family members, system will trigger an email to applicant's RP email account with consent details to submit.
- Please submit consent for all persons stated in your application form.
- Click [here](#) to view Consent Form Guide.

<Urgent - Consent Form Required> for Application AY2022 Bursary HOMES Full Time

Noreply-fast@rp.edu.sg
To

Dear [REDACTED]

Student ID: [REDACTED]

Application ID: [REDACTED]

Application Status: Submitted (Pending Consent)

As your AY2022 Bursary HOMES Full Time application is currently incomplete, the following household member(s) is required to submit the consent form by 13 Jan 2023 11.59pm.

Name of household member(s):
[REDACTED]

To submit the consent form, please log on to <https://fast.rp.edu.sg/Consent>.

You are strongly encouraged to inform your household member(s) to submit the consent form early for staff to review and process your application. The staff may contact you via your RP email and/or mobile phone number if further clarification is required. Please remain contactable.

Without the consent of all household members listed in the application form, your application **will NOT be processed**.

For enquiries, please email at help-fas@rp.edu.sg. Our staff may send an additional email to your RP email account, with more details of the consent form and/or supporting document(s).

Thank you.

Best Regards,
Office of Student Support
Republic Polytechnic

This is a system generated email and does not require an authorized signature. Please do not reply to this email.


08: Save Draft Application (if applicable)



If you require more time to collate supporting documents, Click on '**Save as Draft**'.

The system will save only the latest saved version as a draft. You will be able to modify and save/submit your application later.

A screenshot of the Republic Polytechnic Government Bursary & Financial Assistance (FAS) application table. The table has columns for Action, Acad year, Exercise, Application Status, Scheme, and Closing Date. A row is highlighted with a red box, showing 'XXXX' in the Acad year column, 'HOMES Exercise' in the Exercise column, 'Draft' in the Application Status column, and 'DD/MM/YY' in the Closing Date column. A red box highlights the 'Action' column header. A red box highlights the 'Apply for AYXXXX Bursary HOMES Full-Time' link in the Action column. A green box with an arrow points to the link with the text 'Click on Icon to start your application'.

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Apply for AYXXXX Bursary HOMES Full-Time	XXXX	HOMES Exercise	Draft		DD/MM/YY

When you are ready to submit your application and documents, login to **FAS**.

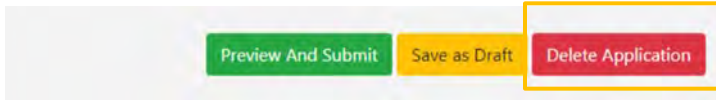
In the **Homepage**, click on the **Bursary icon** under '**Action**' column:

Note: Applications in '**Draft**' status will not be **processed unless you click 'Submit'**, with all required information & supporting documents. (if applicable)

Ensure you submit your application and obtain consent of all household members (including applicant) by the closing date.




08: Delete Draft Application (if applicable)



You will be able to delete your draft application and start afresh by clicking on the '**Delete Application**' button.

The screenshot shows a web interface for 'REPUBLIC POLYTECHNIC Government Bursary & Financial Assistance'. It features a table with columns: Action, Acad year, Exercise, Application Status, Scheme, and Closing Date. A row is visible with 'XXXX' in the Acad year column, 'HOMES Exercise' in the Exercise column, and 'Draft' in the Application Status column. A red box highlights the 'Action' column header, and another red box highlights the 'Closing Date' column header. A callout box points to an icon in the 'Action' column of the first row.

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Apply for AYXXXX Bursary HOMES Full-Time	XXXX	HOMES Exercise	Draft		DD/MM/YY

Click on **Icon**
to start your
application

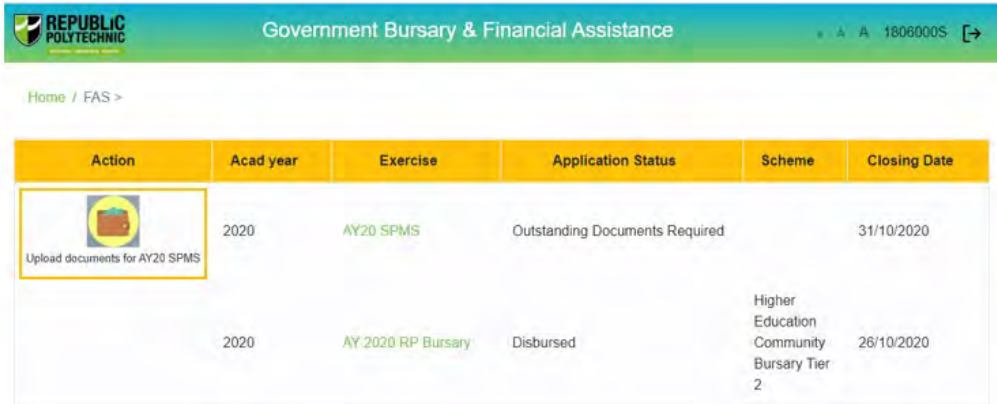
When you are ready to submit your application and documents, login to **FAST**.


In the **Homepage**, click on the **Bursary icon** under '**Action**' column to start your application.



Click to return to Summary Page

08: Outstanding Documents Submission (If Applicable)



Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Upload documents for AY20 SPMS	2020	AY20 SPMS	Outstanding Documents Required		31/10/2020
	2020	AY 2020 RP Bursary	Disbursed	Higher Education Community Bursary Tier 2	26/10/2020

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If there is a need for **additional documents**, staff will request for the list of document(s) and update the status of the application to '**Outstanding Documents Required**'.

You will be notified via email and you will be able to upload the necessary documents from the Applicant portal.

Upon receiving the email by bursary staff requesting for additional documents, login to FAST using your **RP Student ID (enter your myRP account)** and **password**.

In the **Homepage**, click on the **Bursary icon** under '**Action**' column.

You will be redirected to another page to upload the outstanding documents. Read the **instructions** by bursary staff in **FAST portal** and **your RP email**.

The bursary staff may send an additional email via Outlook with more details (e.g. sample templates/text/images) to you.



[Click to return to Summary Page](#)

09: Outstanding Documents Submission (If Applicable)

Family Members

Name * Date of Birth * NRIC *

DD/MM/YYYY

Relationship * Marital Status * Employment Status *

-Select one- -Select one- -Select one-

Residency * Student Status * ⓘ Other Declared Income * (See note below)

-Select one- -Select one- [Red Box]

Recent loss of income/recent change of employment type *

Yes No

Note: **Other Declared Income** * refers to income earned by family member that is not reflected in any CPF statements or IRAS tax documents. If this field is not applicable to you/your family member, enter '0'.
* Examples may include freelance work, gig work, ad-hoc or casual employment etc.

Add

Remove all	#	Consent Status	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Student Status	Re inc er
	1		RP_FPSet007_Member1	18.06	T****471B	Self	Single	Full-Time Student (aged 18 and above)	Full-Time Student	
	2		RP_FPSet007_Member3	53.07	S****043J	Mother	Widowed	Full-Time Employment	Non-Student	
	3		RP_FPSet007_Member4	31.07	S****133H	Brother	Single	Full-Time Employment	Non-Student	
	4		RP_FPSet007_Member5	81.07	F****924Q	Grandmother	Married	Unemployed	Non-Student	
	5		RP_FPSet007_Member6	84.07	F****925N	Grandfather	Married	Unemployed	Non-Student	

Apart from uploading the outstanding documents, you will be able to do the following

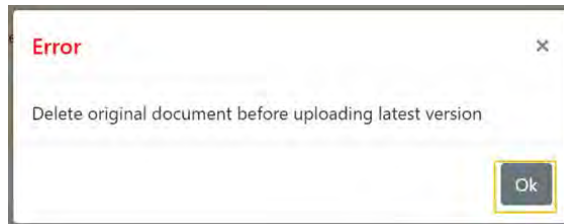
1. Add new family members - Fill up all mandatory fields and click '**Add**' button.
2. Edit '**Other declared income**' of the family members by clicking on the **green pencil icon** in the table.

Note:

- You **will not be able to edit any other fields** for the family members declared in your original application submission.
- Other details such as housing type/ownership, external scholarship and sibling declaration and special circumstances are not editable.
- You **will not be able** to remove any household members.

08: Outstanding Documents Submission (If Applicable)

The screenshot shows a web interface for submitting documents. At the top, there are two tabs: 'Supporting Documents' and 'Outstanding Documents'. Below the 'Outstanding Documents' tab, there is a yellow box containing instructions for document submission, labeled '1'. Below this, there are two document entries. The first entry is for a 'Full-Time Student Card - [Bel] - Mikende', with a 'Choose File' button labeled '3' and an 'Upload' button labeled '4'. The second entry is for an 'Income Declaration Form - [Father] - John Doe', also with a 'Choose File' button and an 'Upload' button. The interface includes various text boxes, buttons, and instructional text.



In 'Outstanding Documents' section, name of the document will be in this format '**Document Type – [Relationship] – Family Member Name**'.

- 1** - Instructions entered by the staff will be showing on top.
- 2** - Instructions for each document are displayed above the document name.
- 3** - Select the file by clicking on '**Choose File**' button.
- 4** - Click '**Upload**' button to upload the chosen file. Uploaded files will be displayed in a table.

Note:


- If you are uploading an already uploaded file in 'Supporting Documents' section, then system will prompt you to **delete original document before uploading the latest one**.
- Click '**Ok**' and delete the original document from 'Supporting Documents' section and try to upload again from 'Outstanding Documents'



08: Outstanding Documents Submission (If Applicable)

Comments (Students to fill in if they have difficulty filling outstanding documents)

Please grant me time fill next week to submit the income declaration form of my father

#	Relationship	Document Category	File Name	
1	Self - McKenzie	Full-Time Student Card	806000S_Self_Full-Time Student Card20201008T095202.jpg	

Remove all

Submit

1: Points to the comments text area.

2: Points to the document preview image.

3: Points to the file name.

4: Points to the 'Remove all' button.

5: Points to the trash icon.

1 - You may choose to enter any comments that you would like to inform the staff about in the 'Comments' box.

2 - You will be able to see the preview if the file uploaded is an image.

3 - Click on this the file name to download the file.

4 - Click 'Remove all' to remove all the records from the table.

5 - Click the green trash icon to remove the file.

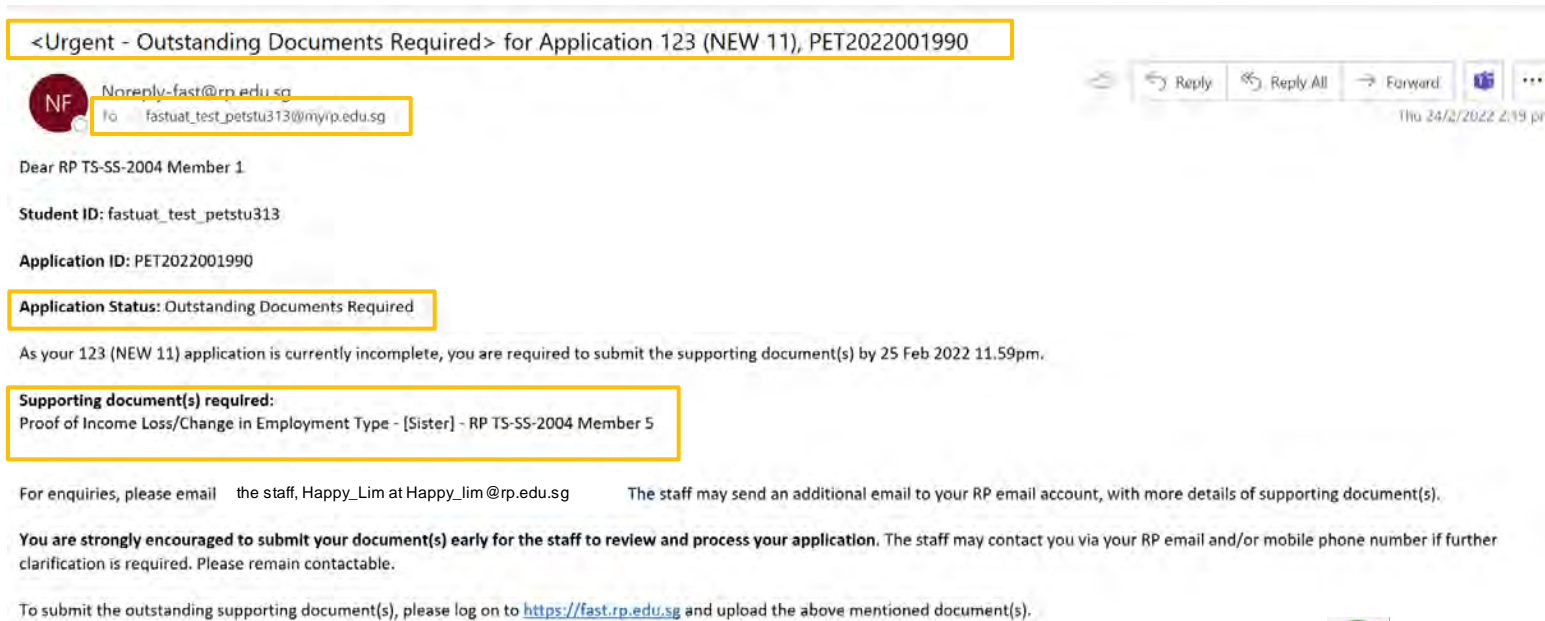
Click on '**Submit**' button to submit your documents.



08: FAST System-Triggered Emails

(Application Status: Outstanding Documents Required)

- After staff has reviewed your documents and if additional documents are required, an email will be sent to your RP email account to notify you for the submission via FAST portal.



<Urgent - Outstanding Documents Required> for Application 123 (NEW 11), PET2022001990

Noreply-fast@rp.edu.sg
To: fastuat_test_petstu313@myip.edu.sg

Dear RP TS-SS-2004 Member 1

Student ID: fastuat_test_petstu313

Application ID: PET2022001990

Application Status: Outstanding Documents Required

As your 123 (NEW 11) application is currently incomplete, you are required to submit the supporting document(s) by 25 Feb 2022 11:59pm.

Supporting document(s) required:
Proof of Income Loss/Change in Employment Type - [Sister] - RP TS-SS-2004 Member 5

For enquiries, please email the staff, Happy_Lim at Happy_lim@rp.edu.sg The staff may send an additional email to your RP email account, with more details of supporting document(s).

You are strongly encouraged to submit your document(s) early for the staff to review and process your application. The staff may contact you via your RP email and/or mobile phone number if further clarification is required. Please remain contactable.

To submit the outstanding supporting document(s), please log on to <https://fast.rp.edu.sg> and upload the above mentioned document(s).



Click to return to Summary Page

09: Checking Application Status at FAST Homepage

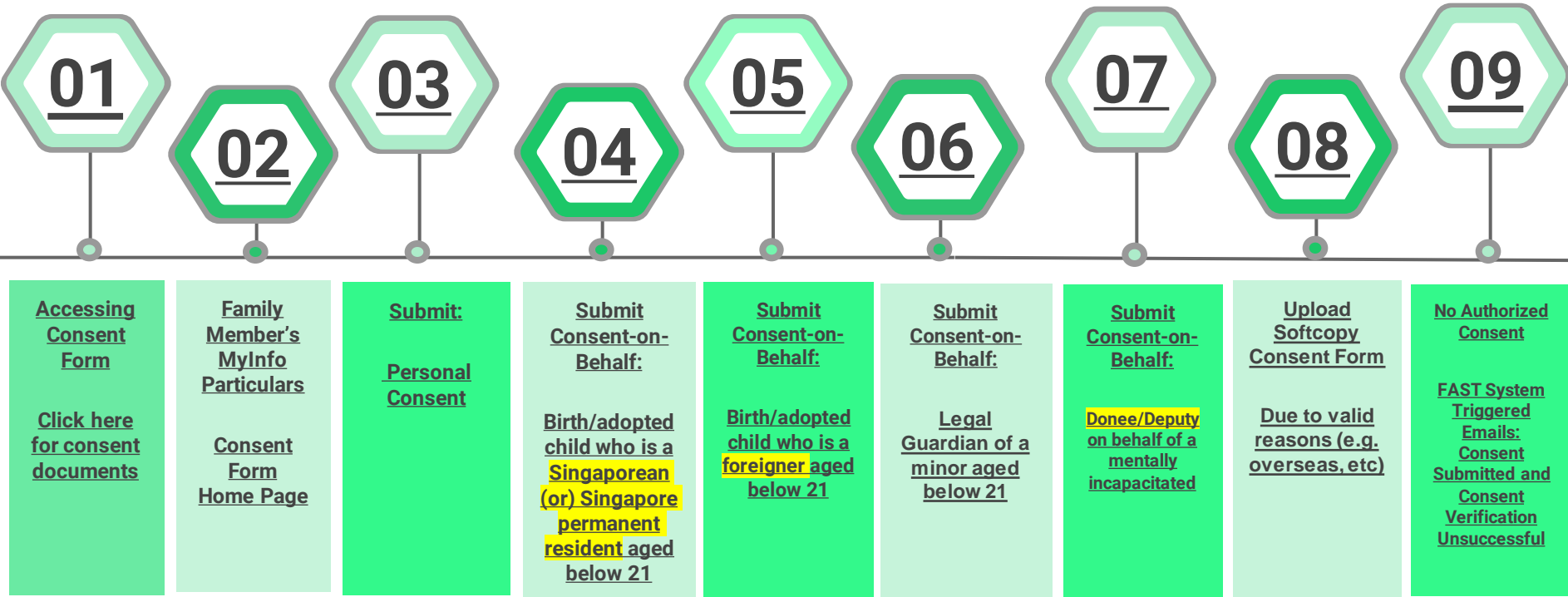
Application Status	What it means
Draft	Application is saved as draft; it is not submitted yet. You are required to click 'SUBMIT' with all supporting documents by closing date.
Submitted Pending Consent	You are required to inform all family members (including applicant) to submit consent.
Submitted Pending Verification	You have submitted all consent of family members (including applicant) and is pending staff's review.
Outstanding Documents Required	Staff has assessed your application and would require more documents for further assessment. You are required to upload all required supporting documents by deadline provided by staff to facilitate processing of application.
Pending Means Test	FAST has sent your bursary application to HOMES for means-testing.
Verified, Pending Approval	Staff has completed verification of your documents and the application is pending recommendation.
Recommended HECB (CDC) Tier 1/Recommended HECB (CDC) Tier 2 Recommended HEB (MOE) Tier 1/Recommended HEB (MOE) Tier 2 Recommended for DFP Bursary	Your application has been recommended for the bursary scheme: <ul style="list-style-type: none"> • HECB Tier 1 or Tier 2: Higher Education Community Bursary Tier 1 or Tier 2 (<i>formerly CDC/CCC Polytechnic Bursary</i>) • HEB Tier 1 or 2: Higher Education Bursary Tier 1 or Tier 2 (<i>formerly MOE Bursary</i>) • DFP Bursary: Diploma Foundation Programme Bursary (<i>FPF students only</i>)
Application Rejected by RP	Your application is rejected.
Application Accepted by CC1 Application Accepted by CC2 Awarded/ Disbursed	Your application is approved for Higher Education Community Bursary (HECB) Tier 1 or Tier 2. Approved applicants will receive the bursary quantum via GIRO credited into the bank account registered with RP. <ul style="list-style-type: none"> • Awarded: Pending disbursement. • Disbursed: Disbursement has been effected by RP Office of Finance and the transaction has been posted into your statement of account in student OASIS. Do note there may be a time period of about 2 – 3 weeks before the bursary money is credited to your bank account due to administrative processing. Click here to download GIRO form & details. Email RP Office of Finance at help-schoolfee@rp.edu.sg for queries.
Awarded/ Disbursed	Your application is approved for Higher Education Bursary (HEB) Tier 1 or 2 OR DFP Bursary. Approved applicants will receive the bursary quantum via GIRO credited into the bank account registered with RP. <ul style="list-style-type: none"> • Awarded: Pending disbursement. • Disbursed: Disbursement has been effected by RP Office of Finance and the transaction has been posted into your statement of account in student OASIS. Do note there may be a time period of about 2 – 3 weeks before the bursary money is credited to your bank account due to administrative processing. Click here to download GIRO form & details. Email RP Office of Finance at help-schoolfee@rp.edu.sg for queries.



CONSENT FORM

Read [FAST Consent Submission](#), [How to provide Consent](#), [Consent Scope](#), [Consent Types](#), [Consent Validity](#).

Click on the number or topic to view each segment of Consent Form.



Important: RP applicant who is below 21 years of age (based on date of birth) can only view options 05, 08 and 09 in FAST Consent Form panel



[Click to return to Summary Page](#)

FAST Consent Submission

- RP applicant is to submit a government bursary application before submitting consent form of all family members (including RP applicant) that is found in the bursary application. **Consent cannot be submitted, without first submitting a bursary application form.**
- Consent from RP applicant and all family members are required to access income information stored with government agencies, for means-testing of the bursary application.
- There are **various types of consents** that family members can submit based on their relationship with RP applicant, age (adult or minor) and availability of consent in FAST portal.
- FAST portal will direct family member and applicant to submit **personal consent** if he/she meets all criteria below:
 - a. Part of RP applicant's household
 - b. 21 years old and above
 - c. Consent is not available from HOMES
- FAST portal will direct family to submit **consent on behalf** for minors (aged below 21 years old, including RP applicant) and individuals who are medically certified to be unable to make decisions for themselves.
- Refer to **FAQs on consent** and **list of consent documents.**



How to provide Consent

If You/Family Member Have:	Follow on-screen instructions to submit via FAST portal (<i>Most Consent Submissions</i>)	Print copy of consent form, sign* and submit (only for <i>exceptional cases</i>)
Singpass	✓	
No Singpass		✓

Note

- Signature* must be in wet-ink (i.e. Not signed electronically). Ensure that all sections of the form are filled correctly.
- Consent **should be provided via FAST Consent Form with Singpass login** to allow RP to authenticate the identity of the consent provider.
- For special situations and valid reasons, consent provider (personal consent or consent-on-behalf) can consider using HOMES softcopy consent form. Click [here](#) for details.
- To obtain a copy of HOMES softcopy consent form, please email Help-FAS@rp.edu.sg.



Scope of Consent

All HOMES Participating Agencies* (e.g. RP, NP, IMDA, MSF, etc)

- All Participating Agencies can access personal information needed to assess eligibility for schemes
- Agencies can process applications from you or your family members to any of the Participating Agencies, if all previous consents are still valid
- Reduces inconvenience of providing consent when making each application

Only MOE and Participating IHLs (e.g., RP, NP)

- Only participating MOE and IHL schemes can access personal information needed to assess eligibility for MOE and IHL schemes
- The consent is valid for any subsequent renewals or reapplications made for only MOE and IHL schemes, including RP schemes
- You and your family members are required to provide consent if you apply for other participating scheme(s) not under MOE or the participating IHLs (e.g. RP/NP)

***For the list of HOMES agencies and their schemes, please refer to:**
<https://www.homes.gov.sg/eservice/ParticipatingScheme>



Types of Consent (Summary)



If You/Family Member Are:	Consent Provider		
	Self	Parent/Legal Guardian	Legally-Appointed Person*
21 Years Old & Above	✓		
Below 21 Years Old (Minor)		✓	
Mentally Incapacitated			✓

*Donee under the Lasting Power of Attorney or court-appointed Deputy under the Mental Capacity Act.

Note: For person(s) under the age of 21 and whose parents have divorced, the authority to provide consent would lie with the parent(s) who has care and control of the student and other siblings (below 21) included in the bursary application.



Types of Consent (Detailed)


Profile	Consent Type	Who should provide consent	Consent Provision Criteria
<p>Adult (21 and above), including applicant</p> 	Personal Consent	Self	<ul style="list-style-type: none"> At least 21 years old, based on date of birth at date of provision of consent Mentally capable of making decisions on how personal data should be used
<p>Minor* (below 21), including applicant</p> 	Consent-on-behalf of minor	<ul style="list-style-type: none"> Birth/ adoptive parent(s) who are under married status Legal guardian(s) 	<ul style="list-style-type: none"> Minor must be <u>below 21 years old</u> based on date of birth at date of provision of consent Parents must be mentally capable of making decisions on how personal data should be used

*For family members with no authorized consent provider, students are to email Help-FAS@rp.edu.sg for advice.

- Click [here](#) for list of consent documents.



Types of Consent (Detailed)


Profile	Consent Type	Who should provide consent	Consent Provision Criteria
<p>Minor* (below 21), including applicant</p> 	Consent-on-behalf of minor	<ul style="list-style-type: none"> Birth/ adoptive parent(s) under divorced/separated/r emarried status 	<ul style="list-style-type: none"> Minor must be below 21 years old based on date of birth at date of provision of consent Parents must be mentally capable of making decisions on how personal data should be used In the case of joint care and control, consent must be provided by all parent(s) who have been granted care and control of minor in the Court Order Step-parent is not authorized to provide consent for his/her step-children who are minors

*For family members with no authorized consent provider, students are to email Help-FAS@rp.edu.sg for advice.

- Click [here](#) for list of consent documents.



Types of Consent (Detailed)


Profile	Consent Type	Who should provide consent	Consent Provision Criteria
<p>Minor* (below 21), including applicant</p> 	Consent-on-behalf of minor	<ul style="list-style-type: none">Legal Guardian	<ul style="list-style-type: none">Minor must be below 21 years old based on date of birth at date of provision of consentLegal Guardian must be mentally capable of making decisions on how personal data should be usedConsent must be provided by Legal Guardian who has been granted guardianship of minor in the Court Order (Court appointed) or Will/ Deed testamentary guardian)

*For family members with no authorized consent provider, students are to email Help-FAS@rp.edu.sg for advice.

- Click [here](#) for list of consent documents.



Types of Consent (Detailed)

Profile	Consent Type	Who should provide consent	Consent Provision Criteria
<p>Mentally Incapacitated Individual*</p> 	<p>Consent on Behalf of Mentally Incapacitated Person</p>	<ul style="list-style-type: none"> • Donee(s) under the Registered Lasting Power of Attorney (LPA) • Deputy (Deputies) under the Mental Capacity Act 	<ul style="list-style-type: none"> • Mentally incapacitated person must be certified by a registered medical practitioner, to be unable to make decisions for himself/herself • Representative(s) must be capable of making decisions on how personal data should be used. • There may be one or more authorized consent providers depending on document (e.g. LPA/Court Order). Consent of all parties must be provided.

*For family members with no authorized consent provider, students are to email Help-FAS@rp.edu.sg for advice.

- Click [here](#) for list of consent documents.



Validity of Consent

Once consent is provided, it is **valid and remains so**, for subsequent applications, except where:

- a. **Consent given on behalf of a minor who has turned 21 years old, will expire and no longer be valid and reusable**
 - The family member who turned 21 years old, is required to provide self-consent, if mentally capable to do so
- b. **Consent has been withdrawn in writing**
- c. **Consent has been invalidated in HOMES**



Withdrawal of Consent

a. If you wish to withdraw your consent:

- Write to Help-FAS@rp.edu.sg for advice.
- Upon withdrawing your consent, all schemes on HOMES will not be able to use your personal data drawn from government agencies to administer the scheme(s). Applications made to non-HOMES agencies/schemes will not be affected by the consent withdrawal.

b. Upon withdrawal of consent, applications to HOMES agencies/schemes for subsidies or services may be affected.

- In such cases, you may be asked to provide your consent again for the scheme application.

c. Please note that withdrawing your consent does not affect the right of the government and participating agencies to collect, share and use your personal data, if permitted or required by law, or in the public interest.



01: Accessing Consent Form


REPUBLIC POLYTECHNIC Financial Assistance and Scholarship

Singpass Users

Important Note

1. Login with Singpass will retrieve details from MyInfo. Should there be incorrect data, please contact the relevant agency to update the respective data. Please note that it will normally take 1-3 working days for your MyInfo profile to reflect the updated data after verification by the relevant agency. You may refer to MyInfo for more details.
2. If you do not recall your Singpass password, you may reset it via the Singpass online request service.

Scan with Singpass app to log in



singpass

Use password login instead

Don't have the Singpass app? Download now

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Contact | Disclaimers | Return Vulnerability | Privacy Statement | Terms of Service | Site Map

Browse the URL:

<https://fast.rp.edu.sg/Consent>

Use **mobile Singpass app** to scan QR code or use **password login method** to login.

Important:

- RP applicant aged below 21 years of age cannot give personal consent due to being a minor.
- Family members are to give personal consent (21 years of age and above) or authorized representative(s) to give consent-on-behalf for minors or mentally incapable individuals.



01: Accessing Consent Form

We are aware of malware stealing user IDs and passwords saved in browsers. Stay vigilant against malicious emails that can infect devices with malware. Keep software and security patches up-to-date. Never disclose your passwords and 2FA details to others.

 **Log in with Singpass**
Your trusted digital identity

[Singpass app](#) [Password login](#)

Scan with Singpass app
to log in



We are aware of malware stealing user IDs and passwords saved in browsers. Stay vigilant against malicious emails that can infect devices with malware. Keep software and security patches up-to-date. Never disclose your passwords and 2FA details to others.

 **Log in with Singpass**
Your trusted digital identity

[Singpass app](#) [Password login](#)

Log in

Log In

[Retrieve Singpass ID](#)

[Reset password](#)

If you click on **'Use password login instead'**, you will be redirected to the below page.

Click on **'Password login'** and enter your Singpass ID. Click on **'Log in'** button.



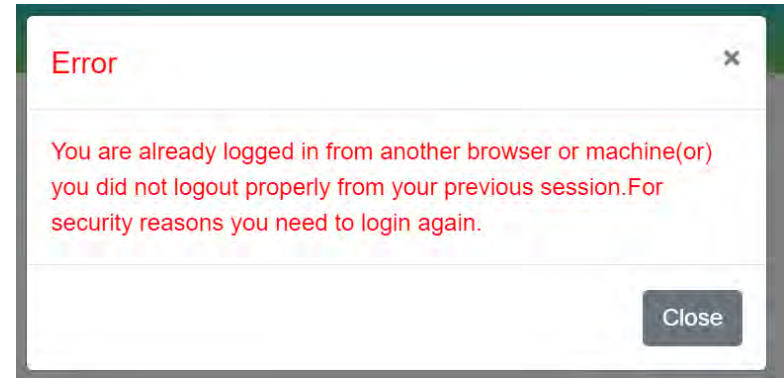
[Click to return to Summary Page](#)

01: Accessing Consent Form

If you are already logged in (or) if you did not logout properly in your earlier session, you will be automatically redirected to login page again.

If you are getting the error pop-up, click on **Close** button.

This will clear all your existing sessions in the system and redirect to the login page. You need to login again to use the application.



02: Family Member's MyInfo Particulars & RP Student NRIC validation

MyInfo declaration

Advisory Note

Your Singpass account contains your personal data. Do not share your username, password and 2FA details with anyone.

The application for Government Bursary under MOE's financial assistance schemes for IHLs will be assessed against the eligibility criteria.

For Government Bursary eligibility criteria, refer to <https://www.rp.edu.sg/financial-assistance/bursaries>.

By clicking on the button below, you are providing consent to store your records and your children's records (if any) in our system.

I Agree

Once you have logged in successfully, system will request **MyInfo for your personal particulars**.

Click on '**I Agree**' button to proceed to next step of the consent form.

Please note that you will not be able to proceed with the consent submission without completing this step.

After clicking on '**I Agree**' button, system will redirect you to the Consent Form home page.



02: Consent Form Homepage

In this page, you will see the following:

- 1 - Instructions for submitting the consent form
- 2 - Your details retrieved from MyInfo
- 3 - Your Children records retrieved from MyInfo
(If you do not have any children, this section will be blank)
- 4 - Your Sponsored children records retrieved from MyInfo
(If you do not have any sponsored children, this section will be blank)
- 5 - Please enter RP student applicant's NRIC/FIN for whose application you are submitting consent for.
- 6 - Click on 'Validate' button for system to verify **RP applicant's NRIC number** and proceed to next step.

Instructions:

- 1) This form for data sharing is for the Applicant / Family Member to provide consent for his/her data to be shared with Government and Participating Agencies for the assessment of his/her eligibility for and administration of various Participating Schemes under Household Means Eligibility System (HMES).
- 2) This application is for MSE Financial Assistance Schemes for students of Higher Learning (HLS). For details, refer to <https://www.mse.gov.sg/apply/2021-2022/eligibility>.
- 3) To apply for government bursary, RP student is required to submit the bursary application via RP Financial Assistance Scholarship System (FAST) <https://fast.mse.gov.sg>. For details on bursary, please refer to <https://www.mse.gov.sg/apply/bursary/2021-2022/eligibility>.
- 4) Please read all the terms and conditions carefully before signing this consent for data sharing form.
- 5) To provide consent for involvement, the Applicant / Family Member must be at least **21 years old** based on his/her date of birth.
 - a) If the Applicant / Family Member is below 21 years old (i.e. a minor) at the date of signing this form, his/her birth or adoptive parent(s) and/or legal guardian(s) must sign the form on his/her behalf.
 - Birth/Adoptive Parent or Legal Guardian must be mentally capable of making decisions on how personal data should be used.
 - Foster parent or Step-parent are not authorized to provide consent on behalf of minors.
 - Relevant supporting documents (e.g. Court Order of Care and Custody, Court Order of Guardianship of Minor, Will/Dedicated Legal Guardianship) must be submitted by authorized persons) when providing consent on behalf of minors. This is to verify that you are authorized to sign this form on behalf of the Applicant / Family Member.
 - If more than one person is required provide consent on behalf of the Applicant / Family Member (e.g. joint custody, shared care and control), each birth parent is required to provide their consent.
 - b) If the Applicant / Family Member is unable to sign the form as he/she is mentally incapacitated, his/her donee(s) appointed under a Registered Lasting Power of Attorney, or donee(s) appointed under the Mental Capacity Act (Cap. 117A) must sign the form on his/her behalf.
 - Donee or Deputy must be mentally capable of making decisions on how personal data should be used.
 - Donee(s) who provide consent on behalf must be authorized to make decisions for both (i) personal welfare and (ii) property & affairs under the Registered Lasting Power of Attorney (LPA).
 - Relevant supporting documents (e.g. Medical Report certifying Mental Incapacity, LPA, Donee Card, Court Order for Deputy) must be submitted by authorized persons).
 - This is to verify that you are authorized to sign this form on behalf of the Applicant / Family Member.
 - This is to verify that you are authorized to sign this form on behalf of the Applicant / Family Member.
- 7) Consent previously given on behalf of a minor **expires when the minor turns 21 years old based on his/her date of birth** and will no longer be reusable for future applications. The individual is required to provide self-consent.
- 8) If the Applicant / Family Member is unable to sign this form (due to being a minor and/or mentally incapacitated individual) and no authorized person is able to sign this form on his/her behalf, please email Help-FAST@edu.sg for assistance.

If Applicant/Family Member is unable to complete this form and no one is able to complete this form on his/her behalf, please email RP Office of Student at Help-FAST@edu.sg for assistance.

Your details from MyInfo:

NRIC/FIN	S****9441	Full Name	TANGAMALA DO GAVINDARAYA
Date of Birth	10/04/1960	Mobile Number	+65 9787305
Email	iang@gmail.com	Marital Status	Married
Address	151 BRADDELL VIEW		

Children (Both Retrieved from MyInfo):

#	Name	Birth Certificate Number	Date of Birth
1	Emily	S****9117	
2	CYRUS FROST	T****999F	17/03/2010

Sponsored Children Retrieved from MyInfo:

#	Name	Birth Certificate Number	Date of Birth
1	Jane	S****990J	

Please enter the RP student's NRIC/FIN (Ex.: S1234567A) *

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Please check the NRIC keyed in. Validation failed due to one of the following reasons.

- Invalid NRIC format
- RP Student not found
- RP Student is found but does not have an application
- RP Student is not enrolled
- RP Student does not have an application in 'Submitted (Pending Consent)' status
- All the consents for the RP student are already submitted

Note

- System will show error pop-up message (left bottom image) if RP applicant's NRIC entered does not meet criteria for system validation.



03: Submit Personal Consent (aged 21 & above)

By filling up the required information in this form, you will be providing **self-consent** for RP student applicant's bursary application.

1 - System will prefill your email address and mobile number if available in MyInfo in these boxes (*) *indicated as mandatory.*

Note: Please ensure details are accurate, as RP will use this email address for future correspondences regarding consent submission.

2 - Select your residential status from options given.

3 - Your relationship will be prefill as the relationship declared by RP applicant in the bursary application form.

Note: If you are not part of RP applicant's household, you are required to declare your relationship to the RP applicant.

4 - Select the **scope of consent** from options given.
• Click [here](#) for details on **scope of consent**.

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKR,JNGMMN CRKSCCKNT,#53-569,007670

Please enter your email address *

tang@gmail.com

Please enter your contact number *

+65 97897308

Please select your residential status *

-Select one-

Please select your relationship to RP student, RP TS-MTRQ-1001 Member 1 S3506000F *

Father

Please select the scope of this consent * [Click here for the list of Participating Agencies & Schemes supported by HOMES](#)

All Participating Schemes



[Click to return to Summary Page](#)

03: Submit Personal Consent (aged 21 & above)

5 - Read **terms and conditions** carefully before submitting form.

PLEASE READ CAREFULLY BEFORE SUBMITTING:

Note: If you are signing the form on behalf of the Applicant, "I" and "me" means "the Applicant" and "my" means "the Applicant's". If you are signing the form on behalf of the Family Member, "I" and "me" means "the Family Member" and "my" means "the Family Member's". Please read the attached Terms of Consent before signing this form.

1. I understand that the Government of Singapore ("Government") and Participating Agencies require my Personal Information for the following purposes:

(a) to determine if I or the Applicant qualify for the Scheme(s) set out in Section 3 and, if I or the Applicant meet all other eligibility criteria for the Scheme(s) set out in Section 3.

(b) to provide me or the Applicant with the Scheme(s) set out in Section 3.

2. I hereby consent and agree that the Government and Participating Agencies may collect, share and use my Personal Information, to the extent permitted by law, for any of the purposes in paragraph 1.

3. I understand that the Government and Participating Agencies may, without further reference to me, collect, share and use my Personal Information to determine if I and/or any of my Family members qualify for any or all of the Schemes set out in Section 3, and where I and/or my Family member so qualify, to provide such Schemes to me and/or my Family member.

4. I understand that the Personal Information collected for the purposes of paragraph 1 and paragraph 3 may also be used by the Government and/or Participating Agencies for analysis and evaluation to improve and/or make changes to the Schemes and/or to create new social services or public assistance schemes.

5. I understand that if there are any discrepancies in the Personal Information collected, such discrepancies may be reflected to the relevant Government ministry(ies), department(s) or agency(ies), so that they may take the necessary steps to rectify any inaccurate records relating to me.

6. My consent shall remain valid until I withdraw it in writing. I accept that it could take up to 10 working days from the date of receipt by the Government before any withdrawal of consent takes effect.

7. In the event that the consent obtained pursuant to my submission of this form is subsequently found to be false, defective or otherwise invalidated through no fault of the Government or Participating Agencies, I agree that the Government or Participating Agencies, as the case may be, shall not be liable for any collection, use, sharing or disclosure of my Personal Information that was necessary for any of the purposes in paragraphs 1, 3 or 4 before such falsity, defect and/or invalidation of consent was known to the Government or Participating Agencies.

8. I have read and understood this consent form fully, including the attached Terms of Consent and agree to its content. I hereby declare that the information that I have provided is accurate.

9. IF I SUBMIT THIS FORM BY EMAIL, I confirm that I am aware of the risks of transmitting my Personal Information to the Government and/or Participating Agencies via email. I agree that I will not hold the Government and/or Participating Agencies responsible or liable for any loss of my Personal Information arising from any unauthorised access of my email or my email account

Terms of consent

I understand and agree that these phrases used in the consent form have the following definitions:

a) "Personal Information" includes my:

(i) personal data (e.g. name, NRIC No, address, age, gender, family/household structure and family/household composition);

(ii) financial data (e.g. income, insurance coverage)

(iii) consumption data (e.g. housing, healthcare bills, scheme subscriptions);

(iv) social assistance data (e.g. social assistance history, assessments for eligibility and suitability for social services and public assistance schemes, social worker case reports);

(v) medical information (e.g. medical reports); and

(vi) other information (e.g. savings, payment for utilities) provided by me for the evaluation and administration of social services and public assistance schemes.

It includes information collected and kept by various Government ministries, departments and statutory boards, including the following information collected and kept by the Inland Revenue Authority of Singapore (IRAS) and Central Provident Fund (CPF) Board:

(i) my income information;

(ii) information relating to and derived from my CPF Account(s) and CPF contributions (e.g. CPF Account(s) balance, CPF withdrawal details); and

(iii) information relating to my participation in schemes administered by CPF Board (e.g. medical information, insurance coverage)

Information collected from surveys conducted by IRAS and CPF Board is excluded.

Personal Information may relate to past, present or future matters.



[Click to return to Summary Page](#)

03: Submit Personal Consent (aged 21 & above)

I have read the terms of consent and I declare, to the best of my knowledge, that the information provided in this consent form is true and that I have not suppressed any material fact. *

6

Preview And Submit

7

6 - Select this checkbox to declare that you have read the terms and conditions.

7 - Click on **Preview and submit** button to submit your consent in FAST portal.

Error! Please enter Email Address
Error! Please select residential status

Consent Form

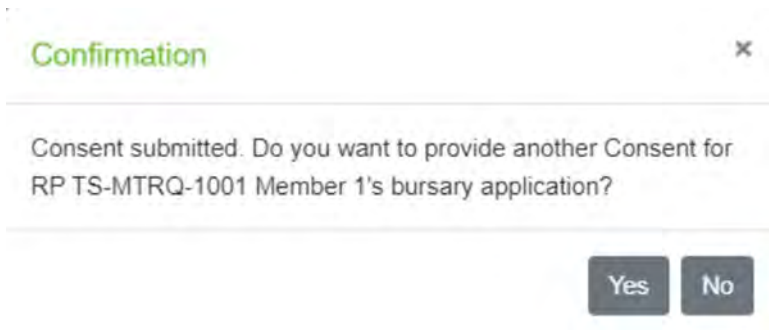
RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670

Note

- If you have not filled in any of the mandatory information, system will display error message at the top of the form.
- After entering all the mandatory information, system will redirect you to the next page where you will be required to review the information.
- Click on '**Preview and Submit**' button to submit your personal consent form.



03: Submit Personal Consent (aged 21 & above)



A confirmation dialog box with a green title bar 'Confirmation' and a close button 'x'. The main text asks: 'Consent submitted. Do you want to provide another Consent for RP TS-MTRQ-1001 Member 1's bursary application?'. At the bottom, there are two buttons: 'Yes' and 'No'.

To edit any details:

Click on '**Edit**' button and the system will redirect you to the consent form. After editing, you will need to click on '**Preview and Submit**' button in order to submit the consent form.

If the information is correct, please click on '**Submit**' button and system will save your consent.

- You will receive an email acknowledging your consent submission.
- RP staff will verify your consent submission (if required).

After successful submission of consent, a popup will appear.

Click on **Yes** button if you wish to submit another consent (e.g. for RP student applicant or another child, etc).

Click on **No** button if you do not have any more consents to submit.

- System will log you out if you click on **No** button.



04: Submit Consent-on-behalf

(birth/adopted child who is a **Singaporean (or) Singapore permanent resident aged below 21**)

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR,SHUNGGMMN,CRKSCOKNT,#53-569,007670

Please select under what capacity you are submitting this consent *

- I am a Parent giving Consent for my Birth/Adopted Child who is a Singaporean/Singapore Permanent Resident.
- I am a Parent giving Consent for my Child who is a Foreigner.
- I am a RP Student's Family member uploading softcopy Consent Form for someone in my household (e.g. Elderly without SingPass, Family member is overseas.)
- I am a Legal Guardian giving Consent for a Minor.
- I am a Donee giving Consent on behalf of Mentally Incapacitated person.
- I am a Deputy giving Consent on behalf of Mentally Incapacitated person.
- No consent can be provided (e.g. minor or mentally incapacitated person with no authorised consent provider; missing or estranged persons; incarcerated persons, etc).

#	NRIC/IN	Name	Date of Birth	Consent Status	Select
1	T****699F	CYRUS FROST	17/03/2010	Pending consent	Select
2	S****911J	Emily	25/05/1999	Auto-approved	

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Contact: [Disclaimer](#), [Parent Withdrawal](#), [Privacy Statement](#), [Terms of Service](#), [Self-help](#)

Choose the option “**I am a Parent giving Consent for my Birth/Adopted Child who is a Singaporean/Singapore Permanent Resident**” if you are submitting consent on behalf of your child (*including RP applicant if he/she is a minor*).

System will display details of your children who are part of RP applicant’s household in the bursary application form in a table:

- For child(ren) who is a minor (<21 years old), please provide consent-on-behalf.
- For adults (aged 21 & above), they are to give self-consent, if they are mentally capable.

Click on ‘**Select**’ hyperlink and system will redirect you to the consent form page.

Please fill all information in this page.



04: Submit Consent-on-behalf

(birth/adopted child who is a **Singaporean (or) Singapore permanent resident aged below 21**)

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSKCNT,#53-569,007670
Consent provided on behalf of NRIC/FIN	T****699F	Consent provided name of on behalf of NRIC	CYRUS FROST

Please enter your email address *

lang@gmail.com

Please enter your contact number *

+65 97897308

Please select your residential status *

-Select one-

Please select your relationship to RP student, RP TS-MTRQ-1001 Member 1 S3506000F *

Father

Please select your relationship to CYRUS FROST *

-Select one-

Please select the scope of this consent * [Click here for the list of Participating Agencies & Schemes supported by HOMES](#)

All Participating Schemes

1 - System will display the child's NRIC and Name that you have selected from previous page.

2 - System will prefill your email address and mobile number if available in MyInfo in these boxes. (*) *indicated as mandatory*
Note: Please ensure details are accurate, as RP will use this email address for future correspondences regarding consent submission.

3 - Select your residential status from options given.

4 - Your relationship will be prefilled as relationship declared by RP applicant in the bursary application form.
Note: If you are not part of RP applicant's household, you are required to declare your relationship to the RP applicant.

5 - Select your relationship to child.

6 - Select **scope of consent** from options given. Click [here](#) for details on **scope of consent**.



04: Submit Consent-on-behalf

(birth/adopted child who is a Singaporean (or) Singapore permanent resident aged below 21)

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D.NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670
Consent provided on behalf of NRIC/FIN	T****699F	Consent provided name of on behalf of NRIC	CYRUS FROST

Please enter your email address *

Please enter your contact number *

Please select your residential status *

Please select your relationship to RP student, RP TS-MTRQ-1001 Member 1 S3506000F *

Please select your relationship to CYRUS FROST *

Please select the scope of this consent * [Click here for the list of Participating Agencies & Schemes supported by HOMES](#)

Is this your first marriage? * Yes No

Is this child, RP TS-SS-1014 Member 3 from your current marriage? * Yes No

Divorce document

Death Certificate

Legal custody with Care & Control

Birth Certificate

Others

No file chosen

#	Document Category	File Name	
1	Legal custody with Care	fastuat_test_pfpstu300_Legal custody with Care_20211109T204814.png	<input type="button" value="Delete"/>

Steps 7 & 8 are applicable only for parent who has remarried:

- 7 - Select appropriate radio button:
 - a. Is this first marriage – Select **No**
 - b. Is this child (Name of Child) from current marriage.
 - If **Yes**, no action is needed.
 - If **child is not from current marriage**, please select **No** upload **Divorce Certificate and full copy of Court Order indicating care and control**.
- 8 - Upload relevant consent document by selecting the document category, choosing the file and clicking on **Upload** button.
 - System will display the file uploaded in a table.
 - You can delete the file by clicking on the **green trash icon**.
 - Click [here](#) to refer to **consent documents**.
 - System will display the file uploaded in a table.
 - You can delete the file by clicking on **green trash icon**.



04: Submit Consent-on-behalf

(birth/adopted child who is a Singaporean (or) Singapore permanent resident aged below 21)

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCCKNT,#53-569,007670
Consent provided on behalf of NRIC/FIN	T****699F	Consent provided name of on behalf of NRIC	CYRUS FROST

Please enter your email address *

Please enter your contact number *

Please select your residential status *

Please select your relationship to RP student, RP TS-MTRQ-1001 Member 1 S3506000F *

Please select your relationship to CYRUS FROST *

Please select the scope of this consent * [Click here for the list of Participating Agencies & Schemes supported by HOMES](#)

#	Document Category	File Name	
1	Legal custody with Care	fastuat_test_pfpstu300_Legal custody with Care_20211109T204814.png	<input type="button" value="Delete"/>

Step 8 is applicable only for parent who is divorced/single:

8 - Upload relevant consent document by selecting the document category, choosing the file and clicking on **Upload** button.

- System will display the file uploaded in a table.
- You can delete the file by clicking on the **green trash icon**.
- Click [here](#) to refer to **consent documents**.
- System will display the file uploaded in a table.
- You can delete the file by clicking on **green trash icon**.



04: Submit Consent-on-behalf

(birth/adopted child who is a Singaporean (or) Singapore permanent resident aged below 21)

9 - Read terms and conditions carefully before submitting form.

PLEASE READ CAREFULLY BEFORE SUBMITTING:

Note: If you are signing the form on behalf of the Applicant, "I" and "me" means "the Applicant" and "my" means "the Applicant's". If you are signing the form on behalf of the Family Member, "I" and "me" means "the Family Member" and "my" means "the Family Member's". Please read the attached Terms of Consent before signing this form.

1. I understand that the Government of Singapore ("Government") and Participating Agencies require my Personal Information for the following purposes:

(a) to determine if I or the Applicant qualify for the Scheme(s) set out in Section 3 and, if I or the Applicant meet all other eligibility criteria for the Scheme(s) set out in Section 3,

(b) to provide me or the Applicant with the Scheme(s) set out in Section 3.

2. I hereby consent and agree that the Government and Participating Agencies may collect, share and use my Personal Information, to the extent permitted by law, for any of the purposes in paragraph 1.

3. I understand that the Government and Participating Agencies may, without further reference to me, collect, share and use my Personal Information to determine if I and/or any of my Family members qualify for any or all of the Schemes set out in Section 3, and where I and/or my Family member so qualify, to provide such Schemes to me and/or my Family member.

4. I understand that the Personal Information collected for the purposes of paragraph 1 and paragraph 3 may also be used by the Government and/or Participating Agencies for analysis and evaluation to improve and/or make changes to the Schemes and/or to create new social services or public assistance schemes.

5. I understand that if there are any discrepancies in the Personal Information collected, such discrepancies may be reflected to the relevant Government ministry(ies), department(s) or agency(ies), so that they may take the necessary steps to rectify any inaccurate records relating to me.

6. My consent shall remain valid until I withdraw it in writing. I accept that it could take up to 10 working days from the date of receipt by the Government before any withdrawal of consent takes effect.

7. In the event that the consent obtained pursuant to my submission of this form is subsequently found to be false, defective or otherwise invalidated through no fault of the Government or Participating Agencies, I agree that the Government or Participating Agencies, as the case may be, shall not be liable for any collection, use, sharing or disclosure of my Personal Information that was necessary for any of the purposes in paragraphs 1, 3 or 4 before such falsity, defect and/or invalidation of consent was known to the Government or Participating Agencies.

8. I have read and understood this consent form fully, including the attached Terms of Consent and agree to its content. I hereby declare that the information that I have provided is accurate.

9. IF I SUBMIT THIS FORM BY EMAIL, I confirm that I am aware of the risks of transmitting my Personal Information to the Government and/or Participating Agencies via email. I agree that I will not hold the Government and/or Participating Agencies responsible or liable for any loss of my Personal Information arising from any unauthorised access of my email or my email account

Terms of consent

I understand and agree that these phrases used in the consent form have the following definitions:

a) "Personal Information" includes my:

(i) personal data (e.g. name, NRIC No, address, age, gender, family/household structure and family/household composition);

(ii) financial data (e.g. income, insurance coverage)

(iii) consumption data (e.g. housing, healthcare bills, scheme subscriptions);

(iv) social assistance data (e.g. social assistance history, assessments for eligibility and suitability for social services and public assistance schemes, social worker case reports);

(v) medical information (e.g. medical reports), and

(vi) other information (e.g. savings, payment for utilities) provided by me for the evaluation and administration of social services and public assistance schemes.

It includes information collected and kept by various Government ministries, departments and statutory boards, including the following information collected and kept by the Inland Revenue Authority of Singapore (IRAS) and Central Provident Fund (CPF) Board:

(i) my income information;

(ii) information relating to and derived from my CPF Account(s) and CPF contributions (e.g. CPF Account(s) balance, CPF withdrawal details), and

(iii) information relating to my participation in schemes administered by CPF Board (e.g. medical information, insurance coverage)

Information collected from surveys conducted by IRAS and CPF Board is excluded.

Personal Information may relate to past, present or future matters.



04: Submit Consent-on-behalf

(birth/adopted child who is a **Singaporean (or) Singapore permanent resident aged below 21**)

I have read the terms of consent and I declare, to the best of my knowledge, that the information provided in this consent form is true and that I have not suppressed any material fact.*

10

10 - Select this checkbox to declare that you have read the terms and conditions.

Preview And Submit

11

11 - Click on **Preview and submit** button to submit your consent in the system.

Error! Please enter Email Address
Error! Please select residential status

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCCKNT,#53-569,007670

Note

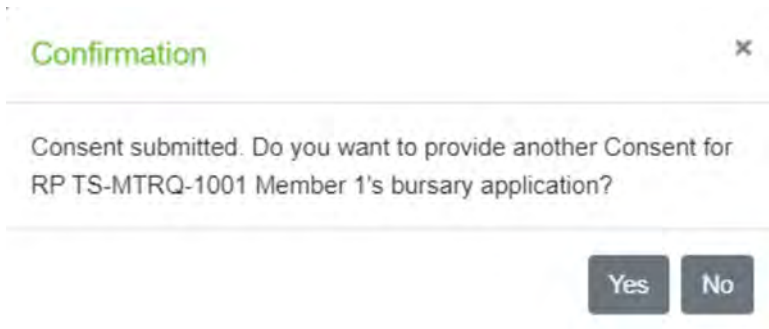
- If you have not filled in any of the mandatory information, system will display error message at the top of the form.
- After entering all mandatory information, system will redirect you to the next page where you will be required to review the information.
- Click on '**Preview and Submit**' button to submit your consent form.



Click to return to Summary Page

04: Submit Consent-on-behalf

(birth/adopted child who is a **Singaporean (or) Singapore permanent resident aged below 21**)



Confirmation ✕

Consent submitted. Do you want to provide another Consent for RP TS-MTRQ-1001 Member 1's bursary application?

Yes **No**

To edit any details:

Click on **'Edit'** button and the system will redirect you to the consent form. After editing, you will need to click on **'Preview and Submit'** button in order to submit the consent form.

If the information is correct, please click on **'Submit'** button and system will save your consent.

- You will receive an email acknowledging your consent submission.
- RP staff will verify your consent submission (if required).

After successful submission of consent, a popup will appear.

Click on **Yes** button if you wish to submit another consent (e.g. for RP student applicant or another child, etc).

Click on **No** button if you do not have any more consent to submit.

- System will log you out if you click on "No" button.



05: Submit Consent-on-behalf

(birth/adopted child who is a foreigner aged below 21)

Financial Assistance and Scholarship

Figure 1

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRO-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D NPPKR SKRJNGMMN CRK5CKNF#53-569,907670

Please select under what capacity you are submitting the consent *

- I am a Parent giving Consent for my Birth/Adopted Child who is a Singaporean/Singapore Permanent Resident.
- I am a Parent giving Consent for my Child who is a Foreigner.
- I am a RP-Student/Family member uploading softcopy Consent Form for someone in my household (e.g. Elderly without SingPass, Family member is overseas.)
- I am a Legal Guardian giving Consent for a Minor.
- I am a Donee giving Consent on behalf of Mentally Incapacitated person.
- I am a Deputy giving Consent on behalf of Mentally Incapacitated person.
- No consent can be provided (e.g. minor or mentally incapacitated person with no authorised consent provider, missing or estranged persons, incarcerated persons, etc).

Please enter the FIN of the family member for whom you are submitting the consent *

Choose the option “**I am a Parent giving Consent for my Child who is a Foreigner**” if you are submitting the consent on behalf of your foreigner child.

Note: RP applicant who login using Singpass may view this option. Please ignore this option as this is not applicable (Figure 1).

By choosing this, system will display a box where you will need to key in the child’s FIN and click on ‘**Validate**’ button.

System will validate if the FIN is a minor (<21 years old) and part of the RP applicant’s household in bursary application form:

- If **invalid**, system will display an error message (figure 2)
- For advice on how to add foreign child into student’s household, please email help-FAS@rp.edu.sg

Error! Please submit a valid FIN in order to give Consent for your Child who is a Foreigner.

F1234567P

Validate

Figure 2



05: Submit Consent-on-behalf

(birth/adopted child who is a foreigner aged below 21)

REPUBLIC POLYTECHNIC Financial Assistance and Scholarship

Consent Form

RP Student's NRIC	S****00F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	4350,NPPKR SKRLANGMMN CRK&CKNT.#53-569,007670

Please select under what capacity you are submitting this consent *

- I am a Parent giving Consent for my Birth/Adopted Child who is a Singaporean/Singapore Permanent Resident.
- I am a Parent giving Consent for my Child who is a Foreigner.
- I am a RP Student/Family member uploading photocopy Consent Form for someone in my household (e.g. Elderly without SingPass, Family member is overseas.)
- I am a Legal Guardian giving Consent for a Minor.
- I am a Donee giving Consent on behalf of Mentally incapacitated person.
- I am a Deputy giving Consent on behalf of Mentally Incapacitated person.
- No consent can be provided (e.g. minor or mentally incapacitated person with no authorised consent provider, missing or estranged persons, incarcerated persons, etc).

Please enter the FIN of the family member for whom you are submitting the consent *

FT234567L

#	NRIC/FIN	Name	Date of Birth	Consent Status	Select
1	F****567L	Foreigner child	02/02/2010	Pending consent	<input type="button" value="Select"/>

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If the FIN entered is valid, system will display the child's info in a table.

Click on '**Select**' link and system will redirect you to the consent form page.

Please fill all information in this page (**refer pages 67 – 73** for consent submission for minor)



06: Submit Consent-on-behalf

(Legal Guardian of a minor aged below 21)

REPUBLIC POLYTECHNIC Financial Assistance and Scholarship **Figure 1**

Consent Form

RP Student's NRIC	S***000F	Name of RP Student	RP TS-MTRG-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D NPPKR SKRLJNGMMN CRKSKNT, #B3-569, 097670

Please select under what capacity you are submitting the consent *

- I am a Parent giving Consent for my Birth-Adopted Child who is a Singaporean/Singapore Permanent Resident.
- I am a Parent giving Consent for my Child who is a Foreigner.
- I am a RP Student/Family member uploading softcopy Consent Form for someone in my household (e.g. Elderly without SingPass, Family member is overseas.)
- I am a Legal Guardian giving Consent for a Minor.
- I am a Donee giving Consent on behalf of Mentally Incapacitated person.
- I am a Deputy giving Consent on behalf of Mentally Incapacitated person.
- No consent can be provided (e.g. minor or mentally incapacitated person with no authorised consent provider, missing or estranged persons, incarcerated persons, etc).

Please enter the NRIC/FIN of the family member for whom you are submitting the consent *

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Choose the option for **'Legal guardian providing consent on behalf of a minor'** (*applicable to RP student applicant*) (Figure 1).

By choosing this, system will display a box where you will need to key in the child's NRIC/FIN and click on **'Validate'** button.

System will validate if the NRIC is a minor (<21 years old) and part of the RP student's household in bursary application form:

- If **invalid**, system will display an error message (figure 2)
- For advice on how to add minor into student's household, please email help-FAS@rp.edu.sg

Error! No Valid records found for NRIC/FIN provided **Figure 2**



06: Submit Consent-on-behalf

(Legal Guardian of a minor aged below 21)



Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKCKNT,#53-569,007670

- Please select under what capacity you are submitting this consent *
- I am a Parent giving Consent for my Birth/Adopted Child who is a Singaporean/Singapore Permanent Resident.
 - I am a Parent giving Consent for my Child who is a Foreigner.
 - I am a RP Student/Family member uploading softcopy Consent Form for someone in my household (e.g. Elderly without SingPass, Family member is overseas.)
 - I am a Legal Guardian giving Consent for a Minor.
 - I am a Donee giving Consent on behalf of Mentally Incapacitated person.
 - I am a Deputy giving Consent on behalf of Mentally Incapacitated person.
 - No consent can be provided (e.g. minor or mentally incapacitated person with no authorised consent provider, missing or estranged persons, incarcerated persons, etc).

Please enter the NRIC/FIN of the family member for whom you are submitting the consent *

#	NRIC/FIN	Name	Date of Birth	Consent Status	Select
1	T****567Y	Emily	01/06/2022	Pending consent	Select

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If the NRIC entered is valid, system will display the child's info in a table.

Click on the 'Select' link and system will redirect you to the consent form page. Please fill all the information in this page.



06: Submit Consent-on-behalf

(Legal Guardian of a minor aged below 21)

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670
Consent provided on behalf of NRIC/FIN	T****567Y	Consent provided name of on behalf of NRIC	Emily

Please enter your email address *

tang@gmail.com

Please enter your contact number *

+65 97897308

Please select your residential status *

-Select one-

Please select your relationship to RP student, RP TS-MTRQ-1001 Member 1 S3506000F *

Father

Please select your relationship to Emily *

-Select one-

Please select the scope of this consent * [Click here for the list of Participating Agencies & Schemes supported by HOMES](#)

All Participating Schemes

-Select one-

Choose File No file chosen

-Select one-
Deed/Will for Legal Guardianship
Court Order of Guardianship of Minor
Birth Certificate
Others

#	Document Category	File Name	
1	Deed/Will for Legal Guardianship	fastuat_test_354_DeedWillforLegalGuardianship_20220404T183730.pdf	

1 - System will display the child NRIC/FIN and Name that you have selected from the previous page.

2 - System will prefill your email address and mobile number if available in MyInfo in these boxes.

Note: Please ensure these are accurate, as RP will use this email address for future email correspondences regarding the consent submission.

3 - Select your residential status from the options given.

4 - Your relationship will be prefilled as the relationship declared by the RP student in their bursary application form. **Note:** If you are not part of the RP student's household, you will need to declare your relationship to the RP applicant.

5 - Select your relationship to the family member for whom you are submitting the consent.

6 - Select **scope of consent** from options given. Click [here](#) for details on **scope of consent**.

7 - Upload relevant consent document by selecting the document category, choosing the file and clicking on **Upload** button.

- System will display the file uploaded in a table.
- You can delete the file by clicking on the **green trash icon**
- Click [here](#) to refer to consent documents.



06: Submit Consent-on-behalf

(Legal Guardian of a minor aged below 21)

8 - Read **terms and conditions** carefully before submitting form.

PLEASE READ CAREFULLY BEFORE SUBMITTING:

Note: If you are signing the form on behalf of the Applicant, "I" and "me" means "the Applicant" and "my" means "the Applicant's". If you are signing the form on behalf of the Family Member, "I" and "me" means "the Family Member" and "my" means "the Family Member's". Please read the attached Terms of Consent before signing this form.

1. I understand that the Government of Singapore ("Government") and Participating Agencies require my Personal Information for the following purposes:

(a) to determine if I or the Applicant qualify for the Scheme(s) set out in Section 3 and, if I or the Applicant meet all other eligibility criteria for the Scheme(s) set out in Section 3,

(b) to provide me or the Applicant with the Scheme(s) set out in Section 3.

2. I hereby consent and agree that the Government and Participating Agencies may collect, share and use my Personal Information, to the extent permitted by law, for any of the purposes in paragraph 1.

3. I understand that the Government and Participating Agencies may, without further reference to me, collect, share and use my Personal Information to determine if I and/or any of my Family members qualify for any or all of the Schemes set out in Section 3, and where I and/or my Family member so qualify, to provide such Schemes to me and/or my Family member.

4. I understand that the Personal Information collected for the purposes of paragraph 1 and paragraph 3 may also be used by the Government and/or Participating Agencies for analysis and evaluation to improve and/or make changes to the Schemes and/or to create new social services or public assistance schemes.

5. I understand that if there are any discrepancies in the Personal Information collected, such discrepancies may be reflected to the relevant Government ministry(ies), department(s) or agency(ies), so that they may take the necessary steps to rectify any inaccurate records relating to me.

6. My consent shall remain valid until I withdraw it in writing. I accept that it could take up to 10 working days from the date of receipt by the Government before any withdrawal of consent takes effect.

7. In the event that the consent obtained pursuant to my submission of this form is subsequently found to be false, defective or otherwise invalidated through no fault of the Government or Participating Agencies, I agree that the Government or Participating Agencies, as the case may be, shall not be liable for any collection, use, sharing or disclosure of my Personal Information that was necessary for any of the purposes in paragraphs 1, 3 or 4 before such falsity, defect and/or invalidation of consent was known to the Government or Participating Agencies.

8. I have read and understood this consent form fully, including the attached Terms of Consent and agree to its content. I hereby declare that the information that I have provided is accurate.

9. IF I SUBMIT THIS FORM BY EMAIL, I confirm that I am aware of the risks of transmitting my Personal Information to the Government and/or Participating Agencies via email. I agree that I will not hold the Government and/or Participating Agencies responsible or liable for any loss of my Personal Information arising from any unauthorised access of my email or my email account.

Terms of consent

I understand and agree that these phrases used in the consent form have the following definitions:

a) "Personal Information" includes my:

(i) personal data (e.g. name, NRIC No, address, age, gender, family/household structure and family/household composition);

(ii) financial data (e.g. income, insurance coverage)

(iii) consumption data (e.g. housing, healthcare bills, scheme subscriptions);

(iv) social assistance data (e.g. social assistance history, assessments for eligibility and suitability for social services and public assistance schemes, social worker case reports);

(v) medical information (e.g. medical reports), and

(vi) other information (e.g. savings, payment for utilities) provided by me for the evaluation and administration of social services and public assistance schemes.

It includes information collected and kept by various Government ministries, departments and statutory boards, including the following information collected and kept by the Inland Revenue Authority of Singapore (IRAS) and Central Provident Fund (CPF) Board:

(i) my income information;

(ii) information relating to and derived from my CPF Account(s) and CPF contributions (e.g. CPF Account(s) balance, CPF withdrawal details), and

(iii) information relating to my participation in schemes administered by CPF Board (e.g. medical information, insurance coverage)

Information collected from surveys conducted by IRAS and CPF Board is excluded.

Personal Information may relate to past, present or future matters.



06: Submit Consent-on-behalf

(Legal Guardian of a minor aged below 21)

I have read the terms of consent and I declare, to the best of my knowledge, that the information provided in this consent form is true and that I have not suppressed any material fact. *

8

Preview And Submit

9

8 - Select this checkbox to declare that you have read the terms and conditions.

9 - Click on **Preview and submit** button to submit your consent in the system.

Error! Please enter Email Address
Error! Please select residential status

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCCKNT,#53-569,007670

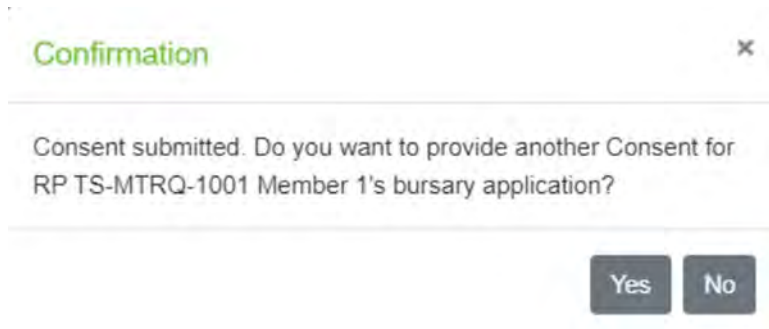
Note

- If you have not filled in any of the mandatory information, system will display error message at the top of the form.
- After entering all the mandatory information, system will redirect you to the next page where you will be required to review the information.
- Click on '**Preview and Submit**' button to submit your personal consent form.



06: Submit Consent-on-behalf

(Legal Guardian of a minor aged below 21)



Confirmation ✕

Consent submitted. Do you want to provide another Consent for RP TS-MTRQ-1001 Member 1's bursary application?

To edit any details:

Click on '**Edit**' button and the system will redirect you to the consent form. After editing, you will need to click on '**Preview and Submit**' button in order to submit the consent form.

If the information is correct, please click on '**Submit**' button and system will save your consent.

- You will receive an email acknowledging your consent submission.
- RP staff will verify your consent submission (if required).

After successful submission of consent, a popup will appear.

Click on **Yes** button if you wish to submit another consent (e.g. for RP student applicant or another child, etc).

Click on **No** button if you do not have any more consents to submit.

- System will log you out if you click on "No" button.



07: Submit Consent-on-behalf

(Donee/Deputy on behalf of a mentally incapacitated individual)

REPUBLIC POLYTECHNIC Financial Assistance and Scholarship **Figure 1**

Consent Form

RP Student's NRIC	S1***915G	Name of RP Student	RP_FPS005_Member5
RP Student's Residential Status	Singaporean	RP Student's Residential Address	659B,WMMDLINDS DRLVK 63,HDB,#99-35,707663

Please select under what capacity you are submitting this consent *

- I am a Parent giving Consent for my Child who is a Foreigner.
- I am a RP Student/Family member uploading softcopy Consent Form for someone in my household (e.g. Elderly without SingPass, Family member is overseas.)
- I am a Legal Guardian giving Consent for a Minor.
- I am a Donee giving Consent on behalf of Mentally Incapacitated person.
- I am a Deputy giving Consent on behalf of Mentally Incapacitated person.
- I am from MSF/Home/Shelter giving Consent for a Minor. No authorised consent provider (minors and MI individuals)

Please enter the NRIC/FIN of the family member for whom you are submitting the consent *

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Choose the option for '**Donee/Deputy providing consent on behalf of a mentally incapacitated individual (MI)**' (Figure 1).

By choosing this, system will display a box where you will need to key in the person's NRIC/FIN and click on '**Validate**' button.

System will validate if the person (MI) is part of the RP applicant's household in bursary application form:

- If **invalid**, system will display an error message (figure 2)
- For advice on how to add this family member into student's household, please email help-FAS@rp.edu.sg

Error! No Valid records found for NRIC/FIN provided **Figure 2**

S1234567G



07: Submit Consent-on-behalf

(Donee/Deputy on behalf of a mentally incapacitated individual)

Consent Form

RP Student's NRIC	S****915G	Name of RP Student	RP_FPSet005_Member5
RP Student's Residential Status	Singaporean	RP Student's Residential Address	659B.WMMDL.JNDS DRLVK. 63.HDB.#99-35.707663

Please select under what capacity you are submitting this consent *

- I am a Parent giving Consent for my Child who is a Foreigner.
- I am a RP Student/Family member uploading softcopy Consent Form for someone in my household (e.g. Elderly without SingPass, Family member is overseas.)
- I am a Legal Guardian giving Consent for a Minor.
- I am a Donee giving Consent on behalf of Mentally Incapacitated person.
- I am a Deputy giving Consent on behalf of Mentally Incapacitated person.
- I am from MSF/Home/Shelter giving Consent for a Minor. No authorised consent provider (minors and MI individuals)

Please enter the NRIC/FIN of the family member for whom you are submitting the consent *

#	NRIC/FIN	Name	Date of Birth	Consent Status	Select
1	S****914I	RP_FPSet005_Member4	03/01/1938	Pending consent	Select

If the NRIC entered is valid, system will display the individual's info in a table.

Click on the 'Select' link and system will redirect you to the consent form page. Please fill all the information in this page.



07: Submit Consent-on-behalf

(Donee/Deputy on behalf of a mentally incapacitated individual)

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670
Consent provided on behalf of NRIC/FIN	T****567Y	Consent provided name of on behalf of NRIC	Emily

Please enter your email address *

Please enter your contact number *

Please select your residential status *

-Select one-

Father

Please select your relationship to RP student, RP TS-MTRQ-1001 Member 1 S3506000F *

-Select one-

All Participating Schemes

Please select your relationship to Emily *

-Select one-

Please select the scope of this consent * [Click here for the list of Participating Agencies & Schemes supported by HOMES](#)

Lasting Power of Attorney (Donee)

-Select one-

Medical Report of Donor (Donee)

Lasting Power of Attorney (Donee)

Others

Choose File No file chosen

#	Document Category	File Name
1	Lasting Power of Attorney (Donee)	lastual_test_361_LastingPowerofAttorney(Donee)_20220401117583.pdf

1 - System will display the person's NRIC/FIN and Name that you have selected from the previous page.

2 - System will prefill your email address and mobile number if available in MyInfo in these boxes.

Note: Please ensure these are accurate, as RP will use this email address for future email correspondences regarding the consent submission.

3 - Select your residential status from the options given.

4 - Your relationship will be prefilled as the relationship declared by the RP student in their bursary application form. **Note:** If you are not part of the RP applicant's household, you will need to declare your relationship to the RP applicant here.

5 - Select your relationship to the family member for whom you are submitting the consent.

6 - Select **scope of consent** from options given. Click [here](#) for details on **scope of consent**.

7 - Upload relevant consent document by selecting the document category, choosing the file and clicking on **Upload** button.

- System will display the file uploaded in a table.
- You can delete the file by clicking on the **green trash icon**.
- Click [here](#) to refer to **consent documents**.



07: Submit Consent-on-behalf

(Donee/Deputy on behalf of a mentally incapacitated individual)

8 - Read **terms and conditions** carefully before submitting form.

PLEASE READ CAREFULLY BEFORE SUBMITTING:

Note: If you are signing the form on behalf of the Applicant, "I" and "me" means "the Applicant" and "my" means "the Applicant's". If you are signing the form on behalf of the Family Member, "I" and "me" means "the Family Member" and "my" means "the Family Member's". Please read the attached Terms of Consent before signing this form.

1. I understand that the Government of Singapore ("Government") and Participating Agencies require my Personal Information for the following purposes:

(a) to determine if I or the Applicant qualify for the Scheme(s) set out in Section 3 and, if I or the Applicant meet all other eligibility criteria for the Scheme(s) set out in Section 3,

(b) to provide me or the Applicant with the Scheme(s) set out in Section 3.

2. I hereby consent and agree that the Government and Participating Agencies may collect, share and use my Personal Information, to the extent permitted by law, for any of the purposes in paragraph 1.

3. I understand that the Government and Participating Agencies may, without further reference to me, collect, share and use my Personal Information to determine if I and/or any of my Family members qualify for any or all of the Schemes set out in Section 3, and where I and/or my Family member so qualify, to provide such Schemes to me and/or my Family member.

4. I understand that the Personal Information collected for the purposes of paragraph 1 and paragraph 3 may also be used by the Government and/or Participating Agencies for analysis and evaluation to improve and/or make changes to the Schemes and/or to create new social services or public assistance schemes.

5. I understand that if there are any discrepancies in the Personal Information collected, such discrepancies may be reflected to the relevant Government ministry(ies), department(s) or agency(ies), so that they may take the necessary steps to rectify any inaccurate records relating to me.

6. My consent shall remain valid until I withdraw it in writing. I accept that it could take up to 10 working days from the date of receipt by the Government before any withdrawal of consent takes effect.

7. In the event that the consent obtained pursuant to my submission of this form is subsequently found to be false, defective or otherwise invalidated through no fault of the Government or Participating Agencies, I agree that the Government or Participating Agencies, as the case may be, shall not be liable for any collection, use, sharing or disclosure of my Personal Information that was necessary for any of the purposes in paragraphs 1, 3 or 4 before such falsity, defect and/or invalidation of consent was known to the Government or Participating Agencies.

8. I have read and understood this consent form fully, including the attached Terms of Consent and agree to its content. I hereby declare that the information that I have provided is accurate.

9. IF I SUBMIT THIS FORM BY EMAIL, I confirm that I am aware of the risks of transmitting my Personal Information to the Government and/or Participating Agencies via email. I agree that I will not hold the Government and/or Participating Agencies responsible or liable for any loss of my Personal Information arising from any unauthorised access of my email or my email account.

Terms of consent

I understand and agree that these phrases used in the consent form have the following definitions:

a) "Personal Information" includes my:

(i) personal data (e.g. name, NRIC No, address, age, gender, family/household structure and family/household composition);

(ii) financial data (e.g. income, insurance coverage)

(iii) consumption data (e.g. housing, healthcare bills, scheme subscriptions);

(iv) social assistance data (e.g. social assistance history, assessments for eligibility and suitability for social services and public assistance schemes, social worker case reports);

(v) medical information (e.g. medical reports); and

(vi) other information (e.g. savings, payment for utilities) provided by me for the evaluation and administration of social services and public assistance schemes.

It includes information collected and kept by various Government ministries, departments and statutory boards, including the following information collected and kept by the Inland Revenue Authority of Singapore (IRAS) and Central Provident Fund (CPF) Board:

(i) my income information;

(ii) information relating to and derived from my CPF Account(s) and CPF contributions (e.g. CPF Account(s) balance, CPF withdrawal details); and

(iii) information relating to my participation in schemes administered by CPF Board (e.g. medical information, insurance coverage)

Information collected from surveys conducted by IRAS and CPF Board is excluded.

Personal Information may relate to past, present or future matters.



07: Submit Consent-on-behalf

(Donee/Deputy on behalf of a mentally incapacitated individual)

I have read the terms of consent and I declare, to the best of my knowledge, that the information provided in this consent form is true and that I have not suppressed any material fact. *

9

Preview And Submit

10

9 - Select this checkbox to declare that you have read the terms and conditions.

10 - Click on **Preview and submit** button to submit your consent in the system.

Note

- If you have not filled in any of the mandatory information, system will display error message at the top of the form.
- After entering all the mandatory information, system will redirect you to the next page where you will be required to review the information.
- Click on '**Preview and Submit**' button to submit your personal consent form.

Error! Please enter Email Address
Error! Please select residential status

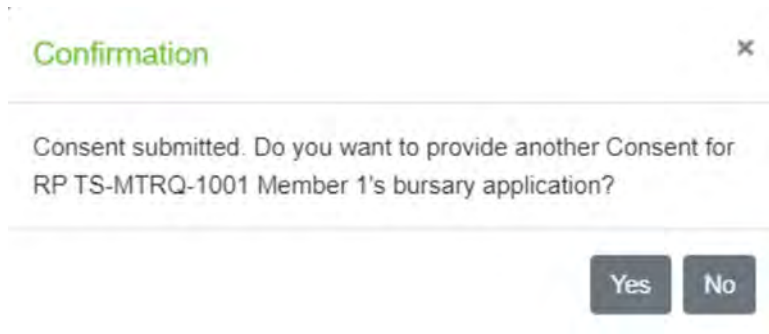
Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSKCNT,#53-569,007670



07: Submit Consent-on-behalf

(Donee/Deputy on behalf of a mentally incapacitated individual)



Confirmation x

Consent submitted. Do you want to provide another Consent for RP TS-MTRQ-1001 Member 1's bursary application?

Yes No

To edit any details:

Click on '**Edit**' button and the system will redirect you to the consent form. After editing, you will need to click on '**Preview and Submit**' button in order to submit the consent form.

If the information is correct, please click on '**Submit**' button and system will save your consent.

- You will receive an email acknowledging your consent submission.
- RP staff will verify your consent submission (if required).

After successful submission of consent, a popup will appear.

Click on **Yes** button if you wish to submit another consent (e.g. for RP student applicant or another child, etc).

Click on **No** button if you do not have any more consents to submit.

- System will log you out if you click on "No" button.



08: Upload Softcopy Consent Form

(Family Members without Singpass login due to valid reasons)

REPUBLIC POLYTECHNIC Financial Assistance and Scholarship **Figure 1**

Consent Form

RP Student's NRIC	S****915G	Name of RP Student	RP_FPS#005_Member5
RP Student's Residential Status	Singaporean	RP Student's Residential Address	659B, WMMOLINDS DRLVK 63, HDB #99-35, 707663

Please select under what capacity you are submitting this consent *

- I am a Parent giving Consent for my Birth/Adopted/Sponsored Child who is a Singaporean/Singapore Permanent Resident.
- I am a Parent giving Consent for my Child who is a Foreigner.
- I am a RP Student/Family member uploading softcopy Consent Form for someone in my household (e.g. Elderly without SingPass, Family member is overseas.)
- I am a Legal Guardian giving Consent for a Minor.
- I am a Donee giving Consent on behalf of Mentally Incapacitated person.
- I am a Deputy giving Consent on behalf of Mentally Incapacitated person.
- I am from MSF/Home/Shelter giving Consent for a Minor. No authorised consent provider (minors and MI individuals)

Please enter the NRIC/FIN of the family member for whom you are submitting the consent *

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Contact, Disclaimer, About Us, Accessibility, Privacy, Sitemap, Terms and Conditions, Self-Help

Choose the option for 'I am a RP student/Family member uploading softcopy Consent Form for someone in my household' (Figure 1).

By choosing this, system will display a box where you will need to key in the person's NRIC/FIN and click on 'Validate' button.

System will validate if the person (MI) is part of the RP applicant's household in the bursary application form:

- If **invalid**, system will display an error message (figure 2)
- For advice on how to add this family member into student's household, please email help-FAS@rp.edu.sg

Error! No Valid records found for NRIC/FIN provided **Figure 2**

S1234567G



08: Upload Softcopy Consent Form

(Family Members without Singpass login due to valid reasons)

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKR,JNGMMN CRKSCCKNT,#53-569,007670

Consent provided on behalf of NRIC/FIN	S****567y	Consent provided name of on behalf of NRIC	Jane
--	-----------	--	------

Please enter your email address *

Please enter your contact number *

Please select your residential status *

Please select your relationship to RP student, RP TS-MTRQ-1001 Member 1 S3506000F *

Please select your relationship to Jane *

Please select the scope of this consent * [Click here for the list of Participating Agencies & Schemes supported by HOMES](#)

Please select the reason why this member is unable to login Singpass to give his/her own consent *

Family member has no Singpass/Expired Singpass
 Family member is currently overseas
 Others

Choose File No file chosen

1 - System will display the person's NRIC/FIN and Name that you have selected from the previous page.

2 - System will prefill your email address and mobile number if available in MyInfo in these boxes.

Note: Please ensure these are accurate, as RP will use this email address for future email correspondences regarding the consent submission.

3 - Select your residential status from the options given.

4 - Your relationship will be prefilled as the relationship declared by the RP student in their bursary application form.
Note: If you are not part of the RP student's household, you will need to declare your relationship to the RP applicant here.

5 - Select your relationship to the family member for whom you are submitting the consent.

6 - Select **scope of consent** from options given.
• Click [here](#) for details on **scope of consent**.



08: Upload Softcopy Consent Form

(Family Members without Singpass login due to valid reasons)

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKR,JNGMMN CRKSKCNT,#53-569,007670
Consent provided on behalf of NRIC/FIN	S****567y	Consent provided name of on behalf of NRIC	Jane

Please enter your email address *

Please enter your contact number *

Please select your residential status *

-Select one-

Please select your relationship to RP student, RP TS-MTRQ-1001 Member 1 S3506000F *

Father

Please select your relationship to Jane *

-Select one-

Please select the scope of this consent * [Click here for the list of Participating Agencies & Schemes supported by HOMES](#)

All Participating Schemes

Please select the reason why this member is unable to login Singpass to give his/her own consent *

Family member has no Singpass/Expired Singpass
 Family member is currently overseas
 Others

-Select one-

Choose File No file chosen

#	Document Category	File Name
1	Consent for data sharing	fastuat_test_pfpstu300_Consemtfordatasharing_20220602T131552.PNG

7 – Select the reason why family members is unable to provide consent on their own.

- If the **reasons are not listed as an option**, select '**Others**' and system will provide a box where you will be able to enter the reason.

8 - Upload softcopy consent by selecting the document category, choosing the file and clicking on **Upload** button.

- System will display the file uploaded in a table.
- You can delete the file by clicking on **green trash** icon.
- Click **here** to refer to **consent documents**. Ensure softcopy consent form is duly completed and signed.



08: Upload Softcopy Consent Form

(Family Members without Singpass login due to valid reasons)

7 - Read **terms and conditions** carefully before submitting form.

PLEASE READ CAREFULLY BEFORE SUBMITTING:

Note: If you are signing the form on behalf of the Applicant, "I" and "me" means "the Applicant" and "my" means "the Applicant's". If you are signing the form on behalf of the Family Member, "I" and "me" means "the Family Member" and "my" means "the Family Member's". Please read the attached Terms of Consent before signing this form.

1. I understand that the Government of Singapore ("Government") and Participating Agencies require my Personal Information for the following purposes:

(a) to determine if I or the Applicant qualify for the Scheme(s) set out in Section 3 and, if I or the Applicant meet all other eligibility criteria for the Scheme(s) set out in Section 3,

(b) to provide me or the Applicant with the Scheme(s) set out in Section 3.

2. I hereby consent and agree that the Government and Participating Agencies may collect, share and use my Personal Information, to the extent permitted by law, for any of the purposes in paragraph 1.

3. I understand that the Government and Participating Agencies may, without further reference to me, collect, share and use my Personal Information to determine if I and/or any of my Family members qualify for any or all of the Schemes set out in Section 3, and where I and/or my Family member so qualify, to provide such Schemes to me and/or my Family member.

4. I understand that the Personal Information collected for the purposes of paragraph 1 and paragraph 3 may also be used by the Government and/or Participating Agencies for analysis and evaluation to improve and/or make changes to the Schemes and/or to create new social services or public assistance schemes.

5. I understand that if there are any discrepancies in the Personal Information collected, such discrepancies may be reflected to the relevant Government ministry(ies), department(s) or agency(ies), so that they may take the necessary steps to rectify any inaccurate records relating to me.

6. My consent shall remain valid until I withdraw it in writing. I accept that it could take up to 10 working days from the date of receipt by the Government before any withdrawal of consent takes effect.

7. In the event that the consent obtained pursuant to my submission of this form is subsequently found to be false, defective or otherwise invalidated through no fault of the Government or Participating Agencies, I agree that the Government or Participating Agencies, as the case may be, shall not be liable for any collection, use, sharing or disclosure of my Personal Information that was necessary for any of the purposes in paragraphs 1, 3 or 4 before such falsity, defect and/or invalidation of consent was known to the Government or Participating Agencies.

8. I have read and understood this consent form fully, including the attached Terms of Consent and agree to its content. I hereby declare that the information that I have provided is accurate.

9. IF I SUBMIT THIS FORM BY EMAIL, I confirm that I am aware of the risks of transmitting my Personal Information to the Government and/or Participating Agencies via email. I agree that I will not hold the Government and/or Participating Agencies responsible or liable for any loss of my Personal Information arising from any unauthorised access of my email or my email account.

Terms of consent

I understand and agree that these phrases used in the consent form have the following definitions:

a) "Personal Information" includes my:

(i) personal data (e.g. name, NRIC No, address, age, gender, family/household structure and family/household composition);

(ii) financial data (e.g. income, insurance coverage)

(iii) consumption data (e.g. housing, healthcare bills, scheme subscriptions);

(iv) social assistance data (e.g. social assistance history, assessments for eligibility and suitability for social services and public assistance schemes, social worker case reports);

(v) medical information (e.g. medical reports), and

(vi) other information (e.g. savings, payment for utilities) provided by me for the evaluation and administration of social services and public assistance schemes.

It includes information collected and kept by various Government ministries, departments and statutory boards, including the following information collected and kept by the Inland Revenue Authority of Singapore (IRAS) and Central Provident Fund (CPF) Board:

(i) my income information;

(ii) information relating to and derived from my CPF Account(s) and CPF contributions (e.g. CPF Account(s) balance, CPF withdrawal details), and

(iii) information relating to my participation in schemes administered by CPF Board (e.g. medical information, insurance coverage)

Information collected from surveys conducted by IRAS and CPF Board is excluded.

Personal Information may relate to past, present or future matters.



08: Upload Softcopy Consent Form (Family Members without Singpass login due to valid reasons)

I have read the terms of consent and I declare, to the best of my knowledge, that the information provided in this consent form is true and that I have not suppressed any material fact. *

8

Preview And Submit

9

8 - Select this checkbox to declare that you have read the terms and conditions.

9 - Click on **Preview and submit** button to submit your consent in the system.

Error! Please enter Email Address

Error! Please select residential status

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670

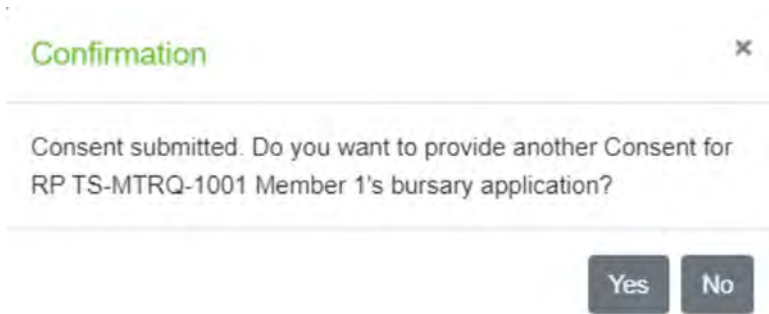
Note

- If you have not filled in any of the mandatory information, system will display error message at the top of the form.
- After entering all the mandatory information, system will redirect you to the next page where you will be required to review the information.
- Click on '**Preview and Submit**' button to submit your personal consent form.



08: Upload Softcopy Consent Form

(Family Members without Singpass login due to valid reasons)



A confirmation dialog box with a green title bar that says "Confirmation" and a close button (X) in the top right corner. The main text asks: "Consent submitted. Do you want to provide another Consent for RP TS-MTRQ-1001 Member 1's bursary application?". At the bottom, there are two buttons: "Yes" and "No".

To edit any details:

Click on **'Edit'** button and the system will redirect you to the consent form. After editing, you will need to click on **'Preview and Submit'** button in order to submit the consent form.

If the information is correct, please click on **'Submit'** button and system will save your consent.

- You will receive an email acknowledging your consent submission.
- RP staff will verify your consent submission (if required).

After successful submission of consent, a popup will appear.

Click on **Yes** button if you wish to submit another consent (e.g. for RP student applicant or another child, etc).

Click on **No** button if you do not have any more consents to submit.

- System will log you out if you click on "No" button.



09: No Authorized Consent Can Be Provided

(e.g. minor or mentally incapacitated person with no authorized consent provider, missing or estranged persons, incarcerated persons, etc)

REPUBLIC POLYTECHNIC Financial Assistance and Scholarship

Consent Form

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRG-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D NPPKR SKRLJNGMMN CRKSKNTE#53-569,097670

Please select under what capacity you are submitting this consent *

- I am a Parent giving Consent for my Child who is a Foreigner.
- I am a RP Student/Family member uploading softcopy Consent Form for someone in my household (e.g. Elderly without SingPass, Family member is overseas.)
- I am a Legal Guardian giving Consent for a Minor.
- I am a Donee giving Consent on behalf of Mentally Incapacitated person.
- I am a Deputy giving Consent on behalf of Mentally Incapacitated person.
- No consent can be provided (e.g. minor or mentally incapacitated person with no authorised consent provider, missing or estranged persons, incarcerated persons, etc).

Please enter the NRIC/FIN of the family member for whom you are submitting the consent *

Validate

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Figure 1

If you have any family member with no authorized consent provider, please write to Help-FAS for advice before proceeding to this step:

Choose the option for '**No Authorized Consent can be provided**' (Figure 1).

By choosing this, system will display a box where you will need to key in the person's NRIC/FIN and click on '**Validate**' button.

System will validate if the person is part of the RP student's household in bursary application form:

- If **invalid**, system will display an error message (figure 2)
- For advice on how to add this family member into student's household, please email help-FAS@rp.edu.sg

Error! No Valid records found for NRIC/FIN provided

Figure 2

S1234567G

Validate



09: FAST System-Triggered Emails

(Application Status: Consent Form Submitted)

- After your family member has submitted a consent form, FAST portal will trigger **an email to your family member's email address** to notify that his/her consent has been submitted and pending verification by RP staff.

Thank you for submitting the consent form for fastuat_test_petstu303 123 (NEW 7) PET2021001675



Noreply-fast@rp.edu.sg



wendyhappy@yahoo.com.sg



Tue 5/4/2022 8:

Student ID: fastuat_test_petstu303

Application ID: PET2021001675

Application Status: Consent Form Submitted

Dear HAPPY WENDY

You have successfully submitted your consent form for fastuat_test_petstu303 and the staff will verify your consent form.

The staff may contact you via your email/mobile phone number if further clarification is required. Please remain contactable.

Thank you.

Best Regards,
Office of Student Support
Republic Polytechnic

This is a system generated email and does not require an authorized signature. Please do not reply to this email.




Click to return to Summary Page

09: FAST System-Triggered Emails

(Application Status: Consent Form Verification Unsuccessful)

- After staff has reviewed the consent documents and requires a new document to be submitted, they can trigger an email to **your RP email and your consent provider's email address** to inform that additional documents required and to submit the required documents via FAST.

<Urgent - Consent Form Verification Unsuccessful> for Application UAT_Homes_Reg3 (HR), PFP2022002074

 Noreply-fast@rp.edu.sg
To: fastuat_test_354@myrp.edu.sg; wendyhappy@yahoo.com.sg

Wed 6/4/2022 11:59 am

Application ID: PFP2022002074

Application Status: Consent Form Verification Unsuccessful

As the consent verification for your UAT_Homes_Reg3 (HR) application is unsuccessful, the following household member(s) is required to submit the consent form and supporting documents (if needed) by 07 Apr 2022 11.59pm.

Name of household member(s):
RP TS-MTRQ-1004 Member 1
RP TS-MTRQ-1004 Member 2
RP TS-MTRQ-1004 Member 3
RP TS-MTRQ-1004 Member 4
RP TS-MTRQ-1004 Member 5
Sherlock Holmes

Dear Legal Guardian

Your consent submitted is rejected as the legal document is truncated.

Thank you

Bursary Application (using HOMES)

- a. Preparing Documents
- b. Application Documents
- c. Consent Documents

Office of Student Support (OSS)



[Click to return to Summary Page](#)

Preparing Documents for Submission

- **All documents must be:**
 - Clear for viewing (all text must be sharp and legible)
 - In full view (without truncation of any part of document)
 - Each file should **cannot exceed 4MB**
 - Not password-protected or encrypted
- All **documents to bear details of family members** e.g. Full Name, NRIC, Recent Date (as appropriate).
- File format : **JPEG, JPG, PDF, PNG are accepted. Zip folder, Word document and Powerpoint are not accepted.**
- For **change/loss of income documents**, please **combine all documents in a single PDF for uploading** due to a single dropdown option in application form.
- You may consider using mobile apps such as Microsoft Office Lens, etc for scanning of documents. Check the size of your files to ensure they do not exceed 4MB; you may have to do a file compression. **Ensure documents are still clear for viewing.**



Application Documents (if applicable)

Click on the examples of family members to view the types of supporting documents to be submitted.

Click [here](#) to view how to prepare documents for submission.



FATHER

Employed:
Change in
Income



MOTHER

Unemployed:
Loss of
Income



ELDER
SISTER

Full-Time Student
(18 years & above)



ELDER
BROTHER

National
Serviceman
Full-Time
(NSF)

Part-Time Student



RP APPLICANT
(SELF)

RP Full-Time
Student



GRANDMOTHER

Foreigner
Long-Term Visit
Pass Holder

Recently moved
to stay in
same address



YOUNGER
SISTER

Children/
Full-Time
Student
(Aged below 18)



FATHER : EMPLOYED (RECENT CHANGE IN INCOME)

Definition

- 1) **Reduction of income** within **recent 12 months**
- 2) Some examples are:
 - Retrenchment and re-employed at a lower salary
 - Cessation of self-employment and switch to salaried employment or vice versa
- 3) RP applicant to select “**Recent Loss in Income/Change of Employment Type**” **Radio Button**” in bursary application form.
 - Click [here](#) for details

Documents

- 1) **Combine all document(s) and upload a single file** (max 4MB) under “**Proof of Loss of Income**” (one or more of below documents can be submitted in the combined file).
 - Official Termination of Employment letter
 - Official Employer letter for new Employment (stating start date and basic gross salary)
 - Official Company HR Letter on involuntary non-pay leave
 - Official Company HR Letter indicating Change in Salary
 - If there are **no official documents**, please submit Declaration for Income-related matters (Annex C)

NOTE

- Documents are to be recently dated (within last 3 months).
 - For family member with change of income, the computation will take **a 12-month average of CPF contributions.**
- > For loss/change in income, HOMES Ops Officer will likely contact you for clarifications of the mandatory documents submitted. Click [here](#) to view outreach by HOMES Ops Officer.



MOTHER : UNEMPLOYED (**RECENT LOSS OF INCOME**)

Definition

- 1) **Loss of at least one source of income** within **recent 12 months**
- 2) Some examples are:
 - Cessation of self-employment (loss of job)
 - Retrenchment (loss of job)
 - Cessation of rental income
- 3) RP applicant to select “**Recent Loss in Income/Change of Employment Type**” Radio Button” in application Form.
 - Click [here](#) for details.

Documents

- 1) **Combine all document(s) and upload a single file** (max 4MB) under “**Proof of Loss of Income**” (one or more of below documents can be submitted in the combined file).
 - Official Termination of Employment
 - Official Retirement Letter
 - Tenancy Agreement indicating rental income amount and period
 - If there are **no official documents**, please submit Declaration for Income-related matters (Annex C)

NOTE

- Documents are to be recently dated (within last 3 months).
 - For **loss of income of less than 6 months**, the computation will **take an average of 12 months of CPF contribution at the point of means-testing**. This may mean that the computation will include some income (Unlikely to be no income).
- > For loss/change in income, HOMES Ops Officer will likely contact you for clarifications of the mandatory documents submitted. Click [here](#) to view outreach by HOMES Ops Officer.



ELDER SISTER : FULL-TIME STUDENT AGED 18 & ABOVE

Definition

- 1) Full-Time mode of study in local or overseas institution (including awaiting graduation)
- 2) Aged 18 and above at point of application
- 3) RP applicant to select “**Full-Time Student**” in bursary application form.
 - Click [here](#) for details.

Documents

- 1) Upload **a separate file** (max 4MB) under “**Full-Time Student**” using document dropdown.
 - Full-time student card showing **mode of study**
 - Student Certification letter with recent date of 1 – 2 months
 - Others: EZ Card

NOTE

- Student card/EZ link card to be of valid expiry date.
- If student card is lost or pending issuance, submit latest full-time student status certification letter issued by school.
- Family members **who completed graduation ceremony and awaiting further studies and have received or accepted offers but have yet to commence study will not be considered as full-time students. Income returned from Govt sources will be included as gross household income.**
- For overseas institution, to submit student certification letter issued by School. Ensure that the document is in English.
- RP staff will verify documents. If documents **are valid, income returned from Govt sources will be excluded from gross household income.** If documents are **not valid, income returned from Govt sources will be included as gross household income.**





YOUNGER SISTER: CHILDREN/FULL-TIME STUDENT AGED BELOW 18

Definition

- 1) Full-Time mode of study in local institution
- 2) Children not of schooling age
- 3) Aged below 18 at point of bursary application
- 4) RP applicant to select “**Full-Time Student**” in application form
 - Click [here](#) for details

Documents

No documents are required once **you selected “Full-Time Student”** Status in the applicant form

NOTE

- Income returned from Govt sources will be **excluded** from gross household income.



RP APPLICANT (SELF): RP FULL-TIME STUDENT

Definition

- 1) **Full-Time** mode of study in RP at the point of application
- 2) “**Full-Time Student**” status will be prefilled in application form
- 3) This is applicable for siblings staying in the same NRIC address who are currently enrolled in RP as a **full-time student at the point of application** (either **Full-Time Diploma** or **Polytechnic Foundation Programme**)

Documents

No documents are required as the student data will be indicated as “Full-Time Student” as per RP records

NOTE

- Income returned from Govt sources will be **excluded** from gross household income.
- For siblings who are taking **RP part-time Diploma**, the income returned from Govt sources will be **included**. Click [here](#) for details.



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ELDER BROTHER : NATIONAL SERVICE FULL-TIME (NSF) or PART-TIME STUDENT

Definition

- 1) Currently serving full-time NS or pre-enlistment such as awaiting enlistment (did not receive enlistment notification or received enlistment notification but have yet to enlist)
 - For NSF or awaiting enlistment, to select “**Non-Student**” Status in application form.
 - To select the employment status appropriately i.e. **to select ‘National Serviceman Full-Time (NSF) if currently serving NS.**
 - If awaiting enlistment, to select appropriate employment status.
 - Click [here](#) for details.
- 2) Part-Time Student will be considered as full-time/part-time/odd-job employment or self-employment or unemployment
 - For Part-Time Student, to select “**Part-Time Student**” Status in application form
 - Click [here](#) for details

NOTE

- Family members who graduated recently (i.e., completed graduation ceremony) and awaiting enlistment (including those who have received enlistment notification letter but have yet to enlist) **will not be considered as full-time students.**
- If working as full-time/part-time/odd job employment or self-employment, the income returned from Govt sources for pre-enlistees and part-time students will be **included** as gross household income.
- Full-time MINDEF uniform officer (with ‘Regular’ service status) or family member who has converted from NSF to Full-time uniform officer **are not considered as NSF**; income returned will be included as gross household income.

Documents

- 1) If there is recent loss or change in income for part-time students or pre-enlistees, select “**Recent Loss in Income/Change of Employment Type**” Radio Button” in application form .
 - Click [here](#) for details.
 - Upload “**Change of Income**” or “**Loss of Income**” documents.



GRANDMOTHER: FOREIGNER/RECENTLY MOVED TO SAME ADDRESS

Definition

1) Family members who is a foreigner with **no Singapore-issued identification documents** or **expired Long-Term Visit Pass**

- As he/she will not be reflected in govt sources and will not be prefilled into your bursary application form, please add family member in application form.
- Click [here](#) for details.

2) Family member who is a foreigner who are prefilled into your bursary application, please continue with declaring their details as per other family members.

- Click [here](#) for details.

3) Family members who are Singaporean/SPR and recently moved to same address as RP applicant, please add family members in application form

- Click [here](#) for details.

Documents

1) **For foreigners:**

Upload **a separate file** (max 4MB) using document dropdown

- Long Term Visit Pass (Front and Back) - *compulsory* and
- Passport
- Other identification documents with date of birth details (preferably to be in English and if passport is not available)

2) **For Singaporean/SPR:**

Upload **a separate file** (max 4MB) using document dropdown

- NRIC (Front and Back) – *ensure that NRIC has been updated with new address*
- Birth Certificate (family members without NRIC)

NOTE

- For newly added family members (Singaporean/Singaporean/foreigners), HOMES Ops Officer will likely contact you for clarifications of your family construct. click [here](#) to view outreach by HOMES Ops Officer.



Consent Documents (if applicable)

Click [here](#) to view how to prepare documents for submission.

Consent Provider	Documents
<p>Personal Consent</p> <p>Adult (aged 21 and above), including applicant</p>	<p>Without Singpass (due to valid reasons)</p> <ul style="list-style-type: none">• Email Help-FAS@rp.edu.sg to request for a copy of HOMES Consent Form.• Print out, complete and sign HOMES Consent Form (wet ink). <p>Note</p> <ul style="list-style-type: none">• Ensure that all sections of the form are duly completed.• When signing the form, please ensure the following:<ol style="list-style-type: none">a. The witness portion (with NRIC details of witness) is completed and signed.b. All signatures or thumbprints (witness, consent provider, interpreter) are legible .c. There should not be any cancellation or correction.d. The date of signing cannot be a future date.e. For Witness or Interpreter: the date of signing by the witness or interpreter should be the same date as the date of signing by the individual providing consent.f. All On-Behalf Consents: If the individual (consent provider) is providing consent on behalf of another individual (consent subject), the consent provider must provide his/her thumbprint or signature on the consent subject's consent form. If more than one consent provider that is required to provide consent on behalf (e.g., due to the consent subject having two or more authorized reps), all authorized reps must provide consent on behalf e.g., by providing their signature or thumbprint on the consent form, for the given consent to be valid. <p>RP staff will verify the consent form and may request for a new copy if the form is not properly completed and/or signed.</p>



Consent Documents (if applicable)

Click [here](#) to view how to prepare documents for submission.

Consent Provider	Documents
Consent-on-behalf of minor Birth/ Adoptive Parent (Not Divorced/Married)	<ul style="list-style-type: none">• Consent on-behalf for birth/adoptive child who is a Singaporean or Singapore Permanent Resident or Foreigner via Singpass login• Birth Certificate reflecting details of minor's parents (if applicable)
Consent-on-behalf of minor For Birth/ Adoptive Parent (Divorced/Separated/Remarried)	<ul style="list-style-type: none">• Divorce Certificate• Full set of Court Order indicating Custody, Care and Control (ensure there is no missing pages)• Birth Certificate reflecting parents of the minor (if applicable) <p>Note:</p> <ul style="list-style-type: none">• Consent must be provided by all parent(s) who have been granted care and control of the minor in the Order, in the case of joint care and control. <p>If the parent who was ordered to have care and control is absent and unable to provide consent, please email Help-FAS@rp.edu.sg for advice.</p>



Consent Documents (if applicable)

Click [here](#) to view how to prepare documents for submission.

Consent Provider	Documents
<p data-bbox="171 561 471 623">Consent-on-behalf of minor</p> <p data-bbox="181 667 461 732">Legal Guardian (including applicant)</p>	<ul data-bbox="533 328 1746 521" style="list-style-type: none">a. Deed regarding guardianship of the minor (with details of the deed/will includes details on the appointment of testamentary guardian(s))b. Will regarding guardianship of the minor<ul data-bbox="533 430 1721 456" style="list-style-type: none">• (with details of the deed/will includes details on the appointment of testamentary guardian(s))c. Court Order of Guardianship of Minord. Birth Certificate of Minor (if applicable) <p data-bbox="533 565 600 590">Note</p> <ul data-bbox="533 601 1715 827" style="list-style-type: none">• The deed/will is made by the minor’s guardian (e.g., parent, legal guardian).• The deed/will should complete (e.g., no missing legal documents) and has not been nullified or superseded by the Courts .• Consent is provided by the testamentary guardian(s) of the minor is named in the deed/will.• The Court Order(s) is complete (e.g., no missing pages of legal documents).• Consent is provided by the legal guardian(s) who have been granted custody, care and control of the individual in the Court Order(s). <p data-bbox="533 871 1715 929">If the guardian is absent and unable to provide consent, please email Help-FAS@rp.edu.sg for advice.</p>



Consent Documents (if applicable)

Click [here](#) to view how to prepare documents for submission.

Consent Provider	Documents
Consent-on-behalf of Mentally Donee under Registered Lasting Power of Attorney (LPA)	<ul style="list-style-type: none">• Medical document certifying mental incapacity* <u>and</u>• Lasting Power of Attorney <u>or</u>• Photocopies of Donee Card (to upload under file category “Others” in FAST) <p>Note</p> <ul style="list-style-type: none">• Consent must be provided by all donees if they have been appointed to act jointly.• LPA is registered with the Office of Public Guardian (OPG) and has not been revoked.• LPA is complete and does not contain omissions or errors (e.g., no missing documents).
Deputy under Mental Capacity Act	<ul style="list-style-type: none">• Court Order on Appointment of Deputy <p>Note</p> <ul style="list-style-type: none">• Consent must be provided by all deputies if they have been appointed to only act jointly.• Court Order is complete and does not contain omissions or errors (e.g., no missing documents). <p>If one Donee or Deputy is absent and unable to provide consent, please email Help-FAS@rp.edu.sg for advice.</p>

*A full medical report is not required. A document/memo certifying mental incapacity would be sufficient.



Bursary Application (using HOMES) FAQs

- a. What is HOMES
- b. Bursary Application
- c. Consent

Office of Student Support (OSS)

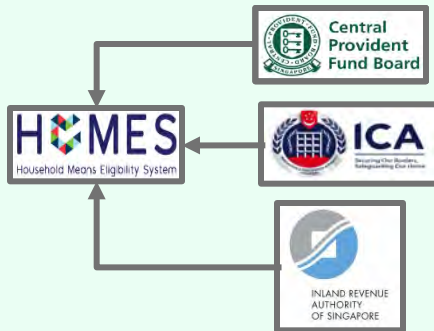


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HOMES - Household Means Eligibility System

About HOMES

- A government system for assessing the eligibility (i.e. mean-testing) of an applicant for public schemes, including financial assistance schemes such as government bursaries under Ministry of Education (MOE) and Institutes of Higher Learning (IHLs) such as RP and NP



Usage of HOMES for all RP government bursary applications started in February 2023.

Benefits of using HOMES

- Greater convenience, due to prefilling of bursary application form, with information derived from government-verified household information
- Consent by household members and/or applicant will allow income information to be shared with the Government and HOMES for means-testing of government bursary
- Fewer supporting documents to submit, especially those relating to government-verified information



FAQs – Bursary Application (1)

What if I am not ready to submit my application?

You can click on **'Save as Draft'** to save your application.
Submit your application by **Closing date**.

Can my application be processed if I only save my application as 'Draft'?

No. You need to press the **"Submit"** button to submit your application. Draft application will **NOT be processed**. Submit your application by **closing date**.

What are the application and consent documents to submit for bursary application?

Click [here](#) for the supporting documents checklist. **Ensure your documents are in full view (not truncated) and clear. All text must be sharp and legible.**

Can I submit new/additional documents once my application has been submitted?

No. You will **not be able** to submit new documents once you click the 'submit button'.

If there are insufficient or incorrect documents in your initial submission, **you will be informed by RP staff via your RP email account to submit additional documents.** Click [here](#) to view additional documents submission.

I have difficulties submitting my application form and uploading documents, what can I do?

- Ensure that all **declaration checkboxes are ticked** (i.e. housing, external scholarships, siblings studying in RP & correct sibling's student ID).
- Make sure you do not have any '\$' when indicating **Other Declared Income (e.g. '400' or '0')**. **This is a compulsory field.**
- Try a different browser if you are unable to save or submit. **Recommended browser is Google Chrome.**
- **Application documents are mandatory and required** when you declare: "Full-Time Student" Status for siblings aged 18 & above, with loss/change in income and when you add new family members. Click [here](#) to view the details.
- When submitting 'Proof of Loss of Income', combine all documents into a single file for uploading.
- Ensure document size is less than 4MB and only file types are **JPEG, JPG, PDF, PNG are accepted**. Click [here](#) to view how to prepare supporting documents
- If you still encounter difficulties, please email us at help-fas@rp.edu.sg. Include screenshots of error.



FAQs – Bursary Application (2)

A family member who should be excluded has been pre-filled in my application form. I would like to include a family member into the pre-filled application. What can I do?

You are advised to **check the list of family members pre-filled from govt sources before submitting your application**. Click [here](#) for details. If you have already submitted your application, you may be able to add the family member. Email to Help-FAS@rp.edu.sg for advice. As you will not be able to remove family member, your application may have to be rejected, so that you can submit a new application and do the removal.

My brother has received the enlistment letter and currently working part-time. Will this income be computed?

Yes, his part-time income will be included in the computation of your household income.

Only allowance of National Service Full-Time (NSF) service person will be excluded.

My parents are divorced. The care and control of my siblings and I was granted to my father. We are staying with my mother. Should I include my mother into my household?

Yes, as your mother is staying in the same NRIC address, you are required to include her. As your father is not staying in the same NRIC address as you, please exclude him. However, he is required to provide consent for you and your siblings as the Court Order states that he has the care and control.

My elder sister has been accepted into university and she will be starting school in 3 months' time. I have submitted the Enrolment Acceptance letter and she is working while waiting for university to start. Would her income be included in the computation of household income?

Yes, her part-time income will be included in the computation of your household income.

Only income of current full-time student will be excluded.



FAQs – Consent (1)

How will my personal information be used by participating schemes?

Your consent enables government schemes to access your personal data to determine eligibility of schemes, analysis and evaluation to improve schemes and/or to create new social services or public assistance schemes. Refer to **Terms & Conditions** of the Consent Form.

Why do I have to provide consent for my application?

Government schemes request your consent to gain access to your personal information in government agencies. This information is used to process your application and assess your eligibility (also known as means-testing) for the scheme.

By giving consent, you do not need to go through the hassle of providing supporting documents of data (e.g. NRIC photocopy, CPF statement) which the government already has, unless additional verification is required. This allows government schemes to process and assess applications for you and your family in a faster and more informed way.

What should I do if any of my family members is unable to provide consent?

If you have a family member in your bursary application who is unable to provide consent (e.g. overseas, no authorized representative), please email help-FAS@rp.edu.sg

Who can provide consent in the application to the scheme? Can I give consent for all my family members?

An individual's personal data should only be used with his/her knowledge and consent. Persons who are (i) at least 21 years old, based on date of birth at the point of consent signing; (ii) with sufficient mental capacity to understand the Terms of Consent, should provide consent for themselves.

For some individuals who are unable to provide consent themselves, their authorized representative(s) can provide consent on their behalf: minors (below 21 years old) and individuals who are mentally incapable – see table on right.

Exceptions		Authorised Representative(s)
a)	Minor below the age of majority (i.e. 21 years old) based on date of birth at the point of signing the consent form	<ul style="list-style-type: none">• Birth/Adoptive Parent of the minor and/or• Legal Guardian of the minor
b)	Mentally incapacitated (must be certified by a Singapore-registered doctor)	<ul style="list-style-type: none">• Donee(s)* under a Registered Lasting Power of Attorney• Court-appointed Deput(ies)* under the Mental Capacity Act.



FAQs – Consent (2)

What are the options for me to provide consent?

There are two options for you to choose from when you provide consent as part of your application :

- a. MOE & Participating IHL
 - b. All Participating schemes
- Click [here](#) for details on **Scope of Consent**.

Can I withdraw my consent after I have given it?

Yes, you can withdraw your consent.

Click [here](#) for details on Consent Withdrawal.

The Court Order indicating Care and Control is not available/misplaced. What can I do?

If the Court Order(s) of Care and Control of Minor is missing and RP is unable to establish who is the appropriate party to provide consent on behalf or there is no authorized person(s) to provide consent on behalf, RP staff may advise you to choose the option “No Authorized Consent Provider” in FAST Consent Form. Please email Help-FAS@rp.edu.sg for advice.

Can I choose not to provide consent, and to provide my own supporting documents to the scheme instead?

Without your consent, your personal information will not be released from government agencies to process your child’s bursary application or assess your household eligibility for other schemes.

Please email Help-FAS@rp.edu.sg.

Can I provide transactional type of consent e.g. one-time?

This option is currently not supported.

To minimize hassle to you and your family when you renew or reapply to HOMES participating schemes (All Participating Schemes or MOE & Participating IHL schemes), consents have been offered, which would remain valid and continuous unless withdrawn.



FAQs – Consent (3)

What should I do if my family member is unable to submit consent via Singpass login?

- If your family member has **forgotten their Singpass password** or **did not sign up for Singpass Two Factor Authentication (2FA)**, please click [here](#) for SingPass Counter details.
- Upon resolving these issues, please use the Singpass-authenticated FAST consent form to provide consent.
- If you have a family member **who is unable to use Singpass to access the FAST Consent Form, due to valid reasons such as being physically incapacitated or working or studying overseas with no access to Singpass**, please email Help-FAS@rp.edu.sg for the **HOMES consent form softcopy**.

What should I do if my family member is unable to read or understand the consent clauses that are stated in English?

If the individual requires the services of an interpreter to understand the terms of consent, the interpreter is required to sign on the individual's **HOMES consent form softcopy** and complete all required fields.

Can my child who is turning 21 this year provide consent for himself/herself?

No. To provide consent for himself/ herself, your child would need to be at least 21 years old based on his/her date of birth when he/she signs the consent form. Before that, his/her Birth/Adoptive Parent or Legal Guardian (if any) would need to provide consent on his/her behalf. This will ensure that his/her personal data is used only with proper knowledge and consent.

Can I sign on behalf of my family member who is unable to sign the consent form e.g. overseas, no authorized representative?

It is important for an individual's personal data to be used only with his/her knowledge and consent. If he/she is above 21 years old and has the mental capacity to understand the Terms of Consent, he/she should provide consent himself/ herself.

Otherwise, only his/her authorized representatives may do so on his/her behalf.



End of Guide