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

Office of Student Support (OSS)

Last Updated on 23 Jan 2024

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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:

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

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

i. Phone call: Due to working from home arrangement, HOMES Ops Officers may contact you using a company-issued mobile number.
ii. 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.

iii. 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

Click to return to Summary Page

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.**

Click to return to Summary Page

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?

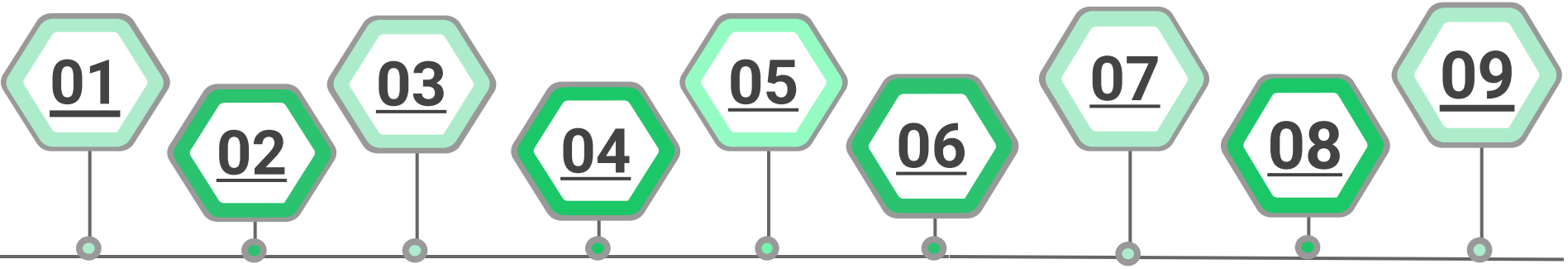
- Please write to HOMES_Ops@moh.gov.sg to let HOMES Ops Officer to respond to you.
- You may also contact HOMES Ops Officer directly via the contact details in the email or letter which was sent to you.

Click to return to Summary Page

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



01	02	03	04	05	06	07	08	09
Accessing the System Click here for application documents	Home Page Applicant Declaration on Bursary Terms & Condition	Review Applicant Particulars Housing Type & Ownership	Declare: External Sponsorship/ Bursary Sibling – RP full-time student	Fill Applicant (Self) & Family Members' Details Description of consent status Add/Remove Family Member	Special Circumstances Upload Supporting Details (Family Members)	Review & Check Form Submit Application Submitted Pending Consent FAST Trigger Email	Draft Application (if applicable) Outstanding Documents and FAST Trigger Email *(applicable only for incomplete applications)*	Checking FAST Application Status

Click to return to Summary Page

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.

Click to return to Summary Page

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.**

Click to return to Summary Page

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

Click to return to Summary Page

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
Employment Income **(e.g. salaried worker on full-time or part-time basis)**	• Income averaged over the **recent 12 months** based on contributions submitted by employer to CPF Board; and/or • Income averaged over **12 months** based on latest available tax assessments by IRAS **within last 2 calendar years**; and/or • As declared in FAST bursary application under **Other Declared Income (ODI),** if employment income was not reported to CPF or IRAS • Income declared to the Ministry of Manpower (MOM) for foreigners, where applicable
Self-employment income **(e.g. Property/Insurance Private Hire Drivers, etc)**	• 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/or • As declared in FAST bursary application under **Other Declared Income (ODI),** if employment income was not reported to CPF or IRAS

Click to return to Summary Page

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)	• Income averaged over the **recent 12 months** based on contributions submitted by employers to CPF Board; and/or • Income averaged over **12 months** based on latest available tax assessments by IRAS **within the last 2 calendar years** and/or • As declared in FAST bursary application under **Other Declared Income (ODI),** if employment income was not reported to CPF or IRAS • Income declared to the Ministry of Manpower (MOM) for foreigners, where applicable
Rental Income	• Income averaged over **12 months** based on latest available tax assessments by IRAS **within the last 2 calendar years**; and/or • As declared in FAST bursary application under **Other Declared Income (ODI),** if rental income was not reported to CPF or IRAS

Click to return to Summary Page

01: Accessing FAST System

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

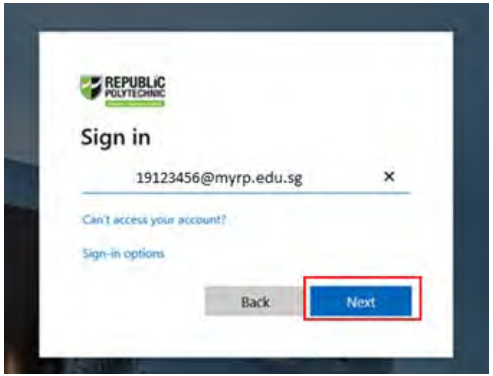
Direct URL	https://fast.rp.edu.sg *(recommended browser: Chrome)*	**Scan QR Code**	

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.

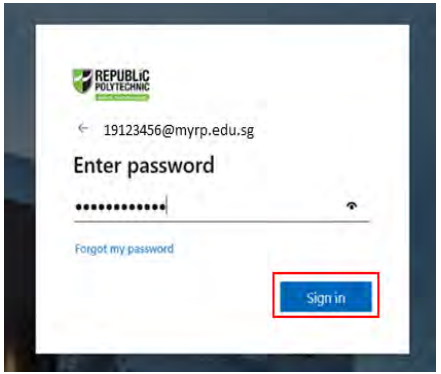
Click to return to Summary Page

01: Accessing FAST System



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

Click on '**Next**' button.



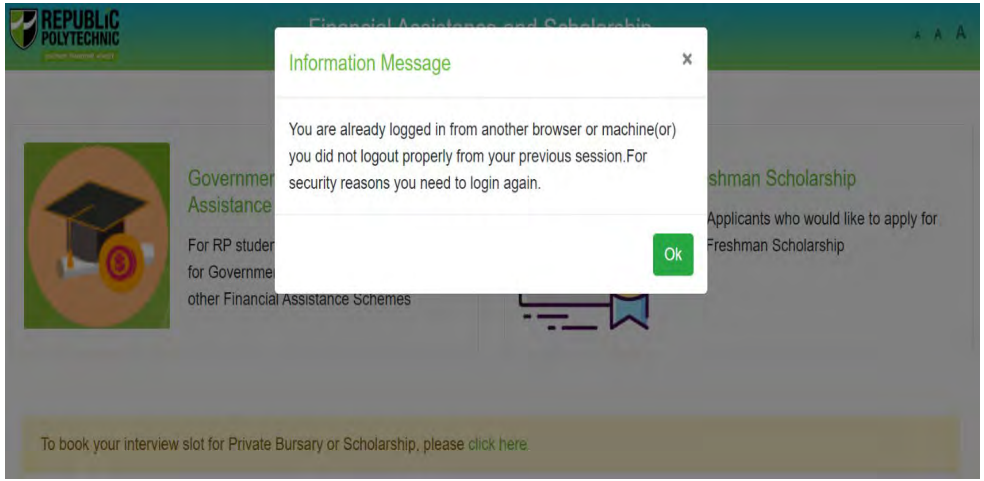
Enter **password**. Click on '**Sign In**' button.

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.

Click to return to Summary Page

01: Accessing FAST System



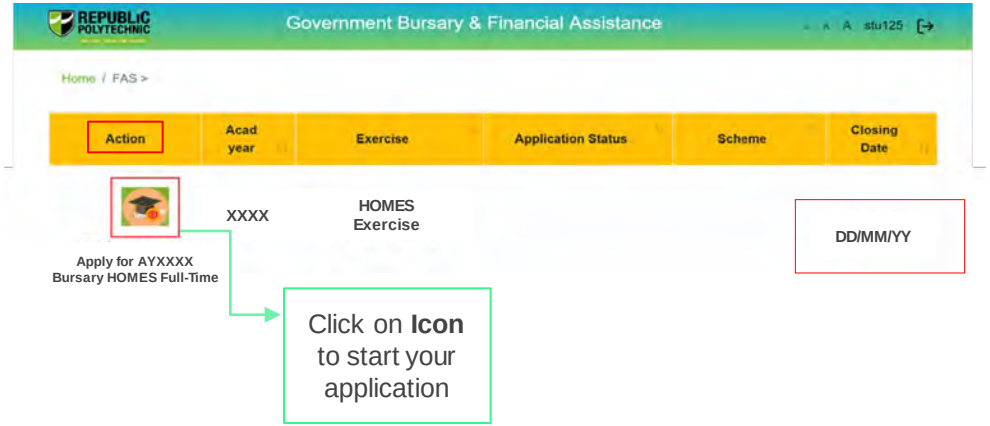
If you are getting the pop-up message, click on '**Ok**' button.

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.

Click to return to Summary Page

02: FAST Home Page



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

For full-time Diploma Students

- AYXXXX Bursary HOMES Full Time

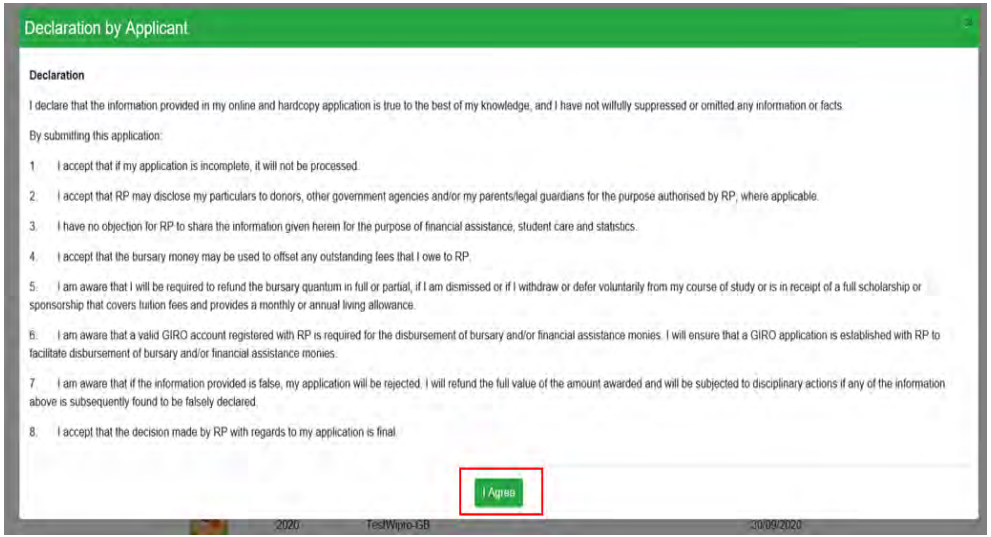
For PFP Students

- AYXXXX Bursary HOMES PFP

Ensure you submit your application by closing date.

Click to return to Summary Page

02: Applicant Declaration to Bursary Terms & Conditions



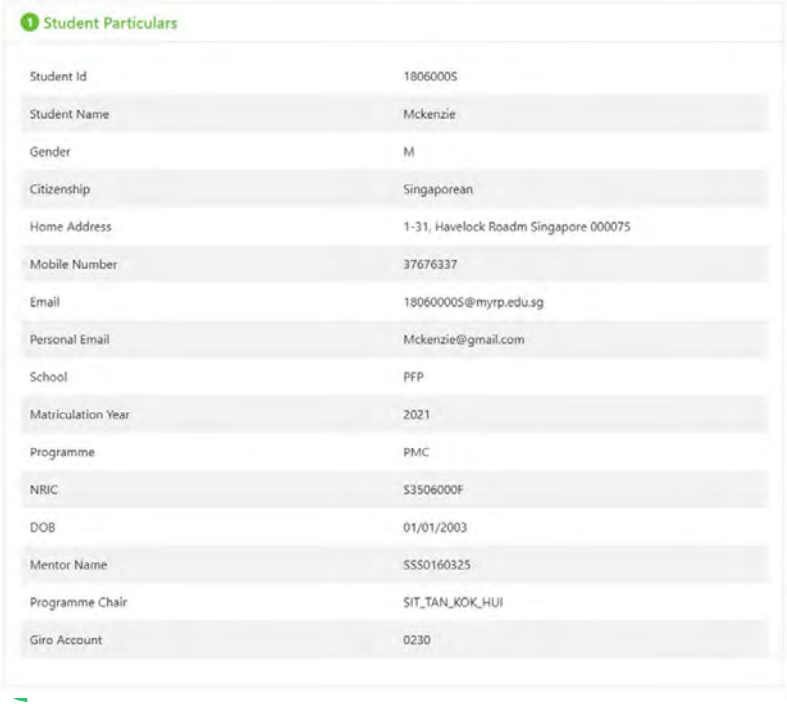
Read the '**Declaration by Applicant**'.

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

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

Click to return to Summary Page

03: Review Applicant Particulars



Student Particulars

Student Id	1806000S
Student Name	Mckenzie
Gender	M
Citizenship	Singaporean
Home Address	1-31, Havelock Roadm Singapore 000075
Mobile Number	37676337
Email	1806000S@myrp.edu.sg
Personal Email	Mckenzie@gmail.com
School	PFP
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

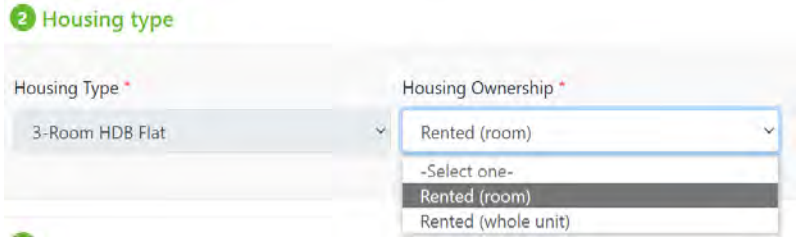
- The update of contact details will facilitate contacting by RP Bursary staff and HOMES Officer for additional clarifications if required.

- Click here to see advisory on outreach by HOMES Ops Officer.

Click to return to Summary Page

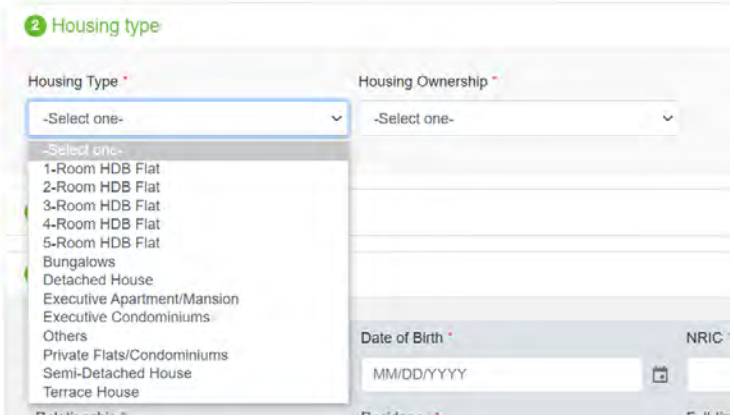
03: Select Housing Type & Ownership

With HOMES record



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

No HOMES record



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

Click to return to Summary Page

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 *)*

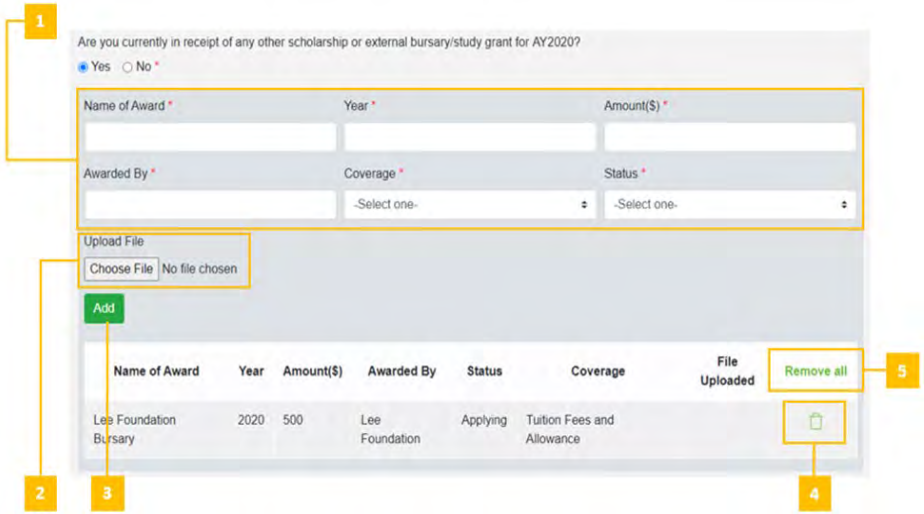
2 – Upload any reference files that you may have for this award/external scholarship.
- Only one document can be uploaded per entry
- Document type must be JPG/JPEG/PNG/PDF
- Document size cannot exceed 4MB

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.

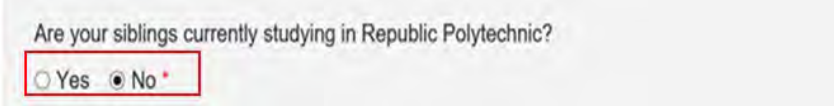
4 – Click **green trash icon** to remove record.

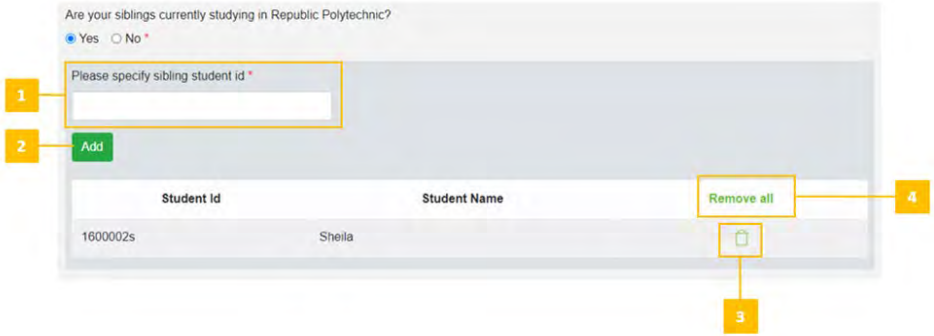
5 – Click '**Remove all**' to remove all records from table.



Click to return to Summary Page

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





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** :

1 – Enter sibling's RP student ID.

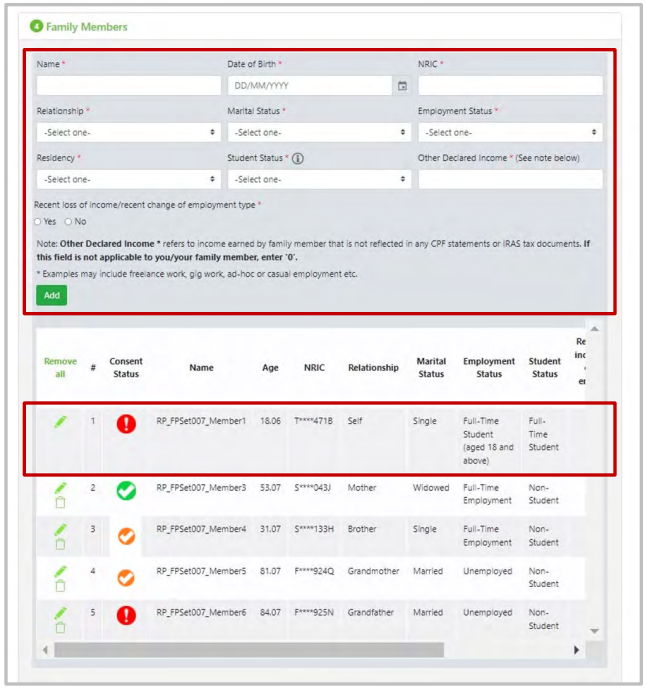
2 – Click '**Add**' button. System will validate RP student ID and populate name of RP student in table. *<<Repeat step 1-2 if need to add another RP sibling>>*

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

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

Click to return to Summary Page

05: Fill Applicant's (Self) Details



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**:

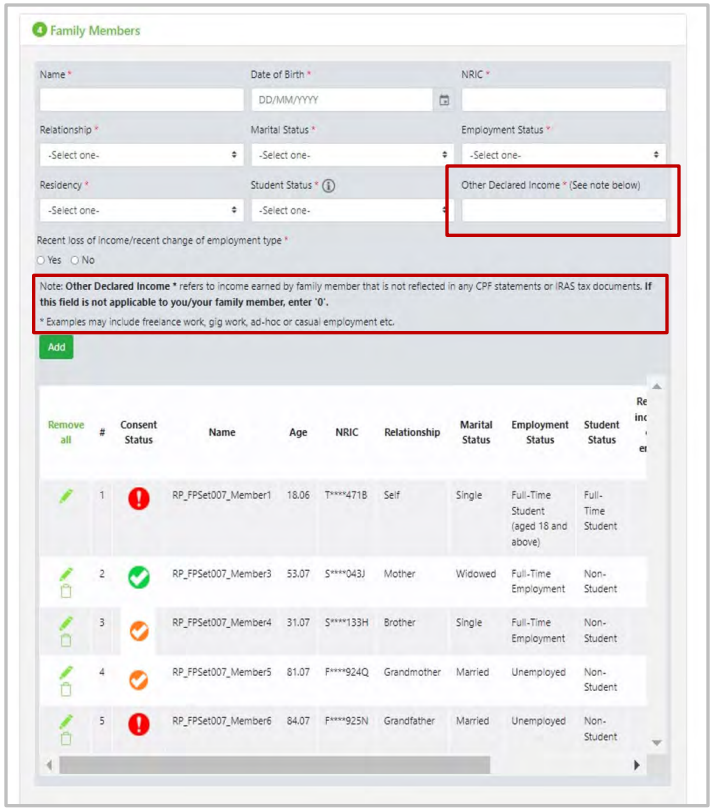
a. Student Status – indicated as Full-Time Student
b. Level of Study – indicated as Full-Time Student

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

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

Click to return to Summary Page

05: Fill Applicant's (Self) Details



Compulsory Fields to be updated are:

a. Marital Status – select from dropdown list
b. Employment Status – select from dropdown list
c. Residency – select from dropdown list
d. 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.

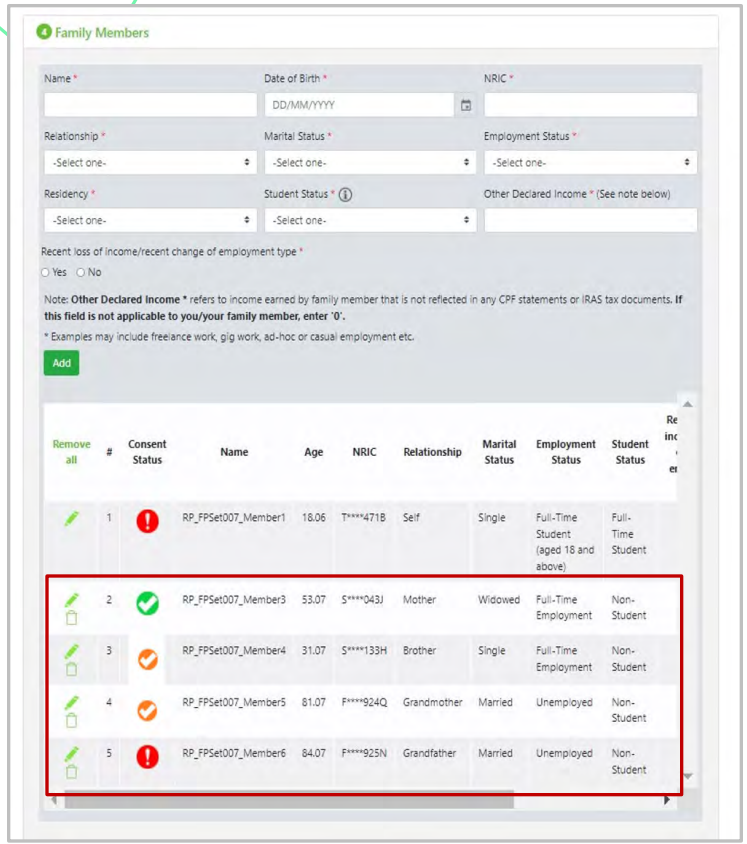
- The details will be displayed in the table below.
- The age will be computed from date of birth in 2 decimal places and reflected in table.

5) Click on **"Cancel"** button to discard changes.

Click here for **consent status description**.

Click to return to Summary Page

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**:

a. **Name**
b. **NRIC Number (masked)**
c. **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.

Click to return to Summary Page

05: Fill Family Members' Details

Compulsory Fields to be updated:

a. Marital Status – select from dropdown list

b. Employment Status – select from dropdown list

c. Residency – select from dropdown list

d. Student Status – select from dropdown list of 'Full-Time Student' or 'Part-Time Student' or 'Non-Student'

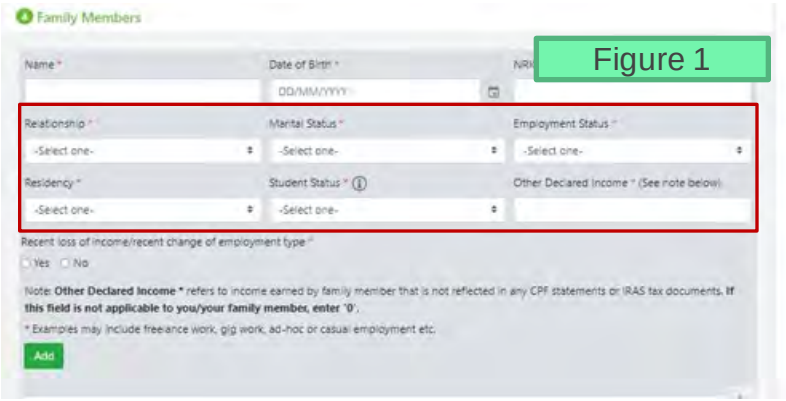
Note (see Figure 1)

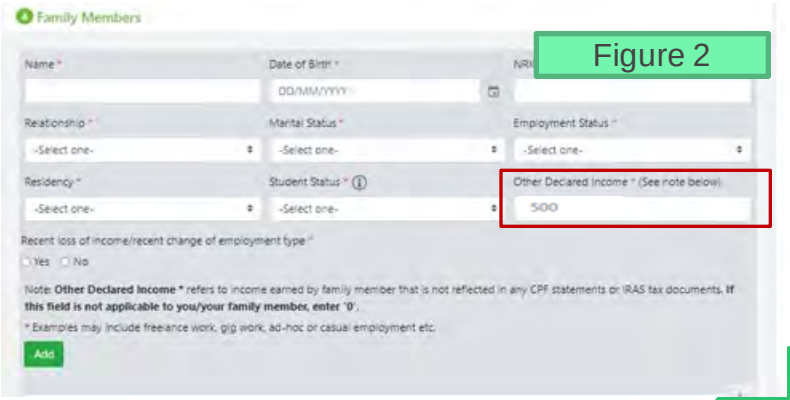
- When selecting Student Status as Full-time Student: declare "Level of Study'. If sibling is 18 years & above, upload 'Full-Time student card'.
- When selecting: Non-Student and Part-time Student: income will be computed if returned from government sources.

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 CPFB.
- 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).*





Click to return to Summary Page

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.

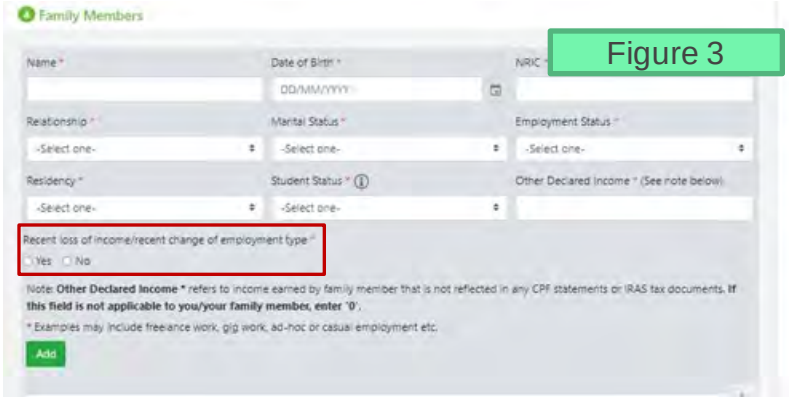
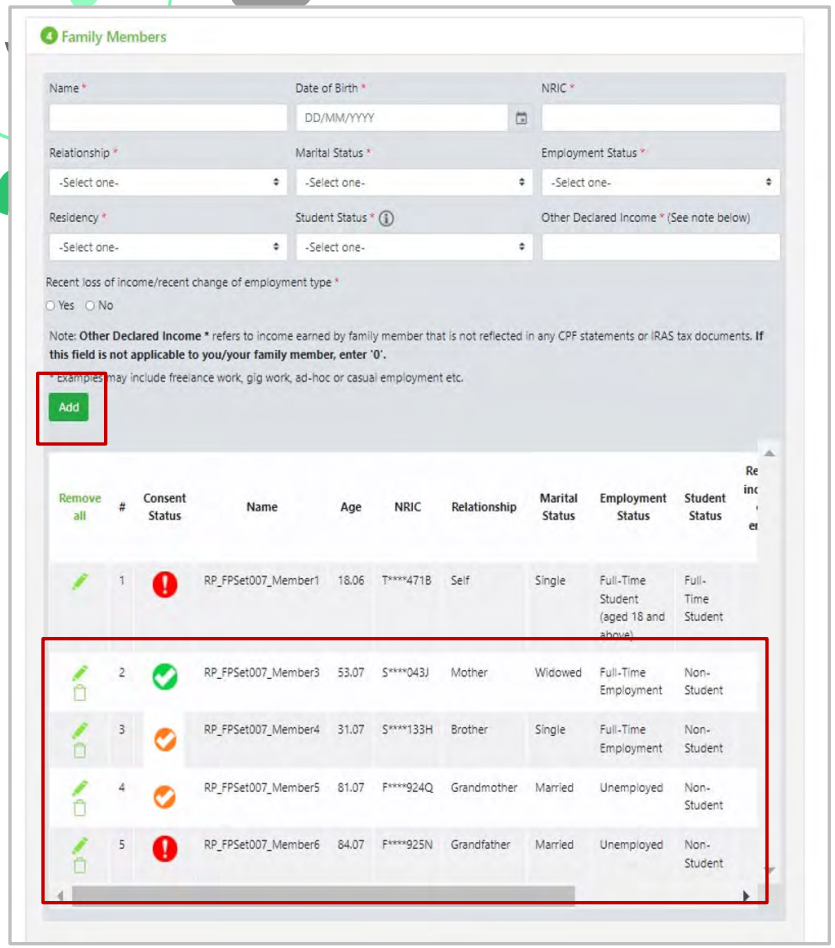


Figure 3

Click to return to Summary Page



05: Fill Family Members' Details

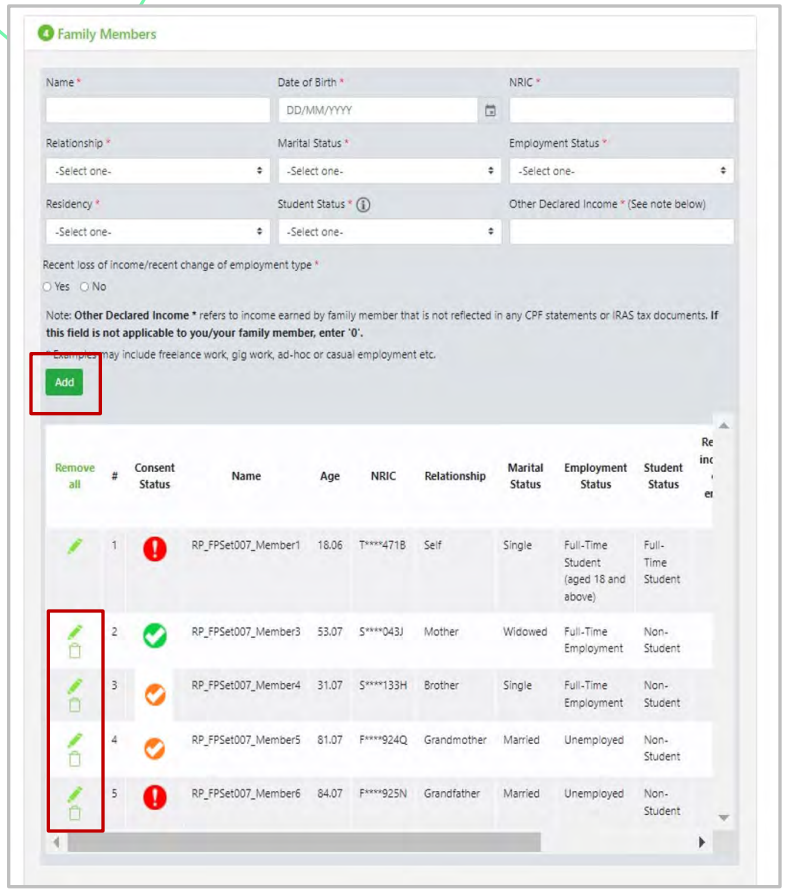
4) Click on **"Add"** button.
- Details will be displayed in table below.
- Age will be computed from date of birth in 2 decimal places and reflected in table.

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

Click here for **consent status description**.

Click to return to Summary Page

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**.

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.

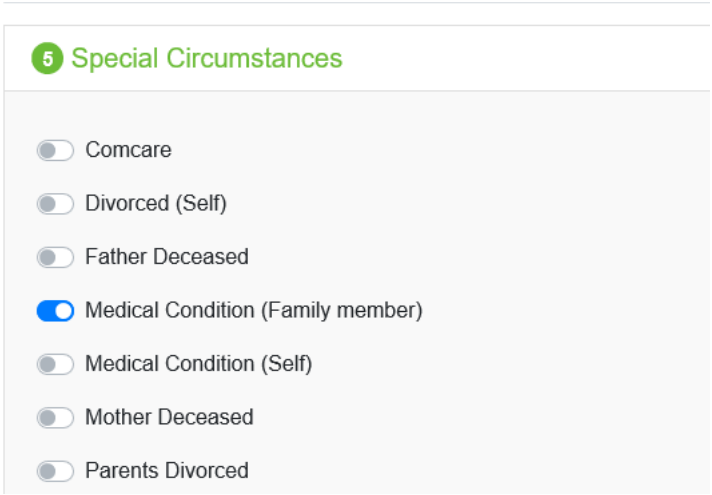
Note:

- 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

Click to return to Summary Page

06: Choose Special Circumstances (if applicable)



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.

Click to return to Summary Page

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

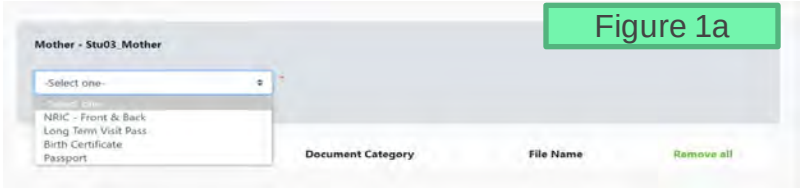
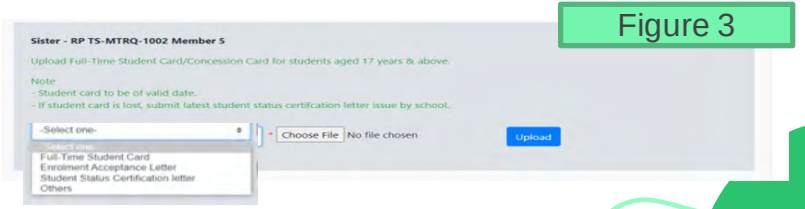


Figure 1b

Figure 2

Figure 3



Click to return to Summary Page

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.

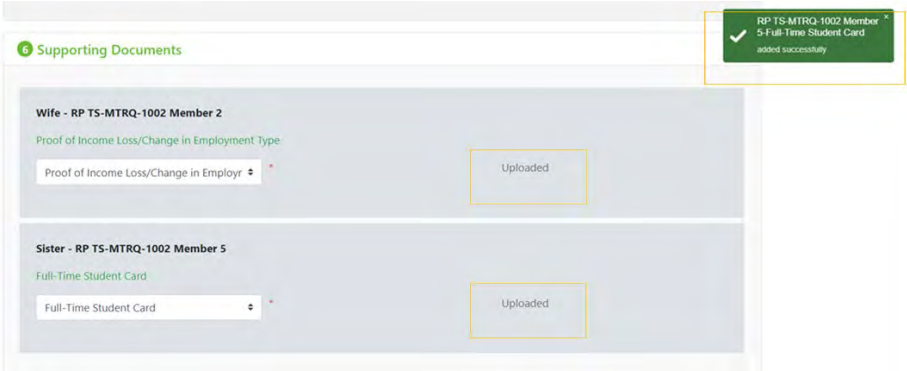
The '**Uploaded**' status is reflected.

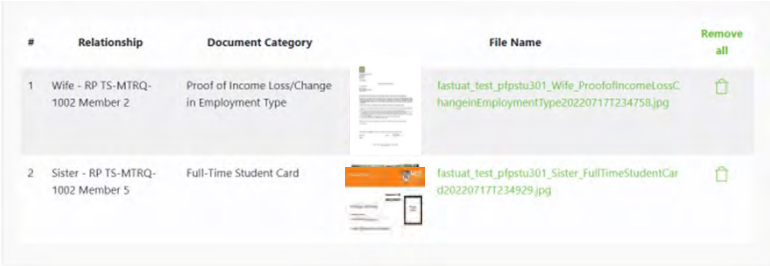
Note:

- 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'.

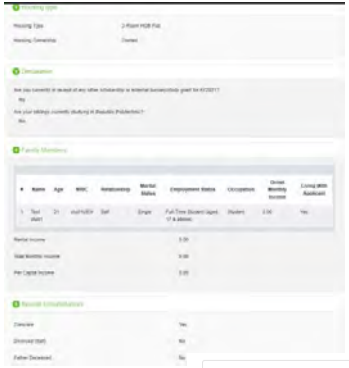
If you have saved your application as 'Draft': click here to view how to access your Draft application.



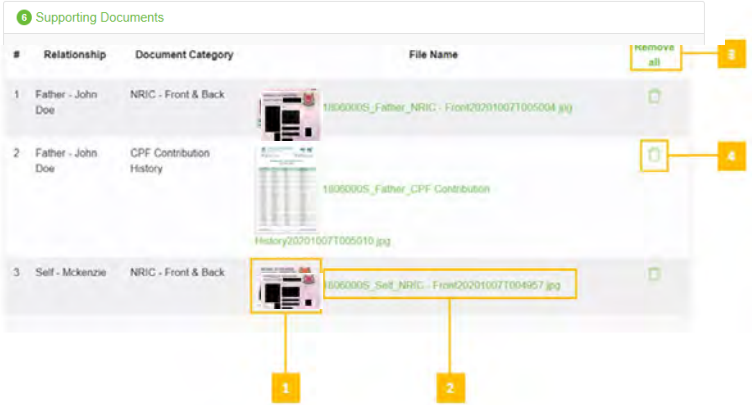


Click to return to Summary Page

07: Review and Check Application



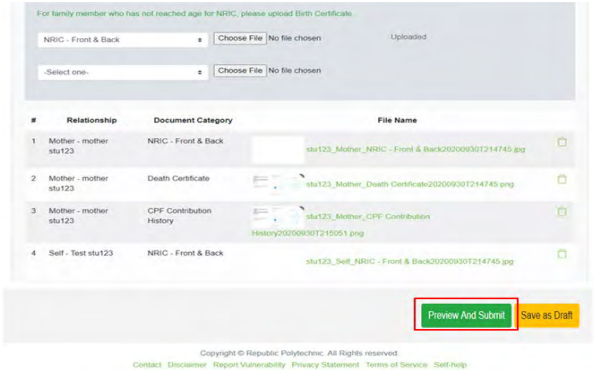
Review and check that **all sections are correctly filled and supporting documents are in order**.



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).

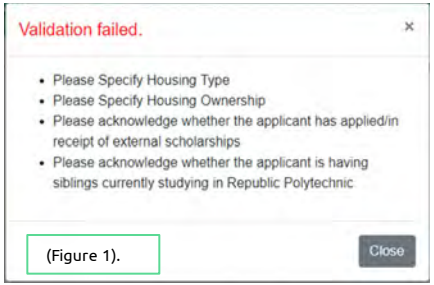
Click to return to Summary Page

07: Submit Application



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.



(Figure 1).

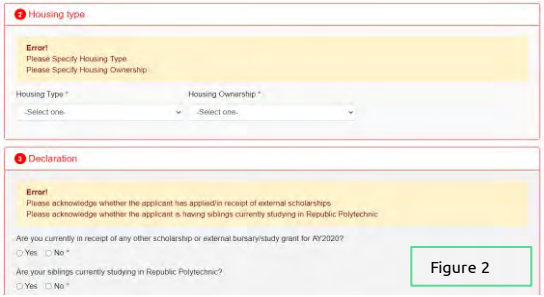
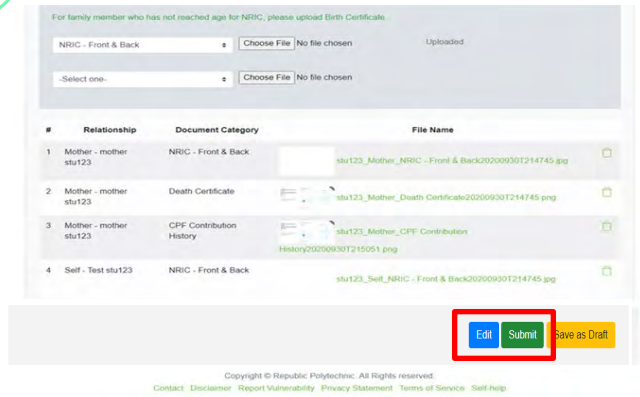


Figure 2

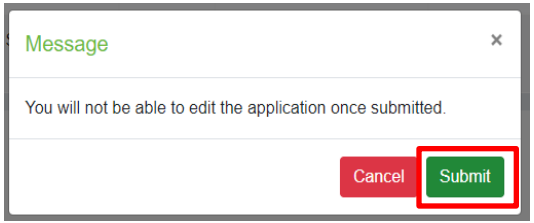
Click to return to Summary Page

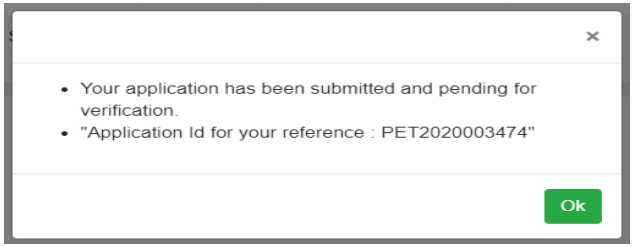
07: Submit Application



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.





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 <u>will not be able to edit</u> the application once submitted.

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

Click to return to Summary Page

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

NF Noreply-fast@rp.edu.sg
To

Reply | Reply All

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 authorised 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.

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

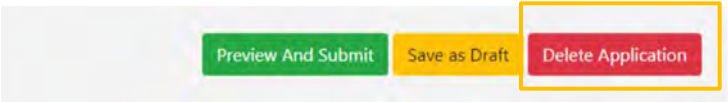
In the **Homepage**, click on the **Bursary icon** under '**Action**' column:

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

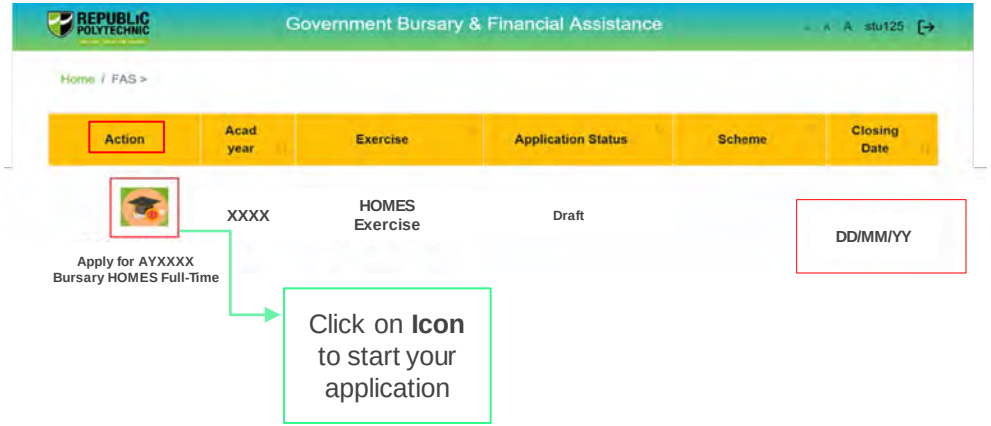
Ensure you submit your application and obtain consent of all household members (including applicant) by the closing date.

Click to return to Summary Page

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.



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)

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.**

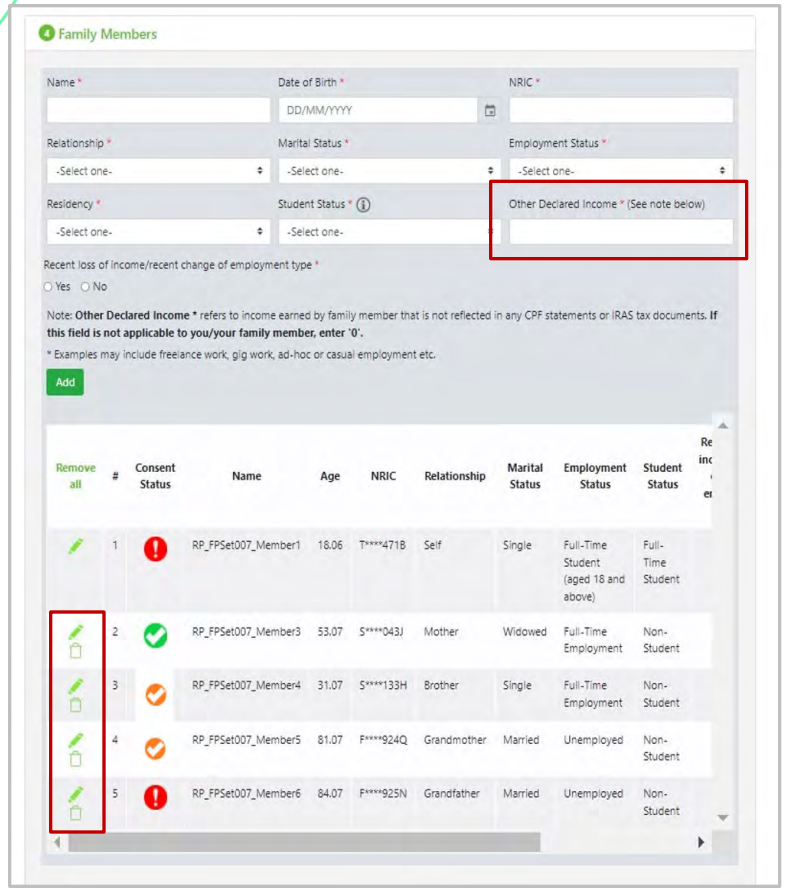
In the **Homepage**, click on the **Bursary icon** under '**Action**' column.

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)



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.

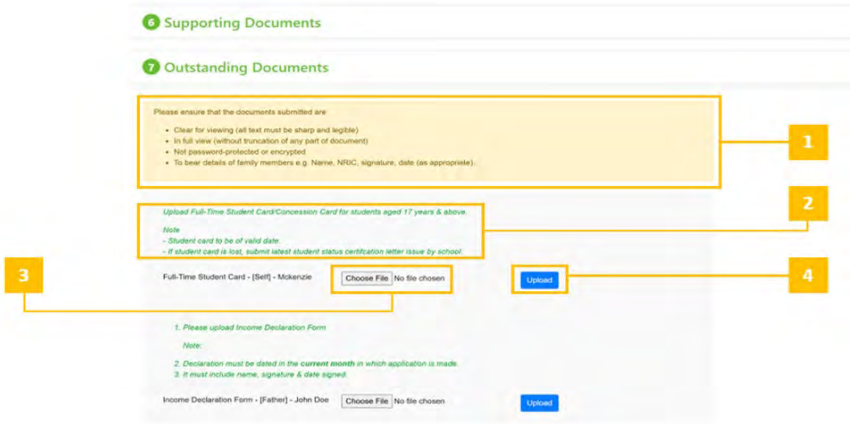
2. Edit 'Other declared income' of the family members by clicking on the **green pencil icon** in the table.

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.

Click to return to Summary Page

08: Outstanding Documents Submission (If Applicable)



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.

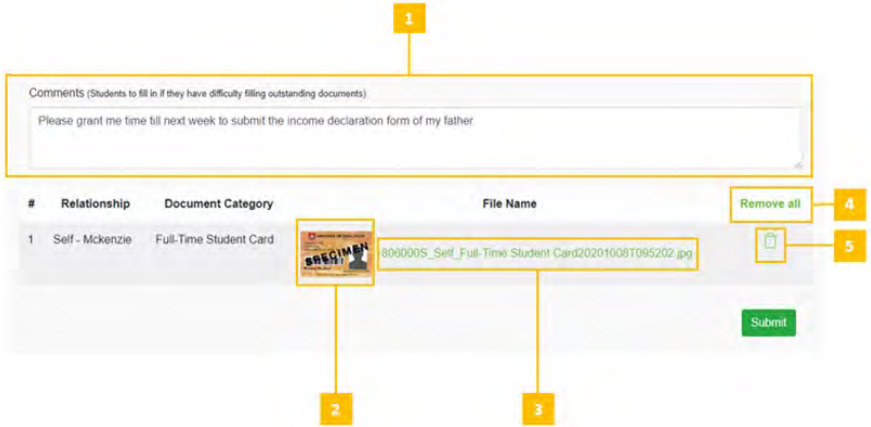
4- Click 'Upload' button to upload the chosen file. Uploaded files will be displayed in a table.

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'

Click to return to Summary Page

08: Outstanding Documents Submission (If Applicable)



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.

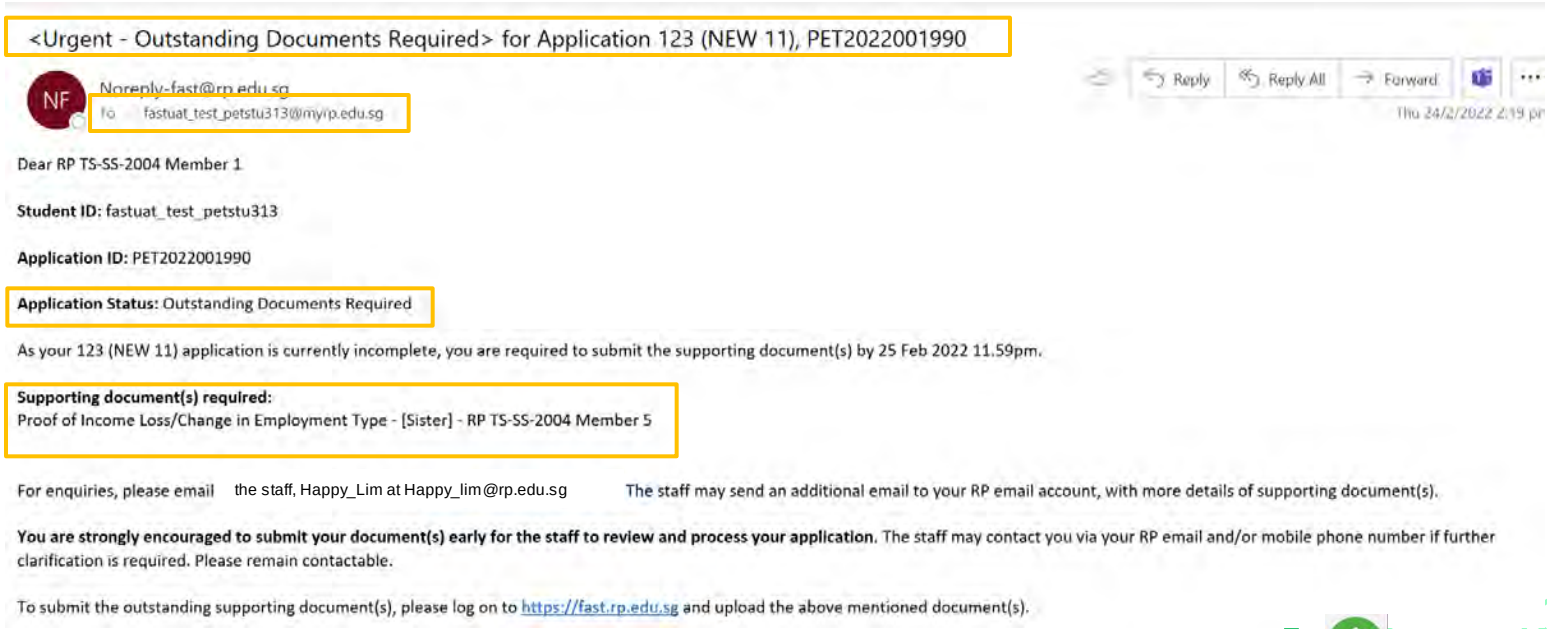
Click on **'Submit'** button to submit your documents.

Click to return to Summary Page

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

NF Noreply-fast@rp.edu.sg
To fastuat_test_petstu313@myrp.edu.sg

Reply | Reply All | Forward

Thu 24/2/2022 2:19 pm

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

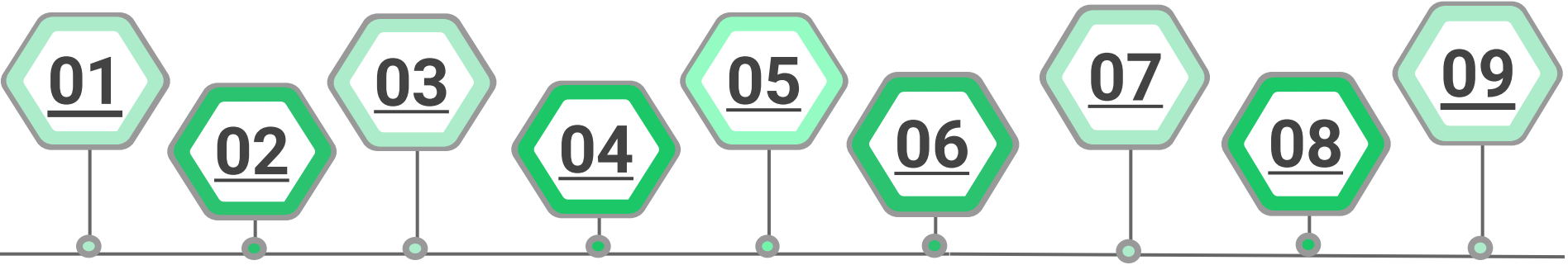
Application Status	What it means
Draft	Application is saved as draft; it is not submitted yet. **You are required to click 'SUBMIT' with all supporting documents by closing date.**
Submitted Pending Consent	You are required to inform all family members (including applicant) to submit consent.
Submitted 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: • HECB Tier 1 or Tier 2: Higher Education Community Bursary Tier 1 or Tier 2 *(formerly CDC/CCC Polytechnic Bursary)* • HEB Tier 1 or 2: Higher Education Bursary Tier 1 or Tier 2 *(formerly MOE Bursary)* • DFP Bursary: Diploma Foundation Programme Bursary (*PFP students only*)
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.** • 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.** • 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.

Click to return to Summary Page

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.



01	02	03	04	05	06	07	08	09
Accessing Consent Form Click here for consent documents	Family Member's MyInfo Particulars Consent Form Home Page	Submit: Personal Consent	Submit Consent-on-Behalf: Birth/adopted child who is a Singaporean (or) Singapore permanent resident aged below 21	Submit Consent-on-Behalf: Birth/adopted child who is a foreigner aged below 21	Submit Consent-on-Behalf: Legal Guardian of a minor aged below 21	Submit Consent-on-Behalf: Donee/Deputy on behalf of a mentally incapacitated	Upload Softcopy Consent Form Due to valid reasons (e.g. overseas, etc)	No Authorized Consent FAST System Triggered Emails: Consent Submitted and Consent Verification Unsuccessful

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.**

Click to return to Summary Page

How to provide Consent

If You/Family Member Have:	Follow on-screen instructions to submit via FAST portal *(Most Consent Submissions)*	Print copy of consent form, sign* and submit (only for *exceptional cases*)
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.

Click to return to Summary Page

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)

	Consent Provider		
If You/Family Member Are:	**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.

Click to return to Summary Page

Types of Consent (Detailed)

Profile	Consent Type	Who should provide consent	Consent Provision Criteria
Adult **(21 and above), including applicant** 	Personal Consent	Self	• 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
Minor* **(below 21), including applicant** 	Consent-on-behalf of minor	• Birth/ adoptive parent(s) who are under **married status** • Legal guardian(s)	• 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

*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
Minor* **(below 21), including applicant**	Consent-on-behalf of minor	• Birth/ adoptive parent(s) under **divorced/separated/remarried status**	• 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.

Click to return to Summary Page

Types of Consent (Detailed)

Profile	Consent Type	Who should provide consent	Consent Provision Criteria
Minor* **(below 21), including applicant**	Consent-on-behalf of minor	• Legal Guardian	• Minor must be **below 21 years old** based on date of birth at date of provision of consent • Legal Guardian must be mentally capable of making decisions on how personal data should be used • Consent 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
Mentally Incapacitated Individual*	Consent on Behalf of Mentally Incapacitated Person	• Donee(s) under the Registered Lasting Power of Attorney (LPA) • Deputy (Deputies) under the Mental Capacity Act	• 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 maybe **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.

Click to return to Summary Page

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**

Click to return to Summary Page

Withdrawal of Consent

a. **If you wish to withdraw your consent**:

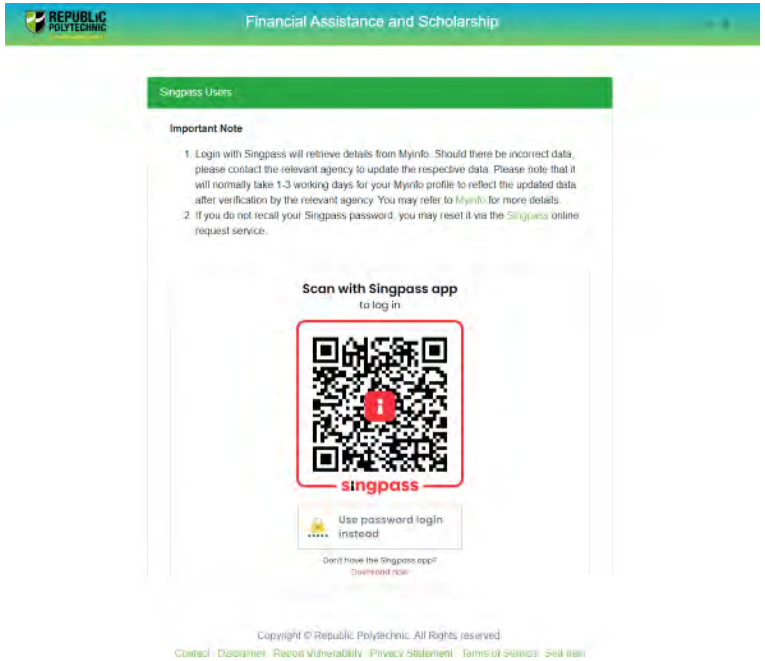
- Write to Help-FAS@rp.edu.sg for advice.
- Upon withdrawing your consent, all schemes on HOMES will not be able to use your personal data drawn from government agencies to administer the scheme(s). Applications made to non-HOMES agencies/schemes will not be affected by the consent withdrawal.

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



Browse the URL:
https://fast.rp.edu.sg/Consent

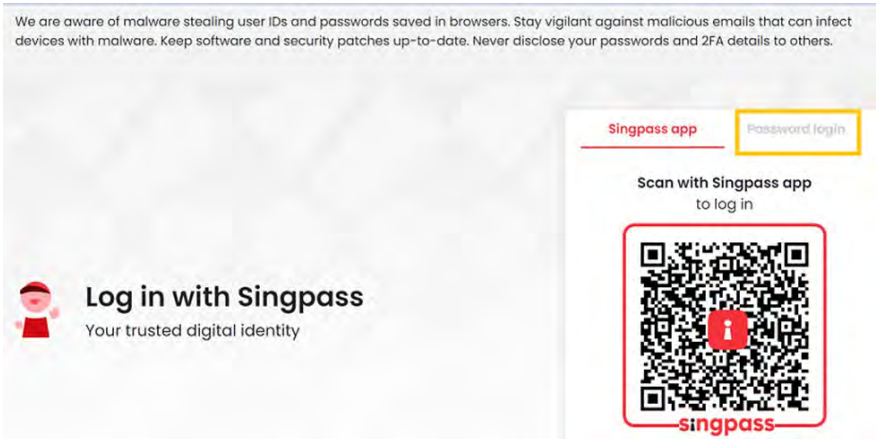
Use **mobile Singpass app** to scan QR code or use **password login method** to login.

Important:

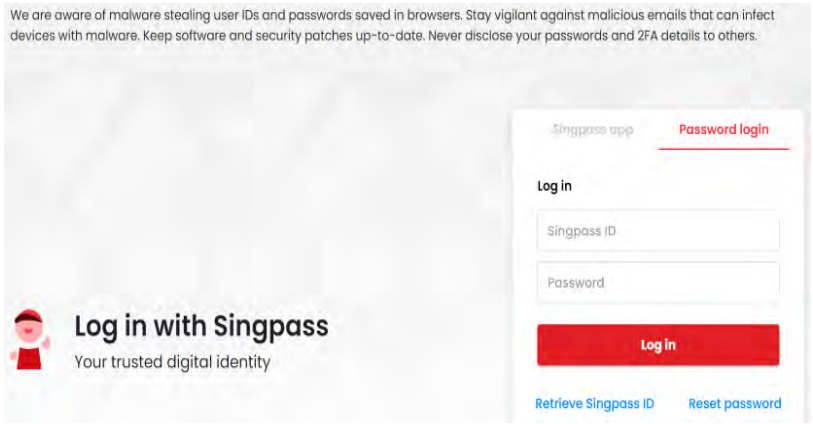
- RP applicant aged below 21 years of age cannot give personal consent due to being a minor.
- Family members are to give personal consent (21 years of age and above) or authorized representative(s) to give consent-on-behalf for minors or mentally incapable individuals.

Click to return to Summary Page

01: Accessing Consent Form



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.

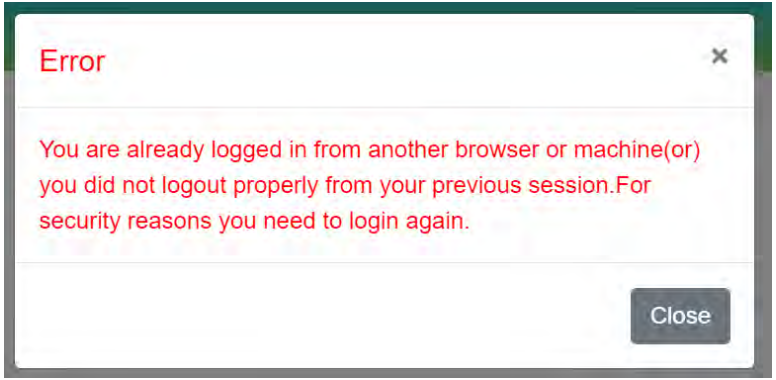
Click to return to Summary Page

01: Accessing Consent Form

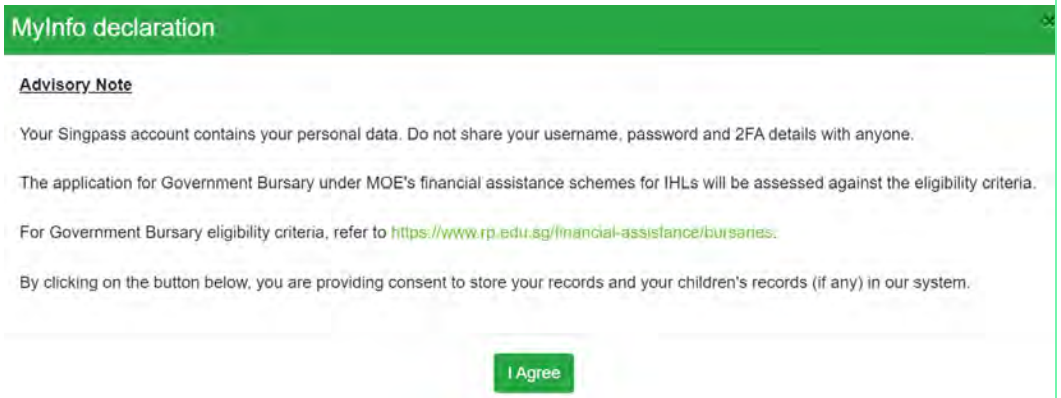
If you are already logged in (or) if you did not logout properly in your earlier session, you will be automatically redirected to login page again.

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



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

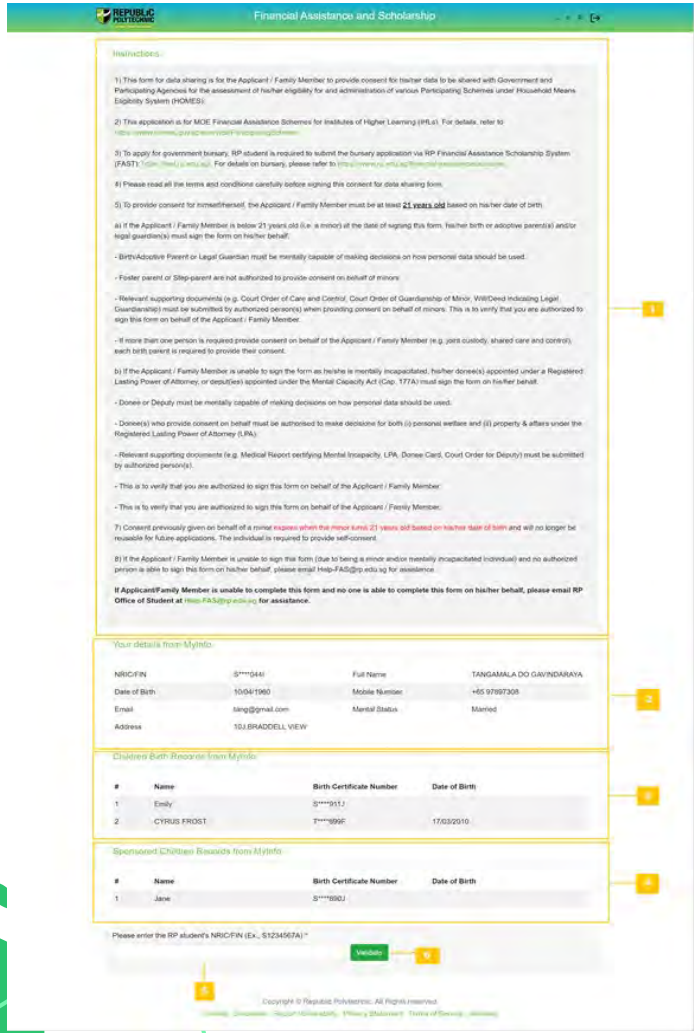
Click on '**I Agree**' button to proceed to next step of the consent form.

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.

Click to return to Summary Page

02: Consent Form Homepage



In this page, you will see the following:

1 - Instructions for submitting the consent form

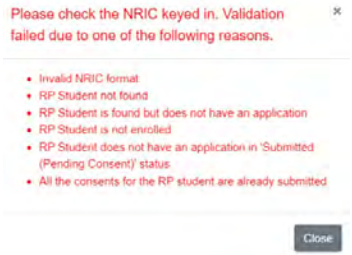
2 - Your details retrieved from MyInfo

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)

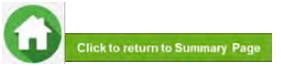
5 - Please enter RP student applicant's NRIC/FIN for whose application you are submitting consent for.

6 - Click on '**Validate**' button for system to verify **RP applicant's NRIC number** and proceed to next step.



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.

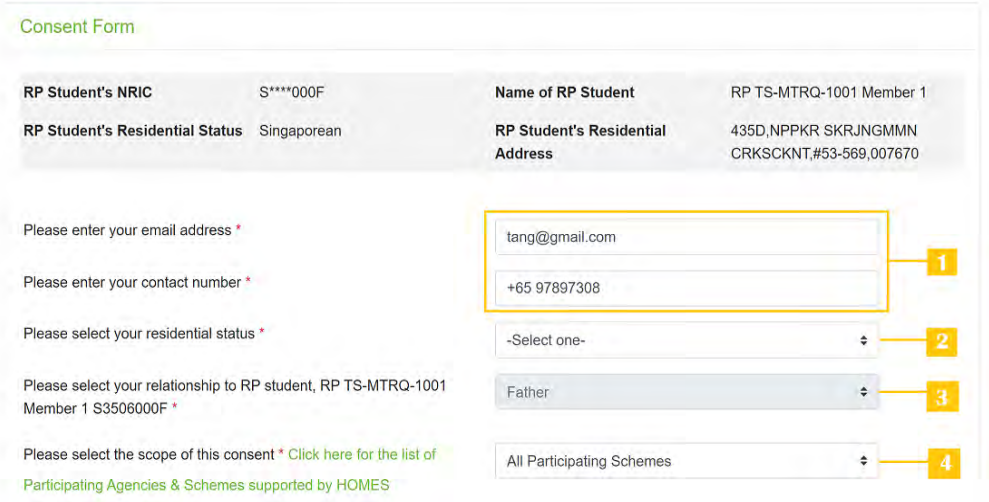
2 - Select your residential status from options given.

3 - Your relationship will be prefilled 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**.



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

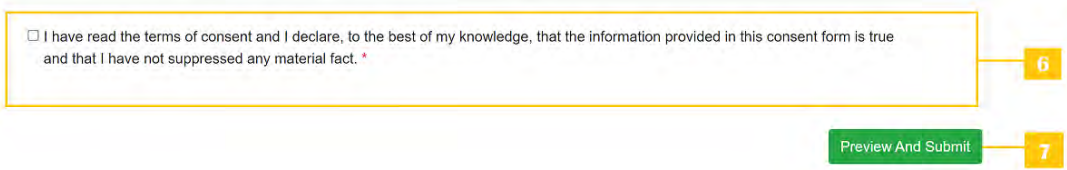
(iii) information relating to my participation in schemes administered by CPF Board (e.g. medical information, insurance coverage)

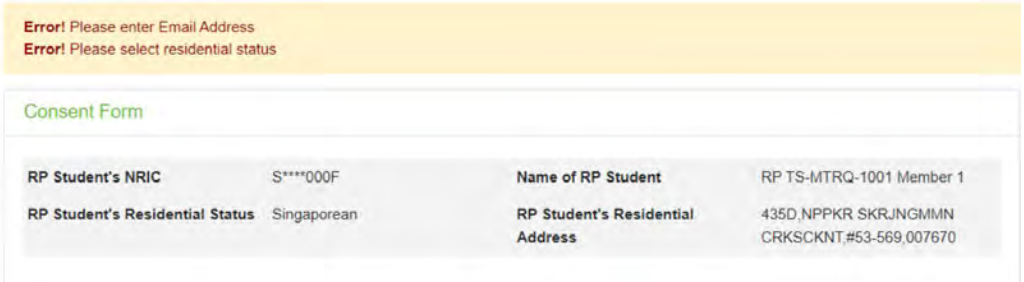
Information collected from surveys conducted by IRAS and CPF Board is excluded.

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

Click to return to Summary Page

03: Submit Personal Consent (aged 21 & above)





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

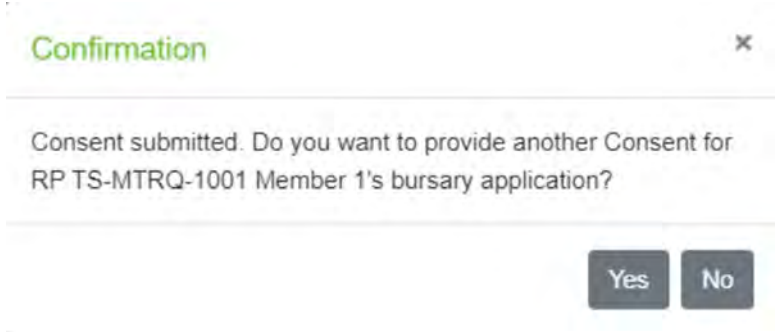
7 - Click on **Preview and submit** button to submit your consent in FAST portal.

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.

Click to return to Summary Page

03: Submit Personal Consent (aged 21 & above)



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.

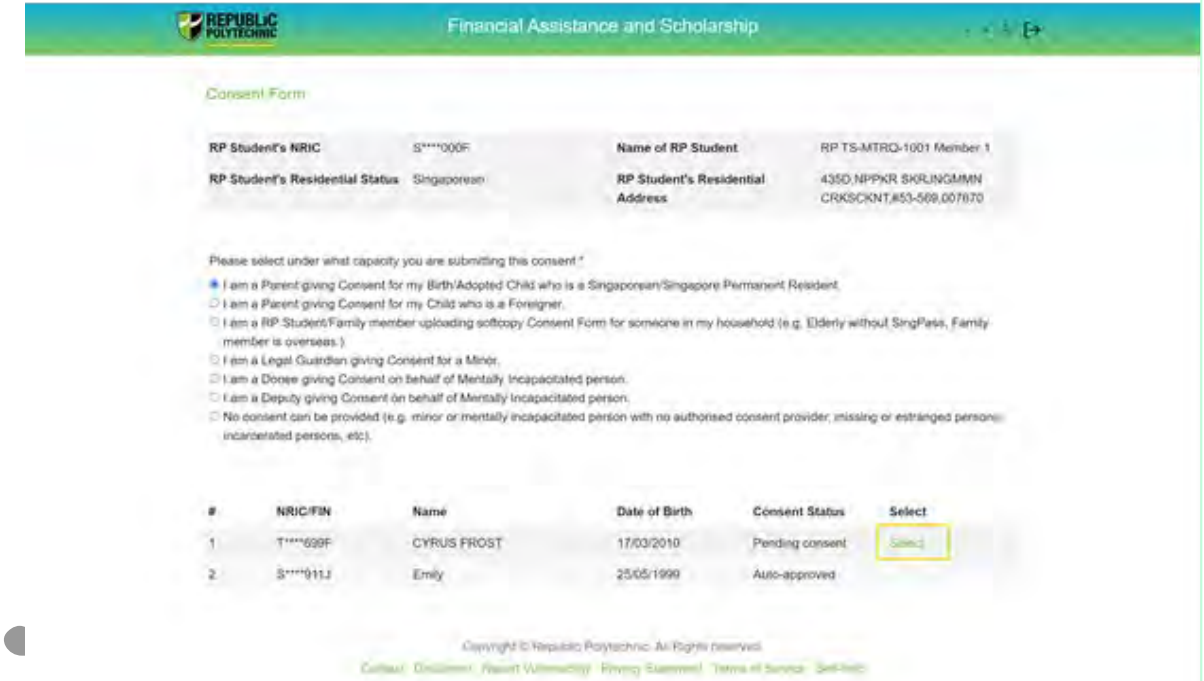
Click on **Yes** button if you wish to submit another consent (e.g. for RP student applicant or another child, etc).

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**)



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.

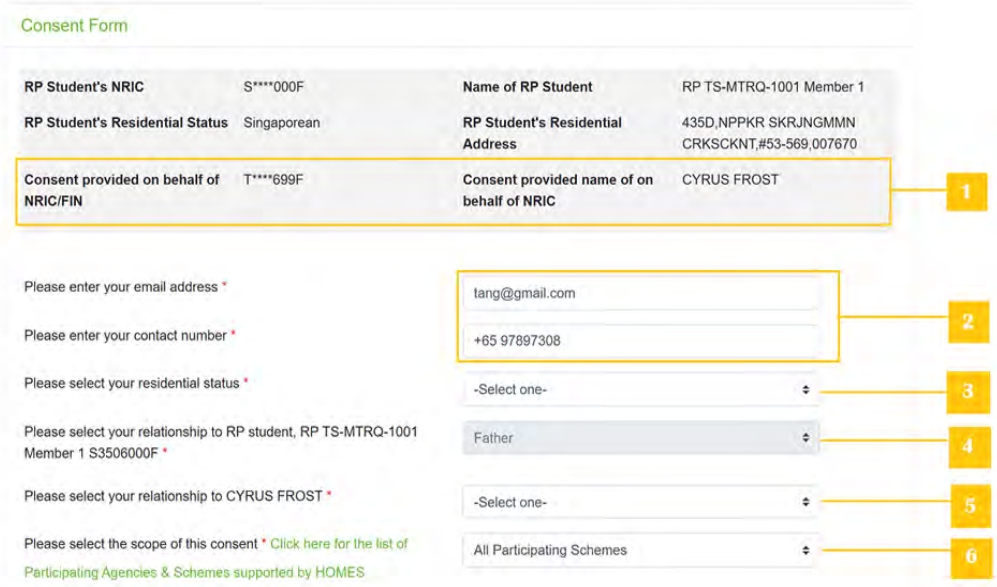
Click on '**Select**' hyperlink and system will redirect you to the consent form page.

Please fill all information in this page.

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**)



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.

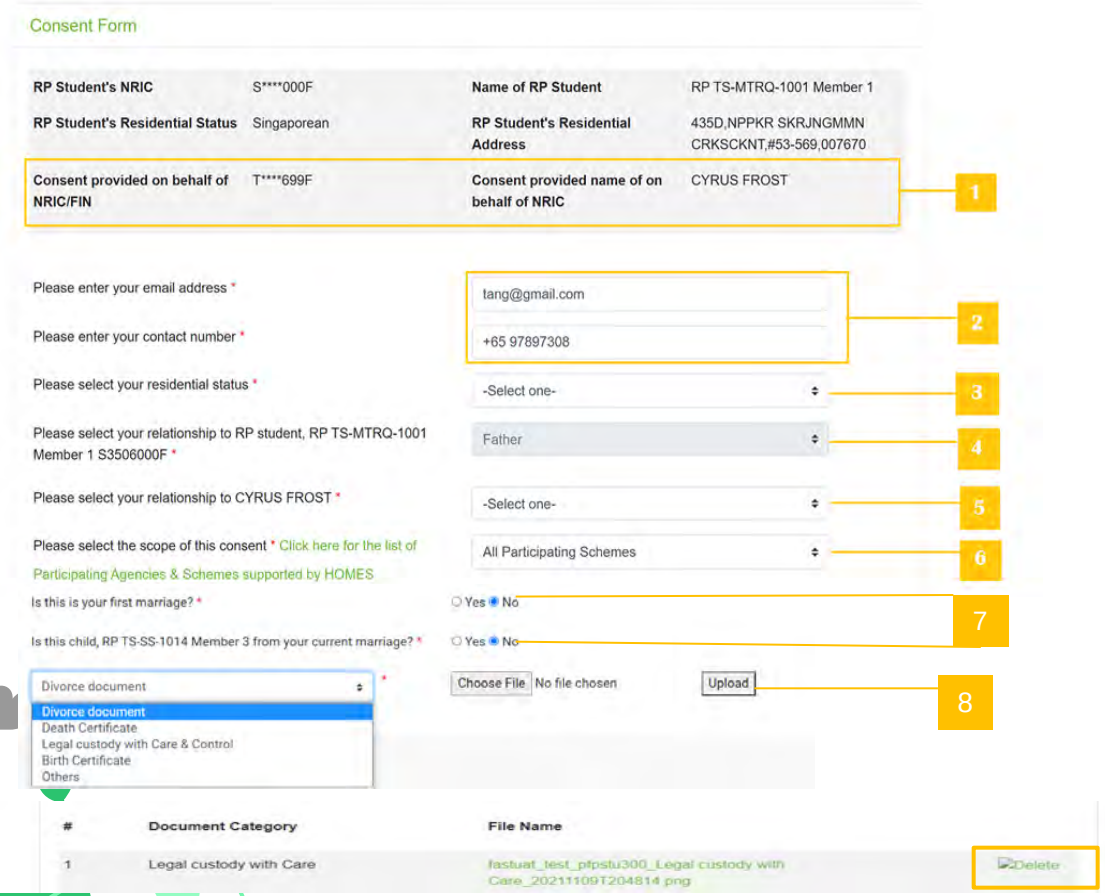
5 - Select your relationship to child.

6 - Select **scope of consent** from options given.
Click here for details on **scope of consent**.

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)**



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**.

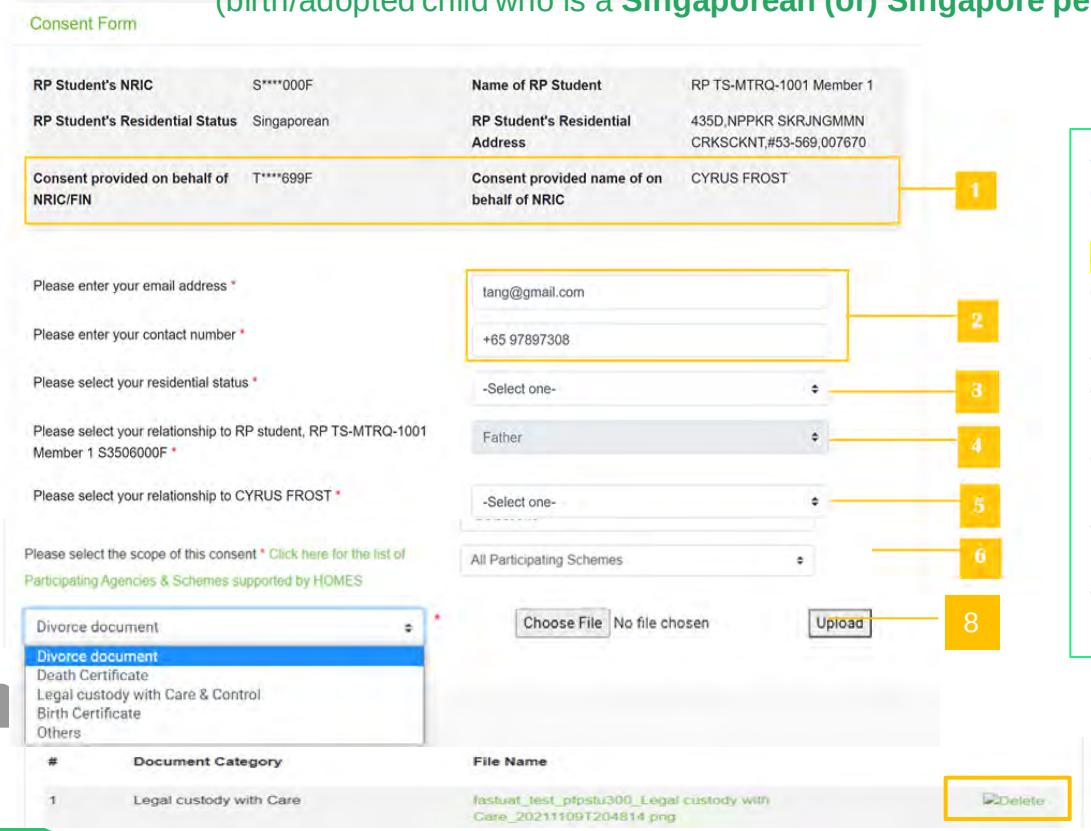
- System will display the file uploaded in a table.

- You can delete the file by clicking on **green trash** icon.

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**)



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.

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**)

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)

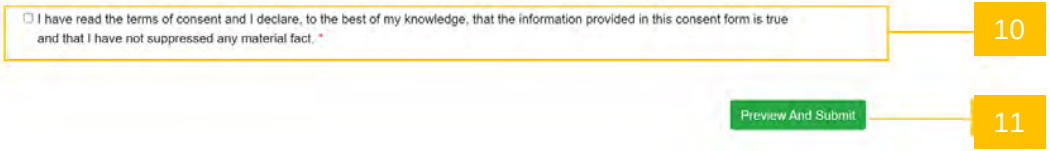
Information collected from surveys conducted by IRAS and CPF Board is excluded.

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

Click to return to Summary Page

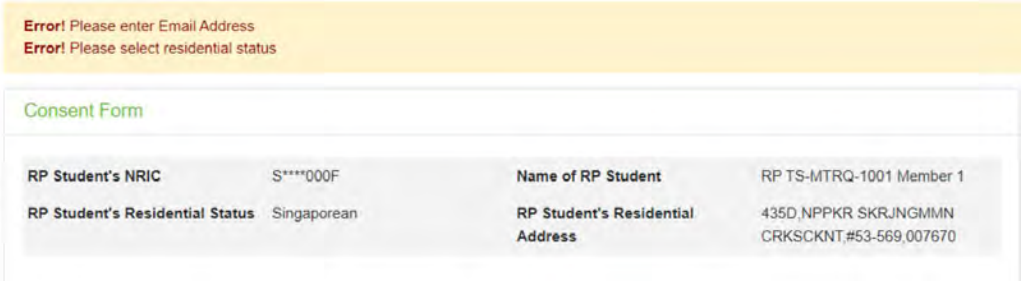
04: Submit Consent-on-behalf

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



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

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

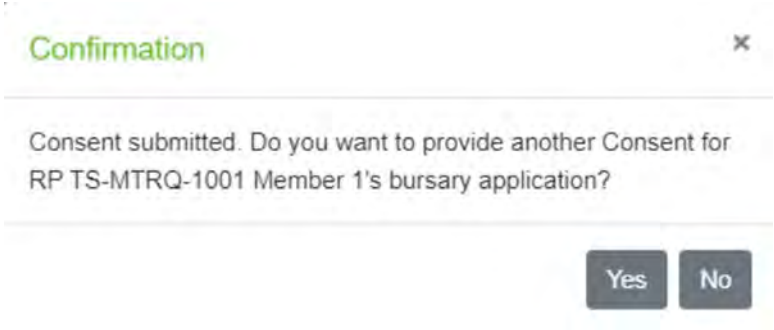


Note

- 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 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.

04: Submit Consent-on-behalf

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



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.

Click to return to Summary Page

05: Submit Consent-on-behalf

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

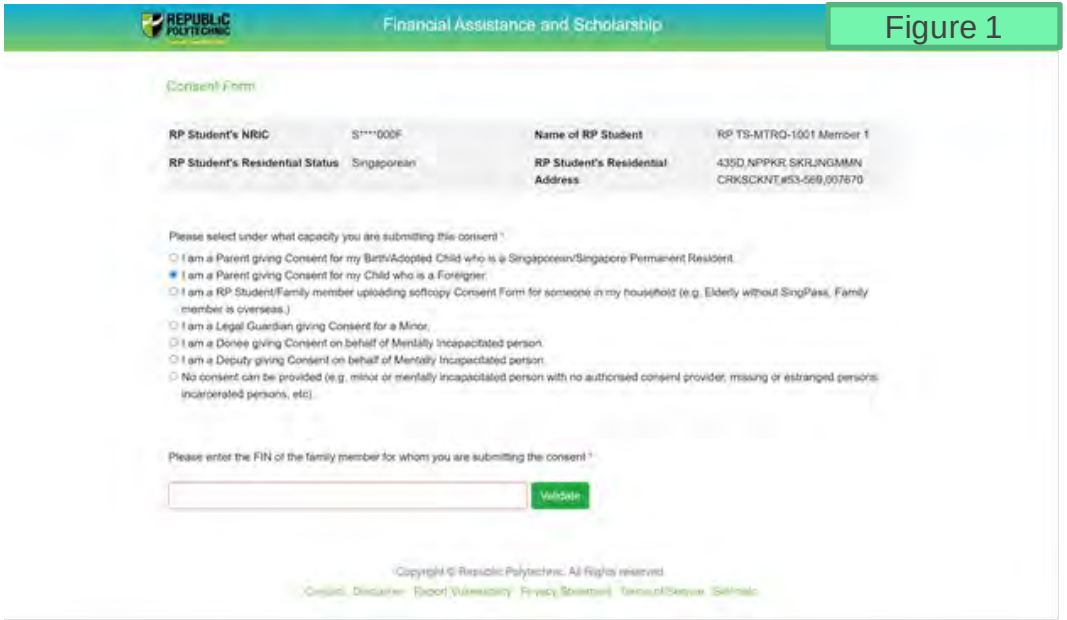


Figure 1

Figure 2

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:

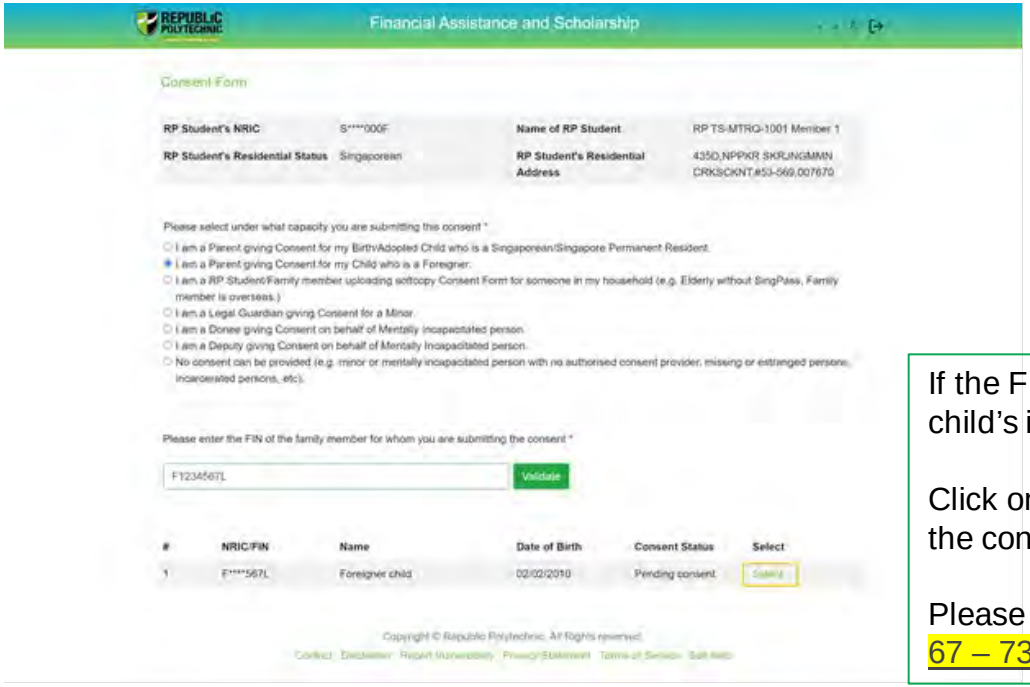
- If **invalid**, system will display an error message (figure 2)

- For advice on how to add foreign child into student's household, please email help-FAS@rp.edu.sg

Click to return to Summary Page

05: Submit Consent-on-behalf

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



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)

Click to return to Summary Page

06: Submit Consent-on-behalf

(Legal Guardian of a minor aged below 21)

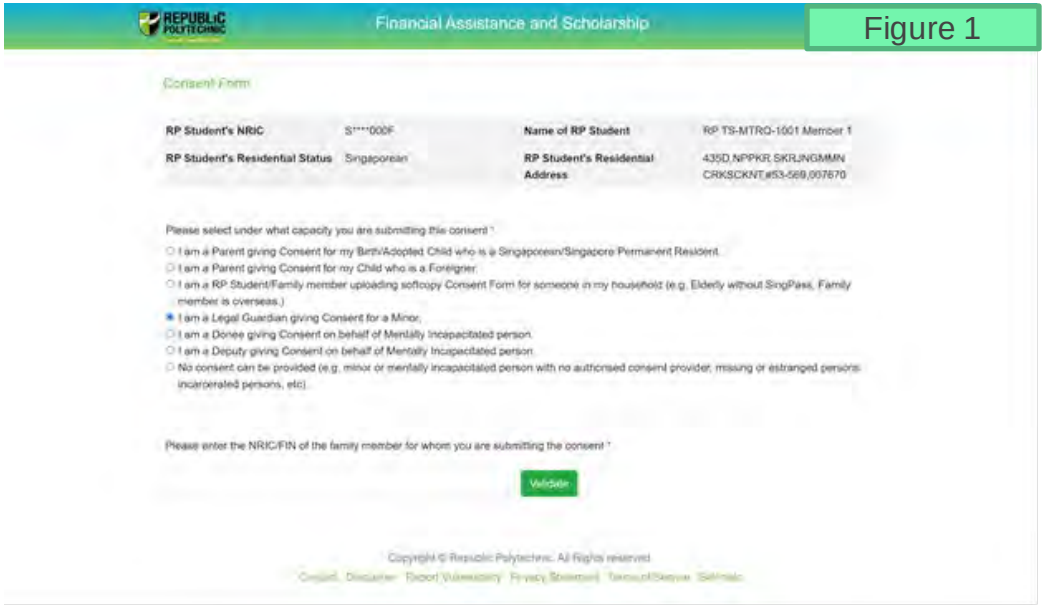


Figure 1

Figure 2

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.

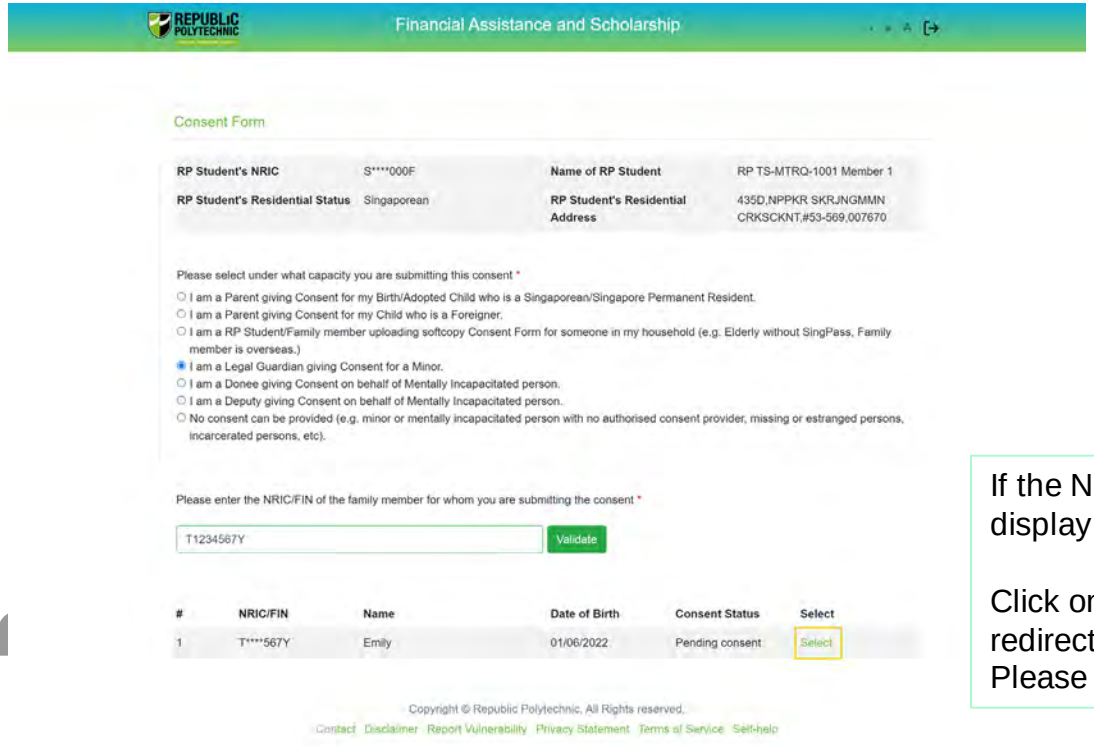
System will validate if the NRIC is a minor (<21 years old) and part of the RP student's household in bursary application form:

- 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

Click to return to Summary Page

06: Submit Consent-on-behalf

(Legal Guardian of a minor aged below 21)



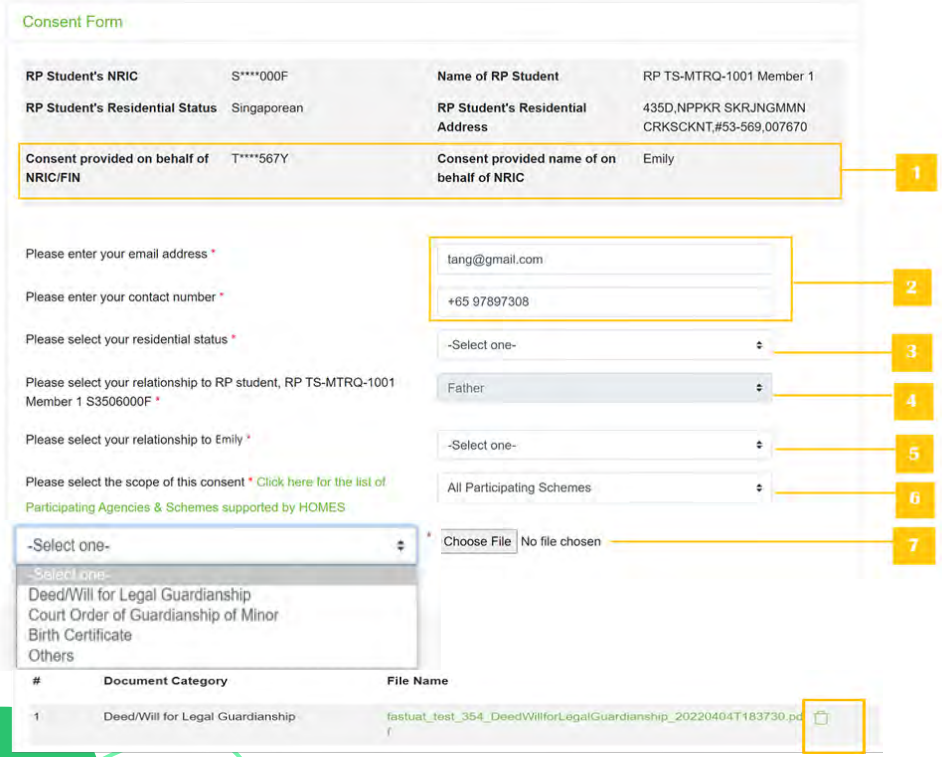
If the NRIC entered is valid, system will display the child's info in a table.

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

Click to return to Summary Page

06: Submit Consent-on-behalf

(Legal Guardian of a minor aged below 21)



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.

Click to return to Summary Page

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)

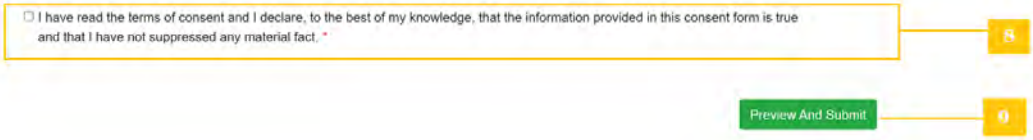
Information collected from surveys conducted by IRAS and CPF Board is excluded.

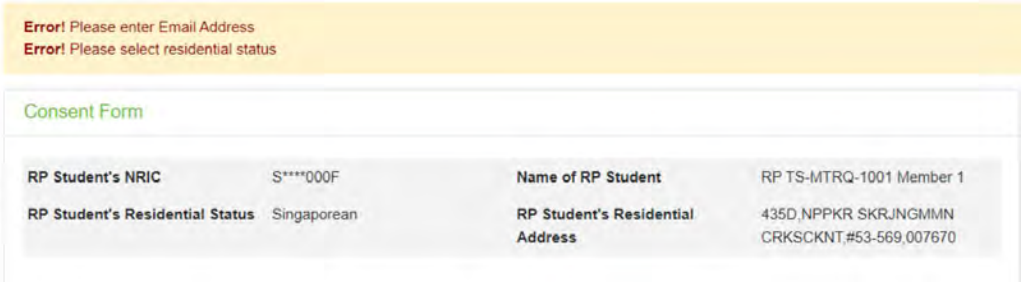
Personal Information may relate to past, present or future matters.

Click to return to Summary Page

06: Submit Consent-on-behalf

(Legal Guardian of a minor aged below 21)





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.

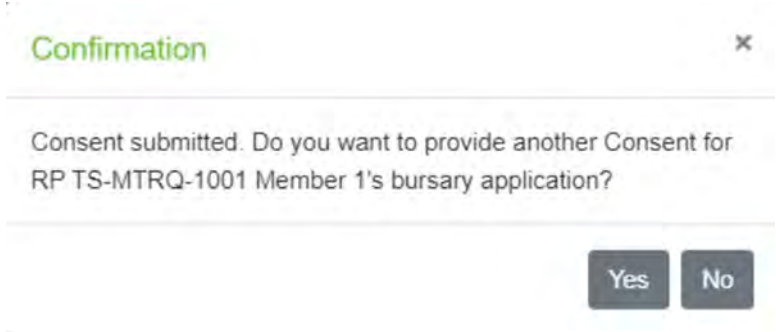
Note

- 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.

Click to return to Summary Page

06: Submit Consent-on-behalf

(Legal Guardian of a minor aged below 21)



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)

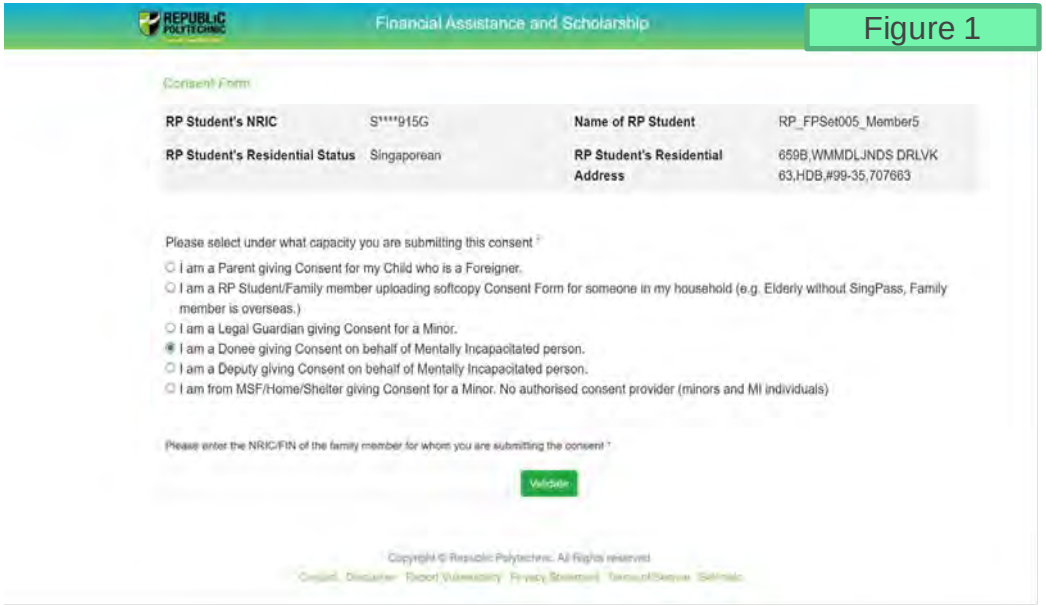


Figure 1

Figure 2

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.

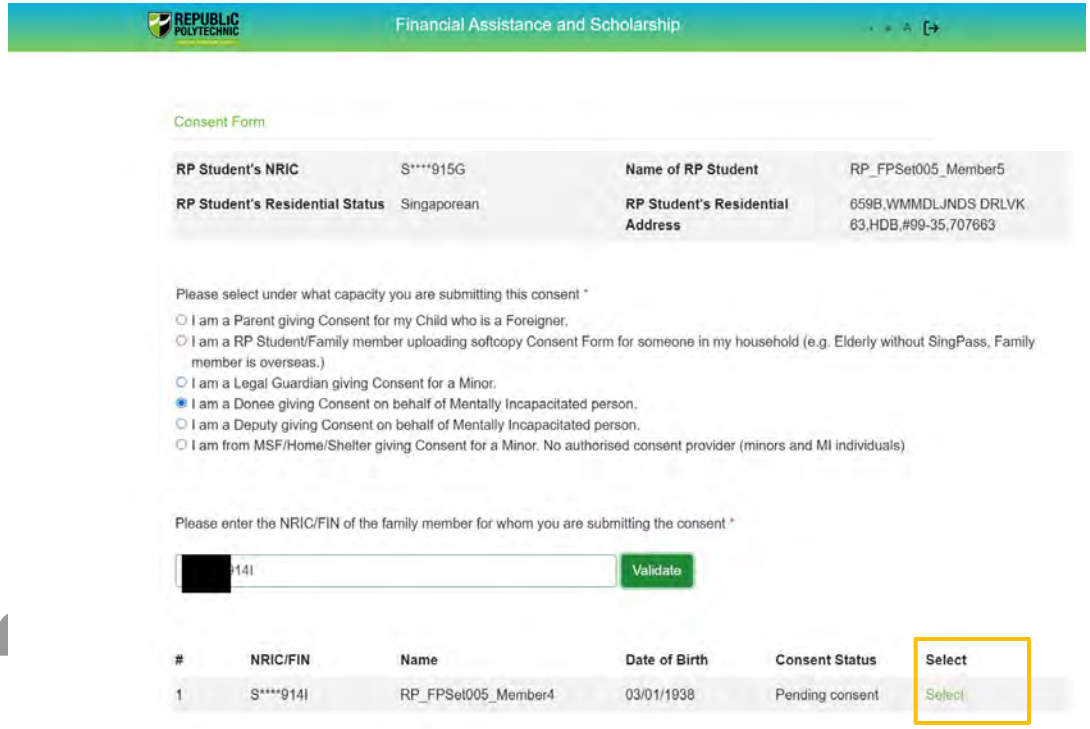
System will validate if the person (MI) is part of the RP applicant's household in bursary application form:

- 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

Click to return to Summary Page

07: Submit Consent-on-behalf

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



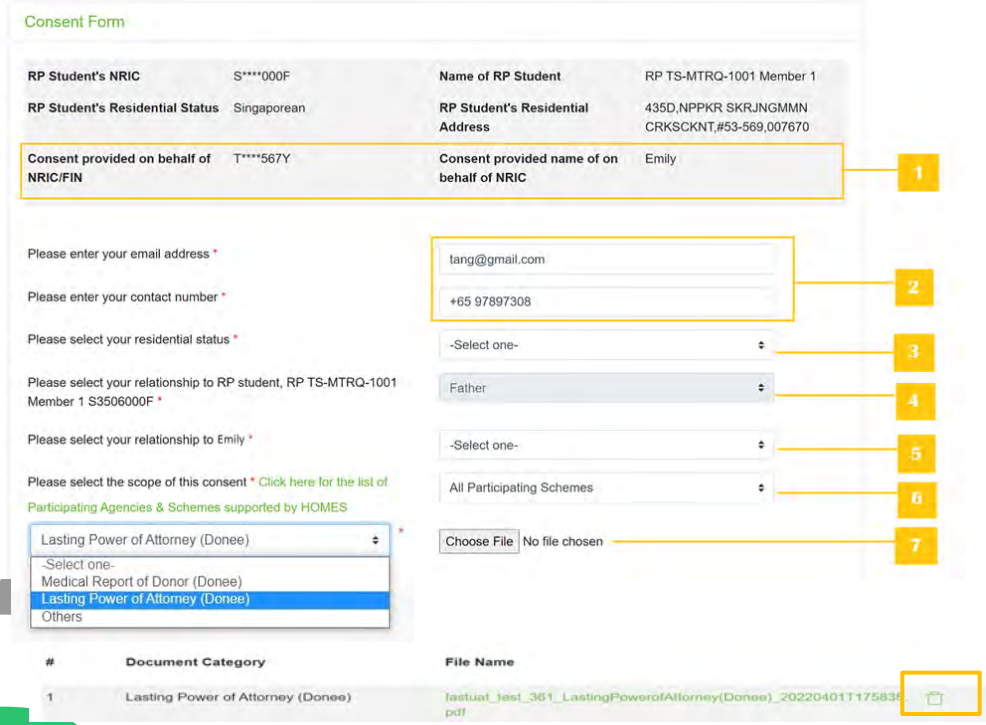
If the NRIC entered is valid, system will display the individual's info in a table.

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

Click to return to Summary Page

07: Submit Consent-on-behalf

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



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)

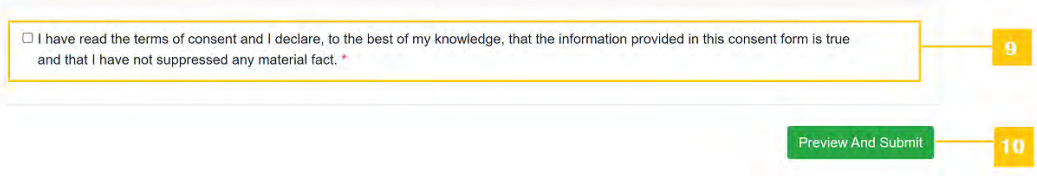
Information collected from surveys conducted by IRAS and CPF Board is excluded.

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

Click to return to Summary Page

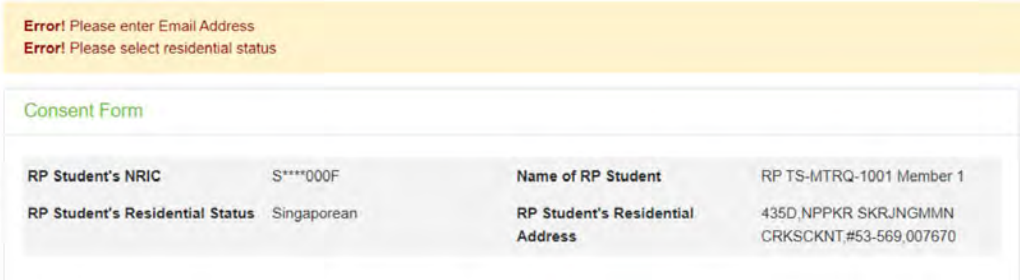
07: Submit Consent-on-behalf

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



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.



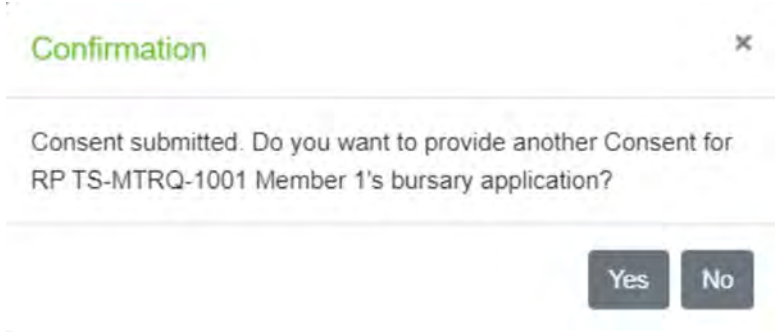
Note

- 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.

Click to return to Summary Page

07: Submit Consent-on-behalf

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



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)

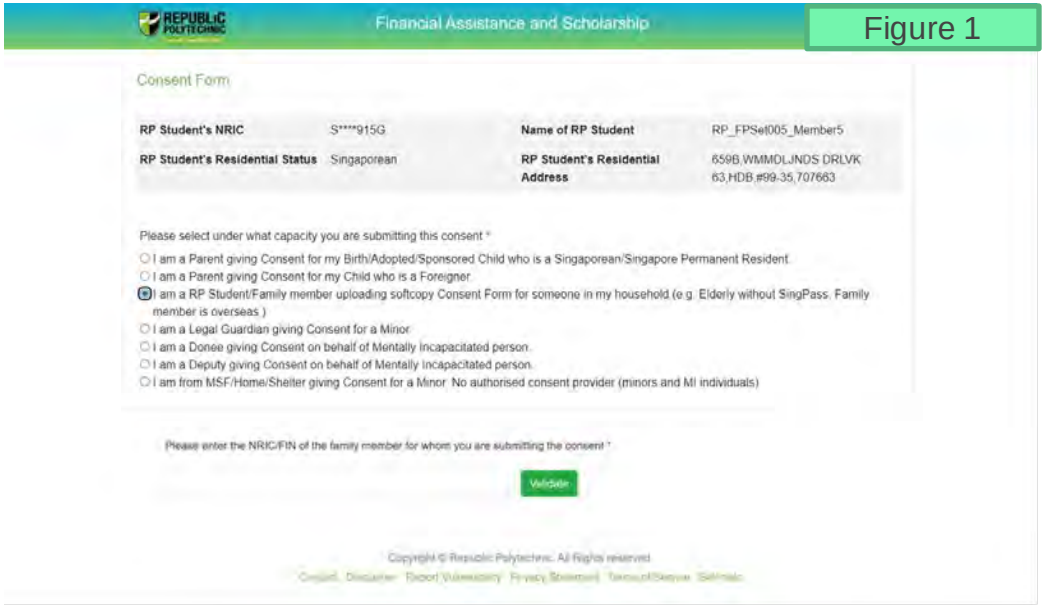


Figure 1

Figure 2

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.

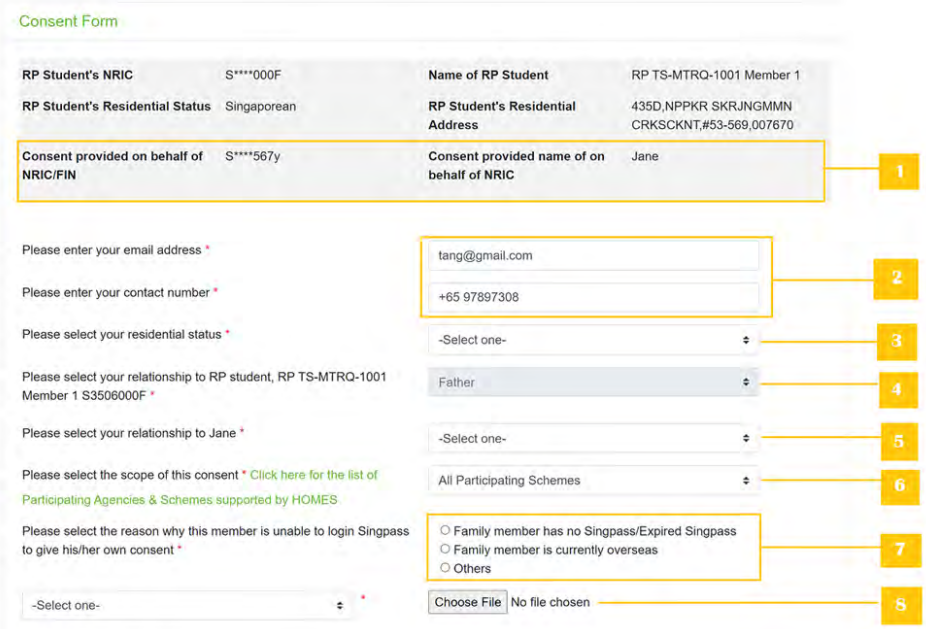
System will validate if the person (MI) is part of the RP applicant's household in the bursary application form:

- 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

Click to return to Summary Page

08: Upload Softcopy Consent Form

(Family Members without Singpass login due to valid reasons)



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.

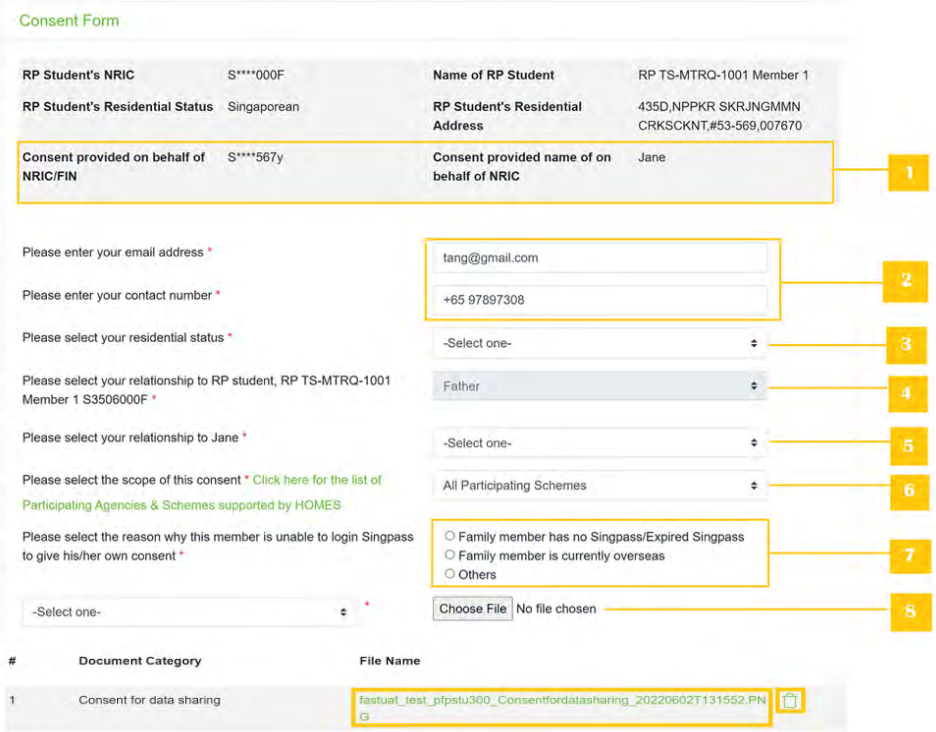
4 - Your relationship will be prefilled as the relationship declared by the RP student in their bursary application form.
Note: If you are not part of the RP student's household, you will need to declare your relationship to the RP applicant here.

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)



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:

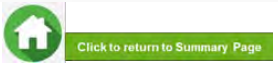
(i) my income information;

(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)

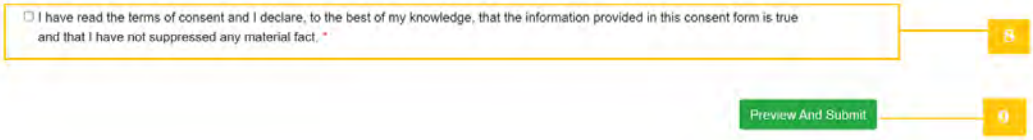
Information collected from surveys conducted by IRAS and CPF Board is excluded.

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



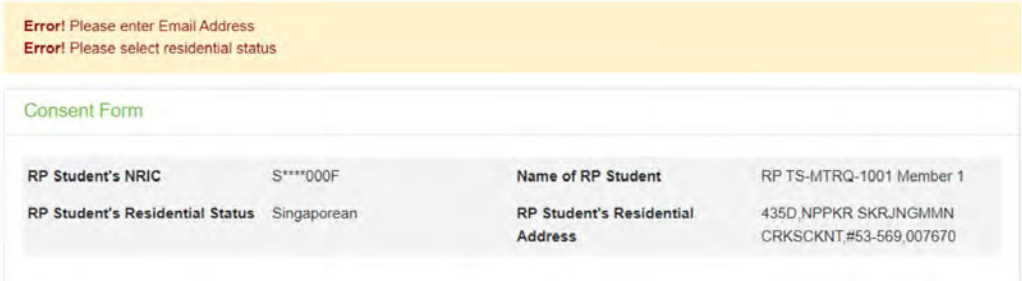
08: Upload Softcopy Consent Form

(Family Members without Singpass login due to valid reasons)



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.



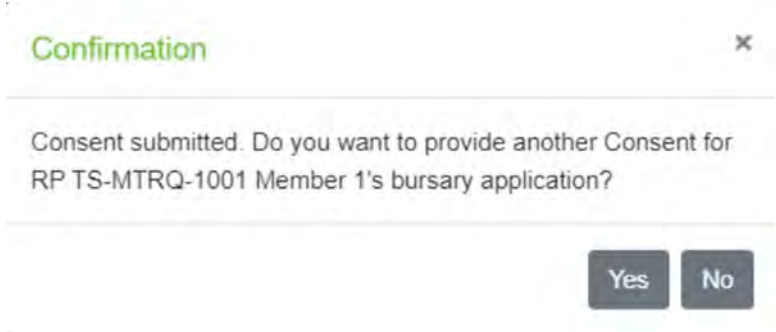
Note

- 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.

Click to return to Summary Page

08: Upload Softcopy Consent Form

(Family Members without Singpass login due to valid reasons)



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.

Click to return to Summary Page

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)

Figure 1

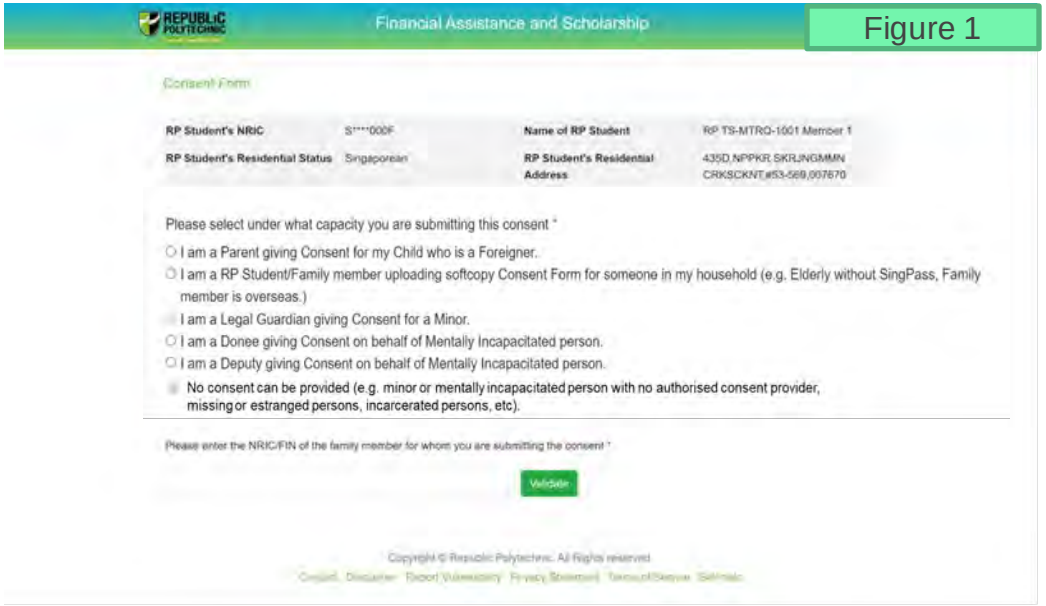


Figure 2

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.

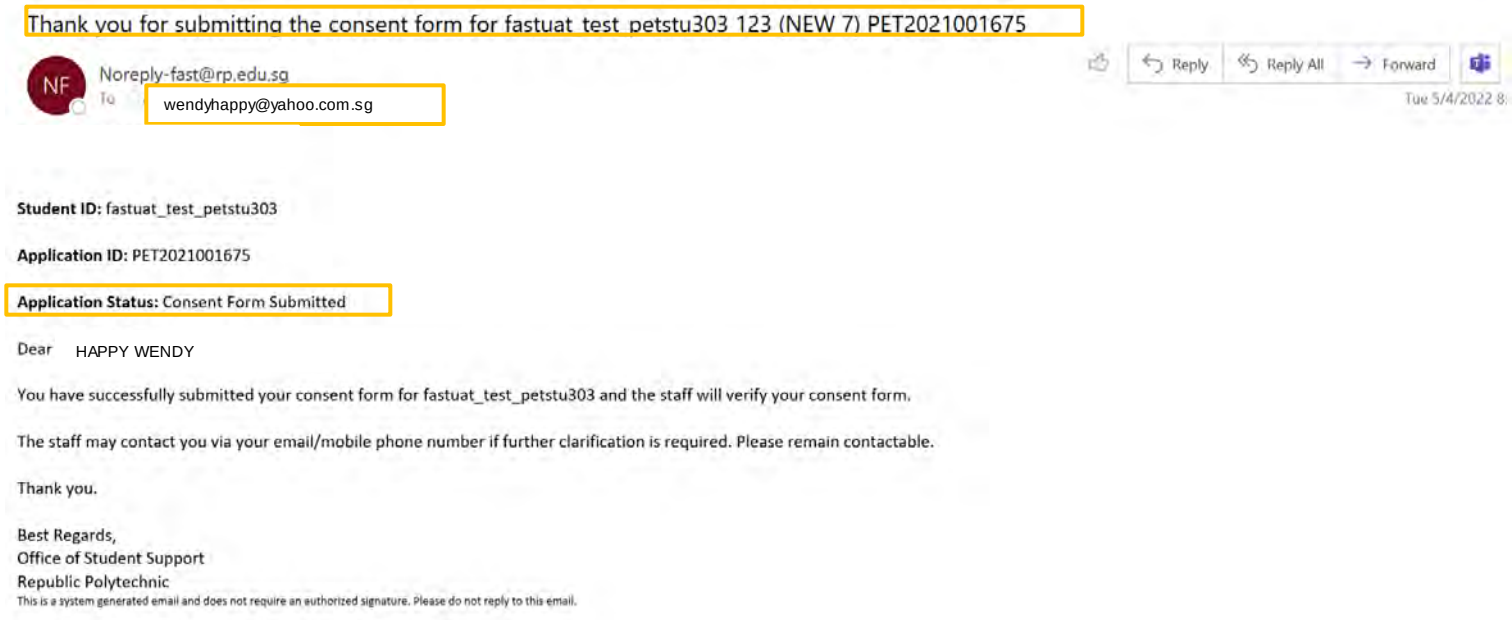
System will validate if the person is part of the RP student's household in bursary application form:

- 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

Click to return to Summary Page

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

NF Noreply-fast@rp.edu.sg
To wendyhappy@yahoo.com.sg

Reply | Reply All | Forward
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.

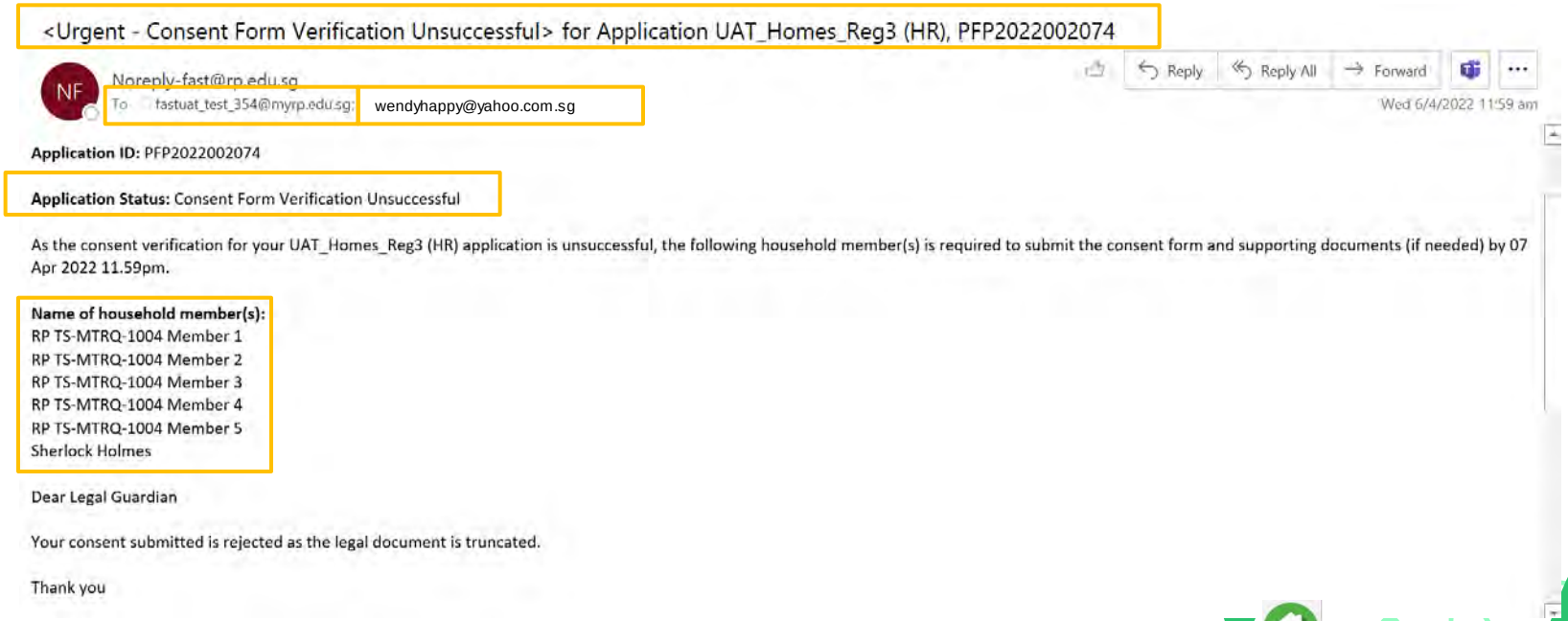
Thank you.

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

NF Noreply-fast@rp.edu.sg

To fastuat_test_354@myrp.edu.sg; wendyhappy@yahoo.com.sg

Reply | Reply All | Forward

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

Click to return to Summary Page

Bursary Application (using HOMES)

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

Office of Student Support (OSS)

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.**

Click to return to Summary Page

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.

Click to return to Summary Page

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.

Click to return to Summary Page

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**.

Click to return to Summary Page

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.

Click to return to Summary Page

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.

Click to return to Summary Page

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

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.

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.

Click to return to Summary Page

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.

Click to return to Summary Page

Consent Documents (if applicable)

Click **here** to view how to prepare documents for submission.

Consent Provider	Documents
Personal Consent **Adult** **(aged 21 and above), including applicant**	**Without Singpass (due to valid reasons)** • 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). **Note** • Ensure that all sections of the form are duly completed. • **When signing the form, please ensure the following:** 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. **RP staff will verify the consent form and may request for a new copy if the form is not properly completed and/or signed.**

Click to return to Summary Page

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)**	• **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)**	• 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) **Note:** • 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. **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.**

Click to return to Summary Page

Consent Documents (if applicable)

Click **here** to view how to prepare documents for submission.

Consent Provider	Documents
Consent-on-behalf of minor **Legal Guardian (including applicant)**	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 • (with details of the deed/will includes details on the appointment of testamentary guardian(s) c. Court Order of Guardianship of Minor d. Birth Certificate of Minor (if applicable) **Note** • 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). If the guardian is absent and unable to provide consent, please email Help-FAS@rp.edu.sg for advice.

Click to return to Summary Page

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)	• Medical document certifying mental incapacity* and • Lasting Power of Attorney or • Photocopies of Donee Card (to upload under file category "Others" in FAST) **Note** • 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	• Court Order on Appointment of Deputy **Note** • 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). If one Donee or Deputy is absent and unable to provide consent, please email Help-FAS@rp.edu.sg for advice.

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

Click to return to Summary Page

Bursary Application (using HOMES)

FAQs

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

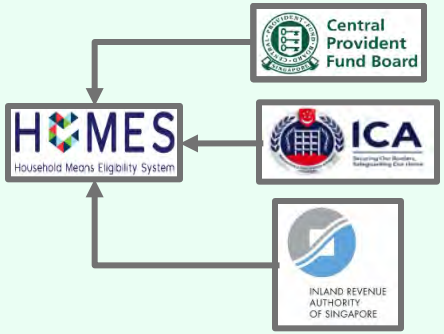
Office of Student Support (OSS)

Click to return to Summary Page

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

Click to return to Summary Page

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.

Click to return to Summary Page

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 prefilled 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 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 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 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.

Click to return to Summary Page

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	• Birth/Adoptive Parent of the minor and/or • Legal Guardian of the minor
b)	Mentally incapacitated (must be certified by a Singapore-registered doctor)	• Donee(s)* under a Registered Lasting Power of Attorney • Court-appointed Deput(ies)* under the Mental Capacity Act.

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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.

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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.

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End of Guide