Instructions to Applicant

Please read the instructions carefully before completing the application form.

a. Eligibility
You are eligible for the Tertiary Tuition Fee Subsidy ONLY IF YOU SATISFY ALL THE CONDITIONS BELOW:

1) You are a Singapore Citizen or a bona fide resident of Singapore and one of your parents (including adoptive parent and step parent), living or deceased, is a Singapore Citizen.

2) Your race or the first component of the double-barrelled race as stated in your NRIC is MALAY (which includes Boyanese, Javanese, Banjarese, Bugis and Indo extract) e.g. for double-barrelled race – MALAY / INDIAN

3) Your monthly household per capita income (PCI) does not exceed $1,500. You will enjoy:
   a) 100% subsidy if your monthly household per capita income is $1,000 and below
   b) 75% subsidy if your monthly household per capita income is between $1,001 and $1,200
   c) 50% subsidy if your monthly household per capita income is between $1,201 and $1,500

   \[ PCI \text{ is computed as: } \]
   \[
   \frac{\text{Total monthly gross income of family}}{\text{Total number of family members}}
   \]

4) You are receiving the MOE tuition fee grant.

5) You are pursuing first diploma or degree on full-time basis at a local government tertiary institution. Please refer to Section 1 for the list of institutions.

NOTE: All subsidised fee will be based on prevailing Singapore Citizen’s fee rate.

b. Completion of Application Form
You are to complete all sections of the application form neatly and legibly. Enter “NA” or “NIL” where not applicable and delete where necessary. For each amendment made, please cancel and countersign against it. Do not use any correction tape or liquid on the form

Submit the completed form to your institution, which will then forward it to Yayasan MENDAKI for our processing. You will be informed of the outcome of your application two (2) weeks from the date we received the application form from your institution for our processing.

Incomplete forms will not be processed.

c. Supplementary Assistance Loan Scheme
If your race or the first component of the double-barrelled race as stated in your NRIC is MALAY and you are receiving less than 100% subsidy or did not receive any subsidy, you may apply for the Supplementary Assistance Loan Scheme to finance your tuition fees. Please complete the application form on page 6.

d. Study Loan Full-Time Scheme
If you are a Muslim and your race or the first component of the double-barrelled race as stated in your NRIC is not MALAY and you are not eligible for the subsidy, you may apply for Yayasan MENDAKI interest-free study loan under the Study Loan Full-Time Scheme. A copy of the application form can be downloaded from our website: www.mendaki.org.sg. Details on the various study loan schemes offered by Yayasan MENDAKI are also posted on the website.

e. Other Information
You can also apply for other financial assistance schemes available from your respective institution such as:
- The Post Secondary Education Account
- CPF Education Scheme
- Institution’s Tuition Fee Loan
APPLICATION FOR TERTIARY TUITION FEE SUBSIDY

Section 1: Personal Particulars

Full Name (block letters) *Mr/Mrs/Miss:  

Address:  

Postal Code:  

Household Type:  

- □ 1-room  
- □ 2-room  
- □ 3-room  
- □ 4-room  
- □ 5-room/Executive/Private  
- □ Others, pls specify:  

Telephone:  

- □ (Residence)  
- □ (Mobile)  

Email:  

Date of Birth (DD/MM/YYYY):  

Country of Birth:  

Citizenship (Attach photocopy of NRIC / citizenship, if any)  

- □ Singapore Citizen  
- □ Singapore PR  
- □ Others, Pls specify:  

If you were not born in Singapore, state no. of yrs you have been residing in the Republic  

- □ yrs  

NRIC/Passport No.:  

Race as stated in NRIC:  

Religion:  

Student/Admission/Matriculation No.:  

Institution:  

- □ Nanyang Technological University  
- □ National Institute of Education  
- □ National University of Singapore  
- □ Singapore Management University  
- □ Singapore Institute of Technology  
- □ Singapore University of Technology and Design  
- □ Institute of Technical Education (Diploma Programme)  
- □ Nanyang Polytechnic  
- □ Nghee Ann Polytechnic  
- □ Republic Polytechnic  
- □ Singapore Polytechnic  
- □ Temasek Polytechnic  

Course of Study:  

Level:  

- □ Degree  
- □ Diploma  

Duration of Study:  

- □ yrs  
- □ mths  

Mode:  

- □ Full-time  
- □ Part-time  

Year of Study:  

- □ 1st year  
- □ 2nd year  
- □ 3rd year  
- □ 4th year  
- □ 5th year  

Commencement Date (DD/MM/YY):  

Please indicate the year of your enrolment (YYYY):  

Tuition Fees (payable per academic year):  

- □ 1st year $  
- □ 2nd year $  
- □ 3rd year $  
- □ 4th year $  
- □ 5th year $  

Total amount required to complete the course:  

- □ $  

Please state if you are receiving the MOE Tuition Fee Grant.  
(You can check this information from your school)  

Yes / No  

Attach recent photograph here
## Section 2: Family Income Declaration

**Note:**
1. For single applicant, the family is defined to include yourself, your parents / guardian, non-married immediate family members (e.g. sisters & brothers), non-married non-immediate family members (e.g. aunts, uncles, grandparents) living in the same household. It excludes married family members even if they stay in the same household.
2. For married applicant, the family is defined to include yourself, your spouse and children only.
3. Each working family member in the same household must submit a photocopy of his/her latest income advice. If the advice is not available, please submit a photocopy of a)
   - a) Endorsed statement of gross monthly income from employer; or
   - b) Latest CPF account statement; or
   - c) Income tax assessment returns
   If you have handicapped family members living in the same household, letter of certification must be attached to this application form
4. If income advice is unavailable due to unemployment, self-employment, working on ad-hoc or part-time basis, the family member must submit a signed self-declaration letter along with photocopy of the following:
   - a) Latest CPF account statement; or b) Income of tax assessment returns
5. Please note that total monthly gross income includes only the basic income, Monthly Variable Component (MVC), Non-Pensionable Component (NPC), Non-Pensionable Variable Payment (NPVP), fixed monthly allowances and other related components (if any) but exclude all other allowances such as overtime pay, leave allowance, bonuses, etc.
6. NS allowances will be excluded from the monthly income computation.

<table>
<thead>
<tr>
<th>S/N</th>
<th>Full Name (as in NRIC)</th>
<th>Age</th>
<th>NRIC</th>
<th>Relationship</th>
<th>Occupation</th>
<th>Monthly Gross Income ($)</th>
<th>Name of School / Employer (if self-employed, state company name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Applicant</td>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>Father</td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Mother</td>
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<td>10</td>
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</tr>
</tbody>
</table>

**Total Monthly Gross Income (A)** $

**No. of Family Members (B)**

**PCI (A / B)** $

For family with nil income, please state source of funds for daily expenses.

- House – rental $________
- Married-siblings $________
- Freelance jobs $________
- Other, pls specify: ____________________________________________
### Section 3: Parent’s Particulars

#### Father’s Particulars

**Full Name (in block letters):**

<table>
<thead>
<tr>
<th>Status (Attach copy of NRIC or death cert):</th>
<th>□ Living</th>
<th>□ Deceased</th>
<th>Status (Attach copy of marriage or divorce cert):</th>
<th>□ Married</th>
<th>□ Divorced</th>
<th>□ Widowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship (Attach copy of NRIC or citizenship, if any):</td>
<td>□ Singapore Citizen</td>
<td>□ Singapore PR</td>
<td>□ Others: __________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth (DD/MM/YYYY):</td>
<td></td>
<td></td>
<td>Country of Birth:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRIC No.:</td>
<td></td>
<td></td>
<td>Race as stated in NRIC:</td>
<td></td>
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</tr>
</tbody>
</table>

#### Mother’s Particulars

**Full Name (in block letters):**

<table>
<thead>
<tr>
<th>Status (Attach copy of NRIC or death cert):</th>
<th>□ Living</th>
<th>□ Deceased</th>
<th>Status (Attach copy of marriage or divorce cert):</th>
<th>□ Married</th>
<th>□ Divorced</th>
<th>□ Widowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship (Attach copy of NRIC or citizenship, if any):</td>
<td>□ Singapore Citizen</td>
<td>□ Singapore PR</td>
<td>□ Others: __________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth (DD/MM/YYYY):</td>
<td></td>
<td></td>
<td>Country of Birth:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRIC No.:</td>
<td></td>
<td></td>
<td>Race as stated in NRIC:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section 4: Checklist

Please use the following checklist to ensure that the following documents have been submitted. **Forms with incomplete documents will not be processed.**

<table>
<thead>
<tr>
<th>Document Required</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
</table>
1. My photograph | | | |
2. My Birth Certificate | | | |
3. My identity card (NRIC) | | | |
4. My father’s identity card | | | |
5. My mother’s identity card | | | |
6. My spouse’s identity card (if applicable) | | | |
7. If not a Singapore Citizen by birth:  
   - My Singapore Citizenship certificate | | | |
   - My father’s Singapore Citizenship certificate | | | |
   - My mother’s Singapore Citizenship certificate | | | |
8. Letter of certification of handicapped brother(s)/sister(s) (if applicable) | | | |
9. Latest pay-slips/income advice/official statements of monthly gross income/ income tax assessment returns for self-employed and working family members (where applicable) | | | |
10. Certificate(s) of Death (if applicable) | | | |
11. Certificate of Divorce/Custody (if applicable) | | | |
12. Breakdown of tuition fees have been indicated in Section 1 | | | |

---

[Image of the document page]
Section 5: Declaration

I declare that:
- [ ] I have never made any application for Tertiary Tuition Fee Subsidy to Yayasan MENDAKI.
- [ ] I have made an application for Tertiary Tuition Fee Subsidy to Yayasan MENDAKI.

My previous application(s) are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Course</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I declare that:
- [ ] I have not received any scholarships/bursaries/award from Yayasan MENDAKI or other organisation.
- [ ] I have received scholarships/bursaries/awards from Yayasan MENDAKI or other organisation.

The details are as follows:

<table>
<thead>
<tr>
<th>Type of Application</th>
<th>Date Applied</th>
<th>Outcome</th>
<th>Amount Awarded</th>
<th>One-off per year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

In the event that I am not eligible for the subsidy as my monthly household PCI exceed $1,500 or received less than 100% subsidy.
- [ ] I wish to apply for the Supplementary Assistance Loan scheme to finance my tuition fees. (Please refer to pg 5)
- [ ] I do not wish to apply for the Supplementary Assistance Loan scheme to finance my tuition fees.

I declare that the information provided in this application form is true. I understand that if any entry is false, my application will be rejected. I understand that I have to comply with all the instructions pertaining to this application, failing which my application will not be processed and will be disqualified.

__________________________________________  ______________________________
Applicant’s Signature  Date

OFFICIAL USE FOR APPROVAL OF TERTIARY TUITION FEE SUBSIDY

<table>
<thead>
<tr>
<th>Family Income (per month)</th>
<th>No of persons in the same household</th>
<th>Per Capita Income</th>
<th>Percentage of Subsidy Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td>$</td>
<td>%</td>
</tr>
</tbody>
</table>

Missing Document (Yes/No)  Status  Remarks

__________________________________________
__________________________________________
__________________________________________

Status: Approved / Not Approved

Checked by:  Verifed by:

Officer’s name / Signature / Date  Officer’s name / Signature / Date
SUPPLEMENTARY ASSISTANCE LOAN

Only for MALAY students who are not receiving any subsidy or in receipt of less than (100%) subsidy under the Tertiary Tuition Fee Subsidy (TTFS) Scheme.

Instructions to applicants:
- You have to furnish us with 2 guarantors for the loan application. Please fill-up the form on page 6 and enclose a copy of the guarantors’ recent payslip and NRIC (the information will be kept confidential).
- Kindly update the guarantors’ latest address during the final disbursement of the cheque by submitting a photocopy of their NRIC.
- Below are details of the loan scheme for your reference.
- Please do not leave any items blank. INCOMPLETE FORMS WILL NOT BE PROCESSED.

Pre-requisites of Guarantors
You must sign an agreement with MENDAKI for the repayment of the loan. Applicants are required to furnish 2 guarantors acceptable to MENDAKI. The acceptability of the 2 guarantors will be at the discretion of the Loans Committee. The guarantors must fulfill the following requirements:
- Singaporean
- Between the age of 21 and 55 years old
- Gross monthly income of at least $1,500 and above
- Gainfully employed for the past 1 year
- Must not be the applicant’s parents, siblings or staying in the same household
- The first and second guarantor must not be from the same household
- Self-employed guarantors must submit their latest IRAS form or CPF statement

Loan Agreement
Successful applicants and their guarantors are required to sign a loan agreement, which is also known as the loan deed. The schedule for the signing of agreement will be informed through the notification letter sent to applicant when the loan is approved. As per the loan deed, the borrower needs to observe and fulfill the following conditions:
- Complete the course of study
- No change in the agreed length of study
- No change in the course of study
- No withdrawal from or termination of the course of study
- No deferment without any valid reasons

If the borrower did not fulfill one of the above conditions or any of the terms in the loan agreement, the borrower will be considered to have breached the contract of the loan agreement. The full amount of the loan will have to be repaid immediately.

Loan Quantum

<table>
<thead>
<tr>
<th>Category</th>
<th>Loan Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students receiving 75% TTFS</td>
<td>25% of the tuition fees</td>
</tr>
<tr>
<td>Students receiving 50% TTFS</td>
<td>50% of the tuition fees</td>
</tr>
<tr>
<td>Students not receiving TTFS</td>
<td>80% of the tuition fees</td>
</tr>
</tbody>
</table>

The loan will be given for the entire course of study and the loan amount is given at the discretion of the Loans Committee, after taking into consideration the financial circumstances of the applicant, the course of study and any other relevant criteria. The decision of the Loans Committee is final.

Loan Disbursement
The disbursement of the loan cheque for the first year will be made upon completion of the loan deed. The loan cheque will be made payable to the student or institution. Subsequent loan disbursements will be given only after the submission of the final exam result slip from each academic year.

Loan Repayment
Repayment of the loan will commence 6 months after the completion of the course. For the purpose of repayment, students must sign a GIRO form upon signing the loan deed. The minimum monthly repayment amount is as follows:

a) Diploma courses - $100
b) Degree courses (excluding Medicine) - $250
c) Degree (Medicine) - $500

This is subject to an annual progressive increment of $100.
Particulars of Guarantors *(Please furnish a copy of the guarantors’ recent payslips and NRIC)*

**Guarantor 1:**

<table>
<thead>
<tr>
<th>Full Name (as per NRIC)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Address:</th>
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</table>

<table>
<thead>
<tr>
<th>Contact No: (Residence)</th>
<th>(Hp)</th>
<th>(Office)</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>NRIC No:</th>
<th>Date of Birth:</th>
<th>Gender: F/M</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Occupation:</th>
<th>Years of service in current occupation:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Name &amp; Address of Employer:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gross Monthly Income:</th>
<th>Relationship to applicant:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

- Are you a standing as guarantor for any other person? Yes / No
  If yes, please furnish details: ______________________________________________________

- Have you ever been made bankrupt or become insolvent? Yes / No
  If yes, please furnish details: ______________________________________________________

- Are there any outstanding judgement / court cases against you? Yes / No
  If yes, please furnish details: ______________________________________________________

**Declaration by Guarantor 1**

I hereby declare that the information given in this application is true and correct, that I have not willfully suppressed any material fact.

______________________________  ________________
Signature of Guarantor 1       Date

**Guarantor 2:**

<table>
<thead>
<tr>
<th>Full Name (as per NRIC)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Address:</th>
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<table>
<thead>
<tr>
<th>Contact No: (Residence)</th>
<th>(Hp)</th>
<th>(Office)</th>
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<table>
<thead>
<tr>
<th>NRIC No:</th>
<th>Date of Birth:</th>
<th>Gender: F/M</th>
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<table>
<thead>
<tr>
<th>Occupation:</th>
<th>Years of service in current occupation:</th>
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</table>

<table>
<thead>
<tr>
<th>Name &amp; Address of Employer:</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gross Monthly Income:</th>
<th>Relationship to applicant:</th>
</tr>
</thead>
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</tbody>
</table>

- Are you a standing as guarantor for any other person? Yes / No
  If yes, please furnish details: ______________________________________________________

- Have you ever been made bankrupt or become insolvent? Yes / No
  If yes, please furnish details: ______________________________________________________

- Are there any outstanding judgement / court cases against you? Yes / No
  If yes, please furnish details: ______________________________________________________

**Declaration by Guarantor 2**

I hereby declare that the information given in this application is true and correct, that I have not willfully suppressed any material fact.

______________________________  ________________
Signature of Guarantor 2       Date

I understand that the acceptance of my loan application by Yayasan MENDAKI does not bind MENDAKI to approve the loan applied for and that MENDAKI is at a liberty to reject the application without assigning any reason for doing so.

______________________________  ________________
Signature of Loan Applicant / Date