Application Form - RP Bursary - AY2017 Semester 1
The Family & Income Declaration (for FAS) is required for this application.

(A) Eligibility Criteria

RP Year 1 Students
- Singapore Citizen;
- Gross Monthly Household Per Capita Income (PCI) ≤ $1900;
- Not a recipient of full scholarship that covers living tuition fees and a monthly or annual living allowance;
- Muslim students on Mendaki Fee Subsidy Scheme are eligible to apply.

RP PFP Students
- Singapore Citizen;
- PCI ≤ $625 or TMI* ≤ $2,500

How to calculate your PCI

\[ \text{PCI} = \frac{\text{Total Gross Monthly Income of all Family Members (TMI*)}}{\text{Number of family members in the household}} \]

(B) Quantum of RP Bursary (Year 1 Students)

<table>
<thead>
<tr>
<th>PCI Range</th>
<th>Name of Bursary</th>
<th>Quantum / Academic Year</th>
<th>Notes</th>
</tr>
</thead>
</table>
| PCI ≤ $950         | CDC/CCC Polytechnic Bursary | $2000 | Successful applicants will be notified by post to collect the bursary cheque* from their Community Centre. To check your Community Centre, please visit [http://sis.pa-apps.sg/NASApp/sim/AdvancedSearch.jsp](http://sis.pa-apps.sg/NASApp/sim/AdvancedSearch.jsp).
|                    |                  |                          | *The standard validity period for cheques is 6 months from the date of issuance. Student is to write the correct bank account details and deposit the cheque into his/her preferred bank account within this validity period. |
| $951 ≤ PCI ≤ $1400 | MOE Bursary Tier 1 | $1500 | Successful applicants will receive the bursary quantum via GIRO credited into their bank accounts registered with RP.
|                    |                  |                          | The bursary quantum may be used to offset outstanding fees due to RP, as determined by the Office of Finance. Any balance will then be credited via GIRO to students’ bank accounts registered with RP. |
| $1401 ≤ PCI ≤ $1900 | MOE Bursary Tier 2 | $750 | Successful applicants will receive the bursary quantum via GIRO credited into their bank accounts registered with RP.
|                    |                  |                          | The bursary quantum may be used to offset outstanding fees due to RP, as determined by the Office of Finance. Any balance will then be credited via GIRO to students’ bank accounts registered with RP. |

(C) Quantum of RP Bursary (PFP Students)

<table>
<thead>
<tr>
<th>PCI/TMI Range</th>
<th>Name of Bursary</th>
<th>Quantum</th>
<th>Notes</th>
</tr>
</thead>
</table>
| PCI ≤ $625; Or TMI ≤ $2,500 | PFP Bursary | $870 | Successful applicants will receive the bursary quantum via GIRO credited into their bank accounts registered with RP.
|               |                |         | The bursary quantum may be used to offset outstanding fees due to RP, as determined by the Office of Finance. Any balance will then be credited via GIRO to students’ bank accounts registered with RP. |
Application Form - RP Bursary - AY2017 Semester 1
The Family & Income Declaration (for FAS) is required for this application.

(D) Application Procedure

Each student is required to submit a fresh application once for each Academic Year.

Follow the 2-step procedure:
Step 1: Complete the RP Bursary application form AND the Family & Income Declaration (for FAS).
Step 2: Submit the completed form and declaration, together with all required supporting documents in hardcopy, at the enrolment booth.

Notification on Application Status
1. You will be notified about your application outcome via your RP email account in July 2017.
2. It may take up to 6 months for approved applicants to eventually receive the bursary quantum.

Note
1. This Bursary is valid for the entire AY2017. Students who were awarded the Bursary in Semester 1 will not be eligible to apply for this same Bursary in Semester 2.
2. Student will be required to refund the full or partial bursary quantum if he/she is dismissed, or voluntarily withdraw or defer from his/her course of study.

Declaration by Applicant

I declare that the information provided here is true to the best of my knowledge, and I have not wilfully suppressed any material facts.

1. I am in receipt or am applying for a full scholarship or sponsorship that covers tuition fees and a monthly or annual living allowance.
   □ No  □ Yes (Please specify and provide information on the scholarship/sponsorship)
   Name of scholarship/sponsorship: _______________________________________________________
   Coverage  □ Tuition Fees □ Living Allowance $_______ (per month/per year) □ Others. Please specify: ____________

2. By submitting this application:
   a. I accept that if my application is incomplete, it will not be processed.
   b. I accept that RP may disclose my particulars to the sponsor, other government agencies and/or my parents/legal guardians for the purpose authorised by RP, where applicable.
   c. I have no objection for RP to share the information given herein for the purpose of financial assistance, student care and statistics. I will refer to RP’s privacy statement online at http://www.rp.edu.sg/Privacy_Statement.aspx.
   d. I accept that the bursary money may be used to offset any outstanding fees that I owe to RP.
   e. I am aware that I will be required to refund the bursary quantum in full or partial, if I am dismissed or if I withdraw or defer voluntarily from my course of study.
   f. I accept that the decision made by RP with regards to my application is final.

Signature of Student: _____________________________________ Date: ________________________
Student Name: __________________________________________ Contact Number: _____________

For RP’s Use

Supporting documents: □ Complete  □ Incomplete

Calculation of Family’s PCI:

<table>
<thead>
<tr>
<th>Total Gross Monthly Household Income (TMI):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Household Family Members:</td>
<td></td>
</tr>
<tr>
<td>Per Capita Income (PCI):</td>
<td></td>
</tr>
</tbody>
</table>

Recommendation (Please tick):

<table>
<thead>
<tr>
<th>RP Bursary</th>
<th>□ CDC/CCC Polytechnic Bursary</th>
<th>□ Not Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ MOE Bursary Tier 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ MOE Bursary Tier 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PFP Bursary</td>
<td>□ Approved</td>
<td>□ Not Approved</td>
</tr>
</tbody>
</table>

Remarks:

Processed By:
Name: ____________________________ Date: __________________

Verified By:
Name: ____________________________ Date: __________________
RP provides laptop assistance to students from lower income families. Eligible student can apply for a subsidised new laptop.

(A) Eligibility Criteria
- RP Year 1 or PFP Student;
- Singapore Citizen;
- Gross Monthly Household Per Capita Income (PCI) ≤ $950

(B) Application Procedure
- Complete the RP Laptop Assistance application form AND the Family & Income Declaration (for FAS).
- Submit the completed form and declaration, together with all required supporting documents in hardcopy, at the enrolment booth.

(C) Information
- The AY2017 laptop model is HP ProBook 440 G3.

<table>
<thead>
<tr>
<th>Specifications for HP ProBook 440 G3</th>
<th>Minimum specifications for laptops used in RP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intel Core i5-6200U Processor. 2.3GHz, 3MB Cache, Up to 2.8GHz with Intel Turbo Boost Technology</td>
<td>Able to support Windows 10</td>
</tr>
<tr>
<td>8GB DDR3-1600 Memory</td>
<td>2.2GHz 64-bit processor</td>
</tr>
<tr>
<td>256GB Solid State Drive</td>
<td>4GB RAM</td>
</tr>
<tr>
<td>Integrated 802.11 ac WLAN</td>
<td>250GB Free Hard Disk Space</td>
</tr>
</tbody>
</table>
| 14” LED-backlit FHD SVA Anti-Glare Display with integrated 720p HD Webcam | Wireless adapter must minimally support IEEE 802.11g standard (recommended to support dual-band IEEE - 802.11a/g/n standard)

- Student co-payment amount is based on the PCI range:

<table>
<thead>
<tr>
<th>Per Capita Income (PCI)</th>
<th>Student Co-payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$701 ≤ PCI ≤ $950</td>
<td>$447.26</td>
</tr>
<tr>
<td>$0 ≤ PCI ≤ $700</td>
<td>$223.63</td>
</tr>
</tbody>
</table>

- Processing of applications may take up to 8 weeks.
- Application outcome will be notified via your RP and personal email.
- Details of payment amount and laptop collection will be provided in application outcome email.
- Only NETS payment will be accepted.

Note:
There are limited sets of laptops available. When RP Laptops (HP ProBook 440 G3) are not available, applications may be channelled to NEU PC Plus Programme.
For information on NEU PC Plus Programme, refer to http://www.rp.edu.sg/laptop_assistance.

(D) Terms and Conditions
- Applications may be channelled to NEU PC Plus Programme.
- Payment must be made before collection of laptop.
- Payment receipt must be produced for laptop collection.
- Student is required to keep the laptop for a period of three (3) years from the date of collection.
- Student is required to facilitate and fully cooperate with any inspection and testing of the laptop by RP.
### Declaration by Applicant

I declare that the information provided here is true to the best of my knowledge, and I have not wilfully suppressed any material facts. If I have suppressed any material facts or provided any false or inaccurate information, my application will be rejected.

1. I will comply with all the terms and conditions of the RP Laptop Assistance.
2. I accept that if my application is incomplete, it will not be processed.
3. I accept that my application may be rejected by RP without assigning any reason for doing so.
4. I understand that the laptop model available under the RP Laptop Assistance may vary from time to time, and that RP has the right to change the model, antivirus, software etc. to a comparable alternative. RP shall have the sole discretion to decide on what is a comparable alternative.
5. I understand that there are limited sets of laptops available under the RP Laptop Assistance and RP has the right to channel my application to the NEU PC Plus Programme.
6. I am aware that co-payment is applicable for this scheme and that I am required to make the payment before the laptop can be collected.
7. I will keep the laptop for a minimum period of three (3) years from the date of collection; I understand that disciplinary action will be taken against me if the laptop is sold within 3 years from the date of collection. I will facilitate and fully cooperate for any inspection and testing of the laptop by RP.
8. I accept that RP may disclose my particulars to the sponsor, other government agencies and/or my parents/legal guardians for the purpose authorised by RP, where applicable.
9. I have no objection for RP to share the information given herein for the purpose of financial assistance, student care and statistics. I will refer to RP’s privacy statement online at [http://www.rp.edu.sg/Privacy_Statement.aspx](http://www.rp.edu.sg/Privacy_Statement.aspx).
10. I accept that the decision made by RP with regards to my application is final.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Contact Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### For RP's Use

<table>
<thead>
<tr>
<th>Supporting documents:</th>
<th>Complete</th>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family's PCI: S$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation (Please tick):**

- [ ] RP Laptop Assistance
  - [ ] Approved
  - [ ] Co-payment amount S$ 
  - [ ] Refer to IMDA’s scheme
  - [ ] Not Approved

<table>
<thead>
<tr>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Processed By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:_________ Date:_________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Verified By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:_________ Date:_________</td>
</tr>
</tbody>
</table>
### FAMILY & INCOME DECLARATION - for Financial Assistance Schemes (FAS)

#### Section A - Particulars of Student (Applicant)

<table>
<thead>
<tr>
<th>Name (as in NRIC):</th>
<th>Mobile No:</th>
<th>Year of Study (e.g. Year 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRIC No:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Documents Required**

1. □ NRIC (Front & Back)
2. □ GIRO form (for students without approved GIRO)

**Housing Type:**
- □ Owned
- □ Rental
- □ 1-room
- □ 2-room
- □ 3-room
- □ 4-room
- □ 5-room
- □ Executive Apt/Mansionette
- □ Executive Condo
- □ Private Condo
- □ Landed Property
- □ Others: _______

#### Section B - Particulars of Family Members (Living in the Same Household)

**Employed Family Members** (including Part-Time and Odd Jobs)

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>Marital Status</th>
<th>Occupation</th>
<th>Monthly Gross Salary</th>
</tr>
</thead>
</table>

**Documents Required**

1. □ NRIC (Front & Back)
2. □ Income Documents
   a. Latest 3 months Payslips; **OR**
   b. Latest 6 months CPF Contribution History; **OR**
   c. Latest Employer's Certification Letter stating monthly gross salary (Annex A)

*Note: For part-time and odd jobs, Income Declaration Form (Annex B) is also required.*

**Self-Employed Family Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>Marital Status</th>
<th>Occupation</th>
<th>Monthly Gross Salary</th>
</tr>
</thead>
</table>

**Unemployed Family Members** (including family members not attending school aged 16 & above, retiree & housewife)

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>Marital Status</th>
<th>Reason for Unemployment</th>
<th>Monthly Gross Salary</th>
</tr>
</thead>
</table>

**Full-Time Students and Children not of schooling age**

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>Marital Status</th>
<th>Level of Study (NA/Pri/Sec/JC/ITE/Poly/Uni)</th>
</tr>
</thead>
</table>

**Serving NS / Waiting for Enlistment**

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>Marital Status</th>
<th>ORD Date</th>
</tr>
</thead>
</table>

**Section C - Other Sources of Income**

- □ None
- □ Room/House Rental Income $ ______
- □ Divorce Maintenance $ ______
- □ Others $ ______ (to specify: ______)

**Section D - PCI Tabulation**

1. Total Gross Monthly Income of Family Members (Section B + C) $ ______
2. Number of Family Members In The Same Household (including yourself) Per Capita Income (a ÷ b) $ ______

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Page 1
Section E - Additional Documents Required [If Applicable]

- Certificate(s) of death, divorce or separation.
- A brief write-up to describe how the family supports itself and copes with living expenses if household income = $0.
- Relevant documents to support the application and for consideration of additional financial assistance scheme(s) e.g. welfare assistance letter, medical reports, recent retrenchment letter, etc.
- If NRIC is lost, please produce the relevant ICA letter and HDB statement.

*You may be asked to submit other documents, as deemed necessary.

Section F - Special Circumstances [If Applicable]

- Father Deceased
- Medical Condition (self) Please specify medical condition:
- Mother Deceased
- Medical Condition (parent) Please specify medical condition:
- Parents Divorced
- Others:

Student’s Declaration

I declare that the information provided above is true to the best of my knowledge, and I have not wilfully suppressed any material facts.

By submitting this form:

1. I accept that RP may disclose my particulars to the sponsor, other government agencies and/or my parents/legal guardians for the purpose authorised by RP, where applicable.
2. I have no objection for RP to share the information given herein for the purpose of financial assistance, student care and statistics. I will refer to RP’s privacy statement online at http://www.rp.edu.sg/Privacy_Statement.aspx.
3. I am aware that I am required to submit a new declaration for subsequent applications for financial assistance schemes (FAS) in the same academic year, if there are changes in the family and income.

Signature of Student: ___________________________ Date: __________

Student Name: ___________________________ Student ID: __________

For RP’s Use

Supporting documents: □ Complete □ Incomplete

<table>
<thead>
<tr>
<th>Calculation of Family’s PCI:</th>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Gross Monthly Income of all Family Members (TMI):</td>
<td></td>
</tr>
<tr>
<td>No. of Family Members Staying in the Same Household:</td>
<td></td>
</tr>
<tr>
<td>Per Capita Income (PCI):</td>
<td></td>
</tr>
</tbody>
</table>

Processed By:

Name: ___________________________
Date: ___________________________

Verified By:

Name: ___________________________
Date: ___________________________
FINANCIAL ASSISTANCE SCHEME APPLICATION

EMPLOYER CERTIFICATION FORM

(Optional – Only for employed family members who are unable to produce Payslips or CPF Contribution)

(To Be Completed By Employer)

(Strictly Private and Confidential)

Company Name: _____________________________________________

Address: ____________________________________________________

_________________________________________________________________

Tel: ___________________________________________________________

Date: _________________________________________________________

Republic Polytechnic 9
Woodlands Avenue 9
Singapore 738964

Dear Sir/Mdm

This letter is to certify that Mr/Ms __________________________________________________________

(Name of Employee)

NRIC No. _______________________________________________________

(NRIC No.)

as _______________________________________________________________

(Occupation/Designation)

His/Her last drawn monthly gross salary is _____________________________

(last drawn monthly gross salary includes basic salary, allowances, overtime but excludes reimbursement)

Yours faithfully

---------------------------------------------
Signature of Officer

---------------------------------------------
Name & Designation of Officer

---------------------------------------------
Company Stamp

Students are to use one form per family member. Please print more copies for family members to declare their income, if necessary.
FINANCIAL ASSISTANCE SCHEME APPLICATION
INCOME DECLARATION FORM

I, *Mr/Mdm/Ms ____________________________ NRIC No. ____________________________

*parent/guardian/sibling/relative of ____________________________ NRIC No.________________

hereby declare that my latest total income is $ _________________ per month.

Please complete and tick where applicable

☐ I am an odd-job worker / part-timer.
   (Enclosed is my CPF Contribution History for the last 6 months)

☐ I am self-employed as a ____________________________ (name of occupation).
   (Enclosed is my latest Income Tax Assessment Statement)

☐ I am a housewife.
   (Enclosed is my CPF Transaction History for the last 6 months)

☐ I am a retiree.
   (Enclosed is my CPF Transaction History for the last 6 months)

☐ I am currently unemployed.
   (Enclosed is my CPF Transaction History for the last 6 months)

I declare that the information provided above is true and to my best knowledge. I understand that if the information provided is false, the student’s application will be rejected. The applicant also undertakes to refund the full value of the amount awarded if any of the information above is subsequently found to be falsely declared.

Signature of Family Member ………………………………………………………………..

Date …………………………………

*Please delete where applicable. Students are to use one form per family member. Please print more copies for family members to declare their income, if necessary.