RP Bursary Information Sheet  
(This information sheet is for student to keep.)

RP Bursaries are available to help students who are enrolled into RP's Full-Time Diploma programmes to defray living expenses. Student has to submit a fresh bursary application for every academic year.

Eligibility Criteria
Student must:
- be full-time enrolled student in RP;
- be a Singapore Citizen;
- fulfill a Gross Monthly Household Per Capita Income* (PCI) ≤ $1900;
- not be a recipient of another bursary that cover living expenses.

Muslim students on Mendaki Fee Subsidy Scheme are eligible to apply.

* PCI = Total Gross Monthly Income of all Family Members -------------------------------- Number of family members in the household

Application Procedure
Students are required to complete the following 3 steps:

Step 1: Submit an online RP Bursary application via the OASIS Portal (https://student-oasis.rp.edu.sg)
Step 2: Fill up Form A - RP Bursary Application
Step 3: Submit in person Form A together with all required supporting documents in hardcopy on the following dates to

<table>
<thead>
<tr>
<th>Student Year</th>
<th>School</th>
<th>Submission Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 3</td>
<td>CEC, SAS, SOI, SOH</td>
<td>22 October 2015</td>
<td>9.30am to 1.30pm &amp; 2.30pm to 5.00pm</td>
<td>E33A (Blk E3, Level 3)</td>
</tr>
<tr>
<td>Year 3</td>
<td>SEG, SHL, STA</td>
<td>22 October 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>CEC, SAS, SOI, SOH</td>
<td>23 October 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>SEG, SHL, STA</td>
<td>23 October 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td>CEC, SAS, SOI, SOH</td>
<td>26 October 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1</td>
<td>SEG, SHL, STA</td>
<td>26 October 2015</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Counters will be closed from 1.30pm to 2.30pm.

Bursary and Quantum
RP will award bursary quantum based on the student’s PCI eligibility:

<table>
<thead>
<tr>
<th>PCI Range</th>
<th>Name of Bursary</th>
<th>Quantum/Academic Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCI ≤ $950</td>
<td>CDC/CCC Polytechnic Bursary</td>
<td>$2000</td>
<td>For CDC/CCC Polytechnic Bursary, successful applicants will be notified by post from your Community Centre on the bursary cheque* collection. To check your Community Centre, please click here and key in the relevant information in the fields.</td>
</tr>
<tr>
<td>$951 \leq $1\text{PCI} \leq$</td>
<td>MOE Bursary Tier 1</td>
<td>$1500</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>$1401 \leq $1\text{PCI} \leq$</td>
<td>MOE Bursary Tier 2</td>
<td>$750</td>
<td></td>
</tr>
</tbody>
</table>

The sponsoring organisation may withdraw the bursary application if any information is found to be false. Student has to refund the full or partial bursary quantum if he/she is dismissed, or voluntarily withdraw from his/her course of study.

*Please note that the standard validity period for cheques, as stipulated by banks, is six months from the date of issuance as indicated on the cheque. Upon receiving the cheque after your successful bursary application, you are advised to deposit the cheque into your preferred bank account within the validity period. You will not be able to deposit the CDC/CCC bursary cheque with your preferred bank after the validity period, as the cheque will have expired.

**Notification of Application Status**

Students will be notified on their bursary application status results via their RP Email Account. It may take up to 3 months for successful applicants to eventually receive the bursary quantum.

**Printing of CPF or Income Tax Statement as Supporting Documents**

**a) CPF Contribution History for last 6 months**

Family members need to approach CPF branches (Hotline: 1800-227-1188) or Community Centres in person with their NRIC to obtain a Singpass. Log in to CPF online Services at www.cpf.gov.sg using SingPass to print the CPF Contribution History statement.

- Log in to CPF Online Services using SingPass
- Select ‘My Statement’
- Go to Section B and click on ‘Contribution History up to the last 15 months’
- Print the Contribution History Statement

**b) Income Tax Assessment Statement**

Notice of Income Tax Assessment Statement can be retrieved online at www.iras.gov.sg.

- Log in to ‘My Tax Portal’ using SingPass or IRAS Pass
- Select ‘View Correspondence/Notices’
- Select ‘Letters/Notices’
- Select ‘Notice of Assessment (Individual)’ for 2014
- Print Notices

For further enquiry, please call Inland Revenue Authority of Singapore at Tel: 1800-356-8300.

**Contact Us**

Website: [http://www.rp.edu.sg/bursary](http://www.rp.edu.sg/bursary)

Email: help-bursary@rp.edu.sg
# FORM A – RP Bursary Application

**Important Notes**
1. Submit online RP Bursary application via OASIS **before** submission of hardcopy forms.
2. Submit hardcopy Form A with all required documents. [Refer to information sheet for details]
3. Incomplete or late submissions will not be processed.

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

<table>
<thead>
<tr>
<th>Name (as in NRIC):</th>
<th>NRIC No:</th>
<th>Mobile No:</th>
</tr>
</thead>
</table>

### Documents Required
1. □ NRIC (Front & Back)
2. □ GIRO form (for students w/o approved GIRO)

### Section B – Particulars of Family Members Living in the Same Household

#### Employed Family Members (includes Part-Time & Odd Job)

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

#### Documents Required
1. □ NRIC (Front & Back)
2. □ Income Documents
   a. Latest Payslip; OR
   b. CPF Contribution History (Latest 6 months); OR
   c. Form B – Employer Certification Form

#### Self-Employed Family Members

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

#### Documents Required
1. □ NRIC (Front & Back)
2. □ Income Documents
   a. Latest Income Tax Assessment Statement

#### Non-Working Family Members
(includes Non-Schooling Family Members aged 16 & above, Retiree & Housewife)

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>Marital Status</th>
<th>Signature (Declaration of Unemployment)</th>
</tr>
</thead>
</table>

#### Documents Required
1. □ NRIC (Front & Back)
2. □ Income Documents
   a. CPF Contribution History (Latest 6 Months) [showing no contribution]
   * Above 70 years old not required

#### Full-Time Students or Non-Schooling Family Members aged 15 & below

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>Marital Status</th>
<th>Level of Study</th>
</tr>
</thead>
</table>

#### Documents Required
1. □ NRIC (Front & Back)
   (aged 16 & above)
2. □ Birth Certificate
   (aged 15 & below)
3. □ Student Card
   (aged 17 & above)

#### 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>

#### Documents Required
1. □ Green SAF11B; OR
2. □ Enlistment Letter
   
### Additional Documents Required

**[If Applicable]** Certificate(s) of death, divorce or separation

**[If Applicable]** A brief write-up to describe how the family supports itself and copes with living expense if household income = $0.

**[If Applicable]** Relevant documents that support the bursary application e.g. welfare assistance letter, medical reports etc.

### Student’s Declaration

1. I **AM NOT** a recipient of other bursaries in the current academic year. The information provided in this application is complete and true.
2. I accept that the bursary money may be used to offset any outstanding fees that I owe to RP.
3. By submitting this application, 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.
4. I accept that decision made by RP with regards to my bursary application is final.

By signing, I express my interests to be considered for additional financial assistance if I am shortlisted and found to be eligible.

**Signature of Student:**  

Date: _______/______/_______

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For RP Use:  
- CDC/CCC Polytechnic Bursary
- MOE Bursary Tier 1
- MOE Bursary Tier 2
- Not Approved
FORM B
(Optional – For employed family members who are unable to produce Payslip or CPF Contribution)

Employer Certification Form

(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. ___________________________________________ is employed by our Company
(NRIC No.)

as ____________________________________________________________.
(Occupation/Designation)

His/Her last drawn gross salary* is S$ _____________________________.
(last drawn salary includes basic salary, allowances, overtime but
excludes reimbursement)

Yours faithfully

.................................................................................. .................................
Name & Designation of Officer  Signature of Officer  Company Stamp

Do produce more copies (if necessary)
INTERBANK GIRO FORM

Part 1: For Applicant’s Completion: (Fill in the spaces indicated with □)

GIRO account type: □ Deduction and Refund
Name of Billing Organization (BO):

Date:
Name of Student:

To: Name of Bank/Financial Institution:
Name of Student:

Branch:
Student ID:

Name(s) of Account Holder(s):
Contact number(s):
Email Address:

Bank Account Number:
Signature(s)/Thumbprint(s) of Account Holder(s):

For thumbprint, please go to the branch with your identification

To Republic Polytechnic:
I authorise Republic Polytechnic to instruct the bank to effect the deduction of monies from this bank account and pay to the Polytechnic as long as there is any outstanding amount due from the student mentioned above who has incurred the charges during his/her course of study in the Polytechnic, whether or not the student is still a student of RP at the time of deduction of monies.

To Bank:
(a) I/We hereby instruct you to process the Republic Polytechnic’s instructions to debit my/our account.
(b) You are entitled to reject the Republic Polytechnic’s debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
(c) I/We hereby authorise Republic Polytechnic to credit any refund/payment due to me into the above bank account given by me. I agree that any money credited to this bank account shall be deemed to be money paid to me and the credit shall constitute valid discharge of Republic Polytechnic’s liability in respect of the refund.
(d) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through Republic Polytechnic.

Part 2: For Republic Polytechnic’s Completion

<table>
<thead>
<tr>
<th>Bank</th>
<th>Branch</th>
<th>Republic Polytechnic’s Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student’s NRIC No./FIN No. ____________________________________________

Part 3: For Bank’s Completion

To: Republic Polytechnic

This Application is hereby REJECTED due to the following reason(s):
□ Signature/Thumbprint* differs from Financial Institution’s records
□ Wrong account number
□ Signature/Thumbprint* incomplete/unclear*
□ Amendments not countersigned by applicant
□ Account operated by signature/thumbprint*
□ Others: ___________________________

Name of Approving Officer ____________________________
Authorised Signature & Stamp of Financial Institution ______________________ Date _______________________

*Please delete where inapplicable