

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





Last Updated on 23 Feb 2023

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Consent Form

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Applying for Government Bursary



*If you are the parent or legal guardian giving consent on behalf of your child/ward aged below 21 years old, log in to the consent portal with your Singpass account.

For queries, write to: <u>help-fas@rp.edu.sg</u>

Click to return to Summary Page

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:



b. HOMES Ops Officer 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.

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

ii. RP Email: if you are not contactable via phonecall, HOMES Ops Officer will send an email via <u>HOMES_Ops@moh.gov.sg</u>.

- 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



Advisory on Bursary Application

3) Application Processing and Review by RP Bursary Staff

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

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

- A letter and email will be sent if HOMES officers are unable to contact you via your mobile phone number (as per RP's records) to follow-up on the application. In this case, you would be deemed uncontactable if HOMES Ops Officers cannot reach you.
- Respond to request from HOMES Officer within 14 calendar days.

If you do not respond with all the requested information or documents by the deadline, the application cannot be processed and may be rejected.



Advisory on Bursary Application

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

- a. I have an urgent query on HOMES/ HOMES-related issue. Who can I talk to?
- Please write to <u>HOMES_Ops@moh.gov.sg</u> 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 <u>help-fas@rp.edu.sg</u> or contact HOMES at: <u>HOMES_Ops@moh.gov.sg</u> 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 <u>HOMES_Ops@moh.gov.sg</u> to let HOMES Ops Officer to respond to you.
- You may also contact HOMES Ops Officer directly via the contact details in the email or letter which was sent to you.



GOVERNMENT BURSARY APPLICATION FORM





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 <u>Help-FAS@rp.edu.sq</u> for assistance.



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.

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→ 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.

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

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

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

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
	 Income averaged over the recent 12 months based on contributions submitted by employers to CPF Board; and/or
Dual Income	 Income averaged over 12 months based on latest available tax assessments by IRAS within the last 2 calendar years and/or
self-employment)	 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
	 Income averaged over 12 months based on latest available tax assessments by IRAS within the last 2 calendar years; and/or
Rental Income	 As declared in FAST bursary application under Other Declared Income (ODI), if rental income was not reported to CPF or IRAS



01: Accessing FAST System

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

Direct	<u>https://fast.rp.edu.sg</u>	Scan QR	
URL	(recommended browser: Chrome)	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 <u>supporting and consent documents in</u> <u>advance</u>, before submitting your online application.



01: Accessing FAST System





Enter **RP Student ID** followed by **@myrp.edu.sg** (eg: <u>22XXXXX@myrp.edu.sg</u>)

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.





01: Accessing FAST System



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

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

You need to Login again to assess the application form.





02: FAST Home Page



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

For full-time Diploma Students

AYXXXX Bursary HOMES Full Time

For PFP Students

AYXXXX Bursary HOMES PFP

Ensure you submit your application by closing date.



02: Applicant Declaration to Bursary Terms & Conditions

Declaration by Applicant

Declaration

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

By submitting this application:

1 I accept that if my application is incomplete, it will not be processed.

2. | accept that RP may disclose my particulars to donors, other government agencies and/or my parents/legal guardians for the purpose authorised by RP, where applicable.

3. I have no objection for RP to share the information given herein for the purpose of financial assistance, student care and statistics.

4. I accept that the bursary money may be used to offset any outstanding fees that I owe to RP.

5. I am aware that I will be required to refund the bursary quantum in full or partial, if I am dismissed or if I withdraw or defer voluntarily from my course of study or is in receipt of a full scholarship or sponsorship that covers lution fees and provides a monthly or annual living allowance.

B. I am aware that a valid GIRO account registered with RP is required for the disbursement of bursary and/or financial assistance monies. I will ensure that a GIRO application is established with RP to facilitate disbursement of bursary and/or financial assistance monies.

7. I am aware that if the information provided is false, my application will be rejected. I will refund the full value of the amount awarded and will be subjected to disciplinary actions if any of the information above is subsequently found to be falsely declared.

I Agree

8. I accept that the decision made by RP with regards to my application is final.

Read the 'Declaration by Applicant'.

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

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



03: Review Applicant Particulars

Student Particulars

Student Id	1806000S
Student Name	Mckenzie
Gender	м
Citizenship	Singaporean
Home Address	1-31, Havelock Roadm Singapore 000075
Mobile Number	37676337
Email	18060000S@myrp.edu.sg
Personal Email	Mckenzie@gmail.com
School	PFP
Matriculation Year	2021
Programme	PMC
NRIC	\$3506000F
DOB	01/01/2003
Mentor Name	5550160325
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 <u>here</u> to see advisory on outreach by HOMES Ops Officer.



03: Select Housing Type & Ownership

With HOMES record

2 Housing type

Housing Type *		Housing Ownership *	
3-Room HDB Flat	÷	Rented (room)	~
		-Select one-	
		Rented (room)	
		Rented (whole unit)	

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

No HOMES record

2 Housing type

1	Housing Type		Housing Ownership		
ſ	-Select one-	Ý	-Select one-	÷	
	-Select unc- 1-Room HDB Flat 2-Room HDB Flat 3-Room HDB Flat 4-Room HDB Flat 5-Room HDB Flat Bungalows Detached House Executive Apartment/Mansion Executive Condominiums Others Private Flats/Condominiums		Date of Birth *	13	NRIC
	Terrace House	_		-	

 If your housing data is <u>not available</u> in HOMES, select your housing type and ownership from the dropdown list.



04: Declare External Scholarship/Sponsorship

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

Fill all compulsory fields (*Fields indicated as **) 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.

Hanto or Amard	1	'ear *			Amount(\$) *			
Awarded By		(Coverage *			Status *		
			-Select one-		•	-Select one-		•
Add	Year	Amount(\$)	Awarded By	Status	Cov	erage	File	Remove all
Add Name of Award	Year	Amount(\$)	Awarded By	Status	Cove	erage	File Uploaded	Remove al



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

Are your siblings currently stud	Iving in Republic Polytechni	27	
● Yes O No *			
Please specify sibling student	tid *		
Add			
Add			
Add Student Id		Student Name	Remove all

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.

2

Click to return to Summary Page

05: Fill Applicant's (Self) Details

lame *				Date of 8	Birth *			NRIC *				
				DD/M	w/mm		6					
elationship	*			Marital S	itatus *			Employm	ent Status 🐐			
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esidency *				Student !	Status *	1		Other Dea	clared Income * (!	See note be	ow)	
-Select or	e-		٠	-Select	one-		•					
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System will prefill applicant (self) details from latest government records and display in a table.

- 1) Prefilled details from HOMES records are **non-editable**:
- a. Name
- b. NRIC Number (masked)
- c. Date of Birth
- d. Relationship

2) Prefilled details from RP records that are **non-editable**:

- a. Student Status indicated as Full-Time Student
- b. Level of Study indicated as Full-Time Student
- 3) You are required to complete compulsory fields (indicated as *).
- Click on the **pencil icon** to update fields.



05: Fill Applicant's (Self) Details

me*				Date of	Birth *			NRIC *			
				DD/N	IM/YYYY		6	1			
lationship				Marital	Status *			Employm	ent Status 🐐		
Select on	e-		•	-Selec	t one-		•	-Select	one-		•
sidency *				Student	Status	1		Other De	clared Income * (!	See note bel	ow)
Select on	e-		•	-Selec	t one-		4				
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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.



Family	Men	nbers									
lame *				Date of	Birth *			NRIC *			
				DD/N	MM/YYYY	ć	t				
elationship	*			Marital	Status *			Employm	ent Status *		
-Select on	e-		٠	-Sele	ct one-		٠	-Select	one-		
esidency *				Student	t Status	1		Other Dec	clared Income * (See note be	ow)
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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 <u>here</u>.
- 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.



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 <u>not reported/not reflected</u> 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. <u>This excludes NS Full-time allowance; NSF</u> allowance is not considered as household income.
- If this is not applicable, state the value as '0' (not required to put \$ symbol).

Name *	Date of Birth *		NRI	Figure 1	
	DD/MM/WWW				
Relationship	Marital Status *		Employme	nt Status -	
-Select one-	-Select one-		-Select o	ne-	٠
Residency *	Student Status * ①		Other Dec	ared income * (See note below)	
-Select one-	-Select one-	•			

Yes No

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

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

Add

				0
Name *	Date of Birth *		🐜 Figur	e 2
	DD/MM/mm		1	
Relationship **	Marital Status *		Employment Status	
-Select one-	-Select one-		-Select cine-	8
Residency *	Student Status * (1)	[Other Declared Income * (See r	note below
-Select one-	 -Select one-	0	500	

Recent loss of income/recent change of employment type

Yes No

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

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



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 <u>Definition of Household Income</u>

Supporting documents are required:

- 1) Full-time student status is selected
- 2) Loss of income/Change of Employment Type selected as "Yes"
- 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.

Name *		Date of Birth *		Higure	3
		DD/MM/000			
telationship **		Marital Status *		Employment Status -	
-Select one-	*	-Select one-		-Select cite-	0
lesidency "		Student Status * ①		Other Declared Income * (See note be	elow)
Select one-		-Select one-	٥		

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





Family	Men	nbers									
lame *				Date of	f Birth *			NRIC *			
				DD/N	/M//YYYY	ć	6	1			
elationship	*			Marital	Status *			Employm	ent Status 👻		
-Select on	e-		٠	-Sele	ct one-			-Select	one-		٠
esidency *				Studen	t Status	1		Other De	clared Income * (S	See note be	ow)
-Select on	ie-		٠	-Sele	ct one-						
Add	inay ii	nclude freeia	nce work, gig work,	, ad-hoc	or casua	al employmen	t etc.				Re
Add Remove all	# 1	Consent Status	Name RP_FPSet007_Mer	, ad-hoc nber1	Age	NRIC T****471B	Relationship Self	Marital Status Single	Employment Status Full-Time Student (cond 18 and	Student Status Full- Time	Re inc e
Add Remove all	# 1 2	Consent Status	Name RP_FPSet007_Mer RP_FPSet007_Mer	nber1	Age 18.06	NRIC T****471B 5****043J	Relationship Self Mother	Marital Status Single Widowed	Employment Status Full-Time Student (aged 18 and above) Full-Time Employment	Student Status Full- Time Student Non- Student	Re inc ei
Add Remove all	# 1 2 3	Consent Status	Name Name RP_FPSet007_Mer RP_FPSet007_Mer RP_FPSet007_Mer	mber1 mber3 mber4	Age 18.06 53.07 31.07	NRIC 7****4718 5****043J 5****133H	Relationship Self Mother Brother	Marital Status Single Widowed Single	Employment Status Full-Time Student (aged 18 and above) Full-Time Employment Full-Time Employment	Student Status Full- Time Student Non- Student	Re inc er
Add	# 1 2 3 4	Consent Status O O O O O	Name Name RP_FPSet007_Mer RP_FPSet007_Mer RP_FPSet007_Mer	mber1 mber3 mber5	Age 18.06 53.07 31.07 81.07	NRIC T****471B S****043J S****133H F****924Q	Relationship Self Mother Brother Grandmother	Marital Status Single Widowed Single Married	Employment Status Full-Time Student (aged 18 and above) Full-Time Employment Full-Time Employment Unemployed	Student Status Full- Time Student Non- Student Non- Student	Re inc er

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.



Family	Men	bers								
Name *				Date of Birth	*		NRIC *			
				DD/MM/Y	mr.	c				
Relationsh	ip *		1	Marital Statu	s *		Employm	ent Status *		
-Select o	one-			-Select on	÷		• -Select	one-		
Residency			2	Student Stat	us * 🕕		Other De	clared Income * (See note be	01
-Select o	one-		•	-Select on	-		•			
Note: Oth this field i Example: Add	er Decl is not a may ir	ared Incom	ie * refers to income e o you/your family m ance work, gig work, a nce work, gig work, a	earned by fa nember, ent ad-hoc or ca	mily member th er "0". sual employmer	at is not reflected	t in any CPF s	tatements or IRAS	i tax documi	ent
Add Remove	er Decl is not a may ir	ared Incom pplicable t nclude freek Consent Status	te * refers to income e o you/your family m ance work, gig work, a Name	earned by fa nember, ent ad-hoc or ca Ag	mily member th er '0'. sual employmer e NRIC	at is not reflected t etc. Relationship	d in any CPF s Marital Status	tatements or IRAS Employment Status	Student Status	ent
Add Remove all	er Decl is not a may ir #	ared Incom pplicable t hclude freel Consent Status	ne * refers to income e o you/your family m ance work, gig work, a Name RP_FPSet007_Memi	earned by fa member, end ad-hoc or ca Ag ber1 18.0	mily member th er *0. suai employmen e NRIC 6 T****471B	at is not reflected t etc. Relationship Self	d in any CPF s Marital Status Single	Employment Status Full-Time Student (aged 18 and above)	Student Status Full- Time Student	ent
Add Remove all	er Decl is not a may ir # 1	ared Incom pplicable t nclude freel Consent Status	le [*] réfers to income s o you/your family m ance work, gig work, a Name RP_FPSet007_Memil RP_FPSet007_Memil	earned by fr nember, ent ad-hoc or ca Ag ber1 18.0 ber3 53.0	mily member th r 10. sual employmer NRIC 6 T****471B 7 S****043J	at is not reflected t etc. Relationship Seif Mother	Marital Marital Status Single Widowed	Employment Status Full-Time Student (aged 18 and above) Full-Time Employment	Student Status Full- Time Student Non- Student	ent
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Add Remove all	er Decl is not a may ir 1 1 2 3 4	Consent Status	ne * refers to income e o you/your family m ance work, gig work, a Name RP_FPSet007_Memil RP_FPSet007_Memil RP_FPSet007_Memil	earned by fa sember, ent ad-hoc or ca ber1 18.0 ber3 53.0 ber4 31.0 ber5 81.0	mily member th er 70: sual employment e NRIC 6 T****4718 7 S****043J 7 S****043J 7 S****043J 7 F****924Q	at is not reflected t etc. Relationship Self Mother Brother Grandmother	Marital Status Single Widowed Single Married	Employment Status Full-Time Student (aged 18 adove) Full-Time Employment Full-Time Employment Unemployed	Student Status Full- Time Student Non- Student Non- Student Non- Student	ent

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

lick to return to Summary Pag

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

06: Choose Special Circumstances (if applicable)

5 Special Circumstances

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

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

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

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



06: Upload Family Members' Documents

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

1) If you add a new family member, upload identification document

- Singaporean/Singaporean PR: NRIC (front and back)/Birth Certificate (see Figure 1a)
- Foreigners: Long Term Visit Pass (front and back) (see Figure 1b)

2) If 'Loss of income/Change of Employment Type' is selected as Yes

Upload Proof of loss of income document (see if Figure 2)

3) If age of family member is more than 18.00 and 'Student status' is declared as 'Full-time student', (not Non-Student or Part-Time Student)

Upload Full time student card or student documents (see Figure 3)

Note

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

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

Click here for application documents to submit.



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.



07: Review and Check Application

Industry Converted		Date	•				
O Inclusion							
Ana you currents in receipt o No	-	r scorence e e	nerai bes	eyillidi gun te erzilir.			
Ann your seldings currently of Not	LONG # 1	bealth Palywor	et.				
O Family Ministery							
* Non Ap	н);	Teratoriatio	Retar Next	Deployment Sights	Occupation	Gryan Monitry second	Living Bills
1 No. 21 at 1977	arian	м	244	fuli free Invited Lapet 17 & attove)	16.94	414'	-
Nations				- 9.81			
Trai asimiy mona				440			
Per Capita Income				9.88			
O for all constants							
Cancer				-			
Deset bet							
				1.6			

Comcare	Yes	
Divorced (Self)	No	
Father Deceased	No	
Medical Condition (Family member)	No	
Medical Condition (Self)	No	
Mother Deceased	No	
Parents Divorced	No	
Panding Scholarship	No	

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). <u>Go back to the family</u> member to add documents again (Step 06).

4 – Click '*Green trash*' icon to remove the file (if required) . <u>Go back to the self or family member</u> to add document again (Step 06).





07: Submit Application

	NRIC - Front & Back	•	Choose	File No fi	ile chosen	Uploaded	
	-Select one-	•	Choose	File No f	ile chosen		
	Relationship	Document Cat	egory			File Name	
1	Mother - mother stu123	NRIC - Front & B	lack.		stu123_Mol	ther_NRIC - Front & Back20200930121474	15.pg
2	Mother - mother stu123	Death Certificate		=;	stu123_Mol	ther_Death Certificate20200930T214745 p	ng (C
3	Mother - mother stu123	CPF Contribution History	1	History20	stu123_Mot	ther_CPF Contribution	r.
4	Self - Test stu123	NRIC - Front & B	lack		stu123_Set	LNRIC - Front & Back20200930T214745	Pg Č
							-
						Preview And Submit	Save as Dr

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.



Click to return to Summary Page

07: Submit Application

	-Select one-	e Choos	e File No file chosen	
	Relationship	Document Category	File Name	
1	Mother - mother stu123	NRIC - Front & Back	stut23_Mother_NRIC - Front & Back202009307214745.pg	
2	Mother - mother stu123	Death Certificate	stu123_Mother_Death Certificate20200930T214745 prg	
3	Mother - mother stu123	CPF Contribution History	stur123_Mother_CPP Contribution	
4	Self - Test stu123	NRIC - Front & Back	stur123_Sett_NRiC - Front & Back20200930T214745.jpg	
			Edd Submit Save as	Dra

Message	×
You will not be able to edit the application once submit	ted.
Cancel	Submit

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</u> <u>able to edit</u> the application once submitted.

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.



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



07: FAST System-Triggered Emails (Application Status: Submitted Pending Consent)

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

<urgent -="" consent="" form="" required=""> for Application AY2022 Bursary HOMES Full Time</urgent>
NF Noreply-fast@/p.edu.sg To
Dear
Student ID:
Application ID:
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):
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-las@rp.edu.sp. 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, Diffice of Student Support Republic Polyhetchnic This us system parents emailed des not reput a measing to the sense of t
08: Save Draft Application (if applicable)

			T
Preview	And Submit	Save as Draft	l
	1		

REPUBLIC POLYTECHNIC		Government Bursary &	Financial Assistance	Assistance A stu125 [
Home / FAS >						
Action	Acad year	Exercise	Application Status	Scheme	Closing Date	
Apply for AYXXXX Bursary HOMES Full-Tir	XXXX	HOMES Exercise	Draft		DD/MM/YY	
		Click on Icon to start your application				

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 <u>click 'Submit'</u>, with all required information & supporting documents. (if applicable)

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



08: Delete Draft Application (if applicable)

		-
Preview And Submit	Save as Draft	Delete Application
Preview And Submit	Save as brait	Delete Applica

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

POLYTECHNIC		Government Bursary &		- A A stu125 (
Home / FAS >						
Action	Acad year	Exercise	Application Status	Scheme	Closing Date	
	XXXX	HOMES Exercise	Draft		DD/MM/YY	
Apply for AYXXXX Bursary HOMES Full-	rime		1			
	L.	Click on Icon to start your application				

REPUBLIC	Gover	a A 18060005			
Home / FAS >					
Action	Acad year	Exercise	Application Status	Scheme	Closing Date
Upload documents for AY20 SPMS	2020	AY20 SPMS	Outstanding Documents Required		31/10/2020
	2020	AY 2020 RP Bursary	Disbursed	Higher Education Community Bursary Tier	26/10/2020

Copyright © Republic Polytechnic, All Rights reserved. Contact Disclaimer Report Vulnerability Privacy Statement Terms of Service Self-help 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.



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alationchin				Marital Status 1			Employment Chatur V				
Select on				Salart and			Selectione				
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esidency				Student Status * (j) Othe				Other De	clared income * (S	See note be	ow)
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cent loss c	finco	ome/recent	change of employm	ent type	*						
ote: Other	Decl	ared Incom	e * refers to income	earned	by fami	ly member tha	t is not reflected	in any CPF st	atements or IRAS	tax docume	ents. If
is field is	not a	pplicable to	o you/your family	membe	r, enter	.0.					
Examples r	may ir	nclude freela	ance work, gig work,	ad-hoo	or casua	al employment	etc.				
Add											
Add											
Add											
Add											Re
Add	#	Consent	Name		Age	NRIC	Relationship	Marital	Employment	Student	Reinc
Add Remove all	#	Consent Status	Name		Age	NRIC	Relationship	Marital Status	Employment Status	Student Status	Re inc er
Add Remove all	#	Consent Status	Name BP FPSet007 Mer	mber1	Age 18.06	NRIC	Relationship	Marital Status	Employment Status	Student Status	Re inc er
Add Remove all	#	Consent Status	Name RP_FPSet007_Mer	mber1	Age 18.06	NRIC T****471B	Relationship Self	Marital Status Single	Employment Status Full-Time Student	Student Status Full- Time	Re inc er
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Add Remove all	#	Consent Status	Name RP_FPSet007_Mer	mber1	Age 18.06	NRIC T****471B	Relationship Self	Marital Status Single	Employment Status Full-Time Student (aged 18 and above)	Student Status Full- Time Student	Re inc er
Add Remove all	# 1	Consent Status	Name RP_FPSet007_Mer RP_FPSet007_Mer	mber1	Age 18.06 53.07	NRIC T****471B S****043J	Relationship Self Mother	Marital Status Single Widowed	Employment Status Full-Time Student (aged 18 and above) Full-Time	Student Status Full- Time Student Non-	Re inc ei
Add Remove all	# 1	Consent Status	Name RP_FPSet007_Mer RP_FPSet007_Mer	mber1	Age 18.06 53.07	NRIC T****471B S****043J	Relationship Self Mother	Marital Status Single Widowed	Employment Status Full-Time Student (aged 18 and above) Full-Time Employment	Student Status Full- Time Student Non- Student	Re inc er
Add Remove all	# 1 2 3	Consent Status	Name RP_FPSet007_Mer RP_FPSet007_Mer RP_FPSet007_Mer	mber1 mber3 mber4	Age 18.06 53.07 31.07	NRIC T****4718 S****043J S****133H	Relationship Self Mother Brother	Marital Status Single Widowed Single	Employment Status Full-Time Student (aged 18 and above) Full-Time Employment Full-Time	Student Status Full- Time Student Non- Student Non-	Re inc er
Add Remove all	# 1 2 3	Consent Status O	Name RP_FPSet007_Mer RP_FPSet007_Mer RP_FPSet007_Mer	mber1 mber3 mber4	Age 18.06 53.07 31.07	NRIC T****4718 S****043J S****133H	Relationship Self Mother Brother	Marital Status Single Widowed Single	Employment Status Full-Time Student (eged 18 and above) Full-Time Employment Full-Time Employment	Student Status Full- Time Student Non- Student	Re inc er
Add Remove all	# 1 2 3 4	Consent Status	Name RP_FPSet007_Mer RP_FPSet007_Mer RP_FPSet007_Mer RP_FPSet007_Mer	nber1 nber3 nber4 nber5	Age 18.06 53.07 31.07 81.07	NRIC T****4718 S****043J S****133H F***924Q	Relationship Self Mother Brother Grandmother	Marital Status Single Widowed Single Married	Employment Status Full-Time Student (sged 18 and above) Full-Time Employment Full-Time Employment Unemployed	Student Status Full- Time Student Non- Student Non- Student Non-	Re inc er
Add Remove all	# 1 2 3 4	Consent Status O O O O O	Name RP_FPSet007_Mer RP_FPSet007_Mer RP_FPSet007_Mer RP_FPSet007_Mer	mber1 mber3 mber4 mber5	Age 18.06 53.07 31.07 81.07	NRIC T****4718 S****043J S****133H F***924Q	Relationship Self Mother Brother Grandmother	Marital Status Single Widowed Single Married	Employment Status Full-Time Student (eged 18 and above) Full-Time Employment Full-Time Employment Unemployed	Student Status Full- Time Student Non- Student Non- Student Non- Student	Re inc et
Add Remove all	# 1 2 3 4 5	Consent Status	Name RP_FPSet007_Mer RP_FPSet007_Mer RP_FPSet007_Mer RP_FPSet007_Mer	mber1 mber3 mber4 mber5 mber6	Age 18.06 53.07 31.07 81.07 84.07	NRIC T****4718 S****043J S****133H F****924Q F****925N	Relationship Self Mother Brother Grandmother Grandfather	Marital Status Single Widowed Single Married	Employment Status Full-Time Student (aged 18 and above) Full-Time Employment Unemployed Unemployed	Student Status Full- Time Student Non- Student Non- Student Non- Student	Re inc er

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 <u>will not be able to edit any other fields</u> 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.



	utstanding Document	s		
Please	e ensure that the documents submitted an Clear for viewing (all text must be submitted pra- tion for the submitted submitted practices of the sub- Net password-protected or encrypted To bear defails of family members e.g. Ner	e vd legible) of document) we, NRIC, signisture, date (as appropriate)		
Upi Not - St - H	load Full-Time Student Card/Concession (fe Indent card to be of valid date. Indent card it lost, submit latest student i	lard for students eged 17 years & above. Satus certification letter issue by school.		
Ful	i-Time Student Card - [Self] - Mckenzie	Choose File No file chosen	Upload	_
ł	1. Please upload Income Declaration Form			
	2. Declaration must be dated in the curren 3. It must include name, signature & date i	nt month in which application is made. signed.		
	ome Daviavatine Econ - (Eather) - John Da	Chasse Elle No Ele chases	-	

Error	×
Delete original document before uploading latest version	
	Ok

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'



P	Please grant me tim	e till next week to submit the	come declaration form of my father.	
				4
	Relationship	Document Category	File Name	Remove all
	Self - Mckenzie	Full-Time Student Card	8000005_Sett_Full-Time Student Card20201008T095202.jpg	0
				Submit

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

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

- 3 Click on this the file name to download the file.
- **4** Click 'Remove all' to remove all the records from the table.

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

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



08: FAST System-Triggered Emails

(Application Status: Outstanding Documents Required)

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

Noreply-fast@rp.edu.sg	10	S Reply	" Reply All	ightarrow Forward	ųj;	***
Nr lo fastuat_test_petstu313@invrp.edu.sg				Thu 24/2	2/2022 2	nd Euc
Dear RP TS-SS-2004 Member 1						
itudent 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						
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 P	RP email account, wi	th more detai	ls of supporting	document(s).		
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 R (ou are strongly encouraged to submit your document(s) early for the staff to review and process your application. The staff may larification is required. Please remain contactable.	RP email account, wi ay contact you via yo	th more detai ur RP email ar	ls of supporting	document(s). one number if f	further	

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.sq 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-scholfee@rp.edu.sq for queries.



CONSENT FORM

Read FAST Consent Submission, How to provide Consent, Consent Scope, Consent Types, Consent Validity.

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

01	02	03		05	06	07	<u>08</u>	09
Accessing Consent Form	<u>Family</u> <u>Member's</u> MvInfo	<u>Submit:</u>	<u>Submit</u> <u>Consent-on-</u> Behalf:	<u>Submit</u> <u>Consent-on-</u> Behalf <u>:</u>	<u>Submit</u> <u>Consent-on-</u> Behalf:	<u>Submit</u> <u>Consent-on-</u> Behalf:	Upload Softcopy Consent Form	<u>No Authorized</u> <u>Consent</u>

Personal **Particulars FAST System** Consent Triggered Due to valid **Birth/adopted Donee/Deputy Click here Birth/adopted** Legal **Emails:** on behalf of a reasons (e.g. child who is a Guardian of a for consent Consent child who is a Consent mentally foreigner aged overseas, etc) minor aged documents Form Singaporean Submitted and incapacitated below 21 below 21 **Home Page** (or) Singapore Consent Verification permanent Unsuccessful resident aged below 21

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



FAST Consent Submission

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

- c. Consent is not available from HOMES
- FAST portal will direct family to submit consent on behalf for minors (aged below 21 years old, including RP applicant) and individuals who are medically certified to be unable to make decisions for themselves.
- Refer to FAQs on consent and list of consent documents.





How to provide Consent

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

<u>Note</u>

- 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 <u>here</u> for details.
- To obtain a copy of HOMES softcopy consent form, please email Help-FAS@rp.edu.sg.



Scope of Consent

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

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

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

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

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



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)		\checkmark		
Mentally Incapacitated			~	

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

<u>Note</u>: 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.



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 	 Minor must be <u>below 21 years old</u> based on date of birth at date of provision of consent
		 Legal guardian(s) 	 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 <u>Help-FAS@rp.edu.sg</u> for advice.

Click <u>here</u> for list of consent documents.



Profile	Consent Type	Who should provide consent	Consent Provision Criteria
<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	Consent-on-behalf of minor	• Birth/ adoptive parent(s) under divorced/separated/r emarried 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 <u>Help-FAS@rp.edu.sg</u> for advice.

Click here for list of consent documents.



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 <u>Help-FAS@rp.edu.sg</u> for advice.

• Click here for list of consent documents.



Profile	Consent Type	Who should provide consent	Consent Provision Criteria
<section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header>	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 <u>Help-FAS@rp.edu.sg</u> for advice.

Click here for list of consent documents.



Validity of Consent

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

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





Withdrawal of Consent

- a. If you wish to withdraw your consent:
 - Write to <u>Help-FAS@rp.edu.sg</u> 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

Singless Users	
Important Note	
 Login with Singpass will retrieve details from Mymlo. Should there be incorrect data, please contact the relevant agency to update the respective data. Please note that it will normally take 1-3 working days for your Mymlo profile to reflect the updated data after verification by the neinvant agency. You may relet it Mymlo for more details. If you do not recall your Singpass password, you may reset it via the Singpase online request service. 	
Scan with Singpass app to log in.	
Use possword login	
Don't have the Singpose apo? Download how	
	<section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header>

Contact Disidiarman Risport Vidnamatinity Privacy Statementi Territy of Service Self-Ind

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 <u>below 21 years of age</u> cannot give personal consent due to being a minor.

• Family members are to give personal consent (21 years of age and above) or authorized representative(s) to give consent-on-behalf for minors or mentally incapable individuals.



01: Accessing Consent Form



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.



01: Accessing Consent Form

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

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

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





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

MyInfo declaration

Advisory Note

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

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

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

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

I Agree

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

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

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

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





02: Consent Form Homepage

In this page, you will see the following:

- 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.

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

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

Note

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





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

- System will prefill your email address and mobile number if available in MyInfo in these boxes (*) *indicated as mandatory*.
 <u>Note:</u> 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.
- Select the scope of consent from options given.
 Click here for details on scope of consent.

Consent Form			
RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670
Please enter your email address *		tang@gmail.com	
Please enter your contact number *		+65 97897308	
Please select your residential statu	5*	-Select one-	+
Please select your relationship to R Member 1 S3506000F *	P student, RP TS-MTRQ-1001	Father	*
Please select the scope of this cons	sent * Click here for the list of	All Participating Schemes	÷
Destinization Association 0 Ochimeres	I II III IIIIII		



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." Desse 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 quality 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.

3.1 understand that the Government and Participating Agencies may, without further reference to me, collect, share and use my Personal Information to determine if 1 and/or any of my Family members qualify for any or all of the Schemes set out in Section 3, and where 1 and/or my Family members ogualify, to provide such Schemes to me and/or my Family member.

4.1 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.

5.1 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 faile, defective or otherwise invalidated through no fault of the Government or Participating Agencies, a gree 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 failing, defect analor 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 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.



□ I have read the terms of consent and I declare, to the best of my knowledge, that the information provided in this consent form is true and that I have not suppressed any material fact. * Preview And Submit Error! Please enter Email Address Error! Please select residential status **Consent Form RP Student's NRIC** S****000F Name of RP Student RP TS-MTRQ-1001 Member 1 RP Student's Residential Status Singaporean **RP Student's Residential** 435D.NPPKR SKRJNGMMN Address CRKSCKNT#53-569.007670

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.



Confirmation

×

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



To edit any details:

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

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

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

After successful submission of consent, a popup will appear.

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

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

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



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

POLYTECHNIC		Financial Ass	istance and Scholarship		e e e e	
Core	eni Form					
RP S	tudent's NRIC	S****000F	Name of RP Student.	RP TS-MT	RQ-1001 Member 1	
RP SI	tudeni's Residential Status	Singaporean	RP Student's Residents Address	al 435D,NPP CRKSCKN	KR SKRJNGMMN 17,853-569,007870	
Pleas	e select under what capacity	you are submitting this core	uent *			
* i a	in a Parent giving Consent for	my Birth/Adopted Child why	o is a Singaporean/Singapore Permi	shent Reisident		
I fer D Ler D Ler	In a Parient giving Consent for in a Parient giving Consent for in a IP Studyer Samily ments inform is overseas.) in a Legal Guardian giving Con- in a Desputy giving Consent or on a Desputy giving Consent (in consent can be provided (in g amentated persons, etc).	my Birth/Adopted Child who my Child who is a Foreigne er uploading softcopy Cons need for a Minor, behalf of Mentally Incapaci behalf of Mentally Incapaci minor or mentally incapaci	o is a Singaponen/Singapore Perms r. ent Form for someone in my housef offed person. Itated person. Itated person with no authorised con	anent Reisident. old (e.g. Eldenly withou sent provider, missing	ut SingPass, Family or estranges persons	
● far D far	In a Parent giving Consent for in a Parent giving Consent for in a IP Studyer Samily ment inter is overseas.) in a Legal Guardian giving Con- in a Desputy giving Consent or consent can be provided (i.e. amentated persons, etc). NRICIFIN	my Birth Adopted Child who my Child who is a Foreigne er uploading softcopy Cons need tor a Minor. behalf of Mentally Incapaci minor or mentally incapaci minor or mentally incapaci	o is a Singaporean/Singapore Perms r. entl Form for someone in my housef toted person. Itated person. Itated person with no authorised con Date of Birth	nnent Reisident. Iold (e.g. Edenly witho sent provider, missing Consent Status	ut SingPass, Family or estranges person Select	
● Fai D Fai	m a Parent giving Consent for m a Parent giving Consent for m a RP Student/Family memb more is overseas.) m a Legal Guardian giving Co m a Deputy giving Consent or ocusant aim be provided (e.g. arcentated persons, etc). NRIC/FEN T***699F	my Birth Adopted Chiat why my Child who is a Foreigne er uploading softpapy Cons neient for a Minor, behaff of Mentally Incapacit behaff of Mentally Incapacit behaff of Mentally Incapacit behaff of Mentally Incapacit Mame CYRUS FROST	o is a Singaporean/Singapore Perms r. called person. tabled person. fabled person with no authorised con Date of Birth (17/03/2010 (nnent Reisident. old (e.g. Elderly witho sent provider, missing Consent Status Pending consent	ut SingPasis, Family or estrainges person Select	

Commight & Republic Postschick & Right Instantial Commit Decement Values of Printing Examined Territor Sectors 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.



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

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670
Consent provided on behalf of NRIC/FIN	T****699F	Consent provided name of on behalf of NRIC	CYRUS FROST
Please enter your email address *		tang@gmail.com	
Please enter your contact number		+65 97897308	
Please select your residential statu	s *	-Select one-	+
Please select your relationship to R Member 1 S3506000F *	P student, RP TS-MTRQ-1001	Father	+
Please select your relationship to C	YRUS FROST *	-Select one-	•
Please select the scope of this con	sent * Click here for the list of	All Participating Schemes	÷ —

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

2 - System will prefill your email address and mobile number if available in MyInfo in these boxes. (*) *indicated as mandatory* <u>Note:</u> 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.
 <u>Note:</u> 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.



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

RP Student's NRIC S****00	0F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status Singap	orean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670
Consent provided on behalf of T****69 NRIC/FIN	9F	Consent provided name of on behalf of NRIC	CYRUS FROST
Please enter your email address *		tang@gmail.com	
Please enter your contact number *		+65 97897308	
Please select your residential status *		-Select one-	+
Please select your relationship to RP studer Member 1 S3506000F *	it, RP TS-MTRQ-1001	Father	+
Please select your relationship to CYRUS F	ROST *	-Select one-	•
Please select the scope of this consent * Cli Participating Agencies & Schemes supporte	ck here for the list of	All Participating Schemes	•
s this is your first marriage? *	a cy nome o	O Yes 🖲 No	
s this child, RP TS-SS-1014 Member 3 from yo	ur current marriage? *	O Yes 🖲 No	
Divorce document Divorce document	• *	Choose File No file chosen	Upload
Death Certificate Legal custody with Care & Control Birth Certificate Others			
# Document Category		File Name	
1 Local custody with C	are	lastuat test otosti/300 Le	nai custody with

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.



	(birth/adopted of	child who is a Sinc	aporean (or) Singa	apore permanent resident aged below 21)
Consent	Form			
RP Studen	nt's NRIC S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1	
RP Studen	nt's Residential Status Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670	Stop 9 is appliable only for parent w
Consent p NRIC/FIN	rovided on behalf of T****699F	Consent provided name of on behalf of NRIC	CYRUS FROST	divorced/single:
Please ente	er your email address *	tang@gmail.com		8 - Upload relevant consent document document category, choosing the file an
Please ente	er your contact number *	+65 97897308		Upload button.
Please sele	ect your residential status *	-Select one-	•	 You can delete the file by clicking on
Please sele Member 1	ect your relationship to RP student, RP TS-MTRQ-1001 S3506000F *	Father	۰	 trash icon. Click here to refer to consent docum
Please sele	ect your relationship to CYRUS FROST *	-Select one-	•	 System will display the file uploaded in
Please selec	t the scope of this consent * Click here for the list of	All Participating Schemes		6
Participating	Agencies & Schemes supported by HOMES			You can delete the file by clicking on
Divorce d	ocument +	* Choose File No file cho	sen Upload	8 icon.
Divorce d Death Cer Legal cus Birth Cert Others	ocument rtificate stody with Care & Control ifficate			
#	Document Category	File Name		
1	Legal custody with Care	fastuat_test_ptpstu300_Legal Care_20211109T204814 png	custody with	Roelete

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.



(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 quality 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.

 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.

3.1 understand that the Government and Participating Agencies may, without further reference to me, collect, share and use my Personal Information to determine it 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 members oqualify, to provide such Schemes to me and/or my Family member.

4. Lunderstand 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.

5.1 understand that if there are any discrepancies in the Personal Information collected, such discrepancies may be reflected to the relevant Government ministry(se), 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 paragraph 1.3 or 4 before such faising, 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.



(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.

Error! Please enter Email Address Error! Please select residential stat	15		
Consent Form			
RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670

Note

- If you have not filled in any of the mandatory information, system will display error message at the top of the form.
- After entering all 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.



(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.

Confirmation

×

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



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.



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

MP Student's NRIC St***000F Name of RP Student's Residential RP Ts:-MTRO-1001 Memoer 1 RP Student's Residential Status Singaporean RP Student's Residential 4300 NPKKE SKRUNDAMN CRKSCKNTurs3-569 (007670) Preside select under whiti capacity you are submitting this consent 1 Address 4300 NPKKE SKRUNDAMN CRKSCKNTurs3-569 (007670) Preside select under whiti capacity you are submitting this consent 1 Im a Parent giving Consent for my Bim/Adopted Child who is a Singaporean/Singapore Permanent Residential 4300 NPKKE SKRUNDAMN CRKSCKNTurs3-569 (007670) Im a Resident giving Consent for my Bim/Adopted Child who is a Singaporean/Singapore Permanent Residential 1000 Permit giving Consent for my Bim/Adopted Child who is a Singaporean/Singapore Permanent Residential 1000 Permit giving Consent for my Bim/Adopted Child who is a Singaporean/Singapore Permanent Residential 1000 Permit giving Consent for my Bim/Adopted Child who is a Singaporean/Singapore Permanent Residential 1000 Permit giving Consent for my Bim/Adopted Child who is a Singaporean/Singapore Permanent Residential 1000 Permit giving Consent for my Bim/Adopted Child who is a Singaporean/Singapore Permanent Residential 1000 Permit giving Consent for my Bim/Adopted Permit Bim/Adopted Bim/Adopted Bim/Adopted Bim/Adopted Permit Bim/Adopted Permit Bim/Adopted Bim/Adopted Bim/Adopted Bim/Adopted Bim/Adopted Bim/Adopted Bim/Adopted Bim/Adopted Bim/Adopted B	POLYTE CHINE	Financial As	sistance and Scholarship		Figure
RP Student's NRIC S***000F Name of RP Student's Residential RP TS-MTRO-1001 Memoer 1 RP Student's Residential Status Singaponian RP Student's Residential 435D NPPKR SKRUNGMMN Resise select under what capacity you are submitting this consent * CRKSCKNT #SX-269 (001670) CRKSCKNT #SX-269 (001670) Please select under what capacity you are submitting this consent * CRKSCKNT #SX-269 (001670) CRKSCKNT #SX-269 (001670) Please select under what capacity you are submitting this consent * CRKSCKNT #SX-269 (001670) CRKSCKNT #SX-269 (001670) Please select under what capacity Consent for my BirmiAdopted Child who is a Singaponean/Singapone Permainent Resident. E am a Parent giving Consent for my Child who is a Singaponean/Singapone Permainent Resident. I am a Reside Quardiam giving Consent for or Minor a findary form for someope in my bousehold (e.g. Elderly without SingPass, Family memorits is observed and and and and and and and and and an	Consent Form				
RP Student's Residential Status Singaponian RP Student's Residential Address 430D NPRR: SKR.INGMMN CRKSCKNT#SS-669.007670 Please select under what capacity you are submitting this consert? I can a Parent giving Consert for my Child who is a Singaponean/Singapore Permanent Resident. I can a Rest giving Consert for my Child who is a Singaponean/Singapore Permanent Resident. I can a Rest giving Consert for my Child who is a Singaponean/Singapore Permanent Resident. I can a Rest Guardian giving Consert for a Minor. I can a Denet giving Consert for a Minor. I can a Denet giving Consert for a Minor. I can a Denet giving Consert for a Minor. I can a Denet giving Consert for a Minor. I can a Denet giving Consert for a Minor. I can a Denet giving Consert for a Minor. I can a Denet giving Consert on behalf of Mentality Incapacitated person. No consert can be provided (e.g., minor or mentality Incapacitated person. No consert can be provided (e.g., minor or mentality Incapacitated person. No consert can be provided (e.g., minor or mentality Incapacitated person. Please enter the FIN of the family member for whom you are submitting the consent ' Image: Please enter the FIN of the family member for whom you are submitting the consent '	RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRO-1001 Memoer 1	
Please select under what capacity you are submitting this consert? I can a Parent giving Consent for my Dial who is a Singaporean/Singapore Permanent Resident. I am a Parent giving Consent for my Child who is a Foreigner. I am a RP Student/Family member upleading softcopy Consent Form for someone in my household (e.g. Eldedy without SingPass, Family membri is diverses.) I am a Decide Guardian grang Consent for a Minor. I am a Decide Guardian grang Consent for a Minor. I am a Decide giving Consent on behald of Mentally Incapacitated person. I am a Decide giving Consent on behald of Mentally Incapacitated person. I am a Decide giving Consent on behald of Mentally Incapacitated person. I am a Decide giving Consent on the male of the ministry Incapacitated person. I am a Decide (e.g. minor or mentally Incapacitated person. I am a Decide (e.g. minor or mentally Incapacitated person. Please enter the FIN of the family member for whom you are submitting the consent 1	RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D, NPPKR SKRJNGMMN CRKSCKNT#53-569,007670	
I am a Parent giving Consent for my BirmVAdopted Child who is a Singaporeau/Singapore Permanent Resident. I am a Revisiting overset for my Child who is a Foreigner. I am a Revisiting Ving Consent for my Child who is a Foreigner. I am a Revisiting Ving Consent for my Child who is a Foreigner. I am a Revisiting Ving Consent for my Child who is a Foreigner. I am a Development of burnets uploading softcopy Consent Form for someope in my boulshold (e.g. Elden's without SingPass, Family member is oversets). I am a Development on behalf of Mentality Incapacitated person. I am a Develop giving Consent on behalf of Mentality Incapacitated person. I am a Develop giving Consent on behalf of Mentality Incapacitated person. No consent can be provided (e.g. minor of mentality Incapacitated person with no authorsed consent provider, massing of estranged persons incarcerated persons, etc.). Please enter the FIN of the family member for whom you are submitting the consent ¹	Please select under what capacity	you are submitting this con	neril 1		
14/heate	Lam a Parent giving Consent for Lam a RP Student/Fanity memt member is overnees.) Lam a Legal Guardian giving Co- Lam a Deputy giving Consent of Lam a Deputy giving Consent of Na consent can be provided (eg incarberated persons, etc). Please enter the FIN of the family n	my Child who is a Foreign er uploading softcopy Con resert for a Minor, abrief of Mendally incepas behard of Mendally incepas , minor or mentally incepas nember for whom you are i	er: sent Form for someone in my bousehold (e stated person classid person classid person with no authorised consent p submitting the consent 1	g, Elderly without SingPass, Family rovider, making or estranged perior	

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


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

	POLYTECHNIC	Financial As	sistance and Scholarship	115	(+
	Gansen) Form				
	RP Student's NRIC	S****900F	Name of RP Student	RP TS-MTRO-1001 Member 1	
	RP Student's Residential 5	Status Singaporean	RP Student's Residential Address	4350,NPPKR SKRUNGMMN CRKSCKNT#53-569,007670	
	Please select under what ca	pacity you are submitting this ocr	neent "		
	I am a Parent pring Cons I am a PAP Student/Family member is oversess.) I am a Legal Guardian gre I am a Legal Guardian gre I am a Bonne gring Cons I am a bonne gring Co	entifier my Child who is a Foreign member uploading softcopy Con- ring Concern for a Minos ent on behind of Mentally incept ent on behind Mentally incept ent (e.g. minor or mentally incept k amity member for whom you are	ref: sent Form for someone in my household (r oblated person loblated person loblated person with no authorised consent (submitting the consent *	e.g. Elderty without SingPass, Farmy provider: missing or estimaged persone.	If the FIN entered is valid, system will display the child's info in a table.
	F12345671		Visitole		Click on 'Select' link and system will redirect you to
	* NRIC/FIN	Name	Date of Birth Cons	ent Status Select	the consent form page.
	1 F****567L	Foreigner child	02/02/2010 Pendi	ing consent.	
J		Copyright & Ra Contract Directories - Ricold Num	public Phytochrise Air Roghts reserved. History - Princy Stationer Torme of Ser	nor fating	Please fill all information in this page (refer pages) 67 – 73 for consent submission for minor)



(Legal Guardian of a minor aged below 21)

Consent Form RP Student's NRIC RP Student's Residential Status Please select under what capacity (O fam a Parent gring Consent for	S****000F Singaporean	Name of RP Student RP Student's Residential Address	16P TS-MTRO-1001 Memoer 1 439D NPPKR SKRJNGMMN CRKSCKNT#SS-569,007670	
RP Student's NRiC RP Student's Residential Status Please select under what capacity) O I am a Parent grung Consent for	S****000F Singaporean	Name of RP Student RP Student's Residential Address	RP TS-MTRO-1001 Memoer 1 435D NPPKR SKRJNGMMN CRKSCKNT#53-669,007670	
RP Student's Residential Status Please select under what capacity () I am a Parent giving Content for	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT#53-560,007670	
Please select under what capacity)	nu are submitting this out			
I am a Parent giving Consent for	ton and outperson of size cost	ment 1		
Lum a Parent giving Consent for I am a RP Student/Family membranet.	my Birth/Adopted Child wit my Child who is a Foreign er uploading softcopy Com	io is a Singaporesin/Singapore Permanent P In: sent Form for someone in my household (e	testorit. p. Elderly without SingPass, Family	
 member is overseas.) 1 am a Legal Guardian giving Cor D Lam a Donce giving Consent on. 	isent for a Minor, behalf of Mentally Incapac	stated person		
 I am a Deputy giving Consent on No consent can be provided (e.g. inclanation personal definition) 	behall of Mentally Incapat minor or mentally Incapat	atable person plated person with no authorised consent pr	ovider, missing of estranged persons	
and the part of the second state				
Please onter the NRIC/FIN of the fa	mily member for whom yo	u are submitting the consent "		
		Validader		
- Competition	Copyrghi C Rep Discussor Facord Vuin	mole: Polytectrine: All Fights reterrand	a Salvak	
	I am a RP Student/Family membre membre is overseas.) I am a Legal Guerdian giving Con- am a Donte giving Content on Am a Donty giving Content on No consent can be provided (ing incarberated persons, etc). Please enter the NRIC/FIN of the family	I am a RP Student/Family member uploading softcopy Commender is overseas. I am a Legal Guardian giving Content for a Minor. I am a Done giving Content on behalf of Mentality incapace I am a Doney giving Content on behalf of Mentality incapace No consent can be provided (e.g. minor or mentality incapace I can be provided (e.g. minor or ment	Copyrelid & Results: Pay Receiver Second Valence: All Registerment Concerned	Compared Paral RP Student/Early member upbacking softways Consent Form for someope in my household (e.g. Elderly without SingPass, Family member is oversead.) I am a Legal Guardian giving Consent for a Minor. I am a Donke giving Consent for balait of Mentally incapacitated person. I am a Donke giving Consent for balait of Mentally incapacitated person. I am a Donke giving Consent for balait of Mentally incapacitated person. I am a Donke giving Consent for a Minor, I am a Donke giving Consent for a Minor, I am a Donke giving Consent for a Minor, I am a Donke giving Consent for balait of Mentally incapacitated person. I am a Donke giving Consent for balait of Mentally incapacitated person with no autificmed consent provider, missing of estranged persons, incarporated persons, etc). Please enter the NRIC/FIN of the family member for whom you are submitting the consent * Middom Compared Persons Person Per

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



(Legal Guardian of a minor aged below 21)

POLYTECHNIC		Financial As	sistance and Scholars	ship		▲ [→	
Conser	t Form						
RP Stud	ent's NRIC	S****000F	Name of RP Studer	nt RP TS-M	MTRQ-1001 Member 1	i -	
RP Stud	ent's Residential Status	Singaporean	RP Student's Resid Address	lential 435D,NI CRKSC	PPKR SKRJNGMMN KNT,#53-569,007670		
Please s	elect under what capacity	you are submitting this con	sent *				
Olamia Olamia Olamia	Parent giving Consent for Parent giving Consent for RP Student/Family memb	my Birth/Adopted Child wh my Child who is a Foreign er uploading softcopy Con	o is a Singaporean/Singapore F er. sent Form for someone in my ho	ermanent Resident. usehold (e.g. Elderly wit	hout SingPass, Family		
e i am a	er is overseas.) Legal Guardian giving Co Donee giving Consent on	nsent for a Minor.	itated person				
○ I am a ○ No co incarc	Deputy giving Consent on Insent can be provided (e.g erated persons, etc).	behalf of Mentally Incapac minor or mentally incapac	citated person. citated person with no authorised	l consent provider, missir	ng or estranged perso	ns,	
							f the
Please e	nter the NRIC/FIN of the fa	mily member for whom yo	u are submitting the consent *			C	lispl
11234	907 1		Vancane				•
	NRIC/FIN	Name	Date of Birth	Consent Status	Select	C	Click
1	T****567Y	Emily	01/06/2022	Pending consent	Select	r	edir

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

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



(Legal Guardian of a minor aged below 21)

RP Student's NRIC S****000F		Name of RP Student	RP TS-MTRO-1001 Me	mber 1
Ar student's NRIG 3 000P		Name of RF Student	NE TO-WING-TOUT ME	inver i
RP Student's Residential Status Singaporean		RP Student's Residential Address	435D,NPPKR SKRJNG CRKSCKNT,#53-569,00	MMN 07670
Consent provided on behalf of T****567Y NRIC/FIN		Consent provided name of on behalf of NRIC	Emily	
Please enter your email address *		tang@gmail.com		
Please enter your contact number *		+65 97897308		
Please select your residential status *		-Select one-	۰.	-
Please select your relationship to RP student, RP T Member 1 S3506000F *	S-MTRQ-1001	Father	+	
Please select your relationship to Emily *		-Select one-	۰.	_
Please select the scope of this consent * Click here	for the list of	All Participating Schemes	•	_
Pancipaling Agencies & schemes supported by FC	AIVIES			
-Select one-		Choose File No file chosen		
-Selections-				
Deed/Will for Legal Guardianship Court Order of Guardianship of Minor Birth Certificate Others				
# Document Category	File N	ame		

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 <u>here</u> to refer to consent documents.



(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 quality 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.

 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.

3.1 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 members oqualify, to provide such Schemes to me and/or my Family member.

4. Lunderstand 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.

5.1 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 failsity, 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 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.



(Legal Guardian of a minor aged below 21)

and that I have not suppressed any materia	are, to the best of my knowled al fact, *	ge, that the information provided in this consent for	rm is true
			Preview And Submit
Frrort Please enter Email Address			
	ule		
Error! Please select residential stati	45		
Error! Please select residential stat			
Errori Please select residential stat Consent Form RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1

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.



78

(Legal Guardian of a minor aged below 21)

Confirmation

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



×

To edit any details:

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

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

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

After successful submission of consent, a popup will appear.

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

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

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



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

PROTIGING	Financial Assistan	ce and Scholarship	Figure 1
Consent Form			
RP Student's NRIC	S****915G	Name of RP Student	RP_FPSet005_Member5
RP Student's Residential Status	Singaporean	RP Student's Residential Address	659B,WMMDLJNDS DRLVK 63,HDB,#99-35,707663
Please select under what capacity	you are submitting this con	isent *	
 I am a Parent giving Consent fo I am a RP Student/Family mem 	r my Child who is a Foreign ber uploading softcopy Con	ier. sent Form for someone in my hausehold (e.	g. Elderly without SingPass, Family
I am a Legal Guardian giving C	onsent for a Minor.		
I am a Donee giving Consent of	behalf of Mentally Incapac	citated person.	
I am from MSF/Home/Shelter g	ving Consent for a Minor. N	to authorised consent provider (minors and	MI individuals)
Please enter the NRIG/FIN of the family	member for whom you are suit	amitting the consent "	
		Veldeter	
	Copyrol4 © Resuble Ps	lytective. All Flights miserved	

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 <u>help-FAS@rp.edu.sg</u>



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

Consent Form				
RP Student's NRIC	S****915G	Name of RP Student	RP_FPS	Set005_Member5
RP Student's Residential Status	Singaporean	RP Student's Resident Address	ial 659B,W 63,HDB	MMDLJNDS DRL #99-35,707663
Please select under what capacity	you are submitting this consent			
I am a Parent giving Consent for	my Child who is a Foreigner.	Tama far samaana in mu bauan	bald to a Fidedausti	haut CineDana E
 I am a RP Student/Family memb member is overseas.) I am a Legal Guardian giving Co 	er uploading softcopy Consent I	control someone in my nouse	noid (e.g. Elderly with	nout singrass, r
 I am a RP Student/Family memb member is overseas.) I am a Legal Guardian giving Co I am a Donee giving Consent on I am a Deputy giving Consent on I am from MSF/Home/Shelter giving 	er uploading softcopy Consent f nsent for a Minor, behalf of Mentally Incapacitated i behalf of Mentally Incapacitated ring Consent for a Minor. No auti	l person. d person. horised consent provider (mino	noid (e.g. Eideny with	i)
I am a RP Student/Family memb member is overseas.) I am a Legal Guardian giving Co I am a Donee giving Consent on I am a Deputy giving Consent on I am from MSF/Home/Shelter giv Please enter the NRIC/FIN of the fa	er uploading softcopy Consent I insent for a Minor. behalf of Mentally Incapacitated i behalf of Mentally Incapacitated ring Consent for a Minor. No auti unily member for whom you are	l person. d person. horised consent provider (mino submitting the consent *	noid (e.g. cideny with	iour oingrass, ri
I am a RP Student/Family memb member is overseas.) I am a Legal Guardian giving Co I am a Donee giving Consent on I am a Deputy giving Consent on I am from MSF/Home/Shelter giv Please enter the NRIC/FIN of the fa	er uploading softcopy Consent f insent for a Minor. behalf of Mentally Incapacitated i behalf of Mentally Incapacitated ing Consent for a Minor. No auti amily member for whom you are	l person. d person. horised consent provider (mino submitting the consent *	noid (e.g. Eideny with	i)
I am a RP Student/Family memb member is overseas.) I am a Legal Guardian giving Co I am a Donee giving Consent on I am a Doputy giving Consent on I am from MSF/Home/Shelter giv Please enter the NRIC/FIN of the fa 141 # NRIC/FIN	er uploading softcopy Consent f nsent for a Minor. behalf of Mentally Incapacitated in behalf of Mentally Incapacitated ring Consent for a Minor. No auti amily member for whom you are Name	I person. d person. horised consent provider (mino submitting the consent *	rs and MI Individuals	iour SingPass, ra

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.



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

RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670
Consent provided on behalf of NRIC/FIN	T****567Y	Consent provided name of on behalf of NRIC	Emily
		-	
Please enter your email address		tang@gmail.com	
Please enter your contact number *		+65 97897308	
Please select your residential status *		-Select one-	۰
Please select your relationship to Rf Member 1 S3506000F *	P student, RP TS-MTRQ-1001	Father	*
Please select your relationship to En	nily *	-Select one-	•
Please select the scope of this cons	ent * Click here for the list of	All Participating Schemes	•
Lasting Power of Attorney (Don	ee) + *	Choose File No file chosen	
-Select one- Medical Report of Donor (Done			
Lasting Power of Attorney (Don Others	iee)		
# Document Cate	egory	File Name	
1 Lasting Power c	of Attorney (Donee)	lastuat test 361 LastingPo	werofAllomey(Donee) 20220401T175

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. <u>Note:</u> 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 <u>here</u> to refer to consent documents.



(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." [Prese read the tatched 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 quality 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.

 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.

3.1 understand that the Government and Participating Agencies may, without further reference to me, collect, share and use my Personal Information to determine it 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 members oqualify, to provide such Schemes to me and/or my Family member.

4. Lunderstand 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.

5.1 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 failsity, 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 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.



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

I have read the terms of consent and I decla and that I have not suppressed any material	are, to the best of my knowled I fact. *	Ige, that the information provided in this conser	t form is true
			Preview And Submit
Errort Please enter Email Address			
Error! Please select residential stat	tus		
Consent Form			
RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Membe
RP Student's Residential Status	Singaporean	RP Student's Residential	435D,NPPKR SKRJNGMM

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.



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

Confirmation

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



×

To edit any details:

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

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

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

After successful submission of consent, a popup will appear.

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

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

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



(Family Members without Singpass login due to valid reasons)



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



(Family Members without Singpass login due to valid reasons)

Consent Form		
RP Student's NRIC S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670
Consent provided on behalf of S****567y NRIC/FIN	Consent provided name of on behalf of NRIC	Jane
Please enter your email address *	tang@gmail.com	
Please enter your contact number *	+65 97897308	
Please select your residential status *	-Select one-	•
Please select your relationship to RP student, RP TS-MTRQ-1001 Member 1 S3506000F *	Father	•
Please select your relationship to Jane *	-Select one-	•
Please select the scope of this consent * Click here for the list of Participating Agencies & Schemes supported by HOMES	All Participating Schemes	
Please select the reason why this member is unable to login Singpass to give his/her own consent *	 Family member has no Singpase Family member is currently over Others 	s/Expired Singpass seas
-Select one-	Choose File No file chosen	

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

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

3 - Select your residential status from the options given.

4 - Your relationship will be prefilled as the relationship declared by the RP student in their bursary application form. <u>Note:</u> 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 <u>here</u> for details on scope of consent.



(Family Members without Singpass login due to valid reasons)

Consent Form **RP Student's NRIC** S****000F Name of RP Student RP TS-MTRO-1001 Member 1 RP Student's Residential Status Singaporean **RP Student's Residential** 435D,NPPKR SKRJNGMMN Address CRKSCKNT,#53-569.007670 Consent provided on behalf of S****567v Consent provided name of on Jane NRIC/FIN behalf of NRIC Please enter your email address ' tang@gmail.com Please enter your contact number ' +65 97897308 Please select your residential status -Select one-Please select your relationship to RP student, RP TS-MTRQ-1001 Father Member 1 S3506000F Please select your relationship to Jane * -Select one-Please select the scope of this consent * Click here for the list of All Participating Schemes Participating Agencies & Schemes supported by HOMES Please select the reason why this member is unable to login Singpass O Family member has no Singpass/Expired Singpass to give his/her own consent O Family member is currently overseas O Others Choose File No file chosen -Select one-. Document Category **File Name** fastual lest pfpstu300 Consentfordatasharing 20220602T131552.PN Consent for data sharing

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 <u>here</u> to refer to consent documents. Ensure softcopy consent form is duly completed and signed.



(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 quality 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.

 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.

3.1 understand that the Government and Participating Agencies may, without further reference to me, collect, share and use my Personal Information to determine it 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 members oqualify, to provide such Schemes to me and/or my Family member.

4. Lunderstand 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.

5.1 understand that if there are any discrepancies in the Personal Information collected, such discrepancies may be reflected to the relevant Government ministry(se), 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 paragraph 1.3 or 4 before such faising, 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.



(Family Members without Singpass login due to valid reasons)

I have read the terms of consent and I declare, to the best of my knowledge, that the information provided in this consent form is true and that I have not suppressed any material fact, *	8
Preview And Submit	

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

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

Error! Please enter Email Address Error! Please select residential stat	us		
Consent Form			
RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Member 1
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D,NPPKR SKRJNGMMN CRKSCKNT,#53-569,007670

Note

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



(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.



Confirmation

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



×



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)

POUTTOINSC	Financial As	sistance and Scholarship	Figu	re 1
Consent Form				
RP Student's NRIC	S****000F	Name of RP Student	RP TS-MTRQ-1001 Memoer 1	
RP Student's Residential Status	Singaporean	RP Student's Residential Address	435D NPPKR SKRJNGMMN CRKSCKNT#53-560,007570	
Please select under what cap	acity you are submitti	ng this consent "		
 I am a Parent giving Conse I am a RP Student/Family n member is overseas.) I am a Legal Guardian givi 	ent for my Child who is member uploading sol	s a Foreigner. ftcopy Consent Form for someone in rr.	my household (e.g. Elderly without SingPas	ss, Fam
I am a Donee giving Conse	ant on behalf of Menta	ily incapacitated person.		
 I am a Deputy giving Consi No consent can be provide missing or estranged pers 	ent on behalt of Menta ed (e.g. minor or men ions, incarcerated per	any incapacitated person. tally incapacitated person with no aut sons, etc).	horised consent provider,	
Please enter the NRIC/FIN of the fa	amily member for whom ye	ou are submitting the consent *		
		Velice		
-	Copyrol/4 C Re Disclares Facer/ Vol	analis Polytechnic All Rights reinis and	in Selfinic	
r! No Valid records found for NRI	IC/FIN provided		Figur	e 2
			_	
	Consent Form RP Student's NRiC RP Student's Residential Status Please select under what cap I am a Parent giving Conse I am a RP Student/Family in member is overseas.) I am a Legal Guardian giving I am a Donee giving Conse I am a Denee giving Conse I am	Consent From RP Student's NRIC S****000F RP Student's Residential Status Singaporan I am a Parent giving Consent for my Child who is I am a Parent giving Consent for my Child who is I am a PS Student's mily member uploading sol member is overseas.) I am a Denet giving Consent on behalf of Menta I am a Deputy giving Consent on behalf of Menta I am a Deputy giving Consent on behalf of Menta I am a Deputy giving Consent on behalf of Menta I am a Deputy giving Consent on behalf of Menta I am a Deputy giving Consent on behalf of Menta I am a Deputy giving Consent on behalf of Menta I am a Deputy giving Consent on behalf of Menta Mo consent can be provided (e.g. minor or men missing or estranged persons, incarcerated per Mease enter the NRICFIN of the family member for whom ye Consent Can be provided (e.g. minor or men missing or estranged persons, incarcerated per	Marce of RP Student's NRIC S****000F Name of RP Student's Residential RP Student's Residential Status Singeporean Name of RP Student's Residential Reses select under what capacity you are submitting this consent * Image: Student's Residential Status Singeporean Reses select under what capacity you are submitting this consent * Image: Student's Residential Status Singeporean Image: Research giving Consent for my Child who is a Foreignet. Image: Research giving Consent for My Child who is a Foreignet. Image: Research giving Consent for my Child who is a Foreignet. Image: Research giving Consent for a Minor. Image: Research giving Consent on behalf of Mentally Incapacitated person with no aut missing or estranged persons, incarcerated persons, etc). Image: Research the NRIC/FIM giving Consent for whom you are submitting the consent * Image: Consent in Behalf of Mentally Incapacitated person with no aut missing or estranged persons, incarcerated persons, etc). Image: Research the NRIC/FIM giving Consent for whom you are submitting the consent * Image: Consent in Behalf of Mentally Incapacitated person with no aut missing or estranged persons, incarcerated persons, etc). Image: Consent in Behalf of Mentally Incapacitated person with no aut missing or estranged persons, incarcerated persons, etc). Image: Consent in Behalf of Mentally Incapacitated person with no aut missing or estranged persons, incarcerated person with no aut missing or e	Note::::::::::::::::::::::::::::::::::::

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



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.

Noreply-fast@rp.edu.sg	凸	S Reply	الم Reply All	\rightarrow Forward	4	
NF wendyhappy@yahoo.com.sg				Tue 5/4	1/2022 B	
ident ID: fastuat_test_petstu303						
plication ID: PET2021001675						
plication Status: Consent Form Submitted						
IF HAPPY WENDY						
u have successfully submitted your consent form for fastuat_test_petstu303 and the staff will verify your consent form.						
e staff may contact you via your email/mobile phone number if further clarification is required. Please remain contactable.						
ank you.						
st Regards,						
ice of Student Support public Polytechnic .is a system generated email and does not require an authorized signature. Please do not reply to this email.						

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.

To fastuat_test_354@myrp.edu/sg: wendyhappy@yahoo.com.sg pplication ID: PFP2022002074 pplication Status: Consent Form Verification Unsuccessful				Wed 6/4/	2022 11	(59 an
pplication ID: PFP2022002074 pplication Status: Consent Form Verification Unsuccessful						
pplication Status: Consent Form Verification Unsuccessful						
s the consent verification for your UAT_Homes_Reg3 (HR) application is unsuccessful, the following household member(s)	is required to submit the co	onsent form a	and supporting d	locuments (if ne	eded) b	y 07
pr 2022 11.59pm.						
ame of household member(s):						
P TS-MTRQ-1004 Member 1						
P TS-MTRQ-1004 Member 2						
P TS-MTRQ-1004 Member 3						
P TS-MTRQ-1004 Member 4						
P IS-MTRQ-1004 Member 5						
aenock Holmes						
ear Legal Guardian						
our consent submitted is rejected as the legal document is truncated.						
hank you						
				_		

Bursary Application (using HOMES)

- a. Preparing Documents
- b. <u>Application Documents</u>
- c. Consent Documents

Office of Student Support (OSS)



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Preparing Documents for Submission

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



Application Documents (if applicable)

Click on the examples of family members to view the types of supporting documents to be submitted. Click **here** to view how to prepare documents for submission.





FATHER : EMPLOYED (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 <u>here</u> 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)

<u>NOTE</u>

- 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<u>here</u> to view outreach by HOMES Ops Officer.



MOTHER : UNEMPLOYED (RECENT LOSS OF INCOME)

Definition

1) Loss of at least one source of income within recent 12 months

- 2) Some examples are:
- Cessation of self-employment (loss of job)
- Retrenchment (loss of job)
- Cessation of rental income

3) RP applicant to select "Recent Loss in Income/Change

- of Employment Type" Radio Button" in application Form.
- Click <u>here</u> for details.

Documents

1) **Combine all document(s) and upload a single file** (max 4MB) under "**Proof of Loss of Income**" (one or more of below documents can be submitted in the combined file).

- Official Termination of Employment
- Official Retirement Letter
- Tenancy Agreement indicating rental income amount and period
- If there are no official documents, please submit Declaration for Income-related matters (Annex C)

NOTE

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



ELDER SISTER : FULL-TIME STUDENT AGED 18 & ABOVE

Definition

- 1) Full-Time mode of study in local or overseas institution (including awaiting graduation)
- 2) Aged 18 and above at point of application
- 3) RP applicant to select "Full-Time Student" in bursary application form.
- Click <u>here</u> 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 <u>will not be considered as full-time students</u>. Income returned from Govt sources will be <u>included</u> 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 <u>are valid</u>, income returned from Govt sources <u>will be excluded</u> from gross household income. If documents are <u>not valid</u>, income returned from Govt sources <u>will be included</u> as gross household income.



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

Definition

- 1) Full-Time mode of study in local institution
- 2) Children not of schooling age
- 3) Aged below 18 at point of bursary application
- 4) RP applicant to select "Full-Time Student" in application form
- Click <u>here</u> for details

NOTE Income returned from Govt sources will be <u>excluded</u> from gross household income.

Documents

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



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

<u>NOTE</u>

- Income returned from Govt sources will be <u>excluded</u> 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.



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 <u>here</u> 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 <u>here</u> for details

<u>NOTE</u>

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

Documents

1) If there is recent loss or change in income for part-time students or pre-enlistees, select "Recent Loss in Income/Change of Employment Type" Radio Button" in application form .

- Click <u>here</u> for details.
- Upload <u>"Change of Income" or "Loss of Income"</u> documents.



GRANDMOTHER: FOREIGNER/RECENTLY MOVED TO SAME ADDRESS

Definition

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

- As he/she will not be reflected in govt sources and will not be prefilled into your bursary application form, please add family member in application form.
- Click <u>here</u> 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 <u>here</u> 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 <u>here</u> 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

Click to return to Summary Pag

Birth Certificate (family members without NRIC)

<u>NOTE</u>

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

Click here to view how to prepare documents for submission.

Consent Provider	Documents
	 Without Singpass (due to valid reasons) Email <u>Help-FAS@rp.edu.sg</u> to request for a copy of HOMES Consent Form. Print out, complete and sign HOMES Consent Form (wet ink).
Personal Consent Adult (aged 21 and above), including applicant	 Ensure that all sections of the form are duly completed. When signing the form, please ensure the following: The witness portion (with NRIC details of witness) is completed and signed. All signatures or thumbprints (witness, consent provider, interpreter) are legible . There should not be any cancellation or correction. The date of signing cannot be a future date. 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. 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 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 here to view how to prepare documents for submission.

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 Singaporean or Singaporean or 	Consent Provider	Documents
 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 the no missing pages) Birth Certificate reflecting parents of the minor (if applicable) Mote: • Consent must be provided by all parent(s) who have been granted care control of the minor in the Order, in the case of joint care and control. 	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)
If the parent who was ordered to have care and control is absent and unable to provide consent, please email <u>Help-FAS@rp.edu.sg</u> for advi	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) <u>Note:</u> 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 <u>Help-FAS@rp.edu.sg</u> for advice.



Click here to view how to prepare documents for submission.

Consent Provider	Documents
	 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)
Consent-on-behalf of	Note
minor	• The deed/will is made by the minor's guardian (e.g., parent, legal guardian).
Legal Guardian	 The deed/will should complete (e.g., no missing legal documents) and has not been nullified or superseded by the Courts.
(including applicant)	 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 <u>Help-FAS@rp.edu.sg</u> for advice.



Click <u>here</u> 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 Report 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 <u>Note</u> Consent must be provided by <u>all deputies</u> 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 party for Donee or Deputy is absent and unable to provide consent, please email Help-FAS@rp.edu.sg for advice.


Bursary Application (using HOMES) FAQs

- a. What is HOMES
- b. **Bursary Application**
- c. <u>Consent</u>

Office of Student Support (OSS)





HOMES - Household Means Eligibility System

About HOMES

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



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

Benefits of using HOMES

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



FAQs – Bursary Application (1)

What if I am not ready to submit my application?

You can click on '**Save as Draft**' to save your application. Submit your application by **Closing date.** Can my application be processed if I only save my application as 'Draft'?

No. You need to press the "Submit" button to submit your application. Draft application will NOT be processed. Submit your application by closing date. What are the application and consent documents to submit for bursary application?

Click <u>here</u> 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 <u>here</u> 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 <u>here</u> to view how to prepare supporting documents
- If you still encounter difficulties, please email us at help-fas@rp.edu.sg. Include screenshots of error.



FAQs – Bursary Application (2)

A family member who should be excluded has been pre-filled in my application form. I would like to include a family member into the 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 <u>Help-</u> <u>FAS@rp.edu.sg</u> 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	My elder sister has been accepted into university and she will be starting school in 3 months' time. I have
Yes, his part-time income will be included in the computation of your household income.	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?



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.



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 <u>here</u> for details on Scope of Consent.

Can I withdraw my consent after I have given it?

Yes, you can withdraw your consent.

Click <u>here</u> 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 <u>Help-FAS@rp.edu.sg</u> 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.



ck to return to Summary Page

FAQs – Consent (3)

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

- 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 <u>Help-FAS@rp.edu.sg</u> for the HOMES consent form softcopy.

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

If the individual requires the services of an interpreter to understand the terms of consent,

the interpreter is required to sign on the individual's **HOMES consent form softcopy** and complete all required fields.

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

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

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

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

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



End of Guide