



RP Bursary Application Guide

(Full-Time Diploma and
Polytechnic Foundation Programme Students)

a. Financial Assistance Scholarship System (FAST)

Office of Student Support (OSS)



How to Apply for RP Bursary

Step 1: Read the [FAST Application Guide](#)

Step 2: Log in to [Financial Assistance Scholarship System \(FAST\)](#), you need to have a **valid RP Student's Account** and **Password** (*recommended browser: Chrome*)

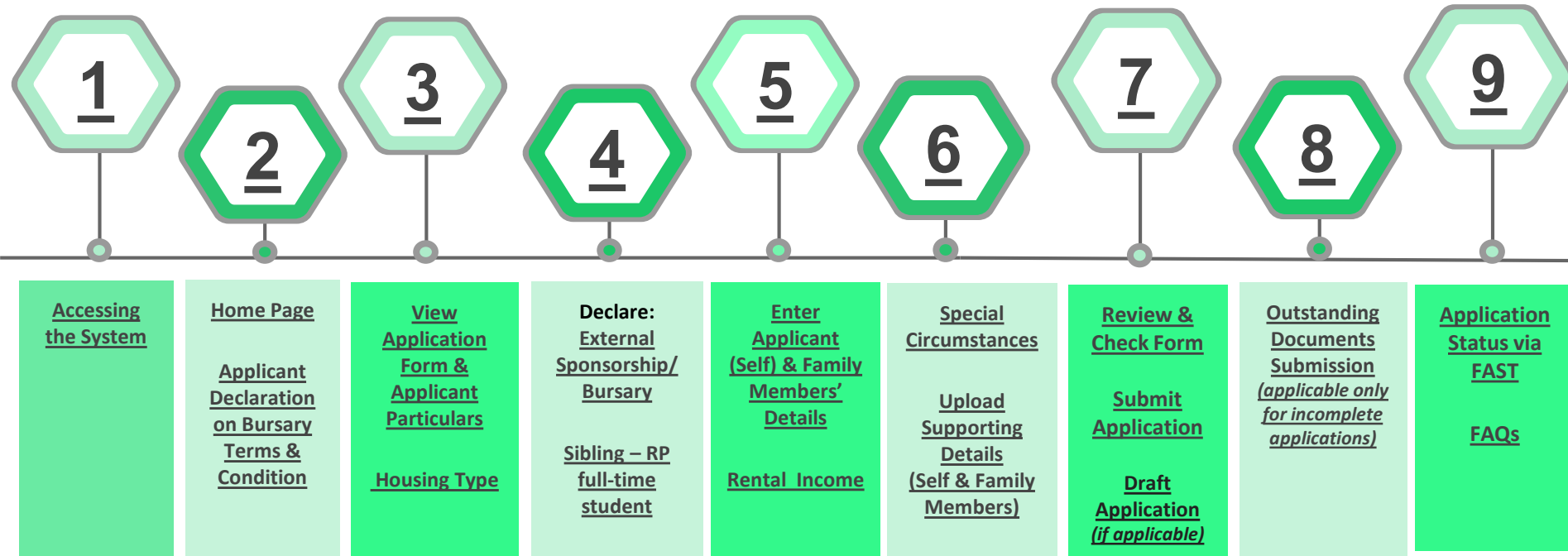
Note:

- Bursary application is available throughout the entire academic year.
- Students are awarded government bursary **once per academic year**; students who are awarded bursary in Semester 1 **will not be eligible** for this same bursary in Semester 2.
- Students do not need to apply for bursary in **AY2021 Semester 2** if they are **awarded a bursary in AY2021 Semester 1**. Their application will not be processed & will be rejected.
- Students will notified of the bursary outcome via their RP email in end-June.
- It may take up to 4 months for approved applicants to eventually receive their bursary money.




BURSARY APPLICATION (FIRST-TIME APPLICANT VIA FAST)

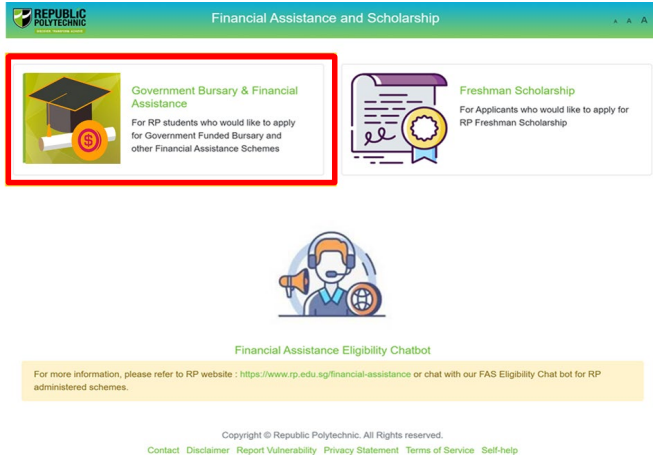
Click on the number or panel to view each segment of application form



01: Accessing the System

To log in to the portal, you need to have a **valid RP Student's Account** and **Password**. You can access the portal via:

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

Financial Assistance and Scholarship

Government Bursary & Financial Assistance
For RP students who would like to apply for Government Funded Bursary and other Financial Assistance Schemes

Freshman Scholarship
For Applicants who would like to apply for RP Freshman Scholarship

Financial Assistance Eligibility Chatbot

For more information, please refer to RP website : <https://www.rp.edu.sg/financial-assistance> or chat with our FAS Eligibility Chat bot for RP administered schemes.

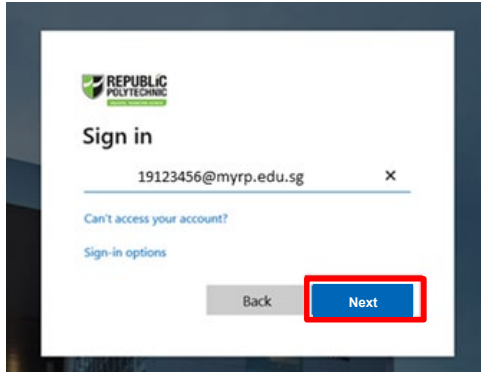
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Contact Disclaimer Report Vulnerability Privacy Statement Terms of Service Self-help

Click on '**Government Bursary & Financial Assistance**' icon.

- To find out your bursary eligibility, read bursary details and/or chat with our **FAS Eligibility Chatbot**.
- To submit your application successfully**, you will require **identification & income documents** (NRIC/Birth Certificate, latest Payslips, latest CPF Contribution History, Student Card, etc) of all family members staying with you in same household.
- Prepare **all supporting documents in advance** before submitting your online application.



01: Accessing the System



REPUBLIC
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Sign in

19123456@myrp.edu.sg

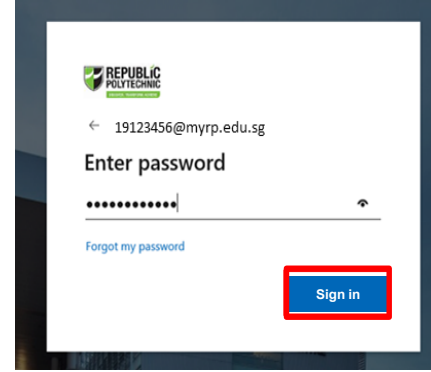
Can't access your account?

Sign-in options

Back Next

Enter your **RP Student ID** followed by **@myrp.edu.sg**
(eg: 19999999@myrp.edu.sg)

Click on '**Next**' button.



REPUBLIC
POLYTECHNIC

← 19123456@myrp.edu.sg

Enter password

Forgot my password

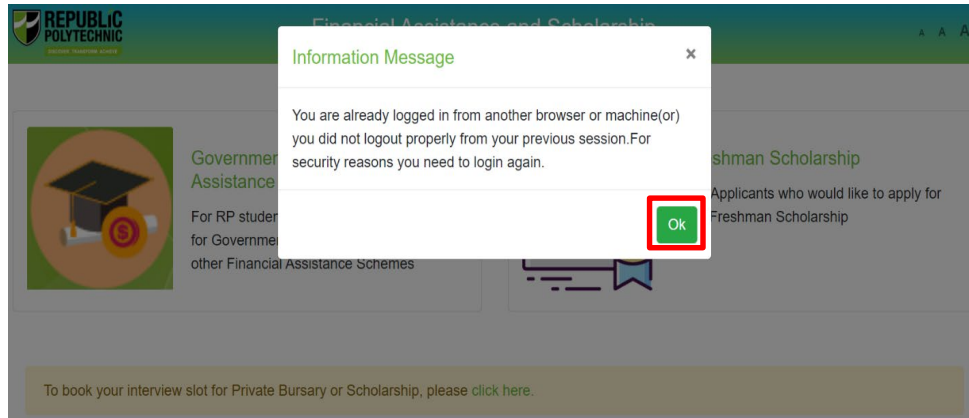
Sign in

Enter your **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 the System





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

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

You need to Login again to access the application form.



02: Home Page

 Government Bursary & Financial Assistance stu125					
Home / FAS >					
Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Apply for AY2021 RP Bursary (Full Time)	2021	AY2021 RP Bursary (Full Time)			DD/MM/YYYY

Click on Icon to start
your application

On successful authentication, you will be able to see the current bursary exercise for which you are eligible to apply & the applications that you have submitted in previous academic years (if applicable).

In the **Homepage**,
Click on the **Bursary icon** under 'Action' column to apply for:

Full-time Diploma Students: '**AY2021 RP Bursary (Full Time)**'.

PFP Students: '**AY2021 RP Bursary (PFP)**'.



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 wilfully suppressed or omitted any information or facts.

By submitting this application:

- I accept that if my application is incomplete, it will not be processed.
- I 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.
- I have no objection for RP to share the information given herein for the purpose of financial assistance, student care and statistics.
- I accept that the bursary money may be used to offset any outstanding fees that I owe to RP.
- 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 tuition fees and provides a monthly or annual living allowance.
- 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.
- 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 accept that the decision made by RP with regards to my application is final.

I Agree

2020

TestWipro-GB

30/09/2020


Read the '**Declaration by Applicant**' in the pop-up.

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

You will be redirected to the Government Bursary Application form.



03: View Application Form & Applicant Particulars

 Government Bursary & Financial Assistance stu123

Home / FAS / Government Bursary

Please email help-registrar@rp.edu.sg to update your personal details (i.e. Address, Marital Status, mobile phone number).

1 Student Particulars

Student Id	stu123
Student Name	Test stu123
Gender	M
Citizenship	Singaporean
Home Address	1
Mobile Number	12345678
Email	stu123@myrp.edu.sg
School	SAS
Matriculation Year	2020
Programme	BOD
NRIC	stu123UEN
DOB	05/07/2000

2 Housing type

3 Declaration

4 Family Members

5 Special Circumstances

6 Supporting Documents

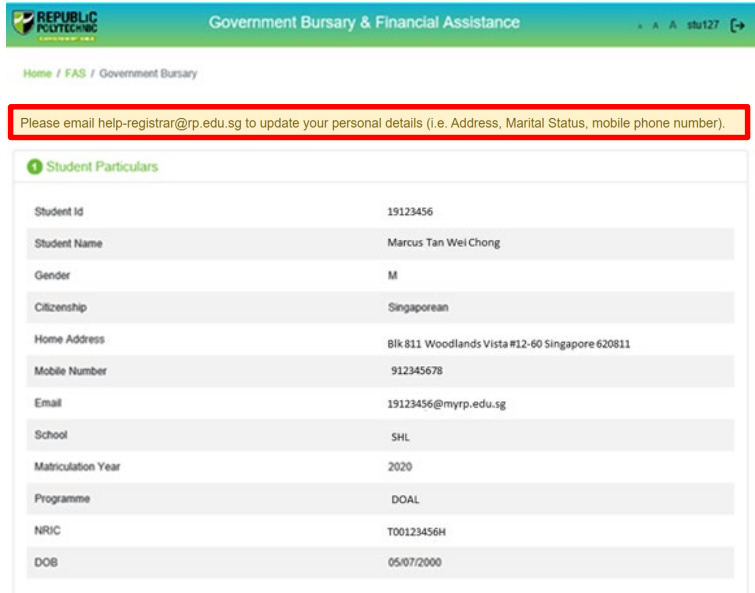
Submit

Save as Draft

This is the full view of the **application form**.



03: Review Applicant Particulars



REPUBLIC OF SINGAPORE
Government Bursary & Financial Assistance

Home / FAS / Government Bursary

Please email help-registrar@rp.edu.sg to update your personal details (i.e. Address, Marital Status, mobile phone number).

1 Student Particulars

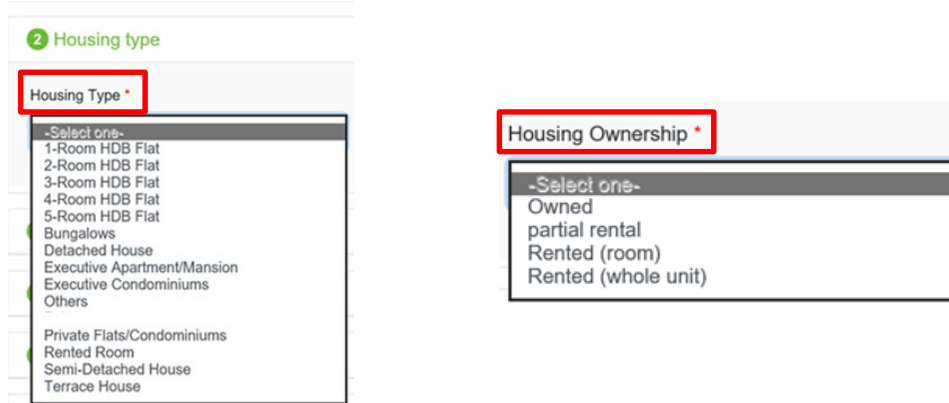
Student Id	19123456
Student Name	Marcus Tan Wei Chong
Gender	M
Citizenship	Singaporean
Home Address	Blk 811 Woodlands Vista #12-60 Singapore 620811
Mobile Number	912345678
Email	19123456@myrp.edu.sg
School	SHL
Matriculation Year	2020
Programme	DOAL
NRIC	T00123456H
DOB	05/07/2000

Review your details under ‘**Student Particulars**’.

- If there are changes to your personal details (i.e. Address, Marital Status, mobile phone number), please email help-registrar@rp.edu.sg.
- The bursary staff will contact you via RP email or mobile phone number if clarifications are required for your bursary application.



03: Select Housing Type & Ownership



2 Housing type

Housing Type *

-Select one-

- 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
- Rented Room
- Semi-Detached House
- Terrace House

Housing Ownership *

-Select one-

- Owned
- partial rental
- Rented (room)
- Rented (whole unit)

Select your 'Housing Type' and 'Housing Ownership' from dropdown list.



04: Declare External Scholarship/Sponsorship/Bursary/Study Grant

3 Declaration

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2021?

☐ Yes ☒ No *

Select '**No**' if you are not applying or not in receipt of external scholarship/ sponsorship/ bursary/ study grant for AY2021.

Proceed to the next section of application form.

3 Declaration

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2021?

☒ Yes ☐ No *

Name of Award * Year * Amount(\$) *

SAF Sponsorship 2021 5000

Awarded By * Coverage * Status *

SAF Tuition Fees and Allowance Applying

Upload File

Browse...

Add

Name of Award	Year	Amount(\$)	Awarded By	Status	Coverage	File Uploaded	Remove all
SAF Sponsorship	2021	5000	SAF	Applying	Tuition Fees and Allowance		

Select '**Yes**' if **you are applying or in receipt** of external scholarship/ sponsorship/ bursary/ study grant for AY2021.

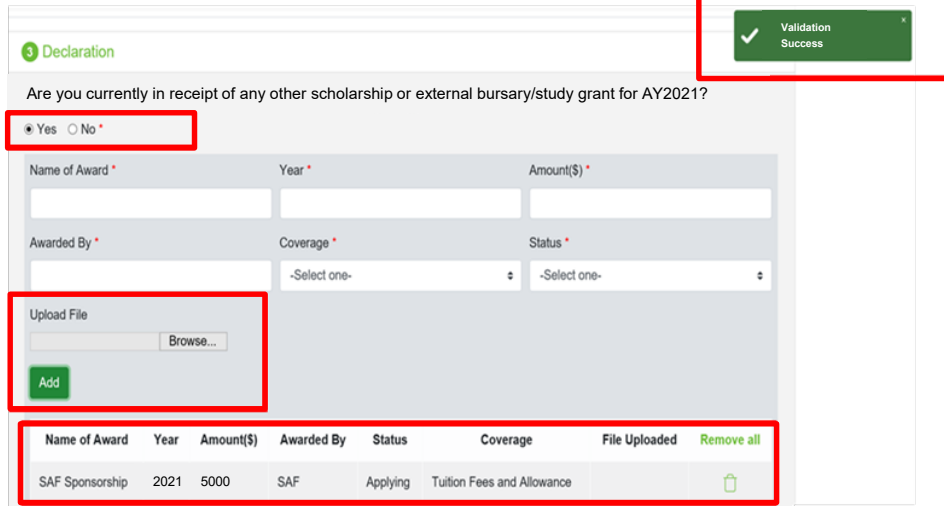
Enter '**Details of your Award**'. Select/fill all the compulsory fields (Fields indicated as *).

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).*
- *Mendaki Tuition Fee Subsidy Scheme is not considered as a full sponsorship as it does not provide an allowance.*



04: Declare External Scholarship/Sponsorship/Bursary/Study Grant



Declaration

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2021?

☒ Yes ☐ No


Name of Award * Year * Amount(\$) *

Awarded By * Coverage * Status *

Upload File

Browse...

Add

Name of Award	Year	Amount(\$)	Awarded By	Status	Coverage	File Uploaded	Remove all
SAF Sponsorship	2021	5000	SAF	Applying	Tuition Fees and Allowance		

When selected 'Yes', upload reference file (if any) if you have the details/confirmation for this external scholarship. If you do not have documents, you are not required to do any upload.

To upload file(s), click on 'Browse'.

Please note the below for file upload:

- Only one document can be uploaded per entry.
- Document type must be JPG/JPEG/PNG/PDF/ZIP.
- Document size cannot exceed 4MB.
- All documents must be clear for viewing (all text must be sharp & legible), without truncation of any part of the original document & in full view.
- Files should include details such as Name, NRIC date etc.

Click on 'Add' button. Upon successful addition & upload, you can see the system validation as 'Success' on top right of the panel. The records will be added into the panel.

Repeat steps if needed to add another external scholarship.

Click on 'Green Trash icon'  to remove the record or click on 'Remove all' to remove all the records from the table (if required).



04: Declare Sibling – Full Time RP Student

Are your siblings currently studying in Republic Polytechnic?

☐ Yes ☒ No *

Select '**No**' if you do not have sibling(s) who is a full-time student(s) in RP.

Proceed to next section of application form.

Are your siblings currently studying in Republic Polytechnic?

☒ Yes ☐ No *

Please specify sibling student id *

20012345 x

Add

Student Id

Student Name

Remove all

Select '**Yes**' if you have sibling(s) who is a full-time student(s) in RP.

Select/fill all the compulsory fields (Fields indicated as *).

Enter sibling's **RP Student ID**.

Note: Ensure that the student ID is a valid number.

Click on '**Add**' button.



04: Declare Sibling – Full Time RP Student

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2021?

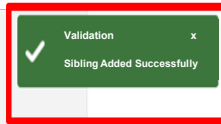
☐ Yes ☒ No *

Are your siblings currently studying in Republic Polytechnic?

☒ Yes ☐ No *

Please specify sibling student ID*

Student ID	Student Name	Remove all
20012345	Shaun Tan	
19012345	Venetia Tan	



System will validate the student ID entered & populate the name of the student in the table.

You can see the system validation as '**Sibling Added Successfully**' on top right of the panel.

The records are reflected in the panel.

Continue to '**Add**' another sibling's **Student ID** if you have more than one sibling.

Note: Ensure that the student ID is a valid number.

The record(s) of your sibling(s) will be captured in the panel.



05: Enter Applicant's Details (Self) – First Time Applicant in FAST

4 Family Members

Name *	Year of Birth *	NRIC *
Mckenzie	1998	S9906000S
Relationship *	Marital Status *	Employment Status *
Self	-Select one-	Full-Time Student (aged 17 & above)
Occupation *	Gross monthly Income *	Living With Applicant *
Student	0	Yes <input type="radio"/> No <input type="radio"/>
Level of Study *		
Poly		

Add

#	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Occupation	Gross Monthly Income	Living With Applicant	Remove
										all

Rental Income *

Total Monthly Income 0.00

Per Capita Income

All your details are pre-filled by the system.
Select/fill all the compulsory fields (Fields indicated as *).

You need to select **Marital Status** from the dropdown list.

Note:

- Married applicant is to include details & submit documents of their spouse and child(ren) if any. Spouse and child(ren) may or may not be staying with applicant.*
- Divorced/separated applicant is to include details & documents of their child(ren) if any. Child(ren) may or may not be staying with applicant.*

For **Gross Monthly Income**, state '0' as you are a full-time student.

Note: Internship allowance and earnings from your vacation/weekend jobs are excluded as you are a full-time student.

Click on '**Add**' button.



05: Enter Applicant's Details (Self) – First Time Applicant in FAST

Are your siblings currently studying in Republic Polytechnic?
☐ Yes ☒ No *

Family Members

I declare there is no change in my family status and would like to prefill the application using last bursary application records
☐ No Change ☒ There are changes *

Name *	Year of Birth *	NRIC *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship *	Marital Status *	Employment Status *
<input type="text" value="-Select one-"/>	<input type="text" value="-Select one-"/>	<input type="text" value="-Select one-"/>
Occupation *	Gross Monthly Income *	Living with Applicant *
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

[Add](#)

#	Name	Age	NRIC	Relationship	Marital Status	Employer Status	Occupation	Gross monthly Income	Living With Applicant	Remove
1	Marcus Tan Wei Chong	17	T12345678A	Self	Single	Full-Time Student (aged 17 above)	Student	0	Yes	Remove all



Upon successful addition, you can see the system validation as '**Success**' on top right of the panel.

The records are reflected in the panel.



05: Enter Family Members' Details

4 Family Members

I declare there is no change in my family status and would like to prefill the application using last bursary application records

☐ No Change ☒ There are changes *

Name *	Year of Birth *	NRIC *
John Tan	1974	S7412345H
Relationship *	Marital Status *	Employment Status *
Father	Married	Full-Time Employment
Occupation *	Gross Monthly Income *	Living with Applicant *
Administrator	3500	<input checked="" type="radio"/> Yes <input type="radio"/> No

Add

#	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Occupation	Gross monthly income	Living With Applicant	Remove all
1	Marcus Tan Wei Chong	17	T12345678A	Self	Single	Full-Time Student (aged 17 above)	Student	0	Yes	

You will be able to add any no. of family members in this section.

All the fields with * are compulsory.

Enter your family member's (e.g. father) 'Name', 'Year of Birth', 'NRIC Number'.

Select 'Relationship (to Applicant)', 'Marital Status', 'Employment Status'.

Enter 'Occupation' and 'Gross Monthly Income'.

Select 'Living with Applicant'.

Click on 'Add' button.



05: Enter Family Members' Details & Rental Income

Are your siblings currently studying in Republic Polytechnic?
☐ Yes ☒ No *

Family Members

I declare there is no change in my family status and would like to prefill the application using last bursary application records
☐ No Change ☒ There are changes *

Name * Year of Birth * NRIC *

Relationship * Marital Status * Employment Status *

-Select one- -Select one- -Select one-

Occupation * Gross Monthly Income * Living with Applicant *

-Select one- -Select one- Yes No

Add

#	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Occupation	Gross monthly Income	Living With Applicant	Remove all
1	Marcus Tan Wei Chong	17	T12345678A	Self	Single	Full-Time Student (aged 17 above)	Student	0	Yes	
2	John Tan	46	T7412345H	Father	Married	Full-Time Employment	Administrator	3500	Yes	



Upon successful addition, you can see the system validation as 'Success' on top right of the panel.

The records are reflected in the panel.

Click on 'Remove all' to remove all the records from the table (Except 'Self' record) (if required).

Click on 'Pencil icon' to edit the record (if required). If you click this icon, the details of the family member will be populated in the boxes above. You will be able to edit the details and click on 'Update' button.

Click on 'Green Trash icon' to remove the record.

Continue to enter and add details for ALL family members living with you in same household.

(Note: this is a compulsory field *):

- For **rental income**: Enter the amount (e.g. '500') as appropriate.
There is no need to enter the '\$' sign.
- If there is **no rental income**: Enter '0'.
There is no need to enter the '\$' sign

2	John Tan	46	S7412345H	Father	Married	Full-Time Employment	Administrator	3500	Yes		
3	Vivian Lim	45	S7512345H	Mother	Married	Self Employed	Insurance	3000	Yes		

Rental Income *

Total Monthly Income 7,000.00

Per Capita Income 2,333.33



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)**.

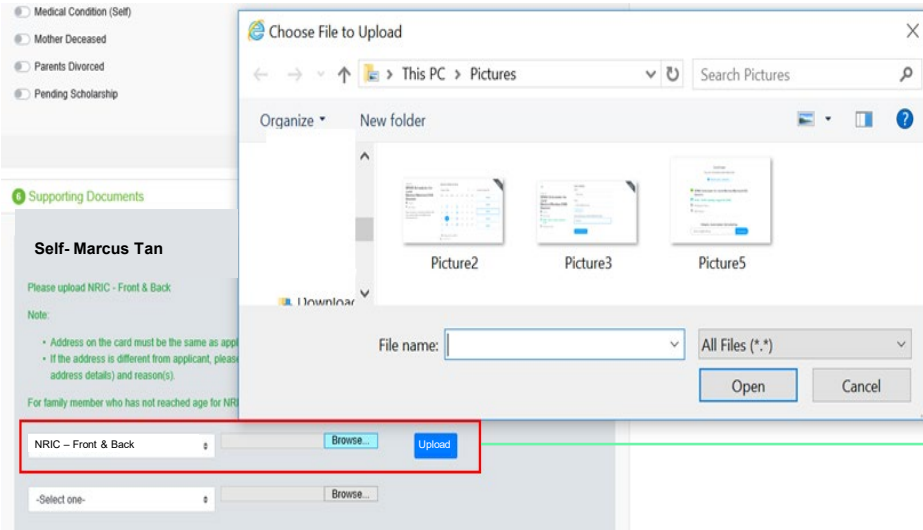
Note: Some selections like 'Father Deceased', 'Mother Deceased' and 'Parents Divorced' are automatically selected based on your family member particulars indicated in earlier portion of your form. Check to ensure the options are indicated correctly.

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 Applicant's (Self) Documents (Identification)



System will pre-fill the mandatory documents for applicant & each family member based on the particulars entered in the 'Family members' section.

You are required to upload the pre-filled document of NRIC.

Select document '**NRIC (Front & Back)**'.

Note: Ensure you submit your NRIC front & back in a single PDF file.

To upload file(s), click on '**Browse**'.

Please note the below for file upload:

- Only one document can be uploaded per entry.
- Document type must be JPG/JPEG/PNG/PDF/ZIP.
- Document size cannot 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 in full view.
- Files should include details such as Name, NRIC, date etc.

Click on '**Upload**'.



06: Upload Applicant's (Self) Documents (Identification)

Self- Marcus Tan

Please upload NRIC - Front & Back

Note:

- Address on the card must be the same as applicant.
- If the address is different from applicant, please provide a declaration letter that family member is staying with applicant (to indicate address details) and reason(s).

For family member who has not reached age for NRIC, please upload Birth Certificate

NRIC – Front & Back # Browse... Uploaded

-Select one- # Browse...



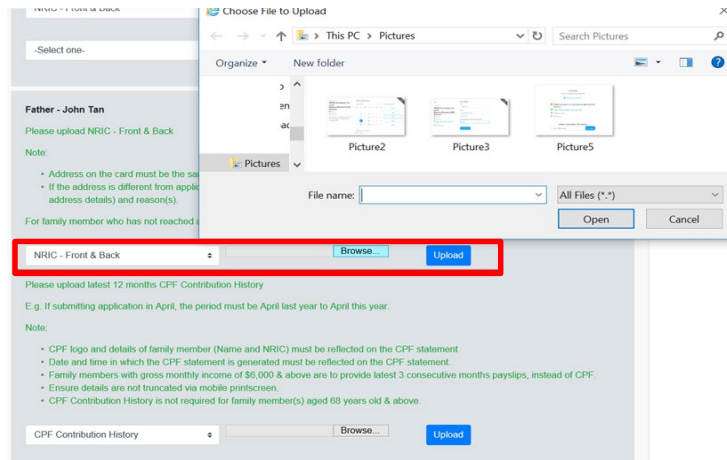
Upon successful upload, you can see the system validation as **'NRIC Front & Back' Added Successfully** on top right of the panel.

The records are reflected in the panel.

The 'Uploaded' status is reflected.



06: Upload Family Members' Documents (Identification)



System will pre-fill the mandatory documents for each family member based on the particulars entered in the 'Family members' section.

You are required to upload the pre-filled document of NRIC.

For family member (e.g. father), select document '**NRIC (Front & Back)**'.

Ensure you submit the NRIC front & back in a single PDF file. Submit below documents in place of NRIC, as appropriate:

- 11B for full-time MINDEF uniformed officers (e.g. 'Regular' service status) or for National Service (NSF) 11B
- Home Team NSF Card (front & back)
- Visit Pass
- Birth Certificate

To upload file(s), click on '**Browse**'.

Please note the below for file upload:

- Only one document can be uploaded per entry.
- Document type must be JPG/JPEG/PNG/PDF/ZIP.
- Document size cannot 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 in full view.
- Files should include details such as Name, NRIC, date etc.

Click on '**Upload**'.



06: Upload Family Members' Documents (Identification)

Father - John Tan

Please upload NRIC - Front & Back

Note:

- Address on the card must be the same as applicant.
- If the address is different from applicant, please provide a declaration letter that family member is staying with applicant (to indicate address details) and reason(s).

For family member who has not reached age for NRIC, please upload Birth Certificate.

NRIC – Front & Back



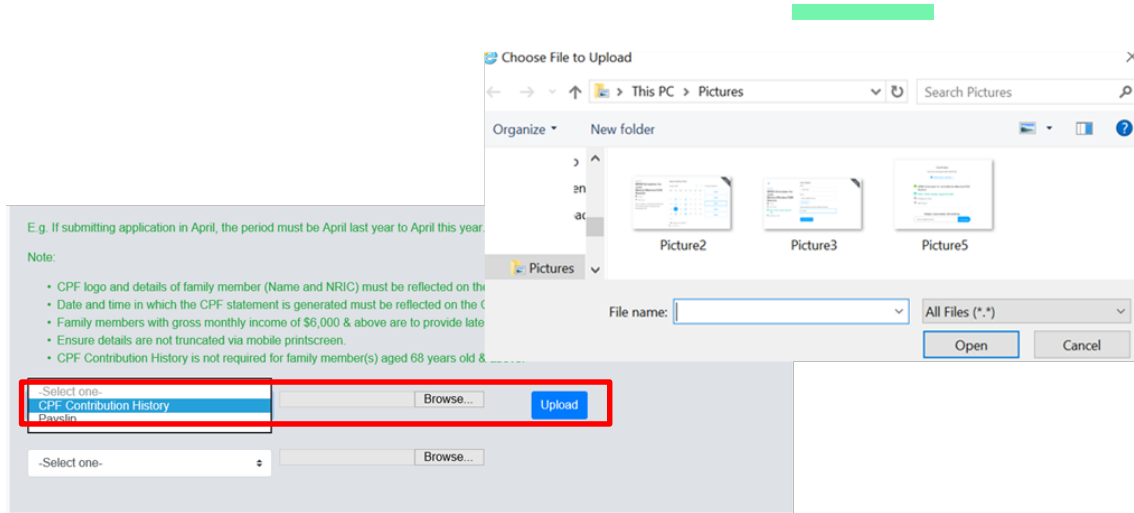
Upon successful upload, you can see the system validation as **'NRIC Front & Back Added Successfully'** on top right of the panel.

The records are reflected in the panel.

The 'Uploaded' status is reflected.



06: Upload Family Members' Documents (Income)



System will pre-fill the mandatory documents for each family member based on the particulars entered in the 'Family members' section. You are required to submit the pre-filled document of Payslip or CPF Contribution History.

For family member (e.g. father), select document '**Payslip or 'CPF Contribution History'**'.

Ensure you upload:

- Latest 12 months CPF History original PDF document from CPF website [OR](#)
- Latest 3 Payslips. You either combine 3 payslips into a single PDF file or continue using the "**Select One-**" option to upload remaining payslips.

To upload file(s), click on '**Browse**'.

Please note the below for file upload:

- Only one document can be uploaded per entry.
- Document type must be JPG/JPEG/PNG/PDF/ZIP.
- Document size cannot 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 in full view.
- Files should include details such as Name, NRIC, date etc.

Click on '**Upload**'.



06: Upload Family Members' Documents (Income)

Father - John Tan

Please upload NRIC - Front & Back

Note:

- Address on the card must be the same as applicant.
- If the address is different from applicant, please provide a declaration letter that family member is staying with applicant (to indicate address details) and reason(s).

For family member who has not reached age for NRIC, please upload Birth Certificate.

NRIC - Front & Back

Please upload latest 12 months CPF Contribution History

E.g. If submitting application in April, the period must be April last year to April this year.

Note:

- CPF logo and details of family member (Name and NRIC) must be reflected on the CPF statement
- Date and time in which the CPF statement is generated must be reflected on the CPF statement.
- Family members with gross monthly income of \$6,000 & above are to provide latest 3 consecutive months payslips, instead of CPF.
- Ensure details are not truncated via mobile printscreen.
- CPF Contribution History is not required for family member(s) aged 68 years old & above.

CPF Contribution History

-Select one-

John Tan-CPF Contribution History added successfully

Upon successful upload, you can see the system validation as **'Father CPF Contribution History Added Successfully'** on top right of the panel.

The records are reflected in the panel.

The 'Uploaded' status is reflected.



06: Upload Family Members' Documents (Others)

The screenshot shows a web form for uploading documents. At the top, there is a section for 'CPF Contribution History' with a 'Choose File' button and 'No file chosen' text. Below this, a dropdown menu is highlighted with a red box, showing '-Select one-' as the selected option. To the right of the dropdown is another 'Choose File' button and 'No file chosen' text. Below the dropdown, there is a table with columns: '#', 'Relationship', 'Document Category', 'File Name', and 'Remove all'.

In addition to the pre-filled documents NRIC & Payslip/CPF, you will also be able to **upload other document types** from the “-Select One-” option.

For family member (e.g. father), select relevant document from drop-down list.

To upload file(s), click on ‘Browse’.

Please note the below for file upload:

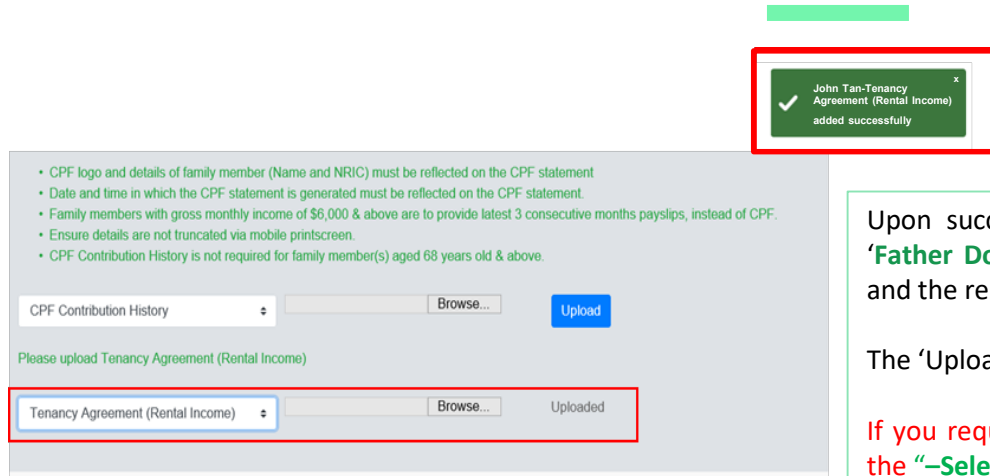
- Only one document can be uploaded per entry.
- Document type must be JPG/JPEG/PNG/PDF/ZIP.
- Document size cannot exceed 4MB.
- All documents must be clear for viewing (all text must be sharp and legible), without truncation of any part of the original document and in full view.
- Files should include details such as Name, NRIC, date and/or signature etc, as appropriate.

Click on ‘Upload’.

The screenshot shows the document upload interface with a dropdown menu on the left listing various document types. The 'Tenancy Agreement (Rental Income)' option is highlighted with a red box. To the right, a 'Choose File to Upload' dialog box is open, showing the 'Pictures' folder with three image files: 'Picture2', 'Picture3', and 'Picture5'. The 'File name' field is empty, and the file type is set to 'All Files (*.*)'. The 'Open' button is visible.



06: Upload Family Members' Documents (Others)



The screenshot shows a web interface for uploading documents. At the top, a green notification box with a checkmark and a close button (x) states: "John Tan-Tenancy Agreement (Rental Income) added successfully". Below this, a list of instructions is provided:

- CPF logo and details of family member (Name and NRIC) must be reflected on the CPF statement
- Date and time in which the CPF statement is generated must be reflected on the CPF statement.
- Family members with gross monthly income of \$6,000 & above are to provide latest 3 consecutive months payslips, instead of CPF.
- Ensure details are not truncated via mobile printscreen.
- CPF Contribution History is not required for family member(s) aged 68 years old & above.

Below the instructions, there are two document upload sections. The first section is for "CPF Contribution History" and includes a "Browse..." button and an "Upload" button. The second section is for "Tenancy Agreement (Rental Income)" and includes a "Browse..." button and an "Uploaded" status indicator. A red box highlights the "Tenancy Agreement (Rental Income)" section.

Upon successful upload, you can see the system validation as **'Father Document Added Successfully'** on top right of the panel and the records are reflected in the panel.

The 'Uploaded' status is reflected.

If you require to add more documents for Father, continue using the **"-Select One-"** option.

Continue to upload documents **for ALL family members living with you in same household as declared in Step 05.**



07: Review and Check Application





#	Relationship	Document Category	File Name	Remove all
1	Father - John Doe	NRIC - Front & Back	1806000S_Father_NRIC - Front20201007T005004.jpg	
2	Father - John Doe	CPF Contribution History	1806000S_Father_CPF Contribution History20201007T005010.jpg	
3	Self - Mckenzie	NRIC - Front & Back	1806000S_Self_NRIC - Front20201007T004957.jpg	

Diagram annotations: A yellow box labeled '1' points to the first document preview (NRIC - Front & Back). A yellow box labeled '2' points to the second document preview (CPF Contribution History). A yellow box labeled '3' points to the 'Remove all' button. A yellow box labeled '4' points to the 'Green Trash' icon in the second row.

Review and check that **all submitted supporting documents are in order.**

All documents must be clear for viewing (all text must be sharp and legible), without truncation of any part of the original document and in full view.

- You will be able to see the preview if the file uploaded is an image.
- Click on this link to download the file for review.
- Click '**Remove all**' to remove all the records from the table (if required).
Go back to the family member to add documents again (Step 06).
- Click '**Green Trash** icon'  to remove the file (if required).
Go back to the self or family member to add document again (Step 06).



07: Submit Application

For family member who has not reached age for NRIC, please upload Birth Certificate.

NRIC - Front & Back Choose File No file chosen Uploaded

-Select one- Choose File No file chosen

#	Relationship	Document Category	File Name
1	Mother - mother stu123	NRIC - Front & Back	stu123_Mother_NRIC - Front & Back20200930T214745.jpg
2	Mother - mother stu123	Death Certificate	stu123_Mother_Death Certificate20200930T214745.png
3	Mother - mother stu123	CPI Contribution History	stu123_Mother_CPI Contribution History20200930T215051.png
4	Self - Test stu123	NRIC - Front & Back	stu123_Self_NRIC - Front & Back20200930T214745.jpg

Preview And Submit **Save as Draft**

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- a. Once all the sections are duly filled and all supporting documents are uploaded, submit the application form by clicking on the “**Preview & Submit**” button.

- b. (i) System will validate your application form & display the error messages in a pop-up (Figure 1) and also in each section (Figure 2) if you did not fill in compulsory details (fields with *). Examples of system validation as below.

Figure 1

Validation failed.

- Please Specify Housing Type
- Please Specify Housing Ownership
- Please acknowledge whether the applicant has applied/in receipt of external scholarships
- Please acknowledge whether the applicant is having siblings currently studying in Republic Polytechnic

Close

Figure 2

Housing type

Error!
Please Specify Housing Type
Please Specify Housing Ownership

Housing Type * Housing Ownership *

-Select one- -Select one-

Declaration

Error!
Please acknowledge whether the applicant has applied/in receipt of external scholarships.
Please acknowledge whether the applicant is having siblings currently studying in Republic Polytechnic

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2020?
☐ Yes ☐ No *

Are your siblings currently studying in Republic Polytechnic?
☐ Yes ☐ No *



07: Submit Application

For family member who has not reached age for NRIC, please upload Birth Certificate

NRIC - Front & Back Choose File (No file chosen) Uploaded

-Select one- Choose File (No file chosen)

#	Relationship	Document Category	File Name
1	Mother - mother stu123	NRIC - Front & Back	stu123_Mother_NRIC - Front & Back20200930T214745.jpg
2	Mother - mother stu123	Death Certificate	stu123_Mother_Death Certificate20200930T214745.png
3	Mother - mother stu123	CPF Contribution History	stu123_Mother_CPF Contribution History20200930T215051.png
4	Self - Text stu123	NRIC - Front & Back	

[Edit](#) [Submit](#) [Save as Draft](#)

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Message ✕

You will not be able to edit the application once submitted.

[Cancel](#) [Submit](#)

✕

- Your application has been submitted and pending for verification.
- "Application Id for your reference : PET2020003474"

[OK](#)

- b. (ii) You need to fill in the missing information and click on '**Preview and Submit**' again. You will be redirected to another page where you will be able to review the application form. If there is a need to amend the application form, click on '**Edit**' button to go back to the previous page.

- c. If all the details are okay, system will display a prompt message in a pop up, click on '**Submit**' button to confirm submitting your application.
Do note that you will not be able to edit the application once submitted.

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



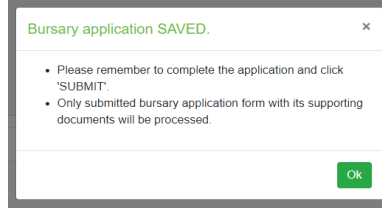
07: Draft Application (If Applicable)

For family member who has not reached age for NRIC, please upload Birth Certificate

NRIC - Front & Back No file chosen

-Select one- No file chosen

#	Relationship	Document Category	File Name
1	Mother - mother stu123	NRIC - Front & Back	stu123_Mother_NRIC - Front & Back20200907214745.jpg
2	Mother - mother stu123	Death Certificate	stu123_Mother_Death Certificate20200907214745.png
3	Mother - mother stu123	CPF Contribution History	stu123_Mother_CPF Contribution History20200907215051.png
4	Self - Test stu123	NRIC - Front & Back	stu123_Self_NRIC - Front & Back20200907214745.jpg



If you require more time to collate supporting documents, Click on '**Save as Draft**'.

System will save only the last saved version as a draft. You will be able to modify and save/submit your application on a later date.

REPUBLIC POLYTECHNIC Government Bursary & Financial Assistance stu123

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
Apply for AY2021 RP Bursary (Full Time)	2021	AY2021 RP Bursary (Full Time)	Draft		DD/MM/YYYY

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 that are saved as 'Draft' status will not be processed unless you click 'Submit' with all required information & supporting documents.



08: Outstanding Documents Submission (If Applicable)

REPUBLIC POLYTECHNIC Government Bursary & Financial Assistance

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Upload documents for AY2021 RP Bursary (Full Time)	2021	AY2021 RP Bursary (Full Time)	Outstanding Documents Required		DD/MM/YYYY

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.

REPUBLIC POLYTECHNIC Government Bursary & Financial Assistance

Home / FAS / Government Bursary - Outstanding Document

Hi Student
Please submit your mother's food delivery statements and official resignation letter. Thank you.

Please upload 12 consecutive weekly statements (equivalent to 3 months) *Note: Details of family member (E.g. Name, etc) must be reflected on each weekly statement. Ensure details are not truncated via mobile screenshot. Provide a declaration letter with reason(s) by family member if unable to provide statements in 12 consecutive weekly.*

Food delivery statements - [Mother] - mother No file chosen

Please upload Official Resignation Letter

Official Resignation Letter - [Mother] - mother No file chosen

Comments (Students to fill in if they have difficulty filling outstanding documents)

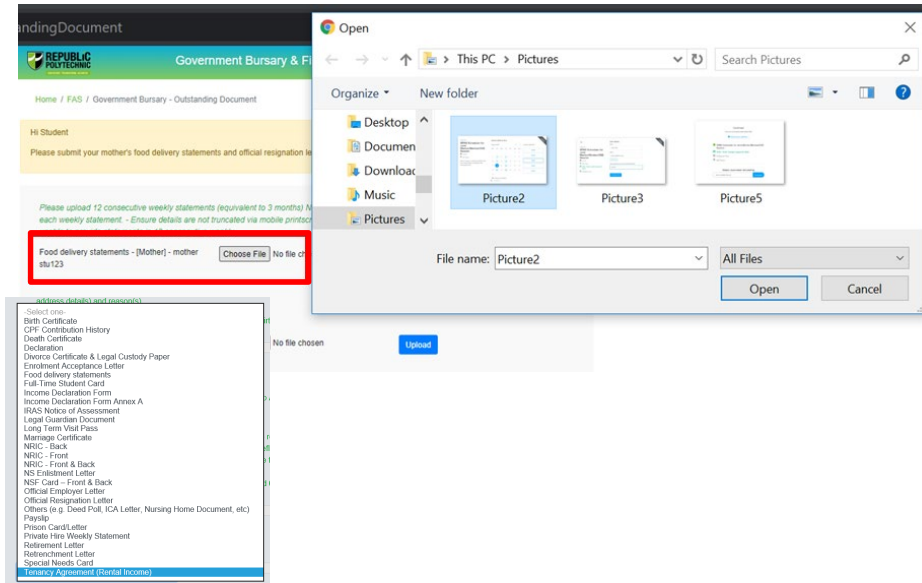
#	Relationship	Document Category	File Name	Remove all
---	--------------	-------------------	-----------	------------

Read the **instructions** by bursary staff in **FAST portal** (yellow box) & **your RP and/or personal email**.

The bursary staff may send an additional email with more details (e.g. sample templates/text/images).



08: Outstanding Documents Submission (If Applicable)



Select document from **drop-down list**.

To upload file(s), click on '**Browse**'.

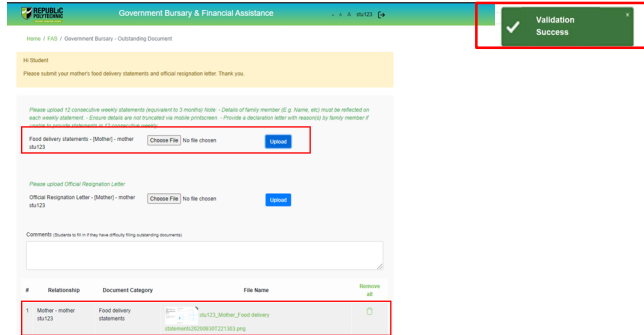
Please note the below for file upload:

- Only one document can be uploaded per entry.
- Document type must be JPG/JPEG/PNG/PDF/ZIP.
- Document size cannot 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 in full view.
- Files should include details such as Name, NRIC, date and/or signature etc , as appropriate

Click on '**Upload**'.



08: Outstanding Documents Submission (If Applicable)



Home / FAST / Government Bursary - Outstanding Document

Validation Success

Hi Student
Please submit your mother's food delivery statements and official resignation letter. Thank you.

Please upload 12 consecutive weekly statements (equivalent to 3 months) from - Details of family member (E.g. Name, etc) must be reflected on each weekly statement. - Ensure details are not truncated via mobile applications. - Provide a declaration letter with (timestamp) by family member if unable to provide statements via mobile applications.

Food delivery statements - (Mother) - mother
[Choose File] [No file chosen] **Upload**

Please upload Official Resignation Letter
Official Resignation Letter - (Mother) - mother
[Choose File] [No file chosen] **Upload**

Comments (Students to fill in if they have effectively filing outstanding documents)

#	Relationship	Document Category	File Name	Remove
1	Mother - mother BU123	Food delivery statements	BU123_Mother_Food delivery statements (2023030721303.png)	


Upon successful upload, you can see the system validation as '**Success**' on top right of the panel and the records are reflected in the panel.

If you require to add more documents continue to use the next '**Upload**' function. Repeat the earlier steps.

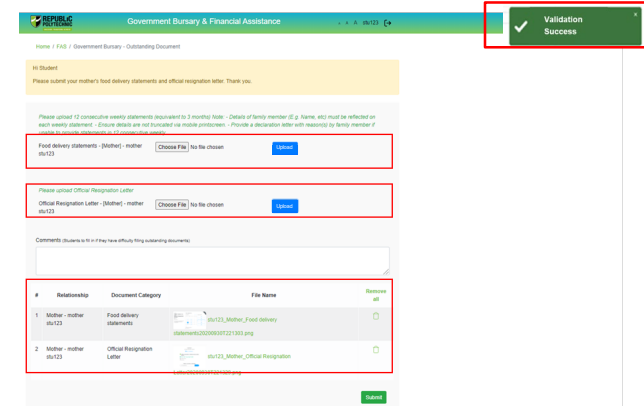
Please note the below for file upload:

- Only one document can be uploaded per entry.
- Document type must be JPG/JPEG/PNG/PDF/ZIP.
- Document size cannot 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 in full view.
- Files should include details such as Name, NRIC, date and/or signature etc , as appropriate

Ensure that you have uploaded all required documents. Review and check that **all submitted supporting documents are in order**. You cannot delete or replace documents that you have uploaded via FAST.

Click on the '**Green Trash icon**'  if you require to remove any document(s).

Go back to select correct document and upload again (Page 26 - 27).



Home / FAST / Government Bursary - Outstanding Document

Validation Success

Hi Student
Please submit your mother's food delivery statements and official resignation letter. Thank you.

Please upload 12 consecutive weekly statements (equivalent to 3 months) from - Details of family member (E.g. Name, etc) must be reflected on each weekly statement. - Ensure details are not truncated via mobile applications. - Provide a declaration letter with (timestamp) by family member if unable to provide statements via mobile applications.

Food delivery statements - (Mother) - mother
[Choose File] [No file chosen] **Upload**

Please upload Official Resignation Letter
Official Resignation Letter - (Mother) - mother
[Choose File] [No file chosen] **Upload**

Comments (Students to fill in if they have effectively filing outstanding documents)

#	Relationship	Document Category	File Name	Remove
1	Mother - mother BU123	Food delivery statements	BU123_Mother_Food delivery statements (2023030721303.png)	
2	Mother - mother BU123	Official Resignation Letter	BU123_Mother_Official Resignation Letter (2023030721303.png)	







08: Outstanding Documents Submission (If Applicable)

Please upload Official Resignation Letter

Official Resignation Letter - [Mother] - mother stu123 No file chosen

Comments (Students to fill in if they have difficulty filing outstanding documents)

I have submitted all documents

#	Relationship	Document Category	File Name	Remove all
1	Mother - mother stu123	Food delivery statements	 stu123_Mother_Food delivery statements20200930T221303.png	
2	Mother - mother stu123	Official Resignation Letter	 stu123_Mother_Official Resignation Letter20200930T221329.png	

Enter your comments into the comments box to respond to the bursary staff.

Click on '**Submit**' button when all information and supporting documents are in order.



09: Application Status at FAST Homepage

Application Status	What it means
Draft	Application is saved as draft and you are yet to submit the application. You are required to click 'SUBMIT' with all supporting documents.
Submitted Pending Verification	You have submitted your application and it 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 with all required supporting documents by deadline provided by staff to facilitate processing of application.
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	Your application has been recommended for the bursary scheme: <ul style="list-style-type: none"> • HECB Tier 1 or Tier 2: Higher Education Community Bursary Tier 1 or Tier 2 (<i>formerly CDC/CCC Polytechnic Bursary</i>) • HEB Tier 1 or 2: Higher Education Bursary Tier 1 or Tier 2 (<i>formerly MOE Bursary</i>)
Application Rejected by RP	Your application is rejected.
Application Accepted by CC1 Application Accepted by CC2	Your application is approved for Higher Education Community Bursary (HECB) Tier 1 or Tier 2. Approved applicants will be notified by the Community Centre (CC) nearest your residential address about the details of bursary cheque collection. Students will collect bursary cheque at their CCs.
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. <ul style="list-style-type: none"> • Awarded: Pending disbursement. • Disbursed: Disbursement has been effected by RP Office of Finance and the transaction has been posted into your statement of account in student OASIS. Do note there may be a time period of about 2 – 3 weeks before the bursary money is credited to your bank account due to administrative processing. Click here to download GIRO form & details. Email RP Office of Finance at help-schoolfee@rp.edu.sg for queries.

Note: The bursary outcome will be notified via your RP email account in end June 2021.

It may take up to 4 months for approved applicants to eventually receive the bursary money from date of application (i.e. Jul/Aug 2021).



09: FAQs – Application & Supporting Documents Upload

What are the supporting documents to submit for bursary application?

Click [here](#) for the supporting documents checklist. **Ensure your documents are in full view (not truncated) and clear. All text must be sharp and legible.**

Can I submit my application if I do not have a laptop?

Applications can be submitted via [FAST](#) using your mobile phone. **Ensure your documents are in full view (not truncated) and clear. All text must be sharp and legible.**

What if I am not ready to submit my application?

You can click on **'Save as Draft'** to save your application.

I have difficulties submitting my application.

- You should submit **at least 1 file for NRICs/Birth certificates for yourself & family members** (identification category and **at least 1 file for Payslips or CPF Contribution for your family members** (income category). Click [here](#) to view steps on application submission.
- All the **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 rental income.
- Try a different browser if you are unable to save or submit. **Recommended browser is Google Chrome.**
- If you still encountered difficulties, please email us at help-fas@rp.edu.sg. & include screenshots of error.

Can I submit an incomplete application?

Applications with missing/incorrect information or supporting documents will **NOT be processed**.

All document uploads have to be completed before an application can be submitted.

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**.

Can I submit new/additional documents once my application has been submitted?

No. You will **not be able** to submit new/replace documents once you click the 'submit button'.

If there are insufficient or incorrect documents in your initial submission, **you will be informed by staff via your RP email account to submit additional documents**. Click [here](#) to view steps on additional documents submission.



09: FAQs – Bursary Info & Application Status

How many times can I apply for bursary in the same academic year?

Government Bursary is awarded once per year. Applicant is required to submit **only one application per academic year**.

Students awarded bursary in Sem 1 are **not eligible** for this same bursary in Sem 2.

I don't know if I am eligible for bursary. What do I do?

You can chat with the [FAST eligibility chatbot](#) to find out about your bursary eligibility.

How do I check my application status?

You can login to [FAST Homepage](#) to view your application status.

Your bursary outcome will emailed to your RP email account in end-June 2021.

When will I receive the bursary money?

It may take up to 4 months for approved applicants to eventually receive the bursary money from date of application (i.e. in Jul/Aug 2021).

How will I receive my HCEB bursary money? *(formerly CDC/CCC Bursary)*

Via cheque collection at your nearest Community Centre (CC), unless otherwise stated.

Ensure that your residential address is updated with RP, as the CC will send a notification letter to your address.

To update your address, email to Help-Registrar@rp.edu.sg.

How will I receive my HEB bursary? *(formerly MOE Bursary)*

To bank account via GIRO established with RP.

When bursary disbursement transaction is posted to your OASIS student account by RP Office of Finance, please note it may take a time period of about 2 – 3 weeks before the bursary money is credited to your bank account due to administrative processing.

How do I apply for GIRO?

Click [here](#) to download GIRO form & details. Submit GIRO form as soon as possible. Processing of GIRO application may take up to 8 weeks.

For GIRO queries, email **RP Office of Finance** at help-schoolfee@rp.edu.sg

Can I submit hardcopy applications at your office?

No, we do not accept hardcopy applications. Please submit your application via [FAST](#).

