

## **RP Bursary Application Guide**

(Full-Time Diploma and Polytechnic Foundation Programme Students)

a. Financial Assistance Scholarship System (FAST)





### 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.



#### **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:







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.

Copyright @ Republic Polytechnic. All Rights reserved. 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 <u>FAS Eligibility Chatbot.</u>
- To submit your application successfully, you will require identification & income documents (*NRIC/Birth Certificate, latest Payslips, latest CPF Contribution History, Student Card, etc*) of <u>all family members staying with you in same household</u>.
- Prepare all supporting documents in advance before submitting your online application.



#### 01: Accessing the System



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

Click on 'Next' button.



#### Enter your password. Click on 'Sign In' button.

<u>Note</u>: 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

se Application S P Bursary ime)	Status <sup>11</sup> Scheme	Image: Displayed system     Closing Date       Date     Image: Displayed system       DD/MM/YYYY
Se Application S P Bursary ime)	Status <sup>11</sup> Scheme	Closing Date 11
' Bursary ime)		DD/MM/YYYY

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).

#### n 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:

- 1. I accept that if my application is incomplete, it will not be processed.
- 2. 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.
- 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 tuition fees and provides a monthly or annual living allowance.

6. 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.

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



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**

REPUBLIC	Government Bursary & Financial Assist	ance 🛛 🗛 A stu123 [+
me / FAS / Governmen	int Bursary	
ase email help-regi	istrar@rp.edu.sg to update your personal details (i.e. Addre	ss, Marital Status, mobile phone number).
Student Particular	75	
Student Id	stu123	
Student Name	Test stu123	
Gender	М	
Citizenship	Singaporean	
Home Address	1	
Mobile Number	12345678	
Email	stu 123@myrp.edu.s	9
School	SAS	
Matriculation Year	2020	
Programme	BDD	
NRIC	stu123UEN	
DOB	05/07/2000	
Housing type		
Declaration		
Family Members		
Special Circumsta	ances	
Supporting Docur	ments	
		Submit Save as Draft

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



#### **03: Review Applicant Particulars**

POLYTECHNIC	Government Bursary	& Financial Assistance	× A A stu127
me / FAS / Governmen	it Bursary		
		enel detelle (i.e. Address Maritel Otatio	
ease email help-regis	trar@rp.edu.sg to update your pers	onal details (I.e. Address, Marital Statu	s, mobile priorie number).
Student Particular	5		
Student Id		19123456	
Student Name		Marcus Tan Wei Chong	
Gender		м	
Citizenship		Singaporean	
Home Address		Blk 811 Woodlands Vista #12-60 Singap	ore 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 <u>help-registrar@rp.edu.sg</u>.
- 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



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 c	ther scholarship or external bursary/	/study grant for AY2021?
○ Yes ● No *		
3 Declaration		
Are you currently in receipt of any othe	r scholarship or external bursary/study g	grant for AY2021?
● Yes O 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 Amo	unt(\$) Awarded By Status	Coverage File Uploaded Remove all

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

Proceed to the next section of application form.

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 <u>not considered</u> as a full sponsorship as it does not provide an allowance.



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

Declaration									Success
Are you currentl	y in rec	eipt of any	other schola	irship or e	external bursar	y/study g	rant for AY202	1?	
Yes 🔿 No *									
Name of Award *			Year *			Amount(\$)	•		
Awarded By *			Coverage *			Status *			
			-Select one-		٥	-Select of	ne-	٥	
Upload File									
	Brow	vse							
Add									
N	¥		Augusta d Da	<b>0</b> 1-1-2	•		Elle Hala adad	December 11	
Name of Award	Year	Amount(\$)	Awarded By	Status	Coverag	le	File Uploaded	Remove all	
SAF Sponsorship	2021	5000	SAF	Applying	Tuition Fees and A	llowance		Ĥ	

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?		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.
		Select 'Yes' if you have sibling(s) who is a full-time
Are your siblings currently studying in Republic Polytechnic?  Yes ONo*		student(s) in RP.
Please specify sibling student id * 20012345 ×		Select/fill all the compulsory fields (Fields indicated as *).
Add		Enter sibling's <b>RP Student ID</b> .
Student Id Student Name	Remove all	Note: Ensure that the student ID is a valid number.
		Click on <b>'Add'</b> button.



#### 04: Declare Sibling – Full Time RP Student

e you currently in rece Yes	ipt of any other scholarship or external bursary/stu	idy grant for AY2021?	Validation Sibling Added Succ
e your siblings current	ly studying in Republic Polytechnic?		
Yes O No *			
lease specify sibling s	student ID*		
dd			
dd	Student Name	Remove all	
dd Student ID	Student Name	Remove all	-
dd Student ID 20012345	Student Name Shaun Tan	Remove all	

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

Comily Mombo	-
Earning Memore	TS.

al Status * ect one- s monthly Income *	S9906000S Employment Status * Full-Time Student (aged 17 & above) Living with Applicant * Yes No
al Status * ect one- s monthly Income *	Employment Status * Full-Time Student (aged 17 & above) Living with Applicant * Yes No
ect one- s monthly Income *	Full-Time Student (aged 17 & above)     Iving with Applicant *     Yes O No
s monthly Income *	Living with Applicant *
	Yes No
tal Employment us Status Occupa	Gross Living With Remov ation Monthly Applicant all Income
0.00	
	al Employment Occup: s Status Occup: 0.00

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 <u>excluded</u> 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 study O Yes	ing in Republic P	olylachnic?			Validation * Success
Family Members					
I declare there is no change in m O No Change  There are cha	ny family status a anges *	nd would like to prefill the application using	last bursary application records		Upon successful addition, you can see the system validation
Name *		Year of Birth *	NRIC*		as 'Success' on top right of the panel.
Relationship *		Marital Status *	Employment Status *		
-Select one-	•	-Select one-	-Select one-		The records are reflected in the panel.
Occupation *		Gross Monthly Income *	Living with Applicant*		
Add					
#Name Age NRIG	C Relationshi	p Marital Employmer OCC Status Status	upation Gross Living monthly With Income Applicant	Remove all	
Marcus 17 T1234 1 Tan Wei Chong	15678A Self	Single Full-Time Student (aged 17 above)	Student 0 Yes	1	



#### **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

#### 

Name *	Year of	f Birth *		NRIC	•				
John Tan	1974			S74	S7412345H				
Relationship *	onship * Marital Status * Em		Emple	Employment Status *					
Father	≎ Marri	ied		¢ Full	-Time Emplo	yment	•		
Occupation *	Gross	Monthly Inc	ome *	Living	with Applica	int *			
Admiinistrator	3500	g.		• Yes	s O No				
Add									
# Name Age NRIC	Relationship	Marital Status	Employment Status	Occupation	Gross monthly Income	Living With Applicant	Remove all		
1 Marcus Tan 17 T12345678, Wei Chong	A Self	Single	Full-Time Student (aged 17 above)	Student	0	Yes	1		

You will be able to add all your 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'.

Note: For parents and family members who are divorced/separated (sole and joint custody)/remarried, refer to divorce documents on legal custody, care & control (Page 51).

If parent is widowed, submit death certificate of other parent. Students are not required to add deceased parent's details as part of the household member.

Enter 'Occupation' and 'Gross Monthly Income'.

Note: For family members who full-time students or serving full-time National Service, enter income value as '0'. NSF allowance are excluded.

Select 'Living with Applicant'.

Click on 'Add' button.



#### **05: Enter Family Members' Details & Rental Income**

analy memore	\$									
declare there is no ch	ange in my fami	ily status ar	nd would like to pre	afill the application usin	ig last bu	irsary ap	plication re	cords		
No Change  The	re are changes '									
Name *			Year of Birth *			NRIC				
Relationship *			Marital Status *			Emplo	yment Stati	15		
-Select one-			-Select one-			-Sel	ect one-			
Occupation *			Gross Monthly In	come *		Living	with Applica	ant *		
						O Yes	O No			
Add										
# Name Age	NRIC Rei	ationship	Marital Status	Employment Status	Occu	pation	Gross monthly Income	Living With Applicant	Remove all	

#### (Note: this is a compulsory field \*):

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



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.

2	John Tan	46	S7412345H	Father	Married	Full-Time Employment	Administrator	3500	Yes	10
3	Vivian Lim	45	S7512345H	Mother	Married	Self Employed	Insurance	3000	Yes	10
Renta	al Income *					500			~	
Total	Monthly In	come				7,000.00				
Per C	apita Incor	ne				2,333.33				



### **06: Choose Special Circumstances (if applicable)**

5 Special Circumstances	Select the <b>special circumstance(s)</b> for yourself or your family member(s) ( <b>if applicable</b> ).
<ul> <li>Comcare</li> <li>Divorced (Self)</li> </ul>	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.
Father Deceased	Check to ensure the options are indicated correctly.
Medical Condition (Family member)	If not applicable, there is no action required from you. You are not
Medical Condition (Self)	required to select any option.
Mother Deceased	Proceed to next section of the application form.
Parents Divorced	



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



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

You are required to upload the mandatory document of NRIC.

Select document 'NRIC (Front & Back)'. Note: Ensure you submit your <u>NRIC front & back in a single</u> <u>PDF file</u>.

Choose 'Browse' to upload file(s). Please note these requirements to avoid error in 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**'. This blue button indicates that you are required to upload the mandatory document (NRIC) in order to proceed to next step.



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

	Marcus Tan-NRIC-
Self- Marcus Tan	Front & Back     added successfully
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).	Upon successful upload, you can see the system validation as 'NRIC Front & Back' Added Successfully' on top right of the panel.
For family member who has not reached age for NRIC, please upload Birth Certificate.           NRIC – Front & Back         Browse         Uploaded	The records are reflected in the panel.
-Select one-	The 'Uploaded' status is reflected. Note: When submitting your documents, please ensure there is no "Upload" (blue button). If the "Upload" button is still in blue, it means the document indicated is compulsory (i.e. 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 experience difficulty with uploading documents. If you need more time to upload your documents, you can save your application as 'Draft'. <u>If you have</u> saved your application as 'Draft': click here to view how to access your <u>Draft application.</u>



#### **06: Upload Family Members' Documents (Identification)**

Select one- Select one- Crganize   New folder  Crganize   New folder  New folder  Crganize   New folder  Crganize   New folder  Crganize   New folder  New f	Select one- Crgan Crgan Select one- Crgan Crgan Select one- Crgan Crgan Select one- Crgan	Pictures	his PC > Pictures	Picture3		Search Pictures		
Address on the card must be the sate whole:          • Address on the card must be the sate • Address on the card must be the sate • If the address is different from applie • Address on the card must be the sate • If the address is different from applie • Address on the card must be the sate • If the address is different from applie • Address on the card must be the sate • File name:	Stather - John Tan  Sease upload NRIC - Front & Back  Volue  Address on the card must be the se  Address default from apple address default and textors;  Sof amaly member who has not reached  NRIC - Front & Back  Sof	ize • New for an ac Pictures • File	Alder	Picture3	- 	Victure5	•	
Father - John Tan         Please spload NNC - Front & Black         • Address on the card must be the same • If the address is different from applies address dealing and reason(s).         • If the address is different from applies address dealing and reason(s).         For family member who has not reached         • If the address is different from applies address dealing and reason(s).         • If the address is different from applies address dealing and reason(s).         • If the address is different from applies address dealing and reason(s).         • If the address is different from applies address dealing application in April, the peniod must be April last year to April this year.         • If the address is of family member (Name and NRIC) must be april last year to April this year.         • If the address is of family member (Name and NRIC) must be reflected on the CPF statement • address dealers of family member (Name and NRIC) must be reflected on the CPF statement • address dealers and thunced the mobble printicence.         • CPF Contribution History • CPF Contribution Histor	Tather - John Tan Please updat NRC - Front & Back kole	Pictures File	Picture2	Picture3	1	victure5		
Faher - John Tan Hease uptoad NRIC - Front & Back • Address on the card must be the set of the address is different from opposite address details of research(s). • I handstross is different from opposite address details of research(s). • File name:	ather - John Tan Please upload NRIC - Front & Back kolos:       Address on the card must be the sa	en ac Pictures 🗸 File	Picture2	Picture3		Picture5		
Please upload NRIC - Front & Back Veloc	Please upload NRIC - Front & Back dote:	ac Pictures V File	Picture2	Picture3		Picture5		
	kote:         Address on the card must be the se         Address by there is the second	Pictures 🗸	Picture2	Picture3	F	Picture5		
Address on the card must be these     If the address is different from opport     address is different from opport     File name:	Address on the card must be the set     If the address is different from applia     address details) and reason(s).     or family member who has not reached a     NRIC - Front & Back 2	Pictures V File	name:					
If Ithe address is different from apple address is different from apple address delays and reasons).  File name:   All Files (*.*)  All Files (*.*)  Open Cancel  NRUC - Front & Back   Browse Uplowd  House a consecutive months provide address and the period must be reflected on the CPF statement  Ithe:  Cope Contribution History 16,000 & above are to provide latest 3 consecutive months payslips, instead of CPF:  Ensure delays and not mobile printicene.  CPF Contribution History  Browse Uplowd   Browse Uplowd	If the address is different from applie address details) and reason(s). Family member who has not reached a NRIC - Front & Back	File	name:					
or family member who has not reached Open Cancel NRIC - Front & Back e Browse Lybowd NRIC - Front & Back e Browse Lybowd Development Devel	or family member who has not reached a NRIC - Front & Back				~	All Files (*.*)		
NRIC - Front & Back     @     @romse     Uplowd       Vesses upload latest 12 months CPF: Contribution History:     g. If submitting application in April the period must be April last year to April this year.	NRIC - Front & Back •				[	Open	C	ancel
Classe deales ar Includes van Include praisidures.     CPF Contribution History is not required for family member(s) aged 68 years old & above.  CPF Contribution History      Browse Upland	CPF logo and details of family member (Name a Date and time in which the CPF statement is ge Family members with gross monthly income of Ensure details are not transated us mobile.	and NRIC) must be enerated must be re \$6,000 & above are	reflected on the CPF states to provide latest 3 con	statement atement. nsecutive months paysl	ips, insteac	of CPF.		
CPF Contribution History • Browse Uptend	CPF Contribution History is not required for fam	ily member(s) age	d 68 years old & above					
	CPF Contribution History •		Browse	Upload				

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 <u>NRIC front & back in a single PDF file</u>. 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	John Tan-NRIC - Front & × Back added successfully
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)**

		😂 Choose File t	o Uploa	d						×
		← → · 1	× 漏 >	This PC > Pictures		ڻ ~	Search Pictures			Q
		Organize *	New f	older						?
E.g. If submitting application in April, the peric	rd must be April last year to April this year	2	en ac	Picture2	Picture3		View Construction of the second secon			
CPF logo and details of family member     Date and time in which the CPF statem     Family members with gross monthly inc     Ensure details are not funcated via mol     CPF Contribution History is not required	(Name and NRIC) must be reflected on the ent is generated must be reflected on the ( ome of \$6,000 & above are to provide late bile printscreen. for family member(s) aged 68 years old 8	Ficures	File	e name:		~	All Files (*.*) Open	C	Cancel	~
-Select one- CPF Contribution History Payslin	Browse	Upload								
-Select one-	Browse									

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 <u>OR</u>
- 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	John Tan-CPF Contribution * alded successfully
Please upload NRIC - Front & Back	
Note:	
<ul> <li>Address on the card must be the same as applicant.</li> <li>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).</li> </ul>	
For family member who has not reached age for NRIC, please upload Birth Certificate.	Upon successful upload, you can see the system validation as
NRIC - Front & Back e Browse Uploaded	'Father CPF Contribution History Added Successfully' on top
Please upload latest 12 months CPF Contribution History	right of the panel.
E.g. If submitting application in April, the period must be April last year to April this year.	
Note:	The records are reflected in the panel.
CPF logo and details of family member (Name and NRIC) must be reflected on the CPF statement	·
<ul> <li>Date and time in which the CP+ statement is generated must be relieded on the CP+ statement.</li> <li>Family members with gross monthly income of \$6,000 &amp; above are to provide latest 3 consecutive months payslips, instead of CPF.</li> <li>Ensure details are not funcated via mobile printscreen.</li> <li>CPF Contribution History is not required for family member(s) aged 68 years old &amp; above.</li> </ul>	The 'Uploaded' status is reflected.
CPF Contribution History	
-Select one-	



#### **06: Upload Family Members' Documents (Others)**

CPF Contribution History		٠	Choose File No file chosen	Upload	
-Select one	-	:	Choose File No file chosen		



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'.



### 06: Upload Family Members' Documents (Others)



- 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 \$		Browse	Uplo
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#### Please upload Tenancy Agreement (Rental Income)

Tenancy Agreement (Rental Income)	٠	Browse	Uploaded
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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**



# 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.

- 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.
- Click 'Remove all' to remove all the records from the table (if required).

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

4 - 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**

	NRIC - Front & Back	•	Choose Fil	No title chosen Optoaded
	-Select one-	٠	Choose Fil	No file chosen
	Relationship	Document Cat	egory	File Name
1	Mother - mother stu123	NRIC - Front & B	ack	stu123_Mother_NRIC - Front & Back20200930T214745.jpg
s	Mother - mother stu123	Death Certificate	5	stu123_Mother_Death Certificate20200930T214745 png
3	Mother - mother stu123	CPF Contribution History	н	stur123_Mother_CPF Contribution
\$	Self - Test stu123	NRIC - Front & B	ack	stu123_Self_NRIC - Front & Back20200930T214745 jpg

Copyright © Republic Polytechnic. All Rights reserved. Contact Disclaimer Report Vulnerability Privacy Statement Terms of Service Self-help 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 popup (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	Figure 2
Validation failed.	Housing type     Errori     Errori     Errori
<ul> <li>Please Specify Housing Type</li> <li>Please Specify Housing Ownership</li> <li>Please acknowledge whether the applicant has applied/in receipt of external scholarships</li> <li>Please acknowledge whether the applicant is having</li> </ul>	Please Specify Housing Ownership Housing Type * Housing Ownership *
siblings currently studying in Republic Polytechnic	Ercel     Piesee advocwledge whether the applicant has applied/in receipt of indemid scholarships     Piesee advocwledge whether the applicant is having billings currently studying in Republic Polytechnic     Ave you currently in necept of any other scholarship or external bursarylstudy grant for AV2007     (Visc., Oldo):
Close	Are your sblings currently studying in Republic Pelytechnic?



#### **07: Submit Application**

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)



	Government Bursary & Financial Assistance				A .	∧ ∧ A stu123 <b>[→</b>	
Home / FAS >							
Action	Acad year 🕕	Exercise 11	Application Status	ti.	Scheme	11	Closing Date
Apply for AY2021 RP	2021	AY2021 RP Bursary (Full Time)	<sup>/</sup> Draft				DD/MM/YYYY

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.

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 <u>will not be</u> <u>processed</u> unless you click 'Submit' with all required information & supporting documents.



	Government Bursary 8	Financial Assistance	A A S	€+
Home / FAS >	Acad year 1. Exercise 1.	Application Status	Scheme 1: Closin	<ul> <li>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.</li> </ul>
Upload documents for AY2 RP Bursary (Full Time)	2021 AY2021 RP Bursary (Full Time)	Outstanding Documents Req	uired DD/MM	In the Homepage, click on the Bursary icon under 'Action' column.
Home / FAS / Gover	Government Bursary & Fi	nancial Assistance	∧ ∧ A stut23 [→	
Please submit your mot Please upload 12 co each weekly stateme unable to provide sta Food delivery statem stu123	ther's food delivery statements and official resignation le nescutive weekly statements (equivalent to 3 month) is nescutive weekly statements in 12 consecutive weekly. terms - [Mother] - mother Choose File: No file cho	tter Thank you. lote - Details of family member (E.g. Na reen - Provide a declaration letter with r sen Upload	vme, etc) must be reflected on eason(s) by family member if	Read the instructions by bursary staff in FAST portal (yellow box) & your RP and/or personal email.
Please upload Officia Official Resignation L	al Resignation Letter .etter - [Mother] - mother Choose File] No file cho	sen Upload		The bursary staff may send an additional email with more details (e.g.



unding Document	
Government Bursary & Fi ← → < ↑ ≥ > This PC > Pictures ✓ U Search Pictures ✓	Select document from drop-down list.
Covernment Bursary S. F   Image: This PC > Pictures v is search Pictures v is sear	<ul> <li>Select document from drop-down list.</li> <li>To upload file(s), click on 'Browse'.</li> <li>Please note the below for file upload: <ul> <li>Only one document can be uploaded per entry.</li> <li>Document type must be JPG/JPEG/PNG/PDF/ZIP.</li> <li>Document size cannot exceed 4MB.</li> </ul> </li> <li>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.</li> <li>Files should include details such as Name, NRIC, date and/or signature etc , as appropriate</li> </ul>



Covernment Bursary & Financial Assistance	
Import of a construction of the construction of t	<ul> <li>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.</li> <li>If you require to add more documents continue to use the next 'Upload' function. Repeat the earlier steps.</li> <li>Please note the below for file upload: <ul> <li>Only one document can be uploaded per entry.</li> <li>Document type must be JPG/JPEG/PNG/PDF/ZIP.</li> <li>Document size cannot exceed 4MB.</li> <li>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.</li> <li>Files should include details such as Name, NRIC, date and/or signature etc , as appropriate</li> </ul> </li> </ul>
Answer and and a second and a second with a bandwice to a function from the second of a se	Ensure that you have uploaded <u>all required</u> documents. Review and check that <b>all submitted supporting documents are in order</b> . You cannot delete or replace documents that you have uploaded via FAST.
Noticitation         Descented Collegery         File Name         Reset and Subset Subset S	Click on the ' <b>Green Trash icon</b> ' 🝵 if you require to remove any document(s). Go back to select correct document and upload again (Page 26 - 27).



P C si	Please upload Official Resignation Letter Official Resignation Letter - [Mother] - mother stu123 Upload					
Co	Comments (Students to fill in if they have difficulty filling outstanding documents)					
ľ	I have submitted all documents					
#	Relationship	Document Category	File Name	Remove all		
1	Mother - mother stu123	Food delivery statements	stu123_Mother_Food delivery	Û		
2	Mother - mother stu123	Official Resignation Letter	stu123_Mother_Official Resignation	Û		
				Submit		

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 Recommended for DFP Bursary	<ul> <li>Your application has been recommended for the bursary scheme:</li> <li>HECB Tier 1 or Tier 2: Higher Education Community Bursary Tier 1 or Tier 2 (formerly CDC/CCC Polytechnic Bursary)</li> <li>HEB Tier 1 or 2: Higher Education Bursary Tier 1 or Tier 2 (formerly MOE Bursary)</li> <li>DFP Bursary: Diploma Foundation Programme Bursary (PFP student only)</li> </ul>
Application Rejected by RP	Your application is rejected.
Application Accepted by CC1 Application Accepted by CC2	Your application is approved for <b>Higher Education Community Bursary (HECB) Tier 1 or Tier 2</b> . 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	<ul> <li>Your application is approved for Higher Education Bursary (HEB) Tier 1 or 2 OR DFP Bursary.</li> <li>Approved applicants will receive the bursary quantum via GIRO credited into the bank account registered with RP.</li> <li>Awarded: Pending disbursement.</li> <li>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.</li> <li>Click here to download GIRO form &amp; details. Email RP Office of Finance at help-schoolfee@rp.edu.sg for queries.</li> </ul>



### 09: FAQs – Application & Supporting Documents Upload

# What are the supporting documents to submit for bursary application?

Refer to the website for the list of supporting documents. 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 <u>FAST</u> 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 <u>here</u> 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 <u>help-fas@rp.edu.sg</u>.
   & 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 <u>here</u> 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 <u>FAS</u> <u>eligibility chatbot</u> to find out about your bursary eligibility.	How do I check my application status? You can login to <u>FAST Homepage</u> to view your application status.	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.
How will I receive my HECB bursary money? (formerly CDC/CCC 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 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 <b>RP Office of</b> 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 <u>FAST</u> .

