

Independent School Bursaries (ISB)

Applicant Checklist: Documents require to be submitted with the ISB application form

**All MOE ISB approved will be valid till December of the year.
Fresh applications will have to be submitted for each school year**

No	Action By	Document	Tick
1	Student	Please ensure that the ISB application Form is signed by parent.	
2	Household members (Employed)	1) Latest pay slip or a letter from the employer certifying gross income 2) CPF Transactions Statement for the past 12 months 3) Income Tax Notice of Assessment (Latest) If you are not required to pay tax or the latest tax assessment does not reflect your current income status, please complete an additional declaration at Annex II.	
3	Household members (Self-Employed)	1) CPF Transactions Statement for the past 12 month 2) Income Tax Notice of Assessment (Latest) If the household member is not required to pay tax, the member can provide the page from IRAS's myTaxportal > notices/letters > individual, to show that he/she has no Tax Notice of Assessment.	
4	Household members	Proof of other sources of income if applicable For example, tenancy agreement for rental income, pension, income statements for private car hirer, IR8A for verification of Director's fees etc.	
5	Household members who are unemployed and below age 63	1) To complete declaration at Section B of Annex II. 2) CPF Transactions Statement for the past 12 months	
6	Household members doing Full-time studies / Full-time National Service (NS)	1) Student matriculation card at tertiary institutions (e.g ITE, Polytechnics, University, private schools) 2) Identification card for full-time National Service (if applicable)	
7	Grandparents (Singapore Citizen) staying in the same household	Copy of their NRIC with the address	
8	Other household members, other than parents and unmarried siblings of the child.	Copies of NRIC of household members. If there are other dependent children without NRIC, please submit copies of legal documents to show that they are staying in the same address.	
9	Legal Guardianship	1) Court order or Letter of Probate or Administration 2) Final Judgement of Divorce (details on child custody, child's care and control, and maintenance)	
10	Other supporting documents if applicable	1) Retrenchment / Termination letter / Notice of Pay Reduction 2) Death Certificate	
11	<i>Special Note:</i>	<i>If an income earner is on no-pay leave as at the date of application for the MOE ISB, and the total period of his or her no-pay leave is 6 months or less, his or her last drawn income will be included when calculating a family's GHI.</i>	

This form may take you 10 minutes to complete. Please read the 'Information and Instructions for Applicants' in Annex I before you complete this form.

Any forms submitted with alterations to the original text will not be considered by the Ministry of Education.

MINISTRY OF EDUCATION INDEPENDENT SCHOOL BURSARY (ISB) SCHEME APPLICATION FORM 2024

(This scheme applies only to Singaporean students in Independent schools, NUS High School of Math and Science, and School of Science and Technology)

Section I: Particulars of child or children

Name of School: Hwa Chong Institution (High School Section)				
Birth Cert / NRIC No	Name (Underline <u>Surname</u>)	Level/ Class	MOE Scholarship Recipient (Indicate Scheme)	DSA/ Non-DSA
Home Address:				
Email Address:			Contact No.:	

Section II: Information on Other Household Members

If any child is receiving the MSF ComCare Short-to-Medium Term Assistance, or is a resident of an approved welfare home, there is no need to complete Section II in respect of that child if you can provide a copy of the ComCare approval letter, or a letter from the approved welfare home.

Otherwise, please include details of the parents and all unmarried siblings of the child or children identified in Section I above. You may also include the grandparents of the child or children identified in Section I above if they are living at the same address.

For instances where the child or children is living with the legal guardian, the household members will comprise that of the legal guardian's family taking care of the child or children identified in Section I instead (Please refer to paragraphs 6 & 7 of Annex I for detailed instructions).

S/N	Name & Birth Cert/NRIC No	Relationship & Marital Status	Age	Occupation	Gross Monthly Income (from employment and trade)	Other Sources of Income (e.g. pension, rental income)
1						
2						
3						
4						
5						
6						
7						
8						
Total Gross Household Income¹ (Sum of monthly income from work and other sources of income)						

¹ Please refer to paragraphs 8 to 11 of Annex I as to how Gross Household Income is computed.

Section III: Request for Free Textbooks and School Attire *(Applicable for MOE ISB*

Recipients who are eligible for 100% Fee Subsidy Only)

If your application is successful, your child or children identified in Section I above will enjoy full subsidy of school and miscellaneous fees (where applicable), and will be eligible for free textbooks and school attire, if required, comprising of 2 sets of uniforms, 2 sets of PE attire, a pair of shoes and 2 pairs of socks. The school will also notify you on school meals subsidy that will be given to your child or children.

Section IV: Modes of Transport between Home and School *(Applicable for MOE ISB*

Recipients who are eligible for 100% Fee Subsidy Only)

Please tick (✓) against only one of the boxes below to indicate the mode of transport that your child or children identified in Section I above will use to travel between home and school:

Public Transport
(Subsidy of \$17 per month)²

Own Transport or Walks to School
(No Subsidy)

² The public transport subsidy will be provided from the effective month of the MOE ISB till December of the year.

Section V: UPLIFT Scholarship *(Applicable for MOE ISB Recipients who qualify for 100% Fee Subsidy; and subsidy such that student pays the same fees as student studying in government and government aided schools)*

If your child or children identified in Section I above is/are admitted to the school through Direct School Admission (DSA) and/or qualified for the Edusave Scholarships for Independent Schools (ESIS), your child or children identified in the Section I will also be concurrently awarded the UPLIFT Scholarship of \$1,000 cash award per annum, subject to the renewal criteria stipulated in the award letter. You do not need to separately apply for the UPLIFT Scholarship.

Section VI: Declaration and Agreement by Applicant (whether Parent or Legal Guardian³)

1. I hereby declare that none of the child / children* identified in Section I above are in receipt of financial assistance from more than one MOE-funded school or institute of higher learning⁴.
2. I undertake to notify my child's / children's* current school in writing if, after submitting this form, any of my child / children* receives financial assistance from more than one MOE-funded school or institute of higher learning.
3. I acknowledge and agree with the instructions for applicants and eligibility criteria in Annex I. I agree that MOE, or the school in which the child / children* identified in Section I above are enrolled in, may at any time in their sole and absolute discretion request for additional information to:
 - (i) assess or reassess the financial situation of my household; or
 - (ii) reassess the financial assistance to be provided to my child or children in the course of the calendar year.
4. I agree that any financial assistance provided to the child / any of the children* identified in Section I above as a consequence of this application for financial assistance in this form may be withdrawn or withheld in respect of that child / children if:
 - (i) MOE assesses, based on the new information provided under paragraph 3 of this Section VI, that I am no longer entitled to financial assistance, or to a lower level of financial assistance;
 - (ii) I fail to provide any such additional information as required pursuant to paragraph 2 above of this Section VI, to the satisfaction of either MOE or the relevant school(s); or
 - (iii) my declaration in paragraph 1 of this Section VI is false or, after the date of this declaration, the child receives financial assistance from more than one MOE-funded school or institute of higher learning; or
 - (iv) that child subsequently fails to meet any of the eligibility criteria in Annex I; or
 - (v) any of the information that I have provided to MOE or the relevant school(s) in connection with the provision of financial assistance is subsequently found to be false, incomplete, or misleading.
5. I agree that MOE shall be entitled in its discretion to recover on demand any financial assistance rendered if any of the circumstances in paragraph 4 arise, as a debt due and payable.
6. I agree and consent to the MOE, or any school(s) in which my child / children* identified in Section I above are enrolled in, collecting, using, and disclosing all necessary data (including both my child / children's* and my personal data) to other parties, including other Government departments, statutory boards, or entities involved in the administration of social assistance, for the purpose of determining my child's / children's* eligibility for financial assistance, unless such sharing is prohibited by law. I also confirm that I have obtained consent from the other persons listed in Section II above for the sharing of their personal data for the abovementioned purpose.
7. I hereby declare that the information provided in this application form is true to the best of my knowledge.

³ A legal guardian is one who is court-appointed, or has been appointed guardian of a child or children by virtue of a will. Please submit the relevant documents to indicate that you are the legal guardian of the child or children.

⁴ "MOE-funded schools" include Government schools, Government-aided schools, Independent schools, Specialised independent schools, and Specialised schools. "Institutes of higher learning" include ITE, the Polytechnics, Nanyang Academy of Fine Arts, LaSalle College of the Arts, University of the Arts Singapore and the Autonomous universities.

* Please delete one.

Name, NRIC No. and Signature

Date

Information & Instructions for Applicants

MOE INDEPENDENT SCHOOL BURSARY (ISB) SCHEME

ELIGIBILITY CRITERIA AND BENEFITS

1. Student must be a Singapore Citizen enrolled as a full-time student in an Independent School¹ and must not be enrolled in any other schools or institutes of higher learning.
2. The student must attend school regularly. As financial assistance is provided to assist students in paying for expenses in connection with attending school, a student who fails to attend school regularly for any reason (including but not limited to Leave of Absence, medical leave, or hospitalisation leave) shall have his eligibility for financial assistance reassessed. In such circumstances, MOE is entitled to withdraw, reduce and/or withhold financial assistance without providing further reasons.
3. The student must not be receiving financial assistance provided by more than one MOE-funded school or institute of higher learning.
4. Please refer to the table below for the eligibility criteria at time of application and upon submission of complete documents, and benefits provided under MOE ISB:

Income Criteria (Meet one of the following criteria)		Benefits with effect from 1 January 2023
Monthly Gross Household Income (GHI)	Per Capita Income (PCI) ²	
Not exceeding \$3,000	Not exceeding \$750	<ul style="list-style-type: none"> • 100% subsidy of school and miscellaneous fees • Free textbooks and school attire at Secondary level; Annual bursary of \$1,200 at Pre-university level • Full subsidy of exam fees³ • Transport Subsidy: \$17 per month from the month of approval, up to \$204 per annum⁴ (for students taking public transport) • School meal subsidies for 10 meals per school week for secondary level
\$3,001-\$4,400	\$751-\$1,100	Subsidy such that student pays the same fee ⁵ as student studying in government and government-aided schools (GGAS)
\$4,401-\$7,500	\$1,101-\$1,875	Subsidy such that student pays 1.5x GGAS fee ⁵
\$7,501-\$10,000	\$1,876-\$2,500	33% subsidy of school and miscellaneous fees

¹ Include specialised independent schools, namely, NUS High School of Math and Science, and School of Science and Technology. Does not include Singapore Sports School and School of the Arts which have their own schemes to provide financial assistance for their students. Please refer to the schools' website for information on their financial assistance schemes.

² PCI = Monthly GHI / No. of members in the same household.

³ Applicable only to Singapore Citizen students enrolled in the International Baccalaureate Diploma Programme (IBDP) in Government-funded schools. Exam fees for GCE 'O' and 'A' levels are waived for all Singapore Citizens in Government-funded schools.

⁴ The public transport subsidy will only be provided from the effective month of the MOE ISB till December of the year.

⁵ GGAS fee comprises school fee and miscellaneous fee payable by Singapore Citizen students in a GGAS.

5. The student's current school must be notified of any changes to any of the criteria in paragraphs 2 to 4 in writing.

HOUSEHOLD MEMBERS

6. Household members include the student, his/her parents, and unmarried siblings of the student, **regardless** of the address.
7. Grandparents and other dependants living at the same address may be included on a case-by-case basis. They include:
 - a. Relatives who are **old or sick, and are unemployed and dependent** on the family; and
 - b. Child dependent (where the family is the **legal guardian**).

GROSS HOUSEHOLD INCOME

8. Gross household income or “GHI” is the total combined income of all family members in the same household, as defined in paragraphs 6 and 7 above. Household income includes any regular allowances (e.g. overtime, transport, laundry, and etc) and employee’s CPF contribution. Income from other sources (e.g. pension and rental income) must also be included when calculating a family’s GHI.
9. The following sources of income will not be considered in the computation of GHI:
 - a. National Service allowance earned by National Servicemen;
 - b. Severance compensation and insurance payouts; and
 - c. Alimony payment (including lump sum payment) received for the maintenance of child(ren) and/or ex-spouse.
10. If an income earner is on no-pay leave as at the date of application for the MOE ISB, and the total period of his or her no-pay leave is 6 months or less, his or her last drawn income will be included when calculating a family’s GHI.
11. For students who are staying with one or more legal guardians, the income of the legal guardians and their spouse who are staying in the same household will be taken into account when calculating the GHI for the student’s family.

EFFECTIVE MONTH FOR FINANCIAL ASSISTANCE

12. Schools will process your application promptly if you have provided the **complete information, inclusive of complete required documents**, indicated in the application form. All MOE ISB approved will be valid till December of the year or when your child is no longer eligible for financial assistance, whichever is earlier. Fresh applications will have to be submitted for each school year.

DOCUMENTS TO SUBMIT

13. Please submit the following documents together with the application form:
 - a. CPF Transaction Statement or Contribution History for past 12 months. Login to MyCPF Online Services www.cpf.gov.sg with your SingPass to retrieve.
 - b. Latest Income Tax Notice of Assessment for household members with other sources of income and self-employed household member.
 - If the **self-employed** household member is not required to pay tax or the latest tax assessment does not reflect his or her current income status, the member is to complete an additional declaration at [Section A of Annex II](#).
 - If the household member is not required to pay tax, the member can provide the page from IRAS’s myTaxportal > notices/letters > individual, to show that he/she has no Tax Notice of Assessment.
 - c. Latest payslip or a letter from the employer certifying gross monthly income (applicable only for **employed** household member(s)).
 - d. Proof of other sources of income (e.g. rental, pension, and etc), if applicable.
 - e. Declaration of unemployment (if applicable).
 - For household members who are **unemployed and below age 63** and are not undertaking full-time studies or undergoing full-time National Service – to complete declaration at [Section B of Annex II](#).
 - f. Student/Matriculation card for **full-time student at tertiary institutions** (e.g. ITE, Polytechnics, Universities, private schools) / Identification card for **full-time National Servicemen** (if applicable).

- g. Copies of NRIC of household members, other than parents and unmarried siblings of the child. If there are other dependent children without NRIC, please submit copies of legal documents to show that they are staying in the same address.
- h. Where applicable, documents showing proof of legal guardianship (e.g. a court order or Letters of Probate or Administration), for the purposes of Section VI of the application form.
- i. **Any other documents as and when required by the school for the purpose of verifying the income and/or application.**

DECLARATION OF UNEMPLOYMENT OR SELF-EMPLOYMENT
(Any undeclared section or non-submission of Annex II will automatically be treated as a nil return)

SECTION A: DECLARATION OF SELF-EMPLOYMENT

Household members must complete this section if they are either:

Category (a) - Self-employed and not required to pay tax; or

Category (b) - The latest tax assessment does not reflect current income status.

I/We* declare that I am/we are* currently self-employed and my/our* current self-employment income are* as follows:

Name & NRIC No.	Category*	Type of Self-employment	Current Monthly Self-employment Income	Signature of Household Member and Date
	(a) / (b)			
	(a) / (b)			

SECTION B: DECLARATION OF UNEMPLOYMENT

I/We* declare that I am/we are* currently unemployed.

Name & NRIC No.	Period of Unemployment	Reason for Unemployment	Signature of Household Member and Date

* Please delete one.