

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.

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

(This scheme applies only to Singaporean students in Independent schools)

Section I: Particulars of child or children

Name of School:			
Birth Cert / NRIC No	Name (Underline <u>Surname</u>)	Level/ Class	MOE Scholarship Recipient (Indicate Scheme)
Home Address:		Contact No:	

Section II: Information on Other Household Members *(Please refer to paragraph 2 of Annex I)*

Please include details of the parents, unmarried siblings, grandparents, and any legal guardians of the child or children identified in Section I above if these persons are living in the same household. If any child is receiving the Comcare Short-to-Medium Term Assistance or Long-Term Assistance (also known as the Public Assistance) from the Ministry of Social and Family Development, there is no need to complete Section II, if you can provide a copy of the ComCare approval letter (where the validity period of the ComCare Assistance must cover the application date) or the Public Assistance card.

S/N	Name & Birth Cert/NRIC No	Relationship & Marital Status	Age	Occupation	Gross Monthly Income*
1					
2					
3					
4					
5					
6					
7					
Gross Household Income					

**Please refer to paragraphs 3 to 6 of Annex I as to how Gross Monthly Income is computed.*

Date updated: 24 October 2018

Section III: Request for Free Textbooks and School Attire (*Applicable for 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 waiver of school and miscellaneous fees, and will be eligible for free textbooks and school attire if required. Please tick (✓) against each of the below items if you wish for your child or children to be provided with them. You may tick more than one box.

- Textbooks Uniforms (2 sets) PE attire (2 sets)
- Shoes (1 pair) Socks (2 pairs)

If your child or children do not require free textbooks or any of the items of school attire listed above, please tick (✓) against the box below:

- My child does not /children do not* need free textbooks or any of the items of school attire listed in this Section III.

* Please delete one.

Section IV: Modes of Transport between Home and School (*Applicable for 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 \$10 per month[^])
- Own Transport or Walks to School
(No Subsidy)

[^]The public transport subsidy will be based on the number of remaining months in the calendar year in which your application is approved.

Section V: Declaration by Parent or Legal Guardian

1. I, the parent / legal guardian[#] of the child / children[#] identified in Section I above, hereby declare that the information provided above is true to the best of my knowledge. I undertake to refund the value of benefits received in respect of my child / children[#] if any of the information is subsequently found to be false.
2. I accept that MOE, or any school(s) 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; and
 - (ii) to reassess the financial assistance to be provided to my child or children in the course of the calendar year.
3. I acknowledge that any financial assistance provided to the child / children[#] identified in Section I above as a consequence of this application may be withdrawn or withheld should I fail to provide any such additional information as required pursuant to paragraph 2 above to the satisfaction of either MOE or the relevant school(s).
4. I understand that the information given by me in this form or any part thereof may be shared with other Government departments, statutory boards, or entities involved in the administration of social assistance, and I consent, and have obtained the consent from the rest of my household for, to this being done.

[#] Please delete one.

Name, NRIC No. and Signature

Date

Information & Instructions for Applicants

MOE INDEPENDENT SCHOOL BURSARY SCHEME (ISB)

ELIGIBILITY CRITERIA AND BENEFITS

1. Student must be a Singapore citizen enrolled in an Independent School[#]. Please refer to the table below for the eligibility criteria and benefits provided under ISB:

Income Limits (Meet one of the following criteria)		Benefits ⁺
Monthly Gross Household Income (GHI)	Per Capita Income (PCI) [@]	
Not exceeding \$2,750	Not exceeding \$690	100% subsidy of fees ^o Free textbooks and school attire at Secondary level; \$900 bursary at pre-university level Full subsidy of exam fees [^] Transport Subsidy: \$10 transport credits per month from the month of approval, up to \$120 transport credits per annum* (for students taking public transport)
\$2,751 - \$4,000	\$691 - \$1,000	90% subsidy of fees ^o
\$4,001 - \$6,900	\$1,001 - \$1,725	70% subsidy of fees ^o
\$6,901 - \$9,000	\$1,726 - \$2,250	33% subsidy of fees ^o

[#]Singapore Sports School, School of the Arts, NorthLight School, Assumption Pathway School, Crest Secondary School and Spectra Secondary School have their own schemes to provide financial assistance for their students. Please refer to the schools' websites for information on their financial assistance schemes.

[@]PCI = Monthly GHI / No. of members in the household.

⁺For an ISB recipient who is eligible for partial subsidy of school fees and is also a recipient of MOE scholarship, special award or bursary which provide part payment of school fees, the total subsidy received by him will be capped at the annual school fees charged by each independent school less the annual amount of school and standard miscellaneous fees payable if he were in government school.

^o Fees include school and miscellaneous fees.

[^]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.

^{*}The public transport subsidy will be based on the number of remaining months in the calendar year in which your application is approved.

HOUSEHOLD MEMBERS

2. Household members include the student, his/her parents, grandparents, and unmarried siblings living at the same address. Other dependents 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 dependant (where the family is the legal guardian).

GROSS HOUSEHOLD INCOME

3. Gross household income or "GHI" is the total combined income of all family members who stay in the same household. This includes any **regular** allowances and employee's CPF contribution. Income from other sources (e.g. pension, alimony and rental income) must also be included when calculating a family's GHI.
4. The following sources of income would not be considered in the computation of GHI:
 - a. National Service allowance earned by NS men; and
 - b. Severance compensation and insurance payouts.
5. If an income earner is on no-pay leave as at the date of application for the 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.
6. For students who are staying with one or more legal guardians, the income of all the legal guardians who are staying in the same household will be taken into account when calculating the GHI for the student's family.

DOCUMENTS TO SUBMIT

7. Please submit the following documents together with the application form:
 - a. For household members who are **employed** - latest payslip or a letter from the employer certifying gross income, and CPF Transaction Statement for past 12 months.
 - b. For household members who are **self-employed**:
 - (i) latest Income Tax Notice of Assessment and CPF Transaction Statement for past 12 months;
 - (ii) If the 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 Annex II.
 - c. For household members who are **unemployed and below age 62** and are not undertaking full-time studies or are undergoing full-time National Service – to complete declaration as enclosed in Annex II and CPF Transaction Statement for past 12 months.
 - d. 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 household.
 - e. **Any other documents as and when required by the school for the purpose of verifying the income.**

DECLARATION OF UNEMPLOYMENT OR SELF-EMPLOYMENT

Section A: Declaration of Unemployment

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

Name & NRIC	Period of Unemployment	Signature of Household Member and Date

Section B: Declaration of Self-Employment

Household members must complete this section if they are either

- (a) **Self-employed** and are not required to pay tax; or
- (b) The latest tax assessment does not reflect their current income status.

I/ We declare that I am / we are currently self-employed and I am / we are not required to submit Income Tax Return or my / our latest Income Tax Notice of Assessment submitted does not / do not reflect my / our current income status.

Name & NRIC	Current Income & Type of Employment	Signature of Household Member and Date