

TERTIARY TUITION FEE SUBSIDY FOR MALAYS APPLICATION FORM

Instructions to Applicant

Please read the instructions carefully before completing the application form.

a. Eligibility

You are eligible for the Tertiary Tuition Fee Subsidy ONLY IF YOU SATISFY ALL THE CONDITIONS BELOW:

- 1) You are a Singapore Citizen or a bona fide resident of Singapore and one of your parents (including adoptive parent and step parent), living or deceased, is a Singapore Citizen.
- 2) Your race or the first component of the double-barrelled race as stated in your NRIC is MALAY (which includes Boyanese, Javanese, Banjarese, Bugis and Indo extract)
e.g. for double-barrelled race – MALAY / INDIAN
- 3) Your monthly household **per capita income (PCI)** does not exceed \$1,500. You will enjoy :
 - a) 100% subsidy if your monthly household per capita income is \$1,000 and below
 - b) 75% subsidy if your monthly household per capita income is between \$1,001 and \$1,200
 - c) 50% subsidy if your monthly household per capita income is between \$1,201 and \$1500

PCI is computed as : -

$$\frac{\text{Total monthly gross income of family}}{\text{Total number of family members}}$$

- 4) You are receiving the MOE tuition fee grant.
- 5) You are pursuing first diploma or degree on full-time basis at a local government tertiary institution. Please refer to Section 1 for the list of institutions.

NOTE: All subsidised fee will be based on prevailing Singapore Citizen's fee rate.

b. Completion of Application Form

You are to complete **all sections** of the application form neatly and legibly. Enter "NA" or "NIL" where not applicable and delete where necessary. **For each amendment made, please cancel and countersign against it. Do not use any correction tape or liquid on the form**

Submit the completed form to your institution, which will then forward it to Yayasan MENDAKI for our processing. You will be informed of the outcome of your application **two (2) weeks from the date we received the application form from your institution** for our processing.

Incomplete forms will not be processed.

c. Supplementary Assistance Loan Scheme

If your race or the first component of the double-barrelled race as stated in your NRIC is MALAY and you are receiving less than 100% subsidy or did not receive any subsidy, you may apply for the Supplementary Assistance Loan Scheme to finance your tuition fees. Please complete the application form on page 6.

d. Study Loan Full-Time Scheme

If you are a Muslim and your race or the first component of the double-barrelled race as stated in your NRIC is not MALAY and you are not eligible for the subsidy, you may apply for Yayasan MENDAKI interest-free study loan under the Study Loan Full-Time Scheme. A copy of the application form can be downloaded from our website: www.mendaki.org.sg. Details on the various study loan schemes offered by Yayasan MENDAKI are also posted on the website.

e. Other Information

You can also apply for other financial assistance schemes available from your respective institution such as:

- The Post Secondary Education Account
- CPF Education Scheme
- Institution's Tuition Fee Loan

TERTIARY TUITION FEE SUBSIDY FOR MALAYS ADMINISTERED BY YAYASAN MENDAKI

Wisma MENDAKI 51 Kee Sun Avenue Singapore 457056

Tel: 6245 5555 Fax: 6243 5691 email: mendaki@mendaki.org.sg website : www.mendaki.org.sg



APPLICATION FOR TERTIARY TUITION FEE SUBSIDY

Section 1: Personal Particulars

Full Name (*block letters*) *Mr/Mrs/Miss:

Address:

Postal Code:

Attach recent photograph here

Household Type :

- 1-room 2-room 3-room 4-room
 5-room/Executive/Private Others, pls specify : _____

Telephone: (Residence) (Mobile)

Email:

Date of Birth (DD/MM/YYYY):

Country of Birth:

(Attach photocopy of birth certificate (BC))

Citizenship (Attach photocopy of NRIC / citizenship, if any)

- Singapore Citizen Singapore PR Others, Pls specify : _____

If you were not born in Singapore, state no. of yrs you have been residing in the Republic yrs

NRIC/Passport No.:

Race as stated in NRIC: Religion:

Student/Admission/Matriculation No.:

- Institution:** Nanyang Technological University Singapore Institute of Technology Nanyang Polytechnic
 National Institute of Education Singapore University of Technology and Design Ngee Ann Polytechnic
 National University of Singapore Institute of Technical Education (Diploma Programme) Republic Polytechnic
 Singapore Management University Singapore Polytechnic Temasek Polytechnic

Course of Study: Level : Degree Diploma

Duration of Study: yrs mths Mode : Full-time Part-time

Year of Study: 1st year 2nd year 3rd year 4th year 5th year

Commencement Date (DD/MM/YY): Please indicate the year of your enrolment (YYYY):

Tuition Fees (payable per academic year):

1 st year	\$ <input type="text"/>	2 nd year	\$ <input type="text"/>	3 rd year	\$ <input type="text"/>
4 th year	\$ <input type="text"/>	5 th year	\$ <input type="text"/>		

Total amount required to complete the course: \$

Please state if you are receiving the MOE Tuition Fee Grant. Yes / No
(You can check this information from your school)

Section 2: Family Income Declaration

Note:

1. For single applicant, the family is defined to include yourself, your parents / guardian, non-married immediate family members (e.g. sisters & brothers), non-married non-immediate family members (eg, aunts, uncles, grandparents) living in the same household. It excludes married family members even if they stay in the same household.
2. For married applicant, the family is defined to include yourself, your spouse and children only.
3. Each working family member in the same household must submit a photocopy of his/her latest income advice. If the advice is not available, please submit a photocopy of a) Endorsed statement of gross monthly income from employer; or b) Latest CPF account statement; or c) Income tax assessment returns
4. If you have handicapped family members living in the same household, letter of certification must be attached to this application form
If income advice is unavailable due to unemployment, self-employment, working on ad-hoc or part-time basis, the family member must submit a signed self-declaration letter along with photocopy of the following:
 - a) Latest CPF account statement; or b) Income of tax assessment returns
5. Please note that total monthly gross income includes only the basic income, Monthly Variable Component (MVC), Non-Pensionable Component (NPC), Non-Pensionable Variable Payment (NPVP), fixed monthly allowances and other related components (if any) but exclude all other allowances such as overtime pay, leave allowance, bonuses, etc.
6. NS allowances will be excluded from the monthly income computation.

S/N	Full Name (as in NRIC)	Age	NRIC	Relationship	Occupation	Monthly Gross Income (\$)	Name of School / Employer (if self-employed, state company name)
1				Applicant	Student		
2				Father			
3				Mother			
4							
5							
6							
7							
8							
9							
10							

Total Monthly Gross Income (A) \$

No. of Family Members (B)

PCI (A / B) \$

For family with nil income, please state source of funds for daily expenses.

House – rental \$ _____ Married-siblings \$ _____ Freelance jobs \$ _____ Other, pls specify: _____

Section 3: Parent's Particulars

Father's Particulars

Full Name (in block letters):

HP:

Status (Attach copy of NRIC or death cert):

Living

Deceased

Status (Attach copy of marriage or divorce cert):

Married

Divorced

Widowed

Citizenship (Attach copy of NRIC or citizenship, if any):

Singapore Citizen

Singapore PR

Others: _____

Date of Birth (DD/MM/YYYY):

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Country of Birth:

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NRIC No.:

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Race as stated in NRIC:

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Mother's Particulars

Full Name (in block letters):

HP:

Status (Attach copy of NRIC or death cert):

Living

Deceased

Status (Attach copy of marriage or divorce cert):

Married

Divorced

Widowed

Citizenship (Attach copy of NRIC or citizenship, if any):

Singapore Citizen

Singapore PR

Others: _____

Date of Birth (DD/MM/YYYY):

--	--	--	--	--	--	--	--	--	--

Country of Birth:

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NRIC No.:

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Race as stated in NRIC:

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Section 4: Checklist

Please use the following checklist to ensure that the following documents have been submitted.

Forms with incomplete documents will not be processed.

I have enclosed a copy of each of the followings together with this application form:	Yes	No	NA
1. My photograph			
2. My Birth Certificate			
3. My identity card (NRIC)			
4. My father's identity card			
5. My mother's identity card			
6. My spouse's identity card (if applicable)			
7. If not a Singapore Citizen by birth:			
- My Singapore Citizenship certificate			
- My father's Singapore Citizenship certificate			
- My mother's Singapore Citizenship certificate			
8. Letter of certification of handicapped brother(s)/sister(s) (if applicable)			
9. Latest pay-slips/income advice/official statements of monthly gross income/ income tax assessment returns for self-employed and working family members (where applicable)			
10. Certificate(s) of Death (if applicable)			
11. Certificate of Divorce/Custody (if applicable)			
12. Breakdown of tuition fees have been indicated in Section 1			

Section 5: Declaration

I declare that:

- I have never made any application for Tertiary Tuition Fee Subsidy to Yayasan MENDAKI.
- I have made an application for Tertiary Tuition Fee Subsidy to Yayasan MENDAKI.

My previous application(s) are as follows:

Year	Course	Institution

I declare that:

- I have not received any scholarships/bursaries/award from Yayasan MENDAKI or other organisation.
- I have received scholarships/bursaries/awards from Yayasan MENDAKI or other organisation.

The details are as follows:

Type of Application	Date Applied	Outcome	Amount Awarded	One-off per year

In the event that **I am not eligible** for the subsidy as my monthly household PCI exceed \$1,500 or received less than 100% subsidy.

- I wish to apply** for the Supplementary Assistance Loan scheme to finance my tuition fees. *(Please refer to pg 5)*
- I do not wish to apply** for the Supplementary Assistance Loan scheme to finance my tuition fees.

I declare that the information provided in this application form is true. I understand that if any entry is false, my application will be rejected. I understand that I have to comply with all the instructions pertaining to this application, failing which my application **will not be processed** and **will be disqualified**.

 Applicant's Signature

 Date

OFFICIAL USE FOR APPROVAL OF TERTIARY TUITION FEE SUBSIDY

Family Income (per month)	No of persons in the same household	Per Capita Income	Percentage of Subsidy Recommended
\$		\$	%

Missing Document (Yes/No)	Status	Remarks
_____	_____	_____
_____	_____	_____
_____	_____	_____

Status: Approved / Not Approved

Checked by:

Verified by:

 Officer's name / Signature / Date

 Officer's name / Signature / Date

SUPPLEMENTARY ASSISTANCE LOAN

Only for MALAY students who are not receiving any subsidy or in receipt of less than (100%) subsidy under the Tertiary Tuition Fee Subsidy (TTFS) Scheme.

Instructions to applicants:

- You have to furnish us with 2 guarantors for the loan application. Please fill-up the form on page 6 and enclose a copy of the guarantors' recent payslip and NRIC (the information will be kept confidential).
- Kindly update the guarantors' latest address during the final disbursement of the cheque by submitting a photocopy of their NRIC.
- Below are details of the loan scheme for your reference.
- Please do not leave any items blank. **INCOMPLETE FORMS WILL NOT BE PROCESSED.**

Pre-requisites of Guarantors

You must sign an agreement with MENDAKI for the repayment of the loan. Applicants are required to furnish 2 guarantors acceptable to MENDAKI. **The acceptability of the 2 guarantors will be at the discretion of the Loans Committee.** The guarantors must fulfill the following requirements:

- ◆ Singaporean
- ◆ Between the age of 21 and 55 years old
- ◆ Gross monthly income of at least \$1,500 and above
- ◆ Gainfully employed for the past 1 year
- ◆ Must not be the applicant's parents, siblings or staying in the same household
- ◆ The first and second guarantor must not be from the same household
- ◆ Self-employed guarantors must submit their latest IRAS form or CPF statement

Loan Agreement

Successful applicants and their guarantors are required to sign a loan agreement, which is also known as the loan deed. The schedule for the signing of agreement will be informed through the notification letter sent to applicant when the loan is approved. As per the loan deed, the borrower needs to observe and fulfill the following conditions:

- Complete the course of study
- No change in the agreed length of study
- No change in the course of study
- No withdrawal from or termination of the course of study
- No deferment without any valid reasons

If the borrower did not fulfill one of the above conditions or any of the terms in the loan agreement, the borrower will be considered to have breached the contract of the loan agreement. The full amount of the loan will have to be repaid immediately.

Loan Quantum

Category	Loan Amount
Students receiving 75% TTFS	25% of the tuition fees
Students receiving 50% TTFS	50% of the tuition fees
Students not receiving TTFS	80% of the tuition fees

The loan will be given for the entire course of study and the loan amount is given at the discretion of the Loans Committee, after taking into consideration the financial circumstances of the applicant, the course of study and any other relevant criteria. **The decision of the Loans Committee is final.**

Loan Disbursement

The disbursement of the loan cheque for the first year will be made upon completion of the loan deed. The loan cheque will be made payable to the student or institution. Subsequent loan disbursements will be given only after the submission of the final exam result slip from each academic year.

Loan Repayment

Repayment of the loan will commence 6 months after the completion of the course. For the purpose of repayment, students must sign a GIRO form upon signing the loan deed. The minimum monthly repayment amount is as follows:

- a) Diploma courses - \$100 b) Degree courses (excluding Medicine) - \$250 c) Degree (Medicine) - \$500

This is subject to an annual progressive increment of \$100.

Particulars of Guarantors (Please furnish a copy of the guarantors' recent payslips and NRIC)**Guarantor 1 :**

Full Name (as per NRIC)

Address :

Contact No : (Residence)

(Hp)

(Office)

NRIC No :

Date of Birth :

Gender : F/M

Occupation :

Years of service in current occupation :

Name & Address of Employer :

Gross Monthly Income :

Relationship to applicant :

- Are you a standing as guarantor for any other person? Yes / No

If yes, please furnish details: _____

- Have you ever been made bankrupt or become insolvent : Yes / No

- Are there any outstanding judgement / court cases against you? Yes / No

If yes, please furnish details : _____

Declaration by Guarantor 1

I hereby declare that the information given in this application is true and correct, that I have not willfully suppressed any material fact.

Signature of Guarantor 1_____
Date**Guarantor 2 :**

Full Name (as per NRIC)

Address :

Contact No : (Residence)

(Hp)

(Office)

NRIC No :

Date of Birth :

Gender : F/M

Occupation :

Years of service in current occupation :

Name & Address of Employer :

Gross Monthly Income :

Relationship to applicant :

- Are you a standing as guarantor for any other person? Yes / No

If yes, please furnish details: _____

- Have you ever been made bankrupt or become insolvent : Yes / No

- Are there any outstanding judgment / court cases against you? Yes / No

If yes, please furnish details : _____

Declaration by Guarantor 2

I hereby declare that the information given in this application is true and correct, that I have not willfully suppressed any material fact.

Signature of Guarantor 2_____
Date

I understand that the acceptance of my loan application by Yayasan MENDAKI does not bind MENDAKI to approve the loan applied for and that MENDAKI is at a liberty to reject the application without assigning any reason for doing so.

Signature of Loan Applicant / Date