# Step By Step Guide on Applying for Bursary/Financial Assistance
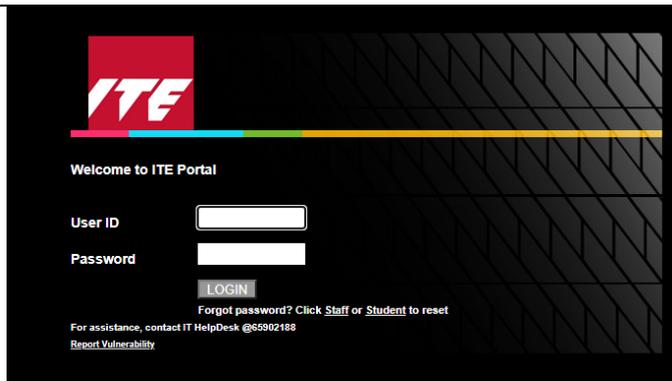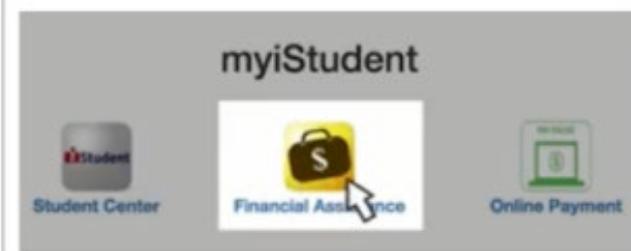
| | |
|---|---|
|  | **Step 1:** Click Student Login and log in to ITE Portal |
|  | **Step 2:** Click on iStudent icon |
|  | **Step 3:** Click on Financial Assistance icon |
|  | **Step 4:** Select Bursary/Financial Assistance and click "Next" |

| | |
|---|---|
| **1. Read Instructions**<br><br>1. Complete the information in the table, listing all family members living with you in the same household. For unmarried students, your parents' information are compulsory and must be completed. For married/divorced/separated students, your spouse's and children's information are compulsory and must be completed.<br><br>2. For family members who are working, please submit their latest payslips (not more than 3 months old) or other income documents eg income tax assessment or CPF statements or letter from employer indicating income, etc. You can attach soft copy/submit hard copy to your College's Student Services Centre/Office or Customer & Visitor Centre within 5 working days from your application.<br><br>3. Students will be notified if they are eligible for a subsidy under Opportunity Fund (OF) for the purchase of IT devices. To be eligible, Singaporean students must meet the income criteria (gross monthly household income (GHI) not exceeding $4,000 or gross monthly household per capita income (PCI) not exceeding $1,000) and have not received any subsidy from OF for the purchase of IT devices in the past 3 years.<br><br>4. You are also required to complete and submit a valid GIRO form to your College's Student Services Centre/Office or Customer & Visitor Centre within 5 working days from your application so that it can be processed. The award will be paid to your GIRO account if approved. Please ignore this if you have already done so.<br><br>CANCEL   NEXT | **Step 5:** Read instructions on how to complete the form and click "Next" |
| **Particulars of Family Members**<br><br>**Marital Status as of Appl:**<br>Please enter particulars of your immediate and non-immediate family members (see Notes 1 & 2 below)<br><br>Family Income   Comment<br><br>| | Relationship to Applicant | Name of Family Member | Age | Occupation/School | Marital Status | Gross Monthly Income (S$) (see Note 3) | |<br>|---|---|---|---|---|---|---|---|<br>| 1 | Father | FA_1 | 50 | Technician | Married | 3336.92 | − |<br>| 2 | Mother | M_2 | 43 | Housewife | Married | 50 | − |<br>| 3 | Self | SL_3 | 19 | Student | Single | 50 | − |<br>| 4 | Brother | B_4 | 16 | Student | Single | 50 | − |<br>| 5 | Sister | SI_5 | 15 | Student | Single | 50 | − |<br><br>Notes:<br>1. Immediate family members (may or may not be living together with you) will be your parents. If you are married/divorced/separated, it will be your spouse and children.<br>2. Non-immediate family members (living with you) include grandparents, siblings (and their spouses if married), uncles and aunties (siblings of your parents), and any other relatives. If you are married/divorced/separated, it also include parents if they are living with you.<br>3. Gross Monthly Income = Gross income (before deducting employee's CPF) from employment (basic salary, allowances, overtime pay, etc), self-employment or business, and other sources (e.g rent). If bonuses are declared, divide it by 12 and include in the gross. Reimbursement for transport and other expenses, alimony or maintenance allowance, and National Service (NS) allowance are excluded.<br><br>ADD A FAMILY MEMBER | **Step 6:** Fill in particulars of immediate family (may or may not be living with you) and non-immediate family (living with you) |
| **Supporting Documents**<br><br>Please upload any one of the following document, in pdf or jpg format, for each of your working family members:<br><br>• latest income tax assessment; or<br>• latest payslip (not more than 3 months old); or<br>• CPF contribution statement; or<br>• letter from employer indicating income.<br><br>Alternatively, you may submit a hard copy of the required documents to your College Customer & Visitor Centre by 28-Jun-2020<br><br>| | Family | NRIC | Attached File | View | |<br>|---|---|---|---|---|---|<br>| 1 | Father - FA_1 | S1112233A | S1112233A_att.pdf | View | − |<br><br>ADD ATTACHMENT | **Step 7:** Attach income documents of the family members or submit hard copy of the income documents to your College Student Services Centre.<br><br>Please refer to **Step 8** on how to download digital CPF statements using the CPF Mobile App.<br><br>Go to **Step 9** after attaching all income documents. |
| **View and save a copy of your statements via the CPF Mobile App**<br><br> | **Step 8:** View and save a pdf copy of CPF Contribution History. Please <u>do not</u> submit hardcopy statement. |

| | |
|---|---|
| <br><br>**9NNNNWYS1 9NNNNWYS1 9NNNNWYS1**　　　　　**S9643682C**<br><br>☐ I declare that all information provided by me is true and accurate to the best of my knowledge.<br><br>I understand that any false declaration will render me liable to disciplinary action, including withdrawal of the financial assistance or subsidy.<br><br>I consent that the data be shared with the donor for the purpose of rendering me or assessing my eligibility for financial or other assistance in future occasions; or for research studies or for any other purpose prescribed or permitted under Singapore law.<br><br>CANCEL　　　CONFIRM | **Step 9:** Check the declaration and click "Confirm" |
| **Application for: Bursary/Financial Assistance**<br><br>**Acknowledgement Slip**<br><br>Application Number: 59213　　　　　　23/06/20 5:24:15PM<br>Career　　ITE Education<br>Program & Plan　TED in Machine Technology - TED in Machine Technology<br>Admit Term　2016 April<br>Campus　ITE College Central<br>Student Block　RH1004N<br>　　　　Marital Status  Single<br>Mobile　61234567<br>Email Address　opr@student.ite.edu.sg<br>**Details of other Scholarships or Financial Assistance**<br>Please specify the details of scholarship, sponsorship, loans or financial assistance from ITE or other external sources you are applying or are in receipt of.<br><br>| | Award/Scholarship Received | Award Type | Year of Award | Award Amount | Awarded by | Status | |<br>|---|---|---|---|---|---|---|---|<br>| 1 | | | | | | | − |<br><br>**Supporting Documents**<br>Please upload any one of the following document, in pdf or jpg format, for each of your working family members:<br><br>• latest income tax assessment; or<br>• latest payslip (not more than 3 months old); or<br>• CPF contribution statement; or<br>• letter from employer indicating income.<br><br>Alternatively, you may submit a hard copy of the required documents to your College Customer & Visitor Centre by 28-Jun-2020<br><br>| | Family | NRIC | Attached File | View |<br>|---|---|---|---|---|<br>| 1 | Father - FA_1 | S1112233A | S1112233A_att.pdf | View |<br><br>Important: Please read:<br><br>1. We will review your family income and inform you through email of the financial support that will be granted. You may be granted one or more of the following support depending on your eligibility:<br><br>- CDC & CCC-ITE Bursary<br>- MOE Bursary<br>- Special Student Assistance Scheme<br>- ITE Alumni Study Grant<br>- Monthly Financial Assistance<br><br>2. You can also view the outcome of your application through myPortal, or contact your College Student Services Department or the College Customer and Visitor Centre if you have further queries.<br><br>For Awards and Bursaries issued via bank cheques<br><br>Please note that the standard validity period for cheques, as stipulated by banks, is six months from the date of issuance as indicated on the cheque. Upon receiving the cheque after your successful bursary application, you are advised to deposit the cheque into your preferred bank account within the validity period.　If you had been unable to deposit the cheque within the validity period, you can approach the Student Service Centre to explain your situation and request for the award / bursary to be re-issued, as well as return the expired cheque to the institution.<br><br>However, please note that you must do so within one year from the date of bursary cheque issuance. Any request to claim the award/bursary monies for cheques which have expired beyond one year after cheque issuance date will be rejected.<br><br>PRINT　　FINISH | **Step 10:** Acknowledgement Slip will be created. Click on "Finish" to complete the application. |

**Location of Student Services Centre**

**College Central:** Block A Level 3 Student and Career Service Centre

**College East:** Student Services Centre Administration Block, #01-03 (Beside Customer & Visitor Centre)

**College West:** Block 3 Level 2 Student Service Centre
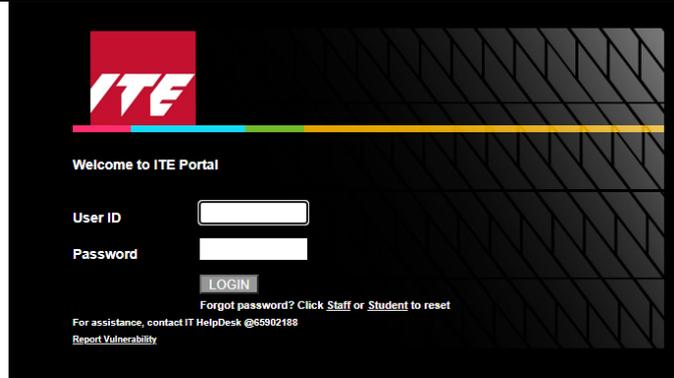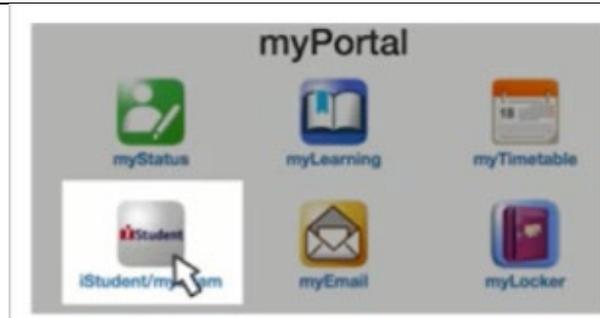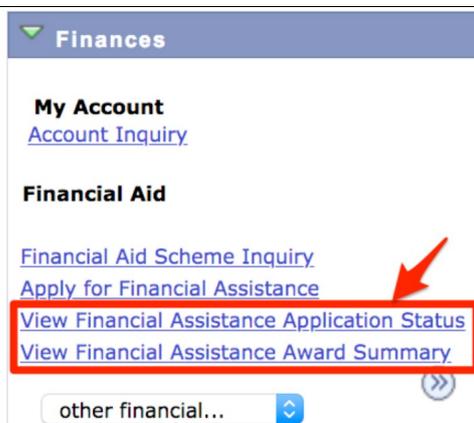
| How to Check Your Financial Assistance Status? | |
|---|---|
|  | **Step 1:** Click Student Login and log in to ITE Portal |
|  | **Step 2:** Click on iStudent icon |
|  | **Step 3:** Click on Student Center icon |
|  | **Step 4:** Click on either: "View Financial Assistance Application Status" or "View Financial Assistance Award Summary" |