



**APPLICATION FORM FOR HIGHER EDUCATION BURSARY
FOR SUBSIDISED ITE PART-TIME NITEC AND HIGHER NITEC STUDENTS**
(APPLICATION TO BE SUBMITTED WITHIN 1 MONTH OF COMMENCEMENT OF COURSE)

From Apr 2022, part-time students who are receiving ComCare financial assistance do not need to apply separately for the Bursary. They will be assessed under the shared eligibility assessment for eligibility for the award of the Bursary. Recipients will be informed by email.

Please circle where applicable

PART I - PARTICULARS OF APPLICANT

Name of Applicant

NRIC No.

Singapore Citizen: Yes / No #

Race : Chinese / Malay / Indian / Others #

Contact No. (Home) :

Gender : Female / Male #

(HP) :

Marital Status: Single / Married / Separated / Divorced #

Email Address :

College : College Central / College East / College West #

Level : Nitec / Higher Nitec #

Course Description :

Modules Enrolled In :

Module Description:

Module Code:

Intake: Jan / Apr / Jul / Oct #

Year :

Module Description:

Module Code:

PART III - - DETAILS OF OTHER SCHOLARSHIPS or FINANCIAL ASSISTANCE RECEIVED

Are you applying for or in receipt of any scholarships/bursaries/study awards from ITE or other external sources for the course you are pursuing?
Yes / No #

If your answer is 'Yes', please give details below:

Description / Name of Award	Year of Award (Please indicate "received" or "applying")	Value (\$)	Awarded by

PART IV - - PARTICULARS OF FAMILY MEMBERS

S/ N	Relationship to applicant	Name	NRIC No	Age	Occupation	Monthly Income				Bonus and AWS (received in last 12 months)			
						\$		cts		\$		cts	
1	Applicant												
2													
3													
4													
5													
6													
7													
8													

Gross Monthly Household Income (a)

Total Household Annual Wage Supplement (AWS) and Bonuses (b)

Total no of family members [including applicant] (c)

Total Gross Monthly Household Income [GHI] (d) = [a + (b ÷ 12)]

Per Capita Income [PCI] = d / c

The following supporting documents must be submitted together with your application.
Applications with incomplete supporting documents will not be processed.

(a) Identification Documents

Copy of NRIC or Birth certificates for all family members staying in the same household (address must be the same as that of the applicant)

(b) Income Documents for applicant and family members who are:-

- Employed : Latest (not more than 3 months old) payslip or letter from employer stating current gross salary; if bonus and/or Annual Wage Supplement (AWS) was received, please provide payslip showing the bonus and/or AWS, or IR8A which reflects the amount.
- Self-employed : Latest Income Tax Notice of Assessment AND Declaration of Income
- Part-time workers, Unemployed, or Retired : CPF contribution history for the last 3 months AND Declaration of Income
- NS men : Copy of SAF11B or Enlistment letter (if awaiting enlistment)
- Students : Copy of Student Card

PART V - DECLARATION

- 1) I hereby declare that all information provided in this application and the supporting documents attached are true and correct.
I have not wilfully omitted or suppressed any material fact.
I understand that I may be asked to return the Bursary disbursed to me if I have given false information or made any false declaration.
- 2) I confirm and declare truthfully that I have not applied for the Bursary within the past one year.
- 3) I have read and understood Notes to Applicants on Page 4.

Signature of Applicant_____
Date

PART VI - FOR OFFICIAL USE (To be completed by CET Division)

A) This application has been checked against the supporting documents submitted.
The applicant's total Gross Household Income (GHI) / Per Capita Income (PCI) * is \$ _____.

(B) The applicant is: **Eligible for the Bursary \$140 for one year** **Not Eligible**

Name & Designation of CET Division Staff

Signature

Date

NOTES TO APPLICANT

(i) Objective of Higher Education Bursary Scheme

The Higher Education Bursary Scheme is introduced to provide financial assistance to ITE part-time students from the lower and middle-income groups, as part of the Government's commitment to ensure that no able learner is deterred by the cost of post-secondary education due to their financial circumstances to upgrade himself/herself.

(ii) Eligibility Criteria

Applicant must :

- 1) be a Singapore citizen pursuing a part-time *Nitec* or *Higher Nitec* course in ITE;
- 2) have a gross monthly household income (GHI) of ≤ \$10,000, or gross monthly household per capita income (PCI) of ≤ \$2,500;
- 3) not concurrently hold other scholarships/bursaries/study awards, with the exception of scholarships/bursaries or study awards which cover only tuition fees; and
- 4) must not be repeating the current module of study you are taking for the year of award.

(iii) Quantum of Award

The bursary quantum is \$140 per year.

The quantum will be disbursed one-off in full.

The Bursary is tenable on a yearly basis. If an applicant needs the assistance after one year, he/she will need to apply again.

(iv) Definition of Gross Monthly Household Income, Family Members and PCI

Gross Monthly Household Income (GHI)

GHI refers to the total gross monthly income of immediate and non-immediate family members living in the same household.

Gross income refers to income from self-employment, business or salaried employment (which includes basic salary, allowances, employee's CPF contribution, overtime pay, etc) as well as other sources of income (e.g rent). If bonuses are declared, it should be computed as one twelfth of the annual wage supplement and bonuses received in the last 12 months. Payments in kind, reimbursement for transport and other expenses and National Service (NS) allowance earned by NS men are excluded.

Family Members

Family members include (a) immediate family members, and (b) non-immediate family members living in the same household.

For single students, immediate family members include parents who may, or may not be living in the same household. Non-immediate family members include grandparents, siblings, spouses of siblings, siblings of parents, and any other relatives who are living in the same household.

For married/divorced/separated students, immediate family members include spouse and all children who may, or may not be living in the same household.

Non-immediate family members include parents, grandparents, siblings, spouses of siblings, siblings of parents, and any other relatives who are living in the same household.

Per Capita Income

Per Capita Income =
$$\frac{\text{Total Gross Monthly Household Income}}{\text{Total number of family members including applicant}}$$