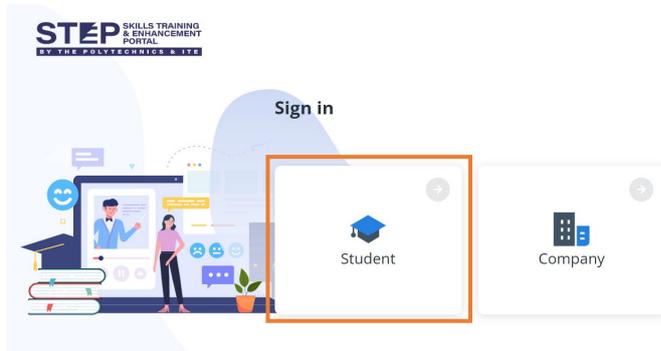
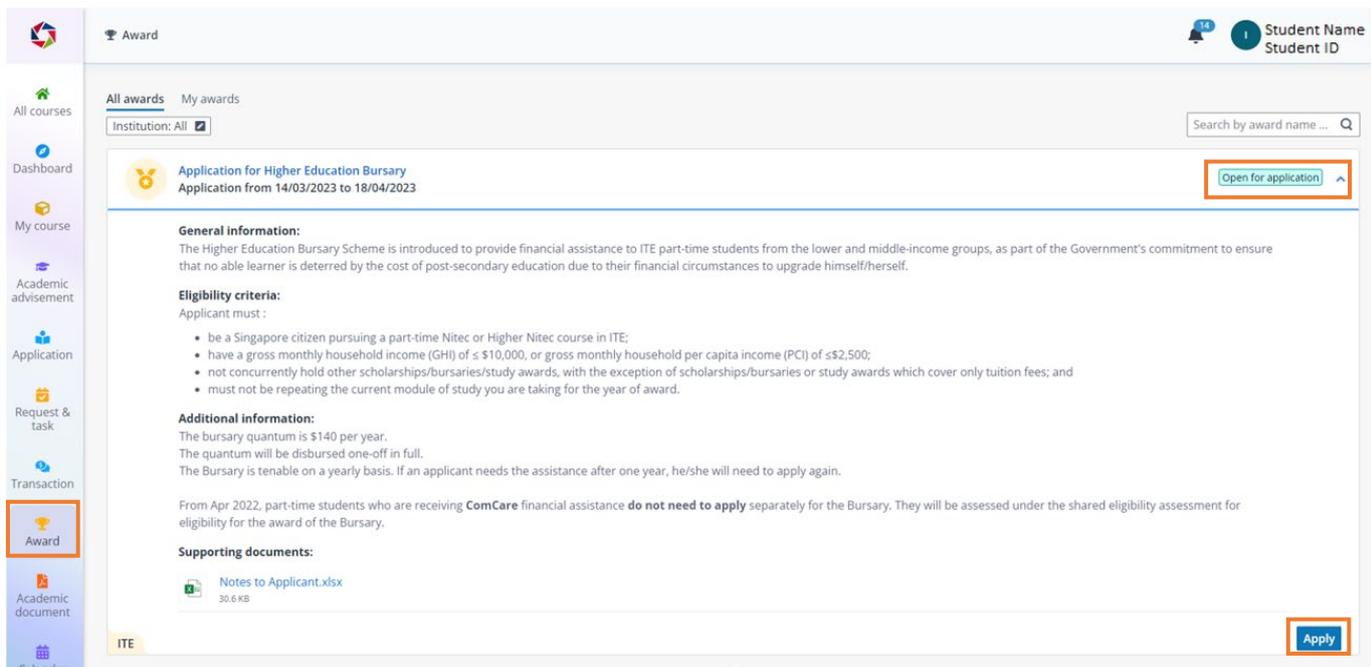


Guide on applying for Higher Education Bursary

- 1) Sign in to student account via [Skills Training & Enhancement Portal \(STEP\)](#) using your Singpass / Student ID.



- 2) At the left panel, scroll down to click on "Award". For courses that are eligible for the Higher Education Bursary, "Open for Application" will be displayed on the page. Application is open up to the first month from the module start date. Click on "Apply" to fill up the application form.



Award

Student Name
Student ID

All awards My awards

Institution: All

Search by award name ...

Application for Higher Education Bursary
Application from 14/03/2023 to 18/04/2023

Open for application

General information:
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.

Eligibility criteria:
Applicant must :

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

Additional information:
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.

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.

Supporting documents:

Notes to Applicant.xlsx
30.6 KB

ITE

Apply

- 3) Fill up the application form and attach necessary supporting documents.
Click on the “Submit” button to submit the application.

← Apply for award

Applicant details

Name (According to NRIC/FIN)	Date of birth	*****@
Citizenship type	NRIC/FIN	
Nationality	Country/Region of birth	
Race	Sex	

Details of other scholarships or finance assistance received

No
 Yes

If your answer is "Yes", provide the details in the table below. *

+ Add award

Description/Name of award	Year of award	Applying for/in receipt of	Amount (\$S)	Awarded by
		None		

Introduction and finance supporting documents

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 IR&A 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
NIS men	Copy of SAF11B or Enlistment letter (if awaiting enlistment)
Students	Copy of Student Card

Family members

Marital status *
Single

+ Add family member

Serial No.	Relationship to applicant	Name	NRIC/FIN @	Age	Occupation	Monthly income (\$S)	Bonus and Annual Wage Supplement (AWS) (\$S)
1	Self	ITE_TestStudent78	S****547H	50			
2	Father						
3	Mother						

Supporting documents *

Drag files here, or [browse](#)
Up to 10 MB (DOC, DOCX, PPT, [MORE](#))

Financial declaration

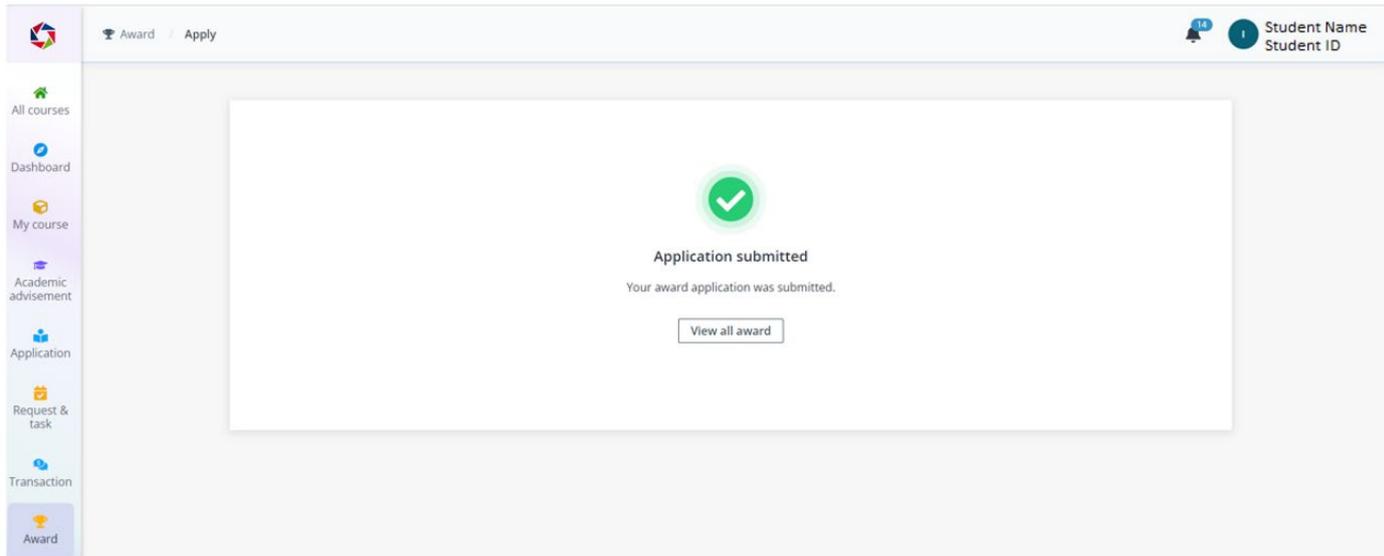
Declaration

- I hereby declare that all information provided in this application and the supporting documents attached are true and correct.
- I have not willfully 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.
- I confirm and declare truthfully that I have not applied for the Bursary within the past one year.

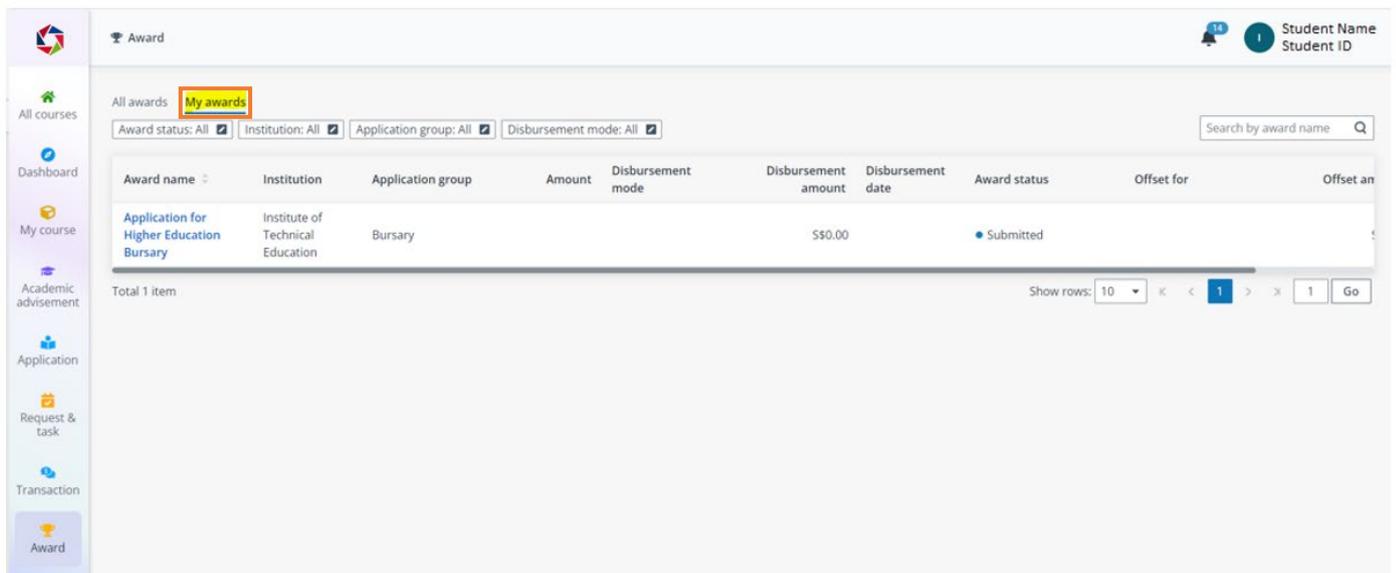
I declare that the information provided above is true.

Cancel Submit

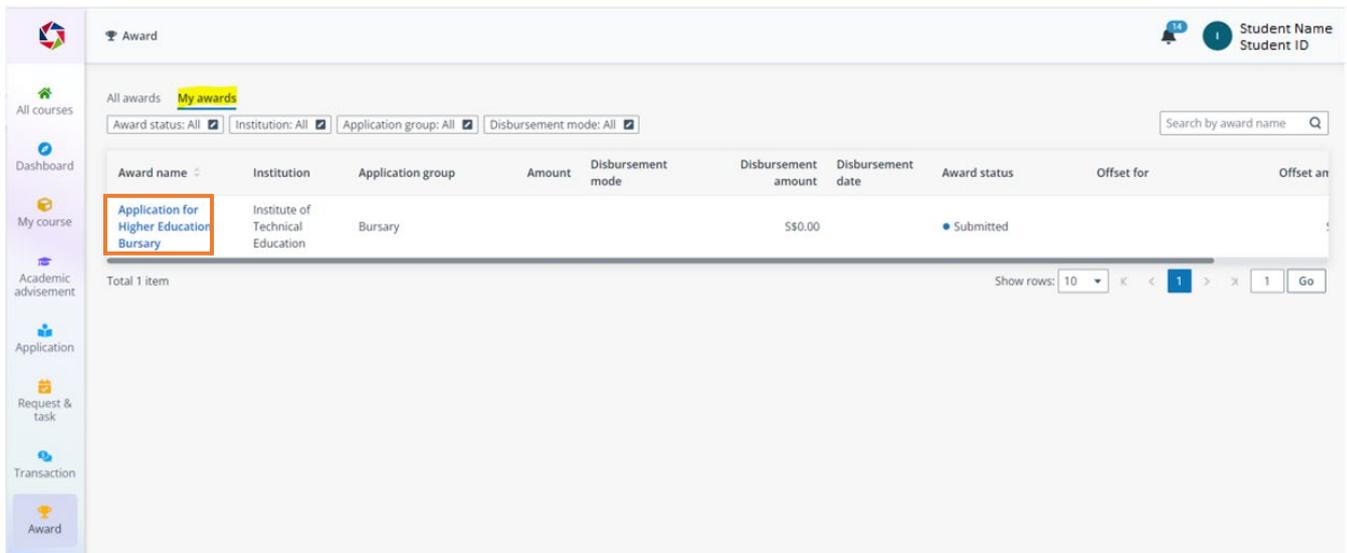
4) Once application has been submitted, the below page will be displayed.



5) To view awards applied, click on "My awards" tab.

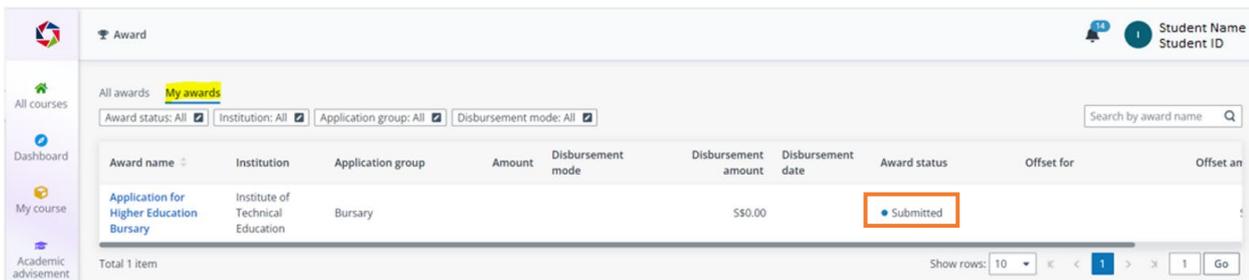


6) Click on the Award name to view the information submitted.

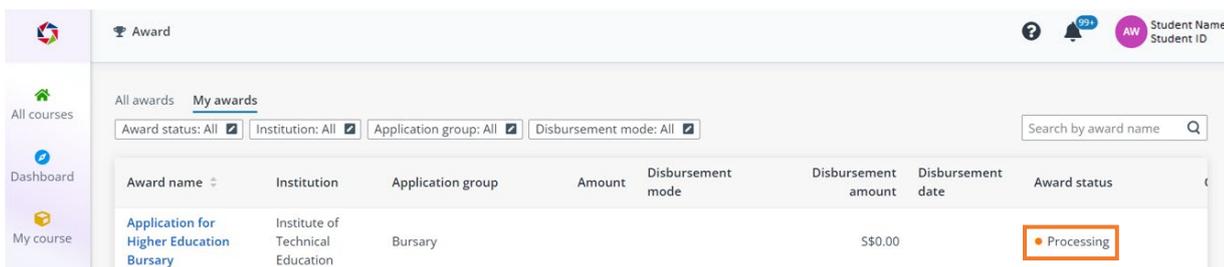


7) Checking of Award Status

Submitted : Application has been submitted and is currently pending for review.



Processing: Application is being processed.



Returned: Application is returned due to incomplete submission of documents.

Click on "Award Name" to view outstanding documents required.

The list of outstanding documents to submit will be shown under "Reason".

Award 13 Student Name Student ID

All awards My awards

Award status: All Institution: All Application group: All Disbursement mode: All Search by award name

Award name	Institution	Application group	Amount	Disbursement mode	Disbursement amount	Disbursement date	Award status
Application for Higher Education Bursary	Institute of Technical Education	Bursary			\$0.00		Returned

Total 1 item Show rows: 10 1

Award / Award application details 13 Student Name Student ID

← Award application details

Award details

Award name	Higher Education Bursary	Institution	Institute of Technical Education
Application type	Application for Higher Education Bursary	Applied	17/03/2023 14:40
Award status	Returned		

Reason

Request for Supporting Document.

- 1
- 2
- 3

Rejected: Application has been rejected. Possible reasons are:

- Applicant is a repeater
- Applicant is a not a Singapore citizen
- Applicant has submitted the application 1 month after the course starts
- Applicant has received the Higher Education Bursary award within 1 year
- Applicant has a gross monthly income (GHI) and per capita income (PCI) that exceeded \$9000 and \$2250 respectively.
- Applicant is concurrently holding other scholarships/bursaries/study awards, with the exception of scholarships/bursaries or study awards which cover only tuition fees.

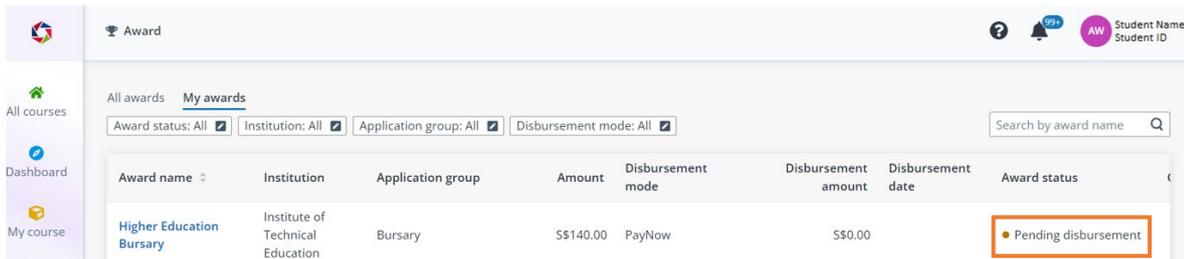
Award 13 Student Name Student ID

All awards My awards

Award status: All Institution: All Application group: All Disbursement mode: All Search by award name

Award name	Institution	Application group	Amount	Disbursement mode	Disbursement amount	Disbursement date	Award status
Application for Higher Education Bursary	Institute of Technical Education	Bursary			\$0.00		Rejected

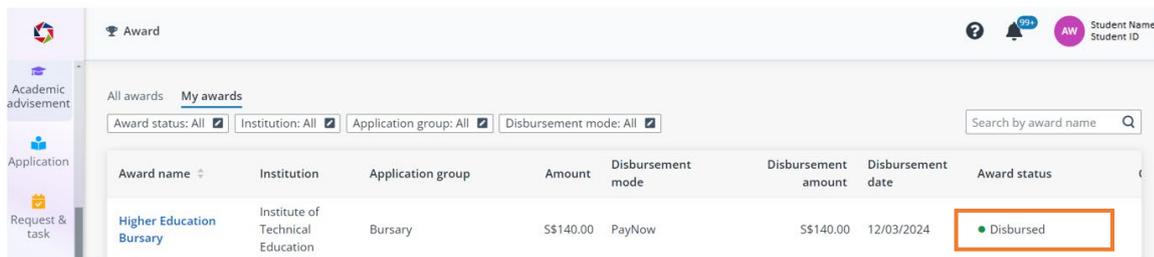
Pending disbursement : Application has been approved and it is pending disbursement of the bursary.



The screenshot shows the 'Award' page with a sidebar on the left containing 'All courses', 'Dashboard', and 'My course'. The main content area is titled 'Award' and includes a navigation menu with 'All awards' and 'My awards'. Below the menu are filter buttons for 'Award status: All', 'Institution: All', 'Application group: All', and 'Disbursement mode: All', along with a search box. A table lists awards with columns: Award name, Institution, Application group, Amount, Disbursement mode, Disbursement amount, Disbursement date, and Award status. One entry is highlighted with an orange box: 'Higher Education Bursary' from 'Institute of Technical Education' with an amount of '\$\$140.00' and a status of 'Pending disbursement'.

Award name	Institution	Application group	Amount	Disbursement mode	Disbursement amount	Disbursement date	Award status
Higher Education Bursary	Institute of Technical Education	Bursary	\$\$140.00	PayNow	\$\$0.00		Pending disbursement

Disbursed : Payment has been made to the student



The screenshot shows the 'Award' page with a sidebar on the left containing 'Academic advisement', 'Application', and 'Request & task'. The main content area is titled 'Award' and includes a navigation menu with 'All awards' and 'My awards'. Below the menu are filter buttons for 'Award status: All', 'Institution: All', 'Application group: All', and 'Disbursement mode: All', along with a search box. A table lists awards with columns: Award name, Institution, Application group, Amount, Disbursement mode, Disbursement amount, Disbursement date, and Award status. One entry is highlighted with an orange box: 'Higher Education Bursary' from 'Institute of Technical Education' with an amount of '\$\$140.00' and a status of 'Disbursed'.

Award name	Institution	Application group	Amount	Disbursement mode	Disbursement amount	Disbursement date	Award status
Higher Education Bursary	Institute of Technical Education	Bursary	\$\$140.00	PayNow	\$\$140.00	12/03/2024	Disbursed

End of Guide