

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. You may also scan the QR code on the right and submit your application online.

If you have children studying in different Government or Government-aided schools, you need to submit only 1 application form to the school of any child.

If your family and child is/children are existing beneficiary/beneficiaries of MSF ComCare, your child/children will be auto-granted MOE FAS. You do not need to apply for MOE FAS separately.

Any forms submitted with alterations to the original text will not be considered by the Ministry of Education.



<https://go.gov.sg/moe-efas>

## MINISTRY OF EDUCATION FINANCIAL ASSISTANCE SCHEME (MOE FAS) APPLICATION FORM

(This scheme applies only to Singaporean students in Government or Government-aided schools)

### Section I: Particulars of child or children studying in Government or Government-aided schools

Please indicate the details of the child (or children, if you have more than one school-going child) for which you are applying for financial assistance under the MOE FAS. Authorised Ref No: SHS26 \_\_\_\_\_ / SB26 \_\_\_\_\_

Form submitted to: ST Hilda's Secondary School (Name of school) (the "School")

BC/NRIC No.	Name (Underline Surname)	Name of Current School <sup>1</sup>	Current Level <sup>1</sup>
Home Address:			
Email Address:		Contact No.:	

<sup>1</sup> The school and level of the child or children at the point of time this application is submitted.

### Section II: Information on Other Household Members

If any child is a resident of an approved welfare home, there is no need to complete Section II in respect of that child if you can provide a copy of letter from the approved welfare home.

There is no need to complete Section II or submit any income supporting documents in this application, if you and any of your household members only have employment and/or trade income and DO NOT have other administrative income which are taxable (e.g. rental income, dividends and taxable investment income etc).

MOE will automatically retrieve your gross household income and per capita income (total household income divided by number of household members) from the Government HOusehold Means Eligibility System (HOMES - <https://www.homes.gov.sg>), which pulls income data directly from IRAS and CPF Board records.

Otherwise, please include details of ALL related household members of the child or children identified in Section I above, living at the same address (e.g. parents, siblings, uncle, aunt, cousins, grandparents).

S/ No.	Name & BC/NRIC No.	Relationship & Marital Status	Age	Occupation Status (e.g. Student/ Self- employed/ Employed/ Unemployed)	12-month average	
					Gross <sup>2</sup> Monthly Income (from employment and/or trade)	Other Administrative Income (e.g. rental income, dividends and taxable investment income)
1						

## Section II: Information on Other Household Members (Continued)

2						
3						
4						
5						
6						
7						
8						
<b>Total Gross Household Income<sup>2</sup> (Sum of monthly income from work and other sources of income)</b>						

<sup>2</sup> Please refer to paragraphs 8 to 11 of Annex I as to how Gross Household Income is computed. If the self-employed household member is not required to pay tax or the latest tax assessment does not reflect his or her current income status, please enter the current income here.

## Section III: Benefits under MOE FAS

If your application is successful, your child or children identified in Section I above will receive full subsidy of school fees and miscellaneous fees. Your child/children at the primary/ secondary level will be eligible for free textbooks and school attire comprising of 2 sets of uniforms, 2 sets of PE attire, a pair of shoes and 2 pairs of socks. The school will notify you on the collection of the free textbooks and school attire from the school's vendors. The school will also notify you on school meals subsidy that will be given to your child or children.

## Section IV: Modes of Transport between Home and School<sup>3</sup> (for primary and secondary levels only)

Please tick (✓) against only one of the boxes below to indicate the mode of transport that your child or children studying in the School will use to travel between home and school:

Public Transport  
(Subsidy of \$21 per month)<sup>4</sup>

School Bus (Applicable to Primary level only)  
(Subsidy of 70% of the monthly fare)<sup>5</sup>

Own Transport or Walks to School  
(No subsidy)

<sup>3</sup> For your other child/children identified in Section I who are not studying in the School, their respective school(s) will contact you separately to check their mode of transport.

<sup>4</sup> The public transport subsidy will be provided from the effective month of the MOE FAS till December of the year.

<sup>5</sup> The school bus subsidy will only be provided from the effective month of the MOE FAS. There will be no reimbursement or retrospective subsidy for school bus fares incurred in the months prior to the effective month of the MOE FAS.

## Section V: Subsidised Broadband and/or Laptop/Tablet

If you are interested to apply for subsidised broadband and/or laptop/tablet under IMDA DigitalAccess @Home, you can apply via [www.digitalaccess.gov.sg](http://www.digitalaccess.gov.sg) or contact 6377 3800 or e-mail: [digitalaccess@imda.gov.sg](mailto:digitalaccess@imda.gov.sg). You can also approach the School for a hard copy of the application form.

## **Section VI: Declaration and Agreement by Applicant (whether Parent or Legal Guardian<sup>6</sup>)**

1. I hereby declare that none of the child / children\* identified in Section I above are in receipt of financial assistance from more than one MOE-funded school or institute of higher learning<sup>7</sup>.
2. I undertake to notify my child's / children's\* current school in writing if, after submitting this form, any of my child / children\* receives financial assistance from more than one MOE-funded school or institute of higher learning.
3. I agree that where I, the undersigned, am the parent / legal guardian \* of the child / children \* identified in Section I above:
  - (i) unless I have already completed a separate form applying to make withdrawals from the said child's Edusave account / each of the said children's Edusave account\* for the purposes set out below, I shall, by completing this form, be regarded as making an application to the School for withdrawals to be made from the said child's Edusave account / each of the said children's Edusave accounts\*:
    - (a) on a monthly basis, for the payment of miscellaneous fees payable to the School in respect of that child;
    - (b) on a monthly basis, where the School is an autonomous school, for the payment of autonomous school fees payable to the School in respect of that child; and
    - (c) where I have consented to my child's / each of the said children's\* participation in an enrichment programme approved by the School, whether conducted locally or overseas, payment of the whole or part of the expenses payable (as determined by the School) for such enrichment programme, in respect of that child.
    - (d) where I have consented to my child's / each of the said children's\* purchase of a personal learning device for use under a digital learning programme approved by the Government and conducted by the School, for payment of the whole or part of the expenses payable (as determined by the School) for such personal learning device, in respect of that child.
  - (ii) the application arising from paragraph 3(i) of this Section VI will be in effect as long as my child/ any of my children\* is on the MOE FAS, and will remain in effect even if my child is / any of my children are\* not placed on the MOE FAS in any subsequent academic year with the School, and will further remain in effect until I notify the School otherwise in writing; and
  - (iii) where the balance in my child's Edusave Account / any of my children's Edusave accounts\* is insufficient to pay any fees or expenses in respect of which I have applied for the withdrawal of moneys from my child's / that child's\* Edusave account, the amount of such fees or expenses which remains unpaid shall be paid for by me in GIRO, cash, or such other means as the School or MOE may require.
4. I acknowledge and agree with the instructions for applicants and eligibility criteria in Annex I. I agree 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; or
  - (ii) reassess the financial assistance to be provided to my child or children in the course of the calendar year.
5. I agree that any financial assistance provided to any of the children identified in Section I above as a consequence of the application for financial assistance in this form may be withdrawn or withheld in respect of that child if:
  - (i) I notify the School that I no longer wish for monies to be withdrawn from the Edusave account of that child for the purposes stated in paragraph 3(i)(a) to (d) of this Section VI;
  - (ii) MOE assesses, based on the new information provided under paragraph 4 of this Section VI, that I am no longer entitled to financial assistance, or to a lower level of financial assistance;
  - (iii) I fail to notify that child's school as required under paragraph 2 of this Section VI or fail to provide any such additional information as required pursuant to paragraph 4 of this Section VI, to the satisfaction of either MOE or the relevant school(s); or
  - (iv) my declaration in paragraph 1 of this Section VI is false or, after the date of this declaration, the child receives financial assistance from more than one MOE-funded school or institute of higher learning; or
  - (v) that child subsequently fails to meet any of the eligibility criteria in Annex I; or

- (vi) any of the information that I have provided to MOE or the relevant school(s) in connection with the provision of financial assistance is subsequently found to be false, incomplete, or misleading.
6. I agree that MOE shall be entitled in its discretion to recover on demand any financial assistance rendered if any of the circumstances in paragraphs 5(iii) to 5(vi) arise, as a debt due and payable.
7. I agree and consent to the MOE, or any school(s) in which my child / children\* identified in Section I above are enrolled in, collecting, using, and disclosing all necessary data (including both my child / children's\* and my personal data) to other parties, including other Government departments, statutory boards, or entities involved in the administration of social assistance, for the purpose of determining my child's / children's\* eligibility for financial assistance, unless such sharing is prohibited by law. I also confirm that I have obtained consent from the other persons listed in Section II above for the sharing of their personal data for the abovementioned purpose.
8. I hereby declare that all information provided by me in this application form is correct and true. I acknowledge that the information given by me in this form will or is likely to be used by a public servant for the purposes of evaluating if my child / children\* receive MOE FAS and understand that giving false information in this form or otherwise in connection with my application may constitute a criminal offence punishable under Section 182 of the Penal Code 1871 and the punishment for such an offence is imprisonment for up to two years or a fine, or both.

<sup>6</sup> A legal guardian is one who is court-appointed, or has been appointed guardian of a child or children by virtue of a will. Please submit the relevant documents to indicate that you are the legal guardian of the child or children.

<sup>7</sup> "MOE-funded schools" include Government schools, Government-aided schools, Independent schools, Specialised independent schools, and Specialised schools. "Institutes of higher learning" include ITE, the Polytechnics, Nanyang Academy of Fine Arts, LaSalle College of the Arts, University of the Arts Singapore and the Autonomous universities.

\* Please delete one.

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Name, NRIC No. and Signature

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Date

## Information & Instructions for Applicants

### MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS)

#### **OBJECTIVE**

1. The objective of the MOE FAS is to help financially needy Singaporean students in Government and Government-aided schools to meet basic schooling expenses.

#### **ELIGIBILITY CRITERIA**

2. The student must be a Singapore citizen enrolled in a Government or Government-aided school as a full-time student and must not be enrolled in any other schools or institutes of higher learning.
3. The student must attend school regularly. As financial assistance is provided to assist students in paying for expenses in connection with attending school, a student who fails to attend school regularly for any reason (including but not limited to Leave of Absence, medical leave, or hospitalisation leave) shall have his eligibility for financial assistance reassessed. In such circumstances, MOE is entitled to withdraw, reduce and/or withhold financial assistance without providing further reasons.
4. The student must not be receiving financial assistance provided by more than one MOE-funded school or institute of higher learning.
5. The student must meet either one of the following criteria:
  - a. Gross household income (GHI) as at the time of application does not exceed \$4,000 per month; or
  - b. Household per capita income (PCI) as at the time of application does not exceed \$1,000 per month.

PCI = Monthly GHI / No. of members in the same household.
6. The student's current school must be notified of any changes to any of the criteria in paragraphs 2 to 4 in writing.

#### **HOUSEHOLD MEMBERS**

7. Household members include all individuals related to the student by blood, marriage or legal adoption (e.g. uncles aunts, cousins, grandparents etc) staying at the same address as the student.

#### **GROSS HOUSEHOLD INCOME**

8. Gross household income or "GHI" is the total combined income of all family members in the same household, as defined in paragraph 7 above.
9. Household income, which is based on 12-month average, includes all employment/trade income, including bonuses and allowances, and employee's CPF contributions. Other administrative income that are taxable (e.g. rental income, dividends and taxable investment income) must also be included when calculating a family's GHI.
10. The following sources of income will not be considered in the computation of GHI:
  - a. National Service allowance earned by National Servicemen;
  - b. Severance compensation and insurance payouts; and
  - c. Alimony payment (including lump sum payment) received for the maintenance of child(ren) and/or ex-spouse. T
11. If an income earner is unemployed or on no-pay leave at the date of application for the MOE FAS , their 12-month average income will be included when calculating a family's GHI. The 12-month period includes both their earning months and the months with no income.

## **BENEFITS**

### 12. Types of benefits provided under MOE FAS:

Item	Academic Level		
	Primary	Secondary	Pre-U
School Fees	Not applicable	Full subsidy of \$5 per month	Full subsidy of \$6 per month
Miscellaneous Fees	Full subsidy of \$13 per month	Full subsidy of \$20 per month	Full subsidy of \$27 per month
Textbooks	Free textbooks		
School Attire	Free school attire		Not applicable
School Meal Subsidy <sup>1</sup>	7 meals per school week	10 meals per school week	
Transport Subsidy	70% subsidy of monthly school bus fares for students taking school bus <sup>1</sup> ; or  \$21 transport subsidy per month from the month of approval, up to a total of \$252 transport subsidy per annum for students taking public transport <sup>2</sup>	\$21 transport subsidy per month from the month of approval, up to a total of \$252 transport subsidy per annum for students taking public transport <sup>2</sup>	Not applicable
Bursary	Not applicable		\$1,600 per annum (inclusive of public transport subsidy)

<sup>1</sup> The school meal and school bus subsidy will only be provided from the effective month of the MOE FAS. There will be no reimbursement or retrospective subsidy for school meals and school bus fares incurred in the months prior to the effective month of the MOE FAS

<sup>2</sup> The public transport subsidy will only be provided from the effective month of the MOE FAS till December of the year.

## **EFFECTIVE MONTH FOR FINANCIAL ASSISTANCE**

13. Schools will process your application promptly if you have provided the **complete information, inclusive of complete required documents (for households with other administrative income)**, indicated in the application form. If your application is **approved** before the end of the month, your child will be placed on the MOE FAS in the following month till December of the year or when your child is no longer eligible for financial assistance, whichever is earlier. There will be no reimbursement or retrospective subsidies provided in respect of expenditure on the items set out in the table found at paragraph 12 above. Fresh applications will have to be submitted for each school year.

## **DOCUMENTS TO SUBMIT (IF ONE OR MORE HOUSEHOLD MEMBER HAS OTHER ADMINISTRATIVE INCOME)**

14. Please submit the following documents together with the application form:

- For all household members including those with other administrative income, please submit the latest Income Tax Notice of Assessment (NOA).
  - Log in to IRAS's myTax Portal, then navigate to Inbox > Individual > Notice Type > Notice of Assessment (Individual) > Year of Assessment. Select the latest available year and click 'SEARCH', then select 'DOWNLOAD SELECTED' to download the latest NOA.
  - If the household member is not required to pay tax, the member can provide the page from IRAS's myTax Portal by navigating to Inbox > Individual > Notice Type >

Notice of Assessment (Individual) > Year of Assessment. Select the latest available year to generate a page to show that he/she has no Tax Notice of Assessment.

- b. For employed or unemployed household members without other administrative income, please also submit CPF Transaction Statement or Contribution History for past 12 months.
  - Log in to CPF Mobile app with your Singpass > Select the menu option on the top left-hand corner > Select 'Transaction History' > Select the filter icon > Select 'Employment Contributions' and/or 'Self-Employed Contributions' options under Transaction Type and the corresponding month range > Click 'Apply' > Select "Generate PDF" on the top-right hand corner to download a copy of your CPF working contribution details.
- c. Military identification card for full-time National Servicemen (if applicable).
- d. Copies of NRIC of household members to show that they are staying in the same address except the following:
  - Below primary school attending age (e.g. Nursery, Kindergarten)
  - Full-time student in other educational institution (e.g. Primary schools, Secondary schools, Junior College/Centralised Institute, Independent Schools, Specialised schools, Special education (SPED) schools)
- e. Where applicable, documents showing proof of legal guardianship (e.g. a court order or Letters of Probate or Administration), for the purposes of Section VI of the application form.
- f. Any other documents as and when required by the school for the purpose of verifying the income and/or application.