

APPLICATION FOR SMU-ADMINISTERED FINANCIAL ASSISTANCE SCHEMES

Individual/Household Income Declaration Statement

The Applicant

Full Name of SMU Student : _____
SMU Student Card Number : _____
Application Reference : _____

The Declarant

Full Name as in Identity Card/Passport : _____
Identity Card/Passport No : _____
Relationship to Applicant : _____
Employment Status : _____

[Tick one only. Refer to note (a) below.]

☐ I hereby declare that my present gross individual income is \$_____ per month.

☐ I hereby declare that my present gross household income is \$_____ per month.

I declare that the information provided above is true to the best of my knowledge and I understand that if the information provided is false, this application by my **child/ward/sibling*** will be rejected. In addition, the value of bursary received will be refunded to the University if any of the information is subsequently found to be falsely declared.

Signature of Declarant

Date

**Please delete where not applicable.*

NOTES

- (a) This form is to be completed if the applicant's total household income is zero or if any of the individual family members are unable to produce any supporting income documents (eg payslip, CPF statements, tax documents, etc).
- (b) This form, in printed form and duly signed by the declarant, must be submitted to the Centre for Student Financial Assistance (CSFA) on Level 7 SMU Administration Building. Submission via email may be acceptable for the interim assessment, pending the receipt of the printed copy.
- (c) Household Income is defined as the total gross monthly income of the applicant's parents, spouse (if married) and any other family members who are living with him/her.
- (d) Gross income includes:
- (i) Gross (ie before deducting CPF contributions) income contributions from self-employment, business or salaried employment (which includes basic salary, allowances, commissions, overtime pay, etc) as well as other sources of income (eg rent).
 - (ii) Bonuses received in the last 12 months would be computed as one twelfth of the annual wage supplements and shall be included to the gross monthly income.
 - (iii) The monthly financial support from divorced/separated parent or spouse such as alimony and contributions to support children/household should also be included.
 - (iv) Payments in kind, reimbursement for transport and other expenses and National Service (NS) allowance earned by NS men are excluded.
- (e) Use of correction tape/liquid paper is **not allowed** on this form. In the event corrections are required, the **declarant** is to write and sign against each change made.