



**CLEMENTI TOWN SECONDARY SCHOOL
APPLICATION FORM FOR SCHOOL-BASED
FINANCIAL ASSISTANCE SCHEME**

SB FAS

[To be completed by Applicant's Parent / Guardian and Applicant]

Date of Application: _____

Eligibility Criteria for School-Based FAS for Singapore Citizens

- a. Must be **Singapore Citizen**;
- b. Total Gross Household Income (GHI) does not exceed **\$4,400 per month** or Per Capita Income (PCI) does not exceed **\$1,100 per month**;
- c. Conduct grade must be **'Good'**; and
- d. Recommendation from the current CCE Teacher or CCA Parent.

SECTION I: DETAILS OF APPLICANT

Name as in NRIC [underline surname]			
NRIC		Class	Sec
Home Address			Postal code
Home Tel No		Mobile no.	
Email Address			
Financial Assistance Status	Non-MOE FAS Applicant		

SECTION II: INFORMATION ON OTHER HOUSEHOLD MEMBERS

Please include details of the parents and all unmarried siblings of the Applicant. You may also include the grandparents of the Applicant if they are living at the same address.

For instances where the Applicant is living with the legal guardian, the household members will comprise that of the legal guardian's family taking care of the Applicant identified in Section I instead.

S/N	Name as in NRIC	NRIC	Age	Relationship & Marital Status	Occupation	Gross Monthly Income	Other Sources of income (e.g. pension, rental income)
1							
2							
3							
4							

S/N	Name as in NRIC	NRIC	Age	Relationship & Marital Status	Occupation	Gross Monthly Income	Other Sources of income (e.g. pension, rental income)
5							
6							
7							
Total Gross Household Income (Sum of monthly income from work and other sources of income)							

- * Household members include the Applicant, his/her parents, and unmarried siblings of the Applicant, **regardless** of the address. Grandparents and other dependants living at the same address may be included on a case-by-case basis.
- * Gross household income or "GHI" is the total combined income of all family members in the same household. Household income includes any regular allowances (e.g. overtime, transport, laundry, and etc) and employee's CPF contribution. Income from other sources (e.g. pension and rental income) must also be included when calculating a family's GHI.
- * National Service allowance earned by National Servicemen, severance compensation and insurance payouts, and Alimony payment (including lump sum payment) received for the maintenance of child(ren) and/or ex-spouse, will not be considered in the computation of GHI.

SECTION III: PREFERRED FINANCIAL ASSISTANCE (FA) SUBSIDY

Please rank the FA subsidy in order of your needs [1-Most important to 4-Least important].

Rank [Please indicate 1 to 4]	Type of FA Subsidy	Limits
	School Fees (\$5/month) and Single-Tier Miscellaneous Fees (\$20/month)	Waived
	Textbooks	Capped at a maximum of \$80.00
	School Uniform & PE Attire	Maximum 2 sets of school uniform & 1 set of PE attire
	Meal Allowance	\$3.50 per day per school week
	Transportation Subsidy	\$15 per month. (Only for Applicants who do not live within walking distance of CTSS)

However, please take note that the School **reserves the right to grant one or more** of the FA subsidies based on the needs of the Applicant and subject to the availability of funds.

SECTION IV: DECLARATION BY PARENT / GUARDIAN

- 1. I hereby declare that the information provided above is true to the best of my knowledge. I undertake to refund the value of benefits received in respect of my child / ward if any of the information is subsequently found to be false.
- 2. I agree that CTSS, 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; and
 - ii. to reassess the financial assistance to be provided to my child / ward in the course of the calendar year.
- 3. I agree that any financial assistance provided to my child / ward may be withdrawn or withheld in respect of that child should I fail to provide any such additional information as required in paragraph 2 of this Section IV.
- 4. I understand that the information given by me in this form or any part thereof may be shared with other Government departments, statutory boards, or entities involved in the administration of social assistance, and I consent, and have obtained the consent from the rest of my household, for this to be done.

The Applicant should remain in good conduct to be eligible for the subsidy under the School Advisory Committee Financial Assistance Scheme. The School reserves the right to withdraw the subsidy of Applicant should he/she infringe any of the school rules.

Name, NRIC No. and Signature _____
Date

** 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.*

SECTION V: RECOMMENDATION BY CURRENT CCE TEACHER / CCA PARENT

Please ensure that Applicant complete all required sections before filling in the recommendation section below.

Comments:

Conduct Grade [as stated in his/her Report Book]

- Excellent Very Good Good Fair Poor

Recommendation by CCE Teacher / CCA Parent

Based on the above, I recommend / do not recommend the Applicant for the School-Based FAS.

Name of CCE Teacher / CCA Parent _____
Signature of CCE Teacher / CCA Parent _____
Date

Annex 1

Information & Instruction for Application

EFFECTIVE MONTH FOR FINANCIAL ASSISTANCE

Schools will process your application if you have provided the **complete information, inclusive of complete required documents**, indicated in the application form. If your application is **approved** before the end of the month, your child will be placed on the School-Based FAS in the following month till December of the year. Fresh applications will have to be submitted for each school year.

DOCUMENTS TO SUBMIT

**Please ensure that all sections are completed with the necessary documents.
Incomplete forms will not be approved.**

(A) Income

1. For household members who are **employed**:
 - i. Latest payslip or a letter from the employer certifying gross income.
 - ii. CPF Transaction Statement or Contribution History for past 12 months.
 - iii. Latest Income Tax Notice of Assessment (NOA).
2. For household members who are **self-employed** :
 - i. CPF Transaction Statement or Contribution History for past 12 months.
 - ii. Latest Income Tax Notice of Assessment (NOA).
 - iii. If the member is not required to pay tax or the latest tax assessment does not reflect his or her current income status, the member is to complete an additional declaration at Annex 2.
3. For household members who are **unemployed and below age 63** and are not undertaking full-time studies or undergoing full-time National Service :
 - i. CPF Transaction Statement or Contribution History for past 12 months.
 - ii. To complete declaration as enclosed in Annex 2.
4. Income from other sources (e.g. pension, rental income) should be included as part of gross monthly income.

(B) Applicant and Applicant's household family details

1. A copy of latest results slips. For newly enrolled Secondary 1 students, please attach a copy of PSLE Results and P6 report book results.
2. Copies of NRIC of household members include Applicant, parents, and unmarried siblings of the Applicant, **regardless** of the address. Grandparents and other dependants living at the same address may be included on a case-by-case basis. If there are other dependent children without NRIC, please submit copies of legal documents to show that they are staying in the same address.
3. Student/Matriculation card for full-time student at tertiary institutions (e.g. ITE, Polytechnics, Universities, private schools) / Identification card for full-time National Servicemen (if applicable).
4. Photocopy of divorce and child maintenance order certificates (for parents who are divorced).
5. Any other documents as and when required by the school for the purpose of verifying the income.

Annex 2

Declaration of Unemployment or Self Employment

(Any undeclared section or non-submission of Annex 2 will automatically be treated as a nil return)

SECTION A: DECLARATION OF SELF-EMPLOYMENT

Household members must complete this section if they are either:

Category (a) - Self-employed and not required to pay tax; or

Category (b) - The latest tax assessment does not reflect current income status.

I/We* declare that I am/we are* currently self-employed and my/our* current self-employment income are* as follows:

Name as in NRIC	NRIC	Category*	Type of Self-employment	Current Monthly Self-employment Income	Signature of Household Member and Date
		(a) / (b)			
		(a) / (b)			
		(a) / (b)			

SECTION B: DECLARATION OF UNEMPLOYMENT

I/We* declare that I am/we are* currently unemployed.

Name as in NRIC	NRIC	Period of Unemployment	Reason for Unemployment	Signature of Household Member and Date

* Please delete one.