

## 1. Application Procedure

- a. Prepare all required supporting documents (if applicable);
- b. Submit an application at <https://for.edu.sg/np-faid> (Singpass login of student applicant is required);
- c. Check your NP Connect email for updates.

## 2. Eligibility Criteria

|                   | Opportunity Fund Subsidy  | Interest-Free Computing Scheme<br>(inclusive of Opportunity Fund Subsidy for eligible students)   |
|-------------------|---|---|
| Type of Programme | Full-time diploma<br>Polytechnic Foundation Programme   | Full-time diploma<br>Polytechnic Foundation Programme   |
| Citizenship       | Singaporeans only   | All citizenships  |
| Household Income  | Gross Household Income of less than \$4,400<br>OR<br>Per Capita Income of less than \$1,100   |   |
| Award Amount      | \$400<br><br>Students are to pay for the purchase upfront, and the subsidy will be reimbursed upon successful application   | Up to \$2,000 or the purchase price, whichever lower<br><br>The Opportunity Fund Subsidy (for eligible students) will be net off against the total loan amount repayable  |
| Others            | <ul style="list-style-type: none"> <li>• Notebook computers must be purchased from <a href="#">Ngee Ann Polytechnic-approved vendors</a></li> <li>• Purchases from external parties (e.g Challenger, Best Denki) will not be claimable</li> <li>• For students who require an Apple MacBook for their course of study, and wish to seek reimbursement through the Opportunity Fund Subsidy: the MacBook must be purchased from the <a href="#">Apple Store</a> (education pricing available). Purchases from Authorized Resellers (e.g iStudio, Switch, Challenger) will not be claimable</li> <li>• Application must be made within three months from the date of invoice/receipt date</li> <li>• Student must have not received this subsidy before during course of study</li> </ul> | <ul style="list-style-type: none"> <li>• Student may top up in cash the amounts for devices that cost more than the loan quantum;</li> <li>• The loan is only available for purchase of notebook computers from <a href="#">Ngee Ann Polytechnic-approved vendors</a>, and is not on a reimbursement basis</li> <li>• For students who require an Apple MacBook for their course of study: the interest-free loan is not available for purchase of MacBooks</li> <li>• Upon approval of the application, students must first execute a loan account with DBS before purchasing their notebook computers</li> <li>• For full conditions of loan and information about loan repayment and guarantors, please click <a href="#">here</a>.</li> </ul> |

3. **Gross Monthly Income** includes (a) employment income (such as basic salary, overtime pay, allowances, cash awards, commissions and bonuses), trade/ self-employed income, rental income and other declared income information. Payments-in-kind, reimbursement for transport and other expenses, alimony or maintenance allowance, and National Service (NS) allowance earned by NSF are **EXCLUDED**.

## 4. Supporting Documents to be Submitted with Application Form

### a. IDENTIFICATION DOCUMENTS

- **Applicant**

- NRIC of applicant (Both Sides)
- Offer Letter

- **Parents, Siblings & Other Family Members**

- NRIC of parents, siblings and other family members (Both Sides)
- 11B for full time uniform officer or NSF (Both Sides)
- Birth Certificate for those below 15 years of age

- **Other Relevant Documents, where applicable:**

- Letter of Declaration from parent or legal guardian stating residential address for family members on Visit Passes (*see page 6 for template*)
- Order of Court for divorce or legal separation **including** child care & control documents
- Marriage Certificate for re-marriage
- Death Certificate

### b. INCOME DOCUMENTS – [click here](#) for guide to generate CPF Contribution History and IRAS Notice of Assessment

- For family members who are **FULL-TIME STUDENTS**:

- EZ-Link or Student cards (Secondary / Polytechnic / JC / ITE / University)
- Letter from educational institution confirming enrolment of student (if awaiting entry to Polytechnic / ITE / University)

- For family members who are **EMPLOYED** (including part-time/ad-hoc employment):

- Pay slips for **recent 3 consecutive months, including bonus/overtime/mid-month payslips** OR;
- Employer's letter **dated within recent 3 months** with official company stamp

- For family members who are **EMPLOYED** but unable to provide payslips:

- CPF Contribution History for **the most recent 6 months** AND;
- Income Declaration Form (*see page 5 for form*) AND;
- Employment contract, or indicate first day of work on Income Declaration Form for those who have recently started their jobs within recent 3 months (if applicable)

- For family members who are **SELF-EMPLOYED** (e.g private hire driver, taxi driver, hawker or businessman):

- CPF Contribution History for **the most recent 6 months** (submit even if there are no contributions reflected) AND;
- IRAS Notice of Assessment for **Year 2024** AND;
- Income Declaration Form (*see page 5 for form*)

- For family members who are **UNEMPLOYED** (e.g. housewife, retiree):

- CPF Contribution History for **the most recent 6 months** (submit even if there are no contributions reflected) AND;
- Income Declaration Form (*see page 5 for form*) AND;
- Termination letter or Acceptance of Resignation letter, or indicate last day of work on Income Declaration Form for those who left their jobs within recent 3 months (if applicable)

### c. OTHER DOCUMENTS, where applicable

- **For applicants applying for Opportunity Fund Subsidy (Reimbursement)**

- Receipt or proof of purchase of an IT device from NP-approved vendor dated no earlier than three months from the date of application**

- For family members suffering from medical conditions and are unfit for work

- Medical report or official letter from a certified medical professional

- For families receiving public assistance

- Official letter from local authority on assistance scheme(s)

This form is to be completed by family members who are self-employed, unemployed and employed family members who are unable to provide payslips.  
You may use Adobe Reader DC to digitally fill and sign the Income Declaration Form.

| A. Student Particulars                 |                                 |  |   |   |  |   |  |
|--|---------------------------------|--|---|---|--|---|--|
| Full Name                              |                                 | Student ID<br><b>S10</b>   |   | Course of Study   |  |   |  |
| B. Family Member's Particulars         |                                 |  |   |   |  |   |  |
| Name of family member(s)<br>as in NRIC | NRIC No. of<br>family member(s) | Occupation<br><i>(e.g. taxi driver,<br/>homemaker,<br/>accountant)</i> | Employment Status<br><i>(e.g. employed,<br/>self-employed,<br/>unemployed, retired)</i> | Gross Monthly Income (\$)<br><i>Should you be receiving<br/>income from different<br/>sources, please list income of<br/>each job in separate rows.</i> | First Day of Employment/ Self-<br>employment (DD/MM/YY)<br><i>If you have commenced<br/>employment in the recent 3<br/>months, please indicate your<br/>first day of work.</i> | Last Day of Employment/ Self-<br>employment (DD/MM/YY)<br><i>If you have ceased<br/>employment in the recent 3<br/>months, please indicate your<br/>last day of work.</i> | Signature of family<br>member(s)<br><i>Do not type your name<br/>out as your signature.<br/>Please sign.</i> |
|  |                                 |  |   |   |  |   |  |
|  |                                 |  |   |   |  |   |  |
|  |                                 |  |   |   |  |   |  |
|  |                                 |  |   |   |  |   |  |
|  |                                 |  |   |   |  |   |  |
|  |                                 |  |   |   |  |   |  |
|  |                                 |  |   |   |  |   |  |

I declare that the information provided above is true and accurate. I understand that if the information provided is false, my application will be rejected. I also undertake to refund the value of bursary received if any information is subsequently found to be falsely declared.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (DD/MM/YYYY)

\*Gross monthly income includes gross (i.e. including employee's CPF contributions) income contributions from self-employment, business or salaried employment (which includes basic salary, allowances, 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 supplements and bonuses received in the last twelve months. Payments in kind, reimbursement for transport and other expenses and National Service (NS) allowance earned by NS men are excluded.

**Letter of Declaration**

This form is to be completed by persons above 21 years old of age, unless otherwise instructed. You may use Adobe Reader DC to digitally fill and sign this letter of declaration.

[If there is nothing you need to declare, you are not required to submit this form.](#)

I, \_\_\_\_\_ (name as in NRIC/FIN), of

NRIC/FIN/Identification Number \_\_\_\_\_, hereby declare that:

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

I declare that the above information is true and accurate to the best of my knowledge and

I have not deliberately omitted any relevant facts.

\_\_\_\_\_  
Signature of Declarant

\*Do not type your name out as your signature. Please sign.

\_\_\_\_\_  
Date (DD/MM/YY)