Guide to Applying for Bursaries & Grants (Full-time SPR & IS Students)

THIS GUIDE IS FOR FULL-TIME SPR AND INTERNATIONAL STUDENTS ONLY.
For Singaporean full-time and PFP students, please refer to https://for.edu.sg/np-bursaryguide
For part-time diploma students, please refer to https://for.edu.sg/np-ptbursary.

1. **Application Procedure**

   a. Prepare all required supporting documents according to checklist;

   b. Apply online via NPal2 (https://npalstudent.np.edu.sg) > Financial Services > Click on blue " ▼ Financial Services" header for dropdown menu > Scholarships/ Bursaries/ Grants > Application for SCH/ BUR/ GRNT.

   c. Applications commence **1 July 2024**;

   d. Fill in the necessary information on the online application;

   e. Upload supporting documents and submit **before 14 July 2024**;

   f. For any enquiries, please email to askSAS@np.edu.sg.

2. **Preparing Documents for Submission**

   a. Scan all documents into PDF files - use apps such as Microsoft Office Lens (Android) or Notes app (iPhone) if you do not have a scanner at home.

   b. You may only upload one PDF file for each document category – **Identification Documents** (mandatory), **Income Documents** (mandatory) and **Other Documents** (optional). **If there are multiple pages or documents to submit for a particular category, e.g multiple NRICs, please combine the documents into a single PDF file.**

   c. Ensure that each file does not exceed 2MB and are not password-protected;

   d. All documents must be clear for viewing (all text must be sharp and legible) and without truncation of any part of the original document;

   e. A list of Frequently Asked Questions (FAQs) related to technical support on preparing the documents are available here.

3. **Applying on NPal2**

   a. Submissions must be made electronically via NPal2. Any other forms of submission will not be processed;

   b. **An email will be sent to applicant's NP Connect mail account to confirm receipt of application and/or request for additional information or documents.** Please check your junk or spam folders;

   c. Applicants are expected to follow up according to the instructions in the email by the stipulated deadline. Applications with insufficient documents will not be processed.

4. **Gross Monthly Income** is inclusive of income contributions from self-employment, business or salaried employment (which includes but is not limited to basic salary, allowances and overtime pay), and other sources of income such as rent etc. Bonuses are 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, alimony or maintenance allowance, and National Service (NS) allowance earned by NSF are **EXCLUDED.**

5. **Supporting Documents to be Submitted with Application Form**

    a. **IDENTIFICATION DOCUMENTS**
   - **Applicant**
   - ☐ NRIC of applicant (Both Sides)

   - **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 4 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 and IRAS documents
   - 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 period of January 2024 to June 2024** AND;
   - ☐ Income Declaration Form *(see page 3 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 period of January 2024 to June 2024** (submit even if there are no contributions reflected) AND;
   - ☐ IRAS Notice of Assessment for **Year 2024** AND;
   - ☐ Income Declaration Form *(see page 3 for form)*

   - For family members who are **UNEMPLOYED** (e.g. housewife, retiree):
   - ☐ CPF Contribution History for **the period of January 2024 to June 2024** (submit even if there are no contributions reflected) AND;
   - ☐ Income Declaration Form *(see page 3 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 family members suffering from medical conditions and/or 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)
   - For families with zero income
   - ☐ Letter of Declaration from parent or legal guardian explaining how living expenses are being paid currently *(see page 4 for template)*

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 S10	Course of Study

B. Family Member's Particulars

Name of family member(s) as in NRIC	NRIC No. of family member(s)	Occupation *(e.g taxi driver, homemaker, accountant)*	Employment Status *(e.g. employed, self-employed, unemployed, retired)*	Gross Monthly Income ($) Should you be receiving income from different sources, please list income of each job in separate rows.	First Day of Employment/ Self-employment (DD/MM/YY) If you have commenced employment in the recent 3 months, please indicate your first day of work.	Last Day of Employment/ Self-employment (DD/MM/YY) If you have ceased employment in the recent 3 months, please indicate your last day of work.	Signature of family member(s) Do not type your name out as your signature. Please sign.

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.

Student & Alumni Services
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.

NGEE ANN
P O L Y T E C H N I C

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   Date (DD/MM/YY)
*Do not type your name out as your signature. Please sign.