

APPLICATION FOR USE OF TUITION FEE LOAN SCHEME (TFL)

Notes to Student:

1. Form should be completed in ink. **Correction fluid or tape is not allowed**, and any amendments or cancellation must be **countersigned**.
2. **Original** Form and supporting documents are to be submitted to **DBS Raffles Place Branch** only.

The location and operating hours are as follows:

DBS Raffles Place Branch

22 Malacca St #01-00 RB Capital Building
Singapore 048980

Operating hours:

- Mondays to Fridays: 8:30am to 4:30pm
- Saturdays: 8:30am to 1:00pm
- Excluding Sundays and Public Holidays

3. Supporting Documents required are:
 - Proof of Admission – Admission or Acceptance Letter/Matric Card
 - Copy of Student and Guarantor NRIC/Passport
 - Validity of Passport as at date of signing of agreement > 6 months
 - Proof of residential address should Student be New to Bank*

*Acceptable documents as proof of residential address are Telephone Bill, Utility Bill, Credit Card Bill, Bank Statements or School Letters.

If the bills or statements reflect the parent's name instead of the student's, proof of relationship such as birth certificates must also be provided.

Date range of letters provided have to be within 3 months of application e.g. If applying in Oct, acceptable range will be between Aug – Oct.

4. Students/Guarantors are to update the Bank of any change in their personal information i.e. mobile numbers and address before the submission of their TFL applications.
5. Under **"FINANCING REQUIRED"** please indicate the effective start Academic Year (AY) and Academic Semester (AS) for the loan. April semester is Semester 1 and October semester is Semester 2.

For student with outstanding tuition fee for the current semester, please indicate the AY/AS of the outstanding fee as the financing period for which the loan is to be effective from.

For student with no outstanding fee for the semester, please apply in the next AY/AS.

The total Tuition Fee Loan amount should not exceed 75% of subsidised tuition fees payable. Tick the box **"Yes"** if you wish to apply for the maximum loan allowable for the whole course of study.

Please refer to the example below for the application of TFL to start from AY2022/2023 April semester for 75% of subsidised Tuition Fee.

FINANCING REQUIRED (must be fully completed and tick ✓ where appropriate)				
Financing required with effect from : Academic Year: AY20 <u>22</u> / 20 <u>23</u>	Semester 1	<input checked="" type="checkbox"/>	Semester 2	<input type="checkbox"/>
Do you have any existing Tuition Fee Loan with DBS Bank?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Do you require the maximum loan allowable for the whole course of study?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If No, please state :-				
a) Amount of financing required per year (2 semesters per year): _____ % of Subsidised Tuition Fee (up to maximum 75% of Subsidised Tuition Fee)		b) No. of years required: _____		

6. If you require any assistance, you may submit enquiries to us at [Student Finance Enquiry](#) or contact us at 67804202.

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TUITION FEE LOAN APPLICATION FORM

INSTRUCTIONS

1. This acceptance form should be typewritten or legibly written in BLOCK LETTERS.
2. The guarantor must:
 - be at least 21 years of age and shall not exceed 60 years of age;
 - be a Singapore Citizen (SC) for SC students; SC/Singapore Permanent Resident (SPR) for SPR students; or SC/SPR for International Students; and
 - not be an undischarged bankrupt.
3. First-time applicants and their guarantors are to visit **DBS Raffles Place Branch** personally with the completed application form, their identity cards / passports and Letter of Offer (which must be signed in the presence of a bank officer) before the start of the effective academic semester.
4. The application windows are from February to May (for April semester) and August to October (for October semester).
5. For late application, applicable Tuition Fee Loan on tuition fees of the academic year(s) and semester(s) outside the application window may **not** be disbursed, if the tuition fees of the respective academic year(s) and semester(s) has been fully settled.
6. The following categories of students are not eligible for Tuition Fee Loans:
 - a. Students receiving scholarship/bursary/subsidies that fully covers the full tuition fees payable.
 - b. Students receiving 100% Tertiary Tuition Fee Subsidy from MENDAKI.
 - c. Students using the CPF Education Loan Scheme for payment of their tuition fees payable in full.
 - d. International Students who have opted out from or not eligible for Tuition Grant Subsidy
7. The total Tuition Fee Loan amount should not exceed 75% of subsidised tuition fees payable. Tuition Fee Loan quantum does not apply to GST.

APPLICATION FORM FOR TUITION FEE LOAN FROM TEMASEK POLYTECHNIC

(Please bring this form and the enclosed Letter of Offer and go personally with your guarantor to DBS Raffles Place Branch)

DBS Bank Ref: TP02

Instructions: 1. The application form should be typewritten or legibly written in BLOCK LETTERS.

2. The guarantor must be at least 21 years of age and not over 60 years. The Guarantor must be a Singapore Citizen (SC) for a SC Student; or a SC/Singapore Permanent Resident (SPR) for SPR student or a SC/SPR for International Student. The guarantor must not be undischarged bankrupt.

3. The borrower may apply for the loan at **DBS Raffles Place Branch**.

4. **THE BORROWER AND GUARANTOR MUST SIGN THE ENCLOSED LETTER OF OFFER IN THE PRESENCE OF A BANK OFFICER.**

PARTICULARS OF BORROWER

NRIC / Passport Name: Mr / Mdm / Miss
(please underline surname)

Marital Status

Date of Birth

NRIC / Passport No.

FIN No.

Country of Issue

Citizenship

Overseas Home Address for PR and International Student (must be fully completed)

Tel No.

Address in Singapore (must be fully completed)

Tel No.

Email Address

Handphone No.

NS status (tick ✓ where appropriate)

Completed

Not Completed

Exempted

EDUCATION DETAILS (must be fully completed)

Name of Course

Admission No.

Duration of Course

Year of Study

FINANCING REQUIRED (must be fully completed and tick ✓ where appropriate)

Financing required with effect from : Academic Year: AY20 ____ / 20 ____ Semester 1

Semester 2

Do you have any existing Tuition Fee Loan with DBS Bank?

Yes

No

Do you require the maximum loan allowable for the whole course of study?

Yes

No

If No, please state :-

a) Amount of financing required per year (2 semesters per year): _____ % of Subsidised Tuition Fee
(up to maximum 75% of Subsidised Tuition Fee)

b) No. of years required: _____

PARTICULARS OF GUARANTOR (SINGAPOREAN OR SINGAPORE PR)

NRIC / Passport Name: Mr / Mdm / Miss
(please underline surname)

Date of Birth

NRIC / S'pore PR No.

Citizenship

Marital Status

Relationship to Borrower

Occupation

Home Address in Singapore (must be fully completed)

Home Tel No.

Overseas Home Address (for PR)

Email Address (if any)

Handphone No.

Name & Address of Employer

Office Tel No.

Are you a guarantor to any other loan? If yes, please furnish the following details:

Name of Borrower	Name of Lender	Type of Facility	Amount Guaranteed

DECLARATION BY BORROWER

In consideration of DBS Bank agreeing to grant me the Tuition Fee Loan on behalf of Temasek Polytechnic at my request, I hereby:

i) declare that (a) I am not a bankrupt; (b) the information given in this application is true and correct; (c) I have not wilfully withheld any material fact; and (d) I have understood all the terms & conditions governing this Tuition Fee Loan Agreement.

ii) agree to be bound by DBS Bank’s Privacy Policy, as may be amended, supplemented or substituted by DBS Bank from time to time. DBS Bank’s Privacy Policy can be obtained by (a) downloading a soft copy from DBS Bank’s website (DBS Bank’s website at www.dbs.com/privacy); or (b) obtaining a hard copy from a DBS/POSB branch.

iii) consent to the collection, use, disclosure and processing of my information and particulars relating to and in connection with me (whether contained in this application or otherwise), any and all of my accounts/facilities with DBS Bank (whether held alone or jointly), any transaction or dealings between me and/or Temasek Polytechnic and DBS Bank, my credit standing and financial position, in accordance with the terms & conditions governing this Tuition Fee Loan Agreement and DBS Bank’s Privacy Policy, as may be amended by DBS Bank from time to time.

iv) consent to Temasek Polytechnic and DBS Bank and/or any other persons who in their capacity or office have access to Temasek Polytechnic’s or DBS Bank’s records, whether contained in the loan application, loan agreement or otherwise, with regard to me, to collect, use and disclose any data or information relating to my accounts and affairs (the “Loan Information”) to the Government of Singapore for the purpose of loan administration.

v) further consent to the Government of Singapore collecting, using and disclosing the Loan Information and any other relevant personal data collected by other Government entities from and to Temasek Polytechnic, DBS Bank and/or any other persons who in their capacity or office have access to Temasek Polytechnic’s or DBS Bank’s records, or any other person involved in the loan administration, for the purposes of loan administration, statistics, and policy formulation and review.

vi) I am aware of Singapore’s firm stance against illegal and illicit activities. I confirm that my application for this facility/product is not for illegitimate purposes and that this facility/product will not be used as a platform for illegal activities.

Signature of Borrower: _____

Date: _____

DECLARATION BY GUARANTOR

I hereby:

i) declare that (a) I am not a bankrupt; (b) the information given in this application is true and correct; (c) I have not wilfully withheld any material fact; and (d) I have understood all the terms & conditions governing this Tuition Fee Loan Agreement.

ii) agree to be bound by DBS Bank’s Privacy Policy, as may be amended, supplemented or substituted by DBS Bank from time to time. DBS Bank’s Privacy Policy can be obtained by (a) downloading a soft copy from DBS Bank’s website (DBS Bank’s website at www.dbs.com/privacy); or (b) obtaining a hard copy from a DBS/POSB branch.

iii) consent to the collection, use, disclosure and processing of my information and particulars relating to and in connection with me (whether contained in this application or otherwise), any and all of my accounts/facilities with DBS Bank (whether held alone or jointly), any transactions or dealings between me and/or Temasek Polytechnic and DBS Bank, my credit standing and financial position, in accordance with the terms & conditions governing this Tuition Fee Loan Agreement and DBS Bank’s Privacy Policy, as may be amended by DBS Bank from time to time.

iv) consent to Temasek Polytechnic and DBS Bank and/or any other persons who in their capacity or office have access to Temasek Polytechnic’s or DBS Bank’s records, whether contained in the loan application, loan agreement or otherwise, with regard to me, to collect, use and disclose any data or information relating to my accounts and affairs (the “Loan Information”) to the Government of Singapore for the purpose of loan administration.

v) further consent to the Government of Singapore collecting, using and disclosing the Loan Information and any other relevant personal data collected by other Government entities from and to Temasek Polytechnic, DBS Bank and/or any other persons who in their capacity or office have access to Temasek Polytechnic’s or DBS Bank’s records, or any other person involved in the loan administration, for the purposes of loan administration, statistics, and policy formulation and review.

vi) I am aware of Singapore’s firm stance against illegal and illicit activities. I confirm that my application for this facility/product is not for illegitimate purposes and that this facility/product will not be used as a platform for illegal activities.

Signature of Guarantor: _____

Date: _____

Comments	Recommended by: _____ Date: _____
	Approved by: _____ Date: _____

PRIVATE & CONFIDENTIAL

Date : _____

Name : _____

Address : _____

Dear Sir / Madam

TUITION FEE LOAN

1. We take pleasure in offering you, on behalf of Temasek Polytechnic (TP), a Tuition Fee Loan (the Loan) of up to the maximum allowed under the prevailing Tuition Fee Loans Scheme for your whole course of study (including repeat years, if any) in TP or such other amount as may be determined by TP. The Loan is subject to the following terms and conditions :
 - a) The Loan : The Loan will be granted to you for your course of study at Temasek Polytechnic in accordance with the Tuition Fee Loans Scheme.
 - b) Interest Rate : The average of the Prime rates of the following banks, DBS, OCBC and UOB, prevailing on the first day of each quarter or such other rate as may be determined from time to time.
 - c) Standard Conditions : The Terms & Conditions overleaf relating to the Tuition Fee Loans Scheme for TP which form an indivisible part of this offer shall apply.
 - d) Guarantee : The principal amount of the Loan and interest shall be fully guaranteed by _____
 - e) Others : The principal loan amount owing shall be evidenced by the vouchers issued by TP.
2. We trust that the above terms and conditions are acceptable to you and your Guarantor. Kindly confirm your acceptance by bringing both the application form and this letter and calling at our **DBS Raffles Place Branch** with your guarantor to sign this letter of offer. Please also bring your identity card / passport and that of the guarantor's for our verification.
3. We look forward to being of service to you.

Yours faithfully

Name & Designation:
Name of Bank / Branch:

I hereby confirm my acceptance of the offer of the Loan upon the aforesaid terms and conditions.

_____ (to be signed in front of a bank officer)
Name & NRIC / Passport No:
Date of Acceptance:

In consideration of TP agreeing at my request to grant the Loan to the abovenamed Borrower on the terms and conditions set out above, I hereby irrevocably and unconditionally guarantee as principal debtor and not as Surety only, the payment on demand of all sums of money which may from time to time be due and owing by the Borrower in respect of the Loan or any increase or variation in the amount thereof (including without limitation, interest and default interest) and my guarantee shall be a continuing security to TP notwithstanding any indulgence given by TP to the Borrower or the death, insanity, bankruptcy or other disability or personal incapacity of the Borrower or of myself, and my liability shall not be abrogated or affected by reason of the fact that the transaction affecting the sums of money hereby secured is void, voidable or unenforceable for any reason whatsoever. For the avoidance of doubt, I confirm that legal action in respect of the Loan need not first be commenced against the Borrower prior to commencing legal action against me in respect of my guarantee.

Date this _____ day of _____ 20 _____

Signed by the Guarantor

_____ (to be signed in front of a bank officer)
Name & NRIC / Passport No:

STANDARD CONDITIONS RELATING TO TUITION FEE LOANS

1 NO MULTIPLE FINANCING

Once the Loan is granted, the borrower shall not make any application for similar loan to other participating banks during the duration of his course of study.

2 DEATH, INSANITY, BANKRUPTCY OR ANY DISABILITY OF GUARANTOR

In the event of the death, insanity, bankruptcy or any disability of the guarantor during the period before full repayment of the Loan and Interest thereon the borrower shall inform DBS Bank immediately of the happening of such event and shall furnish another guarantor in place thereof.

3 DISBURSEMENT

The Loan will be credited directly into the borrower's account with Temasek Polytechnic (TP), as the case may be on such date (s) and in such amount and manner as to be specified by them.

4 INTEREST COMPUTATION

Interest will be chargeable on the Loan only upon graduation of the borrower. Except for borrowers with National Service Obligation, all other borrowers who graduate in the 1st half of the year will be charged interest commencing from 1st June in the year of graduation, while those graduate in the 2nd half of the year will be charged interest commencing from 1st December in the year of graduation. For borrowers with National Service Obligation, interest will commence from the first day of the month immediately following the month they finish National Service. Interest is computed on a monthly rest basis and based on a 365-day year. In the event that the borrower leaves TP without completing his course of study, interest will commence from the first day of the month immediately following the receipt of notification of such happening by DBS Bank from TP.

5 VARIATION OF LOAN QUANTUM

In the event that the borrower does not require any loan for any particular year or wishes to vary the loan quantum, he must notify DBS Bank and TP in writing not later than 30th April preceding that academic year in question. The borrower may only vary the loan quantum on a yearly basis and may not vary it on a semester basis.

6 REPAYMENT

For borrowers with no National Service Obligation and graduate in the 1st half of the year, repayment may be made in one lump sum or by equal monthly instalments comprising both principal and interest not later than 1st June in the calendar year immediately following the year of graduation and thereafter on the 1st day of each month. For Borrowers with no National Service Obligation and graduate in the 2nd half of the year, repayment may be made in one lump sum or by equal monthly instalments not later than 1st December in the calendar year immediately following the year of graduation and thereafter on the 1st day of each month. For borrowers with National Service Obligation, the repayment of the loan can be in one lump sum or by equal monthly instalments commencing not later than one year after completion of National Service. The minimum amount repayable is \$100 per month with repayment period extended up to a maximum of 10 years. Any amount which remains outstanding thereafter shall become immediately due and payable.

In the event that the borrower leaves TP without completing his course of study the Loan outstanding shall become immediately due and payable, subject to the DBS Bank right to exercise its option to allow such repayment by monthly instalments on such terms and conditions as it deems fit.

7 REDEMPTION

The borrowers may by giving 7 days written notice to DBS Bank to make full or partial repayments of not less than \$500 each.

8 NOTIFICATION OF OPERATIONALLY-READY-DATE (ORD)

Male Borrowers, with National Service Obligation, graduating in the 1st half of the year must inform DBS of their operationally-ready-date (ORD) by 31st December of the year of graduation, failing which they are deemed to be enlisted on 1st June of the year of graduation. Male Borrowers, with National Service Obligation, graduating in the 2nd half of the year must inform DBS of their operationally-ready-date (ORD) by 30th June in the calendar year following the year of graduation, failing which they are deemed to be enlisted on 1st December of the year of graduation. Interest will accrue 2 ½ years from the enlistment date.

9 FEES PAYABLE

The borrower shall pay:-

- (i) All costs, fees, expenses and other charges legal or otherwise including stamp duty incurred in the preparation and execution of this Agreement and any other documents required by DBS Bank under the provisions hereof.
- (ii) All legal fees as between solicitors and client and other costs and disbursements in connection with demanding and enforcing payment of monies due hereunder and/or any of the covenants, undertakings, stipulations, terms and conditions contained in this Agreement and DBS Bank reserves the right to debit the borrower's account with the same.

10 DEFAULT OF LOAN

The Loan and interest thereon or any part thereof for the time being outstanding and unpaid and all other charges and monies payable hereunder shall on demand become due and payable by the borrower in any of the following events of default :-

- (i) If the borrower defaults in the payment of any of the instalments of the Loan and interest thereon or any part thereof on the due date or dates or in the payment of any other monies hereby covenanted to be paid.
- (ii) If the borrower commits or threatens to commit a breach of any of the covenants, undertakings, stipulations, terms and conditions herein contained in this Agreement.
- (iii) If the Borrower shall enter into any arrangement or composition for the benefit of creditors or shall have a receiving or adjudication order made against him.
- (iv) If a situation has arisen or there has been a material change in the circumstances of the borrower which in the opinion of DBS Bank will affect the borrower's ability to repay the Loan and interest thereon or will make it improbable for the borrower to observe and perform his obligations under this Agreement.
- (v) If the borrower fails to furnish another guarantor as required in condition 2 within one month of the death, insanity, bankruptcy or disability of the guarantor or such longer period as DBS Bank may allow.

11 ADDITIONAL INTEREST

In the event of default by the borrower to pay the Loan or any part thereof on the due date or dates, then, and without prejudice to the other remedies of the Bank and hereunder the borrowers shall pay additional interest at the rate of 1% per month for the late payment of each instalment. Upon recall the borrower shall pay to DBS Bank additional interest at the rate of 1% per month on the outstanding loan, interest (inclusive of additional interest aforesaid) and other monies due and owing to DBS Bank until the date of full settlement.

12 RIGHT OF SET-OFF

In addition to any remedies, lien, right of set-off or other rights which DBS Bank may have by law and hereunder DBS Bank shall be entitled at any time and without notice to the borrower / guarantor to combine or consolidate all or any of the borrower's / guarantor's accounts with DBS Bank anywhere or set-off or transfer any sum or sums standing in one or more of such accounts in or towards satisfaction of all or any of the monies and liabilities due by the borrower / guarantor under this Agreement.

13 INDULGENCE GRANTED

No neglect, delay or forbearance of DBS Bank to require and enforce payment of any monies under this Agreement or the performance and observance of any covenants in this Agreement nor the granting of any time by the DBS Bank to the borrower shall in any way prejudice or affect any of the rights, powers or remedies of the DBS Bank, no such waiver of any such breach as aforesaid shall prejudice the rights of the DBS Bank in respect of any other or subsequent breach of any of the covenants, undertakings, stipulations, terms and conditions aforesaid.

14 STATEMENT OF INDEBTEDNESS

A statement or certificate signed by the Manager, Accountant or any other authorised officer of DBS Bank as to the monies and liabilities for the time being due to or incurred by DBS Bank shall subject only to computation and/or clerical mistakes be final and conclusive and be binding on the borrower.

15 NOTICE OF DEMAND

Any demand for payment of monies or any other demand or notice under this Agreement may be made by the Manager, Accountant, Legal Officer or by any person or firm for the time being acting as solicitor or solicitors for DBS Bank by letter addressed to the borrower and sent by post or delivered to the last known address of the borrower and a notice or demand so given or made shall be deemed to be given or made or received on the day it was left or the day following that on which it is posted as the case may be.

16 GOODS AND SERVICES TAX

In the event that any GST or any other taxes, levies or charges whatsoever are now or hereafter required by law to be paid on or in respect of any sums payable to the DBS Bank or any other matters under or relating to the Loan or any security relating to the Loan, the same shall be borne by the borrower and the borrower shall pay to DBS Bank the amount of any such GST or other taxes, levies or charges (or such part thereof which the law does not prohibit DBS Bank from collecting from the Borrower) at or before the time the same becomes due under law, in addition to all other sums payable to the DBS Bank in relation to the Loan and the Borrower shall indemnify DBS Bank against such payment thereof.

17 GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of Singapore and the parties hereto agree to submit to the non-exclusive jurisdiction of the Courts of Singapore.

18 GENERAL

- (a) The borrower shall inform DBS Bank immediately of any change in the borrower's or the guarantor's address.
- (b) All references to DBS Bank herein are in relation to DBS Bank action as agent for TP under the TP Tuition Fee Loans Scheme.

19 SHARING OF INFORMATION

Information of the Borrower and/or the Guarantor (including any personal data, e.g. contact details, loan details) will be shared among all relevant parties, including with external parties (e.g. DCA) for the purpose of loan administration recovery as they deem fit for purposes of this Agreement, subject to compliance with the Personal Data Protection Act, Singapore.

20 PERSONAL DATA

The Borrower and the Guarantor consents to TP, the Government of Singapore, DBS Bank and its related corporations, and their respective agents collecting, using and disclosing the personal data of the Borrower and/or the Guarantor for the purpose of administration of the Loan. The Borrower and the Guarantor further consents to the Government of Singapore using the personal data of the Borrower and/or the Guarantor for the purpose of statistics, policy formulation and review in accordance with these Standard Conditions.

21 AMENDMENTS TO TERMS AND CONDITIONS

- (a) TP and/or DBS Bank may vary any of these Terms and Conditions at any time but will, in most instances, give the Borrower and/or Guarantor at least 30 days' notice by TP or the Bank, of any variation which relates to Borrower's and/or Guarantor's liabilities and obligations before such variation takes effect.
- (b) All variation shall take effect and bind the Borrower and Guarantor from the date specified in our notice. The advance notice may be given to the Borrower and Guarantor by post or by exhibiting the variations or a set of the revised Terms and Conditions at any branches of the Bank or via publication through any media. Upon such exhibition or publication, the Borrower and Guarantor shall be deemed to have notice of such variations or amended Terms and Conditions.
- (c) If the Borrower or Guarantor does not accept any variation to these Terms and Conditions, the Borrower shall immediately repay to the Bank all monies owing under the Loan. Where the Borrower continues to use the Loan or if the Loan remains outstanding after such notification, the Borrower or Guarantor shall be deemed to have agreed with and accepted such change(s).