

# TERTIARY TUITION FEE SUBSIDY FOR MALAYS APPLICATION FORM

## Instructions to Applicant

Please read the instructions carefully before completing the application form.

### a Eligibility

You are eligible for the Tertiary Tuition Fee Subsidy ONLY IF YOU SATISFY ALL THE CONDITIONS BELOW:

- 1) You are a Singapore Citizen or a bona fide resident of Singapore and one of your parents (including adoptive parent and step parent), living or deceased, is a Singapore Citizen.
- 2) Your race as stated in your NRIC is MALAY (which includes Boyanese, Javanese, Banjarese, Bugis and Indo extract).
- 3) Your total gross monthly family income does not exceed S\$3,000. You will enjoy:  
(a) 100% subsidy if your gross monthly family income is S\$2,000 and below  
(b) 70% subsidy if your gross monthly family income is between S\$2,001 and S\$3,000.
- 4) You are receiving the MOE tuition fee grant.
- 5) You are pursuing first diploma or degree on full-time basis at a local government tertiary institution. Please refer to Section 1 for the list of institutions.

### b Completion of Application Form

You are to complete all sections of the application form neatly and legibly. Enter "NA" or "NIL" where not applicable and delete where necessary.

Submit the completed form to your institution, which will then forward it to Yayasan MENDAKI for our processing. You will be informed of the outcome of your application **two (2) weeks from the date we received the application form from your institution** for our processing.

**Incomplete forms will not be processed.**

### c Other Financial Assistance Schemes by MENDAKI

- If your race as stated in your NRIC is not Malay and you are not eligible for the subsidy, you may apply for Yayasan MENDAKI interest-free study loan under the Study Loan Full-Time Scheme. A copy of the application form can be downloaded from our website: [www.mendaki.org.sg](http://www.mendaki.org.sg). Details on the various study loan schemes offered by Yayasan MENDAKI are also posted on the website.
- If your race as stated in your NRIC is MALAY but you are not eligible for the subsidy as your gross monthly family income exceeds \$3,000 or you only receive 70% subsidy, you may apply for the Supplementary Assistance Loan Scheme to finance your tuition fees. Please complete the application form on page 6.

### d. Other Information

- There are other financial assistance schemes available that you can apply for if you are not eligible for the subsidy such as
  - The Post Secondary Education Account
  - CPF Education Scheme
  - Institution's Tuition Fee Loan

## TERTIARY TUITION FEE SUBSIDY FOR MALAYS ADMINISTERED BY YAYASAN MENDAKI

Wisma MENDAKI 51 Kee Sun Avenue Singapore 457056

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**APPLICATION FOR TERTIARY TUITION FEE SUBSIDY**

**Section 1: Personal Particulars**

Full Name (*block letters*) \*Mr/Mrs/Miss:

Address:

Postal Code:

Attach recent photograph here

Household Type :

- 1-room     2-room     3-room     4-room  
 5-room/Executive/Private     Others, pls specify : \_\_\_\_\_

Telephone:  (Residence)     (Mobile)

Email:

Date of Birth (DD/MM/YYYY):

Country of Birth:

(Attach photocopy of birth certificate (BC))

Citizenship (Attach photocopy of NRIC / citizenship, if any)

- Singapore Citizen     Singapore PR     Others, Pls specify : \_\_\_\_\_

If you were not born in S'pore, state no. of yrs you have been residing in the Republic  yrs

NRIC/Passport No.:

Race as stated in NRIC:  Religion:

Student/Admission/Matriculation No.:

- Institution:
- |   |  |
|---|--|
| <input type="checkbox"/> Nanyang Technological University                     | <input type="checkbox"/> Nanyang Polytechnic   |
| <input type="checkbox"/> National Institute of Education                      | <input type="checkbox"/> Ngee Ann Polytechnic  |
| <input type="checkbox"/> National University of Singapore                     | <input type="checkbox"/> Republic Polytechnic  |
| <input type="checkbox"/> Singapore Management University                      | <input type="checkbox"/> Singapore Polytechnic |
| <input type="checkbox"/> Institute of Technical Education (Diploma Programme) | <input type="checkbox"/> Temasek Polytechnic   |

Course of Study:  Level :  Degree     Diploma

Duration of Study:  yrs     mths     Full-time     Part-time

Year of Study:     1<sup>st</sup> year     2<sup>nd</sup> year     3<sup>rd</sup> year     4<sup>th</sup> year     5<sup>th</sup> year

Commencement Date:

Tuition Fees (payable per academic year):

1 <sup>st</sup> year	\$ <input type="text"/>	2 <sup>nd</sup> year	\$ <input type="text"/>	3 <sup>rd</sup> year	\$ <input type="text"/>
4 <sup>th</sup> year	\$ <input type="text"/>	5 <sup>th</sup> year	\$ <input type="text"/>		

Total amount required to complete the course: \$

State whether you were exempted from paying your school fee in your Secondary and Pre-University School/College (i.e. you are required to pay miscellaneous fee only):  Yes/No

**Section 2: Family Income Declaration (Employed/Self-employed/Unemployed)**

**Note:**

- (1) For single applicant, the family is defined to include yourself, your parents/guardian, unmarried brothers and sisters living in the same household. It excludes married brothers, sisters and other relatives even if they stay in the same household.
- (2) For married applicant, the family is defined to include yourself, your spouse & children only.
- (3) Each working family member in the same household must submit a photocopy of his/her latest income advice. If the advice is not available, please submit a photocopy of:
  - (a) Endorsed statement of gross monthly income from employer; or
  - (b) Latest CPF account statement; or
  - (c) Income tax assessment returns.
- For males serving National Service (NS), please attach copy of income advice, which is available for all NSmen online.
- If you have handicapped brothers & sisters, letter of certification must be attached to this application form.
- (4) If income advice is unavailable due to self-employment, working on ad-hoc or part-time basis, the family member must submit a signed self-declaration letter along with photocopy of:
  - (a) Latest CPF account statement; or (b) Income tax assessment returns.
- (5) For unemployed family members, please submit a signed self-declaration letter along with the photocopy of the following:
  - (a) Latest CPF account statement; or (b) Income tax assessment returns.
- (6) Please note that gross monthly income includes only the basic income and monthly variable component (MVC) and National Wage Council (NWC) and other related components but excludes all other allowances such as overtime pay, leave allowance, bonuses, etc.  
 Monthly Gross Income = Monthly Basic Income + MVC + NWC + NPC + NPVP + other related components

Full Name (as in NRIC)	Age	Relationship	Occupation	Monthly Gross Income (\$)	Bonus Previous Yr (\$)	Name of School / Employer (if self-employed, state company name)
		Applicant	Student			NA
		Father				
		Mother				
<b>Total Monthly Gross Income</b>						

For family with nil income, please state source of funds for daily expenses.

House – rental \$ \_\_\_\_\_  Married-siblings \$ \_\_\_\_\_  Freelance jobs \$ \_\_\_\_\_  Other, pls specify: \_\_\_\_\_

**Section 3: Parent's Particulars**

**Father's Particulars**

Full Name (in block letters):

Status (Attach copy of NRIC or death cert):  Living  Deceased Status (Attach copy of marriage or divorce cert):  Married  Divorced  Widowed

Citizenship (Attach copy of NRIC or citizenship, if any):  Singapore Citizen  Singapore PR  Others: \_\_\_\_\_

Date of Birth (DD/MM/YYYY):         Country of Birth:

NRIC No.:         Race as stated in NRIC:

**Mother's Particulars**

Full Name (in block letters):

Status (Attach copy of NRIC or death cert):  Living  Deceased Status (Attach copy of marriage or divorce cert):  Married  Divorced  Widowed

Citizenship (Attach copy of NRIC or citizenship, if any):  Singapore Citizen  Singapore PR  Others: \_\_\_\_\_

Date of Birth (DD/MM/YYYY):         Country of Birth:

NRIC No.:         Race as stated in NRIC:

**Section 4: Checklist**

Please use the following checklist to ensure that the following documents have been submitted.

**Forms with incomplete documents will not be processed.**

I have enclosed a copy of each of the followings together with this application form:	Yes	No	NA
My photograph			
My birth certificate			
My identity card (NRIC)			
My father's identity card			
My mother's identity card			
My spouse's identity card (if applicable)			
If not a Singapore Citizen by birth:			
• My Singapore Citizenship certificate			
• My father's Singapore Citizenship certificate			
• My mother's Singapore Citizenship certificate			
Letter of certification of handicapped brother(s)/sister(s) (if applicable)			
Latest pay-slips/income advice/official statements of monthly gross income/income tax assessment returns for self-employed and working family members (where applicable)			
Certificate(s) of death (if applicable)			
Certificate of marriage/divorce/remarriage (if applicable)			

**Section 5: Declaration**

I declare that:

- I have never made any application for Tertiary Tuition Fee Subsidy to Yayasan MENDAKI.
- I have made an application for Tertiary Tuition Fee Subsidy to Yayasan MENDAKI.

My previous application(s) are as follows:

Year	Course	Institution

I declare that:

- I have not received any scholarships/bursaries/award.
- I have received scholarships/bursaries/awards. The details are as follows:

Type of Application	Date Applied	Outcome	Amount Awarded	One-off per year

In the event that **I am not eligible** for the subsidy as my gross monthly family income exceeds \$3,000 or receive only 70% subsidy for my tuition fees:

- I wish to apply** for the Supplementary Assistance Loan scheme to finance my tuition fees. *(Please refer to pg 5)*
- I do not wish to apply** for the Supplementary Assistance Loan scheme to finance my tuition fees.

I declare that the information provided in this application form is true. I understand that if any entry is false, my application will be rejected. I understand that I have to comply with all the instructions pertaining to this application, failing which my application **will not be processed** and **will be disqualified**.

\_\_\_\_\_   
 Applicant's Signature

\_\_\_\_\_   
 Date

**OFFICIAL USE FOR APPROVAL OF TERTIARY TUITION FEE SUBSIDY**

Family Income (per month)	No of persons in the same household	Per Capita Income	Percentage of Subsidy Recommended
\$		\$	%

Missing Document (Yes/No)	Status	Remarks
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Status: Approved / Not Approved**

Checked by:

Verified by:

\_\_\_\_\_   
 Officer's name / Signature / Date

\_\_\_\_\_   
 Officer's name / Signature / Date

# SUPPLEMENTARY ASSISTANCE LOAN

Only for MALAY students who are not receiving any subsidy or are in receipt of partial (70%) subsidy under the Tertiary Tuition Fee Subsidy (TTFS) Scheme.

## Instructions to applicants:

- You have to furnish us with 2 guarantors for the loan application. Please fill-up the form on page 6 and enclose a copy of the guarantors' recent payslip and NRIC (the information will be kept confidential).
- Kindly update the guarantors' latest address during the final disbursement of the cheque by submitting a photocopy of their NRIC.
- Below are details of the loan scheme for your reference.
- Please do not leave any items blank. **INCOMPLETE FORMS WILL NOT BE PROCESSED.**

## Pre- requisites of Guarantors

You must sign an agreement with MENDAKI for the repayment of the loan. Applicants are required to furnish 2 guarantors acceptable to MENDAKI. **The acceptability of the 2 guarantors will be at the discretion of the Loans Committee.** The guarantors must fulfill the following requirements:

- ◆ Singaporean
- ◆ Between the age of 21 and 55 years old
- ◆ Gross monthly income of at least \$1,500 and above
- ◆ Gainfully employed for the past 1 year
- ◆ Must not be the applicant's parents, siblings or staying in the same household
- ◆ The first and second guarantor must not be from the same household
- ◆ Self-employed guarantors must submit their latest IRAS form or CPF statement

## Loan Agreement

Successful applicants and their guarantors are required to sign a loan agreement, which is also known as the loan deed. The loan deed will be enclosed in the notification letter sent to applicant when the loan is approved. As per the loan deed, the borrower needs to observe and fulfill the following conditions:

- Complete the course of study
- No change in the agreed length of study
- No change in the course of study
- No withdrawal from or termination of the course of study
- No deferment without any valid reasons

If the borrower did not fulfill one of the above conditions or any of the terms in the loan agreement, the borrower will be considered to have breached the contract of the loan agreement. The full amount of the loan will have to be repaid immediately.

## Loan Quantum

Category	Loan Amount
Students receiving 70% TTFS	30% of the tuition fees
Students not receiving TTFS	80% of the tuition fees

The loan will be given for the entire course of study and the loan amount is given at the discretion of the Loans Committee, after taking into consideration the financial circumstances of the applicant, the course of study and any other relevant criteria. **The decision of the Loans Committee is final.**

## Loan Disbursement

Upon submission of the loan deed, the borrower will be informed through the notification letter on the disbursement of the loan cheque for the first year. The cheque will be made payable to the student or institution. Subsequent loan disbursements will be given only after the submission of the final exam result slip from each academic year.

## Loan Repayment

Repayment of the loan will commence 6 months after the completion of the course. For the purpose of repayment, students must sign a GIRO form upon signing the loan deed. The minimum monthly repayment amount is as follows:

- a) Diploma courses - \$100                      b) Degree courses (excluding Medicine) - \$250                      c) Degree (Medicine) - \$500

This is subject to an annual progressive increment of \$100.

**Particulars of Guarantors (Please furnish a copy of the guarantors' recent payslips and NRIC)****Guarantor 1 :**

Full Name (as per NRIC)

Address :

Contact No : (Residence)

(Hp)

(Office)

NRIC No :

Date of Birth :

Gender : F/M

Occupation :

Years of service in current occupation :

Name &amp; Address of Employer :

Gross Monthly Income :

- Are you a standing as guarantor for any other person? Yes / No

If yes, please furnish details: \_\_\_\_\_

- Have you ever been made bankrupt or become insolvent : Yes / No

- Are there any outstanding judgement / court cases against you? Yes / No

If yes, please furnish details : \_\_\_\_\_

**Declaration by Guarantor 1**

I hereby declare that the information given in this application is true and correct, that I have not willfully suppressed any material fact.

\_\_\_\_\_  
Signature of Guarantor 1\_\_\_\_\_  
Date**Guarantor 2 :**

Full Name (as per NRIC)

Address :

Contact No : (Residence)

(Hp)

(Office)

NRIC No :

Date of Birth :

Gender : F/M

Occupation :

Years of service in current occupation :

Name &amp; Address of Employer :

Gross Monthly Income :

- Are you a standing as guarantor for any other person? Yes / No

If yes, please furnish details: \_\_\_\_\_

- Have you ever been made bankrupt or become insolvent : Yes / No

- Are there any outstanding judgment / court cases against you? Yes / No

If yes, please furnish details : \_\_\_\_\_

**Declaration by Guarantor 2**

I hereby declare that the information given in this application is true and correct, that I have not willfully suppressed any material fact.

\_\_\_\_\_  
Signature of Guarantor 2\_\_\_\_\_  
Date

**I understand that the acceptance of my loan application by Yayasan MENDAKI does not bind MENDAKI to approve the loan applied for and that MENDAKI is at a liberty to reject the application without assigning any reason for doing so.**

\_\_\_\_\_  
Signature of Loan Applicant / Date