

**Application Form for Special Education Needs (SEN) Fund**

The form will take about 10 minutes to complete.

| Section 1 – to be completed by Student | |
| --- | --- |
| Personal Particulars | |
| Name: | Admin No: |
| Citizenship: Singaporean/ PR/ Foreigner\* | NRIC no: |
| Date of birth: | Address: |
| Contact number: (H) | Contact number: (HP) |
| Email address: | School:  ASC / BUS / DES / ENG / HSS / IIT \* |
| Diploma: | Year of study: PFP / 1 / 2 / 3 \* |
| Request for | |
| 🞎 AT Devices  Type:  Model: | 🞎 Support Services  Type:  Duration: |
| Supporting Documents | |
| 🞎 Statement of diagnosis from medical professionals | 🞎 Recommendation on Assistive Technology (AT) devices / support services by medical professional - *Required only if item is not listed in Table 1 (Page 3)* |

| Section 2 – to be completed by SEN Officer | | |
| --- | --- | --- |
| 🞎 Approved  🞎 In the list of approved items  🞎 Within student’s allocated fund of $ \_\_\_\_\_\_\_\_\_\_\_ | 🞎 Not Approved  Reason(s): | |
| Name: | Signature: | Date: |
| MOE-issued AT devices brought forward from secondary school (if any): | | |
| AT devices / support services purchased for student – Attachments:  🞎 Delivery Order / Invoice \*  🞎 MOE’s approval (for items not listed in Table1)  🞎 Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Amount of funding disbursed to student for this application (inclusive of GST):  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Total amount of funding disbursed to student till date (inclusive of GST):  $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) | | |

| Section 3 – to be completed by Student (for approved cases only) | | |
| --- | --- | --- |
| I acknowledge the receipt of requested AT devices / services\* listed in the table below and the total amount of SEN funding disbursed to me till date.   | No. | AT Devices / Support Services | Model / Duration | Cost | Remarks | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | |
| Name: | Signature: | Date: |

\*Please delete where appropriate.

# Table 1: Approved AT Devices / Services by MOE

| **Physical Impairment** | **Visual Impairment** | **Hearing Impairment** | **Learning and Behavioural Conditions** |
| --- | --- | --- | --- |
| * Alternative computer devices (e.g. mouse, keyboard) * Word prediction software * Speech-to-text software * Text-to-speech software * Mounting systems * Voice tracer digital recorder * Voice amplifier * Writing aids (e.g. inclined tray) * Training to use AT devices * Job preparation workshop * AT Assessment(s) | * Alternative computer devices (e.g. large screen monitor) * Text enlargement software * Braille display * Braille printer / printing service * Speech-to-text software * Text-to-speech software * Scanning hardware (e.g. Pearl scanner) * Scanning software (e.g. OCR apps, Open Book, KNFB) * Headsets (open- and closed-back) * Talking colour identifier software * Training to use AT devices * Magnifiers / software with colour contrast * Handheld magnifiers with OCR * Note-taking service * Job preparation workshop * AT Assessment(s) | * Digital / FM listening device and related accessories * Speech-to-text software * Text-to-speech software * Training to use AT devices * Signing interpretation service * Note-taking service * Job preparation workshop * AT Assessment(s) | * Reader pen * Text-to-speech software * Phonetic Spelling Software * Talking calculators * Assistive Listening Systems (e.g. roger pen) * Magnifiers / software with colour contrast * Handheld magnifiers with OCR (e.g. Snow) * Scanning / Identification on software (e.g. OCR apps, Open Book, KNFB) * Smart pens (e.g. LiveScribe 3) * Training to use AT devices * AT Assessment(s) |

# Annex 1

# Special Education Needs (SEN) Fund

MOE has set aside funding to provide special education needs-based, student-centric assistance to Polytechnic students with physical, hearing, visual impairments or learning and behavioural (L&B) conditions.

## A) Eligibility Criteria

1. Singapore Citizen
2. Full-time diploma student or has a confirmed place in the institution’s enrolment
3. Have declared SEN to the institution, with a statement of diagnosis from relevant medical professionals[[1]](#footnote-1)

## B) SEN Fund Guidelines

1. The assistance provided will be based on needs as assessed by relevant medical professionals, taking into account any assistive technology (AT) devices brought forward from the mainstream schools.
2. The student will be the legal owner of the AT devices purchased by the institution.
3. For purchase of AT devices or support services not listed in Table 1, the Polytechnic may seek MOE’s approval on behalf of the student, and MOE will assess on a case-by-case basis.
4. The SEN Fund may also be used to pay for maintenance due to wear and tear. However, the student is expected to pay for repair / replacement that resulted from his / her negligence.
5. The SEN Fund may be used to purchase support services for official course-related activities endorsed by the institution for the student, e.g. lectures, workshops and graduation ceremonies.
6. The total amount of funding per student for his/her entire course duration should not exceed $5,000 for a student with physical impairment or L&B conditions; and $25,000 for a student with visual or hearing impairment.

## C) Application Procedure

1. Submit completed application form with supporting documents to Care@TP, Blk 26B, Level 1 Unit 49.
2. For successful application, the requested AT devices / support services will be purchased on behalf of the student. The delivery time for AT devices may vary according to vendors.
3. Student will be notified by email or phone once requested services are available or AT devices are ready for collection.
4. For any enquiries, please email to [care@tp.edu.sg](mailto:care@tp.edu.sg)

1. Audiologists, physiotherapists or occupational therapists [↑](#footnote-ref-1)