

APPLICATION FOR OPPORTUNITY FUND – IT DEVICE SUBSIDY

1. AWARD AMOUNT

The Opportunity Fund – IT Device subsidy is capped at \$500.00.

2. APPLICATION ELIGIBILITY

- a) Full-Time Diploma or PFP Subsidised Singapore Citizen (SC) students.
- b) Gross monthly household income (GHI) OF \$4,000 and below or gross monthly household per capita income (PCI) of S1,000 and below.
- c) Applicant has not previously received Opportunity Fund – IT Device subsidy during the course of study in Temasek Polytechnic (TP).
- d) Applicant is allowed to claim for purchase of notebook only.

3. APPLICATION PROCEDURE

- i) Completion of Form:
 - a) Complete the application form with clear and legible writing.
 - b) Do not use correction tape or fluid on this application form, cancel and counter-sign against amendment instead.
 - c) Original and photocopy of the receipt for the purchase must be attached with the application (Original receipt will be returned after verification).
 - d) Please refer to Annex A for the list of documents to be submitted to your School General Office. Failure to supply documents or information required, submission of false particulars or suppression of material facts will disqualify you.
 - ii) 1st Year students may submit application for notebook purchased in the enrolled year. (Example: New students enrolled in Academic Year 2017/2018, receipt need to show the year of purchase is “2017”)
 - iii) 2nd and 3rd Year students to submit application within 3 months from the receipt date.
 - iv) If you are a successful applicant of IMDA NEU PC Plus Programme in the current academic year, you can claim 50% of the co-payment paid by you after IMDA subsidy. Please attach the letter from IMDA and receipt of purchase as supporting to the application form.
4. No remittance advice will be sent to notify student and fund will be credited to your bank account within 3 weeks from the date that the approved document was received by Finance Office.

Section 1: DECLARATION (PLEASE READ AND TICK ACCORDINGLY)

I declare that:

I have applied for Opportunity Fund – Overseas Trip/Local Enrichment Programme in current academic year.
(Please proceed to complete Section 2, 3, 6 and 7)

I am a successful applicant of CDC/CCC Bursary in current academic year.
(Please proceed to complete Section 2, 3, 6 and 7)

I am a successful applicant of IMDA NEU PC Plus Programme in current academic year.
(Please proceed to complete Section 2, 3, 6 and 7)

For applicants that do not fall under the above categories, please proceed to complete the full application form.

Section 2: STUDENT PARTICULARS

1. Admission No.

2. NRIC No.

3. Contact No.

4. Name (as in NRIC)

5. Residential Address

<input type="text"/>	
<input type="text"/>	Postal code <input type="text"/>

6. School: *ASC / BUS / DES / ENG / HSS / IIT / CFS

7. Year of Study: _____

8. Diploma Course: _____

* delete whichever not applicable

Section 3: DETAILS OF OTHER AWARD OR SUBSIDY HELD WHICH COVERS PART OF THE COST OF IT DEVICE PURCHASE

I have received the following award or subsidy which covers part of the cost of the IT Device purchase:

<u>Name</u>	<u>Quantum</u>
1 _____	_____
-	

Section 4: PARTICULARS OF ALL IMMEDIATE AND NON-IMMEDIATE FAMILY MEMBERS LIVING IN THE SAME HOUSEHOLD

S/n	Name	Age	Relationship	Occupation & Education Level	Marital Status +	Monthly Income (Gross) ++ S\$
IMMEDIATE FAMILY MEMBERS						
1						
2						
3						
4						
NON-IMMEDIATE FAMILY MEMBERS						
5						
6						
7						
8						
9						
10						
TOTAL						

(To continue on a fresh sheet if space is insufficient)

Notes:

+ Marital status: S – Single, M – Married, SP – Separated, D – Divorced, W – Widowed

++ PCI will be computed based on GHI divided by number of immediate family members, and non-immediate family members living in the same household.

For Unmarried Students:

(i) **Immediate** family members include **parents** who may or may not be living together with the student.

(ii) **Non-immediate** family members include grandparents, siblings, spouses of siblings, siblings of parents, and any other relatives who are **living together** with the student.

For Married/Divorced/Separated Students:

(i) **Immediate** family members include spouse and all children who may or may not be living together with the student.

(ii) **Non-immediate** family members include **parents**, grandparents, siblings, spouses of siblings, siblings of parents, and any other relatives who are **living together** with the student.

Income = gross (i.e. including employees' CPF contribution); 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, alimony or maintenance allowance). 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.

+++ If the earned income is not in Singapore currency, please use the local exchange rate to convert the amount to the local currency. The exchange rate used for conversion must be indicated.

Section 5: PER CAPITA INCOME (PCI)

- Total no. of Family members including applicant (as shown in Section 4) [a]
- Total Gross Monthly Household Income [b] S\$ (Amount to tally with Section 4)
- Total Gross Monthly Household Per Capita Income (PCI) [b]/[a] S\$

Section 6: DETAILS OF PURCHASED IT DEVICE

Date of Purchase	Receipt/Tax Invoice No.	Notebook Brand and Model	Total Amount with GST (S\$)	Claim Amount (S\$)

Section 7: DECLARATION OF APPLICANT

I declare that:

- (a) I am not concurrently holding another award or subsidy that covers the full cost of the IT device purchase I am applying for;
- (b) I have not previously received any subsidy from Opportunity Fund – IT Device during my course of study in Temasek Polytechnic; and
- (c) I certify that I have paid for all the items stated in this claim.

I declare, to the best of my knowledge and belief, that the particulars furnished in this application and documents attached are true and that I have not wilfully suppressed any material fact.

I understand that any provision of inaccurate or false information or omission of information will render this application invalid and I will be liable to refund the Polytechnic the full subsidy that I have received under this application and subjected myself to disciplinary actions.

Name of Applicant _____

Date _____

Signature of Applicant _____

Section 8: VERIFICATION BY OF ADMINISTRATOR

I have checked the details provided in the application form, verified the supporting documents and confirmed that the applicant fulfills the eligibility criteria of Opportunity Fund.

The amount of OF subsidy recommended to be awarded to the student is \$_____ (after netting off any subsidy that partially covers the cost of the IT device purchase as shown in Section 4).

Name of OF Administrator _____

School/Department _____

Signature & Date _____

Contact No. _____

Annex 1

Declaration of Self-Employment, Unemployment, Retired or Employed but not able to produce income document

(i) Declaration of Self-Employment

Name	NRIC No.	Relationship	Gross Monthly Income++	Signature of Household Member	Date

(ii) Declaration of Unemployment, Retired

Name	NRIC No.	Relationship	Start of Unemployment (mm/yyyy)	Signature of Household Member	Date

(iii) Declaration of Employment (not able to produce income document)

Name	NRIC No.	Relationship	Gross Monthly Income++	Signature of Household Member	Date

Supporting documents to submit**1. Identification**

- a) NRICs (both sides) of **all** household members
- b) SAF Green IC 11B (both sides) for National Service Man
- c) Birth certificate of household members below 15 years old
- d) Death certificate, deed of separation or divorce decree (if applicable)

2. Student / NS status

Household members who are:

- a) Studying in Polytechnic / ITE / University
 - i. Matriculation card (both sides)
- b) Awaiting admission to Polytechnic / ITE/ University
 - i. Offer letter from Polytechnic / ITE / University
- c) Awaiting for NS enlistment
 - i. Enlistment letter

3. Income declaration

Household members who are:

- a) Employed
 - i. Payslip
- b) Self-employed
 - i. CPF contribution history for last 6 months
 - ii. Income declaration form
 - iii. Notice of income tax assessment
- c) Unemployed / retired / housewife or unable to produce payslip
 - i. CPF contribution history for last 6 months
 - ii. Income declaration form

4. Others

Other latest supporting documents that may reflect your family's financial situation