

FAQs on Terms and Conditions of Tuition Grant Scheme for Non-Singaporean Students Admitted To Institutes of Higher Learning (IHLs)

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Terms and Conditions of TG Scheme for Non-Singaporean Students admitted to Institutes of Higher Learning (IHLs)

Freshmen / Newly Admitted Students

Application for TG Scheme

Q1 How do I apply for the TG Scheme?

Application for the TG Scheme can only be done online at this website, <http://sam11.moe.gov.sg/tass>, during the allocated online application period. You can refer to the [online application manual](#) for instructions on how to complete the online application form.

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Q2 When is the online application period?

Please refer to the enrolment letter which can be found in your matriculation package for more details on the TG online application period.

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Q3 I have applied for TG online but I need to make changes, can I re-submit my application?

Yes, as long as it is still within the online application period, the system will capture the latest submission.

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Q4 If I missed the online application period, do I have to pay full fees for my studies?

Yes, students who did not apply and complete the TG signing successfully by the given dates, will have to pay full fees for their 2 semesters of studies in that particular Academic Year. Students are however, allowed to apply for TG in their next year of studies and still be bonded for 3 years. Refer to [Q10](#).

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Sureties

Q5 Do I have to provide surety/sureties for the TG Scheme?

Yes, you are required to provide 2 sureties.

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Q6 Who can be my sureties and what are their obligations?

To be a surety under the TG Scheme, the person must meet both conditions: -

- i. He/ she must be above 21 and below 65 years of age; and
- ii. He / she must not be an un-discharged bankrupt.

Students and their sureties are jointly & severally liable to pay the Liquidated Damages (LD) if the students did not complete serving their TG bonds and did not receive approval from our Ministry for early release.

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Q7 What if my surety/sureties are unable to sign the TG Agreement in Singapore?

You can collect the TG Agreement to allow your surety/sureties to sign in the presence of the notary public or lawyer. Please refer to the [notary public booklet](#) for more information.

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Q8 What if I want to change one or both of my sureties or if they wish to withdraw, after they have signed the TG Agreement?

You will need to fill up the [attached form](#) and send it to [TG Unit](#). Please note that you are only allowed to make changes **once** (regardless of whether the change is for one surety or both sureties), after the execution of the TG Agreement. Thereafter, no change of surety/sureties will be allowed unless they fall within the [terms and conditions](#) as stipulated in the TG Agreement.

You will be contacted for execution of the Supplemental Agreement at MOE once the change request has been approved. For change of:

- 1 surety → the remaining surety, new surety, replaced surety and the student are required to execute the Supplemental Agreement.
- 2 sureties → both new sureties, replaced sureties and the student will have to sign the Supplemental Agreement.

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TG Obligations

Q9 If I accept the TG, what will be my obligations?

If you are a Foreigner or Singapore Permanent Resident, you will be bonded to work in Singapore-registered companies for a period of 3 years upon your graduation.

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Q10 Can I take up TG only in my 2nd / 3rd year of studies? If so, how many years of bond do I need to serve?

Yes. You can still apply for TG in your 2nd / 3rd year of studies. However, your TG bond will still be for 3 years. Please check with the officer-in-charge from the respective Institutions on the application procedure.

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Q11 I am currently studying in the Polytechnic/University. If I wish to terminate my studies or if I am dismissed from the Institution, do I have to pay Liquidated Damages (LD)?

No LD is required.

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Q12 I am a second year student. I received TG in my 1st year but wish to reject TG now. What will happen to my bond?

You will have to pay back the TG that you have received plus interest charged at the bank's **prime rate**. A letter to release you from your TG bond obligations will be issued after we have received your payment.

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Course Transfer

Q13 I am a student at the University (NUS/NTU/SMU), will I be eligible for TG if I change to another course either within or across the University?

Yes, you will be eligible for TG for the new courses at the University (NUS/NTU/SMU) provided that you have not obtained a degree previously or have taken the number of semesters normally required to obtain a degree. Please check with your respective University on your TG eligibility.

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Q14 I am a student at the Polytechnic (SP/NP/TP/NYP/RP) or arts institution (Nanyang Academy of Fine Arts (NAFA)/ LaSalle-SIA), will I be eligible for TG if I change to another course either within or across the Polytechnic or NAFA or LaSalle-SIA?

Yes, you will be eligible for TG for your new courses at the Polytechnic or the arts institution as long as you do not already hold a diploma or higher qualification. If you are admitted to the Polytechnic, NAFA or LaSalle-SIA from AY2007, the number of semesters that you will be eligible for TG will be capped at the maximum allowance of 10 semesters of TG eligibility. For 2nd-year direct entry students, the number of semesters that you will be eligible for TG will be capped at the maximum allowance of 8 semesters. You can check with the institution that you intend to apply to for your new course on your TG eligibility.

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Graduating Students / Graduates

Employment

Q15 Do I have to surrender my student pass after graduation? How can I remain in Singapore to seek employment?

Upon expiry of your Student Pass (STP), you can apply to the [Immigration & Checkpoints Authority \(ICA\)](#) for a Social Visit Pass (SVP) to remain in Singapore to seek employment. You will have to produce your TG Agreement to ICA for the SVP application. Please provide a certified true copy of the TG Agreement to ICA when requested, as you are required to keep the original copy of the TGA till you have completed the TG bond. Once you have secured a permanent job, you will be issued with a work pass and your STP/SVP will be cancelled.

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Q16 What types of employment will count towards serving of the TG bond?

The following types of employment will be counted towards serving of the TG bond:

- a) Local employment with a Singapore-registered company which is a:
 - i. full-time employment (including full-time contract and temporary positions);
 - ii. part-time employment (2 days of part-time employment with a minimum of 4 hours of work per day, will be counted as serving 1 full day of the TG bond);
 - iii. self-employment and which the company is registered with [Accounting & Corporate Regulatory Authority \(ACRA\)](#); or
 - iv. training/attachments where you receive some form of payments and the training/attachment is not part of the subsidized course.

- b) Overseas employment which is a:
- i. **full-time** employment as seconded by Singapore-based company and you remain on Singapore's company payroll;
 - ii. **full-time** employment by an overseas subsidiary or a joint venture of a Singapore-based company, where the overseas subsidiary company or joint venture is owned more than 50% by the Singapore-based company;
 - iii. **full-time** employment by a representative office overseas that is set up wholly by the Singapore-based company, and you remain on Singapore's company payroll. If your salary is paid by the overseas representative office, the overseas period can be counted towards serving the TG bond if the representative office's operating cash flow is funded from the Singapore-based company.

Your employment does not have to be related to your field of study in the Institution.

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Q17 Is giving tuition considered as serving the bond?

Giving private tuition is not considered as serving the bond. However, being employed **full-time** at a tuition centre which is registered in Singapore would be counted towards serving the bond.

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Q18 To fulfill my TG bond obligation, do I have to remain in the same company for the entire bond period of 36 months?

No, your bond obligations only require you to be employed in any Singapore registered company for a cumulative period of 36 months. You do not need to remain in the same company for the entire 36 months.

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Q19 While serving out my TG bond obligation, do I have to pay part of my salary earned to MOE?

No. To serve out the TG bond obligations, you are only required to work for 3 years (36 months) in Singapore-registered companies.

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Q20 Whom do I inform once I am employed or if there is any change to my employment status?

Please write in to the [TG Unit](#), using the [attached form](#), enclosing **certified-true copies** of letters from your previous and current employer(s) indicating the dates of commencement and cessation of employment (if any).

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Deferment of TG Bond

Q21 What are the deferment criteria if I wish to defer my TG bond for further studies?

You will be allowed to defer your TG bond as long as you have gained admission to a course in an academic institution, either local or overseas. However, if you wish to pursue further studies at institutions other than the [10 IHLs](#), you will be required to provide a security option.

For the deferment period, you can choose either:-

- to provide a [Banker's Guarantee \(BG\)](#); or
- to provide [2 sureties](#) to execute a Supplemental/Variation agreement.

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Q22 How do I apply for deferment? What will happen to my bond obligation?

There are 2 types of deferment for further studies:

For TG recipients graduated from local polytechnics or arts institutions (NAFA/LASALLE) pursuing degree courses in NUS, NTU or SMU

You can apply for admission directly to the University. Upon successful admission, MOE will make arrangements for you to execute a Supplemental Agreement to allow you to defer your TG bond and receive another TG for your studies in the University. Upon completion of your further studies, you will be required to serve out the 3-year bond obligation under the new TG agreement concurrently with the remaining bond obligation outstanding at the point of deferment.

For TG recipients pursuing courses in local private institutions or overseas institutions

You are required to fill up the [attached form](#) and submit it together with all the required documents (**certified true copies**), to the [TG Unit](#) **at least two months before** the commencement of your deferment period. Approval for your deferment is subject to you providing a Banker's Guarantee (BG) or [2 sureties](#) to execute the Supplemental/Variation Agreement. Upon completion of your further studies, you will be required to serve out the remaining bond obligation outstanding at the point of deferment.

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Q23 How is the amount of Banker's Guarantee (BG) computed?

The required BG will be of the same amount as the Liquidated Damages (LD). The BG amount will be reduced proportionately if you have served part of your bond. Refer to [Q24](#) for LD computation.

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Q24 What is the procedure required if I wish to extend my deferment period?

You may apply for an extension of the deferment period using the [attached form](#) together with certified true copies of all the necessary documents. Your application should reach us at **at least two months before** the extended deferment period commences.

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Release/ Discharge from TG Bond

Q25 How can I buy-off my bond and how is the Liquidated Damages (LD) calculated?
Please write in to the [TG Unit](#) enclosed with the following documents:

- i. Duly completed [application form](#) for buying out your bond; **and**
- ii. Letter(s) from employer(s) stating commencement and cessation dates (if any).

LD will be computed based on TG that you have received plus 10% compounded interest per annum. The LD amount will be reduced proportionately if you have served part of your bond.

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Q26 I have completed the 3-year TG bond and wish to be discharged, what should I do?
You should write in to the [TG Unit](#) using the [attached form](#), enclosing all the relevant documents. A letter to discharge you from your TG bond obligation will be sent to you after we have verified that you have completed serving the 3-year bond.

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Q27 Do I still have to serve my bond after I have obtained Singapore Citizenship?
If you have obtained Singapore Citizenship, please write in to the [TG Unit](#) using the [attached form](#), enclosing a certified-true copy of your citizenship certificate. Upon verification, a letter to release you from your 3-year bond obligation will be sent to you and your 2 sureties.

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Q28 Who do I contact if I have further queries?

For further queries, you may contact our MOE Customer Service officers at 6872 2220 during office hours.

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Q29 How can I update changes to my or my sureties' personal particulars?

You can write in to the [TG Unit](#) to update the changes.

15th Floor, Office Tower
Ministry of Education
1 North Buona Vista Drive
Singapore 138675
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[Extracted clause from TG Agreement – Change of Surety/Sureties](#)

“It is further expressly agreed by and between the Student and the Sureties and the Government that if at any time during the currency of this Agreement either of the Sureties shall die or cease to reside within or remain out of their respective Country of Residency for more than twelve (12) consecutive months or shall become insolvent (the duty of reporting any such events to the Government being hereby placed on the Student) then and in such an event the Student and the remaining Surety or either of them shall substitute a new Surety who is acceptable to the Government and who shall be ready and willing to substitute for and take over the obligations herein contained of the Surety who has died, ceased to reside within or remained out of their respective Country of Residency as aforesaid or has become insolvent.”

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[The 10 Institutes of Higher Learning \(IHLs\) are:](#)

National University of Singapore (NUS), Nanyang Technological University (NTU), Singapore Management University (SMU), Nanyang Polytechnic (NYP), Ngee Ann Polytechnic (NP), Temasek Polytechnic (TP), Singapore Polytechnic (SP), Republic Polytechnic (RP), Nanyang Academy of Fine Arts (NAFA) and LaSalle College of the Arts (LASALLE).

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[Surety Criteria for signing Supplemental/Variation Agreement:](#)

The surety must :

- i. be Singapore citizens or Singapore Permanent Residents;
- ii. be above 21 but below 55 years of age;
- iii. not be parties to any scholarship/bursary bond/study loans;
- iv. not earn less than S\$1,000/month; and
- v. not be a bankrupt.

Where the 2 sureties who sign the Supplemental/Variation Agreement for deferment of Tuition Grant bond can be the same sureties who signed the Principal Agreement.

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