

APPLICATION FOR SPECIAL EDUCATION FINANCIAL ASSISTANCE SCHEME

(This scheme applies only to Singaporean students in SPED schools)

[Note: It may take about 15 minutes to complete this form. You will need the particulars of student(s) and the particulars and income information of the household members.]

Section I: Particulars of student(s)

Name of School:			
Name (Underline Surname)			
Birth Cert/NRIC No			
Level / Class			
Home Address:	Contact Number: (Home) (Mobile)		

Section II: Information on Household Members and Incomes

(If the student is under MSF Public Assistance Scheme, is a resident of an approved welfare home under MSF, is under ComCare, or has a sibling in a mainstream school on MOE FAS, leave Section II blank and provide the document mentioned in Annex I.)

(a) Particulars of Household Members

There is no need to complete Section II or submit any income supporting documents in this application, if you and any of your household members only have employment and/or trade income and DO NOT have other administrative income which are taxable (e.g. rental income, dividends and investment income etc).

MOE will retrieve your gross household income and per capita income (total household income divided by number of household members) from the Government HOusehold Means Eligibility System (HOMES – <https://www.homes.gov.sg>), which pulls income data directly from IRAS and CPF Board records.

If any of your household members have other administrative income, please include details of ALL related household members of the child or children identified in Section I above, living at the same address as the child (e.g. parents, siblings, uncle, aunt, cousins, grandparents). You will also need to submit supporting income documents along with this application form (see paragraph 16 of Annex I for details).

S/No.	Name & BC/NRIC No.	Relationship & Marital Status	Age	Occupation Status (e.g. Student/ Self- employed/ Employed/ Unemployed)	12-month average	
					Gross ² Monthly Income (from employment and/or trade)	Other Administrative Income (e.g. rental income, dividends and taxable investment income)
1						

2						
3						
4						
5						
6						
7						
8						
Total Gross Household Income ¹ (Sum of monthly income from work and other sources of income)						

¹ Please refer to paragraphs 8 to 11 of Annex I as to how the Gross Household Income is computed. If the self-employed household member is not required to pay tax or the latest tax assessment does not reflect his or her current income status, please enter the income here.

Section III: Request for Free Textbooks and School Attire

If your child/ward is granted SPED FAS, please tick (✓) the box below to indicate the item(s) required. You may tick more than one box.

- ☐ Textbooks
 ☐ Uniforms (2 sets)
 ☐ PE attire (2 sets)
- ☐ Shoes (1 pair)
 ☐ Socks (2 pairs)

If your child/ward does not require free textbooks and school attire, please tick (✓) the box below:

- ☐ My child/ward does not need any of the above items.

Section IV: Mode of Transport to and from School

If your child/ward travels to and from school via public transport (i.e. bus or MRT/LRT), please tick (✓) the box below:

- ☐ My child/ward travels to and from school via public transport.

Section V: Declaration

- I hereby declare that none of the child / children* identified in Section I above are in receipt of financial assistance from more than one MOE-funded school or institute of higher learning⁷.
- I undertake to notify my child's / children's* current school in writing if, after submitting this form, any of my child / children* receives financial assistance from more than one MOE-funded school or institute of higher learning¹.

¹ "MOE-funded schools" include Government schools, Government-aided schools, Independent schools, Specialised Independent Schools, and Specialised schools. "Institutes of higher learning" include ITE, the Polytechnics, Nanyang Academy of Fine Arts, LaSalle College of the Arts, University of the Arts Singapore and the Autonomous universities.

3. I acknowledge and agree with the instructions for applicants and eligibility criteria in Annex I. I agree that MOE, or any school(s) in which the child / children* identified in Section I above are enrolled in, may at any time in their sole and absolute discretion request for additional information to:
- (i) assess or reassess the financial situation of my household; or
 - (ii) reassess the financial assistance to be provided to my child or children in the course of the calendar year.
4. I agree that any financial assistance provided to any of the children identified in Section I above as a consequence of the application for financial assistance in this form may be withdrawn or withheld in respect of that child if:
- (i) MOE assesses, based on the new information provided under paragraph 3, that I am no longer entitled to financial assistance, or to a lower level of financial assistance;
 - (ii) I fail to notify that child's school as required under paragraph 2 or fail to provide any such additional information as required pursuant to paragraph 3, to the satisfaction of either MOE or the relevant school(s); or
 - (iii) my declaration in paragraph 1 is false, or after the date of this declaration, the child receives financial assistance from more than one MOE-funded school or institute of higher learning; or
 - (iv) that child subsequently fails to meet any of the eligibility criteria in Annex I; or
 - (v) any of the information that I have provided to MOE or the relevant school(s) in connection with the provision of financial assistance is subsequently found to be false, incomplete, or misleading.
5. I agree that MOE shall be entitled in its discretion to recover on demand any financial assistance rendered if any of the circumstances in paragraphs 4(ii) to 4(v) arise, as a debt due and payable.
6. I agree and consent to the MOE, or any school(s) in which my child / children* identified in Section I above are enrolled in, collecting, using, and disclosing all necessary data (including both my child / children's* and my personal data) to other parties, including other Government departments, statutory boards, or entities involved in the administration of social assistance, for the purpose of determining my child's / children's* eligibility for financial assistance, unless such sharing is prohibited by law. I also confirm that I have obtained consent from the other persons listed in Section II above for the sharing of their personal data for the abovementioned purpose.
7. I hereby declare that all information provided by me in this application form is correct and true. I acknowledge that the information given by me in this form will or is likely to be used by a public servant for the purposes of evaluating if my child / children* receive SPED FAS and understand that giving false information in this form or otherwise in connection with my application may constitute a criminal offence punishable under Section 182 of the Penal Code 1871 and the punishment for such an offence is imprisonment for up to two years or a fine, or both.

Signature

Date

Information & Instructions for Applicants
SPECIAL EDUCATION FINANCIAL ASSISTANCE SCHEME

OBJECTIVE

1. The objective of the SPED FAS is to help financially needy Singaporean students in SPED schools to meet the basic schooling expenses.

ELIGIBILITY CRITERIA

2. The student must be a Singapore citizen enrolled in a SPED school as a full-time student and must not be enrolled in any other schools or institutes of higher learning.
3. The student must attend school regularly. As financial assistance is provided to assist students in paying for expenses in connection with attending school, a student who fails to attend school regularly for any reason (including but not limited to Leave of Absence, medical leave, or hospitalisation leave) shall have his eligibility for financial assistance reassessed. In such circumstances, MOE is entitled to withdraw, reduce and/or withhold financial assistance without providing further reasons.
4. The student must not be receiving financial assistance provided by more than one MOE-funded school or institute of higher learning.
5. The student must meet either one of the following criteria:
 - a. Gross household income (GHI) as at the time of application does not exceed \$4,000 per month; or
 - b. Household per capita income (PCI) as at the time of application does not exceed \$1,000 per month.
$$\text{PCI} = \text{Monthly GHI} / \text{No. of members in the same household.}$$
6. The student's current school must be notified of any changes to any of the criteria in paragraphs 2 to 4 in writing.

HOUSEHOLD MEMBERS

7. Household members include all individuals related to the student by blood, marriage or legal adoption (e.g. uncles, aunts, cousins, grandparents etc) staying at the same address as the student.

GROSS HOUSEHOLD INCOME

8. Gross household income or "GHI" is the total combined income of all family members in the same household, as defined in paragraph 7 above.
9. Household income, which is based on 12-month average, includes all employment/trade income, including bonuses and allowances, and employee's CPF contributions. Other administrative income that are taxable (e.g. rental income, dividends and investment income) must also be included when calculating a family's GHI.
10. The following sources of income will not be considered in the computation of GHI:
 - a. National Service allowance earned by National Servicemen;
 - b. Severance compensation and insurance payouts; and
 - c. Alimony payment (including lump sum payment) received for the maintenance of child(ren) and/or ex-spouse.

11. If an income earner is unemployed or on no-pay leave at the date of application for the SPED FAS, their 12-month average income will be included when calculating a family's GHI. The 12-month period includes both their earning months and the months with no income.

BENEFITS

12. Types of benefits provided under SPED FAS:

Item	Academic Level	
	Junior level	Senior level
School Fees (inclusive of Miscellaneous Fees)	Full Waiver	
Textbooks	Free textbooks and workbooks in the approved booklist	
School attire	Free school attire	
School Meals	7 meals per school week	10 meals per school week
Public Transport	\$21 per month or up to \$252 per annum for students travelling to and from school via public transport (Public Bus or MRT/LRT)	

EFFECTIVE MONTH FOR FINANCIAL ASSISTANCE

13. Schools will process your application promptly if you have provided the complete information, inclusive of complete required documents (for households with other administrative income) indicated in the application form. If your application is approved before the end of the month, your child will be placed on the SPED FAS in the following month till December of the year or when your child is no longer eligible for financial assistance, whichever is earlier. There will be no reimbursement or retrospective subsidies provided in respect of expenditure on the items set out in the table found at paragraph 12 above. Fresh applications will have to be submitted for each school year.

DOCUMENTS TO SUBMIT

14. If the student is under MSF Public Assistance Scheme (PAS), attach a copy of the pass issued by MSF PAS. If he/she is a resident of a welfare home due to some family issue (e.g. the parents are not able to take care of him/her), the supervisor of the approved welfare home can sign on the SPED FAS application form and attach a letter to confirm that the child is a resident. However, if the child is sent to a home because of parental control issue, the application will have to be submitted by the parent/legal guardian, i.e. same as any other student. The link provides the list of approved welfare home under MSF. <https://www.msf.gov.sg/policies/Strong-and-Stable-Families/Nurturing-and-Protecting-the-Young/Child-Protection-Welfare/Pages/Children-and-Young-Persons-Homes.aspx>
15. If the child is a ComCare recipient or has a sibling in mainstream school on MOE FAS, they need not submit the application for SPED FAS as SPED FAS will be auto-granted to ComCare beneficiaries and students with siblings in mainstream schools on MOE FAS. Schools have to check with parents for the document indicating that family is under ComCare or sibling under MOE FAS for verification.
16. For applications with one or more household member has other administrative income, please provide the following:
- For all household members including those with other administrative income, please submit the latest Income Tax Notice of Assessment (NOA).

- Log in to IRAS's myTax Portal, then navigate to Inbox > Individual > Notice Type > Notice of Assessment (Individual) > Year of Assessment. Select the latest available year and click 'SEARCH', then select 'DOWNLOAD SELECTED' to download the latest NOA.
 - If the household member is not required to pay tax, the member can provide the page from IRAS's myTax Portal by navigating to Inbox > Individual > Notice Type > Notice of Assessment (Individual) > Year of Assessment. Select the latest available year to generate a page to show that he/she has no Tax Notice of Assessment.
- b. For employed or unemployed household members without other administrative income, please also submit CPF Transaction Statement or Contribution History for past 12 months.
- Log in to CPF Mobile app with your Singpass > Select the menu option on the top left-hand corner > Select 'Transaction History' > Select the filter icon > Select 'Employment Contributions' and/or 'Self-Employed Contributions' options under Transaction Type and the corresponding month range > Click 'Apply' > Select "Generate PDF" on the top-right hand corner to download a copy of your CPF working contribution details.
- c. Military identification card for full-time National Servicemen (if applicable).
- d. Copies of NRIC of household members to show that they are staying in the same address except the following:
- Below primary school attending age (e.g. Nursery, Kindergarten)
 - Full-time student in other educational institution (e.g. Primary schools, Secondary schools, Junior College/Centralised Institute, Independent Schools, Specialised schools, Special education (SPED) schools)
- e. Where applicable, documents showing proof of legal guardianship (e.g. a court order or Letters of Probate or Administration), for the purposes of Section V of the application form.
- f. Any other documents as and when required by the school for the purpose of verifying the income and/or application.