

SINGAPORE CHINESE GIRLS' SCHOOL
SCHOOL-BASED FINANCIAL ASSISTANCE APPLICATION FORM 2023

Section I: Particulars of Student

Birth Cert / NRIC No	Name (Underline Surname)	Level/ Class	Citizenship
Home Address:		Contact No:	
Email:		Date of Birth:	

Section II: Information on Other Household Members

(Please include details of parents, unmarried siblings and grandparents of the student if they are staying in the same household.)

S/N	Name & Birth Cert/NRIC No	Relationship & Marital Status	Age	Occupation / School (for students)	Gross Monthly Income from employment and trade	Other sources of income (e.g. pension, rental income)
1						
2						
3						
4						
5						
6						

Section III: Additional Family Expenses

Paternal Grandparents	Staying with family?	Yes / No	Allowance given by family \$ _____
Maternal Grandparents	Staying with family?	Yes / No	Allowance given by family \$ _____
Maid	Full-time / Part-time?	Yes / No	

Section IV: Residence

- A) HDB : 1-rm / 2-rm / 3-rm / 4-rm / 5-rm / Executive / HUDC
Private : Apartment / Condominium / Terrace / Semi-detached / Bungalow
Others : _____
- B) Owned / Mortgaged / Rented

Section V: Mode of Transport

Student: To / From School	
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Section VI: Student's Expenses

A) Pocket Money Given To Student

\$ _____ Daily / Weekly / Monthly
(Non CCA days)

\$ _____ Daily / Weekly / Monthly
(CCA days)

If an allowance is given by the school, how would it be spent?

B) External Enrichment Programmes

Description	Cost

C) Other Financial Assistance & Awards / Scholarships

Description	Amount	Year

D) Activities

i. CCA _____ ii. Other activities during spare time _____

Section VII: Area in Which Assistance is Required

Please tick (✓) the below items that need assistance. You may tick more than one box.

- Free school textbooks
- Free school uniforms
- Subsidy of school fees and miscellaneous fees
- Pocket money & transport (please attach copy of student's bank details)
- Subsidy for National Exam Fees (Only applicable for International Student)

Remarks:

Note: Student is required to attend a short informal meeting with the Year-Head and/or Vice-Principal.

Signature of Student / Date

Signature of Parent / Guardian / Date

DECLARATION OF UNEMPLOYMENT OR SELF-EMPLOYMENT

(Any undeclared section or non-submission of Annex II will automatically be treated as a nil return)

SECTION A: DECLARATION OF SELF-EMPLOYMENT

Household members must complete this section if they are either:

Category (a) - Self-employed and not required to pay tax; or

Category (b) - The latest tax assessment does not reflect current income status.

I/We* declare that I am/we are* currently self-employed and my/our* current self-employment income are* as follows:

Name & NRIC No.	Category*	Type of Self-employment	Current Monthly Self-employment Income	Signature of Household Member and Date
	(a) / (b)			
	(a) / (b)			

SECTION B: DECLARATION OF UNEMPLOYMENT

I/We* declare that I am/we are* currently unemployed.

Name & NRIC No.	Period of Unemployment	Reason for Unemployment	Signature of Household Member and Date

INSTRUCTIONS FOR APPLICANTS

1. DOCUMENTS TO SUBMIT

Please submit the following documents together with the application form:

- a) CPF Transaction Statement or Contribution History for past 12 months.
- b) Latest Income Tax Notice of Assessment (for both employed and self-employed household member(s)).
 - 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, the member is to complete an additional declaration at Section A of Annex II.
- c) Latest payslip or a letter from the employer certifying gross monthly income (applicable only for employed household member(s)).
- d) Proof of other sources of income (e.g. rental, pension, and etc), if applicable.
- e) Declaration of unemployment (if applicable).
 - For household members who are unemployed and below age 62 and are not undertaking full-time studies or undergoing full-time National Service – to complete declaration at Section B of Annex II.
- f) Student/Matriculation card for full-time student at tertiary institutions (e.g. ITE, Polytechnics, Universities, private schools) / Identification card for full-time National Servicemen (if applicable).
- g) Copies of NRIC of household members, other than parents and unmarried siblings of the child. If there are other dependent children without NRIC, please submit copies of legal documents to show that they are staying in the same address.
- h) Where applicable, documents showing proof of legal guardianship (e.g. a court order or Letters of Probate or Administration), for the purposes of Section VI of the application form.
- i) Any other documents as and when required by the school for the purpose of verifying the income.

2. HOUSEHOLD MEMBERS

- j) Household members include the student, his/her parents, and unmarried siblings of the student, **regardless** of the address.
- k) Grandparents and other dependants living at the same address may be included on a case-by-case basis. They include:
 - Relatives who are **old or sick and are unemployed and dependent** on the family; and
 - Child dependent (where the family is the **legal guardian**).

3. GROSS HOUSEHOLD INCOME

- l) Gross household income or "GHI" is the total combined income of all family members in the same household, as defined in paragraphs 2 and 3 above. Household income includes any regular allowances (e.g. overtime, transport, laundry, and etc) and employee's CPF contribution. Income from other sources (e.g. pension and rental income) must also be included when calculating a family's GHI.
- m) The following sources of income will not be considered in the computation of GHI:
 - National Service allowance earned by National Servicemen;
 - Severance compensation and insurance payouts; and
 - Alimony payment (including lump sum payment) received for the maintenance of child(ren) and/or ex-spouse.
- n) If an income earner is on no-pay leave as at the date of application for the MOE ISB, and the total period of his or her no-pay leave is 6 months or less, his or her last drawn income will be included when calculating a family's GHI.
- o) For students who are staying with one or more legal guardians, the income of the legal guardians and their spouse who are staying in the same household will be taken into account when calculating the GHI for the student's family.