

CDC/CCC- Polytechnic Bursary & MOE Bursary

IMPORTANT!
Hotline : 6550 0056
(Mon - Fri, 8.30am – 5.30pm)

Full time-diploma students who are Singapore Citizens
can apply for financial assistance

ON-LINE

from 20 Apr – 17 May '09 @:

www.nyp.edu.sg

	*Gross Monthly Per Capita Income (MPCI)	Award Quantum
CDC/CCC-Polytechnic Bursary	\$500 & below	\$1,200
MOE Bursary	\$1,200 & below	\$800

[Sponsored students are not eligible; Eligible students are allowed to receive only one of the above awards.]

*MPCI =
$$\frac{\text{Total Gross Monthly Household Income}}{\text{No. of family members in the same household (exclude tenants and maids)}}$$

How to Start?

1. Login at:
 - a. Click on icon “Apply for CDC/CCC-Poly Bursary & MOE Bursary” OR
 - b. Go to My NYP Portal (<http://my.nyp.edu.sg/>)
2. Place the mouse over “Financial Matters” and click on “Financial Assistance Application”

Important -Please remember to click “Submit” after completing the on-line form and you will receive an acknowledgement number.

What to do after on-line application?

Submit income and/or supporting documents at the Student Services Centre (Blk A, Level 2) by **10am, 18 May '09**.

When and how to check application status?

- Check the application status at the Registrar's Office notice board (outside the shopping arcade) **on 20 May '09** on whether you will be eligible for the CDC/CCC-Polytechnic Bursary **OR** MOE Bursary.
- For those eligible for CDC/CCC-Polytechnic Bursary
Students will receive an endorsed application form (pink color) via post **by 20 May '09**.

Students will continue to see their on-line application status as "Processing" after applying and receipt of endorsed application form.

Submission of the endorsed form at the Community Centre/Club is by 24 May '09.

After submission of endorsed CDC/CCC-Polytechnic Bursary form at the community centre/club, students will be notified by the relevant constituency office of their application status.

It is important that your personal particulars are updated with the Polytechnic. Please proceed by logging in with Admission No. and PIN at My NYP Portal => Personal Information => Update Particulars.

What if I do not receive the endorsed application form by 20 May '09 after checking that I am eligible for the CDC/CCC-Polytechnic Bursary on the notice board/NYP website?

Email at NYP_Registrar_Office@NYP.GOV.SG or call the hotline at **6550 0056**.

- For those eligible for MOE Bursary
Students will see their on-line application status as "Successful" or "Approved".

Our Finance Department will take about 3 weeks to process payment for the bursary (likely to be June '09) once we have received the funds from MOE. If students have a GIRO account with the Polytechnic, the amount will be deposited into that account. Otherwise, a cheque will be sent to you.

Please note that the bursary will be used to offset any outstanding course fee before paying the balance to the students.

However, those who fail to submit their supporting income documents by the given deadline will see their application as 'Unsuccessful' by 21 May '09.

DOCUMENTS TO BE SUBMITTED

Submit the following documents at the Student Services Centre (Blk A, Level 2) by **18 May '09, 10am.**

a. Identification Documents

Immediate Family Members	Copy of NRIC (NRIC should show same address as student) *to replace with birth certificate if the family member has not reached the age to register for an identity card
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b. Income Documents of family members in the same household

Employed Parents / Siblings	Salary slip / letter from employer (issued from Mar '09 onwards) stating current GROSS salary
Self-employed Parents / Siblings	Latest copy of Income Tax Notice of Assessment PLUS *Self-Declaration Letter
Employed Parents who are unable to provide any abovementioned income documents	CPF Statement for contribution history (for the past 3 months i.e. Jan – Mar '09) PLUS *Self-Declaration Letter
Unemployed or retrenched Parents / Siblings (including housewife and retiree)	CPF Statement for contribution history (for the past 3 months i.e. Jan – Mar '09) PLUS Retrenchment Letter where applicable
*Self-Declaration Letter must be dated and include name, signature, NRIC no., Occupation, Employer's name and address, Current gross monthly average salary & Reasons why income documents (salary slip / letter from employer) are not available.	
Note: To obtain a printout of the CPF statement, please log in to CPF online Services at www.cpf.gov.sg using a SingPass. And to apply for a SingPass, you can either apply online at www.cpf.gov.sg (min. 4 working days) or visit the counter locations listed on the CPF website to receive your SingPass. For IRAS Notice of Assessment, please call Inland Revenue Authority of Singapore at Tel: 1800 - 356 8300.	

c. For students who declare 'zero income', letter must explain how family is currently paying for living expenses.

d. Other documents

Divorced Parents	Copy of divorce document
Deceased Parent(s)	Copy of Death Certificate
Other supporting documents	Copy of medical report / welfare assistance etc.

Submit the above documents at the Student Services Centre (Blk A, Level 2) by **18 May '09, 10am.**

Note: Please do not submit original copy of documents. Late submission of documents will not be entertained. Incomplete submission will not be considered.