

CHECKLIST OF REQUIRED DOCUMENTS FOR NEW APPLICATION / RENEWAL OF STUDENT CARE FEE ASSISTANCE (SCFA)

Please tick in the [] after you have attached the relevant documents to the application

Section A: Particulars of Family Members

- [] Parent/s' NRIC/s / Guardian's NRIC
- [] Great/Grandparents' NRIC/s (Only applicable if great/grandparent/s Singapore Citizens and are staying in the same household as reflected on the NRIC)
- [] Child/ren's Birth Certificate/s (including child's siblings in the same household). If child/ren is a Singapore Permanent Resident, please submit Entry / Re-entry Permit.

Section B: Employment Status

Income Documents must reflect Gross Monthly Salary and be within 3 months from the date of application unless specified otherwise.

Gross monthly salary includes regular overtime pay, allowances, commissions, incentives

Employment Status	Supporting Income Documents (Please provide one of the following for both parents where applicable)
[<input type="checkbox"/>] Under company employment	<ul style="list-style-type: none"> ▪ Latest 3 months of pay slips from date of application or ▪ CPF Contribution History Statement up to latest 3 months or ▪ Annex 5: Certification of Employment and Income by Employer that's dated within 3 months from date of child's application.
[<input type="checkbox"/>] Sole Proprietor/ Self-employed/ Freelance employment/ Odd-Job worker	<ul style="list-style-type: none"> ▪ Latest IRAS Tax Statement or ▪ Annex 6: Template for Self Declaration Form to indicate Gross Monthly Income, Employment Details and Working Hours. <p>* The validity of the Self Declaration for employment income is one year from the date you have performed the Self Declaration.</p>

<input type="checkbox"/> Property / Insurance Agent	<ul style="list-style-type: none"> ▪ Monthly commission earnings statements for the 12 months preceding the date of application (<i>Monthly gross income is based on the average earnings per month over 12 months</i>).
<input type="checkbox"/> Undergoing training	<ul style="list-style-type: none"> ▪ A document which verifies that parent is attending, or has been accepted to attend, a training or educational programme. The document should also state the duration of the training or educational programme.
<input type="checkbox"/> Looking for a job	<ul style="list-style-type: none"> ▪ Annex 4: Proof of Job Search by Non-Working Parent
<input type="checkbox"/> Retrenched	<ul style="list-style-type: none"> ▪ Retrenchment letter and Annex 4: Proof of Job Search
<input type="checkbox"/> Incarcerated/In prison	<ul style="list-style-type: none"> ▪ Latest Letter of Incarceration (LOI) from prison office
<input type="checkbox"/> Unfit for work	<ul style="list-style-type: none"> ▪ Latest Medical Certificate stating the duration that parent/s is unfit for work

Section C: Marital Status

Marital Status	Supporting Documents (Please provide one of the following for both parents where applicable)
<input type="checkbox"/> Single	<ul style="list-style-type: none"> ▪ Screenshot of Registry of Marriage (ROM) search record
<input type="checkbox"/> Married	<p>(Only applicable for re-marriage)</p> <ul style="list-style-type: none"> ▪ Marriage Certificate for latest marriage and ▪ Divorce and Custody Papers with the clause stating who has “care and control” of the child from the previous marriage
<input type="checkbox"/> Divorced	<ul style="list-style-type: none"> ▪ Certificate of Final Judgement (Divorce) and Custody Papers with the clause stating who has “care and control” of the child or ▪ Letter from lawyer firm if in the process of divorce
<input type="checkbox"/> Widowed	<ul style="list-style-type: none"> ▪ Certification of Death of spouse
<input type="checkbox"/> Separated	<ul style="list-style-type: none"> ▪ Annex 6: Template for Self Declaration Form to indicate Marital Status or ▪ Police Report

Section D: Relationship to Child

Relationship to Child	Supporting Documents (Please provide one of the following for both parents where applicable)
<input type="checkbox"/> Biological Father/Biological Mother	<ul style="list-style-type: none">▪ NRIC▪ Relevant income documents in Section B
<input type="checkbox"/> Adopted Father/Adopted Mother	<ul style="list-style-type: none">▪ NRIC▪ Adoption paper/proof that he/she's taking care of the child▪ Relevant income documents in Section B
<input type="checkbox"/> Legal Guardian	<ul style="list-style-type: none">▪ NRIC▪ Guardianship paper▪ Relevant income documents in Section B
<input type="checkbox"/> Non-legal Guardian	<ul style="list-style-type: none">▪ NRIC▪ Documents explaining the need to be the non-legal guardian of child (e.g. parent(s)' death certificate, police report, prison letter, self declaration, or proof that non-legal guardian is also applicant of approved MOE-FAS application for child.
<input type="checkbox"/> Foster Parents	<ul style="list-style-type: none">▪ NRIC▪ Letter of Recommendation from foster care agencies

Section E: Others

Police Report

Latest Letter of Incarceration

Self Declaration

Deed Poll

Any other supporting documents: _____

Section F: Applicant's Acknowledgement

I have gone through the checklist and attached the necessary supporting documents.

I understand that my application will be delayed or rejected if it is incomplete.

Name of Applicant

Signature of Applicant

Date