

# OVERSEAS PROGRAMME TRAVEL SUBSIDY APPLICATION FORM

## Important Information to applicants:

### A) Who are eligible to Apply

- Full-time diploma students who are participating in approved overseas programmes or study trips organised by NAFA. (Please check with respective academic Schools on the list of approved overseas programmes)
- Financially needy students, with household Per-Capita Income (PCI) not exceeding S\$1,000 per month or Gross Household Income (GHI) not exceeding S\$4,000 per month.

Note:

Per-Capita Income (PCI) is computed based on the total gross income of family members divided by the total number of family members.

Gross Household Income (GHI) refers to the total gross monthly income of family members living in the same household.

- Applicants must not have received a travel subsidy from NAFA in the current academic year. For students who have already received a travel subsidy in the current academic year, approval will be on a case-by-case basis.

### B) Quantum of Subsidy

- The subsidy for all approved overseas programmes (except overseas competitions) is 30% of the travel costs, which will be capped at S\$600 per student.
- For overseas competitions, there will be a maximum subsidy of S\$2,000 for each competition. For competitions where there are more than one participating student, the subsidy of S\$2,000 will be apportioned among all eligible students.

### C) Submission of Application

- Application form is obtainable from Office of Student Affairs (OSA), Campus 1 Wing A Level 2
- Submission of application must be done at least 6 weeks prior to the overseas trip
- Applicant must complete and submit this application form to OSA, together with the following supporting income document(s) of employed family members:
  - Latest payslip, or
  - CPF 12-month contribution history, or
  - Income Tax Assessment, or
  - Income certification letter by employer, and/or
  - "Income Declaration Form" (refer to Annex) for unemployed or self-employed family members who are unable to furnish income documents

Please note that submission of this application does not guarantee you an offer of the subsidy.

### D) Outcome of Application

Notification of the outcome of application will be released 4 weeks prior to the overseas trip. For successful applications, reimbursement of the approved subsidy will be made to student only after the overseas trip.

SECTION 1: PERSONAL PARTICULARS	
Full name as in NRIC/ FIN:  <i>(Please underline your surname)</i>	(Chinese Name, if applicable)
NRIC/FIN/Passport No.:	Admission Number:
Nationality: (please tick ✓) <input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR <input type="checkbox"/> International, pls specify: _____	Contact details • Handphone: • Home Tel: • Email address:
Course of study:	
Title and date of overseas programme:	Lecturer-in-charge of overseas programme:

# OVERSEAS PROGRAMME TRAVEL SUBSIDY APPLICATION FORM

## SECTION 2: FAMILY BACKGROUND

Immediate family member refers to spouse, parents and all children who may or may not be living together with the student. Non-immediate family member refers to grandparents, siblings, spouses of siblings, siblings of parents, and any other relatives who are living together with the student.

Names of immediate and non-immediate family members	Relationship	Age	Occupation	Gross Monthly income (S\$)

## SECTION 3: REASON(S) FOR APPLICATION

State your reason(s) for participating in this overseas programme, and how the travel subsidy would benefit you.

## SECTION 4: DECLARATION

- a. I hereby declare that the information and supporting documents provided in this application are true and correct to the best of my knowledge, and that I have not wilfully suppressed any material fact.
- b. I also undertake to refund the value of the subsidy received if:
- Any of the information is subsequently found to be falsely declared, and/or
  - Failure to satisfy the requirements of the overseas programme

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

### For official use:

Total household income		Per-capita income	
Met criteria of application	<b>Yes / No</b>		

RECOMMENDED BY LECTURER-IN-CHARGE	RECOMMENDED BY VICE-DEAN OF SCHOOL	APPROVAL BY DEAN OF SCHOOL
Recommended / Not Recommended	Recommended/ Not Recommended	Approve / Reject
_____ Signature of Lecturer-in-charge of Overseas Programme/ Date	_____ Signature of Vice-Dean of School/ Date	_____ Signature of Dean of School/ Date

# OVERSEAS PROGRAMME TRAVEL SUBSIDY APPLICATION FORM

## INCOME DECLARATION FORM

### (A) FOR UNEMPLOYED IMMEDIATE FAMILY MEMBERS

- Please complete this income declaration for unemployed family members (excluding NS Men and students).
- Please attach the most recent 3-month CPF contribution statement for proof of non-employment.

<b>(i) Applicant's Particulars</b>			
Name:		NRIC:	
<b>(ii) Family Member's Particulars</b>			
Name:		NRIC:	
Relationship to applicant:		Age:	
Reason(s) for unemployment (e.g. Housewife, Retiree)		Last record of employment, if any (MM/YYYY)	
<p>I declare that the information provided above is true to the best of my knowledge and I understand that if the information provided is false, this application will be rejected. I also undertake to refund the value of the subsidy received if any of the information is subsequently found to be falsely declared.</p>			
<p>_____</p> <p>Signature of family member</p>		<p>_____</p> <p>Date</p>	

### (B) FOR SELF-EMPLOYED IMMEDIATE FAMILY MEMBERS

- Please complete this section for self-employed family members.
- Please attach the most recent 12-month CPF contribution statement or Income Tax of Assessment as proof of self-employment and income.

<b>(i) Applicant's Particulars</b>			
Name:		NRIC:	
<b>(ii) Family Member's Particulars</b>			
Name:		NRIC:	
Relationship to applicant:		Age:	
Nature of self-employment		Average monthly income	
<p>I declare that the information provided above is true to the best of my knowledge and I understand that if the information provided is false, this application will be rejected. I also undertake to refund the value of the subsidy received if any of the information is subsequently found to be falsely declared.</p>			
<p>_____</p> <p>Signature of family member</p>		<p>_____</p> <p>Date</p>	