Application Guide for NAFA AY25/26 In-house Scholarships, Merit Awards & Bursaries exercise

Application period for AY25/26:

Existing Diploma & Bachelor's Degree: 7 February – 31 March 2025

Application link:
http://ofa.nafa.edu.sg

Applicants will need the following information to complete the online submission:
- Track record of related achievements/participation
- Family members' particulars and their employment/income details
- Contact information of 2 Character Referees who are familiar with your artistic experience and/or achievements. (for Scholarship & Merit award applications).

> Graduating Diploma students moving on to a NAFA Degree programme will need to log in using their Degree programme application number.
>
> Existing students moving on to next year of study within the same programme are to click on "Admission Number" option.

> For existing students:
> - Select "Admission Number"
> - Enter NAFA Admission Number
> - Password is the same as your NAFA email account. Please email ITHelpdesk@nafa.edu.sg for assistance to reset your password
>
> Applicants may 'Save Draft' at any point and re-login to complete the application. However, Applicants will no longer be able to make any further changes after the application is submitted.

The financial award portal will list all the financial schemes you had applied for as well as the status of your application.

The **"Application Status Listing"** will be the default landing page upon login to the portal for students who have logged in before. Students who is logging in for the first time will be directed to the Exercise listing page.

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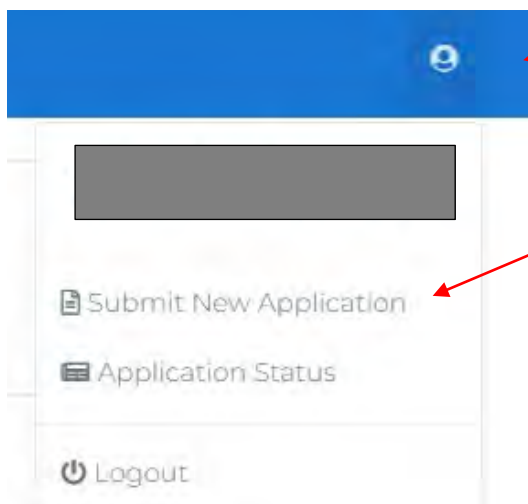
To check on your status for each scheme, please click on the 🔲 icon under 'Action'

How to apply

Click on the profile icon on the upper right hand corner.

A drop down menu will appear.

Click on 'Submit New Application'

The portal will bring you to the exercise listing page. This page lists all the active exercises which are available for application. If you have already applied for all available exercise, there will not be any options available.

Please refer to the 'Application status' page by toggling the upper right hand corner to view your application status. If you wish to resubmit an application or make changes, please contact faas@nafa.edu.sg for assistance.

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The application form consists of 7 sections

1	2	3	4	5	6	7
Instructions	Personal Details	Track Records	Family Background	Upload Income Doc	Upload References	Declaration

- **Section 2 'Personal details'** is populated from the Application portal and cannot be amended. If you see that your personal details are wrong, please contact Admissions at admissions@nafa.edu.sg to amend

- **Section 3 'Track Records'** You are highly encouraged to add additional track records related to your field of study as this will set you apart from the rest of the applicants (this is optional for Bursary applicants)

- **Section 6 'References'** is only for Scholarship & Merit Award applicants. Students who have only selected the bursary category are not required to submit a reference

Reference submission

Step 1 : Click on Add reference button   **Add References**

Step 2: Fill up your referee's details

Add References ✕

Relationship *   Teacher ▾

How long have you know the referee? *

Year(s) 0 ▾   Month(s)

Name *

Position/ organisation *

Contact Number   +6512345678

Email Address *

An email will be sent to your referee with this email address, for submission of reference. Please check that the email address is correct.

Save   Cancel

> Please ensure that the email is correct as an invitation will be sent to your referee to complete the confidential reference for you.
>
> Please ensure that you have obtained your referee's approval before entering his/her email address.

> An email will be sent directly to your referee to request for a confidential reference based on pre-determined questions **after** you have submitted your application.

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Frequently asked questions:

1) I would like to change my response after submission, can I resubmit again?
You may email faas@nafa.edu.sg for assistance if you wish to make any other changes after submission.

2) I am facing technical difficulties/Portal is slow
Do note that at peak periods such as the last week of application period, traffic may be higher than usual. Kindly do not spam click on a button and allow it to load. Spam clicking is likely to trigger an error message. You may also wish to clear your browser's history/cache and try again later. If the error persists, please let the team know of this at faas@nafa.edu.sg & provide a screenshot. We will look into it as soon as possible.

3) I would like to change my referee
Please email us at faas@nafa.edu.sg and we will change the status of your application to incomplete so that you may re-access it again to change the referee details in section 6. Kindly inform your previous referee that you no longer require him/her to be your referee. The link sent to your previous referee will also be disabled.

4) How can I check on the status of my application
Applicants who have submitted their application can re-login to the portal to check on their status outcome by clicking on the ⊙ icon under the exercise entry on the 'Application Listing' landing page.

Dear

Your application submitted on 09 Feb 2022, at 05:41 PM is currently **Pending Review** .

For enquiries, please contact faas@nafa.edu.sg

5) Do I need to attend an interview?
Only underlined_shortlisted applicants will be notified for the Scholarship & Merit award categories. There are no interviews for bursary candidates.

Tip: Do ensure that your track records are dated within 3-4 years from 2024. Outdated track records will not be considered. Track records not related to your field of study also will not add merit to your application.

Tip: Plan ahead earlier and ask for your preferred referee's approval in advance. Avoid waiting until the last minute, as your referee may not be able to cope with so many reference requests. Avoid waiting until the last day & last hour to submit your application. it will be a nerve wracking experience and the portal will be slow due to high traffic.

Tip: If you face any technical difficulties, you may contact the Financial Assistance & Awards (FAAS) team at faas@nafa.edu.sg. We will do our best to help with your application problems, however some technical issues may require certain time to resolve with the platform developer.

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Guide on submitting Divorced Parents' details who are not staying in the same household

Under Section 4: Family Background, please click on the edit icon ✏️ of the parent who is not staying with you.
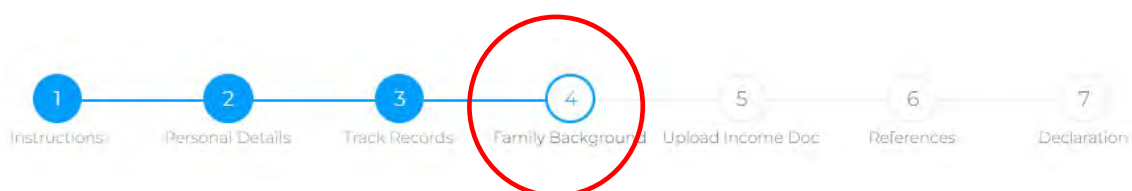
1) In the pop-up window for the respective family member, please make sure that the Marital status is "Divorced".

   - The options will change to request for an upload of the Divorce certificate. If the file for both of your father and mother is the same, you would need to change the file name slightly different to continue the upload.

2) For Employment status, please make sure that you select the following option: **"N.A for divorced parent not staying with applicant"**

> **If you are facing a grey screen upon clicking the edit button under "Action", this means that your web browser is blocking pop-ups. Please check your security settings.**

Frequently Asked Questions (FAQs)

AY25/26 NAFA In-house Financial Awards exercise

1. **Who can apply for Scholarships, Merit Awards and Bursaries?**
   All Diploma & Bachelor's Degree students moving on to AY25/26 year of study in NAFA commencing August 2025 may apply.

2. **When can I apply?**
   Existing Diploma & Bachelor's Degree students: 7 February – 31 March 2025

3. **How to apply?**
   Visit NAFA website at http://www.nafa.edu.sg/scholarships to submit an online application. Click on "Submission of Online application" tab

   SUBMISSION OF ONLINE APPLICATION

4. **What is the difference between Scholarships, Merit Awards and Bursaries?**

   Students with outstanding academic results and an excellent track record of achievements in related arts industry may apply for NAFA's in-house Scholarships and Merit Awards.

   In-house Bursaries as well as Government bursaries (for Singaporeans) are also available for students who require financial assistance to defray part of the tuition fees for AY25/26.

5. **How much is the quantum for the Scholarships, Merit Awards and Bursaries?**

Category of award	Diploma (Quantum per year)	Bachelor's Degree (Quantum per year)
Scholarships	$6,000	$10,000 - $15,000
Merit Awards	$3,500 - $4,000	$5,000
Bursaries	$1,800 - $3,000	$3,600
Government Bursaries	$900 - $2,950	$1,350 - $6,300

6. **What supporting documents do I need to submit?**
   The following supporting documents are required to be uploaded in the online application:

   ✓ Financial documents for all employed family members. Unemployed family members need to show proof of non-employment
   ✓ Record of achievements, community work & co-curricular activities
   ✓ Death/divorce certificates, if applicable
   ✓ 2 references *(requested through the application portal)* from lecturers **(For Scholarship & Merit Awards only)**

7. **When would the outcome of the scholarship application be released?**
   Mid July 2025

Applicants will be notified of the application outcome via the provided email given during Admissions.

8. Is there a bond for Scholarship/ Merit Award/ Bursary recipients?

Recipients are required to attend the Scholarships and Awards tea session organised by the Institution. Certain awards may have attendance obligations for scholars' events as arranged by the donor or report submissions. More information will be shared to successful applicants upon award offer.

Recipients are encouraged to actively participate in arts related activities both within and outside of the Institution. The recipient may be required by the Institution to conduct demonstrations and workshops in his/her field of training and/or give recitals and performances at events organised by the Institution or donors as part of his/her contribution to NAFA. The recipient may also be required to render his/her assistance at events or projects organised by the Institution or donors such as Orientation, Open House, Convocation, etc.

9. Are the Scholarships, Merit Awards and Bursaries renewable?
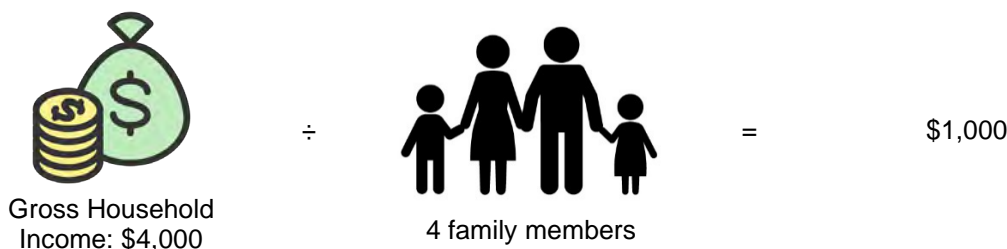Most of the Scholarships, Merit Awards and Bursaries are tenable for 1 Academic Year, unless otherwise specified as renewable in the Terms & Conditions of Award. Students should re-apply in subsequent year(s) of study at NAFA.

Other Important Information

10. How do I calculate my Per-Capita Income (PCI)?

The household monthly **Per-Capita Income (PCI)** is calculated by taking the monthly **Gross Household Income (GHI)** divided by the total number of family members living in the same household.

Example to calculate PCI:

Gross Household Income: $4,000   ÷   4 family members   = $1,000

11. What is the definition of family members?
Family members comprise of the following:
- **Immediate** family members include **parents** who may or may not be living together with the student.
- **Non-immediate** family members include grandparents, siblings, spouses of siblings, siblings of parents, and any other relatives who are **living together** with the student.

a) Should I include the information of my sibling who has moved out from the household?
No, you should only include details of the sibling who is staying with you in the same household.

b) My sibling who is married, is staying with me together with his/her family, do I need to include everyone?
Yes, you would need to include details on your married sibling, as well as his/her family members (e.g. Spouse & children, if any)

Frequently Asked Questions (FAQs)
NAFA In-house Financial Awards exercise

c) My siblings/relative is staying with me, but does not contribute to household or to my studies, do I include him/her?
Yes, as long as they are staying in the same household as you, you would need to include them regardless of their contribution or employment status.

d) My siblings are studying overseas temporarily, do I need to include them in the household?
Yes, you would need to include them in your family details.

e) My siblings are married and are not staying with me/My siblings have emigrated. Do I need to include them in the household?
No, there is no need to include siblings who have moved out, if this is a permanent arrangement.

f) My siblings are serving National/Military Service, do I need to include them in the household?
Yes, you would need to include them in your family details. However, the salary from National Service does not need to be included in the calculation of the household income.

g) I am an International student. Do I need to include details of my family in my home country?
Yes, you would need to include details of your parents, siblings and/or relatives who are staying in the same overseas household as you.