

**STUDENT CARE FEE ASSISTANCE (SCFA) SCHEME
APPLICATION FORM**

I am applying for:-

- The SCFA Subsidy (New / Renewal)
- The Start Up Grant ("SUG") (New enrolment / Appeal for another SUG / Re-application due to Transfer)

The SCFA Scheme provides a monthly fee assistance for eligible children. With effect from 1 Jul 2020, to qualify: (i) the monthly gross household income must not exceed \$4,500, or Per Capita Income (PCI) not exceeding \$1,125 (for families with ≥ 5 members); (ii) both parents are working; (iii) the child is a Singapore Citizen (SC), or a PR child with at least 1 SC family member; (iv) and the child enrolls in a student care centre (SCC) registered with MSF. If approved, the amount of fee assistance is based on the household income. The scheme also provides a one-time Start-up Grant (SUG) for enrolment costs. MSF disburses the SCFA subsidy and/or SUG directly to the SCC while parents pay the remaining fee to the SCC.

- For new applications - complete this application form and submit it together with all supporting documents to the SCC.
- For renewal applications – complete this form and submit it together with all supporting documents to the SCC 2 months before the earlier subsidy expires.
- MSF will only process applications with the complete set of documents

SECTION I: PARTICULARS OF CHILD

Name of Child (as in Birth Certificate) :		Birth Certificate No. :
Date of Birth:		Citizenship of Child: <input type="checkbox"/> Singapore Citizen (SC) <input type="checkbox"/> Permanent Resident of Singapore (PR) ¹ . The following family member of the child is a SC. <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Sibling
Age of Child (as at Date of Application):	Current Level of Education:	
Name of Primary School:		

SECTION II: PARTICULARS OF MAIN APPLICANT

SECTION III: PARTICULARS OF SPOUSE

Name (as in NRIC / FIN):	Name (as in NRIC / FIN):
NRIC / FIN No:	NRIC / FIN No:
Citizenship : <input type="checkbox"/> SC <input type="checkbox"/> Singapore PR <input type="checkbox"/> Foreigner	Citizenship : <input type="checkbox"/> SC <input type="checkbox"/> Singapore PR <input type="checkbox"/> Foreigner
Relationship to Child:	Relationship to Child:
Address (as in NRIC / FIN):	
Correspondence Address (if different from NRIC):	
Contact No : (H) _____ (O) _____ (HP) _____	

¹ A PR child is issued with an Entry Permit (EP) or Re-entry Permit (REP). A child born before 15 January 2005 is considered a PR even if he does not hold an EP or REP, but is allowed to reside in Singapore without being placed on restricted stay. To verify if your child qualifies as a PR, please check with the Permanent Residence Services Centre of the Immigration and Checkpoints Authority (ICA) of Singapore.

Employment Status of Main Applicant: <input type="checkbox"/> Employed (working at least 56 hours per month) <input type="checkbox"/> Looking for work <input type="checkbox"/> Not working (Retiree) <input type="checkbox"/> Not working (Student) <input type="checkbox"/> Not working (Permanently medically unfit for work) <input type="checkbox"/> Not working (Temporarily unfit for work – MC ≤ 3 months) <input type="checkbox"/> Not working (Temporarily unfit for work – MC ≥ 3 months) <input type="checkbox"/> Caregiver for elderly parent(s) <input type="checkbox"/> Undergoing training <input type="checkbox"/> Self-employed <input type="checkbox"/> Serving NS <input type="checkbox"/> Other, please specify: _____	Employment Status of Spouse: <input type="checkbox"/> Employed (working at least 56 hours per month) <input type="checkbox"/> Looking for work <input type="checkbox"/> Not working (Retiree) <input type="checkbox"/> Not working (Student) <input type="checkbox"/> Not working (Permanently medically unfit for work) <input type="checkbox"/> Not working (Temporarily unfit for work – MC ≤ 3 months) <input type="checkbox"/> Not working (Temporarily unfit for work – MC ≥ 3 months) <input type="checkbox"/> Caregiver for elderly parent(s) <input type="checkbox"/> Undergoing training <input type="checkbox"/> Self-employed <input type="checkbox"/> Serving NS <input type="checkbox"/> Other, please specify: _____
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Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Divorced	Type of Accommodation <input type="checkbox"/> HDB 1/2/3/4/5-rm <input type="checkbox"/> HDB Exec <input type="checkbox"/> HHD Studio Apartment <input type="checkbox"/> Condominium/Private Apartment <input type="checkbox"/> Landed Property <input type="checkbox"/> Crisis Shelter <input type="checkbox"/> Transitional Shelter <input type="checkbox"/> Institution <input type="checkbox"/> Homeless <input type="checkbox"/> Others: _____	Accommodation Status: <input type="checkbox"/> Rented <input type="checkbox"/> Purchased <input type="checkbox"/> Living with relatives <input type="checkbox"/> Others: _____
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SECTION IV: PARTICULARS OF IMMEDIATE FAMILY MEMBERS² LIVING WITH THE MAIN APPLICANT
List immediate family members who are
(a) not working, or do not have any source of income: e.g., great grandparents, grandparents or children and
(b) living at the same address as the Main Applicant)

	Name of Immediate Family Members (with <u>no</u> income)	Date of Birth	Relationship to Child	Employment Status (retired/ unemployed/ undergoing training/ looking for work/ serving NS/ schooling)
1				
2				
3				
4				
5				
6				
7				
8				

SECTION V: MONTHLY GROSS HOUSEHOLD INCOME OF MAIN APPLICANT AND SPOUSE
(Note: Gross income refers to income before CPF deduction, inclusive of regular overtime pay, allowances, commissions, incentives)

(A) Monthly Gross Income of Main Applicant	\$
(B) Monthly Gross Income of Spouse	\$

SECTION VI : OTHER INCOME (if applicable)

Income from rent ³	\$
Income from monthly commission earnings ⁴	\$
(C) Total Other Income	\$

² "Immediate Family member" refers to anyone related to the Applicant by blood, marriage (including step-children and in-laws) or legal adoption.

³ This is income from renting out a room (or rooms) of the family home or other properties.

⁴ Monthly commission earnings are based on the actual amount received per month or on the average earnings per month over 12 months (if the commission earnings are irregular).

SECTION VIIA: CONSENT / DECLARATION BY MAIN APPLICANT (MOTHER/ FATHER/ GUARDIAN)

[Note: Please read the Terms of Consent under Section VIII below before signing this portion]

CONSENT FOR COLLECTION, USE AND SHARING OF DATA FOR THE APPLICATION OR RENEWAL OF APPLICATION FOR THE SUBSIDY AND/OR THE START-UP GRANT

1 I am the parent/legal guardian of the Child (whose Personal Information is set out in Section I above) who is under 21 years of age.

2 I understand that the Government of Singapore ("Government") and Participating Agencies require my and my Child's Personal Information for the following purposes:

- (a) to determine my Child's eligibility for the Subsidy and/or the Start Up Grant ("the Subsidies");
- (b) to provide my Child with both or any of the Subsidies; and
- (c) for data analysis, evaluation and policy-making.

3 I allow the Government and Participating Agencies to collect, share and use my and my Child's Personal Information for the purposes in Paragraph 2. I understand that my and my Child's Personal Information will not be shared with non-participating agencies or organisations.

4 I have read and understood this consent form fully, including the Terms of Consent set out in Section VIII of this Application Form.

5 This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

DECLARATION

6 I, the undersigned, declare that I have read and understood the content in Section VIIA of this Application Form. I confirm that the information that I have provided in Sections I, II, III, IV, V, VI is true and correct and I furnish the information knowing that I may be liable to criminal prosecution if I have stated any information that I know to be false or not believe to be true.

7 In the event my application is successful and my Child receives any of the Subsidies which I am applying for, I hereby acknowledge that I may also be liable to make full repayment to the Government of the Subsidies which were provided, should I be found to have provided false or inaccurate information in this form.

OTHER TERMS

8 I understand and agree to the following:-

i. It shall be my responsibility to stay employed⁵ to continue to enjoy the Subsidies for my Child. If I am unemployed and intend to seek employment, the onus is on me to actively seek employment.

ii. (only applicable to applications for the Start-Up Grant) The Start up Grant shall only be given once to my Child, and any subsequent applications shall be assessed and granted only in MSF's sole discretion.

iii. In order to continue enjoying the relevant monthly Subsidy, I must ensure that my Child attends at least 30% (June and December) and 50% (Other Calendar months) of the number of days in which the SCC operates per month. If my Child does not meet the minimum attendance rate, the Subsidy paid for the relevant month may be refunded to MSF and I am liable to pay the full SCC monthly fee.

iv. I shall provide the SCC with a one-month notice before withdrawing my child/ward from the SCC.

(Signature of Main Applicant)

Name: _____

Date of Consent: _____ (DD/MM/YYYY)

⁵ i.e. to be engaged under a contract of service and receive a salary

SECTION VIIB: CONSENT/DECLARATION BY MAIN APPLICANT'S SPOUSE / OTHERS

[Note: Please read the Terms of Consent under Section VIII below before signing this portion]

CONSENT FOR COLLECTION, USE AND SHARING OF DATA FOR THE APPLICATION OR RENEWAL OF APPLICATION FOR THE SUBSIDY AND/OR THE START-UP GRANT

- 1 I am the Spouse/ _____ of the Main Applicant and my Personal Information is set out in Section III above.
- 2 I understand that the Government of Singapore ("Government") and Participating Agencies require my Personal Information for the following purposes:
- (a) to determine the Child's eligibility for the Subsidy and/or the Start Up Grant ("the Subsidies");
 - (b) to provide the Child with both or any of the Subsidies; and
 - (c) for data analysis, evaluation and policy-making.
- 3 I allow the Government and Participating Agencies to collect, share and use my Personal Information for the purposes in Paragraph 2. I understand that my Personal Information will not be shared with non-participating agencies or organisations.
- 4 I have read and understood this consent form fully, including the Terms of Consent set out in Section VIII of this Application Form.
- 5 This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

DECLARATION

- 6 I, the undersigned, declare that I have read and understood the content in Section VIIB of this Application Form. I confirm that the information in Sections I, II, III, IV, V, VI is true and correct and I make this declaration knowing that I may be liable to criminal prosecution if I have stated any information that I know to be false or not believe to be true.
- 7 In the event my application is successful and the Child receives any of the Subsidies which I am applying for, I hereby acknowledge that I may also be liable to make full repayment to the Government of the Subsidies which were provided, should I be found to have provided false or inaccurate information in this form.

OTHER TERMS

- 8 I understand and agree to the following:-
- i. It shall be my responsibility to stay employed⁶ to continue to enjoy the Subsidies for the Child. If I am unemployed and intend to seek employment, the onus is on me to actively seek employment.
 - ii. (only applicable to applications for the Start-Up Grant)The Start up Grant shall only be given once to the Child, and any subsequent applications shall be assessed and granted only in MSF's sole discretion.
 - iii. In order to continue enjoying the relevant monthly Subsidy, I must ensure that the Child attends at least 30% (June and December) and 50% (Other Calendar months) of the number of days in which the SCC operates per month. If my Child does not meet the minimum attendance rate, the Subsidy paid for the relevant month may be refunded to MSF and I am liable to pay the full SCC monthly fee.
 - iv. I shall provide the SCC with a one-month notice before withdrawing my child/ward from the SCC.

(Signature of Main Applicant's Spouse / _____)

Name: _____

Date of Consent: _____ (DD/MM/YYYY)

⁶ i.e. to be engaged under a contract of service and receive a salary

SECTION VIII: TERMS OF CONSENT

DEFINITIONS

- 1 I understand and agree that the following phrases in this Application Form have the following definitions:
- a) **"Personal Information"** includes my:
- i) personal data (e.g. name, NRIC No, address, age, gender, family/household structure);
 - ii) financial data (e.g. income, insurance coverage);
 - iii) consumption data (e.g. housing, healthcare bills, scheme subscriptions);
 - iv) social assistance data (e.g. social assistance history, assessments for eligibility and suitability for social services and public assistance schemes, social worker case reports);
 - v) medical information; and
 - vi) other information (e.g. savings, payment for utilities) provided by me for the evaluation and administration of social services and public assistance schemes.

It includes the following information collected and kept by the Inland Revenue Authority of Singapore (IRAS) and Central Provident Fund (CPF) Board:

- i) my income information;
- ii) information relating to and derived from my CPF Account(s) and CPF contributions (e.g. CPF Account(s) balance, CPF withdrawal details); and
- iii) information relating to my participation in schemes administered by CPF Board (e.g. medical information, insurance coverage).

The above information kept by IRAS and CPF Board will only be used to determine if I and my Child are eligible for the Subsidies, and to provide me and my Child with the Subsidies.

Information collected from surveys conducted by IRAS and CPF Board is excluded.

Personal Information may relate to past, present or future matters.

- b) **"Family"** refers to anyone related to me by blood, marriage (including step-children and in-laws) or legal adoption, whether or not they live together with me.
- c) **"Participating Agencies"** refer to statutory boards and organisations which are involved in the provision of the Student Care Fee Assistance scheme ("the SCFA") and have been approved by the Government to collect, share or use Personal Information under a valid consent form. New Participating Agencies may be included from time to time.

2. This consent shall be governed by and construed in accordance with the laws of the Republic of Singapore.

SECTION IX: DETAILS OF SCFA SUBSIDY AND START UP GRANT (Note: To be completed by the SCC)	
Date of Child's Admission into the Student Care Centre ("SCC"): _____ (DD/MM/YY) Application Period for Subsidy: _____ to _____ (MM/YY)	Monthly Student Care Fee (inclusive GST, if applicable) \$ _____ \$320
Applying for Start Up Grant <input type="checkbox"/> Yes <input type="checkbox"/> No Has the Child received the Start Up Grant before? <input type="checkbox"/> Yes <input type="checkbox"/> No Breakdown of Start Up Grant (inclusive GST, if applicable) (Capped at \$400)	
1. Registration fee (if applicable)	\$
2. Deposit (equivalent to one month's fees. This amount shall be held by MSF and disbursed to the SCC if the Child withdraws without providing 1 month's notice)	\$
3. Insurance ⁷ (one-off annually, for group insurance plans only)	\$
4. Uniform/ physical education attire (to estimate the cost of attire which a Child would need, up to a 3 day period, if applicable)	\$
Total	\$
Total to be paid to SCC (LESS Deposit)	\$
SECTION X : SCC PARTICULARS (Note: To be completed by SCC)	
Name of SCC: Junior Seekers Pte. Ltd	Tel No. of SCC: _____ 62480863 Fax No. of SCC: _____
Address of SCC: 441 Fajar Road #B1-446 Singapore 670441	Contact Person: _____ Cherie Ho Email: _____ finance@kowabunga.com.sg
Bank Details	
Payable to: _____ Kowabunga! Global Pte. Ltd Bank Name: _____ OCBC	Account No.: _____ 514776327001

⁷ This claim is not applicable for School-based Centre Operators..

SECTION XI : DECLARATION BY THE SCC

- I confirm that the information provided in Sections IX and X of this form is true and correct and I furnish the information knowing that I may be liable to criminal prosecution if I have stated any information that I know to be false or not believe to be true.
- I confirm that I have verified that the Applicant and Child meet the eligibility criteria for the relevant subsidies and that the required supporting documentation for the application/ renewal has been submitted.
 - I am aware that MSF will require the SCC to refund the relevant subsidies which remain unused or are disbursed in excess (regardless of whether they are granted based on wrongful claims) within one month from the date it receives a written notification from MSF. I am also aware of MSF's refund policy contained in Annex A4 of the SCFA Administrator Application Form
- I understand that the SCC should not pay any of the relevant subsidies to the Applicant or Child. I also understand that the relevant subsidies should not be used to offset any arrears in SCC fees which have been incurred by the Applicant or Child.

Name of Centre Supervisor

Signature

Date