

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
- [] Grandparents' NRIC/s (Only applicable if grandparent/s 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

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)
<p>[<input type="checkbox"/>] Under company employment</p>	<ul style="list-style-type: none"> ▪ Latest pay slips or ▪ CPF Contribution History Statement or ▪ Annex 5: Certification of Employment and Income by Employer. <p>* Income documents must be within 3 months from date of child's application. If your gross monthly income is irregular, please provide the latest 3 months income documents.</p>
<p>[<input type="checkbox"/>] Sole Proprietor/ Self-employed/ Freelance employment/ Odd-Job worker</p>	<ul style="list-style-type: none"> ▪ Latest IRAS Tax Statement or ▪ Annex 6: Template for Statutory Declaration on Gross Monthly Income, Employment Details and Working Hours. <p>* The validity of the Statutory Declaration for employment income is one year from the date you have performed the Statutory Declaration.</p>

<input type="checkbox"/> Property / Insurance Agent	Monthly commission earnings statements for 12 months preceding child's date of admission/ expiry of subsidy. <i>(Monthly gross income is based on the average earnings per month over 12 months).</i>
<input type="checkbox"/> Undergoing training	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 or ▪ Retrenchment Letter
<input type="checkbox"/> Unfit for work	Latest Medical Certificate stating the duration that parent/s is unfit for work.

Section C: Others

Separation/ Divorce & Custody Paper/ Annex 7: Template for Statutory Declaration on Marital Status

Guardianship Paper

Latest Prison/DRC Visitor's Card/Letter/Police Report

Parent's Certification of Death

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Any other supporting documents: _____

Section D: 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