

Application Guide: Financial Assistance for Notebook

(Please note that this is not a reimbursement scheme)

1. Eligibility Criteria:

- Newly enrolled, non-sponsored NYP full-time diploma/PFP students
- Singaporean and Singapore Permanent Resident students who are 25 years old and below
- Gross monthly household income must not exceed \$3,400 or per capita income must not exceed \$900 (\$1,125 if there is a family member with disabilities)
- Past recipient of a PC-Bundle under the NEU PC Plus Programme may only apply after a lapse of three (3) years from last deployment to the household
- Maintain broadband access at home for a period of three (3) years from date of deployment

2. Approved Notebook Models:

- Students are only allowed to **choose 1 of the following models**. Once a model has been selected on the online application form, **no change of notebook model is allowed**. Please click [here](#) for the notebook specifications.

Notebook Model	Cost (include GST)	Eligible Courses
Acer Aspire 5	\$1,349.00	All except Diplomas in School of Design & Media
Lenovo IdeaPad 5 14ITL	\$1,603.93	All except Diplomas in School of Design & Media
Asus VivoBook X413	\$1,498.00	All except Diplomas in School of Design & Media
Acer Nitro 5 AN515-54	\$1,298.98	Only for Diplomas in School of Design & Media
Lenovo Gaming 3 15IMH	\$1,282.93	Only for Diplomas in School of Design & Media
Lenovo Legion 5 15IMH05H	\$1,893.90	Only for Diplomas in School of Design & Media
Asus TUF Gaming FA506	\$1,271.16	Only for Diplomas in School of Design & Media

- Only **complete and correct supporting documents submitted** will enable eligible applicants to collect their notebooks on time.
- Successful applicants have to ensure sufficient funds to **make the co-payment (\$400 - \$1100 depending on tier and model)** in order to collect their notebooks from the vendors.
- Payment mode will be notified by vendor.
- All applications are subject to eligibility and availability of funds.

3. Application Details:

For newly enrolled full-time diploma/PFP students:

- application is opened from 8 to 19 March 2021
- application status will be out as soon as complete supporting documents have been submitted and processed accordingly
- notebook collection will be arranged by the notebook vendor, following successful NeuPC application

For those who missed the 1st application period and ITE graduates:

- application is opened from 1 to 30 April 2021
- application status will be out as soon as complete supporting documents have been submitted and processed accordingly
- notebook collection will be arranged by the notebook vendor, following successful NeuPC application.

4. Application Process:

Step 1:

Submit online application via [student portal](#).

After log-in, select "e-services" then "NeuPC Plus Grant/Opportunity Find Grant (IT)". Fill up the relevant fields and click "Submit". Download the completed application form and sign.

Step 2:

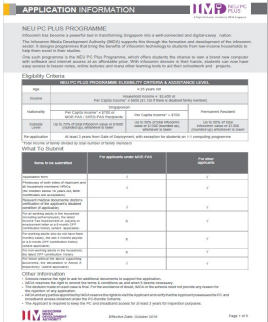

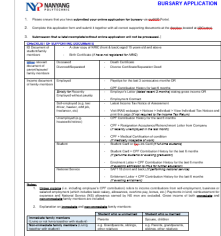

Upload the completed signed pre-filled application form and the relevant supporting documents through this url: <https://nypeservices.nyp.edu.sg/studFileUpld/loginservlet>.

It is recommended to use free phone apps such as Microsoft Office Lens app (a PDF scanner app) to scan the documents. Alternatively, you may insert your images in Powerpoint > go to Picture Tools Format tab > Compress Pictures > select your Compression Options > select your Resolution, click OK > Save as PDF. Click [here](#) for user guide regarding file upload.






1. Below is a checklist for you to provide correct supporting documents.

CHECKLIST OF SUPPORTING DOCUMENTS		
Identification Documents of Applicant & Household Members	<ul style="list-style-type: none"> - A clear copy of NRIC (front & back) aged 15 years old and above OR - Birth Certificate (<i>if have not registered for NRIC</i>) 	
Income Documents of Household Members	Employed	<ul style="list-style-type: none"> - Payslips for the last 3 consecutive months OR - CPF Contribution History for the last 6 months
	<i>Strictly for Recently Employed without payslip</i>	<ul style="list-style-type: none"> - Employer's Letter (<i>dated recent 3 months</i>) stating gross income OR - Employment Contract
	Self-employed (e.g. taxi driver, hawker, odd job, freelancer, etc)	<ul style="list-style-type: none"> - Latest Income Tax Notice of Assessment - Visit IRAS webpage > Notices > Individual > View Individual Tax Notices and print this page (<i>if not required to file Income Tax Return</i>)
	Unemployed (e.g. housewife/retiree)	<ul style="list-style-type: none"> - CPF Contribution History for the last 6 months AND - Resignation Acceptance/Retrenchment Letter from Company (<i>if recently unemployed in the last month</i>) - Medical Certification of condition (<i>if medically incapable of work</i>)
	Student	<ul style="list-style-type: none"> - Student Card or Ez-Link Card (<i>if full-time students</i>) OR - Student Card + CPF Contribution History for the last 6 months OR (<i>if part-time students or awaiting graduation</i>) - Enrolment Letter + CPF Contribution History for the last 6 months (<i>if awaiting admission to IHLs for further education</i>)
	National Service	<ul style="list-style-type: none"> - SAF11B (front and back) (<i>if performing national service</i>) OR - Enlistment Letter + CPF Contribution History for the last 6 months (<i>if awaiting enlistment</i>)
IMDA Application Form (downloaded from online application portal)	<ul style="list-style-type: none"> - Duly completed and signed 	
Other Documents, if applicable	Deceased Divorced/Separated	<ul style="list-style-type: none"> - Death Certificate - Order of Court for divorce or legal separation including child care & control documents
<p>Notes:</p> <ol style="list-style-type: none"> 1. For divorced/separated family members, please declare alimony and/or child support received. If you are not receiving any, please provide reasons with signature on a separate page. 2. Gross income (i.e. including employee's CPF contribution) refers to income contributions from self-employment, business or salaried employment (which includes basic salary, allowances, overtime pay, bonus, etc.) Payments in kind, reimbursement for expenses and National Service (NS) allowance earned by NS men are excluded. Gross income of both immediate and non-immediate family members in the same household are included. 		




Financial Assistance Application – Checklist of supporting documents

Who	Status	Supporting Documents		Samples <i>click to view</i>
<p>Me (Student Applicant)</p>	<p>1.1) Full-Time Diploma Student</p> <p style="text-align: center;">OR</p> <p>1.2) PFP Student</p>	<p>Declaration Form (Duly Completed and Signed upon downloaded from online application portal)</p> 	<p>+ NRIC (both sides)</p> 	
	<p>1.3) Part-Time Diploma Student</p>	<p>Declaration Form (To be submitted <u>only</u> by applicants for bursary.)</p> 	<p>+ NRIC (both sides)</p> 	<p>+ Income document listed below at 3.1 to 3.4</p>
<p>Parents/ Spouse/ Family Members</p>	<p>2.1) Divorced/ Separated</p>	<p>Order of Court for divorce or legal separation including child care & control documents</p>		

Financial Assistance Application – Checklist of supporting documents

Who	Status	Supporting Documents		Samples <i>click to view</i>	
	2.2) Deceased	Death Certificate			
Family Members	3.1) Employed	NRIC (both sides) 	+ Payslips for the last 3 consecutive months OR CPF Contribution History for the last 6 months	Payslips CPF Contribution History	
	3.2) Strictly for Recently Employed without payslip	NRIC (both sides) 	+ Employer's Letter (<i>dated recent 3 months</i>) stating gross income OR Employment Contract		Employer's Letter
	3.3) Self-employed (e.g. taxi driver, hawker, odd job, freelancer, etc)	NRIC (both sides) 	+ Latest Income Tax Notice of Assessment OR + Visit IRAS webpage > Notices > Individual > View Individual Tax Notices and print this page (<i>if not required to file Income Tax Return</i>)		Income Tax Notice of Assessment
	3.4) Unemployed (e.g. housewife/ retiree)	NRIC (both sides) 	+ CPF Contribution History for the last 6 months AND + Resignation Acceptance/Retrenchment Letter from Company (if recently unemployed within this month or last month) OR + Medical Certification of condition (if medically incapable of work)		
	4.1) Full-Time Student	NRIC (both sides)  OR	+ Student Card (both sides) OR		

Financial Assistance Application – Checklist of supporting documents

Who	Status	Supporting Documents			Samples click to view
		Birth Certificate (<15 years old)	Ez-Link Card		
	4.2) Student (Part-Time OR Awaiting graduation OR Awaiting admission to IHLs)	NRIC (both sides) 	+ Student Card (both sides) OR Enrolment Letter (if awaiting admission to IHLs)	+ CPF Contribution History for the last 6 months	
	4.3) National Service	SAF 11B (both sides) 			
	4.4) Awaiting National Service Enlistment	NRIC (both sides) 	+ CPF Contribution History for past 6months	+ Enlistment Letter	
	4.5) Below school- aged child	Birth Certificate			

[Enlistment Letter](#)

Example of Enlistment Letter

MINDEF SINGAPORE

CENTRAL MANPOWER BASE
3 DEPOSIT ROAD
SINGAPORE 109680
TEL: 1800-367 6767
FAX: 63731190
Email: centralcm@min.gov.sg
NS Portal: <http://www.ns.gov.sg>

THE ENLISTMENT ACT, (CHAPTER 93)
ENLISTMENT NOTICE (FULL-TIME/OPERATIONALLY READY NATIONAL SERVICE)

1. You are hereby required under Section 10 of the Enlistment Act (Cap 93), to report for enlistment on 17 AT 11:00 AM to **BASIC MILITARY TRAINING CENTRE SCHOOL** at **PULAU TEKONG BESAR SINGAPORE 098450**.

FOR YOUR CONVENIENCE, TRANSPORT WILL BE PROVIDED FROM PASIR RIS BUS INTERCHANGE TO THE SAF FERRY TERMINAL FROM 10:00 AM TO 10:45 AM.

Date: _____ for Proper Authority

NOTE: Any person within or outside Singapore who fails to comply with this Notice shall be guilty of an offence under the Enlistment Act Chapter 93 and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 3 years or to both such fine and imprisonment.

Example of Payslips for Recent 3 Months

Gross salary (not Basic or Net salary) includes any overtime pay and fixed allowances

EMP# :	SEX :	I/OP :	PERIOD :
NAME :	DEPT :	SECT :	
POST :	EFF# :	TAX# :	SOCDO# :
EMP# :	SEX :	I/OP :	PERIOD :
NAME :	DEPT :	SECT :	
POST :	EFF# :	TAX# :	SOCDO# :
EMP# :	SEX :	I/OP :	PERIOD :
NAME :	DEPT :	SECT :	
POST :	EFF# :	TAX# :	SOCDO# :
Basic Salary	\$1,200	UCTION LOVER EFF	SS
Overtime	\$400		
Allowance	\$200		
Total Gross	\$1,800	AL DEDUCTION :	SS
NETT PAY	==	-----SUMMARY 2016-----	
HAPPY NEW YEAR		NETT PAY :	SS
BANK ACC# :		GROSS PAY :	SS
E'R EFF :	SS	E'R / E'R EFF :	SS / SS
E'R SOCDO :	SS	E'R / E'R SOCDO :	SS / SS

<Company Name>

Example of Employer's Letter

To be printed on Company Letterhead

<Date of letter> (no more than recent 3 months)

TO WHOM IT MAY CONCERN

This is to certify that <Name> <NRIC number> is in employment as <Job Title> at <Company name>. He is drawing a gross salary of <\$ xxxxx> per month.

<Name> <Designation> <Signature>

<Contact number>

<Company stamp>

Financial Assistance Application – Checklist of supporting documents

Example of CPF Contribution History

My Statement - Contribution History

For Oct 2018 to Mar 2019

Employment Contributions

For Month	Paid On	Amount (\$)	Employer
OCT 2018	17 Nov 2018	xxxx	COMPANY A
NOV 2018	17 Dec 2018	xxxx	COMPANY A
Dec 2018	17 Jan 2019	xxxx	COMPANY A
Jan 2019	17 Feb 2019	xxxx	COMPANY A
Feb 2019	17 Mar 2019	xxxx	COMPANY A
Mar 2019	17 Apr 2019	xxxx	COMPANY A

This statement does not include contribution(s) received by the Board after **24 Apr 2019**.

Any contributions or grants credited to the Retirement Account will be shown in your Transaction History.

[Click here for guide to retrieve CPF Contribution History](#)

Example of Income Tax Notice of Assessment

Tax Reference No : S10000000
 Year of Assessment : 2018
 Income Tax
 Date :

NOTICE OF ASSESSMENT ORIGINAL



INLAND REVENUE
AUTHORITY OF
SINGAPORE

Please quote the Tax Reference Number (eg. NRIC, FIN, etc) in full when corresponding with us.

X0000
 X000000 X000000
 SINGAPORE X000000



55 Newton Road
 Revenue House
 Singapore 307967
 Tel: 1800-356 8300
 Website: <http://www.iras.gov.sg>
 e-Services: <https://mytax.iras.gov.sg>

	S'PORE (\$)	OTHER COUNTRIES (\$)	TOTAL (\$)
TRADE INCOME	XX,XXX.00		XX,XXX.00
TOTAL INCOME	XX,XXX.00		XX,XXX.00
LESS: Approved Donations			XX,XXX.00
ASSESSABLE INCOME			XX,XXX.00
LESS: PERSONAL RELIEFS			
Earned Income		XX,XXX.00	
Provident Fund/Life Assurance		XX,XXX.00	
CHARGEABLE INCOME			XX,XXX.00
FIRST XX,XXX.00		XX,XXX.00	
NEXT XX,XXX.00 @ 7.00%		XX,XXX.00	
LESS: TAX SETOFFS			
30 % Tax Rebate (capped at \$1500)			XX,XXX.00
TAX PAYABLE BY 10 Jul 2018			XX,XXX.00 DR

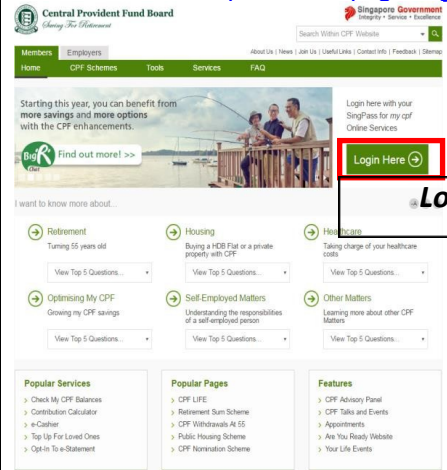
Thank you for your contribution towards nation building

- Your tax assessment is based on information obtained from the relevant organisations and/or your last year's tax record. Please notify us of any understatement or omission of any income or of any excessive tax relief as there are penalties for failing to do so.
- Pay your income tax by GIRO to enjoy up to 12-month interest free instalments. If you prefer other modes of payment, please pay the amount stated in this Notice by the due date, even if you object to the assessment. You may refer to the attached Statement of Account for your tax balance.
- If you have any objection, please write to us within 30 days stating your reasons.

[Click here for guide to retrieve latest Income Tax Notice of Assessment](#)

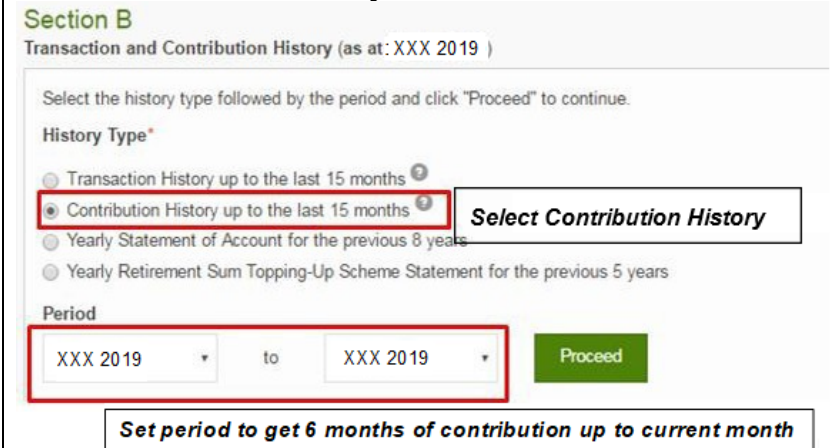
Retrieving CPF Contribution History (Recent 6 months)

1 Go online to <https://www.cpf.gov.sg>



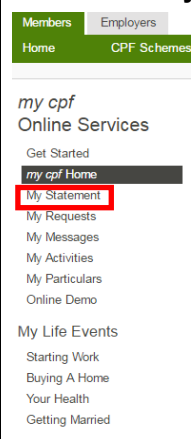
The screenshot shows the CPF.gov.sg homepage. A red box highlights the 'Login Here' button. A text box with a black border contains the text: **Login using your SingPass**.

3 Select Contribution History



The screenshot shows the 'Section B' page titled 'Transaction and Contribution History (as at: XXX 2019)'. A red box highlights the 'Contribution History up to the last 15 months' option. A text box with a black border contains the text: **Select Contribution History**. Another red box highlights the 'Period' dropdowns, which are set to 'XXX 2019' to 'XXX 2019'. A text box with a black border contains the text: **Set period to get 6 months of contribution up to current month**.

2 Click on “My Statement”



The screenshot shows the 'my cpf Online Services' menu. A red box highlights the 'My Statement' option.

4 Print Contribution History



The screenshot shows the 'My Statement - Contribution History' page. A red box highlights the 'Contribution History' link. A text box with a black border contains the text: **1. Ensure that you reach the “Contribution History” page and it is for the latest 6 months** and **2. Print this page.**

Retrieving Latest Income Tax Notice of Assessment

1 Go online at <https://www.iras.gov.sg>

Login using your SingPass or IRAS PIN

2 Click on "Notices" & Select "Individual"

- (a) Click on the latest year of assessment and print it. If the latest year of assessment is not available yet, print the statement for the most recent year of assessment.
- (b) If there no entries, print this page.

Document	Year of Assessment	Date
Notice of Assessment (Individual)	yyyy	dd mmm yyyy

1. **Go to this url:** <https://nypeservices.nyp.edu.sg/studFileUpld/loginservlet>
2. **Select:** Bursary/NeuPC/Opportunity Fund

FILE UPLOAD

Upload For
Select
Document

- Please Select -
Bursary/NeuPC/Opportunity Fund

Please upload relevant supporting documents in gif, jpeg, png, doc, docx or pdf format. A maximum of 0 files in pdf format. File size cannot exceed 1 MB

+ Choose Upload Cancel

Drop a file here

3. **Select:** Income Documents.

FILE UPLOAD

Upload For
Select
Document

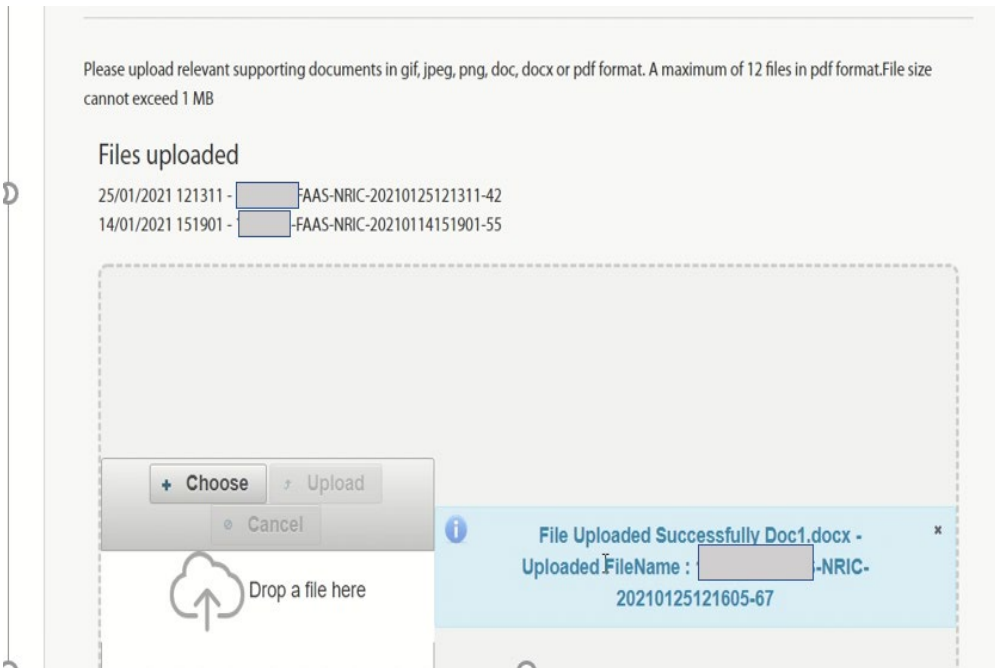
Bursary/NeuPC/Opportunity Fund
- Please Select -
Income Documents
NRIC (Front & Back) or Other IDs

Please upload relevant supporting documents in gif, jpeg, png, doc, docx or pdf format. A maximum of 12 files in pdf format. File size cannot exceed 1 MB

+ Choose Upload Cancel

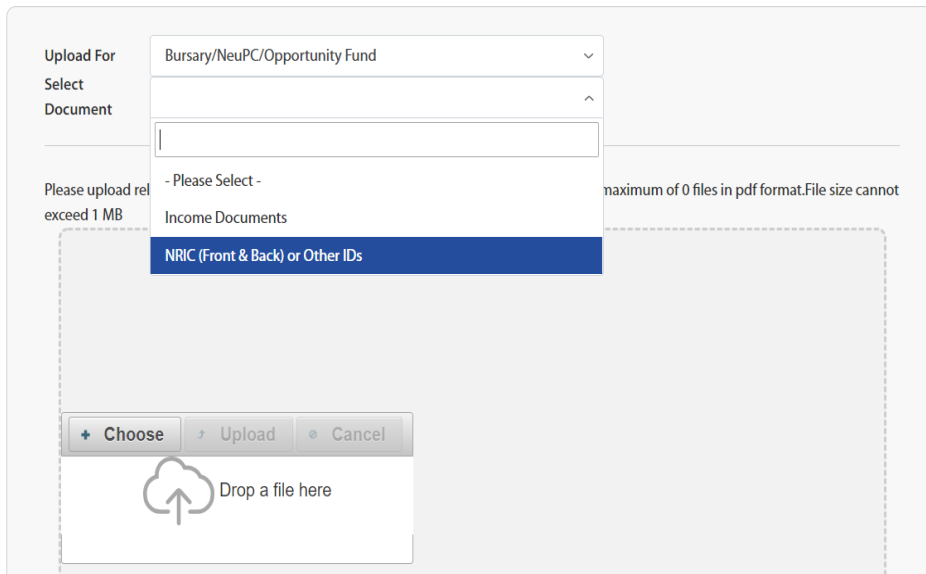
Drop a file here

- Choose or Drop a file.** Click "Upload". Ensure that your file size is less than 1MB. **Upon successful upload, you should be able to view the following message:**



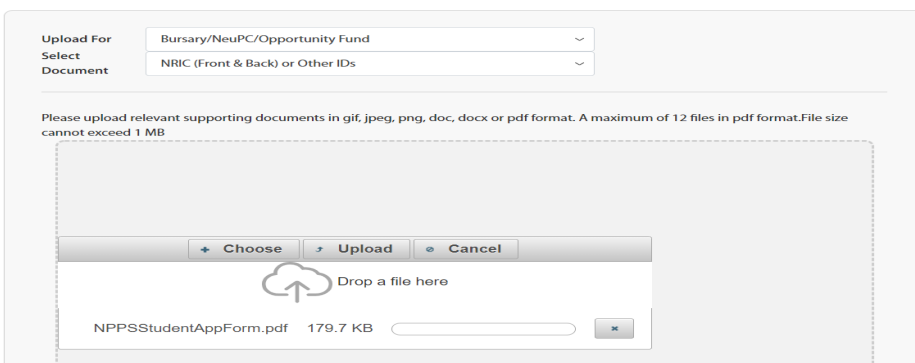
- Select:** NRIC (Front & Back) or Other IDs.

FILE UPLOAD



- Choose or Drop a file.** Click "Upload".

FILE UPLOAD



7. **Upon successful upload**, you should be able to view the following message:

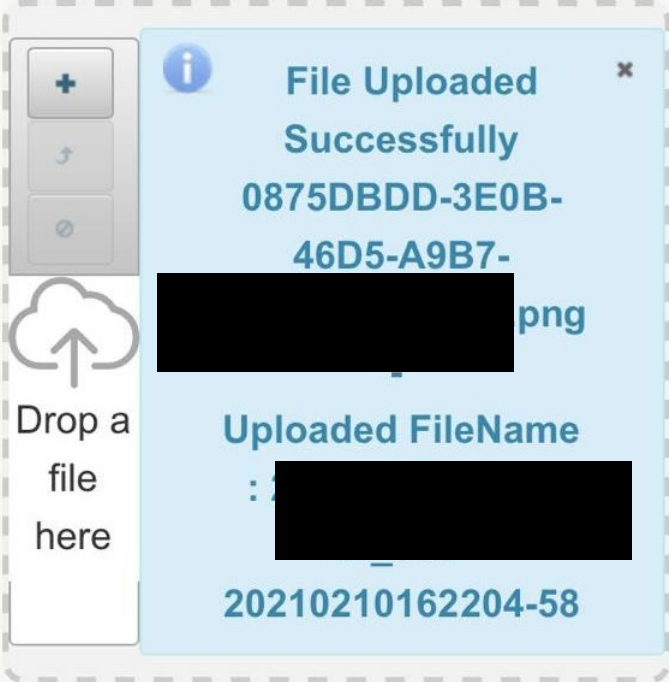
Upload For

Bursary/NeuPC/Opportunity Fund

Select Document

ID Document (eg NRIC front & back, Passpor...)

Please upload relevant supporting documents in gif, jpeg, png, doc, docx or pdf format. A maximum of 10 files in pdf format. File size cannot exceed 1 MB



File Uploaded Successfully

0875DBDD-3E0B-46D5-A9B7-
[Redacted] .png

Uploaded FileName :
[Redacted]

20210210162204-58

<End>