

## CHECKLIST OF SUPPORTING DOCUMENTS FOR NEW APPLICATION / RENEWAL OF STUDENT CARE FEE ASSISTANCE (SCFA)

### Section A: Particulars of Family Members

- Great/Grandparents' NRIC/s (*Only applicable if great/grandparent/s are Singapore Citizens/ Singapore Permanent Resident and staying in the same household as reflected on NRIC*)
- Child/ren's Entry/ Re-Entry permit (*Only applicable if child is Singapore Permanent Resident (SPR)*)

### Section B: Employment Status

Income Documents must reflect Gross Monthly Salary and be within 3 months from the date of application unless specified otherwise.

Gross monthly salary includes regular overtime pay, allowances, commissions, incentives.

<b>Employment Status</b>	<b>Supporting Income Documents</b> (Please provide one of the following for both parents where applicable)
Under company employment	<ul style="list-style-type: none"> <li>▪ <i>Without CPF contribution</i>: Latest 3 months of pay slips from date of application</li> <li>▪ <a href="#">Annex 5</a>: Certification of Employment and Income by Employer that's dated within 3 months from date of child's application</li> </ul>
Sole Proprietor/ Self-employed/ Freelance employment/ Odd-job worker	<ul style="list-style-type: none"> <li>▪ <a href="#">Annex 6</a>: Self-Declaration Form to indicate Gross Monthly Income, Employment Details and Working Hours</li> </ul>

Property / Insurance Agent	<ul style="list-style-type: none"> <li>▪ Monthly commission earnings statements for the 12 months preceding the date of application (<i>Monthly gross income is based on the average earnings per month over 12 months</i>)</li> </ul>
Undergoing full-time training or studying	<ul style="list-style-type: none"> <li>▪ A document which verifies that parent is attending, or has been accepted to attend, a full-time training or educational programme. The document should also state the duration of the training or educational programme and training allowance (if any)</li> </ul>
Looking for a job	<p>For assistance, visit <a href="https://www.wsg.gov.sg/home/individuals/careeradvisory-coaching">https://www.wsg.gov.sg/home/individuals/careeradvisory-coaching</a></p> <p><a href="#">Annex 4: Proof of Job Search by Non-Working Parent</a></p>
Retrenched	<ul style="list-style-type: none"> <li>▪ Retrenchment letter</li> </ul>
Incarcerated/In prison	<ul style="list-style-type: none"> <li>▪ Latest Letter of Incarceration (LOI) or Latest letter showing Estimated Release Date (EDR) from prison office</li> </ul>
Medically unfit for work	<ul style="list-style-type: none"> <li>▪ Latest Medical Certificate/memo stating the duration that parent/s is unfit for work</li> </ul>

### Section C: Marital Status

<b>Marital Status</b>	<b>Supporting Documents</b> (Please provide one of the following where applicable)
Married	<p>(Only applicable for re-marriage)</p> <ul style="list-style-type: none"> <li>▪ Divorce and Custody Papers with the clause stating the parent who has “care and control” of the child from the previous marriage</li> </ul>
Divorced	<ul style="list-style-type: none"> <li>▪ Court Order (Final Judgment, Interim Judgment, Certificate of Divorce) stating the parent with the care and control of child</li> </ul>
Separated	<ul style="list-style-type: none"> <li>▪ <a href="#">Annex 6</a>: Self-Declaration Form to indicate Marital Status; or</li> <li>▪ Police Report</li> <li>▪ Letter from lawyer firm if in the process of divorce</li> </ul>

## Section D: Relationship to Child

Relationship to Child	Supporting Documents (Please provide one of the following for both parents where applicable)
<input type="checkbox"/> Adopted Father/ Adopted Mother	<ul style="list-style-type: none"> <li>▪ Adoption paper/proof that he/she's taking care of the child</li> </ul>
<input type="checkbox"/> Legal Guardian	<ul style="list-style-type: none"> <li>▪ Court order stating that applicant is the Legal Guardian; or</li> <li>▪ Parents' will</li> </ul>
<input type="checkbox"/> Non-legal Guardian	<ul style="list-style-type: none"> <li>▪ Letter of Recommendation</li> <li>▪ Documents explaining the need to be the non-legal guardian of child (e.g., parent(s)' death certificate, police report, prison letter, or proof that non-legal guardian is also applicant of approved MOE-FAS application for child</li> <li>▪ Self-declaration form (<a href="#">Annex 6</a>) stating the reason of the parents' absence and the guardian is taking care of the child</li> </ul>
<input type="checkbox"/> MSF Foster Parents	<ul style="list-style-type: none"> <li>▪ Letter of Recommendation</li> </ul>