

DACCnDAYS Fee Assistance Application Form

INFORMATION & INSTRUCTION FOR APPLICANT

1. OBJECTIVE:

The objective of the **DACCnDAYS Fee Assistance** is to help DACCnDAYS students who are financially in need to meet basic DACCnDAYS schooling expenses.

2. ELIGIBILITY:

Student must be an **active DACCnDAYS student** and meets **either one** of the following criteria:

- A. Current MOE FAS Recipients or;
- B. Family's per capita income (PCI) as at the time of application does not exceed \$690 per month
- C. Family's PCI as at the time of application does not exceed \$1000 per month (Partial Assistance)

3. CALCULATION FOR NON-MOE FAS RECIPIENT STUDENT

PER CAPITA INCOME (PCI)

$$\text{PCI} = \text{Monthly GHI} / \text{No. of members in the household}$$

Monthly Gross Household Income (Monthly GHI):

Total combined income of all family members who **stay in the same household**. Income from other sources (e.g. pension, alimony and rental income) must also be included when calculating a family's GHI.

A.	For employees , it refers to the gross monthly wages before CPF deduction and personal income tax. It comprises basic wages, overtime pay, commissions, tips, other allowances and one-twelfth of annual bonuses.
B.	For self-employed persons , gross monthly income refers to the average monthly profits from their business, trade or profession (i.e. total receipts less business expenses incurred) before deduction of income tax.

For students who are staying with one or more legal guardians, the income of **all** the legal guardians who are staying in the same household will be taken into account when calculating the GHI for the student's family.

Household Members:

Household members include the student, his/her parents, grandparents, and unmarried siblings living at the same address. Other dependents living at the same address may be included on a case-by-case basis.

They include:

- A. Relatives who are old or sick and are unemployed and dependent on the family; and
- B. Child dependant (where the family is the legal guardian).

4. ASSISTANCE RENDERED

- A. DACCnDAYS Monthly Fee
- B. DACCnDAYS Text Books

5. PERIOD COVERED

Upon approval, the assistance will cover the period beginning from the month the application was sent. There will be no reimbursement or retrospective subsidies provided. However textbooks will be given to all students regardless of application month (subject to availability).

6. DOCUMENTS NEEDED

A) Application using MOE FAS letter

- 1) Copy of MOE Fee Assistance Scheme Approval letter

B) Application using MOE PCI standard (without MOE FAS Letter)

- 1) Copy of NRIC of ALL household member
- 2) CPF Contribution History for past 3 months of all working members **or** latest Income Tax Notice of Assessment

7. INCOME LIMITS AND BENEFITS

The table below specifies the benefits that successful applicants will enjoy based on their Per Capita Income (PCI).

Per Capita Income (PCI)	Benefits
Not exceeding \$690	100% subsidy of course fees & textbooks
\$691 - \$1000	50% subsidy of course fees & textbooks

Table 1

8. IMPORTANT NOTICE

All fee assistance applications are assessed on a case-by-case basis. As much as due consideration will be given to every application, the final decision to approve lies with Darul Arqam management.

End of Instructions



Muslim Converts' Association of Singapore

Darul Arqam Singapore

32 Onan Rd, The Galaxy, S 424484

DACCnDAYS FEE ASSISTANCE FORM

YEAR

Section A : Students' Particulars

Insert the name of all students in DACCnDAYS:

Name (According to NRIC / BC)	NRIC / Birth Cert No. / Passport No.
1)	
2)	
3)	
4)	
5)	
6)	

Section B : Other Household Members & Gross Monthly Income (Only for application without MOE FAS Letter)

Please Include details of all individuals living in the same household:
Parents, unmarried siblings, grandparents, legal guardians of the child.

GROSS MONTHLY INCOME & HOUSEHOLD MEMBERS: Please refer to Form Instruction

Please fill up other family members (other than the above) :

Name	Relationship	Religious Status	Gross Monthly Income
1)		Born Muslim/Convert/Other Faith	S\$
2)		Born Muslim/Convert/Other Faith	S\$
3)		Born Muslim/Convert/Other Faith	S\$
4)		Born Muslim/Convert/Other Faith	S\$
5)		Born Muslim/Convert/Other Faith	S\$
6)		Born Muslim/Convert/Other Faith	S\$
Gross Household Income			S\$

Compulsory Documentations Needed

Please provide a photocopy of the required documents below. Failure to do so might result in immediate rejection of this Fee Assistance application.

1) Copy of MOE Fee Assistance Scheme Approval letter

or

1) Copy of NRIC of ALL household member

2) Last 3 month of CPF contribution statements of parents/guardians or latest
Income Tax Notice of Assessment

Declaration

I declare that all the information provided is true and correct. I understand that providing any false information or omitting any relevant information might render me ineligible for the bursary grant.

I acknowledge that Darul Arqam reserves the right to share my family details with other social agencies and my child/children schools in its effort to help improve my family living condition.

I declare that this bursary grant I received is from Zakat money and will be used specifically for my child/children education needs.

PDPA Declaration

I hereby declare that all the entries in this form are true and correct. I authorise the Muslim Converts' Association of Singapore (MCAS) to disclose my personal information to its employees for administration and record purposes. I further authorize MCAS to send me communications relating to services, events, promotions or newsletters via electronic mail, mobile phone text messages and/or mailers. MCAS represent to, warrant and undertake that collective consents have been obtained allowing MCAS to collect, use, process and disclose the personal data in accordance with the terms and conditions as stated in the MCAS Personal Data Protection Policy available on our website.

Signature of Parent / Guardian

Date