



SENGKANG METHODIST CHURCH BURSARY PROGRAMME For School Year 2020

Frequently Asked Questions

1. Eligibility Criteria

What is the eligibility criteria for the Sengkang Methodist Church's (SKMC) Bursary 2020?

The SKMC Bursary 2020 criteria are as follows:

- 1) Applicant must be a Singapore Citizen or Singapore Permanent Resident;
- 2) Applicant must be studying in either a government or government-aided Primary School, Secondary School, Institute of Technical Education (ITE), Junior College (JC), or Polytechnic for academic year 2020; [**complete Junior College in 2019 or Polytechnic by March 2020 = NOT ELIGIBLE to apply**]
- 3) Applicant's family Per Capital Income (PCI) must not exceed **\$750** per person; and
- 4) Applicant must not be receiving any other scholarship or bursary for the academic year of 2020.

2. Bursary Award Values

What are the values of the Bursary Award for School Year 2020?

The Bursary Awards for School Year 2020 are valued at:

- 1) Primary School: \$300
- 2) Secondary School: \$400
- 3) ITE/Junior College: \$600
- 4) Polytechnic: \$1,500 (\$750 in April 2020 + \$750 in June 2020)

3. Application Procedure and Process

Whose name should I put as the "Name of Applicant" in the application form?

The full name of the pupil or student applying for the bursary should be indicated.

When is the application period for SKMC Bursary 2020?

Application window opens: 26 August 2019.

Application deadline: 20 September 2019 at 3pm.

NOTE: applications received after dateline will not be processed.



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Where can I get the application form?

The application form will only be available from **26 Aug 2019**.

You may get a copy of the application form from SKMC's Office at 31 Anchorvale Road Singapore 545056 during office hours Mondays to Fridays 9 to 5PM

Alternatively, you may download the application form from SKMC's website at www.skmc.org.sg

Please fill in the application form completely and accurately, attaching all required documents before submitting to SKMC.

NOTE: Incomplete applications will not be processed.

What must I submit along with the application form?

Please attach photocopies of Applicant's following items:

- 1) Birth Certificate or NRIC;
- 2) Parents' or Guardians' NRICs;
- 3) Parents' or Guardians' payslips or CPF Contribution History for the last 12 months;
and
- 4) Supporting medical documents (if any), including long term medical certificates, medical condition cards and medical reports, for caregivers of applicant and/or family members residing in the same residence.

Who must I get to endorse my application form?

The application form **MUST** be endorsed by at least **ONE** of the following parties:

- 1) The Social Worker of your nearest Family Service Centre, **or**
- 2) The Administrator of the applicant's school.

How many applications can my family submit?

Maximum of 3 applications per household.

Each applicant must submit all of the items as individual sets.

Please note that only applications that meet the eligibility criteria will be considered for the bursary.



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How do I submit the application form?

You may mail the completed application form directly to:

SKMC Bursary Programme
Sengkang Methodist Church
31 Anchorvale Road
Singapore 545056

OR via the Family Service Centre or School that endorsed your application (please check with them if they can assist to mail in the submission).

NOTE: application via digital submission or fax will not be accepted.

4. Application Outcome/Disbursement of Cheques

When will I know if I have been successful in my application?

Due to the number of applications, we will not be able to advise on your application status during the application period.

Only successful applicants will be informed.

A letter with further instructions and an invitation to a Bursary Presentation Ceremony will be posted to successful applicants. Successful applicants are required to attend the ceremony.

SKMC Bursary 2020 Awardees will receive their Bursary cheque from November 2019, exceptions are as follows:

- Students entering ITE or Junior College; must submit their 2019 Results Slip + Year 2020 ITE Enrolment Letter or Junior College Admission Letter to SKMC by 31 Jan 2020 for verification. They will receive their cheque in February 2020.
- Students entering Polytechnic; to submit their 2019 Results Slip + Year 2020 Admission Letter to SKMC by 31 March 2020. They will receive their 1st cheque in April 2020, second cheque in June 2020 (upon verification they are still enrolled in the school).
- Successful awardees who do not submit the required school documents by the due dates will not receive their Bursary cheques.

The cheque(s) will be disbursed by Sengkang Methodist Church in the applicant's NRIC/BC name. Your contact details will be provided to the church for administrative and cheque disbursement purposes.



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5. Declaration/Consent

How do I withdraw consent for SKMC to collect, use, disclose and/or process my personal information as set out in the Bursary Application Form?

Declaration

Declare that the details furnished are true and correct to the best of my knowledge, and I undertake to inform you of any changes immediately. In case any of the information above is found to be false, untrue, misleading or misrepresenting, I am aware that I may not be assisted through the SKMC Bursary Programme. I am aware that the Bursary is given for the purpose of education-related expenses.

Consent

In administering and providing the SKMC Bursary Programme to you, SKMC may collect, use, disclose and/or process personal information about you as set out in the Bursary Application Form or otherwise provided by you or possessed by SKMC.

Such personal data will be collected, used, processed by SKMC for the following purposes: -

- (a) processing your application for the SKMC Bursary Programme;
- (b) evaluating your suitability or eligibility for the SKMC Bursary Programme;
- (c) administering the provision of the SKMC Bursary to you by SKMC and its affiliates, and/or managing your relationship with SKMC; and/or
- (d) as required by laws and regulations.

In connection with the purposes set out above, your personal data may/will be disclosed by SKMC to persons including social workers, hospitals, governmental bodies, other voluntary welfare organisations, and/or cheque disbursement partners, inclusive of Methodist Churches. By signing this consent, you hereby consent to SKMC collecting, using, processing and/or disclosing your personal information for the purposes as described above.

Under the Personal Data Protection Act 2012, you have a right to withdraw your consent, to request access to or correction of your personal data. If you wish to exercise these rights, please write to office@skmc.org.sg with the following details:

- your name, correspondence address, contact number, and
- details of the request.

What happens if I decide to withdraw my consent as stated above?

Please note that you may not be awarded the SKMC Bursary should you decide to withdraw your consent.

In addition, SKMC reserves the right to withdraw payment should it be discovered that the applicant had been awarded other Bursaries for the 2020 school year.

6. Other information

When must I bank in the cheque by?

Each cheque will have a validity period of 6 months from the issue date. All applicants must bank in their cheque(s) as soon as possible. Cheques that have expired will **not** be reissued.