



HSEU BURSARY AWARDS FY 22/23 - FREQUENTLY ASKED QUESTIONS

1. When is the application closing date?

16 December 2022, 6pm.

2. How can I apply?

Access the application form at <https://bursary.hseu.org.sg/2022-23>. Or retrieve the application form directly from our union offices. **Please make an appointment before you drop by.** Submit the form and supporting documents via email or drop directly at our union offices.

Institution	Union Office Address & Contact Info
HSEU Headquarters	No. 3 Bukit Pasoh Road #02-00 Singapore 089817 Tel: 6222 1227 Email address: hseu@ntuc.org.sg / welfare@hseu.org.sg Operating Hours: Mon-Fri, 10am-12pm or 2pm-6pm
Changi General Hospital	2 Simei Street 3, Union Office, Beside ward 38, Level 8, Singapore 529889 Admin: Chua Cher Meng Tel: 6850 2848 Email Address: cher_meng_chua@cgh.com.sg
Institute of Mental Health	Buangkok Green Medical Park, 10 Buangkok View, Union office, Singapore 539747 Staff: Theresa Tel: 6389 2915 Email: Chua_Fang_Theresa_YAP@imh.com.sg
Khoo Teck Puat Hospital	90 Yishun Central Level B1, Tower C1, Union Office Singapore 768828 Staff: Sharifah Tel: 6602 2801 Email: ktph.union@ktph.com.sg
KK Women's & Children's Hospital	100 Bukit Timah Road, Level 4, Children Tower, Union office, Beside Ward 46, Singapore 229899 Staff: Florence Cheang Tel: 6394 1913 Email: kkh.union@hseu.org.sg
National University Hospital	1E Kent Ridge Road Singapore 119228, Level 1, Behind Auditorium



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	Staff : Nicole Loo Tel : 6772 4405 Email: nuh_employees_union@nuhs.edu.sg
Ng Teng Fong General Hospital	1 Jurong East Street 21, Singapore 609606 Union Office, Annex Block, Level 3 Tel: 882 7634 Email: jh.union@hseu.org.sg
Sengkang General Hospital	Block 6, Level 5 (Beside Staff Lounge) Tel: 6930 4587 Email: skh.union@hseu.org.sg
Singapore General Hospital	31 Third Hospital Avenue, #01-03, Bowyer Block C, Singapore 168753 Staff: Dafina Tel: 6321 3803 Email: sgh.union@hseu.org.sg
Tan Tock Seng Hospital	11 Jalan Tan Tock Seng, Main Building Level 4, Singapore 308433 (take lifts from Lobby A, lifts to the wards) Staff: Rafiah Rafie Tel: 6357 8540 Union Email: ttsh.union@hseu.org.sg

3. How do I know if I am eligible to apply?

You must meet all the conditions:

- a. Must be an HSEU Member
- b. Have at least **6 months of continuous paid-up union membership** as of application closing date and must not be in membership arrears;
- c. Your Total Monthly Gross Household Income* (GHI) must be **\$3,800 and below**; OR Monthly Per Capita Income (PCI) of **\$950 and below**;
- d. Your child/children is a full-time student and obtain an overall of "Pass" and not retain for the current academic year;
 - i For Pri 1 and Pri 2 children, your child must have a majority of "competent" and above in the Holistic Development Profile
 - ii For institutions using a Grade Point Average (GPA), the GPA for the latest exam must be at least half of the max GPA.

4. How many children can I apply for?

Each member may submit applications for a maximum of 2 children. Only 1 HSEU member per family can apply.



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5. What is the Bursary Quantum? <Newly enhanced!>

- Primary: \$200
- Secondary: \$300
- ITE/NITEC/Millenia Institute/JC/IB/Polytechnic/ Other Pre-University: \$400
- SPED School (any level): \$400
- University (NUS / NTU / SIT / SMU / SUSS / SUTD): \$500

6. What are the supporting documents required?

1	Photocopy of Birth Certificate / NRIC / FIN of student and all Family Members staying in the same household;				
2	Documents for Child / Children				
	Documents Required (✓)	Pri 1 and Pri 2; SPED schools		Education levels (Pri 3 to University)	
a	<u>Completed GIRO Crediting Form</u>	✓		✓	
b	Bank book / statement showing name of bank, student applicant's name, BC/NRIC no. & A/C no.	✓		✓	
c	Holistic Development Profile / Progress Report (only for SPED school students)	✓			
d	Latest Examination Results slip / Certificates / Transcripts			✓	
3	Income documents of yourself and other family members in the same household				
	Type of Income Document Required (✓)	Salaried Employee	Self-employed / Freelancer / Company Director	Commission based (eg. Property Agent/ Financial Planner)	Unemployed family members aged 21 – 62 (except full-time students aged 25 and below)
a	Latest payslip <u>or</u> past 3 months CPF Contribution History *Newly employed worker to submit Letter of Employment	✓			
b	Latest IRAS Notice of Assessment / Form B Consolidated Statement		✓	✓	
c	Latest 6 months commission statement			✓	
d	Past 3 months CPF Contribution History ONLY		✓		✓



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4	Other documents (if applicable) <ul style="list-style-type: none">• Retrenchment letter / Notice of pay reduction• Divorce certificate• Prison visit card/ Notification from Singapore Prison Service• Death certificate
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7. What documents do I need to provide for my child's bank account?

Kindly provide a photo of your child's bank book or bank statement. The photo should contain your child's name and account number.

8. Do I need certified true copy (CTC) of my child's exam results?

CTC is not necessary - a photocopy will be enough. However, HSEU reserves the right to conduct random audit checks to request for certified true copies of documents if required; failing which you will not be eligible to apply for the following year's award.

9. How do I check my application status?

Please contact our HSEU union offices if you do need to check or need assistance to make certain amendments. Otherwise, we seek your understanding to wait for our notification of outcome by mid-Jan 2023.

10. How will I be notified of the application outcome?

You will be notified via email. The outcome will be made known by mid-Jan 2023.

11. I am successful. When will receive the bursary grant?

You will receive the bursary grant within 4 weeks after the bursary awards ceremony

12. I exceed the income criteria slightly but face hardship (chronic medical conditions of self or family members, single parent etc)

If you exceed the income criteria slightly and/or have extenuating circumstances, you are welcome to apply. Please state reasons for appealing under "Remarks" in your application form and attach supporting documents. We will access your application on a case-by-case basis.

Do note that insufficient documentation may result in the rejection of your application. Your case will be assessed on a case-by-case basis.



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13. If my application is unsuccessful, may I allowed to appeal?

Yes, you may appeal. Kindly attach supporting documents to support your appeal and reasons under “Remarks”.

14. What will be the payment mode of the Bursary?

Payment will be made via GIRO to your child’s bank account.

15. What is considered as “Pass” for exam results?

Educational Category		“Pass”
Primary	Pri 1-2	A majority of “Competent” and above in the Holistic Development Profile
	Pri 3-4	Overall Percentage of at least 50%
	Pri 5-6	Achievement Levels score of 30 & below
Secondary	Sec 1-2	Pass EL & 2 other subjects
	Sec 3-5	Overall percentage at least 50%
ITE/NITEC		Cumulative GPA of at least 2.0
Polytechnic		Cumulative GPA of at least 2.0
JC/MI		Rank Points of at least 40
University		Cumulative CAP/GPA of at least 2.00
Special Needs		Proof of Progress Report

16. What is included for Gross Household Income?

- Income derived from self-employment / business / salaried income (inclusive of overtime and regular allowances)

17. What is excluded for Gross Household Income?

- NS allowance
- One-time payment in kind (e.g bonuses, medical claims) and reimbursements
- Severance compensation and insurance payouts.

18. Which schools are recognised for the HSEU Bursary?

- Government / Government-Aided / MOE-recognised Independent Primary & Secondary Schools;
- Junior Colleges (JC);
- Institute of Technical Education (ITE);



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- Millennia Institute;
- Polytechnics;
- MOE-recognized Public-Funded Autonomous Universities;
- MOE Specialised Independent Schools (SOTA, SST, SSP, NUS High School)
- Madrasahs recognised by MUIS
- Special Education (SPED) school

19. Are the arts colleges (NAFA, LASELLE) and private schools eligible?

No

20. What are the MOE-recognized Public-Funded Autonomous Universities?

There are currently 6 universities as follows:

1. Nanyang Technological University (NTU)
2. National University of Singapore (NUS)
3. Singapore Institute of Technology (SIT)
4. Singapore Management University (SMU)
5. Singapore University of Social Sciences (SUSS)
6. Singapore University of Technology and Design (SUTD)

21. What are the eligible SPED schools?

See Appendix A

22. If I had applied or received education grant or scholarship from another organisation, will I still be eligible to apply for the HSEU Bursary?

Yes. You are still eligible for the HSEU Bursary Awards.

23. Do I have to attend the Bursary awards?

We highly encourage all awardees to attend the ceremony.

24. I have more questions that I need to clarify, how can I reach you?

You may contact HSEU at 6222 1227 or chat with us via FB Messenger for any further questions. We will be glad to help!



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Appendix A:
List of Eligible SPED Schools

Name of School	Address
AWWA School	11 Lorong Napiri, Singapore 547532
Canossian School	1 Sallim Road, Singapore 387621
Cerebral Palsy Alliance Singapore School (CPASS)	65 Pasir Ris Drive 1, Singapore 519529
Chaoyang School	18 Ang Mo Kio Ave 9, Singapore 569767
Delta Senior School	3 Choa Chu Kang Grove, Singapore 688237
Eden School	101 Bukit Batok West Avenue 3, Singapore 659168
Fernvale Gardens School	7 Fernvale Road, Singapore 797635
Grace Orchard School	6A Jurong West St 52, Singapore 649297
Katong School	900 New Upper Changi Road, Singapore 467354
Lee Kong Chian Gardens School	802 Margaret Drive, Singapore 149311
Lighthouse School	51 Toa Payoh Rise, Singapore 298106
Metta School	30 Simei St 1, Singapore 529949
MINDS Ang Mo Kio Training & Development Centre	134 Ang Mo Kio Ave 3 St 12 #01-1677, Singapore 560134
MINDS Clementi Training & Development Centre	304 Clementi Avenue 4 #01-487, Singapore 120304
MINDS Eunos Training & Development Centre	11 Jalan Ubi Block 3 #01-21, Singapore 409074
MINDS Faber Training & Development Centre	207 Clementi Avenue 6 #02-01, Singapore 120207
MINDS Jurong Training & Development Centre	18 Boon Lay Way #02-97 Tradehub 21 Singapore 609966
MINDS Napiri Training & Development Centre	MINDSville@Napiri 7 Lorong Napiri, Singapore 547533
MINDS Tampines Training & Development Centre	267 Tampines St 21 #01-09, Singapore 520267
MINDS Yishun Training & Development Centre	652 Yishun Avenue 4 #01-507, Singapore 760652
Pathlight School	5 Ang Mo Kio Ave 10, Singapore 569739
Rainbow Centre - Margaret Drive School	501 Margaret Drive, Singapore 149306
Rainbow Centre - Yishun Park School	15 Yishun Street 61, Singapore 768548
St Andrew's Autism School	1 Elliott Road, Singapore 458686
Tanglin School	143 Alexandra Road, Singapore 159924
Towner Gardens School	1B Lengkong Lima, Singapore 417557
Woodlands Gardens School	30 Woodlands Ring Road #01-01, Singapore 737883

The full updated list is available at:

<https://www.moe.gov.sg/schoolfinder/?journey=SPED%20school>