

INSTRUCTIONS (Updated as of 18 February 2016)

- ELIGIBILITY**
- 1 The LKCSB Students' Fund is intended for students pursuing the Bachelor of Business Management programme as their primary degree.
 - 2 The assistance granted is free from obligations.

Emergency Relief (Up to \$2000) – Application is open all-year round

- (i) This grant caters to family emergencies that affect household income.
- (ii) It is also given at the recommendation of medical social workers based in hospitals, or other documented proof of family needs arising from emergencies.

Bursaries - Application is open from week 1 to week 2 of Term 2

- (i) Singapore Citizens or Permanent Residents (*on a case-by-case basis*)
- (ii) Monthly household per capita income of no more than \$1,700
- (iii) Satisfactory academic performance
- (iv) Students must not be in receipt of other scholarships /bursaries

The quantum will be based on the following:

- Tier 1 : \$2250 (pci no more than \$499)
Tier 2 : \$1650 (pci between \$500 and \$999)
Tier 3 : \$1200 (pci between \$1000 and \$1700)

Before applying for this bursary, you are strongly encourage to look through the list of SMU-Administered Bursaries (*CDC/CCC - University Bursary, MOE Bursary, SMU Bursary and SMU Financial Grant*) found on this website:

<http://www.smu.edu.sg/about/financial/financial-assistance-schemes/smu-administered-bursary>

**APPLICATION/
SUPPORTING
DOCUMENTS**

Application must be accompanied by documentary evidence of the following:

- (i) Income for each working family member, e.g. salary slip, salary letter from employer or income tax returns. Supporting documents which are not in English must be accompanied by a translation in English.
- (ii) If either of your parents is unemployed (including housewife or retiree), he/she must fill up the Self Declaration Form. Please download the form via this [link](#).
- (iii) If your parents are divorced, please provide a copy of the divorce/separation document.
- (iv) If either of your parents is deceased, please submit a copy of his/her death certificate.
- (v) If you are applying for the emergency relief fund, you need to provide documentary evidence of immediate financial need (e.g. outstanding hospital/utilities bills, retrenchment letter, document from medical social worker, etc).

Please drop your application form and the supporting documents in collection box number 16 outside LKCSB Level 5 Dean's Office.

Alternatively, you can mail it to the following address:-
Lee Kong Chian School of Business
Singapore Management University of Singapore
50 Stamford Road
#05-01 SMU Undergraduate Office
Singapore 178899
Attn : Chua Siew Cheun/ Eliane Yeow

Office hours: Mondays to Fridays from 8:30 am to 5:45 pm
Please note that the applicant may be required to attend an interview.

(1) INFORMATION ON APPLICANT

Full Name (*as in NRIC/FIN/Passport*) : _____

Gender (*tick as appropriate*) : Male Female

NRIC/FIN/Passport Number : _____

Date & Place of Birth : _____

Nationality : _____

Contact Number : _____

SMU Email Address : _____

Mailing Address : _____

Programme & Admission Year : _____

(2) FAMILY BACKGROUND AND FINANCIAL CIRCUMSTANCES

- (a) Please submit photocopied documentary evidence of income and include a letter explaining your family financial status and areas of financial need.
- (b) List only those family members staying in the same house, and names of deceased or divorced parents, if applicable.

Name	Relationship to Applicant	Age	Sex (M/F)	Occupation (if student, indicate school & level of study)	Gross Monthly Income (S\$)
Total				S\$	

(3) OTHER FINANCIAL ASSISTANCE SCHEMES

3.1 Tick, as appropriate, the financial assistance schemes that you have been granted to-date and state the quantum of the award next to it:

- CPF Education Scheme \$_____ Mendaki Tertiary Tuition Fees Subsidy \$_____
- SMU Study Abroad Loan \$_____ Citibank Study Abroad Loan \$_____
- SMU Notebook Loan \$_____ Citibank Notebook Loan \$_____
- Tuition Fee Loan (up to 90% tuition fee payable) \$_____
- Study Loan (up to 10% tuition fee payable and/or \$3,600 annual living allowance) \$_____

3.2 I declare that I have not been awarded any other financial assistance scheme in this Academic Year besides the ones stated under 3.1. This would include scholarships or bursaries from the university or other organizations.

- Yes No

If "No" :

Sponsoring Organisation : _____

Quantum of Award: _____ Period of Award : _____

(4) PURPOSE OF APPLICATION

Please tick accordingly : Emergency Relief Bursary

Below is a checklist of all the supporting documents which you have to submit together with this application form. Please tick accordingly.

- Salary slips of all working family members
- Self Declaration form (please download the form via this [link](#)) if either of your parents is unemployed (including housewife and retiree)
- A copy of the death certificate if either of your parents is deceased
- A copy of the divorce/separation document if your parents are divorced

If you are applying for emergency relief fund, you need to provide documentary evidence of immediate financial need (e.g. outstanding hospital/utilities bills, retrenchment letter, medical social worker report, etc)

Please note that your application will not be processed if :

- a) all the details are not completed**
- b) all the necessary supporting documents are not submitted together with this application form before the stipulated deadline**

Any other comments :

(5) DECLARATION

I declare that the information stated in this application and the attachments are true and complete to the best of my knowledge and belief, and that I have not willfully suppressed or withheld any material fact. I understand that if I give any false or incorrect information, I shall render myself liable to disciplinary/legal proceedings and/or disqualification.

Name of Applicant: _____

Signature of Applicant: _____ Date: _____