

## MOE-TUITION FEE LOAN

### SUPPORTING DOCUMENTS CHECKLIST

#### Instructions

1. The MOE-TFL covers up to 90% of the subsidised tuition fee payable. It does not cover any other miscellaneous fees. You may choose any of these loan quanta: 30% / 50% / 80% / 90% of the total subsidised tuition fees.
2. Please ensure that you have submitted your TFL application together with all the required supporting documents to DBS Bank.
3. Application without all the supporting documents will be deemed as incomplete and will not be processed by DBS Bank.

#### Supporting Documents Checklist

<b>Applicant</b>	<p><b><u>ID Documents</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRIC (Front and Back) Or Passport (Validity of Passport as at date of signing of agreement must be more than 6 months)</li> <li><input type="checkbox"/> Notary Public Stamp (if applicant/guarantor is not in Singapore)</li> <li><input type="checkbox"/> Proof of residential address if New To Bank #</li> </ul> <p><b><u>Other Documents</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> TFL Application Form</li> <li><input type="checkbox"/> Provision Offer or Final Offer Letter of Admission (for new student)</li> <li><input type="checkbox"/> SUSS's student card (for existing student)</li> </ul>
<b>Guarantor</b>	<p><b><u>ID Documents</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRIC (Front and Back) Or Passport (Validity of Passport as at date of signing of agreement must be more than 6 months)</li> <li><input type="checkbox"/> Notary Public Stamp (if applicant/guarantor is not in Singapore)</li> </ul>

#### # Notes:

Acceptable documents as proof of residential address:

**NRIC** –If the address stated on the application form is similar to the applicant’s NRIC. Otherwise please provide the following documentary proof:

- a) **School Letters** - Any correspondence from the SUSS to the applicant at the listed address and one of the following:
  - **Telephone Bills**, or
  - **Utility Bills**, or
  - **Credit Card** or **Bank Statements**

If the bills or statements reflect the parent’s name instead of the student’s, proof of relationship such as birth certificates must also be provided.

Date range of supporting documents provided have to be within 3 months of application e.g. If applying in Oct, acceptable range will be between Aug – Oct.

## TUITION FEE LOAN APPLICATION FORM (PART-TIME UNDERGRADUATE PROGRAMMES)

### INSTRUCTIONS

- All Singapore Citizens who are receiving MOE fee subsidy for their part-time undergraduate studies at Singapore University of Social Sciences are eligible to apply for Tuition Fee Loan (TFL) of up to 90% of the subsidised tuition fee amount.
- The following categories of students are not eligible for TFL:
  - Students who are receiving Government/Statutory Board /Singapore University of Social Sciences scholarships which cover 100% tuition fees
  - Students who are receiving Mendaki Study Loan Part-Time Scheme (Degree) which covers 100% tuition fees
  - Students who are taking non-undergraduate programmes
  - Students who are not receiving MOE fee subsidy for their part-time undergraduate programmes
  - Students who are not Singapore Citizens (including Permanent Residents)
- A guarantor is required for the TFL. The guarantor must meet the following conditions:
  - Must be a Singapore Citizen
  - Must be between the ages of 21 to 60 years old
  - Must not be an undischarged bankrupt
- First-time applicants and their guarantors are required to **personally visit any branch of the DBS Bank with the supporting documents as listed in the document checklist attached in the Tuition Fee Loan Application form.**
- When completing the TFL Application Form, do not leave any fields uncompleted. Please indicate "NA" if any field is not applicable.
- Deadline for Application of Tuition Fee Loan:

Semester	Start Date of Application	Submission Date
July Semester	1 March	By 31 May
January Semester	1 September	By 30 November

- A student with existing TFL who wish to vary his loan quantum must make a request directly to the DBS bank where the loan was originally approved. It is the student's responsibility to inform DBS bank if there are any changes to your contact details, e.g. mailing address, contact numbers, email address.
- Students who are awarded scholarships after the TFL application and thus do not require TFL to offset their tuition fees must inform DBS bank and the University immediately to expedite cancellation of their TFL application.
- For more information or assistance, please contact:

DBS Bank  
Tel: 6333 0033  
Website: [www.dbs.com.sg](http://www.dbs.com.sg)

**APPLICATION FORM FOR TUITION FEE LOAN (Singapore University of Social Sciences Part-Time Undergraduate programmes only)**

Please tick one:

To take effect from  January Semester for Year \_\_\_\_\_ (YYYY)  July Semester for Year \_\_\_\_\_ (YYYY)

PARTICULARS OF BORROWER		
Name as in NRIC in BLOCK LETTERS (Mr/Mdm/Miss/Mrs*) (Underline surname and alias if any)		NRIC No. :
Date of Birth (DD/MM/YYYY):	Nationality:	Marital Status: Single/Married*
Home Address:		
Block/House No: [ ][ ][ ][ ]	Unit No: [ ][ ] - [ ][ ][ ][ ][ ]	Postal Code: [ ][ ][ ][ ][ ][ ]
Street Name: _____		
Mobile Phone No: _____		Residential Phone No: _____
Email Address: _____		
*Delete where not applicable		

INTEND / CURRENT COURSE OF STUDY		
Programme Name:	Personal Identifier (PI) No.: (For existing student)	Intake:

FINANCING REQUIRED	
<ul style="list-style-type: none"> <li>Do you have existing Tuition Fee Loan with other banks? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>If yes, please indicate bank: _____</li> </ul>	
<ul style="list-style-type: none"> <li>Amount of financing required (tick <u>only one</u> box below):</li> </ul>	
<input type="checkbox"/> 90% of the tuition fee payable for the remaining course of study	<input type="checkbox"/> 80% of the tuition fee payable for the remaining course of study
<input type="checkbox"/> 50% of the tuition fee payable for the remaining course of study	<input type="checkbox"/> 30% of the tuition fee payable for the remaining course of study

PARTICULARS OF GUARANTOR (the Guarantor)			
Name as in NRIC in BLOCK LETTERS (Mr/Mdm/Miss/Mrs*) (Underline surname and alias if any)			NRIC No.
Date of Birth (DD/MM/YYYY) : (21 – 60 years old)	Nationality:	Marital Status: Single/Married*	Relationship to Borrower:
Name & Address of Employer	Occupation	Years with Employer	Office Tel No.
Home Address:			
Block/House No: [ ][ ][ ][ ]	Unit No: [ ][ ] - [ ][ ][ ][ ][ ]	Postal Code: [ ][ ][ ][ ][ ][ ]	
Street Name: _____			
Mobile Phone No: _____		Residential Phone No: _____	
Email Address: _____			
*Delete where not applicable			

Are you a guarantor to any other plan? If yes, please furnish the following details:			
Name of Borrower	Name of Lender	Type of Facility	Amount Guaranteed

**DECLARATION BY BORROWER**

In consideration of DBS Bank agreeing to grant me the Tuition Fee Loan (TFL) on behalf of Singapore University of Social Sciences at my request, I hereby:

- i) Confirm and declare that I:
  - a) had not previously received a government-subsidised university education (whether taken on a full or part time basis); and
  - b) am eligible to receive the government fee subsidy for my part-time undergraduate studies at Singapore University of Social Sciences.
- ii) declare that (a) I am not a bankrupt; (b) the information given in this application is true and correct; (c) I have not wilfully withheld any material fact; and (d) I have understood all the terms & conditions governing this TFL Agreement.
- iii) agree to be bound by DBS Bank's Privacy Policy, as may be amended, supplemented or substituted by DBS Bank from time to time. DBS Bank's Privacy Policy can be obtained by (a) downloading a soft copy from DBS Bank's website (DBS Bank's website at [www.dbs.com/privacy](http://www.dbs.com/privacy)); or (b) obtaining a hard copy from a DBS/POSB branch.
- iv) consent to the collection, use, disclosure and processing of my information and particulars relating to and in connection with me (whether contained in this application or otherwise), any and all of my accounts/facilities with DBS Bank (whether held alone or jointly), any transaction or dealings between me and/or Singapore University of Social Sciences and DBS Bank, my credit standing and financial position, in accordance with the terms & conditions governing this TFL Agreement and DBS Bank's Privacy Policy, as may be amended by DBS Bank from time to time.
- v) I am aware of Singapore's firm stance against illegal and illicit activities. I confirm that my application for this facility/product is not for illegitimate purposes and that this facility/product will not be used as a platform for illegal activities.

I understand that DBS Bank reserves the right to reject my application without assigning any reasons.

Signature of Borrower: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION BY GUARANTOR**

I hereby:

- i) declare that (a) I am not a bankrupt; (b) the information given in this application is true and correct; (c) I have not wilfully withheld any material fact; and (d) I have understood all the terms & conditions governing this TFL Agreement.
- ii) agree to be bound by DBS Bank's Privacy Policy, as may be amended, supplemented or substituted by DBS Bank from time to time. DBS Bank's Privacy Policy can be obtained by (a) downloading a soft copy from DBS Bank's website (DBS Bank's website at [www.dbs.com/privacy](http://www.dbs.com/privacy)); or (b) obtaining a hard copy from a DBS/POSB branch.
- iii) consent to the collection, use, disclosure and processing of my information and particulars relating to and in connection with me (whether contained in this application or otherwise), any and all of my accounts/facilities with DBS Bank (whether held alone or jointly), any transactions or dealings between me and/or Singapore University of Social Sciences and DBS Bank, my credit standing and financial position, in accordance with the terms & conditions governing this TFL Agreement and DBS Bank's Privacy Policy, as may be amended by DBS Bank from time to time.
- iv) I am aware of Singapore's firm stance against illegal and illicit activities. I confirm that my application for this facility/product is not for illegitimate purposes and that this facility/product will not be used as a platform for illegal activities.

Signature of Guarantor: \_\_\_\_\_ Date: \_\_\_\_\_

**For Bank use only:**

	Recommended by:	Date:
DBS Ref:	Approved by:	Date:

## **TERMS AND CONDITIONS RELATING TO THE TUITION FEE LOAN SCHEME FOR SINGAPORE UNIVERSITY OF SOCIAL SCIENCES**

### **1 NO MULTIPLE FINANCING**

Once the Tuition Fee Loan (The Loan) is granted by any participating bank ("the Bank"), the Borrower shall not make any application for Tuition Fee Loan to any other operating bank during the duration of the course of study.

### **2 DEATH, INSANITY, BANKRUPTCY OR ANY DISABILITY OF GUARANTOR**

In the event of the death, insanity, bankruptcy or any disability of the guarantor during the period before full repayment of the Loan and interest thereon, the Borrower shall inform the Bank immediately of the happening of such event and shall furnish another guarantor in place thereof within one month of such event(s).

### **3 DISBURSEMENT**

The Loan will be credited directly into the Borrower's account with Singapore University of Social Sciences on such date(s) and in such amount and manner as shall be specified by Singapore University of Social Sciences.

### **4 INTEREST COMPUTATION**

Interest at the average of the prime rates of the following banks, DBS, OCBC, and UOB, prevailing on the first day of each quarter or such other rate as may be determined from time to time by the Bank will be chargeable on the loan on the first (1st) day of the third (3rd) month following Borrower's graduation. In the event that the Borrower leaves Singapore University of Social Sciences without completing the course of study, interest will be chargeable with effect from the first day of the month immediately following the month in which notification of such non-completion is given to the Bank.

### **5 VARIATION OF LOAN QUANTUM**

In the event that the borrower does not require any loan for any particular year or wishes to vary the loan quantum, he must notify the Bank and University in writing not later than 31st May (for July semester) of the same academic year, or not later than 30th November (for January semester) preceding the academic year in question. The borrower may only vary the loan quantum on a yearly basis and may not vary on a term or semester basis.

### **6 REPAYMENT**

Repayment may be made in one lump sum or by equal monthly instalments comprising both principal and interest and payment of the lump sum or equal monthly instalment shall be made not later than two (2) years from the date that interest is first chargeable on the Loan or upon securing employment, whichever is earlier, and thereafter payment of monthly instalments shall be made on the 1st day of each month. The minimum amount repayable is \$100 per month and the repayment period may be extended up to a maximum of twenty (20) years. Any amount which remains outstanding thereafter shall become immediately due and payable.

In the event that the Borrower leaves Singapore University of Social Sciences without completing his/her course of study the Loan outstanding shall become immediately due and payable, subject to the Bank's right to exercise its option to allow such repayment by monthly instalments on such terms and conditions as it deems fit.

### **7 REDEMPTION**

The Borrower may, by giving not less than seven (7) days' written notice to the Bank, make full or partial repayments of not less than \$1,000 each or in multiples thereof.

### **8 FEES PAYABLE**

The Borrower shall pay:-

- 8.1 All costs, fees, expenses and other charges legal or otherwise including stamp duty incurred in the preparation and execution of any document(s) required by the Bank under the provisions hereof.
- 8.2 All legal fees as between solicitors and client and other costs and disbursements in connection with demanding and enforcing payment of monies due hereunder and/or any of the covenants, undertakings, stipulations, terms and conditions contained herein.

and the Bank reserves the right to debit the Borrower's account with the same.

### **9 EVENTS OF DEFAULT**

The Loan and interest thereon or any part thereof for the time being outstanding and unpaid and all other charges and monies payable hereunder shall on demand become due and payable by the Borrower in any of the following events of default:-

- 9.1 If the Borrower defaults in the payment of any of the instalments of the Loan and interest thereon or any part thereof on the due date or dates or in the payment of any other monies hereby covenanted to be paid.
- 9.2 If the Borrower commits or threatens to commit a breach of any of the covenants, undertakings, stipulations, terms and conditions contained herein.
- 9.3 If the Borrower shall enter into any arrangement or composition for the benefit of creditors or shall have a receiving or adjudication order made against him.
- 9.4 If a situation has arisen or there has been a material change in the circumstances of the Borrower which in the opinion of the Bank will affect the Borrower's ability to repay the Loan and interest thereon or will make it improbable for the Borrower to observe and perform his obligation hereunder.
- 9.5 If the Borrower fails to furnish another guarantor as required in condition within one (1) month of the death, insanity, bankruptcy or disability of the guarantor or such longer period as the Bank may allow.

### **10 ADDITIONAL INTEREST**

In the event of default by the Borrower to pay the Loan or any part thereof on the due date or dates, then, and without prejudice to the remedies of the Bank and hereunder, the Borrower shall pay additional interest at the rate of 1% per month or at such other rate(s) as the Bank may determine from time to time for the late payment of each instalment. When the loan and interest thereon and all monies payable hereunder become due and payable by the Borrower in the event of his default and upon demand by the Bank the Borrower shall pay to the Bank additional interest at the rate of 1% per month or at such other rate(s) as the Bank may determine from time to time on the outstanding loan, interest (inclusive of additional interest aforesaid) and other monies due and owing to the Bank until the date of full settlement.

## **11 RIGHT OF SET-OFF**

In addition to any remedies, lien, right of set-off or other rights which the Bank may have by law and hereunder, the Bank shall be entitled at any time and without notice to the Borrower or the Guarantor to combine or consolidate all or any of the Borrower's account(s) and/or Guarantor's account(s) with the Bank anywhere or set-off or transfer any sum or sums standing in one or more of such accounts in or towards satisfaction of all or any of the monies and liabilities due by the Borrower hereunder.

## **12 INDULGENCE GRANTED**

No neglect, delay or forbearance of the Bank to require or enforce payment of any monies hereunder or to require or enforce the performance or observance of any covenant hereunder nor the granting of any time by the Bank to the Borrower shall in any way prejudice or affect any of the rights, powers or remedies of the Bank, nor will the Bank's right be prejudiced or waived in respect of any other or subsequent breach of any of the covenants, undertakings, stipulations, terms and conditions by the Borrower aforesaid.

## **13 STATEMENT OF INDEBTEDNESS**

A statement or certificate signed by the Manager, Accountant or any other authorised officer of the Bank as to the monies and liabilities for the time being due to or incurred by the Bank shall subject only to computation and/or clerical mistakes be final and conclusive and be binding on the Borrower.

## **14 NOTICE OF DEMAND**

Any demand for payment of monies or any other demand or notice hereunder may be made by the Manager, Accountant, Legal Officer or by any person or firm for the time being acting as solicitor or solicitors for the Bank by letter addressed to the Borrower and sent by post or delivered by the last known address of the Borrower and a notice of demand so given or made shall be deemed to be received on the day it was left at the last known address of the Borrower or the day after which it is posted as the case may be.

## **15 GOODS AND SERVICES TAX**

In the event that any GST or any other taxes, levies or charges whatsoever are now or hereafter required by law to be paid on or in respect of any sums payable to the Bank or any other matters under or relating to the Loan or any security relating to the Loan, the same shall be borne by the Borrower and the Borrower shall pay to the Bank the amount of any such GST or other taxes, levies or charges (or such part thereof which the law does not prohibit the Bank from collecting from the Borrower) on or before the same becomes due under law, in addition to all other sums payable to the Bank in relation to the Loan and the Borrower shall indemnify the Bank against payment thereof.

## **16 GOVERNING LAW**

The terms and conditions herein shall be governed by and construed in accordance with the laws of Singapore and the parties hereto agree to submit to the non-exclusive jurisdiction of the courts of Singapore.

## **17 GENERAL**

- 17.1 The Borrower shall inform the Bank immediately of any change in the Borrower's or the guarantor's address.
- 17.2 All references to the Bank herein are in relation to the Bank acting as agent for Singapore University of Social Sciences under the Singapore University of Social Sciences Tuition Fee Loan Scheme.

## **18 THIRD PARTY CLAUSE**

It is hereby expressly declared that none of the terms and/or conditions relating to the Loan shall be enforceable by any third party. In this Clause, the expression "third party" shall mean any person(s) other than:-

- (a) the Borrower
- (b) the Bank and its successors and assigns; and
- (c) Singapore University of Social Sciences and its successors and assigns.

Notwithstanding any terms and/or conditions relating to the Loan, the consent of any third party is not required for any variation (including any release or compromise of any liability) or termination of the Loan.

## **19 AMENDMENT TO TERMS AND CONDITIONS**

- 19.1 Singapore University of Social Sciences may vary any of these Terms and Conditions at any time but will, in most instances, give the Borrower and/or Guarantor at least 30 days' notice by Singapore University of Social Sciences or the Bank, of any variation which relates to Borrower's and/or Guarantor's liabilities and obligations before such variation takes effect.
- 19.2 All variation shall take effect and bind the Borrower and Guarantor from the date specified in our notice. The advance notice may be given to the Borrower and Guarantor by post or by exhibiting the variations or a set of the revised Terms and Conditions at any branches of the Bank or via publication through any media. Upon such exhibition or publication, the Borrower and Guarantor shall be deemed to have notice of such variations or amended Terms and Conditions.
- 19.3 If the Borrower or Guarantor does not accept any variation to these Terms and Conditions, the Borrower shall immediately repay to the Bank all monies owing under the Loan. Where the Borrower continues to use the Loan or if the Loan remains outstanding after such notification, the Borrower or Guarantor shall be deemed to have agreed with and accepted such change(s).

## **20 SHARING OF INFORMATION**

Singapore University of Social Sciences and the Bank may disclose to each other such information about the Borrower and/or the Guarantor as they deem fit for purposes of this Agreement.

**LETTER OF OFFER (For first time applicants only)**

**PRIVATE & CONFIDENTIAL**

**File Ref:** \_\_\_\_\_

Date: \_\_\_\_\_

Name of Borrower: \_\_\_\_\_

Address: \_\_\_\_\_

Dear Sir/Madam

**TUITION FEE LOAN**

1. We take pleasure in offering you, on behalf of the SINGAPORE UNIVERSITY OF SOCIAL SCIENCES; a tuition fee loan (the Loan) of up to the maximum allowed under the prevailing Tuition Fee Loan Scheme for your course of study (including repeat and Honours year, if any) at Singapore University of Social Sciences or such other amount as may be determined by Singapore University of Social Sciences. The loan is subject to the following terms and conditions:

a) The Loan:

The Loan will be granted to you for your course of study at Singapore University of Social Sciences in accordance with the Tuition Fee Loan Scheme.

b) Interest Rate:

The average of the Prime rates of the following banks DBS, OCBC and UOB, prevailing on the first day of each quarter or such other rate(s) as may be determined from time to time.

c) Standard Conditions:

The Terms & Conditions overleaf relating to the Tuition Fee Loan Scheme for Singapore University of Social Sciences which form an indivisible part of this offer shall apply.

d) Guarantee:

The principal amount of the Loan and interest shall be fully guaranteed by \_\_\_\_\_

2. We trust that the above terms and conditions are acceptable to you and your Guarantor. Kindly confirm your acceptance by bringing both the application form and this letter and calling at any one of our branches of your choice with your guarantor to sign this letter of offer. Please also bring your identity card/passport and that of the guarantor's for our verification.

3. We look forward to being of service to you.

Yours faithfully

\_\_\_\_\_  
Name & Designation:

Name of Bank:

I hereby confirm my acceptance of the offer of the Loan upon the aforesaid terms and conditions.  
**(to be signed in front of a bank officer)**

Date of Acceptance: \_\_\_\_\_

Signature of Borrower: \_\_\_\_\_

Name of Borrower: \_\_\_\_\_ NRIC No. of Borrower: \_\_\_\_\_

In consideration of Singapore University of Social Sciences agreeing to my request to grant the Loan to the above named Borrower on the terms and conditions set out above, I hereby irrevocably and unconditionally guarantee as principal debtor and not as Surety only, the payment on demand of all sums of money which may from time to time be due and owing by the Borrower in respect of the Loan or any increase or variation in the amount thereof (including without limitation, interest and default interest). This guarantee shall be a continuing security to Singapore University of Social Sciences notwithstanding any indulgence given by Singapore University of Social Sciences to the Borrower or the death, insanity, bankruptcy or other disability or personal incapacity of the Borrower or of myself, and my liability shall not be abrogated or affected by reason of the fact that the transaction affecting the sums of money hereby secured is void, voidable or unenforceable for any reason whatsoever. For the avoidance of doubt, I confirm that legal action in respect of the Loan need not first be commenced against the Borrower prior to commencing legal action against me in respect of my guarantee.

**(to be signed in front of a bank officer)**

Date of Acceptance: \_\_\_\_\_

Signature of Guarantor: \_\_\_\_\_

Name of Guarantor : \_\_\_\_\_ NRIC No. of Guarantor \_\_\_\_\_