



## MASJID MAAROF

20 Jurong West St 26 Singapore 648125

education@maarof.mosque.sg

Study Space @ Maarof 2019

Tuesdays & Thursdays 5:30pm – 8:00pm

Received By	Date/Time	MHC & SAC
		Yes / No

### STEPS FOR APPLICATION - Please read before proceeding

#### STEP 1

- This application is subject to the availability of space in Madrasah Masjid Maarof.
- Please **fill up** pages 2 & 3 of this form. Please fill up pages 4 & 5 if you are applying for Homework Café grant from MENDAKI and Sponsor-A-Child grant from Masjid Maarof.
- Please ensure that Part 1 & Part 2 of the checklist is fulfilled for a complete application.
- For those applying for said grants, please ensure that Part 3 of the checklist is fulfilled.

#### STEP 2

##### SUBMISSION TO MADRASAH MASJID MAAROF, 20 JURONG WEST ST 26, S648125

- Education Officer will verify the completion of application & documents.
- Only complete application form with supporting documents will be processed.

#### STEP 3

##### PAYMENT AT THE COUNTER

- Refer to *Part 2* for fee structure

### CHECKLIST FOR APPLICATION

#### Part 1 (Documentation)

- Completed Application Form & Signatures (of guardian / BOTH parents) on page 3
- A copy of Student's Birth Certificate
- A copy of Parents' / Guardian's NRIC (both sides)
- Relevant documents of guardianship / custody / court order (if applicable)

#### Part 2 (Payment)

Receipt No.

- \$160** (Compulsory payment of: registration \$20, miscellaneous \$40 & first month's school fee \$100)
- \$20** (Compulsory payment of: registration \$20): Eligible application for Grant – please proceed to Part 3
- \$0** : Continuing *Study Space* students; eligible application for Grant – please proceed to Part 3

#### Part 3 (Grant Application – Supporting Documents)

- BC or NRIC of all the family members living in the same address.
- For working family members:** Latest pay slip / letter from employer confirming latest pay / latest CPF Contribution History
- For housewife, self-employed person, part-time worker, odd-job worker, one who is employed but without payslip, retiree or unemployed person:** CPF Contribution History and complete the Declaration of Income Status – Refer to Section 4 of the application form (page 2).  
The self-employed person must submit the latest Income Tax Notice of Assessment
- MOE FAS letter (if applicable)
- Marriage / Divorce / Death Certificate (if applicable)
- Other supporting documents (if applicable):  
Copy of Prison visit card or Notice of Admission from Singapore Prison Service and Letter of Retrenchment/Termination
- Signature of parent/guardian on page 5

Additional Notes:

SECTION 1: MAIN PARENT/ GUARDIAN'S PARTICULARS (Main parent must be a Singaporean or Permanent Resident)					
Name (as in NRIC)				NRIC No.	
Relationship: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Others		Nationality: <input type="checkbox"/> Singaporean <input type="checkbox"/> Permanent Resident		Religion: <input type="checkbox"/> Islam <input type="checkbox"/> Others	Race: <input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Others
Address			Postal Code:	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced	
Contact No Home:		Mobile:	Email:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Type of flat: <input type="checkbox"/> 1-room <input type="checkbox"/> 2-room <input type="checkbox"/> 3-room <input type="checkbox"/> 4-room <input type="checkbox"/> 5-room <input type="checkbox"/> Executive/ Maisonette <input type="checkbox"/> Others				Ownership of Residence: <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Others	
Current Occupation		Name of Employer/Company (including self-employed person)		Net Monthly Income	
SECTION 2: STUDENT'S PARTICULARS (if more than one child, attach a separate sheet, and fill in Section 2 only)					
Name (as in Birth Cert/NRIC)				Birth Cert/NRIC No.	
Name of School (in 2019)			Level (in 2019)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Race <input type="checkbox"/> Malay <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Others
Please tick stream for the subjects you are taking in school					
Math: <input type="checkbox"/> Standard <input type="checkbox"/> Foundation <input type="checkbox"/> Express <input type="checkbox"/> Normal (A) <input type="checkbox"/> Normal (T)					
English: <input type="checkbox"/> Standard <input type="checkbox"/> Foundation <input type="checkbox"/> Express <input type="checkbox"/> Normal (A) <input type="checkbox"/> Normal (T)					
Are you currently participating in any tuition programme organised/supported by the Self-Help Groups (SHGs) i.e. Yayasan MENDAKI, Chinese Development Assistance Council (CDAC) and Singapore Indian Development Association (SINDA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'yes', please state:					
SECTION 3: INFORMATION ON OTHER FAMILY MEMBERS STAYING IN THE SAME HOUSEHOLD					
Name	Birth Cert/ NRIC NO.	Date of Birth	Relationship	School/Employer	Net Monthly Income
1.					
2.					
3.					
4.					
5.					
6.					
SECTION 4 (A): DECLARATION OF UNEMPLOYMENT					
Name		NRIC No.	Unemployed since	Reason for unemployment (e.g. housewife, retrenched, resigned, retired, etc)	Signature/Date
			__ (mth) __ (yr)		
			__ (mth) __ (yr)		
SECTION 4 (B): DECLARATION OF PART-TIME EMPLOYMENT/SELF-EMPLOYMENT					
Name		NRIC No.	Occupation (for odd job) or Nature of Self-Employment (e.g. retail business, hawker, taxi driver, etc.)	Gross Monthly Income	Signature/Date

## Section 5: Terms & Conditions and PDPA Declarations

Please read through the terms and conditions stated below and acknowledge it with your signature at the end.

1. This application does not constitute an official & final acceptance of the applications for Madrasah Masjid Maarof. Masjid Maarof reserves the right to accept or reject this application. Incomplete, false or inaccurate information will subject to immediate rejection.
2. A non-refundable registration fee of S\$20, an annual miscellaneous fee of S\$40 and first month's fee of \$100 has to be made during registration.
3. Payment of fees will be deducted monthly via GIRO on the 1<sup>st</sup> of the month. In the case of default in payment, second deduction will be made on the 15<sup>th</sup> of the month. If the 1<sup>st</sup> or 15<sup>th</sup> falls on Sunday or Public Holiday, the deduction will be made on the next working day.
4. For parents opting for cash payments, fee for the month has to be made by the last day of that month.
5. Masjid Maarof reserves the right to suspend or discontinue student if payments are defaulted for 3 consecutive months without written notice from parent or guardian.
6. Parent/Guardian are to inform Masjid Maarof, in writing ONE MONTH in advance for withdrawal of student. Failure to inform may result in continuous billing of the monthly school fees. All applicable fees must be paid before the withdrawal of the student.
7. Parents/Guardian are to inform Masjid Maarof if students require special attention and/or are on any kind of medication.
8. Masjid Maarof reserves the right to change, vary, add or delete any of the Terms & Conditions as deemed fit, without prior notice.
9. Upon acceptance, parents and students must abide by the Rules and Regulations of Madrasah Masjid Maarof.
10. Student who violates several rules & disciplinary of Madrasah Masjid Maarof may be suspended or discontinued.
11. I understand and agree to the Terms and Conditions stated above. Masjid Maarof reserves the right to terminate student's enrolment if their continued participation represents a risk to their health & safety or to the health & safety of others.
12. I hereby confirm that my spouse has given his/her consent for the enrolment of our child to Masjid Maarof's Madrasah programme in their respective sessions. I hereby consent my spouse to make adjustments in administrative matters pertaining to my child.
13. PDPA Declarations:  
I hereby declare that all the entries in this form are true and correct. I authorise Masjid Maarof to disclose my personal information to its employees for administration and record purposes. I further authorise Masjid Maarof to send me communications relating to services, events, promotions or newsletters via electronic mail, mobile phone text messages and/or mailers. Masjid Maarof represent to, warrant and undertake that collective consents have been obtained allowing Masjid Maarof to collect, use, process and disclose the personal data in accordance with the terms and conditions as stated in the Masjid Maarof Personal Data Protection Policy available on our website.

_____ Mother / Guardian Signature	_____ Name	_____ Date
_____ Father Signature	_____ Name	_____ Date

# MENDAKI HOMEWORK CAFE REGISTRATION FORM 2019

An Educational Initiative by:



<b>Objective</b>	: Provide supervision for <b>English and Mathematics</b> homework and a conducive study environment for Malay/Muslim students from the lower income group residing in the nearby area.
<b>Eligibility Criteria</b>	: <ul style="list-style-type: none"> <li>1. <b>Nationality</b> <ul style="list-style-type: none"> <li>➤ The Student must be a Singapore Citizen or Permanent Resident;</li> </ul> </li> <li>2. <b>School</b> <ul style="list-style-type: none"> <li>➤ The Student must be a full-time student with a government school, government-aided school, autonomous school, independent school and madrasahs.</li> <li>➤ The Student must not be attending tuition at any one of MENDAKI's tuition programmes or any other programmes supported by MENDAKI such as (Self-Help Groups (SHG) tuition programmes, community tuition programmes run by RCs/CCs)</li> </ul> </li> <li>3. <b>Net Monthly Household Income / MOE FAS</b> <ul style="list-style-type: none"> <li>➤ Net Monthly Household Income (NMHI): \$1,800 and below, <b>OR</b> Net Monthly Per Capita Income (PCI): \$450 and below <b>OR</b></li> <li>➤ Currently a recipient of the Ministry Of Education Financial Assistance Scheme (MOE FAS)</li> </ul> </li> </ul>
<b>Fees</b>	: <ul style="list-style-type: none"> <li>▪ All fees are borne by MENDAKI</li> </ul>
<b>How to Apply</b>	: <ul style="list-style-type: none"> <li>▪ Duly complete the application form and enclose photocopied supporting documents.</li> <li>▪ Submit the completed form and supporting documents to the participating Homework Café centre.</li> <li>▪ <b>Incomplete</b> application form or application without supporting documents will <b>NOT</b> be processed.</li> </ul>
<b>Photocopied Documents Required</b>	: <ul style="list-style-type: none"> <li><input type="checkbox"/> Student's Birth Certificate (BC) or Identity Card (photocopy both sides) or Certificate of Singapore Citizenship</li> <li><input type="checkbox"/> NRIC of parents/guardian (photocopy both sides), BC or NRIC of all the family members living in the same address.</li> <li><input type="checkbox"/> <b>For working family members:</b> Latest pay slip / letter from employer confirming latest pay / latest CPF Contribution History</li> <li><input type="checkbox"/> <b>For housewife, self-employed person, part-time worker, odd-job worker, one who is employed but without payslip, retiree or unemployed person:</b> CPF Contribution History and complete the Declaration of Income Status – Refer to Section 4 of the application form. The self-employed person must submit the latest Income Tax Notice of Assessment</li> <li><input type="checkbox"/> Marriage / Divorce / Death Certificate (if applicable)</li> <li><input type="checkbox"/> MOE FAS letter (if applicable)</li> <li><input type="checkbox"/> Other supporting documents (if applicable): Copy of Prison visit card or Notice of Admission from Singapore Prison Service and Letter of Retrenchment/Termination</li> <li><input type="checkbox"/> Copy of custody or guardian papers</li> </ul>
<b>Notification</b>	: <ul style="list-style-type: none"> <li><input type="checkbox"/> Successful applicants will be notified by mail. Applicants must notify participating Homework Café centre in writing for any withdrawal from tuition class or change of address and/or contact number.</li> </ul>

## FOR OFFICIAL USE ONLY

Application Result: **Recommended / Not Recommended**

Net Monthly Household Income (A): \$ \_\_\_\_\_

No. of family members living in the same house / flat (B): \_\_\_\_\_ PCI (A)/ (B):\$ \_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation is:  **Approved / Not Approved \***

Verified By: \_\_\_\_\_ Signature of Officer/ Date: \_\_\_\_\_

Please read this notice carefully and sign at the bottom of this page. We would not be able to proceed with the application if this form is not signed. Thank you.



PERSONAL DATA PROTECTION ACT*	DECLARATION
<p>1. Yayasan MENDAKI is an organization that respects privacy. In the application form, we have requested for your personal information** (and your family members' personal information where applicable).</p> <p>2. To enable us to assist you effectively, your personal information may be collected, used or disclosed for the following purposes:</p> <ol style="list-style-type: none"> <li>evaluating your application;</li> <li>verifying background information;</li> <li>general administration in providing our services or assistance;</li> <li>monitoring of performance and compliance with terms of our services or assistance;</li> <li>offering other assistance provided by Yayasan MENDAKI;</li> <li>research and analysis for social assistance objectives;</li> <li>reviewing our policies for our services and assistance programmes; and</li> <li>any other purpose reasonable in connection with the above.</li> </ol> <p>3. We may disclose your personal information to our related entities and affiliates (e.g MENDAKI SENSE Pte Ltd, MENDAKI Club, Community Leaders Forum (CLF)) or other third party service providers for the purposes stated above. We will require these related entities, affiliates and third party service providers to assure us that they will act in compliance with their personal data obligations and keep your personal information confidential.</p> <p>4. If you have provided your family members' personal information, you confirm that they have been informed of the contents of this notice and have consented to the collection, use or disclosure of their personal information for the purposes stated in this notice.</p> <p>5. Do let us know if there are changes to the personal information you have provided so that we can update our records accordingly.</p> <p>6. We will adopt appropriate security safeguards and measures to protect your personal information from unauthorized access, collection, use, disclosure, copying, modification disposal or other risks.</p> <p>7. The terms of this notice shall be in addition to all other terms of the service or assistance that may be applicable to you.</p> <p>8. You may also find more information about Yayasan MENDAKI's personal data protection policy at <a href="http://www.mendaki.org.sg">http://www.mendaki.org.sg</a>.</p> <p><b>I agree to the contents of this notice and consent to the collection, use and disclosure of personal information as set forth in the notice.</b></p>	<p><b>I declare that all information given herein and all attachments hereto are true and correct to the best of my knowledge. I have not willfully suppressed any information. I understand that a misrepresentation or omission of facts will be sufficient cause for my application to be rejected. Submission of incomplete application forms will not be processed. The management's decision is final.</b></p> <ol style="list-style-type: none"> <li>I hereby authorise the Ministry of Education and other relevant organisations to release information on my child/ward to Yayasan MENDAKI for the purpose of monitoring and evaluating my child's/ward's performance.</li> <li>I authorize MENDAKI to take picture and video recordings of my child/ward during MENDAKI Homework Café activities. I understand that these will be used solely for publicity campaign or a study if need be.</li> <li>While Yayasan MENDAKI shall take all the necessary measures that are reasonably foreseeable to ensure the safety and well-being of my child/ward during all tuition sessions conducted at the designated centre, I agree not to hold Yayasan MENDAKI liable for any personal injury to, or accident or harm, fatal or otherwise sustained by my child/ ward during or after the sessions.</li> <li>My child/ward must maintain a monthly attendance of <u>at least 75%</u>.</li> <li>My child/ward will not be eligible to apply for other MENDAKI tuition programmes or tuition programmes supported by MENDAKI.</li> <li>I have read and understood the above clauses and agree to abide by the rules and regulations of MENDAKI Homework Cafe. This authorisation will be in force until it is revoked by me in writing.</li> </ol>

\*The Personal Data Protection Act (PDPA) was enforced on 2nd July 2014. The PDPA governs the collection, use and disclosure of individuals' personal data by organisations in a manner that recognises both the right of individuals to protect their personal data and the need of organisations to collect, use and disclose personal data for purposes that a reasonable person would consider appropriate in the circumstance.

\*\* If you are filling up this application form for your child/ward, all references to "your personal information" here shall refer to your child's/ward's personal information". Accordingly, any reference to "your family members' personal information" shall refer to your child's/ward's family members' personal information.

Name of Parent \_\_\_\_\_  
 NRIC of Parent \_\_\_\_\_

Signature of Parent / \_\_\_\_\_  
 Date \_\_\_\_\_