

## FAQs for MOE Tuition Fee Loan (TFL) - Part-Time Undergraduate Students

### TUITION FEE LOAN

**1) What is a Tuition Fee Loan?**

The Tuition Fee Loan is a Government education loan to help students who require assistance to pay the tuition fees. Students can borrow Tuition Fee Loan to cover up to 90% of the subsidised tuition fees. It does not cover any other miscellaneous fees. There are no income criteria to qualify for the loan.

### Eligibility Criteria

**2) Who can apply for the Tuition Fee Loan?**

The Tuition Fee Loan is available to subsidised Singapore Citizens pursuing MOE-subsidised undergraduate programmes at Singapore University of Social Sciences (SUSS).

**3) Can I apply for the Tuition Fee Loan if I already have an existing tuition fee loan for my previous study (e.g. loan taken during Polytechnic studies)?**

You may apply for another Tuition Fee Loan for your part-time degree study at the SUSS when you have completed or withdrawn from the programme which you were granted the existing tuition fee loan for.

**4) Am I allowed to take up other loans concurrently with the Tuition Fee Loan?**

If you have obtained other loans (e.g. commercial loans) that cover less than 90% of the subsidised tuition fees payable, you are allowed to take up the Tuition Fee Loan (TFL) to cover the remaining fees payable as long as the total TFL amount awarded does not exceed 90% of the subsidised tuition fees payable. In addition, your total loan amounts (from both the TFL and other loans) should not exceed 100% of the subsidised tuition fees payable. You are required to indicate the details of other loans taken to finance the tuition fees at point of loan application.

**5) If I am paying non-subsidised tuition fees (due to reasons such as transfer/re-start/re-admission/candidature extension), can I still apply for Tuition Fee Loan?**

Yes, you may still apply for Tuition Fee Loan. However, the maximum loan quantum will be capped at the subsidised tuition fee payable by Singapore Citizens (SC) for each semester for the programme. For example,

Full tuition fee (i.e. non-subsidised) = \$1,000 per semester  
Maximum Tuition Fee Loan = 90% of \$450 (SC's subsidised fee, which is 45% of \$1,000)  
= \$405

Student pays the remaining tuition fee of \$595 per semester (i.e. \$1,000 less \$405).

### Requirements for Guarantor

**6) Do I need a guarantor when applying for the Tuition Fee Loan?**

Yes, you would need a guarantor. There are no income criteria but the guarantor must be:

- a Singapore Citizen
- between 21 and 60 years old
- not a bankrupt

**Application Process**

**7) How do I apply for the Tuition Fee Loan? When will I be notified of the application outcome?**

To apply:

- Download [Tuition Fee Loan application form and blank Letter of Offer](#) from the University's website.
- Bring the completed TFL application form, blank Letter of Offer and required supporting documents to the branch below\* by the application deadline.

**DBS Raffles Place Branch**

22 Malacca St #01-00 RB Capital Building  
Singapore 048980

Operating hours:

- Mondays to Fridays: 8:30am to 4:30pm
- Saturdays: 8:30am to 1pm
- Excluding Sundays and Public Holidays

**\*The centralisation of location is part of DBS's plans to create dedicated resources for matters related to Tuition Fee Loan, in order to better assist students in making these applications.**

- Both you and your guarantor must be present together at the bank for the Tuition Fee Loan application.
- If you are eligible to apply, you will be given a completed copy of the Letter of Offer and the terms and conditions governing the TFL on the same day when you are at the bank.
- The bank will take approximately **14 working days** to process your TFL application and thereafter inform the University on the status of your application.
- If your application is successful, the University will notify you by email on the balance of the course fee amount payable after receiving the confirmation from the bank.

<sup>1</sup> DBS Bank Ltd is the agent bank appointed by Singapore University of Social Sciences to administer the Tuition Fee Loan.

**Deadline for Application of Tuition Fee Loan:**

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

**8) What are the documents required for applying the Tuition Fee Loan?**

You are required to submit the following documents in person at any DBS branch for loan application before the deadline:

- Completed copy of Tuition Fee Loan Application Form
- Copy of blank Letter of Offer
- NRIC/Passport (student and guarantor)
- Provisional Offer or Final Offer Letter of Admission (for new student) or Singapore University of Social Sciences's student card (for existing student)

Application submitted without the complete set of supporting documents will be deemed as incomplete and will not be processed.

**9) Can I appeal if I have missed the loan application deadline?**

You should submit the Tuition Fee Loan (TFL) application by the stipulated submission deadline. However, if you wish to appeal, you will need to submit the reason(s) for your late application and supporting documents to the University's Financial Aid department via email at: [financialaid@suss.edu.sg](mailto:financialaid@suss.edu.sg). You will be informed of the outcome for your appeal within seven (7) working days from the date of submission.

If your appeal is approved, you are required to apply for the TFL in person (together with your guarantor) at any of the DBS branches **within five (5) working days** from the date of approval by the University. The University will notify you by email on the fee amount payable after receiving the approval confirmation from the bank.

**10) If I am successful in my Tuition Fee Loan application, do I have to apply for it every academic semester?**

No, you only need to apply once for the loan to cover the entire programme duration.

**11) If I am not successful in the Tuition Fee Loan application, can I apply for it again?**

Yes, you can apply for the Tuition Fee Loan (TFL) again in the following semester by the stipulated deadline. The approval of the TFL will be subject to eligibility and loan criteria. If you require financial assistance for the semester, you can refer to the University's website for other financial assistance schemes available.

**12) If I change my course of study to another undergraduate programme in Singapore University of Social Sciences, do I need to re-apply for a new Tuition Fee Loan?**

If you are transferring to another undergraduate programme within the University you may continue with your existing Tuition Fee Loan. The loan quantum will then be based on the course fees of the new programme. You will be liable to repay the loan that you have taken for both your previous programme and new programme upon your graduation from the new programme or when you leave the University.

**13) What shall I do if I want to cancel the Tuition Fee Loan during my candidature?**

You will need to provide written notification to the SUSS and contact DBS to indicate your intention to cancel the loan. You will then be advised on the procedures upon receipt of your notification.

**Loan Quantum**

**14) What is the loan quantum for Tuition Fee Loan?**

You may choose any of these loan quanta: 30% / 50% / 80% / 90% of the total subsidised tuition fees.

The University reserves the right to revise the quantum of the loan to be granted based on its assessment of the student's needs for financial assistance.

**15) What shall I do if I want to change the Tuition Fee Loan quantum during my candidature?**

You should decide on the loan quantum at the point of loan application. However, if there is a need for you to change the quantum, you will need to contact DBS directly. The request is subject to approval by DBS and any governing terms and conditions.

**Interest and Repayment Period**

**16) How do I repay the Tuition Fee Loan after I have graduated? What is the maximum repayment period?**

Upon your graduation, you should receive a letter from the bank requesting your confirmation on your preferred repayment option. The repayment of the Tuition Fee Loan (TFL) can be made either by a full lump-sum payment or by equal monthly instalments, with a minimum repayment of S\$100 per month.

Repayment can commence within two (2) years after graduation or upon graduates securing employment, whichever is earlier. The maximum repayment period for TFL is twenty (20) years from commencement of the first repayment.

**17) When does the interest commence for the Tuition Fee Loan?**

Interest on Tuition Fee Loan will start accruing on the first (1<sup>st</sup>) day of the third (3<sup>rd</sup>) month following your graduation<sup>2</sup>. Interest will be accrued on a monthly basis.

In the event that you withdraw or are terminated without completing the programme of study, the loan outstanding will become due and payable by you immediately. You may repay the outstanding sum by monthly instalments on such terms and conditions as stipulated by the University.

<sup>2</sup> The term 'graduation' is defined as the date when the graduation list is finalised and signed off by the relevant authority in the University.

**18) What is the interest for the Tuition Fee Loan? What is the penalty for late repayment?**

The Interest on Tuition Fee Loan is computed based on the average prime rates of the three local banks, namely DBS, OCBC and UOB, prevailing on the first day of each quarter or such other rates as may be determined from time to time by the bank.

Penalty interest will be levied at the rate of 1% per month on past due amount.

**19) How do I keep track of the amount I have borrowed and repaid?**

You will receive an annual loan statement from the bank stating the amount that you have borrowed and repaid. You may also contact DBS' hotline at tel: 6333 0033 for more details.

**20) What are some other financial aid available for Singapore Permanent Residents (PR) who are not eligible for the Tuition Fee Loan?**

Singapore PR students may consider the following financial assistance schemes:

- [Singapore University of Social Sciences Study Grants](#)
- [VWOs-Charities Capability Fund Local Training Grant](#) (applicable to selected undergraduate programmes only)

You may refer to the University's website for the eligibility and application details.

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