

Information Guide for Student Accessibility Support (SAS) Fund

Previously known as SEN Fund

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1. About the SAS Fund

- 1.1 The Student Accessibility Support (SAS) Fund is set up to support the access needs of SUSS students with:
 - Physical disabilities
 - Sensory disabilities i.e. deafness or hard of hearing and blindness or low vision
 - Neurodiversity e.g. autism, dyslexia, and attention deficit hyperactivity disorder (ADHD)
- 1.2 The fund may be used for procuring access services and assistive technology (AT) such as:
 - Sign Language interpretation
 - Notetaking services
 - Text-to-speech or speech-to-text software
 - Screen reader
 - Hearing aid
 - Reader pen
- 1.3 All applications will be reviewed on a case-by-case basis and are subject to approval.
- 1.4 Every application must be supported by valid supporting documents which include diagnostic or assessment report, audiologist report, or a letter from a medical professional/ specialist/ psychologist.
- 1.5 Applicants are to provide all relevant information, including the quotation or actual cost of the AT devices, software or support services when applying for the SAS Fund.
- 1.6 Applicants are strongly encouraged to contact Student Accessibility Support (SAS) at sas@suss.edu.sg to discuss your access needs before submitting your SAS Fund application.

2. Eligibility Criteria

- 2.1. To qualify for the fund, applicants must meet the following eligibility criteria:
 - Singapore Citizen or Permanent Resident
 - Matriculated student of SUSS (including CET students)
 - Household Per Capita Income (PCI) of \$3,000 or below.
- 2.2. If approved, the applicant may receive one of the following tiered funding:

Description	Tier 1	Tier 2	Tier 3
Income criteria	PCI ≤ \$750 OR GHI ≤ \$3,000	PCI from \$751 to \$2,250 OR GHI from \$3,001 to \$9,000	PCI from \$2,251 to \$3,000 OR GHI from \$9,001 to \$12,000
Funding quantum	100% subsidy for support services and AT devices.	75% subsidy for support services and AT devices.	50% subsidy for support services and AT devices.

2.3. To qualify for the fund, applicants must meet the following eligibility criteria:

- Singapore Citizen or Permanent Resident
- Matriculated student of SUSS (including CET students)
- Household Per Capita Income (PCI) of \$3,000 or below.

2.4. If approved, the applicant may receive one of the following tiered funding:

2.5. Depending on the needs, the period of funding may be granted based on one of the following:

- One-time support
- One year or
- Until the applicant has graduated from their current programme or transferred to another programme or withdrawn from SUSS

2.6. The applicant will be the legal owner of the AT devices purchased using the SAS Fund.

2.7. Applicants may also apply for the SAS Fund to pay for the maintenance of the AT devices due to wear and tear.

2.8. The SAS Fund application and notification periods are as follows:

Application Period	Notification Period
1 February to 15 March	End April
1 August to 15 September	End October

2.9. Applicants must apply through the [SAS Fund application form](#) and is subject to approval.

2.10. The modes of fund disbursement will be as follows:

No.	Mode of Disbursement	What to submit
1	Reimbursement to student's bank account.	Student must submit original receipt(s) within 1 month of the purchase to Student Accessibility Support (SAS) at sas@suss.edu.sg.
2	SUSS to pay directly to the vendor.	Student must share the vendor's details with SAS for procurement purposes.

3. Further Supporting Documents for students who are not on financial aid

3.1 Applicants who are currently not receiving any financial aid from SUSS will be required to submit the following documents when applying for the SAS Fund:

No.	Who to submit	Documents to submit	Remarks
1	Household members with full-time employment.	Latest 3 consecutive months payslip <u>OR</u> Employment Verification letter.	For example, for applications submitted in June 2024, the payslips must be dated March 2024, April 2024, and May 2024. Employment letter must bear the company's name/logo indicating your full name, NRIC no., and gross monthly income and allowance (if any).
2	Household members who are self-employed.	Self-Declaration Form with latest Income Tax Notice of Assessment <u>AND</u> latest 3 months CPF contribution statements.	Applicant may download the Self-Declaration Form here . Applicant may follow the steps to download CPF Contribution Statements or IRAS Notice of Assessment by referring to the CPF Statement and IRAS Notice of Assessment guide .
4	Household members who are: <ul style="list-style-type: none"> Unemployed 	Self-Declaration Form <u>AND</u> past 12 months	Applicant may download the Self-Declaration Form here .

	<ul style="list-style-type: none"> • Working Part-time • Working freelance • Retired • Retrenched 	CPF contribution statements.	Applicant may follow the steps to download CPF Contribution Statements or IRAS Notice of Assessment by referring to the CPF Statement and IRAS Notice of Assessment guide.
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4. How to Apply

4.1 To apply, please refer to the SAS Fund application steps below:

- **Step 1:** Fill out the [SAS Fund application form](#)
- **Step 2:** Upload supporting documents i.e. diagnostic or assessment reports, audiologist reports, or letters from medical professional/ specialists/ psychologists in the form
- **Step 3:** Upon successful form submission, wait for the SAS Team's follow-up email within 7 working days
- **Step 4:** For students who are not on financial assistance, you will be required to submit the supporting documents listed in point 3 to sas@suss.edu.sg

4.2 For any queries regarding the SAS Fund, please email sas@suss.edu.sg.

4.3 Visit the [Accessible and Inclusive Learning webpage](#) to learn more about Student Accessibility Support.