

**Ministry of Education (MOE) Tuition Fee Subsidy
Application Guidelines
(Part-Time Undergraduate)**

The MOE tuition fee funding subsidizes the cost of Part-Time Degree Programmes

Criteria for the MOE Tuition Fee Subsidy:

- Be a Singapore Citizen or Singapore Permanent Resident
- Have not previously received a government subsidy/scholarship for a first degree
- Be at least 21 years of age
- Have either 2 years of full-time work experience **or** has fully discharged his full-time national service liability **or** is currently employed on a full-time basis
(A part-time employee is one who works for less than 35 hours a week, under contract of service with an employer.)

Please note that students who have already applied and/or are already receiving the subsidy need NOT apply again.

However, if you no longer meet the below criteria in red, you are responsible to inform your respective School and College of Professional and Continuing Education (CoPaCE) immediately. Failure to do so may render you liable to appropriate action.

Please also note that students who have a change in nationality and become Singapore Permanent Resident (SPR) or Singapore Citizen (SC) need to update their change in nationality at **OneStop@SAC (NS3-01-03) in NTU **BEFORE applying/re-applying** for the MOE Tuition Fee Subsidy. **This is an important step without which your MOE Tuition Fee Subsidy application cannot be processed and the new rates may not apply to you for the semester.****

[MOE-Subsidy-Declaration-of-Eligibility-Form](#) is available to be downloaded at the NTU website under:

<http://pace.ntu.edu.sg/LifelongLearning/PTProgrammes/Pages/FAQs.aspx>

Relevant Supporting Documents:

1. Colour Copy of your NRIC (front and back) and
2. Documents that **clearly verify** the 2 or more years of full time work experience **or**
3. ORD Certification Letter **or**
4. Certification Letter from your current employer

Please note that letter of intent, appointment letter, confirmation letter, pay-slip, etc **are not acceptable** supporting documents.

Students who meet the above criteria may complete and print the **[MOE-Subsidy-Declaration-of-Eligibility-Form](#)** and return it together with **relevant supporting documents** either via email or post to:

Mr Reuben Tham
Centre for Professional and Continuing Education
Nanyang Technological University
SBS-01S-50
60 Nanyang Avenue, Singapore 637551
Email: reubentham@ntu.edu.sg

Deadlines to apply for MOE Tuition Fee Subsidy for each semester:

Semester	Student to submit MOE-Subsidy-Form with required relevant supporting documents
Semester 1	Latest by the end of Teaching Week 3 of Semester 1
Semester 2	Latest by the end of Teaching Week 3 of Semester 2
Special Term	Latest by the end of Teaching Week 1 of Special Term

Applications received after the deadline will result in delay of receiving MOE Subsidy to the next following semester.

Applications received by the deadline but are not duly completed and without the necessary supporting documents will not be considered.

Students who do not meet the above criteria now but become eligible at any later date may apply and submit the application for the next semester tuition fee billing.

Details on the applicable Tuition Fee can be seen from below website:

<http://www.ntu.edu.sg/NSS/NSSFinance/FeesTuitionGrant/Pages/TuitionFees.aspx>

For more information on the MOE Subsidy, please email us at PaCE@ntu.edu.sg