

# **SIGNING OF TUITION GRANT AGREEMENT IN THE PRESENCE OF NOTARY PUBLIC(S)**

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## 1. Who is eligible to sign the Tuition Grant Agreement in the presence of Notary Public?

### 谁有资格在律师的见证下申请签署学费津贴协议 (TGA) ?

All Singapore Permanent Resident and Foreigner students are eligible to apply for the Tuition Grant Scheme for their studies in one of the ten local Institutes of Higher Learning (IHLs) (refer to [Annex A](#)). If your surety/sureties is/are unable to be present to sign the Tuition Grant Agreement on the scheduled dates, you can send the Tuition Grant Agreement back to your home country for your surety/sureties to sign it in the presence of Notary Public(s).

凡是可合格申请学费津贴以便在我们十间本地高等教育学府 (IHLs) ( 请参阅附录 A ) 之一就读课程的非新加坡籍学生。若你的担保人居住在祖国且无法依照所编排的日期前来签署学费津贴协议 (TGA) ,你可以选择将 TGA 寄回国以让你的担保人在一名律师的见证下签署。

## 2. What do I have to do if my sureties wish to sign the Tuition Grant Agreement in the presence of a Notary Public?

### 若我的担保人希望在律师的见证下签署 TGA , 我应该怎么做 ?

#### Step 1

During the online application period<sup>1</sup>, put a tick against the 'Yes' box for the Notary Public indicator if your sureties wish to execute the Tuition Grant Agreement in the presence of Notary Public(s).

#### 步骤 1

在网上进行申请时<sup>1</sup> , 若你的担保人希望在律师的见证下执行 TGA , 则请勾选‘是’复选框。

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<sup>1</sup> You can refer to the letter in your Matriculation Package for the respective dates.

<sup>1</sup> 你可以参阅入学许可包装中的信函以获悉个别日期。

Ministry of Education  
Tuition Grant & Scholarships

Home | Tuition Grant | University Engineering Scholarship | Update Employment Details | Contact Info | Help

Building Name

Postal Code

Home Country Address

Notary Public Indicator  
 Yes  No

\* Please indicate "Yes" if you wish to have your deed signed by your sureties in the presence of notary public.  
**Criteria for notary public:**  
 1) A person appointed by the State or public authority.  
 2) A practising advocate or solicitor.

**Particulars of First Surety**

Title\*

Name in English\*

UIN/FIN  (E.g. F1234567K, S7714177J)

Passport/Foreign Personal Id\*

The site is best viewed with IE 5.x or Netscape 7.x in 1024 x 768 resolution.  
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## Step 2

On the scheduled Tuition Grant Agreement signing dates, collect your Tuition Grant Agreement and fill up your particulars in the form (which will be provided on the day of signing) to indicate that you have collected the Tuition Grant Agreement for your sureties to sign in the presence of Notary Public(s). You are to bring along your Identity Card, Passport, Student Pass and Student card for verification on the day of collection.

## 步骤 2

在选定的 TGA 签署日期，领取你的 TGA。在签署当天所提供的表格内填入你的个人资料，并注明你已领取 TGA 以让你的担保人在一名律师的见证下签署。你必须携带身份证、护照、学生通行证以及学生证，以供在领取日当天认证之用。

## Step 3

Send your Tuition Grant Agreement (all 6 pages and 4 copies of each page) to your home country by courier speedpost (this mode of delivery is preferred as it will allow you to track the status of your delivery and ensure that the document will be safely received and returned) for your sureties to sign it in the presence of Notary Public(s).

## 步骤 3

使用快递服务将你的 TGA (合计 4 份 6 页) 寄送回国 (这可帮助你追踪邮件的递送地点，并确保文件能被安全的接收和返回) 以让你的担保人在律师的见证下签署 TGA。

#### Where do the sureties or Notary Public sign?

Please refer to the sample (Annex B-1 and B-2) carefully as MOE will only accept Tuition Grant Agreements which have the Notary Public's **signature and seal** on the relevant pages of all the 4 copies of the Tuition Grant Agreements. Incomplete Tuition Grant Agreements will not be accepted.

#### 担保人或律师需要在哪里签署？

请注意我们只接受律师在 4 份 TGA 的相关页面上**签名和盖章**的 TGA。请仔细阅读样本 ( 附录 B-1 至 B-3 ), 填写不完整的 TGA 将不被接受。

#### Step 4

Upon return of the Tuition Grant Agreement by your sureties, you are to **personally** bring the Tuition Grant Agreement (all 6 pages and 4 copies of each page) on the scheduled date, time and venue<sup>2</sup> to complete the Tuition Grant Agreement signing in the presence of MOE officers. Please bring along your Identity Card, Passport, Student Pass and Student card for verification.

#### 步骤 4

当你的担保人在律师见证下签署的 TGA 寄回后, 你必须**亲自**在指定的日期、时间和地点<sup>2</sup>呈交 TGA ( 合计 4 份 6 页 ), 并携带身份证、护照、学生通行证以及学生证以便进行认证。

Please note that students who have not completed the signing of the Tuition Grant Agreements by the given deadline will have to pay full fees for the 2 semesters of their studies in the IHLs for the current academic year.

请注意在规定的截止日期未签署 TGAs 或呈交不完整的 TGAs 的学生, 将必须缴交申请学费津贴该学年其所就读的 IHL 两个学段的全额费用。

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<sup>2</sup> You can refer to the letter in your Matriculation Package for the respective dates.

<sup>2</sup> 你可以参阅入学许可包装中的信函以获悉个别日期。

**3. What if only one of my two sureties is unable to sign the Tuition Grant Agreement in Singapore and has to do so overseas, in the presence of a Notary Public?**

若我的两名担保人当中只有一人无法前来新加坡签署 TGA，而必须在律师的见证下在国外进行，我应该怎么做？

You are still required to complete Step 1 as stipulated in Question 2 above. The surety who is in Singapore will have to be present together with you on the scheduled Tuition Grant Agreement signing date to sign in the presence of MOE officers. Please remind your surety to bring along his/her Identity Card, Passport, Student Pass, Student Card, Work Permit and Employment Pass, (where applicable) for verification purposes. For the other surety who is overseas and unavailable to be present on the stipulated dates, you are to follow Steps 3 and 4 in Question 2 above for him/her to sign the Tuition Grant Agreement in the presence of a Notary Public.

你仍然必须完成上述问题 2 的步骤 1。但你得在其中一个指定日期偕同你在新加坡的担保人一起前往。你的担保人必须携带他/她的身份证、护照、学生通行证、学生证、工作准证以及就业准证，视何者为可用。之后，执行上述问题 2 的步骤 3-4 以允许你在国外的第二位担保人在律师的见证下执行 TGA。

**4. Who do I approach if I need further clarifications?**

怎样可以获取更进一步的解说？

You can either seek further clarifications from MOE officers who will be present on the day of the Tuition Grant Agreement signing dates or contact our Customer Service Officers during office working hours at 6872 2220, for further assistance.

你可以在 TGA 的签署日期当天向在场的教育部工作人员寻求解说，或在办公时间拨打 6872 2220 联系我们的客户服务人员以获取更多协助。

The ten local Institutes of Higher Learning (IHLs) are:  
10 间本地高等教育学府是:

### **Universities 大学**

- 1) National University of Singapore (NUS)  
新加坡国立大学
- 2) Nanyang Technological University (NTU)  
南洋理工大学
- 3) Singapore Management University (SMU)  
新加坡管理大学

### **Polytechnics 理工学院**

- 4) Singapore Polytechnic (SP)  
新加坡理工学院
- 5) Ngee Ann Polytechnic (NP)  
义安理工学院
- 6) Temasek Polytechnic (TP)  
淡马锡理工学院
- 7) Nanyang Polytechnic (NYP)  
南洋理工学院
- 8) Republic Polytechnic (RP)  
共和理工学院

### **Arts Institutions 艺术学府**

- 9) LASALLE College of the Arts (LASALLE)  
拉萨尔- 新航艺术学院
- 10) Nanyang Academy of Fine Arts (NAFA)  
南洋艺术学院

IN WITNESS WHERE OF the said parties hereto have executed this Agreement the day and year first above written.

## I) Signed

Name : Do not sign!  
(Signature)

Designation :

For and on behalf of the Government of the Republic of Singapore  
In the presence of:

Name : (Witness) Do not sign!  
(Signature)

Address: Ministry of Education  
1 North Buona Vista Drive  
Singapore 138675

## II) Signed

Name : (Student) Do not sign!  
(Signature)

For and on behalf of the Government of the Republic of Singapore  
In the presence of:

Name : (Witness) Do not sign!  
(Signature)

Address: Ministry of Education  
1 North Buona Vista Drive  
Singapore 138675

## III) Signed

Name : (First-named surety) First Surety's signature  
(Signature)

For and on behalf of the Government of the Republic of Singapore  
In the presence of:

Name : (Name of Notary Public/ Commissioner for Oaths/ Witness\*) Notary Public's signature  
(Signature & seal)

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



## IV) Signed

Name : (Second-named surety) Second Surety's signature  
(Signature)

For and on behalf of the Government of the Republic of Singapore  
In the presence of:

Name : (Name of Notary Public/ Commissioner for Oaths/ Witness\*) Notary Public's signature  
(Signature & seal)

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



\* Delete where applicable

\* The Notary Public is to affix a seal against each of his/her signature (for all 4 copies of this page)

**The portion below is to be completed and signed by Notary Public/ Commissioner for Oaths:-**

On this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_ before me,  
(date) (month) (year)

\_\_\_\_\_ a/ an Notary Public/ Commissioner for Oaths/ Advocate and  
(name of Notary Public/ Commissioner for Oaths)

Solicitor practicing in \_\_\_\_\_ personally appeared  
(State/ Country)

\_\_\_\_\_  
(1<sup>st</sup> –named surety)

who of my own personal knowledge I know to be the identical person whose name “ First surety's signature ”  
(Signature of 1<sup>st</sup> –named surety)

\* is subscribed to the above written instrument and acknowledge that he/she had voluntarily executed this

instrument at \_\_\_\_\_  
(State/ country of document signed)



Witness my hand and seal: Notary public's signature  
(Signature and seal of Notary Public/ Commissioner for Oaths)

On this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_ before me,  
(date) (month) (year)

\_\_\_\_\_ a/ an Notary Public/ Commissioner for Oaths/ Advocate and  
(name of Notary Public/ Commissioner for Oaths)

Solicitor practicing in \_\_\_\_\_ personally appeared  
(State/ Country)

\_\_\_\_\_  
(2<sup>nd</sup> –named surety)

who of my own personal knowledge I know to be the identical person whose name “ Second surety's signature ”  
(Signature of 2<sup>nd</sup> –named surety)

\* is subscribed to the above written instrument and acknowledge that he/she had voluntarily executed this

instrument at \_\_\_\_\_  
(State/ country of document signed)



Witness my hand and seal: Notary public's signature  
(Signature and seal of Notary Public/ Commissioner for Oaths)

\* The Notary Public is to affix a seal against each of his/her signature (for all 4 copies of this page)

在此见证所有当事人于上面首次写明的日期正式签订本协议。

I) 签署

姓名： \_\_\_\_\_  
( 签名 )

职位：

新加坡共和国政府代表

见证人：

姓名： \_\_\_\_\_ ( 见证人 )  
( 签名 )

地址：教育部  
1 North Buona Vista Drive  
Singapore 138675

II) 签署

姓名： \_\_\_\_\_ ( 学生 ) 无需签名!  
( 签名 )

见证人

姓名： \_\_\_\_\_ ( 见证人 ) 无需签名!  
( 签名 )

地址：教育部  
1 North Buona Vista Drive  
Singapore 138675

III) 签署

姓名： \_\_\_\_\_ ( 第一担保人 ) 第一担保人签名  
( 签名 )

见证人

姓名： \_\_\_\_\_ ( 律师姓名 ) 律师签名  
( 签名 )

地址： \_\_\_\_\_  
\_\_\_\_\_

\* 律师事  
务所印章

IV) 签署

姓名： \_\_\_\_\_ ( 第二担保人 ) 第二担保人签名  
( 签名 )

见证人

姓名： \_\_\_\_\_ ( 律师姓名 ) 律师签名  
( 签名 )

地址： \_\_\_\_\_  
\_\_\_\_\_

\* 律师事  
务所印章

\* 请删去不适用者。

\* 律师事务所印章必须盖在全部 4 份协议的这一页上

以下部分必须由律师填写并签名：（律师必须填写所有空格）

在此 \_\_\_\_\_ 日 \_\_\_\_\_ 公元 \_\_\_\_\_ 在我  
(日) (月) (年)

\_\_\_\_\_  
(律师姓名) 一名律师与

律师执业于 \_\_\_\_\_ 面前亲身出席的  
(州/国家)

\_\_\_\_\_ 经本人确认与署名 “ 由第一担保人签署 ” 为同一人士  
(第一担保人姓名) (第一担保人签名)

\* 签名同意上述协议并证实他/她是出于自愿签订本协议，签订地点为

\_\_\_\_\_ 本人签名盖章见证： \_\_\_\_\_  
(文件签署的州/国家) (律师签名和事务所盖章)



在此 \_\_\_\_\_ 日 \_\_\_\_\_ 公元 \_\_\_\_\_ 在我  
(日) (月) (年)

\_\_\_\_\_  
(律师姓名) 一名律师与

律师执业于 \_\_\_\_\_ 面前亲身出席的  
(州/国家)

\_\_\_\_\_ 经本人确认与署名 “ 由第二担保人签署 ” 为同一人士  
(第一担保人姓名) (第一担保人签名)

\* 签名同意上述协议并证实他/她是出于自愿签订本协议，签订地点为

\_\_\_\_\_ 本人签名盖章见证： \_\_\_\_\_  
(文件签署的州/国家) (律师签名和事务所盖章)



\* 律师印章必须盖在全部 4 份协议的这一页