

NATIONAL UNIVERSITY OF SINGAPORE

Special Education Needs (SEN) Fund

The Special Education Needs (SEN) Fund is set up to provide support to NUS Students with Special Needs (SSN) arising from physical, hearing or visual impairments (PI, HI or VI). The Fund is meant to assist students in acquiring Assistive Technology (AT) devices and or support services that they may need in the course of their studies at NUS.

Eligibility Criteria

Application for SEN fund is open to any SSN who satisfies the following criteria:

- a. He/she must be a Singapore Citizen.
- b. He/she must be a registered full time student with the University or has a confirmed place in the enrolment. Year 1 students will need to submit the letter of acceptance for enrolment in the new academic year.
- c. He/she must have declared his/her special education need (PI, HI or VI) to the University and submit the statement of diagnosis and/or supporting documents of his/her condition endorsed by medical professionals*.

Funding Guidelines

- a. Funding structure and quantum will be based on the needs of individual students, as assessed by relevant medical professionals*, and taking into account any AT devices brought forward from the institution(s) the student last attended;
 - b. The student will be the legal owner of the AT devices purchased using the SEN Fund.
 - c. The student will be funded only for the AT devices or support services listed in Annex A:
 - i. Should the student wish to purchase AT devices or support services not listed in Annex A, the University will assess the application on a case-by-case basis;
 - ii. The student will need to provide information, including the cost on the AT devices or support services he/she wishes to purchase, and recommendations from the relevant medical professionals. If the student has been previously funded by the NUS SEN fund, the application will be assessed taking into consideration the balance of the student's entitlement for subsidy.
 - d. Students may also apply for the SEN fund to pay for the maintenance of the AT devices and support tools due to wear and tear.
 - e. The total amount of funding per student for his/her entire course duration of 3 (three) years (based on the average candidature) shall not exceed
 - i. \$5,000 for PI
 - ii. \$25,000 for HI and VI.
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*Examples of Medical professionals: audiologists, physiotherapists, occupational therapists.

- f. The subsidy cap will be reset when a student graduates and enrolls in a second course of studies at NUS, as an undergraduate or Post-graduate student.
- g. The SEN Fund is only applicable to AT devices and support services that meet the learning needs of the student throughout his/her course of studies in NUS. An example of what the fund would not cover is the purchase of wheelchair and clutches.

Disbursement

Upon approval of the application, the fund will be released on a reimbursement basis. Successful applicants are required to make the purchase and submit the original receipts within one month of purchase to the Disability Support Office for claims. The reimbursed amount will be remitted to the student's bank account as reflected in ISIS.

Cash advancement requests may also be made to the officer-in-charge. However, this will be considered on a case-by-case basis. Requests should be made within 2 weeks after the applicant is informed of his/her successful application.

How to Apply

Eligible students may apply for the SEN Fund by completing the application form in **Annex B** and submit it to the officer-in charge at the Disability Support Office (DSO). Upon submission, the student will need to provide the following:

- i. Letter of acceptance (for Year 1 students);
- ii. Statement of diagnosis and/or supporting documents and recommendation from relevant medical professionals;
- iii. Quotation of AT devices and support services he/she wishes to purchase.

Application forms must be submitted at least 4 weeks before the start of each new Academic Year to facilitate the approval and budgeting process for the fund.

Applicants will be informed of the outcome 4 weeks from date of submission.

For further clarification on SEN Funding, please contact *Ms Agnes Yuen* at osayyya@nus.edu.sg.

Annex A**List of Approved Assistive Technology Devices and Support Services**

SEN	Type of AT devices/services¹	Example of brands²
Physical impairment	Voice recognition technology	Dragon Naturally Speaking
	Computer pointing device	Trackball Mouse
	Alternative keyboard: <ul style="list-style-type: none"> • On-screen keyboard • Mini-keyboard • Keyboard with large keys • Keyguard 	-
	Word prediction	Kurzweil 3000
	Reading systems	Kurzweil 3000
Visual impairment	Braille display	EasyLink-12 Esys 12 VarioConnect 12
	Voice recognition technology	Dragon Naturally Speaking
	Text-to-Speech devices	Kurzweil 3000 Texthelp Read and Write Gold JAWS
	Text enlargement (computer software)	ZoomText JAWS ClearView (CCTV)
	Braille Printer or Embosser	Romeo Attache ViewPlus® Cub Embosser Perkins Braille
	Braille printing services	-
	Note-taking services	-
Hearing impairment	FM transmitter & receiver	Phonak Oticon
	Portable FM listening device	Conversor Pro
	Note-taking devices	SmartPen
	Note-taking services	-
	Signing interpretation services	-

¹ The SEN Fund may only be used to purchase the types of AT devices and support services listed here.

² The brands listed are not prescriptive. The University may consider other brands, depending on the needs of the student.

Annex B**Application Form for the Special Education Needs (SEN) Fund**

Please provide the requested information by completing the following form if you wish to apply for the Special Education Needs (SEN) Fund.

Section 1 – to be completed by student	
Name:	
NRIC no.:	Date of birth:
Citizenship:	Matriculation no.:
Contact number: (H)	(HP)
Address:	
Email address:	
School/Faculty:	Course duration (no. of years):
Course of study:	Year of study (upon application):
Details of MOE-issued AT devices brought forward from Junior College/Polytechnic:	
Type of AT Devices and Support Services requested:	
<i>Please attach a statement of diagnosis and/or supporting documents by relevant medical professionals and quotation of devices to this application form.</i>	
<u>Personal Data Protection Act</u>	
Declaration of consent (please 'tick')	
<input type="checkbox"/> I hereby give my consent to provide my personal data in this form and agree to receive publicity material, updates and important announcement for the purpose of processing my application for the Special Education Needs (SEN) Fund. All personal information will be kept confidential and used for the purpose(s) stated only.	
Withdrawal of Consent	
To help you make an informed decision, withdrawing consent will result in your withdrawal from the application for Special Education Needs (SEN) Fund.	
Should you wish to withdraw your consent for the Disability Support Office to contact you for the purpose(s) stated above, please notify the officer-in-charge, Ms Agnes Yuen in writing to osayyya@nus.edu.sg. We will then remove your personal information from our database. Please allow 3 business days for your request to take effect.	
<hr/> Signature of student / Date	

Section 2 – to be completed by Disability Support Office (DSO)
Name of officer:
Designation:
Contact number:
Email address:
<p>Details of AT devices and support services purchased using the SEN Fund:</p> <p><i>*include information on type, quantity, brand, vendor and cost of AT devices and support services purchased.</i></p>
Total amount of funding disbursed to student for this application:
Total amount of funding disbursed to student till date:
<hr/> Signature of officer in-charge / Date