ASEAN UNDERGRADUATE MERIT SCHOLARSHIP

ADMINISTRATIVE HANDBOOK FOR SCHOLARS

ACADEMIC YEAR 2026/2027

Contents

INTRODUCTION **3**
SCHOLARSHIP TERMS AND CONDITIONS **3**
SCHOLARSHIP BENEFITS **3**
GUIDELINES FOR CONCURRENT HOLDING OF AWARDS **4**
SCHOLARSHIP TENURE **4**
LEAVE OF ABSENCE **5**
SCHOLARSHIP CONTINUATION CRITERIA AND REVIEW **6**
Criteria Assessment 6
Outcome of Review 6
Process Details 6
TRANSFER OF/WITHDRAWAL FROM PROGRAMME/SCHOLARSHIP **7**
MOE TUITION GRANT SCHEME **7**
SCHOLARSHIP AGREEMENT AND SIGNING **7**
HOSTEL ACCOMMODATION **8**
LEAVING SINGAPORE **8**
FINANCE MATTERS **8**
Disbursement of Scholarship Allowances 8
Bank Account 9
Reimbursement of Special Term Tuition Fees 9
YOUR CONTACT DETAILS & OTHER PERSONAL MATTERS **9**
YOUR SCHOLARSHIP ADMINISTRATOR **10**
REVISIONS **10**

INTRODUCTION

1. This handbook provides important information for students ("Scholar/s") who have been awarded the ASEAN Undergraduate Scholarship ("Scholarship"). It outlines the responsibilities of Scholars and the administrative requirements and procedures they must follow throughout their Scholarship period. All Scholars are expected to familiarise themselves with this Administrative Handbook, the Scholarship Terms and Conditions, and the ASEAN Undergraduate Scholarship Agreement ("Scholarship Agreement"), and to comply with the provisions set out in these documents.

   Scholars are provided with the Scholarship to pursue an undergraduate degree programme to which they have been offered admission at the National University of Singapore (NUS). The Scholarship also provides coverage for students reading in Double Degree and Joint Degree Programmes and only covers the undergraduate degree programme for students in Concurrent Degree Programmes.

SCHOLARSHIP TERMS AND CONDITIONS

2. The Scholarship Terms and Conditions are available at https://nus.edu.sg/oam/docs/default-source/terms-conditions/terms_-_conditionsausmerit.pdf and set out the governing provisions of the Scholarship. Scholars are responsible for referring to the latest version applicable to their scholarship.

SCHOLARSHIP BENEFITS

3. Scholars will receive the following scholarship coverage throughout their scholarship tenure:

Scholarship Coverage	Remarks
Applies only to the undergraduate programme of study, covering subsidised tuition fees* charged by NUS for regular semesters. For scholars reading Concurrent Degree Programmes, the scholarship coverage will cease when a scholar is charged graduate tuition fees.	All scholars are required to apply for the MOE Tuition Grant and sign the Tuition Grant Agreement with the Ministry of Education.
Annual living allowance of S$5,800	Half disbursed in Semester 1 and half in Semester 2, if charged tuition fees.
Annual accommodation allowance of S$3,000	Half disbursed in Semester 1 and half in Semester 2, if charged tuition fees.
One-time computer allowance of S$1,750 upon enrolment	Proof of purchase is not required. The allowance will be disbursed full in Year 1 Semester 1.
Overseas programme allowance of (a) S$2,500 for overseas NUS programmes of less than 3 months, and (b) S$5,000 for overseas NUS programmes of 3 months or more	Amount is capped at a total of S$5,000 for the entire undergraduate programme, and subject to the submission of an application at https://faq.nus.edu.sg/s/login for the allowance by the Scholar at least 2 months before the start of the overseas programme and approval by the NUS Scholarship Administrator (Office of Financial Aid).

* As set out at
http://www.nus.edu.sg/registrar/docs/info/administrative-policies-procedures/ugtuitioncurrent.pdf

NUS reserves the right to withdraw the Scholarship if the Scholar has previously received a Tuition Grant or other sponsorship/subsidy from the Singapore Government for a previous programme of study at the undergraduate or a higher level, and/or is in receipt of or under the obligations of any other scholarship.

GUIDELINES FOR CONCURRENT HOLDING OF AWARDS

4. Scholars cannot concurrently hold any other loan, scholarship, fellowship, bursary, grant, award, allowance or free aid covering the same type of expenses provided by the Scholarship without prior approval from the NUS Scholarship Administrator.

   Concurrent holding of other award supporting accommodation may be allowed only if the total amount received from the scholarship allowance and the other award does not exceed the total relevant expenses. The guidelines on concurrent holding are set in the table below.

Bursaries, scholarships, or programme-specific awards that support only a single type of expense:		
Living expenses, e.g., NUS Bursary, Faculty Bursary	**Accommodation expenses,** e.g., Hall Bursary, Residential College Grant	**Overseas programmes expenses**, e.g., NASA Scholarship, STEER Award
Not Allowed	Subject to Approval Scholars may write to the NUS Scholarship Administrator (Office of Financial Aid) for assessment.	Not Allowed

Notes:
1. "Not Allowed" and "Subject to Approval" refer to the concurrent holding of bursaries, scholarships or programme-specific awards (internal only) with ASEAN Undergraduate Merit Scholarship.
2. Where the bursary, scholarship or programme-specific award covers more than one type of expenses, such as both living and accommodation, please write to the Office of Financial Aid for assessment.
3. For cases indicated as "Subject to Approval", please write to the Scholarship Administrator (Office of Financial Aid) at https://faq.nus.edu.sg/s/login for assessment.

SCHOLARSHIP TENURE

5. The maximum tenure of the Scholarship corresponds to the normal candidature period for the respective programme of study. The normal candidature period refers to the normal duration that students are expected to take to complete a programme of study.

   The maximum tenure of the Scholarship for the various types of degree programmes is indicated in the table below:

Programme Type	**Maximum Scholarship Tenure**
Single Degree or Joint Degree Programme (120 Units)	6 semesters

Single Degree with Honours or Joint Degree Programme with Honours (160 Units) Bachelor of Laws Bachelor of Dental Surgery	8 semesters
Double Degree Programme with single Honours	9 semesters
Bachelor of Medicine and Bachelor of Surgery Double Degree Programme with double Honours	10 semesters

6. For scholars who have not reached the maximum scholarship tenure of their Scholarship but have exceeded their normal candidature period, their Scholarship will only cover up to 100% of the subsidised semestral tuition fees even though the tuition fees payable in the extended semester(s) will be higher than the subsidised semestral fees.

   More information on the NUS Tuition Fee Policy can be found at: https://nus.edu.sg/registrar/administrative-policies-procedures/undergraduate/undergraduate-fees.

7. The award of the scholarship and admission to the University is subject to the candidate being certified medically fit and free from pre-existing illnesses by NUS's University Health Centre (UHC) or a physician acceptable to NUS. You are strongly encouraged to undergo your medical examination at UHC, upon arrival in Singapore. Please bring along the following forms for your medical examination - *Admission Medical Examination Form* and *Medical Examination Report Form (for international students applying for Student's Pass*), which is available for download at https://www.nus.edu.sg/uhc/clinical-services/medical-examination/student-pre-admission-medical-examination.

8. Scholars are allowed to participate in overseas programme with the following limits:

   (a) At least 75% of the credits or units required for graduation are earned in Singapore throughout their entire undergraduate studies [including but not restricted to NUS Overseas Colleges (NOC) and overseas Student Exchange Programme (SEP). In other words, a maximum of 25% could be earned through an overseas programme; and,
   (b) Overseas programmes must be completed before September of the year prior to graduation.

9. Scholars who are selected for any 1-semester Student Exchange Programme (SEP) will continue to receive the scholarship allowances during the SEP, subject to the maximum tenure of the scholarship.

   Please note that Scholars who require Special Term(s) or additional semester(s) to complete their studies due to their participation in the SEP or any other programmes, or due to any other reasons, are required to self-fund these special term(s) or additional semester(s).

10. For scholars in Double Degree, Concurrent Degree and Joint Degree Programmes with overseas components, the maximum length of overseas programme(s) taken will be pegged to the degree programmes' compulsory overseas component period, i.e., Scholars in such degree programmes are not allowed to participate in any NOC or overseas SEP or any other overseas programme.

LEAVE OF ABSENCE

11. Scholars granted leave of absence for a semester and not charged tuition fees will not receive the Scholarship allowances for that semester. If the leave of absence is granted after the

Scholarship funds have been disbursed to the Scholar, the Scholar may be required to return the funds, or the University will offset any unreturned funds against the next semester's funds. Scholars must inform the Scholarship Administrator (Office of Financial Aid) at least one week prior to resuming studies in the following semester via https://faq.nus.edu.sg/s/login. The scholarship will not be reinstated if the Scholar fails to inform the Scholarship Administrator (Office of Financial Aid) about the resumption of studies.

SCHOLARSHIP CONTINUATION CRITERIA AND REVIEW

12. The academic performance of Scholars will be monitored and reviewed at the end of every semester. For Medicine and Dentistry students, the Scholarship will be reviewed at the end of each academic year.

Criteria Assessment

13. The continuation of the scholarship is subject to the Scholar's:

    (a) good conduct (as aligned with the NUS Code of Student Conduct found at: https://www.nus.edu.sg/registrar/administrative-policies-procedures/undergraduate/discipline and the University's policies and procedures found at https://www.nus.edu.sg/registrar/administrative-policies-procedures/undergraduate as may be updated from time to time), and;
    (b) satisfactory academic performance as follows:

Scholarship	Minimum GPA Requirement for Students in Programmes Other Than Medicine, Dentistry or Law	Medicine, Dentistry and Law students
ASEAN Undergraduate Merit Scholarship	3.5^	Top 80% of the cohort

^ In the first semester, the scholarship renewal criterion is an "S" grade if you S/U your course and/or at least a "D" grade, for all courses taken.

Scholars reading Double Degree Programmes must meet the scholarship continuation criteria for both degrees.

Outcome of Review

14. Scholars who do not meet the continuation criteria may have their Scholarships terminated. At NUS's discretion, the Scholar may be allowed to continue receiving the Scholarship benefits for up to two reviews before the Scholarship is terminated. Only scholars who do not meet the renewal criteria will receive a notification from NUS Office of Financial Aid (OFA).

Process Details

15. Continuation of Scholarship will be based on the Scholars' final examination results at the end of the semester, after the end of the Satisfactory/Unsatisfactory (S/U) Declaration Exercise for the semester. There will not be any changes to the scholarship status once the scholarship renewal exercise for the semester has ended. The S/U option applied to previous semester(s) will not change the scholarship renewal status for previous semester(s). Scholars reading Double Degree Programmes must meet the scholarship renewal criteria for both their home and second degrees.

16. All scholars will have their scholarships reviewed and renewed at the end of every semester, except for Dentistry and Medicine scholars who will have their scholarships reviewed at the end of every academic year. Scholars who do not meet the renewal criteria may have their scholarships conditionally renewed up to 2 times before being terminated or may be terminated

immediately.

TRANSFER OF/WITHDRAWAL FROM PROGRAMME/SCHOLARSHIP

17. Scholarships for non-Dentistry/Medicine/Law programmes are transferable to all programmes except Dentistry, Medicine and Law. Scholarships for Dentistry/Medicine are transferable to all programmes except Law, while scholarships for Law are transferable to all programmes except Dentistry and Medicine. Scholarships for all programmes are not transferable to Music and scholarships for Music are not transferable to any other programme.

18. Scholars are required to inform the Office of Financial Aid one month in advance via https://faq.nus.edu.sg/s/login if they intend to transfer programmes, withdraw from the University, or terminate their scholarship prematurely. In such cases, the scholarship may be terminated, and the scholar may be liable for liquidated damages.

MOE TUITION GRANT SCHEME

19. Undergraduate education at NUS is highly subsidised by the Government of Singapore and a substantial subsidy in the form of a Tuition Grant, which is administered by the Ministry of Education (MOE), is offered to most admitted international students. Students who apply for and are approved for the Tuition Grant only need to pay subsidised tuition fees. **All scholars are required to apply for the MOE Tuition Grant.**

20. **While there is no bond attached to the ASEAN Undergraduate Merit Scholarship, Singapore Permanent Residents and international students who takes up the MOE Tuition Grant will be bonded under the terms of the Tuition Grant, to work for a Singapore-based company for 3 years immediately upon graduation. Scholars admitted to Dentistry and Medicine (excluding Nursing students who will take up MOE Tuition Grant) will be bonded to serve the Singapore Ministry of Health for 5 and 6 years respectively.**

21. As the Scholarship does not cover the portion of the tuition fees subsidised by the Tuition Grant, it is important that Scholars remember to apply online for the Tuition Grant at https://tgs.moe.gov.sg/. More information on the application for the Tuition Grant will be sent to your NUS email account in August. The Scholar will need to provide two (2) different sureties from the Scholarship for the Tuition Grant, and submit the details of the sureties in the online application. Please note that those who fail to apply within this period will be deemed to have rejected the Tuition Grant and the student bill will be adjusted to full unsubsidised tuition fees accordingly. The Scholarship will also be withdrawn, as the Scholar will not be eligible for the scholarship if he/she is paying full unsubsidised tuition fees.

    Upon successful submission of the online application for MOE Tuition Grant, students and their two sureties, will be required to sign the MOE Tuition Grant Agreement. More information on the MOE Tuition Grant, will be provided by the Office of Financial Aid (OFA) via your NUS email account in August.

22. Frequently-asked-questions on the MOE Tuition Grant is available at the link below under the tab “Tuition Grant Scheme”:
    https://www.moe.gov.sg/faq?categoryid=0B5A52B9F1424D249C08E8B3B2554CFC

SCHOLARSHIP AGREEMENT AND SIGNING

23. Scholars are required to execute a Scholarship Agreement to complete their programme of

study. Two sureties are required to execute the Scholarship Agreement with each scholar. The sureties must satisfy the following conditions:

a) Only one member of your immediate family can be one of the sureties. Your immediate family comprises your parents and siblings
b) Sureties must satisfy the following age requirements as of 1 August 2026:

Singapore Citizens and Permanent Residents	Other citizenship
21 to 65 years old (inclusive)	21 to 60 years old (inclusive)

c) Sureties must be gainfully employed.
d) Sureties must not be a party to an existing scholarship/loan or any other deed/agreement, including the MOE Tuition Grant.
e) Sureties must not be a bankrupt.

24. Scholars will be informed separately on the execution of the Scholarship Agreement via your NUS email account. This is expected to take place in August.

HOSTEL ACCOMMODATION

25. International students who apply for on-campus accommodation will be prioritised for housing upon application to the NUS Hostel Admission Service at https://osa.nus.edu.sg/accommodation/ within the stipulated application periods. More information on the criteria and prevailing guidelines can be found at Office of Student Affairs' website https://osa.nus.edu.sg/accommodation/hostel-application/application-guide-undergraduate/eligibility/.

26. Scholars are obliged to abide by the rules and regulations set down by their hostel management. The hostel management has the authority to discipline hostelites for misbehaviour or in extreme disciplinary cases, expel them from the hostel.

LEAVING SINGAPORE

27. Scholars should not leave Singapore during term time unless there are very special circumstances, and written permission from the Dean of the College/School/Faculty and the Office of the University Registrar (OUR).

28. Scholars who plan to leave Singapore during the University's vacation period need not inform OUR and OFA. Such travel will be at the Scholars' own expenses.

FINANCE MATTERS

Disbursement of Scholarship Allowances

29. The Scholarship will cover the payment of your tuition fees automatically. This will be reflected in your student bill, and Scholars are not required to make payment for their tuition fees. In addition, the annual scholarship allowance will be paid half-yearly as follows:

Semester	Time Period	Living Allowance	Accommodation Allowance**
1	September	S$2,900	S$1,500
2	February	S$2,900	S$1,500

** Scholars residing in on-campus accommodation may have to pay any outstanding fees e.g., for meal plans to their respective hostel management office directly.

The scholarship allowance will be used to pay any outstanding charges (e.g., hostel fees or miscellaneous fees) before the balance of the scholarship allowance is credited into the Scholar's bank account. Scholars are advised to check their student bill every semester for any outstanding fees, which may not be covered under the scholarship.

Bank Account

30. To avoid any delay in the receipt of the scholarship allowance, Scholars are advised to attend to the following matters promptly by the second week of August, or as soon as you are able to do so (if your arrival to Singapore is delayed):

    (a) open a Singapore bank account; and
    (b) submit/update your "Receiving Bank Account" details (with a Singapore bank account) and up-to-date payment addresses in Education Records System (EduRec) at https://myedurec.nus.edu.sg, as soon as possible. Please refer to the user guide at https://myportal.nus.edu.sg/studentportal/eservices/all/user-guides/UserGuide-for-Student-Finance.pdf.

31. As Scholars will only receive the scholarship allowance a few weeks after arriving in Singapore, scholars are advised to have sufficient funds (about S$1,000) for initial expenses. Scholars can expect expenditure for the first month to be higher than that for subsequent months.

Reimbursement of Special Term Tuition Fees

32. Special Term tuition fees are not covered by the scholarship. However, if the scholar graduates earlier than the normal candidature period for the respective programme of study, the scholars may apply for the reimbursement of their Special Term tuition fees, within 6 months after graduation. The total quantum of Special Term tuition fees claimable is subject to the cap of the maximum tuition fee coverage for the programme the scholar graduates from, under the scholarship. Eligible scholars may submit an application via https://faq.nus.edu.sg/s/login for their scholarship to cover the Special Term(s) tuition fees upon graduation. Each application will be assessed on a case-by-case basis on its circumstances and merit.

YOUR CONTACT DETAILS & OTHER PERSONAL MATTERS

33. Please note that all correspondence from the University will be sent to your mailing address in your EduRec record or to your NUS student email account. It is important that you keep your mailing address up-to-date and read your emails frequently. Both the mailing address and payment address must be Singapore addresses. **Your scholarship allowances will not be disbursed if you do not update your mailing address and payment address in EduRec by second week of August**.

    To update your mailing and payment address, please refer to the user guide at https://myportal.nus.edu.sg/studentportal/eservices/all/user-guides/UserGuide-Personal-Data.pdf.

34. Scholars are also required to regularly update your personal particulars in EduRec at https://myedurec.nus.edu.sg/. These updates will be subject to audits and your scholarship allowances may not be disbursed if these details are not updated accurately.

35. Scholars are to keep OUR informed of any occurrences of injuries and/or illnesses. In cases of emergencies (e.g., in the event of an accident) and where family members or emergency contacts of the scholars are not contactable immediately, the University and/or its departments/hostel or the guardian authorised by the scholar's parents will make all decisions on the scholar's behalf.

36. Scholars are to ensure that they have a valid passport, visa for entry to Singapore and/or Student Pass at all times. All international students must apply for a Student's Pass after they have registered and received their In-Principle Approval (IPA) through ICA's Student's Pass Online Application & Registration (SOLAR) system.

    Please refer to https://nus.edu.sg/registrar/administrative-policies-procedures/undergraduate/student-pass for more information on the Student's Pass, including application, renewal, change of address and passport particulars, and loss of passport, Student's Pass and/or Disembarkation/Embarkation Card.

37. Scholars may work part-time in Singapore based on the guidelines at http://www.mom.gov.sg/passes-and-permits/work-pass-exemption-for-foreign-students. Part-time employment should not be undertaken at the expense of studies and academic performance.

38. Scholars who require additional support for their study expenses at NUS may apply for NUS Financial Aid at http://www.nus.edu.sg/oam/financial-aid, and be considered for the NUS Student Assistance Loan and Work-Study Assistance Scheme.

YOUR SCHOLARSHIP ADMINISTRATOR

For enquiries on Scholarship matters, please contact the Scholarship Administrator (Office of Financial Aid) at:

https://faq.nus.edu.sg/s/login 6516 2870

REVISIONS

The University reserves the right to amend the terms and conditions of this handbook in which event, the Scholar will be given at least 14 days' notice of any such variation relating to his/her liabilities and obligations under this handbook.