Sponsorship Application with the National Kidney Foundation (NKF)

1. **What is the objective of the NKF Sponsorship?**

   The NKF Sponsorship is an initiative to develop our talent pipeline, and ensure a constant flow of talent to rejuvenate our workforce.

2. **Why should I choose my sponsorship with NKF?**

   NKF’s sponsorship offers flexibility to choose between our Basic and Enhanced sponsorship schemes according to your needs. In addition, you shall be offered fulfilling career opportunities post-graduation with the largest renal care provider in Singapore.

3. **Are there programmes that NKF has particular interest in?**

   In lieu of our workforce planning roadmap, we pay special attention to applicants with placements in Institutes of Higher Learning (IHL) for disciplines in Nursing, Occupational Therapy and Social Work.

4. **What is offered in NKF Sponsorship?**

   NKF Sponsorship (both Basic and Enhance schemes) entails sponsoring of your tuition fees applicable during your course of study, and a one-time allowance of S$1,500. The one-time allowance can be used in the purchase of laptops, immunization services or books required during the course of study.

5. **What is the difference between the Basic and Enhanced Sponsorship schemes?**

   The Enhanced Sponsorship scheme provides you with a monthly allowance, tiered based on your educational qualifications. The Enhanced scheme also attracts a longer bond period. Conversely, the Basic scheme attracts a shorter bond period as it does not include a monthly allowance. Please refer to the table below for more details.
6. **When do I apply?**
   There are two application windows each year.
   
   i. 1st February to 28th February
       Applications received by 28th February will be assessed in April/May
   ii. 1st August to 31st August
       Applications received by 31st August will be assessed in October/November

7. **What are the eligibility criteria for NKF Sponsorship?**
   The minimum requirements for the sponsorship are as follows:
   
   i. Singapore Citizens/Singapore Permanent Residents (PR)
   ii. Gained admission into NITEC/Diploma/Degree in Nursing, Diploma/Degree in Social Work, Diploma/Degree in Occupational Therapy from Institute of Technical Education (ITE), or Local Institutes of Higher Learning (Polytechnics or Universities)
   iii. Good co-curricular activities record
   iv. Passionate about providing quality renal care and improving patient’s quality of life

   Priority will be given to applicants who have gained admission into NITEC/Diploma in Nursing, Diploma in Social Work, Degree in Nursing, Degree in Social Work, Degree in Occupational Therapy.

8. **How do I apply for the sponsorship?**
   To apply:
   
   i. Visit our [career page](#) during the application period.
   ii. Apply for the position “Sponsorship Application MMMYY”.
      For example: Sponsorship Application Feb2020
   iii. Submit your application online

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<table>
<thead>
<tr>
<th>Basic Sponsorship</th>
<th>Enhanced Sponsorship</th>
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<tbody>
<tr>
<td></td>
<td>• Fully funded tuition fees</td>
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<tr>
<td></td>
<td>• One time allowance of S$1500</td>
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<tr>
<td>Serve a shorter bond (Refer Q11 for more details on the bond)</td>
<td>Monthly allowance as per follows:</td>
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<tr>
<td></td>
<td>☐ Applicant with GCE “O” Level certificate: S$900</td>
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<td></td>
<td>☐ Applicant with GCE “A” Level certificate or Polytechnic Diploma graduates: S$950</td>
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iv. Submit a copy of your CV indicating the programme for which you are seeking sponsorship.

For example:
Sponsorship application for Diploma in Nursing from Nanyang Polytechnic
Sponsorship application for NITEC in Nursing from ITE

9. Are there any additional criteria?

Applicants seeking Sponsorship under Enhanced scheme must not be receiving any other forms of financial assistance such as bursary, other sponsorships etc.

10. Is there a minimum or maximum age that is eligible to apply?
No, you are welcome to apply as long as you meet the criteria for application. Refer to Q7 for more details on the application criteria.

11. Is there a bond tied to NKF Sponsorship?
Applicants who accept NKF’s sponsorship offer may be bonded for a duration corresponding to the total training costs respectively. A deed is also signed between applicant, and NKF.

If you opt for the Enhanced scheme (with a monthly allowance), you will only be required to serve a bond when the total training cost is $2,000 and above. However, if you decide to opt for the Basic scheme (without the monthly allowance), you will only be required to serve a bond if the total training cost is S$10,000 and above.

Refer to the table for more details:

<table>
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<tr>
<th>Total Training Cost (SGD)</th>
<th>Bond Period (Years)</th>
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<tr>
<td></td>
<td>Basic scheme</td>
</tr>
<tr>
<td>Less than $2,000</td>
<td>Nil</td>
</tr>
<tr>
<td>$2,000 to less than $10,000</td>
<td>Nil</td>
</tr>
<tr>
<td>$10,000 to less than $25,000</td>
<td>1</td>
</tr>
<tr>
<td>$25,000 to less than $40,000</td>
<td>2</td>
</tr>
</tbody>
</table>

The bond shall commence based on the conferred date stipulated by the sponsored programme’s institution.
12. I have just completed my GCE ‘N’/’O’ level examinations, can I submit my application?
Yes, you may submit your application but your sponsorship offer is conditional to you being accepted into the programme that you had applied for. Refer to Q7 for more details on the eligibility criteria.

13. Are there any sureties required for the bond?
Yes, NKF will require two sureties for the bond. The sureties have to meet the following requirements:
   i. Singapore Citizen/Permanent Resident
   ii. Between 21-65 years of age
   iii. Gainfully employed
   iv. Not bankrupt
   v. Not party to existing bond or loans

14. What are the liquidated damages for breaking the bond?
A sponsored applicant who on his/her own free will, decides to end sponsorship prematurely, or is unable to fulfill terms mentioned in the deed course requirements, whether during the course of study or during the service period of the bond, shall be liable for liquidated damages payable to NKF.

The liquidated damages shall be derived based on past and obligatory payments made by NKF pertaining to the sponsorship. An administrative charge of 10% of the total paid up amount shall be included into the liquidated damages. For applicants already servicing their bond period, the liquidated damages shall be pro-rated against the uncompleted bond period.

15. How will I know if my application has been successful?
You will receive an email if you are shortlisted for an interview.

16. Can I work during the holidays if I am sponsored?
Work arrangement is not allowed unless there is prior written approval by NKF Management. Achieving a balance between full-time studies and a part-time job can be challenging. Applicants can consider our Enhanced scheme to defray financial burdens.

17. What happens after graduation?
An exciting career with NKF awaits you upon your graduation. For more information, please click here.
18. I submitted my online application but wish to make changes to it, or I wish to withdraw the application entirely. How should I go about it?

Applicants are advised to review their applications before submitting. Applicants who wish to withdraw their applications or make changes should send an email to hr@nkfs.org to inform NKF.

19. I am unable to submit my transcripts together with my sponsorship application. What should I do?

Applicants are not required to submit their academic qualifications at the point of application, however applicants are reminded to ensure key information such as academic qualifications, career history and contact details are up to date. Applicants that are shortlisted will be given further details on providing transcripts and testimonials.

20. What if I undergo contract a physical/medical condition (eg: Pregnancy, chronic diseases) during the course of Sponsorship? How will it affect my Sponsorship?

Sponsored applicants are to inform NKF HR immediately in the event they discover a change in their medical status. Depending on the severity of the condition, applicant may be required to undergo medical examination with NKF’s panel of doctors. Continuation or deferment of sponsorship will be reviewed on a case by case basis by NKF management.

21. What will happen if I fail some of the modules within my sponsored programme?

Applicants who fail the examination of a module may be allowed to take a supplementary examination, or re-attempt the module in the subsequent semester, in line with the respective training institution’s policy, and subject to NKF’s approval. Cost arising from supplementary and re-taking of module will be borne by the trainee. Consistent failure of modules may result in termination of Sponsorship and liquidated damages incurred by applicant.

22. Am I allowed to defer my studies or bond service?

Applicants who wish to defer their studies will have to seek the permission of NKF and the training institution. Upon graduation and commencement of the bond, those who wish to defer bond services will have to seek NKF’s approval. Permission to defer bond service will be subjected to NKF’s needs, regulatory requirements (NS call up), overall academic and work performance of the individual.
If your question is not listed above, please feel free to email us at hr@nkfs.org