

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. Please refer to the table below for more details.

Basic Sponsorship	Enhanced Sponsorship
	<ul style="list-style-type: none"> Fully funded tuition fees One time allowance of S\$1500
<i>Without Monthly allowance</i>	Monthly allowance as per follows: <ul style="list-style-type: none"> <input type="checkbox"/> Applicant with GCE "O" Level certificate: <u>\$900</u> <input type="checkbox"/> Applicant with GCE "A" Level certificate or Polytechnic Diploma graduates : <u>\$950</u>

6. When do I apply?

Sponsorship is open all year round.

Applications received before	Application Outcome
February	April/May
May	July/August
August	October/November
November	January/February

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, Degree in Occupational Therapy, Degree in Dietetics and Nutrition** 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](#).
- ii. Go to Training Sponsorship and apply for the position "Sponsorship Application – Discipline (eg: Social Work, Nursing)".
- iii. Submit your application online with 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 Sponsored Value respectively. A deed is also signed between applicant, and NKF.

Refer to the table below on the Total Sponsored Value and the corresponding Bond duration:

Value	Bond Tenure (in years)	Surety Required
Below \$10,000	0 Should the sponsorship be funded by relevant grantor / agency (e.g. AIC, NCSS), employee taking up the sponsorship shall adhere to the respective grantor / agency's terms and conditions, including the corresponding bond schedule and requirements.	None
\$10,000 to <\$25,000	2	None
\$25,000 and above	3	2 sureties

The bond period shall commence on the day the employee commences work with the Foundation.

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?

Sureties are required for bonds valued above \$25,000 (including allowances and other incidentals). For bonds below \$25,000, no sureties are required. 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 a party to an existing scholarship or sponsorship bond, bursary or study loan agreement
- vi. Not convicted in any court of law
- vii. Not an existing NKF employee

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 incomplete 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. I am accepted under NKF's Enhanced Scheme sponsorship. How will allowances be disbursed?

Monthly allowance will be paid via bank transfer.

17. I have just accepted NKF's sponsorship offer. How will my school fees be handled?

Sponsored candidates will need to pay their school fees upfront and produce proof of payment to NKF within 14 days of payment. Reimbursement shall be made via bank transfer.

18. 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.

19. What happens after graduation?

An exciting career with NKF awaits you upon your graduation. For more information, please click [here](#).

20. 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_OPD@nkfs.org to inform NKF.

21. 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 who are shortlisted will be given further details on providing transcripts and testimonials.

22. What if I undergo or 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.

23. 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.

24. 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.

25. I am currently employed with an organization. Can I apply for sponsorship with NKF?

NKF welcomes and accepts any applications from employed individuals. However, in the event NKF offers you a sponsorship, you must terminate your existing employment before signing the bond. This is to avoid potential conflict of interest with your current employer.

26. Am I allowed to seek part-time employment or gig work (eg: food delivery, private hire) during my sponsorship?

NKF wishes for its sponsored applicants to devote their time to academic pursuits and hence, does not encourage part-time employment during their study period. Applicants can apply under our Enhanced Sponsorship scheme in order to receive monthly allowances to defray their financial commitments. Please refer to Question 5 on details of Enhanced Sponsorship Scheme.

27. My new semester started just before I signed the bond with NKF. Will NKF back pay the tuition fees and monthly allowances?

No. NKF adopts a 'fresh start' principle whereby the sponsorship (applicable for both school fees and allowances) begins with a new semester from the point of bond signing. (e.g. For an applicant who applies in the February window and signs the bond in May but his/her semester commences in April, NKF will begin paying for tuition fees and monthly allowances in the next semester).

If your question is not listed above, please feel free to email us at HR_OPD@nkfs.org