

TCA College
249 Paya Lebar Road
#03-11 Trinity@Paya Lebar
Singapore 409046

Dear Sir/Mdm,

Declaration of Self-sponsorship

This letter is to confirm that I, [\[full name of applicant\]](#), am able to cover all fees and expenses needed while I am studying at TCA College. The program that I am applying for is [\[program name\]](#).

Thank you.

Name & Signature of Applicant

Date

TCA College
249 Paya Lebar Road
#03-11 Trinity@Paya Lebar
Singapore 409046

Dear Sir/Mdm,

Letter of Sponsorship

This letter is to inform that I, [full name of sponsor], will be sponsoring [full name of applicant] (henceforth referred to as “the applicant) the fees incurred by the applicant while the applicant is studying at TCA College. The program that the applicant has applied for is [name of program]. The fees include:

Indicate with a ✓ for sponsored item and “N.A” for irrelevant item or item not sponsored.	Types of Fees
	Admission Fee
	Tuition Fees
	Library and EduTech Fee
	College Events (Cohesion Day, Cultural Night & Community Lunch)
	Administration Fees
	Graduation Fee
	Hospital & Surgical Insurance (For international applicants)
	Student Pass fees (For international applicants)
	Hostel fees (For international applicants; on need basis)

I understand that the applicant is also responsible for the following expenses while studying at TCA:

1. Textbooks;
2. Compulsory medical screening (for international applicants only);
3. Security Deposit & related bank charges (for international applicants only); and
4. Living expenses in Singapore.

I understand that any financial sponsorship for these four items listed above is strictly between me (the sponsor) and the applicant, TCA will not be involved in any way. The security deposit and bank charges are to be submitted through TCA College to the relevant authority on behalf of the applicant. I understand that the security deposit will be refunded to the applicant’s designated bank account after the completion of his/her studies.

Please contact me should you need any clarifications.

Thank you.

Name & Signature of Sponsor

Date

Sponsor's Particulars

Relationship to the applicant:	
Email:	
Contact No.:	

Template (use letterhead of organization/church)

TCA College
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#03-11 Trinity@Paya Lebar
Singapore 409046

Dear Sir/Mdm,

Letter of Sponsorship

This letter is to inform that our organization/church, [name of organization/church], will be sponsoring [full name of applicant] (henceforth referred to as “the applicant”) the fees incurred while the applicant is studying at TCA College. The program that the applicant has applied for is [name of program]. The fees include:

Indicate with a ✓ for sponsored item and “N.A” for irrelevant item or item not sponsored.	Types of Fees
	Admission Fee
	Tuition Fees
	Library and EduTech Fee
	College Events (Cohesion Day, Cultural Night & Community Lunch)
	Administration Fees
	Graduation Fee
	Hospital & Surgical Insurance (For international applicants)
	Student Pass fees (For international applicants)
	Hostel fees (For international applicants; on need basis)

We understand that the applicant is also responsible for the following expenses while studying at TCA:

1. Textbooks;
2. Compulsory medical screening (for international applicants only);
3. Security Deposit & related bank charges (for international applicants only); and
4. Living expenses in Singapore.

We understand that any financial sponsorship for these four items listed above is strictly between our organization and the applicant, TCA will not be involved in any way. The security deposit and bank charges are to be submitted through TCA College to the relevant authority on behalf of the applicant. We understand that the security deposit will be refunded to the applicant’s designated bank account after the completion of his/her studies.

Please contact our personnel, [full name and designation] at [contact number or email] should you need any clarifications.

Thank you.

Name and Signature of Personnel-in-charge
(Include Official Stamp of Sponsor)

Date