

## FREQUENTLY ASKED QUESTIONS

### 1. How does the amended Absent Membership scheme work?

A member who intends to leave Singapore for a continuous period of more than 6 months but not exceeding 60 months may apply in writing to the Secretary to be placed as an Absent Member.

If such member wishes to extend the Absent Member status, the member shall apply in writing and the Secretary, may at its sole discretion, approve such applications.

### 2. When must I submit the Absent Status application?

An application must be submitted prior to the intended period of absence.

### 3. What constitutes a complete application?

The completed Absent Status application form must be accompanied with the following:

- (i) Documentary proof to support the intended period of absence;
- (ii) Payment for twenty (20) percent of the prevailing subscription fee (the Society will calculate the fees payable upon receipt of the application and supporting documents);
- (iii) Payment for outstanding amount due to the Society, if any.

### 4. What kind of documentary proof will be accepted?

For Salaried Employee:	For Self Employed Person:	For Accompanying Spouse:	For Overseas Education/ Exchange or Internship Program:	For Retirees:
Copies of:	Copies of:	Copies of:	Copies of:	Copies of:
1) Visa/ Permit/ Exit Permit/ PR Card/ Overseas ID; <u>and</u>	1) Visa/ Permit/ Exit Permit/ PR Card/ Overseas ID; <u>and</u>	1) Dependent pass; <u>and</u>	1) Visa/ Permit/ Exit Permit/ PR Card/ Overseas ID; <u>and</u>	1) Visa/ Permit/ Overseas ID/ PR Card/ Driver's License; <u>and</u>
2) Employment letter; <u>or</u>	2) Company's Registration Certificate or equivalent; <u>or</u>	2) Spouse's employment letter; <u>or</u>	2) School/ Company letter; <u>or</u>	
3) Overseas income document/ Annual tax returns; <u>or</u>	3) Overseas income document/ Annual tax returns; <u>or</u>	3) Spouse's utility/ telecommunication bill	3) Utility/ Telecommunication Bill under member's name	2) Utility/ Telecommunication Bill under member's name
4) Utility/ Telecommunication Bill under member's name	4) Utility/ Telecommunication Bill under member's name			
<small>*Note: (1) and either (2) or (3) or (4) are compulsory</small>	<small>*Note: (1) and either (2) or (3) or (4) are compulsory</small>	<small>*Note: (1) and either (2) or (3) are compulsory</small>	<small>*Note: (1) and either (2) or (3) are compulsory</small>	<small>*Note: (1) and (2) are compulsory</small>

### 5. What are the fees involved?

The Secretary may, at its sole discretion, approve such applications provided the member has paid up all monies due to the Society (including unbilled entrance fee installments) at the time that such an application is submitted.

An Absent Member shall be required to pay twenty (20) percent of the prevailing subscription fee for the full period of absence or at such rate as the Committee may decide from time to time.

The fee is an upfront payment to be settled at the time such application is submitted. All fees are subject to prevailing GST.

**6. I am a Life Member and I am residing overseas. Am I required to pay the absent fee based on the reduced subscription fee?**

Life Members on Absent Status are exempted from paying the absent fee. They will need to maintain their Absent Status by renewing their application before the expiry of their Absent Status. They also do not enjoy the \$45 F&B credit rebate.

The absent fee for spouse or junior member under the main life member account; however, will still need to be settled.

**7. I am a retiree and I wish to apply for Absent Status as I am residing overseas permanently. What supporting documents should I produce?**

The Society requires a copy of overseas Visa/Permanent Residency Card accompanied by either one of the following:

- (i) Latest utility bill
- (ii) Latest telecommunication bill
- (iii) Last Notice of Tax Assessment (if any)

**8. Will I get reminders nearer to the expiry date of my absent status?**

The Society is not obliged to communicate with the member or extend any privileges of the Society whilst the member is not in Singapore.

**9. Am I able to backdate my absent status application?**

We wish to reiterate that the Society does not allow any backdating of absent status applications.

**10. How long does it take to process my application?**

All absent status applications will be circulated to the Secretary for approval on the third/fourth week of each month. You will be notified on the status of your application by the mid of the following month.

**11. What happens if I missed the dateline for submission?**

If you have passed the dateline, your application will be included in the following month's circulation.

**12. Is submission of the application form and supporting documents allowed in soft copies?**

Yes, soft copies are acceptable. You may email the application form and supporting documents to [mship@nuss.org.sg](mailto:mship@nuss.org.sg)

**13. What happens to my payment if my application is rejected?**

The absent fee that you have paid will be left as a credit balance in your NUSS account.

**14. Why does my approved period of absence differs from the period in which I applied for?**

The approval granted by the Secretary will be based on the supporting documents that you have provided.

**15. As an Absent Member, can I utilize the club's facilities while I am back temporarily?**

An Absent Member may utilise the facilities or participate in the activities of the Society for a period not exceeding 30 days in a year or such period as the Committee may decide from time to time.

You must provide at least a week's notice to the Society in writing should you wish to patronise the club. This is to allow time to activate your membership account for your usage.

However, an Absent Members shall not be eligible to:

- (i) be officers of or members of the Committee unless co-opted by the Committee;
- (ii) vote, or to move or second resolutions;
- (iii) propose or second members for election to the Committee; or
- (iv) requisition any meeting of the Society.

**16. As an Absent Member, can I utilize the facilities at the reciprocal clubs?**

Absent Members do not get to enjoy reciprocal benefits.

**17. What if I exceeded the maximum number of thirty (30) days that the Society- awards me for free usage of the facilities as an Absent Member?**

You will be charged for that particular month's subscription fee.

**18. Can my spouse or junior member continue to patronize the club while my membership is placed on Absent Status?**

The spouse and junior memberships are treated as a single unit of membership under the main member's account. Therefore, the membership status of the spouse member and junior member shall follow that of the main member's account.

When the main member is placed on Absent Membership, the spouse member and junior member will also be included and the same terms and conditions for Absent Membership will apply.

**19. What should I do when there is a change in my correspondence address while overseas?**

Members shall at all times keep the Society informed in writing of changes in the member's correspondence address, failing which correspondence delivered to the member's last known address shall be deemed to be valid.

We will still be sending correspondence to Absent Members while they are overseas.

Hence, kindly inform the Society in writing of any changes in correspondence address and email address to ensure clear and updated communication.

Please direct all emails on change of address and contact details to [mship@nuss.org.sg](mailto:mship@nuss.org.sg).

**20. What should I do if I have to remain overseas beyond the expiry of my Absent Membership?**

An Absent Member shall be deemed to have returned to Singapore and shall be liable to resume payment of normal subscriptions upon the expiry of the period of absence for which approval was originally granted unless the member applies in writing to the Secretary and is granted approval of extension of Absent Membership

The application must be accompanied by a valid documentary proof of your extended stay overseas. The fee for the extended Absent Membership period will be computed accordingly.

The membership will be reactivated upon the expiry of the Absent Membership if an extension is not initiated by the member and normal subscriptions will resume accordingly.

**21. What are the payment modes available for the fee for Absent Membership?**

Members may arrange for initial payment for the fee via the following means:

- (i) Cheque payment (payable to "NUSS")
- (ii) Internet banking (Banks available: DBS, UOB, OCBC and Standard Chartered Bank. Payee: NUS Society or the National University of Singapore Society)
- (iii) NETS Payment
- (iv) Cash Payment
- (v) PayNow
- (vi) GIRO