

**SINGAPORE POLYTECHNIC
FEE PAY-IN-SLIP**



Section I

The Cashier, OCBC Bank, Singapore Polytechnic

Please accept from the bearer, the amount indicated at Section II being payment of course fee and credit it to our Bank Account: 544-003999-001.

Director, Finance
Singapore Polytechnic

Section II (To be completed by student)

Admission No:

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Refer to our example attached

(OCBC Cashier: Please input this no, as reference no)

Name (Mr / Ms) : _____

(as shown in IC/Passport)

NRIC/Passport: _____ Contact No: _____

Course Enrolled: _____

Amount Payable : SGD

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(Please refer to the Fee Advice in the Enrolment Package OR the Fee Page of the On Line Enrolment Process for the current semester's amount payable).

Please tick (☑) the relevant mode of payment

Cash (Available at SP Frank Store and the 4 specific OCBC Bank Branches – See overleaf)

Cheque (Available only at SP Frank Store)

Section III (To be completed by the Bank)

Important notes to OCBC Cashier:

1. Quote the Admission No * as the reference number.
2. For Cash payment,
 - Print machine validation on Bank's cash deposit slip
 - Return the following to payee after validation:
 - Duplicate copy of Bank's cash deposit slip
 - 'Finance copy' and 'Student copy' of SP Fee Pay-In Slip Form
3. For Cheque payment,
 - Stamp and sign on SP Fee Pay-In Slip Forms
 - Return the following to payee after validation:
 - 'Finance copy' and 'Student copy' of SP Fee Pay-In Slip Form

Received the sum of \$ _____ in cash / cheque no _____

(Eg. POSB 444488)

Bank Stamp

Bank Signature

Date

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Bank Stamp

Bank Signature

Date

INSTRUCTIONS

1. Refer to the Fee Advice for the amount payable. Bring along these 3-ply completed Fee Pay-In Slip Form, together with your cash/cheque, to the OCBC Bank Branches as listed below for making payment.
2. For Cash payment, you may pay at any of the 4 OCBC Bank Branches or SP Frank Store.
 - Complete the Bank's cash deposit slip.
 - Check that OCBC Cashier has printed machine validation on the Bank's cash deposit slip.
 - Ensure the following are returned to you after validation by the Bank Cashier:
 - Duplicate copy of Bank's cash deposit slip,
 - 'Finance copy' and 'Student copy' of SP Fee Pay-In Slip Form.Return the 'Finance copy' to Singapore Polytechnic together with your other enrolment documents.
3. For Cheque payment, you can only pay at the SP Frank Store.
 - Write your name, admission number, contact number and Singapore Polytechnic A/C # 544-003999-001 on the reverse of the cheque. Ensure cheque is crossed and made payable to 'Singapore Polytechnic'.
 - Check that OCBC Cashier has stamped and signed on SP Fee Pay-In Slip Forms. Ensure the following are returned to you after validation by the Bank Cashier:
 - 'Finance copy' and 'Student copy' of SP Fee Pay-In Slip Form
 - Return the 'Finance copy' to Singapore Polytechnic together with your other enrolment documents.

OCBC BANK BRANCHES AND FRANK STORE

No	OCBC Bank Branch/ Frank Store	Address	Business Hours
1	SP Frank Store	500 Dover Road, SP Foodcourt 5 (FC512) Singapore 139651	Mon-Fri: 9.00am to 12.30pm, Teller services are no longer available on Saturday.
2	OCBC Suntec City Branch	3 Temasek Boulevard, Suntec City Mall, #02-411/ 412, Singapore 038983	Mon-Fri: 11.00am to 7.00pm Sat: 11.00am to 1.30pm
3	OCBC Bedok North Branch	Blk 88 Bedok North St. 4, #01-163, Singapore 460088	Mon-Fri: 9.00am to 4.30pm, Sat: 9.00am to 11.30am
4	OCBC Jurong West Branch	Blk 502 Jurong West Ave. 1, #01-821, Singapore 640502	Mon-Fri: 9.00am to 4.30pm, Sat: 9.00am to 11.30am
5	OCBC Ang Mo Kio Branch	Blk 629 Ang Mo Kio Ave. 4, #01-1006/ 1008/ 1010, Singapore 560629	Mon-Fri: 9.00am to 4.30pm, Sat: 9.00am to 11.30am

PAYMENT OF SUBSEQUENT SEMESTERS FEES

Please ensure that you submit the Interbank GIRO Application Form together with your other enrolment documents for payment of subsequent Semesters fees.

For successful GIRO application,

- We will notify you of the Course fee to be deducted and the deduction date at least one week in advance via the ebill that will be sent to your ichat email account.
- Ensure sufficient fund is maintained in the designated Bank Account. Unsuccessful GIRO deductions are subjected to Bank charges.
- You can login to the Student Portal (<https://mike-student.sp.edu.sg>) to view your Student Account and print the Fee Voucher on web.

For unsuccessful GIRO application,

- We will send a letter to inform you that your GIRO application is rejected by the Bank and you are advised to submit another interbank GIRO form.