**Step 3 – Pay Course Fees**

**Acceptance of Offer**

This service is for successful applicants to confirm their enrolment for Full Time Diploma and Polytechnic Foundation Programme.

**Step 3 - Pay Course Fees**

Welcome to Step 3 - Pay Course Fees

Before you proceed, please read the 'Enrolment e-Guide - Financial Matters' carefully. Note: the fees printed in the Enrolment e-Guide has not taken into account the recent fee revision.

**Please refer to the Fee Advice included in the package for the latest revised fees.**

The next page shows the fees payable for 1st semester. The amount to be paid before you submit your enrolment documents is shown in the ‘Total Payable Amount’ box at the bottom left hand corner.

Please note that the payable amount will be recalculated accordingly when you select the Financial Scheme’s (FS) that you intend to apply for, if any.

If you click on a FS, you must submit the respective completed FS application form(s) to Singapore Polytechnic. (Refer to the Enrolment e-Guide for submission details.)

Note: All Singapore citizen students should accept the Tuition Grant offered by the Government through the Ministry of Education (MOE).

Please refer to the Enrolment e-Guide to help you to sort your forms before submitting them to Singapore Polytechnic.

**IMPORTANT:**

- Check that your forms are completed, signed and attached with the necessary documents requested.
- Ensure that your forms reach Singapore Polytechnic by the deadline stated in your Offer Letter.
Step 3 – Pay Course Fees

This is where you will see the course fees payable for Semester 1.

Course fees = Tuition Fees + Other Fees

You will also select the type of Financial Scheme you will be applying, which will help to finance part of the tuition fees.

*The amount you see in this guide is only for illustrational purposes. Refer to your enrolment page for the exact amount payable.

<table>
<thead>
<tr>
<th>Tuition Fee/Tuition Grant</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee DPFET - DEEE</td>
<td>2072.00</td>
</tr>
<tr>
<td>Tuition Grant</td>
<td>0070.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Fee</td>
<td>7.49</td>
</tr>
<tr>
<td>Exam Fee DPFET - DEEE</td>
<td>32.10</td>
</tr>
<tr>
<td>Insurance Fee</td>
<td>3.95</td>
</tr>
<tr>
<td>Miscellaneous Fee</td>
<td>14.00</td>
</tr>
<tr>
<td>Sports Fee</td>
<td>25.50</td>
</tr>
<tr>
<td>Union Entrance Fee No GST</td>
<td>5.00</td>
</tr>
<tr>
<td>Union FO Posh No GST</td>
<td>10.00</td>
</tr>
<tr>
<td>Union Subscription Fee No GST</td>
<td>10.00</td>
</tr>
<tr>
<td>Reg Fee JPAB</td>
<td>7.00</td>
</tr>
</tbody>
</table>

**Tuition Grant**

Do you wish to apply/reject Tuition Grant?
- Accept
- Reject

Amount payable if tuition grant is accepted: $2628.11
Amount payable if tuition grant is rejected: $10407.21

**Application of Financial Scheme OR Company Financial Sponsorship (Select either one only)**

Please indicate below if you are applying for Financial Scheme (FS) or under Company Financial Sponsorship.
- None
- FS
- Company Financial Sponsorship

Please indicate the Financial Scheme you are applying:

- MOE-CPF-AES 100% - If not 100%, please specify
- MOE-CPF-AES 90%
- MOE-CPF-AES 80%
- MOE-CPF-AES 70%
- MOE-CPF-AES 60%
- MOE-CPF-AES 50%
- MOE-CPF-AES 40%
- MOE-CPF-AES 30%
- MOE-CPF-AES 20%
- MOE-CPF-AES 10%

Total Payable Amount: $0.00
3.1 Tuition Grant (applicable for Full Time Diploma courses only)

Tuition Grant (TG) is a government subsidy provided by the Ministry of Education, which helps to subsidise part of the tuition fees for your diploma course. For more information on TG, please refer to Enrolment e-Guide > Financial Matters for Full Time Diploma Course.

Note: Students who reject TG will have to pay the full fees and are not eligible to apply for any financial schemes.

<table>
<thead>
<tr>
<th>Tuition Grant</th>
<th>Amount payable if tuition grant is accepted: $2026.41</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you wish to apply/reject Tuition Grant?</td>
<td>Amount payable if tuition grant is rejected: $10402.21</td>
</tr>
<tr>
<td>☐ Accept</td>
<td>☐ Reject</td>
</tr>
</tbody>
</table>

Note: Singapore Permanent Residents and International students are required to sign a deed with the Ministry of Education.

For information on how to apply for TG, please refer to Enrolment e-Guide > Financial Matters for Full-Time Diploma Course.
3.2 Financial Schemes (FS)
You may select more than 1 FS, as long as you are eligible to apply.
For information on the schemes, please refer to Enrolment e-Guide > Financial Matters for Full-Time Diploma Course or Financial Matters for Polytechnic Foundation Programme (PFP).

1) Select “FS”
2) Indicate the type of financial schemes you wish to apply.

The total amount you need to pay for the enrolment is reflected here.
This is the Summary page. Please check to ensure you have indicated your choices correctly before clicking on the Submit button. Amendment is not allowed once it has been submitted.

**Step 3 - Pay Course Fees**

- ID:
- NRIC/ PID No.:
- UNIT/FIN:
- Qualification Type:
- Course Type:
- Course:
- Term:
- Invoice ID:

<table>
<thead>
<tr>
<th>Tuition Fee ($)</th>
<th>Tuition Grant ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1391.00</td>
<td>0596.50</td>
</tr>
</tbody>
</table>

**Other Fees:**
- Class Fee 7.49
- Insurance Fee 3.96
- Miscellaneous Fee 14.98
- Sports Fee 25.88
- Union Entrance Fee No GST 5.00
- Union FO Pack No GST 16.00
- Union Subscription Fee No GST 18.00

**Summary**

You have indicated the following:
- Accept Tuition Grant
- Applying for CPF 100%. Submit online application at CPF website: [www.cpf.gov.sg](http://www.cpf.gov.sg)

Total Payable Amount: $91.10

*In the event that we do not receive payment from the Financial Assistance Scheme selected, you will be billed for the unpaid amount.*

Please be reminded to submit the following documents:
- CPF acknowledgement page with status 'Approved in Principle'

After clicking the "Submit" button, you will not be able to amend the information on-line thereafter.

1) E-Payment using eNets Debit (internet banking) or eNets Credit.
2) Payment at AXS or selected OCBC branches

For the outstanding amount, you may choose one of these payment modes:
1) E-Payment

Step 3 - Pay Course Fees

E-Payment

For E-Payment via eNets Debit (Internet Banking), the participating banks are Citibank, DBS, POSB, UOB, and OCBC. For E-Payment via eNets Credit (Credit card), the participating merchants are VISA and Mastercard.

After making E-Payment, pleaseprint and submit a copy of the eNets Debit/Credit payment acknowledgment page to Singapore Polytechnic, as specified in the Enrolment Guide. Do keep another copy for your own record.

If you are unable to make payment via eNets Debit/Credit, the alternative mode is payment at the OCBC Bank branches via cash or cheque (crosed payable to ‘Singapore Polytechnic’).

[Please refer to the ‘Enrolment Guide - Payment of Fees’ for payment instructions at the OCBC Bank branches.]

You are encouraged to participate in the Interbank GIRO Scheme for payment of subsequent Semesters’ fees. The same GIRO account will be used for crediting any refund or payment due to you and this reduces the inconvenience of collecting and depositing the cheques.

Payment Method:
- Please select a payment method
  - Internet Banking (Citibank/DBS/OCBC/UOB)
  - VISA/Master

No, I don’t wish to make E-Payment Now  Yes, Proceed with E-Payment

E-Payment – eNets Debit (Internet banking)

Step 3 - Pay Course Fees

Welcome to the SAS ePayment Service

Welcome to the SAS ePayment Service. SAS ePayment Service is a service provided by Singapore Polytechnic to enable you to make electronic payments through the internet via eNets Debit (Citibank/DBS/OCBC/UOB).

Please confirm that the information displayed below is correct before proceeding with payment.

<table>
<thead>
<tr>
<th>Payment Method:</th>
<th>Internet Banking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Item:</td>
<td>Online Enrolment</td>
</tr>
<tr>
<td></td>
<td>Student ID</td>
</tr>
<tr>
<td></td>
<td>Course: DECE - DIPLOMA IN ELECTRICAL &amp; ELECTRONIC ENGINEERING</td>
</tr>
<tr>
<td></td>
<td>Term: 2017/2018 S1</td>
</tr>
<tr>
<td>Total Amount Payable:</td>
<td>SGD328.10</td>
</tr>
</tbody>
</table>

Important Note

Please take note of the following before you proceed with online payment.

1. Please do not to close this browser window until you see the successful transaction summary page.
2. Processing time is on average 5 minutes. It may be up to 10 minutes if transaction traffic is heavy.
3. Please add the following sites to your list of allowed sites. Otherwise, the relevant transaction pages cannot be displayed, and your transaction request cannot be processed
   a) www.enets.sg
   b) obso2pay.dbs.com (for DBS/POSB Account holders)
   c) uniservices.xtra.com (for UOB Account holders)
   d) www.citibank.com.sg (for Citibank Account holders)
   e) www.ocbc.com (for OCBC account holders)
4. Please print the payment confirmation details from the Bank Internet Banking website as proof of payment. In the event of broken transaction but fund deducted from your account, you will need to provide us the proof of payment.
5. Please refer to the Help page of this service for the refund policy.
6. To disable the pop-up blocker temporarily: If you notice an information bar at the top of your web page that reads "Pop-up blocked...", right click on the bar and choose the option "Temporary Allow Pop-ups".
7. If you have chosen Internet Banking option, please note that the functionality is currently supported by Citibank Singapore Ltd, DBS Bank, OCBC Bank & United Overseas Bank.

Follow the instructions at your bank’s website
E-Payment – eNets Credit

Welcome to the SUTD ePayment Service.

Please confirm that the information displayed below is correct before proceeding with payment.

Payment Method: VISA / Master

Payment Item:

Online Enrollment
Student ID: 11
Course: DCEP - COMMON ENGINEERING PROGRAMME
Term: 2015/2016 S1
Total Amount Payable: SGD 440.80

Important Note

Please take note of the following before you proceed with online payment:

1. Please do not close this browser window until you see the successful transaction summary page.
2. Processing time is on average 5 minutes. It may be up to 10 minutes if transaction traffic is heavy.
3. You will see the eNets payment page open in a new window when you click on ‘Confirm Payment’. Please verify the pop-up blocker setting of your browser or browser add-on toolbar to allow pop-ups from www.enets.com.sg if you are not able to see the eNets payment page. Also, if you notice an information bar at the top of the web page that reads “Pop-up blocker: “. Right-click the bar and choose the option “Temporary Allow Pop-ups”.
4. Please print the eNets receipt page upon successful transaction as proof of payment. In the event of broken transaction but fund deducted from your account, you will need to provide us the proof of payment.
5. Please refer to the Help page of this service for the refund policy.

Follow the instructions at your bank’s website
2) Without e-Payment

- AXS or
- Cheque / Cash at selected OCBC Bank branches

Refer to Enrolment e-Guide > Step 3 Pay Course Fee for more information.

Acceptance of Offer

This service is for successful applicants to confirm their enrolment for Full Time Diploma and Polytechnic Foundation Programme.

Step 3 - Pay Course Fees

[Please refer to the ‘Fee Pay in slip form’ for Payment Instruction at the OCBC Bank branches.]

Payment at OCBC may be made in cash or cheque crossed payable to ‘Singapore Polytechnic’. Please indicate your name, student admission number, contact number(s) and Singapore Polytechnic A/c # 054-000000 001 on the reverse of the cheque.

After you have made payment at the Bank, please attach the Green copy of the Fee Pay-In Slip (with the Bank’s acknowledgement of the amount you have paid) for submission to Singapore Polytechnic.

Please retain the Yellow copy for your own record.

Fees for subsequent semesters will be deducted through GIRO. You will be informed of the deduction date in advance.
**Acceptance of Offer**

This service is for successful applicants to confirm their enrolment for Full Time Diploma and Polytechnic Foundation Programme.

**Step 3 - Pay Course Fees**

<table>
<thead>
<tr>
<th>Acknowledgement No.</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **ID:**
- **NRIC/PP No.:**
- **UIN/FIN:**
- **Qualification Type:**
- **Course Type:**
- **Course:**
- **Term:**
- **Invoice ID:**

<table>
<thead>
<tr>
<th>Tuition Fee/Tuition Grant:</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee DPTT-DBA</td>
<td>1337.50</td>
</tr>
<tr>
<td>Tuition Grant</td>
<td>8978.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Fees:</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Fee</td>
<td>7.49</td>
</tr>
<tr>
<td>Exam Fee DPTT-DBA</td>
<td>32.10</td>
</tr>
<tr>
<td>Insurance Fee</td>
<td>3.96</td>
</tr>
<tr>
<td>Miscellaneous Fee</td>
<td>14.88</td>
</tr>
<tr>
<td>Sports Fee</td>
<td>25.00</td>
</tr>
<tr>
<td>Union Entrance Fee No GST</td>
<td>5.00</td>
</tr>
<tr>
<td>Union F0 Pack No GST</td>
<td>16.00</td>
</tr>
<tr>
<td>Union Subscription Fee No GST</td>
<td>18.00</td>
</tr>
</tbody>
</table>

**Summary**

You have indicated the following:
- Accept Tuition Grant
- Applying for CPF: 100%. Submit online application at CPF website: [www.cpf.gov.sg](http://www.cpf.gov.sg)

Total Payable Amount: $1211.10

*In the event that we do not receive payment from the Financial Assistance Scheme selected, you will be billed for the unpaid amount.*

**Please be reminded to submit the following documents:**
- CPF acknowledgement page with status 'Approved in Principle'.
- The Green copy of the completed Fee Pay in Slip Form (endorsed by OCBC Bank).
- A copy of the AXS receipt (with Admission No indicated on the overleaf).
Acceptance of Offer

This service is for successful applicants to confirm their enrolment for Full Time Diploma and Polytechnic Foundation Programme.

Instructions:
1. You need to perform each step in sequence i.e. you need to complete Step 1 before you can proceed to Step 2. You must complete Steps 1 to 3 to complete the enrolment.
2. Please note that your session will be logged out after 20 minutes of idle time. You are advised to complete each step within the 20 minutes timeframe.
3. Please use the "Prev" and "Next" button at the bottom of the page instead of the "Back" button in the internet browser.

<table>
<thead>
<tr>
<th>Step 1: Acceptance of Offer</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 will take approximately 15 minutes to complete. You will need to fill in your family details and parental information.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2: Creation of Computer Accounts</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2 will take approximately 10 minutes to complete. You will have to read the security policies regarding computer matters and key in your preferred password.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3: Payment of Fees</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 3 will take approximately 5 minutes to complete. In addition, you may pay electronically if you have internet banking facilities. For an unsuccessful e-payment transaction, you may select Payment of Fees to proceed with e-payment again.</td>
<td></td>
</tr>
</tbody>
</table>

Please note that you must complete all 3 Steps of the Acceptance of Offer by the stipulated deadline given in your offer letter. You will not be able to access the system once the deadline is over.