e-ENROLMENT e-GUIDE
POLYTECHNIC FOUNDATION PROGRAMME
2018/2019
| Orientation Week (for first-year students only) | 9 Apr - 13 Apr 2018 | 1 week |
| SEMESTER I |  |
| Term 1 | 16 Apr - 1 Jun 2018 | 7 weeks |
| *(Mid-Semester Test)* | 28 May - 1 Jun 2018* | 1 week |
| Vacation | 2 Jun - 24 Jun 2018 | 3 weeks |
| Term 2 | 25 Jun - 17 Aug 2018 | 8 weeks |
| **Exam Week** | 20 Aug - 31 Aug 2018** | 2 weeks |
| Vacation | 1 Sep - 14 Oct 2018 | 6 weeks |
| SEMESTER II |  |
| Term 3 | 15 Oct - 7 Dec 2018 | 8 weeks |
| *(Mid-Semester Test)* | 3 Dec - 7 Dec 2018 | 1 week |
| Vacation | 8 Dec - 1 Jan 2019+ | 3 weeks |
| Term 4 | 2 Jan - 15 Feb 2019 | 7 weeks |
| **Exam Week** | 18 Feb - 1 Mar 2019 | 2 weeks |
| Vacation | 2 Mar - 14 Apr 2019 | 6 weeks |

* Vesak Day (29 May 2018)
** Hari Raya Haji (22 August 2018)
+ New Year's Day (1 January 2019)
Vacation - Subject to any polytechnic activities, e.g. internship

Enrolment Hotline: 6775-1133
Monday to Friday: 8.30am to 5.30pm (Excluding Saturdays, Sundays & Public Holidays)
Congratulations!

You have been offered a place to study in Singapore Polytechnic. To accept this offer, you are required to complete the tasks indicated in your Offer Letter.

Please follow this guide to complete your enrolment. This book consists of 2 sections:

- **Step by step to complete enrolment tasks** will guide you to complete the enrolment tasks. You need to read this book together with the Offer Letter for the DATES to complete the tasks.

- **Enrolment Information** provides the detailed enrolment information that you may refer to from time to time when necessary.

Information in this book is correct at the time of printing. SP reserves the right to discontinue any class, to alter courses, to amend the scale of fees, or to amend any other information without prior notice. Admission is based on merit.
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Step by step to complete enrolment tasks
Enrolment Flowchart

Acceptance of Offer
Complete all 3 steps on the online enrolment (http://enrolment.sp.edu.sg)
Step 1 Verify / Provide Your Particulars
Step 2 Create Computer Accounts
Step 3 Pay Course Fees

Go for Colour Vision Test or Medical Examination
This is not required for every student. Please refer to your Offer Letter.

Submit Documents

Finance Documents  Admissions Documents

What’s Next - 1
All Students
• Check Enrolment status
• Buy notebook and install software
• Apply for Diploma Student Concession (EZ-Link) Card

Optional
• Make new friends! Sign up for the Freshmen Camp 2018
http://focamp.sp.edu.sg by 2/3/2018
• Apply for Financial Assistance Schemes
www.sp.edu.sg/financialassistance

International Students Only
• Apply for ICA Student’s Pass

What’s Next - 2
All Students
• Attend Freshmen Orientation Programme
http://fop.sp.edu.sg
• Check class timetable

International Student & Singapore Permanent Resident
• Attend Tuition Grant briefing
Task 1  Acceptance of Offer
Step 1  Verify / Provide Your Particulars

Visit SP Online Enrolment - http://enrolment.sp.edu.sg, enter your Admission No., NRIC / Passport No. and Birth Date to login.

Select Step 1: Acceptance of Offer

Please verify the information on the displayed Name, Citizenship, NRIC / Passport and indicate your changes, if any, in the “Admissions Documents Checklist” (to detach from your Offer Letter).

Follow the instructions on the screen and enter the following information: Personal Data, Household details, Contact information, Parents’ particulars, Emergency contact, Medical conditions and Offences committed (please declare, if any).
Step 2  Create Computer Accounts

Visit SP Online Enrolment - [http://enrolment.sp.edu.sg](http://enrolment.sp.edu.sg),
Select Step 2: Create Computer Accounts

This step requires you to:

1. Create iChat email address
2. Create the password for your SPICE account
3. Set a 6-digit Library Pin

**iChat email** is an account provided by Microsoft for SP students. All official emails from SP will be sent to your iChat account. It is also used to access e-learning system and PolyMall.

**SPICE account** is a SP computer account that enables you to access SPICE services provided by SP. These services include wireless network, library, computer labs, etc.

**Library PIN** is required to borrow physical materials from the Library using the self-check machine and self-pickup locker. Set your 6-digit PIN (numbers only) during your SPICE account creation.
Step 3  Pay Course Fees
Financial Schemes (FS)

POLYTECHNIC FOUNDATION PROGRAMME STUDENT

Citizenship

Singapore Citizen
You can apply for the following FS:

Singapore Permanent Resident
You are not eligible to apply for any FS.

International Student

Post-Secondary Education Account (PSEA)

Amount ($) will be displayed on the Online Enrolment screen
Select Step 3: Pay Course Fees

Visit SP Online Enrolment - [http://enrolment.sp.edu.sg](http://enrolment.sp.edu.sg)

Select Step 3: Pay Course Fees

At [Application of Financial Scheme] for Singapore Citizen
Select [FS] [Post-Secondary Education Account (MOE-PSEA)]

The amount payable will be displayed and you can pay by

- Option 1: e-Payment
- Option 2: AXS ¹
- Option 3: Cheque / Cash

¹ AXS Station - one-stop multi-application and interactive self-service terminal
AXS e-Station - payment over the internet
AXS m-Station - payment on mobile and tablet devices
Step 3  Pay Course Fees
Modes of Payment

Option 1

- For E-Nets Debit, you need to have Internet Banking from Citibank, DBS, OCBC, POSB, or UOB.
- For E-Nets Credit, you can use Visa or Master
- Follow the instructions on the screen to make payment.
- Print payment acknowledgement slip
  - Submit 1 copy to SP
  - Keep 1 copy for your own record (optional)

Option 2

- Choose “Education” (AXS Station) or “eServices” (AXS e-Station and m-Station), then “Singapore Polytechnic”.
- Follow the instructions on the screen to make payment.
- Print receipt
  - Submit 1 copy to SP
  - Keep 1 copy for your own record (optional)

Option 3

- Complete ‘Fee Pay-In Slip’ form and pay at selected branches (see reverse side of the slip)
- Collect 2 copies of ‘Fee Pay-In Slip’ from the Bank
  - Submit the Green copy (endorsed by bank) to SP
  - Keep the Yellow copy for your own record
Task 2  Go for Colour Vision Test / Medical Examination (only required for selected Groups of students)

Should you have any Colour Vision Deficiency or Medical Conditions / Special Needs that prohibits you from pursuing the offered course, please email to contactus@sp.edu.sg IMMEDIATELY so that SP may try to arrange for a course transfer.

Email Subject: Colour Vision Deficiency
Provide:  1. Your Full Name
         2. SP Admission Number
         3. Name of the course offered
         4. Indicate “Partial Colour Vision Deficiency” OR “Complete Colour Vision Deficiency”

Email Subject: Medical Conditions / Special Needs
Provide:  1. Your Full Name
         2. SP Admission Number
         3. Name of the course offered
         4. Give details of your medical conditions / special needs

Note 1  Students from the following courses are required to undergo a Colour Vision Test.
- Aeronautical Engineering
- Aerospace Electronics
- Applied Chemistry
- Biomedical Science
- Biotechnology
- Chemical Engineering
- Common Engineering Programme
- Electrical & Electronic Engineering
- Energy Systems and Management
- Engineering Systems
- Food Science & Technology
- Marine Engineering

Note 2  International Student
International student must collect the ICA Medical Examination Report from the clinic and submit it to ICA when you collect your Student’s Pass.

Note 3  Mailing Address for SP Admissions Office:
Admissions Office, Singapore Polytechnic, 500 Dover Road, Singapore 139651
Please complete and submit the following documents (where applicable) in the Brown envelope and send it to SP.

**Forms can be found in Finance Forms Folder**

- Finance Documents Checklist (Detach from the Offer Letter)
- MOE - PSEA Standing Order Form (for Singapore Citizen)
- Interbank GIRO Form
  [must be signed, or thumb-printed by account holder(s) & endorsed by the Bank]
- e-Payment Acknowledgement Page & indicate Admission Number
  (payment at Online Enrolment screen)
- AXS Receipt / Acknowledgement Page & indicate Admission Number
  (payment at AXS Station, e-Station or m-Station¹)
- Fee Pay-In Slip (Green)- endorsed by OCBC Bank
  (Cheque or cash payment at selected OCBC Banks)

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¹ AXS Station - one-stop multi-application and interactive self-service terminal  
AXS e-Station - payment over the internet  
AXS m-Station - payment on mobile and tablet devices
Task 3  Submit Documents
Admissions Documents

Please complete and submit the following documents (where applicable) in the White envelope and send it to SP. The documents should be arranged in the following order:

Forms can be found in Admissions Forms Folder
☐ Admissions Documents Checklist (Detach from the Offer Letter)
☐ Photo Form
☐ Student’s Declaration Form
☐ Parent’s Declaration Form (for student below the age of 21)

Supporting Documents from you
☐ Photocopy of NRIC / IC - front & back (for Singapore Citizen, Singapore Permanent Resident & Malaysian)
☐ Photocopy of Passport (for International Student)
☐ Photocopy of Birth Certificate
☐ Photocopy of Deed Poll for change of name, if any
☐ Completed SP Colour Vision Test Form (for Singapore Citizen and Singapore Permanent Resident offered selected diploma courses), if available
☐ Completed SP Medical Examination Form (for all International Students), if available
Enquiry on Enrolment Status

2 weeks after you have completed Task 1 – Acceptance of Offer, you may visit SP Online Enrolment (http://enrolment.sp.edu.sg) > [Enquire Enrolment Status] to check your enrolment status.

Once you have successfully enrolled into your course, you Admission Card will be posted to your mailing address by the 1st week of April 2018.

Please login to http://bit.ly/AcceptAdmissionCard to acknowledge Receipt of Admission Card after you have received.
All International Students must have a valid pass to study in SP.

Even if your old Student’s Pass for your secondary school has not expired, you are still required to apply for a new Student’s Pass.

SP will send an email notification and SMS (if you have provided your local contact number)

Received email/SMS?

NO

Check your email regularly

YES

Go to ICA–SOLAR website and Click on “Student” button to start the application

Login to SOLAR

Submit eForm16 and print a copy after submitting

Check your application status at SOLAR 5 to 10 days later

Approved

NO

YES

Collect the In-Principle Approval (IPA) letter from SP Student Service Centre @ Block T16 Level 1 after 5 working days (from the day you see the approved status)

Complete the Student’s Pass Formalities with ICA#

- Book an e-appointment with ICA
- Go to ICA Building on the scheduled appointment date and time to complete the formalities and collect your Student’s Pass.

Information Required

Login to SOLAR by keying the following:

- SOLAR Application Number^
- Name:
- Nationality:
- Date of Birth:
- Sex:

^ Your SOLAR Application Number is PS-2018-xxxxxxx00000000
Where xxxxxxx is your SP Admission Number.

e.g.: if your Admission Number is 1801882,
Your SOLAR Application Number will be PS-2018-18018820000000

Upon receipt of your Student’s Pass, you should pay your course fees at one of the following options:

- AXS Station via NETS (machines located island-wide),
- AXS e-Station (Internet) and
- AXS m-Station (mobile/tablet devices) via Credit Card (MASTER)
- Selected OCBC Bank Branches via Cheque or Cash - refer to Fee Pay-In slip for details
- Finance Counter located at Administration Block Level 2 via NETS, Credit Card (VISA OR MASTER), Cheque or Cash

Subsequently, submit the following at Student Service Centre within one week of issuance of Student’s Pass*.

- Photocopy of your newly issued Student’s Pass, and
- A copy of receipt (if paid via AXS or Finance Counter), or
- Fee Pay-In Slip form – Green copy (if paid via Cheque or Cash at OCBC)

* It is important to submit a copy of your Student’s Pass to SP to notify us that you have a valid pass to remain in Singapore.

Failure to submit will result in the delay of processing the Tuition grant and Diploma Student Concession Card.

# Refer to www.sp.edu.sg/enrolment > What’s Next > Student’s Pass Application Process for more details.
TIMELINE FOR NEXT ACTIVITIES

01 Notebook PC Roadshow

15 to 19 March 2018 (excluding Sunday)

- Please refer to SP Notebook PC Scheme, or visit http://www.sp.edu.sg/notebook for details.
- For enquiry, please call 6775-1133, or email: contactus@sp.edu.sg

02 Notebook Software Installation

From 15 March 2018 (excluding weekends & Public Holidays)

- Please refer to SP Notebook PC Scheme, or visit http://www.sp.edu.sg/notebook for details.
- For enquiry, please call 6772-1260, or email: ServiceDeskMail@sp.edu.sg

03 Diploma Student Concession (EZ-Link) Card

From end March 2018

- If you wish to apply for the EZ-Link Card, please pay $8.10 at any Transitlink Ticket Office within 2 working days after you received a SMS from SP.
- Please refer to Application for Diploma Student Concession Card for details.

04 From 9 April 2018 onwards

Class Timetable

Download the SP Mobile app to access the class time table

05 9 to 13 April 2018

Freshmen Orientation Programme (FOP)

- You can check the details of your Freshmen Orientation Programme at http://fop.sp.edu.sg before the FOP period.
- A Freshmen Orientation pack specially prepared by the Singapore Polytechnic Students’ Union (SPSU) will be given out during your school’s Welcome / Mass briefing session. If you miss the collection, you may collect it from your school’s office after the FOP. Please refer to the last page of this book for your school’s office location.
Enrolment Information

Conditions of Admission

Financial Matters

Financial Assistance

SP Notebook

Student Concession (EZ-LINK) Card

Withdrawal from Course and Course Transfer

School / Department Directory
Conditions of Admission

1. The Offer of Admission is Conditional upon the Candidates:
   - Having applied for admission through the proper application procedures
   - Having provided the Singapore Polytechnic (SP) with true and accurate information in the Application / Enrolment Forms
   - Submitting to SP the required supporting documents during enrolment
   - Not being a student in any other Full-Time or Part-Time course when the semester commences
   - Being physically and medically fit to pursue the course

2. Declaration of Undertaking by Student

   All students enrolled into the Singapore Polytechnic have signed a declaration of undertaking in the enrolment form, as shown below:

2.1 I affirm that all the statements given in this enrolment form are true and accurate to the best of my knowledge. I have not deliberately omitted any relevant fact. Should I be admitted to the Singapore Polytechnic (SP) on the basis of the information given which may turn out to be false or inaccurate, I understand that I will render myself liable to appropriate action, including civil action, dismissal from course, forfeiture of fees, fine, and other disciplinary action.

2.2 If accepted, I agree to abide by any / all Polytechnic rules and regulations (available in the SP Website: [http://www.sp.edu.sg/handbook](http://www.sp.edu.sg/handbook)) that are enforced from time to time, affecting my conduct and study. I am fully aware that failure to do so may result in my dismissal. If admitted I will behave honourably and endeavour to maintain and raise the good name of the Polytechnic.

2.3 I understand that my enrolment is subject to my being declared physically / mentally fit to pursue the course.

2.4 I undertake to absolve SP, its servant and / or agents from any claims arising out of any injury, loss or damage caused to myself during the period of any training and activity in the course of my study at SP. I further undertake to indemnify SP against all claims which may be made against it by reason or in connection with:

   (i) Any damage to property whether of the company, an employee of the company, the student or a third party.

   (ii) Any damage, injury, illness, or accident (whether fatal or otherwise) caused to any person, whether an employee of the company, the student or a third party, being damage to property, injury, illness, or accident (whether fatal or otherwise) occurring to any person which is caused by the student or is the direct consequence of the provision of such facilities mentioned above.
2.5 (For male Singaporean & Permanent Residents who are 19 years old & above as of 01 Jan 2017). I declare that I have checked with the Deferment Office, CMPB, and that I am eligible to pursue a course in the 2017/2018 academic session. If I am not eligible for deferment, I will inform Admissions Office (in writing) of my status.

2.6 I understand that any personal data that I provide to SP or that arises or is collected by SP during my course of study will be treated as **Confidential** but may be used or disclosed for the purposes set out below. Such data may include personal particulars, family data, assessment records, special needs and medical information, sound, video or CCTV recordings etc. The data could be used or disclosed for the following purposes:

(i) To facilitate the execution of activities by the Polytechnic as an academic institution in support of my learning journey and will include, but is not limited to, release of information for the securing of internship / Industrial Training Programme placements.

(ii) To facilitate the execution of activities by the Polytechnic in dispensing its duties to ensure the safety and welfare of its staff / students and will include, but is not limited to, judicious release of information to personal tutors who are charged with monitoring and caring for students with special needs and / or medical conditions.

(iii) Monitoring of premises and / or persons within premises for security reasons and/or to regulate student discipline or behaviour.

(iv) For publication in areas that is customary by educational institutions, including but not limited to awards of prizes, medals, scholarships, and other marks of distinction, and student or graduation status.

(v) For prescribed evaluative purpose that may include, but is not limited to, evaluation for admission to institutions of higher learning (e.g. the autonomous universities), for scholarships / bursaries / loans and other support schemes.

(vi) Shared with government ministries, statutory boards and agencies or external parties where SP is required to do so by law or in order to fulfil a statutory obligation or for the purposes of Education and Career Guidance (ECG).

3. Declaration of Undertaking by Parent

A parent of student under 21 years of age has also signed a declaration of undertaking in the enrolment form, as shown below:

3.1 I have no objection to my child being admitted to the course conducted by SP.

3.2 I undertake to absolve SP, its servant and / or agents from any claims arising out of any injury, loss or damage caused to my child during the period of any training and activity in the course of his / her study at SP.

I further undertake to indemnify SP against all claims which may be made against it by reason or in connection with:
(i) Any damage to property whether of the company, an employee of the company, the student or a third party.

(ii) Any damage, injury, illness, or accident (whether fatal or otherwise) caused to any person, whether an employee of the company, the student or a third party, being damage to property, injury, illness, or accident (whether fatal or otherwise) occurring to any person which is caused by the student or is the direct consequence of the provision of such facilities mentioned above.

3.3 I understand that any personal data that my child provides to SP or that arises or is collected by SP during his / her course of study will be treated as **Confidential** but may be used or disclosed for the purposes set out below. Such data may include personal particulars, family data, assessment records, special needs and medical information, sound, video or CCTV recordings etc. The data could be used or disclosed for the following purposes:

(i) To facilitate the execution of activities by the Polytechnic as an academic institution in support of his / her learning journey and will include, but is not limited to, release of information for the securing of internship / Industrial Training Programme placements.

(ii) To facilitate the execution of activities by the Polytechnic in dispensing its duties to ensure the safety and welfare of its staff / students and will include, but is not limited to, judicious release of information to personal tutors who are charged with monitoring and caring for students with special needs and / or medical conditions.

(iii) Monitoring of premises and / or persons within premises for security reasons and / or to regulate student discipline or behaviour.

(iv) For publication in areas that is customary by educational institutions, including but not limited to awards of prizes, medals, scholarships, and other marks of distinction, and student or graduation status.

(v) For prescribed evaluative purpose that may include, but is not limited to, evaluation for admission to institutions of higher learning (e.g. the autonomous universities), for scholarships / bursaries / loans and other support schemes.

(vi) Shared with government ministries, statutory boards and agencies or external parties where SP is required to do so by law or in order to fulfil a statutory obligation or for the purpose of Education and Career Guidance (ECG).

4. Medical Report / Colour Vision Test Report (Where is applicable, as indicated in the Offer Letter)

Completed form must be received by SP before the commencement of the new academic session.

Failure to submit your medical report and x-ray result / colour vision test report will result in you being de-registered from the course.
5. National Service

National Service liable persons are required to apply for deferment from full-time National Service. Those who are 19 years old and above as at 1 January of the year are to seek deferment from Deferment Office, Central Manpower Base before they enrol for the course. They must obtain approval from Deferment Office, Central Manpower Base if they intend to:

- Change the course of study
- Change the institution

6. Rules and Regulations

You are strongly advised to familiarise yourself with the rules and regulations in the student handbook that is available in the SP website http://www.sp.edu.sg/handbook. When one is found flouting the rules, ignorance will not be accepted.
Financial Matters and Scheme for Polytechnic Foundation Programme

1. How much is the Course Fees?

You must state your citizenship status correctly during enrolment as this will determine the course fees that you have to pay.

Students who inform of their change of citizenship to Singapore Citizenship or Singapore Permanent Resident (PR) status after the commencement of a semester, will pay the fees for Singaporean or Singapore Permanent Resident with effect from the next semester.

The Tables below show the Course Fees for Polytechnic Foundation Programme for Academic Year 2018/2019.

Table 1: Course Fees (inclusive of GST)

<table>
<thead>
<tr>
<th>Annual Course Fees</th>
<th>Singapore Citizen</th>
<th>Singapore PR</th>
<th>International Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$ 363.80</td>
<td>$ 2,407.50</td>
<td>$ 9,600.00</td>
</tr>
<tr>
<td>Other Fees (refer to Table 2)</td>
<td>$ 90.55</td>
<td>$ 122.65</td>
<td>$ 156.65</td>
</tr>
<tr>
<td>MOE Subsidy for GST on Tuition Fee</td>
<td>(23.80)</td>
<td>(157.50)</td>
<td>NA</td>
</tr>
<tr>
<td>Total</td>
<td>$ 430.55</td>
<td>$ 2,372.65</td>
<td>$ 9,756.65</td>
</tr>
<tr>
<td>Amount to pay before Enrolment for Semester 1 *</td>
<td>$ 260.55</td>
<td>$ 1,247.65</td>
<td>$ 4,956.65</td>
</tr>
<tr>
<td>Amount to pay in Semester 2 #</td>
<td>$ 170.00</td>
<td>$ 1,125.00</td>
<td>$ 4,800.00</td>
</tr>
</tbody>
</table>

Table 2: Breakdown of Other Fees

<table>
<thead>
<tr>
<th>Breakdown of Other Fees</th>
<th>Singapore Citizen</th>
<th>Singapore PR</th>
<th>International Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination @</td>
<td>NA</td>
<td>$ 32.10</td>
<td>$ 32.10</td>
</tr>
<tr>
<td>Sports</td>
<td>$ 25.68</td>
<td>$ 25.68</td>
<td>$ 25.68</td>
</tr>
<tr>
<td>Insurance</td>
<td>$ 3.40</td>
<td>$ 3.40</td>
<td>$ 3.40</td>
</tr>
<tr>
<td>Group Hospitalisation &amp; Surgical Insurance (GHSI)</td>
<td>NA</td>
<td>NA</td>
<td>$ 34.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$ 14.98</td>
<td>$ 14.98</td>
<td>$ 14.98</td>
</tr>
<tr>
<td>Statutory License (CLASS)</td>
<td>$ 7.49</td>
<td>$ 7.49</td>
<td>$ 7.49</td>
</tr>
<tr>
<td>Students Union (not subjected to GST):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrance</td>
<td>$ 5.00</td>
<td>$ 5.00</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Subscription</td>
<td>$ 18.00</td>
<td>$ 18.00</td>
<td>$ 18.00</td>
</tr>
<tr>
<td>Freshmen Orientation Packet</td>
<td>$ 16.00</td>
<td>$ 16.00</td>
<td>$ 16.00</td>
</tr>
<tr>
<td>Total</td>
<td>$ 90.55</td>
<td>$ 122.65</td>
<td>$ 156.65</td>
</tr>
</tbody>
</table>

* Semester 1 fees include Tuition Fee and Other Fees
# Semester 2 fees include Tuition Fee only
@ Examination Fee for Singapore Citizen is waived by MOE with effect from Academic Year 2015/2016
2. What is the available Financial Scheme?

You can apply for Post-Secondary Education Account (PSEA). Upon approval from MOE, the approved amount will be used to pay for your course fees (includes Tuition Fee and Other Fees). We will bill you for the remaining amount after the semester has commenced if:

- your application for PSEA is not approved; or
- the approved amount is insufficient to settle the course fee

3. How to Apply?

Post-Secondary Education Account (PSEA)

The PSEA scheme is administered by MOE. If a Singaporean has an Edusave account, the balance amount will be transferred to PSEA when he is 16 years old or when he leaves Secondary School / Junior College / Centralised Institute or Vocational Training Center, whichever occurs later.

Eligibility

- Singapore Citizen

Application

- Complete the “Standing Order for Use of the Post-Secondary Education Account” form.
- Submit the completed form to SP Finance Department.
- SP will forward your application to MOE (PSEA) for their approval
- Once approved, MOE (PSEA) will pay the approved amount directly to SP.
- The closing date for application is 30 April 2018.

Contact

To find out your PSEA balance, you can:

- call MOE Customer Service at Tel: 6260-0777
- email to contact@moe.gov.sg
- visit website at http://www.moe.gov.sg/

To print the Standing Order form, go to PSEA website at http://www.moe.gov.sg/initiatives/post-secondary-education-account/
Interbank GIRO

a) Payment of subsequent semesters’ course fees

All students are to participate in the Interbank GIRO Scheme which is an easy and convenient way to pay their subsequent semesters’ fees. For students without a valid Bank account, the alternate payment modes are:
- E-Payment
- AXS
- Selected OCBC branches
- Student Service Counter
- Finance Counter

b) Refund/Payment due to you

The same GIRO account will be used for crediting any refund or payment due to you, which effectively reduces the inconvenience of collecting and depositing cheques. Refund or payment can be for any of the following matters:
- Excess payment of fees made by you;
- Scholarships and Bursaries awarded; and
- Any other payment due to you.

Application

- Complete Part I of the “Interbank GIRO Application Form”. You may use your own / parent’s / guardian’s bank account for the above-mentioned.
- Ensure the signature(s) / thumbprint(s) on the Application Form are the same as in the bank records. For account operated using thumbprint, you have to go to the bank with your identification to have your thumbprint verified.
- Submit the completed form to Student Service Centre or SP Finance Department.
- SP will forward your application to your designated bank for approval.

Approval Status

- 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 till 31 March 2018 and via “SP Mobile” App from April 2018 onwards.

- For unsuccessful GIRO application,
  - We will send a letter to inform you that your GIRO application is rejected by Bank and you are advised to submit another interbank GIRO form.
# Financial Assistance @ SP

## 1. Financial Aid for Fees & Living Expenses

Which one to apply?

<table>
<thead>
<tr>
<th>Schemes</th>
<th>Eligibility Criteria</th>
<th>Award Amount</th>
<th>Application Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schemes</td>
<td>Nationality</td>
<td>Per Capita Income (PCI)*</td>
<td>Gross Monthly Income (GHI)</td>
</tr>
<tr>
<td>MOE Bursary</td>
<td>Singaporean</td>
<td>⩽ $625 OR ⩽ $2,500</td>
<td>$970</td>
</tr>
</tbody>
</table>

## 2. Financial Aid for Notebook PC

Which one to apply?

<table>
<thead>
<tr>
<th>Schemes</th>
<th>Eligibility Criteria</th>
<th>Award Amount</th>
<th>Application Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schemes</td>
<td>Nationality</td>
<td>Per Capita Income (PCI)*</td>
<td>Gross Monthly Income (GHI)</td>
</tr>
<tr>
<td>Notebook Subsidy</td>
<td>Singaporean</td>
<td>⩽ $1,000 OR ⩽ $4,000</td>
<td>Receive up to $800</td>
</tr>
</tbody>
</table>

*Monthly Per Capita Income (PCI) = Total Gross Monthly Household Income (GHI) / No. of People Living in Applicant’s Household

For details, please refer to SP website ([www.sp.edu.sg/financialassistance](http://www.sp.edu.sg/financialassistance)), scan the QR code, email the Student Service Centre at contactus@sp.edu.sg or call 6775-1133.
SP Notebook PC Scheme

You will be using notebook PC during your study at SP, e.g writing reports, researching assignments, class presentations, project discussions, e-learning, etc.

We have arranged for selected PC vendors to put on a roadshow in SP during 15 - 19 Mar 2018 from 9 am to 6 pm (excluding Sunday).

If you do not have a notebook PC, visit the roadshow to check out the models at very attractive prices.

Information on recommended notebook PCs are given in Notebook PC Corner (http://www.sp.edu.sg/notebook). There you will also find more information for the promotions, financial assistance scheme and insurance.

Why buy my Notebook PC from the Polytechnic authorised vendors?
- 3 years on-site warranty (including AC transformer / adapter and electrical cable cord) and inclusive of parts and labour costs.
- Next-Business-Day On-site (Customer’s Residence or On-Campus) Response.

You can configure and install software for your notebook PC from home after you have completed your online enrolment. Please refer to Notebook PC Corner at http://www.sp.edu.sg/notebook for more details.
Overview of the Notebook Configuration Process

Useful Information:

- **SP Notebook PC Corner**
  - [http://www.sp.edu.sg/notebook](http://www.sp.edu.sg/notebook)

- **SP Notebook PC Scheme (Roadshow and Financial Assistance)**
  - Hotline: 6775-1133

- **Notebook Hardware and Software Support**
  - Email: ServiceDeskMail@sp.edu.sg
  - Hotline: 6772-1260

Important Dates:

- **Notebook PC Roadshow**
  - Date: 15 – 19 Mar 2018 (excluding Sunday)
  - Time: 9:00am to 6:00pm
  - Venue: SP Convention Centre, Level 1 #Tentative

- **Notebook Software Installation**
  - Available online from 15 Mar 2018
  - [http://www.sp.edu.sg/notebook](http://www.sp.edu.sg/notebook) > under Software tab

- **Academic Year 2018 (AY2018)** starts on 16 Apr 2018. Please ensure that your notebook is ready before AY2018.

- **SPICE Training**
  - To help you to get familiar with SPICE (Singapore Polytechnic Intelligent Computing Environment), it is recommended that you also learn from the videos in
  - [http://www.sp.edu.sg/notebook](http://www.sp.edu.sg/notebook) > under SPICE Training tab before AY2018.
### Allocated Dates of Notebook PC Sales by Courses

**Please remember to bring your Admission Card/NRIC and SP offer letter for purchase of Notebook PC**

<table>
<thead>
<tr>
<th>Notebook Road Show Dates</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 March 2018 (Saturday)</td>
<td>For students who are not able to come on the scheduled dates, and for students whose courses are not listed.</td>
</tr>
</tbody>
</table>
Application for Diploma Student Concession Card

**YEAR 1 STUDENTS**

**ENROLMENT COMPLETED**

Confirm your eligibility **in 2 weeks** via TransitLink

$ Pay $8.10 at any TransitLink office.

**SP’S EMAIL RECEIVED**

Look out for the email regarding collection of the EZ-Link card **(within 2 weeks)** via your ichat email account.
Withdrawal from Course and Course Transfer

1. Withdrawal from Course

**Procedures**

- Students who intend to discontinue with their studies must inform the Admissions Office by submitting “Notification of Withdrawal from Course” form. This form is available at the Student Service Centre (SSC), respective academic school office and on the Internet at [http://www.sp.edu.sg/SSC](http://www.sp.edu.sg/SSC). Students should also read the section on “Charging of Fees” for information regarding their course fees.

- Students under 21 are to obtain their parent’s / guardian’s signature. For withdrawal after the academic semester has commenced, new full-time students are also to see their Course Chair and obtain their Director’s signature. All students must then proceed to the Library for clearance and submit the form to Student Service Centre personally or mail the form to Admissions Office.

- Students must return all property belonging to SP and settle all outstanding bills prior to the submission of the form. Students who have been paying their fees by GIRO should submit their Bank’s relevant ‘termination form’ to their Bank to cancel their GIRO payment order.

**Regulations**

- **Charging of Fees** - Students withdrawing from SP are liable to pay fees. For withdrawals received:
  a) **Before the commencement** of semester, students may obtain a full refund of tuition fees for that semester. New students will have to pay an administrative fee of $50.
  b) **Within the 1st week** of semester, students are liable for 25% of the tuition fees for that semester.
  c) **After the 1st week** of semester, students are liable for 100% of the tuition fees.

There is no refund on Students’ Union fees, Insurance fee, Freshmen Orientation Package fee, Statutory License fee and Registration fee regardless of the time of withdrawal.

Any non-payment of fees will be noted.

- Students are **not allowed to withdraw during the official examination period**. For any withdrawals received upon the start of and during the conduct of the semestral exams, the student will be considered to have sat for the exam and may be removed. If the student is not removed, the withdrawal date will be post-dated to the day the semestral results are released.

- SP reserves the right to take any appropriate action it deems necessary where a student fails to comply with withdrawal procedures & regulations.

2. Course Transfer

New students who wish to transfer to another course may submit a SP e-Appeal via [http://courseapplication.sp.edu.sg](http://courseapplication.sp.edu.sg) → Submit an Appeal for Full-time Diploma course. Such appeals may be considered subject to individual merit and vacancies.
## School/Department Directory

### Academic Schools

<table>
<thead>
<tr>
<th>School Code</th>
<th>School Name</th>
<th>Location</th>
<th>Telephone/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE</td>
<td>School of Architecture and the Built Environment</td>
<td>T3A Level 4 Room T3A412</td>
<td></td>
</tr>
<tr>
<td>SB</td>
<td>SP Business School</td>
<td>Business School (next to Aero Hub) Level 7 Room SB711</td>
<td></td>
</tr>
<tr>
<td>CLS</td>
<td>School of Chemical and Life Sciences</td>
<td>T11A Level 6 Room T11A601</td>
<td></td>
</tr>
<tr>
<td>CASS</td>
<td>School of Communication, Arts and Social Sciences</td>
<td>T19 Level 2 Room T19210</td>
<td></td>
</tr>
<tr>
<td>SD</td>
<td>SP Design School</td>
<td>Design School (next to Blk T3A) Level 1 Room 106</td>
<td></td>
</tr>
<tr>
<td>DMIT</td>
<td>School of Digital Media and Infocomm Technology</td>
<td>T19 Level 4 Room T1949</td>
<td></td>
</tr>
<tr>
<td>EEE</td>
<td>School of Electrical and Electronic Engineering</td>
<td>T14 Level 7 Room T1472</td>
<td></td>
</tr>
<tr>
<td>MAE</td>
<td>School of Mechanical and Aeronautical Engineering</td>
<td>T16 Level 7 Room T1671</td>
<td></td>
</tr>
<tr>
<td>MS</td>
<td>School of Mathematics and Science</td>
<td>T7 Level 4 Room T741</td>
<td></td>
</tr>
<tr>
<td>SMA</td>
<td>Singapore Maritime Academy</td>
<td>T1A Level 7 Room T1A711</td>
<td></td>
</tr>
</tbody>
</table>

### Student Service Support

<table>
<thead>
<tr>
<th>Student Service Support</th>
<th>Contact No.</th>
<th>Email</th>
<th>Visit Us</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Matters</td>
<td>6775-1133</td>
<td><a href="mailto:contactus@sp.edu.sg">contactus@sp.edu.sg</a></td>
<td>T16 Level 1</td>
</tr>
<tr>
<td>SPICE Service Desk</td>
<td>6772-1260</td>
<td><a href="mailto:ServiceDeskMail@sp.edu.sg">ServiceDeskMail@sp.edu.sg</a></td>
<td>T17 Level 1 Room 1</td>
</tr>
</tbody>
</table>

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**Singapore Polytechnic**  
500 Dover Road Singapore 139651  
Enquiries: contactus@sp.edu.sg  
Website: www.sp.edu.sg  
Operating Hours: Monday to Friday, 8.30 am to 5.30pm  
(Closed on Saturdays, Sunday and Public Holidays)
SP Map