e-ENROLMENT e-GUIDE
SINGAPOREAN
2018/2019
# ACADEMIC CALENDAR FOR AY 2018/2019

<table>
<thead>
<tr>
<th>Orientation Week (for first-year students only)</th>
<th>9 Apr - 13 Apr 2018</th>
<th>1 week</th>
</tr>
</thead>
</table>

## SEMESTER I

<table>
<thead>
<tr>
<th>Term 1</th>
<th>16 Apr - 1 Jun 2018</th>
<th>7 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Mid-Semester Test)</em></td>
<td>28 May - 1 Jun 2018*</td>
<td>1 week</td>
</tr>
<tr>
<td>Vacation</td>
<td>2 Jun - 24 Jun 2018</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Term 2</td>
<td>25 Jun - 17 Aug 2018</td>
<td>8 weeks</td>
</tr>
<tr>
<td><strong>Exam Week</strong></td>
<td>20 Aug - 31 Aug 2018**</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Vacation</td>
<td>1 Sep - 14 Oct 2018</td>
<td>6 weeks</td>
</tr>
</tbody>
</table>

## SEMESTER II

<table>
<thead>
<tr>
<th>Term 3</th>
<th>15 Oct - 7 Dec 2018</th>
<th>8 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Mid-Semester Test)</em></td>
<td>3 Dec - 7 Dec 2018</td>
<td>1 week</td>
</tr>
<tr>
<td>Vacation</td>
<td>8 Dec - 1 Jan 2019+</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Term 4</td>
<td>2 Jan - 15 Feb 2019</td>
<td>7 weeks</td>
</tr>
<tr>
<td><strong>Exam Week</strong></td>
<td>18 Feb - 1 Mar 2019</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Vacation</td>
<td>2 Mar - 14 Apr 2019</td>
<td>6 weeks</td>
</tr>
</tbody>
</table>

* 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

1. 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

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

3. Submit Documents

4. 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

5. 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](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

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**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)

FULL-TIME DIPLOMA STUDENT (SINGAPORE CITIZEN)

Tuition Grant (TG)*

Accept TG
(Singapore Citizen should accept TG)

Reject or Not Eligible for TG

You can apply for the following FS:

- Mendaki Tertiary Tuition Fee Subsidy (Mendaki-TTFS)
- SkillsFuture Credit (SFC)
- Post-Secondary Education Account (PSEA)
- CPF Approved Education Scheme (CPF-AES)
- Tuition Fee Loan (TFL)

Amount ($) will be displayed on the Online Enrolment screen

* Please refer to the Enrolment Information – What is Tuition Grant (TG) for details.
View video guide for more information on FS.
Step 3  Pay Course Fees

Online Process

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

Select Step 3: Pay Course Fees

At [Do you want to Accept / Reject Tuition Grant (TG)?], Please select:

- **Option 1: Accept TG**
  
  You are not eligible to apply for any financial schemes and need to pay the course fees using your own source of funds.

- **Option 2: Reject or Not Eligible for TG**
  
  At [Application of Financial Scheme] where applicable Select [FS] i.e. Mendaki-TTFS, SFC, PSEA, CPF-AES or TFL that you wish to apply

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 OCBC 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 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  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)

Please attach the following Forms / documents if you have applied for any of the following Financial Schemes

- Mendaki – TTFS Acknowledgement Page (for Singapore Citizen and Singapore Permanent Resident - Malay student)
- SkillsFuture Acknowledgement Page with status “Your application has been submitted”  
  (for Singapore Citizen)
- CPF – AES Acknowledgement Page with status “Approved in Principle”
- Photocopy of DBS – Tuition Fee Loan Application Form (must be endorsed by DBS Bank)

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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
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)
- Tuition Grant Application Form (for Singapore Citizen)
- Tuition Grant Letter (for ex-polytechnic student)

**Supporting Documents from you**
- Photocopy of NRIC / IC - front & back (for Singapore Citizen, Singapore Permanent Resident & Malaysian)
- 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 MPA Shipping Division, Record of Medical Examinations of Seafarer and MPA Seafarer Medical Certificate (for all students offered the Diploma in Nautical Studies) if available
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, your 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.
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 Class Timetable
   From 9 April 2018 onwards
   Download the SP Mobile app to access the class
   time table
   Search for “SP Mobile”

05 Freshmen Orientation Programme (FOP)
   9 to 13 April 2018
   • 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) 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](http://www.sp.edu.sg/handbook). When one is found flouting the rules, ignorance will not be accepted.
Financial Matters for Full Time Diploma Course - Singapore Citizen

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 SP of their change of citizenship to Singapore Citizen after the commencement of a semester, will pay the fees for Singapore Citizen with effect from the next semester.

The Tables below show the Course Fees for Full time diploma course for Academic Year 2018/2019.

Table 1: Annual Course Fees (inclusive of GST) for student who accepts Tuition Grant^  

<table>
<thead>
<tr>
<th>Annual Course Fees</th>
<th>Singapore Citizen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidised Fee</td>
<td>$ 2,996.00</td>
</tr>
<tr>
<td>Other Fees (refer to Table 3)</td>
<td>$ 90.55</td>
</tr>
<tr>
<td>GST Subsidy on Tuition Fee</td>
<td>$ (196.00)</td>
</tr>
<tr>
<td>Total</td>
<td>$ 2,890.55</td>
</tr>
<tr>
<td>Amount to pay before Enrolment for Semester 1*</td>
<td>$ 1,490.55</td>
</tr>
<tr>
<td>Amount to pay in Semester 2 #</td>
<td>$ 1,400.00</td>
</tr>
</tbody>
</table>

Table 2: Annual Course Fees (inclusive of GST) for student who rejects / not eligible for Tuition Grant^  

<table>
<thead>
<tr>
<th>Annual Course Fees</th>
<th>Singapore Citizen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non subsidised Fee</td>
<td>$ 21,614.00</td>
</tr>
<tr>
<td>Other Fees (refer to Table 3)</td>
<td>$ 90.55</td>
</tr>
<tr>
<td>Total</td>
<td>$ 21,704.55</td>
</tr>
<tr>
<td>Amount to pay before Enrolment for Semester 1*</td>
<td>$ 10,897.55</td>
</tr>
<tr>
<td>Amount to pay in Semester 2 #</td>
<td>$ 10,807.00</td>
</tr>
</tbody>
</table>

Table 3: Breakdown of Other Fees

<table>
<thead>
<tr>
<th>Breakdown of Other Fees</th>
<th>Singapore Citizen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports</td>
<td>$ 25.68</td>
</tr>
<tr>
<td>Insurance</td>
<td>$ 3.40</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$ 14.98</td>
</tr>
<tr>
<td>Statutory License (CLASS)</td>
<td>$ 7.49</td>
</tr>
<tr>
<td>Students Union (not subjected to GST):</td>
<td></td>
</tr>
<tr>
<td>Entrance</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Subscription</td>
<td>$ 18.00</td>
</tr>
<tr>
<td>Freshmen Orientation Packet</td>
<td>$ 16.00</td>
</tr>
<tr>
<td>Total Other Fees</td>
<td>$ 90.55</td>
</tr>
</tbody>
</table>

* Semester 1 fees include Tuition Fee and Other Fees  
# Semester 2 fees include Tuition Fee only  
^ Please refer to [What is Tuition Grant (TG)](#) for details.
2. What are the available Financial Schemes?

A student who accepts Tuition Grant is eligible to apply for Financial Schemes to pay for the course fees. You may apply for one or more of the Financial Schemes depending on your financial needs.

Upon approval from the respective authorities, the approved amount will be used to pay for your course fees in the following sequence:

1st - Mendaki Tertiary Tuition Fee Subsidy (Mendaki TTFS)
2nd - SkillsFuture Credit (SFC)
3rd - Post Secondary Education Account (PSEA)
4th - CPF Approved Education Scheme (CPF-AES)
5th - Tuition Fee Loan (TFL)

View [video guide](#) for more information on financial schemes.

3. Payment of Fees

You may also apply for the following Financial Schemes by **30 April 2018** to pay for your fees. They will only take effect after the amount in your PSEA is exhausted.

**MENDAKI - TTFS**
- Submit Online Application & supporting documents at Mendaki website: [www.mendaki.org.sg](http://www.mendaki.org.sg)
- $ Amount will be displayed on the Online Enrolment screen

**SFC**
- Submit Online Application at SkillsFuture website: [www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)
- $ Amount will be displayed on the Online

**CPF - AES**
- Submit Online Application at CPF website: [www.cpf.gov.sg](http://www.cpf.gov.sg)
- $ Amount will be displayed on the Online Enrolment

**TFL**
- 1. Complete the TFL Application Form
- 2. Visit any DBS Bank with your guarantor for endorsement
- Submit a copy of the endorsed Application Form to SP Finance Department (refer to submit documents)
- $ Amount will be displayed on the Online Enrolment screen
SP will send the e-bill to your iChat email account for the remaining amount after the semester has commenced if:

- your application for Financial Scheme(s) is / are not approved; or
- the approved amount is insufficient to pay for the course fee.

Financial Schemes for Full Time Diploma Course-Singapore Citizen

How to Apply for Financial Schemes?

1. Mendaki Tertiary Tuition Fee Subsidy (Mendaki TTFS)

Tertiary Tuition Fee Subsidy scheme is administered by Yayasan Mendaki. Once approved, the amount will be used to pay for your Tuition Fee only. You need to pay your Other Fees using your own source of funds before enrolment.

Eligibility Criteria
- Singaporean Malay
- Singapore Permanent Resident Malay
- Household Per Capita Income (PCI) less than $1,500

<table>
<thead>
<tr>
<th>Per Capita Income (PCI)</th>
<th>Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000 and below</td>
<td>100% of Tuition Fee</td>
</tr>
<tr>
<td>$1,001 - $1,200</td>
<td>75% of Tuition Fee</td>
</tr>
<tr>
<td>$1,201 - $1,500</td>
<td>50% of Tuition Fee</td>
</tr>
</tbody>
</table>

- Details of eligibility criteria please log on to:-
  http://www.mendaki.org.sg/mendaki/programmes/educational-assistance/tertiary-tuition-fee-subsidy-ttfs

Application
- Please log on to http://tfas.mendaki.org.sg/ to make an application. Only online application will be accepted by Mendaki.
- Submit the acknowledgement page together with other financial documents to SP Finance Department.

Contact
For further enquiries, you can:
- call Yayasan Mendaki at Tel: 6551-2840
- email to ttfs@mendaki.org.sg
2. SkillsFuture Credit (SFC)

SFC is applicable to work-skills related education and training courses to empower Singaporeans in their learning and development, to deepen and broaden their skills. Government will provide periodic top-ups, so you may accumulate your credit which will not expire. SFC can be used on selected courses offered by polytechnics. Please find the full list of available courses at [www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit).

Eligibility Criteria
- Singaporean
- Full-time diploma student
- Aged 25 and above

Application
- Please log on to [http://www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit) by using your own SingPass through SFC portal. If you do not have a SingPass account, you may apply at [https://www.singpass.gov.sg/](https://www.singpass.gov.sg/)
- You can view a summary of your SkillsFuture credit that is available.
- For more details on claim submission, you may visit [https://www.myskillsfuture.sg/content/portal/en/header/faqs/skillsfuture-credit.html](https://www.myskillsfuture.sg/content/portal/en/header/faqs/skillsfuture-credit.html)
- Print a copy of acknowledgement page, with Claim ID, Claim Amount and Date Submitted, after your submission.
3. 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.

Your PSEA money can be used to pay for your Course Fees (includes Tuition Fee and Other Fees).

Eligibility Criteria
• Singapore Citizen

Application
• Complete the “Standing Order for Use of the Post-Secondary Education Account”.
• 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/

4. CPF Approved Education Scheme (CPF-AES)

The CPF-AES is a loan scheme which enables you to use your own, your parents’ or siblings’ CPF savings from their Ordinary Account. The approved amount will be used to pay for your Tuition Fee only. You need to pay for your Other Fees before enrolment.

Interest on the CPF savings withdrawn will be computed from the date the CPF savings are deducted from the CPF member’s Ordinary Account. The interest rate will be pegged at the prevailing CPF interest rate.

You have to repay the amount withdrawn plus interest, in cash subsequently into your own or your parents’ Ordinary Account. Repayment commences one year after you graduate or leave the educational institution.
Eligibility Criteria

- All Nationalities

You and the CPF member (e.g. parents or siblings) must have SingPass and email accounts to apply for CPF – AES. To apply for SingPass, Please refer to [www.singpass.gov.sg](http://www.singpass.gov.sg) for details.

**Student**
Login to CPF website ([www.cpf.gov.sg](http://www.cpf.gov.sg)) using your SingPass

Go to [my cpf Online Services]:
- select [My Requests]
- select [Education / Dependants’ Education], click [proceed]
- select [Apply to use CPF for my education], click [proceed]
- provide details in the online forms

1. An email will be sent within 2 days to the CPF member’s email address provided in your application for his / her endorsement
2. If you are using your own CPF savings, no endorsement is required

**CPF member (e.g. parents or siblings)**
Login to CPF website ([www.cpf.gov.sg](http://www.cpf.gov.sg)) using his / her SingPass within 14 days from the date of application to endorse your application

**Student**
Login to CPF website using your SingPass

Go to [my cpf Online Services]:
- select [My Activities]
- print a copy of the acknowledgement page with status “Approved in Principle”

Submit the acknowledgement page together with other financial documents to SP Finance Department

- The closing date for application is 30 April 2018.

Contact
For further enquiries on e-application for use of CPF monies, you can:
- call CPF Call Centre at Tel: 1800-227-1188 (Fax: 6229-3243)
- email to education@cpf.gov.sg
- refer to FAQ link [https://www.cpf.gov.sg/Members/Schemes/schemes/other-matters/cpf-education-scheme](https://www.cpf.gov.sg/Members/Schemes/schemes/other-matters/cpf-education-scheme)
5. Tuition Fee Loan (TFL)

DBS-TFL is a **government funded education loan** which is administered by DBS Bank. You can apply up to 75% of the **Tuition Fee** only. You need to pay for the remaining 25% of the Tuition Fee using your own source of funds or apply for the CPF-AES scheme before enrolment. You need to pay your Other Fees before enrolment.

The loan is interest-free during the course of study. You have to repay the loan plus interest, charged at average prime rate of DBS, OCBC and UOB, after graduation.

**Eligibility Criteria**
- All Nationalities

**Application**
- Complete the application.
- Visit any DBS Bank branch (not POSB bank) personally with your guarantor to submit the following documents and sign the loan agreement:
  - Completed application form
  - you and your guarantor’s identity cards / passports
- Obtain a photocopy of the Bank endorsed loan agreement and submit together with your enrolment documents to SP Finance Department. Retain a copy of the Bank endorsed loan agreement for your own record.
- Once approved, DBS Bank will pay the approved amount directly to SP.
- The closing date for application is on **30 April 2018**.

**Standard Guarantor Requirements**
- Guarantor must be above 21 years old and below 60.
- Singapore Citizen (SC) applicants must find a SC to stand in as guarantor. Singapore Permanent Resident (SPR) and Foreign applicants must find a SC or SPR to stand in as guarantor.
- Guarantor must not be an un-discharged bankrupt.
- A person cannot be guarantor for more than 2 loans unless
  - student cannot find another guarantor, and
  - guarantor acknowledges that they are aware of the role and financial implications as a guarantor.

**Contact**
For further enquiries on application for TFL, you can:
- call **DBS** customer hotline at: **6333-0033**
- email to **customerservice@dbs.com**
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.
What is Tuition Grant (TG)?

The Singapore Government subsidises a substantial portion of the total tuition fees payable for your full-time diploma course at the Polytechnic. This subsidy is known as the Tuition Grant (TG).

TG for full-time diploma programme is capped at maximum allowance of 10 semesters.

For Diploma in Nautical Studies and 2nd-Year Direct entry students, the numbers of semesters that you will be eligible for TG will be capped at 8 semesters.

Students who have received TG subsidy from any Singapore Government subsidised institution of Higher Learning, and before graduation, take up a new course at a polytechnic, will be eligible for TG subsidy for the semesters in their new course less the number of subsidised semesters for which they had previously enjoyed TG.

Students who have graduated from a Singapore Government subsidised diploma or degree course are not eligible for Tuition Grant.

For more information on TG, visit https://tgonline.moe.gov.sg/tgis/normal/studentViewTuitionGrantSubsidyInfo.action

How to Apply?

**Singapore Citizens:**
Complete the *Tuition Grant Eligibility Declaration Form (SG)* in the Admissions form folder and submit it to SP together with your enrolment documents.
## Financial Assistance @ SP

### 1. Financial Aid for Fees & Living Expenses

<table>
<thead>
<tr>
<th>Schemes</th>
<th>Eligibility Criteria</th>
<th>Award Amount</th>
<th>Application Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nationality</strong></td>
<td><strong>Per Capita Income (PCI)</strong>*</td>
<td><strong>Gross Monthly Income (GHI)</strong></td>
<td><strong>Per Capita Income (PCI)</strong>*</td>
</tr>
<tr>
<td>SP Donors’ Bursary</td>
<td>Any ≤ $2,250 OR ≤ $9,000</td>
<td>Up to $3,000</td>
<td>Apr 2018</td>
</tr>
<tr>
<td>CDC/CCC Bursary</td>
<td>Singaporean ≤ $625 OR ≤ $2,500</td>
<td>$2,350</td>
<td>Apr 2018 &amp; Oct 2018</td>
</tr>
<tr>
<td></td>
<td>≤ $626 - $1,000 OR ≤ $2,501 - $4,000</td>
<td>$2,150</td>
<td></td>
</tr>
<tr>
<td>MOE Bursary</td>
<td>Singaporean $1,001 - $1,725 OR $4,001 - $6,900</td>
<td>$1,650</td>
<td>Jun – Sep 2018 Nov – Feb 2019</td>
</tr>
<tr>
<td></td>
<td>$1,726 - $2,250 OR $6,901 - $9,000</td>
<td>$800</td>
<td></td>
</tr>
</tbody>
</table>

2. Financial Aid for Notebook PC

<table>
<thead>
<tr>
<th>Schemes</th>
<th>Eligibility Criteria</th>
<th>Award Amount</th>
<th>Application Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nationality</strong></td>
<td><strong>Per Capita Income (PCI)</strong>*</td>
<td><strong>Gross Monthly Income (GHI)</strong></td>
<td><strong>Per Capita Income (PCI)</strong>*</td>
</tr>
<tr>
<td>IMDA Neu PC Plus Programme</td>
<td>Singaporean or PR ≤ $900 OR ≤ $3,400</td>
<td>Pay up to $900</td>
<td>Apr – May 2018</td>
</tr>
<tr>
<td>Notebook Subsidy (1st year students only)</td>
<td>Singaporean ≤ $1,000 OR ≤ $4,000</td>
<td>Receive up to $800</td>
<td></td>
</tr>
</tbody>
</table>

\[
*\text{Monthly Per Capita Income (PCI)} = \frac{\text{Total Gross Monthly Household Income (GHI)}}{\text{No. of People Living in Applicant’s Household}}
\]

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](http://www.sp.edu.sg/notebook)). There you will also find more information for the promotions, financial assistance scheme and insurance.

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**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.

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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](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>
</table>
| **15 March 2018 (Thursday)** | Accountancy  
Architecture  
Banking and Finance  
Business Administration  
Business Information Technology  
Creative Writing for Television and New Media  
Financial Informatics  
Human Resource Management with Psychology  
Infocomm Security Management  
Information Technology  
Landscape Architecture  
Music & Audio Technology  
Polytechnic Foundation Programme  
Tourism and Resort Management |
| **16 March 2018 (Friday)** | Aeronautical Engineering  
Aerospace Electronics  
Bioengineering  
Common Engineering Programme  
Computer Engineering  
Electrical & Electronic Engineering  
Energy Systems and Management  
Engineering Systems  
Food Science & Technology  
Games Design & Development  
Marine Engineering  
Mechanical Engineering  
Nautical Studies  
Visual Communication and Media Design |
| **17 March 2018 (Saturday)** | For students who are not able to come on the scheduled dates, and for students whose courses are not listed. |
| **19 March 2018 (Monday)** | Applied Chemistry  
Applied Drama and Psychology  
Biomedical Science  
Biotechnology  
Chemical Engineering  
Civil Engineering with Business  
Digital Animation  
Engineering with Business  
Experience and Product Design  
Facilities Management  
Integrated Events & Project Management  
Interior Design  
Maritime Business  
Mechatronics and Robotics  
Media and Communication  
Nutrition, Health & Wellness  
Optometry  
Perfumery and Cosmetic Science  
Visual Effects and Motion Graphics |
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.

Link to TransitLink’s website, Eligibility Check (For Full-time Diploma students ONLY)
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. 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 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>

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### 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)