# Academic Calendar for AY 2019/2020

**Orientation Week (for first-year students only)**
- **Duration:** 1 week
- **Dates:** 8 Apr - 12 Apr 2019

## Semester I

**Term 1**
- **Dates:** 15 Apr - 31 May 2019
- **Duration:** 7 weeks

*Mid-Semester Test*
- **Dates:** 27 May - 31 May 2019
- **Duration:** 1 week

**Vacation**
- **Dates:** 1 Jun - 23 Jun 2019
- **Duration:** 3 weeks

**Term 2**
- **Dates:** 24 Jun - 16 Aug 2019
- **Duration:** 8 weeks

**Exam Week**
- **Dates:** 19 Aug - 30 Aug 2019
- **Duration:** 2 weeks

**Vacation**
- **Dates:** 31 Aug - 13 Oct 2019
- **Duration:** 6 weeks

## Semester II

**Term 3**
- **Dates:** 14 Oct - 6 Dec 2019
- **Duration:** 8 weeks

*Mid-Semester Test*
- **Dates:** 2 Dec - 6 Dec 2019
- **Duration:** 1 week

**Vacation**
- **Dates:** 7 Dec 2019 - 5 Jan 2020
- **Duration:** 3 weeks

**Term 4**
- **Dates:** 6 Jan - 21 Feb 2020
- **Duration:** 7 weeks

**Exam Week**
- **Dates:** 24 Feb - 6 Mar 2020
- **Duration:** 2 weeks

**Vacation**
- **Dates:** 7 Mar - 19 Apr 2020
- **Duration:** 6 weeks

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**Vacation - Subject to any polytechnic activities, e.g. internship**

**Public Holidays:**
- Good Friday: 19 Apr 2019
- Labour Day: 1 May 2019
- Vesak Day: 19 May 2019*
- National Day: 9 Aug 2019
- Hari Raya Haji: 11 Aug 2019
- Deepavali: 27 Oct 2019*

* The following Monday will be a public holiday.

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**Enrolment Hotline: 6775-1133**

**Monday to Friday: 8.30am to 5.30pm (Excluding Saturdays, Sundays & Public Holidays)**

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2
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 publication. 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 2019

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 2019 (http://freshmencamp.sp.edu.sg) by 1 March 2019
- Apply for Financial Assistance Schemes www.sp.edu.sg/financialassistance

International Students Only (compulsory)
- Apply for ICA Student’s Pass

What’s Next – 2 All Students
- Go to http://fop.sp.edu.sg for details to attend Freshmen Orientation Programme (compulsory)
- Refer below for Information on Tuition Grant https://tgonline.moe.gov.sg/tgis/normal/studentViewTuitionGrantSubsidyInfo.action
- Check class timetable

Please scan QR code or go to www.sp.edu.sg/enrolment for Enrolment details and read the eGuide before you proceed to complete the following steps.
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,

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
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 [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. 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.

Option 2

- Choose “Education” (AXS Station) or “e-Services” (AXS e-station & m-Station), then “Singapore Polytechnic”
- Follow the instructions on the screen to make payment.

For payment in campus, please proceed to Student Service Centre located at Block T16 Level 1. The payment options are Credit Card (VISA OR MASTER), Nets, Nets Flashpay, Nets QR code or Money Order/ Cheque. For Cash, please proceed to Finance Counter located at Administration Building Level 2.
Task 2  Go for Colour Vision Test / Medical Examination
(only required for selected Groups of students)

Singapore Citizen & Singapore Permanent Resident

- Complete Part A of the following form and go for Colour Vision Test, if applicable:
  - SP Colour Vision Test Form (Note 1)

- Visit one of the clinics listed on the above form.
- Clinic will send the completed report to SP Admissions Office directly.

International Student

- Complete Part A of the following form and go for medical examination:
  - SP Medical Examination Form
  - ICA Medical Examination Report Form (Note 3)

- Visit any Medical Practitioner registered in Singapore.
- You are required to submit the completed report to Student Service Centre @ SP, Block T16 Level 1 or mail to SP Admissions Office (Note 2)

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
- Food Science & Technology
- Marine Engineering

Note 2  Mailing Address for SP Admissions Office:
Admissions Office, Singapore Polytechnic, 500 Dover Road, Singapore 139651

Note 3  International Student must collect the ICA Medical Examination Report from the clinic and submit it to ICA when you collect your Student’s Pass.
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)
- Provisional Admission Acknowledgement Letter – Finance (for International student only)
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/Student’s/Parent’s Declaration Form

**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, your Admission Card will be posted to your mailing address by the 1st week of April 2019.

Please login to http://bit.ly/AcceptAdmissionCard to acknowledge Receipt of Admission Card after you have received.
Student Pass Application for International Students

- 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.

Information Required
Login to SOLAR by keying the following:
- SOLAR Application Number\(^\ast\):
- Name:
- Nationality:
- Date of Birth:
- Sex:

\(^\ast\) Your SOLAR Application Number is PS-2019-XXXXXX00000000
Where XXXXXXX is your SP Admission Number.
e.g.: if your Admission Number is 1901882,
Your SOLAR Application Number will be PS-2019-19018820000000

Upon receipt of your Student’s Pass, you should pay your course fees via AXS:
- AXS Station via NETS (Machines located island-wide),
- AXS e-Station (Internet) and
- AXS m-Station (Mobile/ Tablet devices) via Credit Card (MASTER)

Subsequently, submit a photocopy of your newly issued Student’s Pass at Student Service Centre within one week of issuance of Student’s Pass*. For payment in campus, please proceed to Student Service Centre located at Block T16 Level 1. The payment options are Credit Card (VISA OR MASTER), Nets, Nets Flashpay, Nets QR code or Money Order / Cheque. For Cash, please proceed to Finance Counter located at Administration Building Level 2.

* 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](https://www.sp.edu.sg/enrolment) for more details.
What’s Next

TIMELINE FOR NEXT ACTIVITIES

01  20 to 23 March 2019 (excluding Sunday)
    Notebook PC Roadshow
    • 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  From end March 2019 (excluding weekends
    & Public Holidays)
    Notebook Software Installation
    • 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  From end March 2019
    Diploma Student Concession (EZ-Link) Card
    • 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 an email from SP.
    • Please refer to Application for Diploma Student Concession Card for details.

04  From 8 April 2019 onwards
    Class Timetable
    Download the SP Mobile v2 app to access the class timetable. Search for “SP Mobile v2”

05  8 to 12 April 2019
    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 School/Department directory of this e-Guide for
      your school’s office location.
Enrolment Information
(AY2019)
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 2019). I declare that I have checked with the Deferment Office, CMPB, and that I am eligible to pursue a course in the 2019/2020 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).

2.7 I understand and accept that SP has the right to withhold the issuance of my diploma and / or certificate, in the event that I do not make full payment of any outstanding school fees, library fines, or any other fines or penalties owed by me to SP.
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).

3.4 I understand and accept that SP has the right to withhold the issuance of my child’s diploma and/or certificate, in the event that my child does not make full payment of any outstanding school fees, library fines, or any other fines or penalties owed by my child to SP.

(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 2019/2020.

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>$2,675.00</td>
<td>$9,900.00</td>
</tr>
<tr>
<td>Other Fees (refer to Table 2)</td>
<td>$91.09</td>
<td>$123.19</td>
<td>$157.19</td>
</tr>
<tr>
<td>MOE Subsidy for GST on Tuition Fee</td>
<td>($23.80)</td>
<td>($175.00)</td>
<td>NA</td>
</tr>
<tr>
<td>Total</td>
<td>$431.09</td>
<td>$2,623.19</td>
<td>$10,057.19</td>
</tr>
<tr>
<td>Amount to pay before Enrolment for</td>
<td>$261.09</td>
<td>$1,373.19</td>
<td>$5,107.19</td>
</tr>
<tr>
<td>Semester 1 *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount to pay in Semester 2 #</td>
<td>$170.00</td>
<td>$1,250.00</td>
<td>$4,950.00</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>$8.03</td>
<td>$8.03</td>
<td>$8.03</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>$91.09</td>
<td>$123.19</td>
<td>$157.19</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.

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” 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 2019**.

**Contact**

To find out your PSEA balance, you can:

- call MOE Customer Service at Tel: **6260-0777**
- email to contact@moe.gov.sg

Interbank GIRO (IBG)

Payment of Fees for billings After Enrolment

All students are to participate in the IBG Scheme which is an easy and convenient way to pay your fees. The IBG form is to authorise Singapore Polytechnic (SP) to deduct the fees payable by you directly from your authorized bank account through GIRO.

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.

If you are applying for Financial Scheme such as PSEA, you also need to submit this form. As the scheme may not be able to cover your fees (Tuition and Other fees) in full, the remaining outstanding fees for the 1st semester (if any) and subsequent semesters will be deducted by GIRO.

Application

- Complete Part I of the “IBG Application Form”. You may use your own/parent’s/guardian’s bank account.
- Ensure the signature(s) on the Application Form is/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.
- Trust accounts are not eligible for GIRO deduction.
Interbank GIRO (IBG)

Application Status
You may check the GIRO application status online via Student Mobile @ https://portal.sp.edu.sg/sites/eservices/HomePage.aspx

Select “Finance Matters” > “Giro Account” and Enter “User ID & Password”.

Termination /Change of GIRO account
You are required to submit SP’s “Termination of IBG form” and visit the designated Bank to terminate your existing IBG arrangement if you do not wish to maintain the record with the Bank. For change of GIRO account, you are required to submit a new IBG form.
Financial Assistance @ SP

1. Financial Aid for Fees & Living Expenses

Which one to apply?

<table>
<thead>
<tr>
<th>Schemes</th>
<th>Nationality</th>
<th>Per Capita Income (PCI)*</th>
<th>Gross Monthly Income (GHI)</th>
<th>Award Amount</th>
<th>Application Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFP Bursary</td>
<td>Singaporean</td>
<td>≤ $690 OR ≤ $2,500</td>
<td></td>
<td>$970</td>
<td>Jun – Sep</td>
</tr>
</tbody>
</table>

2. Financial Aid for Notebook PC

Which one to apply?

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

* Buy first, then apply Notebook Subsidy for reimbursement up to $800

*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), 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 20 - 23 Mar 2019 from 9 am to 6 pm.

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

Start → I have an existing Notebook / MacBook → Yes

Yes

Completed Successfully?

Yes

No

Purchased a Notebook / MacBook from
1. Any Vendors or 2. SP appointed vendors at SP Notebook PC Roadshow

No

Call SPICE Service Desk @ 6772-1260 for help

Problem Resolved?

Yes

No

Visit SPICE Service Desk to get help

Refer to your course recommended hardware requirement

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: 20 – 23 Mar 2019
  - Time: 9:00am to 6:00pm
  - Venue: SP Convention Centre, Level 1
- Notebook Software Installation
  - Available online from End Mar 2019 [http://www.sp.edu.sg/notebook](http://www.sp.edu.sg/notebook) > under Software tab
- 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 Support tab before AY2019. Then click on the FAQs link and select SPICE Essentials (Videos) icon.
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><strong>20 March 2019 (Wednesday)</strong></td>
<td>Accountancy, Architecture, Banking &amp; Finance, Business Administration,</td>
</tr>
<tr>
<td></td>
<td>Common Business Programme, Common Infocomm Technology Programme,</td>
</tr>
<tr>
<td></td>
<td>Creative Writing for Television &amp; New Media, Financial Informatics,</td>
</tr>
<tr>
<td></td>
<td>Human Resource Management with Psychology, Infocomm Security Management,</td>
</tr>
<tr>
<td></td>
<td>Information Technology, Landscape Architecture, Music &amp; Audio Technology</td>
</tr>
<tr>
<td></td>
<td>Polytechnic Foundation Programme</td>
</tr>
<tr>
<td><strong>21 March 2019 (Thursday)</strong></td>
<td>Aeronautical Engineering, Aerospace Electronics, Bioengineering,</td>
</tr>
<tr>
<td></td>
<td>Common Engineering Programme, Computer Engineering, Electrical &amp;</td>
</tr>
<tr>
<td></td>
<td>Electronic Engineering, Food Science &amp; Technology, Games Design &amp;</td>
</tr>
<tr>
<td></td>
<td>Development, Marine Engineering, Mechanical Engineering, Nautical</td>
</tr>
<tr>
<td></td>
<td>Studies</td>
</tr>
<tr>
<td><strong>22 March 2019 (Friday)</strong></td>
<td>Applied Chemistry, Applied Drama &amp; Psychology, Biomedical Science,</td>
</tr>
<tr>
<td></td>
<td>Biotechnology, Chemical Engineering, Civil Engineering with Business,</td>
</tr>
<tr>
<td></td>
<td>Digital Animation, Engineering with Business, Experience &amp; Communication</td>
</tr>
<tr>
<td></td>
<td>Design, Facilities Management, Integrated Events &amp; Project Management,</td>
</tr>
<tr>
<td></td>
<td>Interior Design, Maritime Business, Mechatronics &amp; Robotics, Media &amp;</td>
</tr>
<tr>
<td></td>
<td>Communication, Nutrition, Health &amp; Wellness, Optometry, Perfumery &amp;</td>
</tr>
<tr>
<td></td>
<td>Cosmetic Science, Visual Effects &amp; Motion Graphics</td>
</tr>
<tr>
<td><strong>23 March 2019 (Saturday)</strong></td>
<td>For students who are not able to come on the scheduled dates, and for</td>
</tr>
<tr>
<td></td>
<td>students whose courses are not listed.</td>
</tr>
</tbody>
</table>
Application for Diploma Student Concession Card

Diploma Student Concession (EZ-Link) Card

Full-time students are eligible to apply for the Diploma Student Concession (EZ-Link) Card to travel on MRTs, LRTs and buses

Timeline to receiving email via iChat regarding application

- From end-March to early-April (JAE / EAE / PFP), or
- 2 weeks from date of completing onsite enrolment (DAE / e-Appeal / late enrolment)

STEP 01

Email received

- Check your eligibility via the link provided
- If eligible, proceed to submit your application either online or in person at TransitLink offices located islandwide
- A second email will be sent to your iChat when the concession card is ready for collection in 10 working days

Concession card collected

- Top up $10 to activate your concession card
- Earliest collection from Orientation Week
- Important! Concession pass commences on the first day of the term

STEP 03

For more information, visit www.sp.edu.sg/ezlink

Link to TransitLink’s website, Eligibility Check (For Full-time Diploma students ONLY)
Withdrawal from Course

Withdrawal from Course

1. 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) and on the Internet at: https://www.sp.edu.sg/docs/default-source/student-services-docs/ad-notification-of-withdrawal-from-course.pdf

2. Charging of Fees: Students withdrawing from SP are liable to pay fees depending on when the withdrawal is submitted. See the table below. New students withdrawing before the commencement of the semester are also liable for an administrative fee of $50.

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Tuition Fees</th>
<th>Students’ Union Entrance and Subscription Fees</th>
<th>Other Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before commencement of semester</td>
<td>Full refund</td>
<td>No refund</td>
<td>Full refund</td>
</tr>
<tr>
<td>Within the 1st week</td>
<td>Refund 75%</td>
<td>No refund</td>
<td>Full refund</td>
</tr>
<tr>
<td>After the 1st week</td>
<td>No refund</td>
<td>No refund</td>
<td>No refund</td>
</tr>
</tbody>
</table>

3. 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.

4. Students must return all property belonging to SP and settle all outstanding bills prior to the submission of the form. Students with outstanding fees are **not allowed to withdraw before they have paid the fees**. Any withdrawals received will be processed after the outstanding fees have been cleared by the Finance Department. For withdrawals received during the official semestral exam period, refer to Point (3).

5. 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.

6. Students under 21 are to obtain their parent’s / guardian’s signature. 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.
### 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 &amp; The Built Environment</td>
<td>T3A Level 4 Room T3A412</td>
<td></td>
</tr>
<tr>
<td>SB</td>
<td>School of Business</td>
<td>Business School (next to Aero Hub) Level 7 Room SB711</td>
<td></td>
</tr>
<tr>
<td>CLS</td>
<td>School of Chemical &amp; Life Sciences</td>
<td>T11A Level 6 Room T11A601</td>
<td></td>
</tr>
<tr>
<td>SoC</td>
<td>School of Computing</td>
<td>T19 Level 4 Room T1949</td>
<td></td>
</tr>
<tr>
<td>EEE</td>
<td>School of Electrical &amp; Electronics Engineering</td>
<td>T14 Level 7 Room T1472</td>
<td></td>
</tr>
<tr>
<td>MS</td>
<td>School of Mathematics &amp; 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>
<tr>
<td>MAD</td>
<td>Media, Art &amp; Design School</td>
<td>MAD School Level 1 MAD106</td>
<td></td>
</tr>
<tr>
<td>MAE</td>
<td>School of Mechanical &amp; Aeronautical Engineering</td>
<td>T16 Level 7 Room T1671</td>
<td></td>
</tr>
<tr>
<td>LAS</td>
<td>School of Life Skills &amp; Communication</td>
<td>T19 Level 2 Room T19210</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>Block 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 T1711</td>
</tr>
</tbody>
</table>

**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)
Enrolment Centre – Block T15 (To enter from Commonwealth Avenue West (Gate 8)
Student Service Centre T16 Level 1