ENROLMENT e-GUIDE
AY2021/2022
# Academic Calendar for AY 2021/2022

**Orientation Week (for first-year students only)**  
12 Apr - 16 Apr 2021  
1 week

## Semester 1

<table>
<thead>
<tr>
<th>Term 1 - Classes</th>
<th>19 Apr - 4 Jun 2021</th>
<th>7 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mid-Semester Test</strong></td>
<td>31 May - 4 Jun 2021</td>
<td></td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td>5 Jun - 27 Jun 2021</td>
<td>2 weeks</td>
</tr>
<tr>
<td><strong>Term 2 - Classes</strong></td>
<td>28 Jun – 20 Aug 2021</td>
<td>8 weeks</td>
</tr>
<tr>
<td><strong>Examinations</strong></td>
<td>23 Aug – 3 Sep 2021</td>
<td>2 weeks</td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td>4 Sep - 17 Oct 2021</td>
<td>6 weeks</td>
</tr>
</tbody>
</table>

## Semester 2

<table>
<thead>
<tr>
<th>Term 3 - Classes</th>
<th>18 Oct - 10 Dec 2021</th>
<th>8 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mid-Semester Test</strong></td>
<td>6 Dec - 10 Dec 2021</td>
<td></td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td>11 Dec - 2 Jan 2022</td>
<td>3 weeks</td>
</tr>
<tr>
<td><strong>Term 4</strong></td>
<td>3 Jan - 18 Feb 2022</td>
<td>7 weeks</td>
</tr>
<tr>
<td><strong>Examinations</strong></td>
<td>21 Feb - 4 Mar 2022</td>
<td>2 weeks</td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td>5 Mar - 17 Apr 2022</td>
<td>6 weeks</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Public Holidays</th>
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</thead>
<tbody>
<tr>
<td>Good Friday</td>
</tr>
<tr>
<td>Labour Day</td>
</tr>
<tr>
<td>Hari Raya Puasa*</td>
</tr>
<tr>
<td>Vesak Day</td>
</tr>
<tr>
<td>Hari Raya Haji*</td>
</tr>
<tr>
<td>National Day</td>
</tr>
<tr>
<td>Deepavali</td>
</tr>
<tr>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

*Subject to change

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 the Offer Email.

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 Email for the stipulated deadline for the tasks to be completed.

- **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.
Contents

Academic Calendar for AY 2021/2022 ........................................................................................................... 2

Enrolment Flowchart 2021 ......................................................................................................................... 6

Task 1  Acceptance of Offer ......................................................................................................................... 7
Step 1  Verify / Provide Your Particulars ..................................................................................................... 7
Step 2  SPICE account and iChat Email ..................................................................................................... 8
Step 3  Pay Course Fees and Submit eGIRO ............................................................................................. 9

Financial Schemes (FS) - Full Time Diploma Courses .............................................................................. 9

Online Process - Full Time Diploma Courses .......................................................................................... 10

Financial Schemes (FS) - Polytechnic Foundation Programme ................................................................. 11

Online Process - Polytechnic Foundation Programme .............................................................................. 12

Modes of Payment ..................................................................................................................................... 13

Task 2  Go for Colour Vision Test/ Medical Examination ........................................................................ 14

Task 3  Submit Documents ......................................................................................................................... 15
Admissions Documents ................................................................................................................................. 15

Task 3  Submit Documents ......................................................................................................................... 16
Finance Documents ........................................................................................................................................ 16

Enquiry on Enrolment Status ................................................................................................................... 17

Student’s Pass Application for International Students .............................................................................. 18

What’s Next .................................................................................................................................................. 19

Enrolment Information ................................................................................................................................ 20

Conditions of Admission ............................................................................................................................. 21
1. The Offer of Admission is Conditional upon the Candidates: .......................................................... 21
2. Declaration of Undertaking by Student ................................................................................................. 21
3. Declaration of Undertaking by Parent ................................................................................................. 22
5. National Service ....................................................................................................................................... 24
6. Rules and Regulations ........................................................................................................................... 24

Financial Matters ....................................................................................................................................... 25
1. How much is the Course Fees? ............................................................................................................. 25
2. What are the available Financial Schemes? ................................................................. 27
3. Payment of Fees ........................................................................................................... 27

Financial Schemes ........................................................................................................... 28

How to Apply for Financial Schemes? ............................................................................... 28
1. Mendaki Tertiary Tuition Fee Subsidy (Mendaki TTFS) ................................................. 28
2. SkillsFuture Credit (SFC) .............................................................................................. 29
3. Post-Secondary Education Account (PSEA) ................................................................. 29
4. CPF Education Loan Scheme (CPF-AES) ................................................................. 30
5. Tuition Fee Loan (TFL) .................................................................................................. 32

Interbank GIRO (IBG) ........................................................................................................ 33
Payment of Fees for Billings after Enrolment .................................................................. 33
Application Status ........................................................................................................... 34

What is Tuition Grant (TG)? ............................................................................................. 35
How to Apply? .................................................................................................................... 35

Financial Assistance @ SP ............................................................................................... 36
For Full Time Diploma Course .......................................................................................... 36

Financial Assistance @ SP ............................................................................................... 37
For Polytechnic Foundation Programme ........................................................................... 37

SP Notebook PC Scheme ............................................................................................... 38

Overview of the Notebook Configuration Process ......................................................... 39

Application for Diploma Student Concession Card ......................................................... 40
(For Full Time Diploma Course) ....................................................................................... 40

Application for Diploma Student Concession Card ......................................................... 41
(For Polytechnic Foundation Programme) ......................................................................... 41

Withdrawal from Course and Course Transfer ............................................................... 42
Withdrawal from Course .................................................................................................. 42
Course Transfer (For Full Time Diploma Courses only) ................................................... 42

School/Department Directory .......................................................................................... 43
Enrolment Flowchart 2021

Please scan the QR code or click here to find out more on enrolment. Read the e-Guide before you proceed to complete the following steps.

1. **Acceptance of Offer**
   - Click here to complete the 3 steps online enrolment by the deadline in the offer email.
   - Step 1: Verify/ Provide your Particulars
   - Step 2: SPICE Account and iChat Email
   - Step 3: Pay Course Fees and Submit e-GIRO

2. **Go for Colour Vision Test or Medical Examination**
   - This is not required for every student.
   - Please refer to your offer email for more details.

3. **Submit Documents**
   - Upload the required enrolment documents by the deadline indicated on the offer email.
   - Click here to download the documents.

4. **What’s Next**
   - Enquire Enrolment Status here. Buy notebook and install software. Apply for Diploma Student Concession Card
   - Apply for ICA Student’s Pass (International students only)
   - Apply for Financial Assistance Schemes here

5. **Getting Ready for SP**
   - Click here for details to attend the Freshman Registration Programme from 12 to 16 April 2021.
   - Click here for information on Tuition Grant
   - Check Class Timetable here -> Academic -> Student Class Timetable

Please visit https://www.sp.edu.sg/sp/admissions/enrolment-/overview for more information.

Source for photos: Flaticon
Visit SP Online Enrolment – http://enrolment.sp.edu.sg -> Acceptance of Offer

**Select Step 1: Verify / Provide your Particulars**

Please enter your **Admission Number, NRIC / Passport Number and Birth Date (DD/MM/YYYY)** to proceed.

Please verify the information on the displayed Name, Citizenship, NRIC / Passport Number. If there are any changes, please email contactus@sp.edu.sg

- Follow the instruction on the screen and enter the following information:
  - Personal Data
  - Household details
  - Contact Information *(please provide a Singapore Registered Hand phone number)*
  - Parents’ particulars
  - Emergency Contact
  - Medical condition *(provide details, if any)*
  - Offences committed *(please declare, if any)*

**Proceed to Step 2 – SPICE account and iChat Email**
Your SPICE account ID and iChat Email will only be created (1) day after matriculation, i.e. when you receive your student card. You may then go to https://idms.sp.edu.sg to set the password by clicking “New User”.

Your SPICE account will allow you to access campus wireless network and IT services.  

(SPICE: Singapore Polytechnic Intelligent Computing Environment)

[A Microsoft iChat Email account will be created for you. All Official emails from SP will be sent to your iChat Email account. It is also used to access e-learning system and PolyMall]

Select Step 2: SPICE account and iChat Email

Create iChat Email

Proceed to Step 3 – Pay Course Fees and Submit eGIRO
### Tuition Grant (TG)*

<table>
<thead>
<tr>
<th>You can apply for the following Financial Schemes:</th>
<th>Singapore Citizen (automatically awarded TG)</th>
<th>Singapore Permanent Resident (If Accept TG)</th>
<th>International Student (if Accept TG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mendaki Tertiary Tuition Fee Subsidy (Mendaki –TTFS)</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Skills Future Credit (SFC)</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>MOE- Post-Secondary Education Account (PSEA)</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>CPF Education Loan Scheme (CPF-AES)</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>DBS – Tuition Fee Loan (TFL)</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

**Students who Reject or Not Eligible for TG:** You are not eligible to apply for any Financial Schemes.

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Course fees ($) will be displayed on the Online Enrolment screen

*Please refer to the Enrolment Information – [What is Tuition Grant (TG)](link) for details.*
Step 3 Pay Course Fees and Submit eGIRO

Online Process

For Full Time Diploma Course

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

Select Step 3: Pay Course Fees and Submit e-GIRO

At [Do you want to accept / reject Tuition Grant (TG)?], please select:

- **Option 1: Accept TG**
  - **Singapore Citizen**
    - At [Application of Financial Scheme], Select [FS] i.e. Mendaki-TTFS, SFC, PSEA, CPF-AES or TFL that you wish to apply.
  - **Singapore Permanent Resident**
    - At [Application of Financial Scheme], Select [FS] i.e. Mendaki-TTFS, CPF-AES or TFL that you wish to apply.
  - **International Student**
    - At [Application of Financial Scheme], Select [FS] i.e. CPF-AES or TFL that you wish to apply.

- **Option 2: Reject or Not Eligible for TG**
  - You are not eligible to apply for any financial schemes and need to pay the course fees using your own source of funds.

The amount payable will be displayed and you can pay by:

- **Option 1: e-Payment**
- **Option 2: AXS¹**
- **Option 3: Cash²**

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
² Cash payment – please contact SP hotline @ 67751133 or email contactus@sp.edu.sg for more details.

For payment in campus, please proceed to One Stop 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 International Student, you should pay your course fee upon receipt of your student’s pass.
Step 3 Pay Course Fees and Submit eGIRO

Financial Schemes (FS)

For Polytechnic Foundation Programme

Citizenship

Singapore Citizen
You can apply for the following Financial Schemes:
Post-Secondary Education Account (PSEA)

Singapore Permanent Resident

International Student

You are not eligible to apply for any Financial Schemes.

Course fees ($) will be displayed on the Online Enrolment screen
Visit SP Online Enrolment - [http://enrolment.sp.edu.sg](http://enrolment.sp.edu.sg)

Select Step 3: Pay Course Fees and Submit eGIRO

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

The amount payable will be displayed and you can pay by

- **Option 1: e-Payment**
- **Option 2: AXS**
- **Option 3: Cash**

1. AXS Station - one-stop multi-application and interactive self-service terminal
2. AXS e-Station - payment over the internet
3. AXS m-Station - payment on Mobile and Tablet devices
4. Cash payment – please contact SP hotline at 6775-1133 or email contactus@sp.edu.sg for more details.

(Refer to Modes of Payment on the following page)

For payment in campus, please proceed to One Stop 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 International Student, you should pay your course fee upon receipt of your student’s pass.
Step 3  Pay Course Fees and Submit eGIRO

Modes of Payment

Option 1

For Cash payment, please contact SP hotline at 6775-1133 or email contactus@sp.edu.sg for more details.

• 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

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 3

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

• For Cash payment, please contact SP hotline at 6775-1133 or email contactus@sp.edu.sg for more details.
Once you have completed the required medical check-up (by a Singapore registered medical practitioner), please upload the completed form through [http://enrolment.sp.edu.sg](http://enrolment.sp.edu.sg) under >> Upload Admission Supporting Documents for Enrolment by the date stated in the Offer Email.

For students who have completed the medical check-up at SATA clinics, the medical forms will be despatched over to SP (i.e. you do not have to upload the medical forms).

Please refer to the flowchart below for the medical check-up to be completed.

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**Task 2  Go for Colour Vision Test/ Medical Examination**

(Only required for selected groups of students)

**Singapore Citizen & Singapore Permanent Resident (Selected courses only)**

Complete Part A of the following form and go for Colour Vision Test, if applicable:

- SP Colour Vision Test Form

**International Student**

Complete Part A of the following forms and go for medical examination:

- SP Medical Examination Form
- DNS Medical Examination Form

Please note that International Student must collect the ICA Medical Examination Report from the clinic.

**Student who is offered Diploma in Nautical Studies (DNS)**

Complete Part A of the following form and go for medical examination:

- DNS Medical Examination Form

Should you have any Colour Vision Deficiency (for selected courses*) 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

*Students from the following courses are required to undergo a Colour Vision Test.*

- Aeronautical Engineering  
- Aerospace Electronics  
- Applied Chemistry  
- Biomedical Science  
- Chemical Engineering  
- Common Engineering Programme  
- Electrical & Electronic Engineering  
- Food Science & Technology  
- Marine Engineering
Submit the following documents by the stipulated deadline indicated on the Offer Email to complete your enrolment. Click on Enrolment Forms to download the Admission Documents required for enrolment.

For Admission Documents, please upload through http://enrolment.sp.edu.sg > Upload Admission Supporting Documents for Enrolment.

Admissions Documents

- **Passport-sized Photo for Student card (JPG/JPEG file, up to 1 MB per file).** Please refer to the photo guidelines indicated on SP Website here (bottom of page).
- **Parent’s Declaration Form (student below 21 years old)**
- **Tuition Grant Eligibility Declaration Form (for Singaporeans only, not required for Polytechnic Foundation Programme students)**
- **Tuition Grant Option Form (for Singapore Permanent Residents and International Students only, not required for Polytechnic Foundation Programme students)**

Photocopy/image of the following:

- **Front & back of NRIC* (for Singapore Citizen & Singapore Permanent Resident)**
- **Passport* (for International Student only)**
- **Front & back of ICA Student’s Pass (for International Students only)**
- **Birth Certificate**
- **Deed Poll (if any)**
- **Others (Tuition Grant Letter if applicable)**

* Not required for students that have submitted the front & back of NRIC or passport during the DAE application.
Task 3  Submit Documents

Finance Documents

Submit the following documents by the stipulated deadline indicated on the Offer Email to complete your enrolment. Click on Enrolment Forms to download the Finance Documents required for enrolment.

For hardcopy forms obtainable at One Stop Centre located at Block T16 Level 1 or email contactus@sp.edu.sg for copy to be mailed.

For Finance Documents, please upload through http://enrolment.sp.edu.sg > Upload Finance Supporting Documents for Enrolment.

Finance Documents

1) Uploading documents

• Provisional Admission Acknowledgement Form (for International Student only)

If you have applied for any of the following Financial Schemes:

• Mendaki-TTFS Acknowledgment Page (for Singapore Citizen & Singapore PR–Malay Student)
• SkillsFuture Acknowledgement Page with status “Your Application has been submitted” (for Singapore Citizen)
• CPF-AES Acknowledgement Page with status “Approved in Principle” (for All Nationalities)
• Photocopy of endorsed DBS-Tuition Fee Loan Application Form (for All Nationalities)

2) Hardcopy document

Interbank GIRO Form (must be signed, or thumb-printed by account holder (s) & endorsed by the Bank – refer to form. The original signed form must be mailed to Singapore Polytechnic (refer to Page 2 of the Interbank GIRO Form for the address).

(This form is not applicable if you have submitted GIRO application online - for DBS/POSB account holders only).
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 been successfully enrolled into your course, your Student Card will be posted to your mailing address by the 1st week of April 2021.

Please login to http://bit.ly/AcceptStudentCard to acknowledge Receipt of the Student Card after you have received it.
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 Website](#) (click on “Foreign Student”, select eForm 16)
- Fill in the required information, upload supporting documents# by stipulated date and pay processing fee within 7 days
- You will see Acknowledgement page for successful submission
- Go to [ICA Website](#) – enter the information required, click on “View Application Status” 5 to 10 days later
- Approved
  - NO
  - YES
- At [ICA Website](#) click on “Upload Document” to submit the Completion of Formalities (COF) documents (e.g. ICA medical examination report, T&C of STP) at least one month before IPA expiry. Click “Print Outcome Letter” to view the IPA letter. Once notified, pay issuance fee within 7 days.
- Complete the Student’s Pass Formalities with ICA*:
  - Book an e-appointment
  - Go to ICA Building on the scheduled appointment date and time to complete the formalities and collect your Student’s Pass. Refer to the IPA letter for list of documents to bring on your appointment day.
- Information Required
  - Login to Student’s Pass application page with following information:
    - Student’s Pass Application Number:
    - Full Name:
    - Nationality:
    - Date of Birth:
    - Sex:
  - Your Student’s Pass Application Number is PS-2021-XXXXXXX00000000
    - Where XXXXXXX is your SP Admission Number.
    - e.g.: if your Admission Number is 2101882, Your Student’s Pass Application Number will be PS-2021-210188200000000
  - # Supporting Documents:
    - 1) Passport Size Photo
    - 2) Travel Document Biodata
    - 3) Birth Certificate (where applicable)
- 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, upload a photocopy/image of the front and back of your Student’s Pass through [http://enrolment.sp.edu.sg](http://enrolment.sp.edu.sg) under Upload Admission Supporting Documents for Enrolment within one week of issuance of Student’s Pass*. Please also ensure that both your overseas Home Country Address and Singapore Mailing Address are updated via e-Services/ e-Resource by following the steps here.
- For payment in campus, please proceed to [One Stop Centre](#). The payment options are Credit Card (VISA OR MASTER), Nets, Nets Flashpay, Nets QR code or Money Order / Cheque. For cash payment, please contact SP hotline at 6775 1133 or email [contactus@sp.edu.sg](mailto:contactus@sp.edu.sg) for more details.

* 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](http://www.sp.edu.sg/enrolment) > What’s Next > Student’s Pass Application Process for more details.
What’s Next

1. **March to April 2021**
   **Notebook PC Roadshow**
   Please refer to the Notebook PC Corner for more information.

2. **March 2021**
   **Notebook Software Installation**
   - Available online from March 2021. Click here under software tab
   - For enquiry, please call 6772-1260 or email: ServiceDeskMail@sp.edu.sg

3. **From early April 2021**
   **Diploma Student Concession Card**
   If you wish to apply for the concession card, please do so within 3 working days after you received the email from SP via your iChat email:
   - Make the payment of $8.10 (Full Time Diploma) at any TransitLink Office.
   - Make the payment of $18.10 (PFP) at the Concession Card Replacement Offices (CCROs).

4. **From 12 April 2021 onwards**
   **Class Timetable**
   Download the SP Mobile v2 app to access the class timetable. Search for “SP Mobile v2”.

5. **12 to 16 April 2021**
   **Freshman Orientation Programme (FOP)**
   - Click here for details of your FOP before the FOP period.
   - A FO pack specially prepared by the SP Students’ Union (SPSU) will be given out during your school’s Welcome/ Mass briefing session. If you miss the collection, do collect it from your school’s office after the FOP.
Enrolment Information
AY2021

- Conditions of Admission
- Financial Matters
- Financial Schemes
- Interbank GIRO (IBG)
- What is Tuition Grant (TG)?
- Financial Assistance @ SP (for Full Time Diploma Course)
- Financial Assistance @ SP (for Polytechnic Foundation Programme)
- SP Notebook PC Scheme
- Overview of the Notebook Configuration Process
- Application for Diploma Student Concession Card (for Full Time Diploma Course)
- Application for Diploma Student Concession Card (for Polytechnic Foundation Programme)
- 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: https://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 to 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.

   (iii) (For male Singaporean & Permanent Residents who are 19 years old & above as
of 01 Jan 2021). I declare that I have checked with the Deferment Office, CMPB, and that I am eligible to pursue a course in the 2021/2022 academic session. If I am not eligible for deferment, I will inform Admissions Office of my status.

2.5 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).

2.6 I understand and accept that SP has the right to withhold the award or issuance of my diploma and / or certificate, in the event that I do not make full payment of any outstanding school fees, fines or penalties owed by me to SP, or does not fulfil or comply with any other punishment or orders imposed by 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 award or 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, fines or penalties owed by my child to SP, or does not fulfil or comply with any other punishment or orders imposed by SP.

(Where applicable, as indicated in the Offer Email)

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 https://www.sp.edu.sg/handbook. When one is found flouting the rules, ignorance will not be accepted.
Financial Matters

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 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 **Full time diploma course** and are subjected to changes for Academic Year 2021/2022.

For Full Time Diploma Course

**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>
<th>Singapore PR</th>
<th>International Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidised Fee</td>
<td>$ 3,103.00</td>
<td>$ 6,420.00</td>
<td>$ 11,000.00</td>
</tr>
<tr>
<td>Other Fees (refer to Table 3)</td>
<td>$ 92.72</td>
<td>$ 124.82</td>
<td>$ 156.82</td>
</tr>
<tr>
<td>Less: GST Subsidy on Tuition Fee</td>
<td>$ (203.00)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Less: GST Subsidy on Tuition Fee &amp; Examination Fee</td>
<td>-</td>
<td>$(422.10)</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$ 2,992.72</td>
<td>$ 6,122.72</td>
<td>$ 11,156.82</td>
</tr>
<tr>
<td>Amount to pay before Enrolment for Semester 1*</td>
<td>$ 1,542.72</td>
<td>$ 3,122.72</td>
<td>$ 5,656.82</td>
</tr>
<tr>
<td>Amount to pay in Semester 2#</td>
<td>$ 1,450.00</td>
<td>$ 3,000.00</td>
<td>$ 5,500.00</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>
<th>Singapore PR</th>
<th>International Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non subsidised Fee</td>
<td>$ 21,721.00</td>
<td>$ 21,721.00</td>
<td>$ 21,921.50</td>
</tr>
<tr>
<td>Other Fees (refer to Table 3)</td>
<td>$ 92.72</td>
<td>$ 124.82</td>
<td>$ 156.82</td>
</tr>
<tr>
<td>Total</td>
<td>$ 21,813.72</td>
<td>$ 21,845.82</td>
<td>$ 22,078.32</td>
</tr>
<tr>
<td>Amount to pay before Enrolment for Semester 1*</td>
<td>$ 10,953.22</td>
<td>$ 10,985.32</td>
<td>$ 11,117.57</td>
</tr>
<tr>
<td>Amount to pay in Semester 2#</td>
<td>$ 10,860.50</td>
<td>$ 10,860.50</td>
<td>$ 10,960.75</td>
</tr>
</tbody>
</table>

**Table 3: 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>-</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>$ 5.03</td>
<td>$ 5.03</td>
<td>$ 5.03</td>
</tr>
<tr>
<td>Group Hospitalization &amp; Surgical Insurance (GHSI)</td>
<td>-</td>
<td>-</td>
<td>$ 32.00</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 Fee</td>
<td>$ 5.00</td>
<td>$ 5.00</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Subscription Fee</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 Other Fees</td>
<td>-</td>
<td>$ 124.82</td>
<td>$ 156.82</td>
</tr>
<tr>
<td>Less: GST Subsidy on Examination Fee @</td>
<td>-</td>
<td>$(2.10)</td>
<td>-</td>
</tr>
<tr>
<td>Total Other Fees</td>
<td>$ 92.72</td>
<td>$ 122.72</td>
<td>$ 156.82</td>
</tr>
</tbody>
</table>

* Semester 1 fees include Tuition Fee and Other Fees
# Semester 2 fees include Tuition Fee only
@ For Singapore PR student who accepts Tuition Grant
^ Please refer to [What is Tuition Grant (TG)] for details.
The tables below show the Course Fees for Polytechnic Foundation Programme for Academic Year 2021/2022.

### Table 1: Course Fees (inclusive of GST)

<table>
<thead>
<tr>
<th></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>$2,942.50</td>
<td>$10,340.00</td>
</tr>
<tr>
<td>Other Fees (refer to Table 2)</td>
<td>$92.72</td>
<td>$124.82</td>
<td>$156.82</td>
</tr>
<tr>
<td>Less: MOE Subsidy for GST on Tuition Fee</td>
<td>$(23.80)</td>
<td>$(192.50)</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$432.72</td>
<td>$2,874.82</td>
<td>$10,496.82</td>
</tr>
<tr>
<td>Amount to pay before Enrolment for Semester 1*</td>
<td>$262.72</td>
<td>$1,499.82</td>
<td>$5,326.82</td>
</tr>
<tr>
<td>Amount to pay in Semester 2#</td>
<td>$170.00</td>
<td>$1,375.00</td>
<td>$5,170.00</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>-</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>$5.03</td>
<td>$5.03</td>
<td>$5.03</td>
</tr>
<tr>
<td>Group Hospitalisation &amp; Surgical Insurance (GHSI)</td>
<td>-</td>
<td>-</td>
<td>$32.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$14.98</td>
<td>$14.98</td>
<td>$14.98</td>
</tr>
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<td>Statutory License (CLASS)</td>
<td>$8.03</td>
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<tr>
<td>Students Union (not subjected to GST):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrance Fee</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Subscription Fee</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>$92.72</td>
<td>$124.82</td>
<td>$156.82</td>
</tr>
</tbody>
</table>

* Semester 1 fees include Tuition Fee and Other Fees

# Semester 2 fees include Tuition Fee only
2. What are the available Financial Schemes?
A student who accepts Tuition Grant *(for Full Time Diploma)* 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:

<table>
<thead>
<tr>
<th>Financial Scheme</th>
<th>Full Time Diploma</th>
<th>Polytechnic Foundation Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st - Mendaki Tertiary Tuition Fee Subsidy (Mendaki TTFS)</td>
<td>Singaporean</td>
<td>Singaporean</td>
</tr>
<tr>
<td>2nd - SkillsFuture Credit (SFC)</td>
<td></td>
<td>Post Secondary Education Account (PSEA)</td>
</tr>
<tr>
<td>3rd - Post Secondary Education Account (PSEA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th - CPF Education Loan Scheme (CPF-AES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th - Tuition Fee Loan (TFL)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Scheme</th>
<th>Singapore Permanent Resident</th>
<th>International Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st - Mendaki Tertiary Tuition Fee Subsidy (Mendaki TTFS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd - CPF Education Loan Scheme (CPF-AES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd - Tuition Fee Loan (TFL)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Payment of Fees

You may also apply for the following Financial Schemes by **30 April 2021** 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 Enrolment screen

- **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 screen

- **TFL**
  - 1. Complete the TFL Application Form
    2. Visit any DBS Bank branch with your guarantor for endorsement
  - $ Amount will be displayed on the Online Enrolment screen

You may also apply for the following Financial Schemes by **30 April 2021** to pay for your fees. They will only take effect after the amount in your PSEA is exhausted.
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**

**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**
   - Singapore Citizen or Singapore Permanent Resident – Malay
   - Household Per Capita Income (PCI) less than $2,000

<table>
<thead>
<tr>
<th>Per Capita Income (PCI)</th>
<th>Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,400 and below</td>
<td>100% of Tuition Fee</td>
</tr>
<tr>
<td>$1,401 - $1,700</td>
<td>75% of Tuition Fee</td>
</tr>
<tr>
<td>$1,701 - $2,000</td>
<td>50% of Tuition Fee</td>
</tr>
</tbody>
</table>


   **Application**
   - Please log on to [http://tfas.mendaki.org.sg/](http://tfas.mendaki.org.sg/) to submit your application. Only online application will be accepted by Mendaki
   - Upload the acknowledgement page together with other financial documents (refer to submit documents)

   **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. 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**
- Singapore Citizen
- 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)
- Upload a copy of acknowledgement page, with Claim ID, Claim Amount and Date Submitted, after your submission (refer to submit documents).

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**
- Student using own PSEA
  a) Please submit FormSG PSEA Standing Order via:
     i) [https://go.gov.sg/psea-p1s](https://go.gov.sg/psea-p1s) ; or
     ii) Scan this QR Code

You and your parents (or legal guardian) must have SingPass and email accounts to apply for MOE-PSEA. To apply for SingPass, Please refer to [www.singpass.gov.sg](http://www.singpass.gov.sg) for details.
b) Workflow for FormSG PSEA Standing Order:

- For student using siblings’ PSEA, please submit hardcopy Standing Order Form. You can:
  
  i) Print the Standing Order Form from PSEA website: [https://go.gov.sg/psea-so-hardcopy](https://go.gov.sg/psea-so-hardcopy); or

  ii) Obtain the hardcopy form from One Stop Centre located at Block T16 Level 1

- The closing date for application is 30 April 2021.

**Contact**

To find out your PSEA balance, you can:

- call **MOE** Customer Service at Tel: **6260-0777**
- visit [www.moe.gov.sg/contact](http://www.moe.gov.sg/contact)

4. **CPF Education Loan 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”

Upload the acknowledgement page together with other financial documents (refer to submit documents).

---

- The closing date for application is **30 April 2021**.

**Contact**
For further enquiries on e-application for use of CPF Education Loan Scheme, 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-loan-scheme](https://www.cpf.gov.sg/Members/Schemes/schemes/other-matters/CPF-education-loan-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 form
• Visit any DBS Bank branch (not POSB bank) personally with your guarantor to submit the following documents:
  ⇒ Original Application Form
  ⇒ Offer Email/Student Card
  ⇒ Copy of Borrower and Guarantor NRIC/Passport (Validity of Passport as at date of signing > 6 months)
  ⇒ Notary Public Stamp if borrower/guarantor is not in Singapore
  ⇒ Proof of residential address (Student with no account with POSB/DBS at the point of application)
• Obtain a photocopy of the Bank endorsed loan agreement and upload together with your enrolment documents (refer to submit documents). 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 30 April 2021.

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.
• 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 (IBG)**

Payment of Fees for Billings after Enrolment

All students are strongly encouraged to participate in the IBG Scheme which is an easy and convenient way to pay your fees. The IBG arrangement 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 any Financial Schemes such as Mendaki-TTFS, SFC, PSEA, CPF –AES and/or DBS-TFL, you also need to submit this application. As the schemes 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 via GIRO.

**Application**

(A) **E-Giro Application**

If you are a DBS or POSB account holder, and have subscribed for DBS Internet banking services, you may submit Giro application online via [http://enrolment.sp.edu.sg](http://enrolment.sp.edu.sg) under **Acceptance of Offer – Step 3**.

(B) **Hardcopy 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.
- Mail the completed form to SP Finance Department (refer to the form).
- SP will forward your application to your designated bank for approval.
- Trust accounts are not eligible for GIRO deduction.
Interbank GIRO (IBG) (cont’d)

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.
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 2nd-Year Direct entry students, the numbers of semesters that you will be eligible for TG will be capped at 8 semesters.

In return for the Government subsidy received under the Scheme, non-Singapore students, including Singapore Permanent Residents, are required to sign a TG Agreement. These students will be contractually obliged to work for Singapore-based companies for 3 years upon graduation.

Students who reject or not eligible for TG

(i) will have to pay the non-subsidised tuition fees including the prevailing 7% GST, and
(ii) are not eligible to apply for the Financial Schemes such as CPF Approved Education Scheme and DBS-Tuition Fee Loan
(iii) those who reject TG are required to send an email to contactus@sp.edu.sg and state their reason for rejecting.

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 TG.

For more information on TG terms and conditions, including the bond obligations, please visit https://tgonline.moe.gov.sg/tgis/normal/studentViewTuitionGrantSubsidyInfo.action

How to Apply?

1. Select – “Accept Tuition Grant”, at Step 3 of your SP Online enrolment.

2. Complete the Tuition Grant Eligibility Declaration Form (for Singapore Citizens), and upload it through http://enrolment.sp.edu.sg >> Upload Admission Supporting Documents for Full Time Diploma Enrolment.

3. Complete the Tuition Grant Option form (for Singapore Permanent Residents/ International Students), and upload it through http://enrolment.sp.edu.sg >> Upload Admission Supporting Documents for Full Time Diploma Enrolment.

4. You will receive the TG briefing slides via your SP i-Chat email on 19 April 2021.

5. You must submit your TG online application through the TGONLINE portal at: https://tgonline.moe.gov.sg from 23 April 2021 to 30 April 2021.

6. Upon successful application, TG applicants and both (2) their sureties are required to sign and execute the Tuition Grant Agreement with the Government of Singapore. More details on the signing of TG will be sent to TG applicants via their i-Chat email by 1 May 2021.
# Financial Assistance @ SP

**For Full Time Diploma Course**

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></td>
<td>Nationality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP Donors’ Bursary</td>
<td>Any</td>
<td>≤ $2,250 OR ≤ $9,000</td>
<td>Apr 2021</td>
</tr>
<tr>
<td>Higher Education</td>
<td>Singaporean</td>
<td>≤ $690 OR ≤ $2,750</td>
<td>$2,750, Apr &amp; Oct 2021</td>
</tr>
<tr>
<td>Community Bursary</td>
<td>$691 - $1,000</td>
<td>$2,751 - $4,000</td>
<td>$2,400</td>
</tr>
<tr>
<td>Higher Education</td>
<td>Singaporean</td>
<td>$1,001 - $1,725</td>
<td>$1,900, Jun – Aug 2021</td>
</tr>
<tr>
<td>Bursary</td>
<td>$1,726 - $2,250</td>
<td>$6,901 - $9,000</td>
<td>$850</td>
</tr>
</tbody>
</table>

*Subject to changes

2. **Financial Aid for Notebook PC**

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Eligibility Criteria</th>
<th>Award Amount</th>
<th>*Application Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nationality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notebook Subsidy (For 1st year</td>
<td>Singaporean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>students only)</td>
<td>≤ $1,000 OR ≤ $4,000</td>
<td>Receive up to $800</td>
<td>Apr 2021, Jun – Aug 2021</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Nov – Dec 2021</td>
</tr>
</tbody>
</table>

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

*Subject to changes

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

For details, please refer to SP website ([www.sp.edu.sg/financial-assistance](http://www.sp.edu.sg/financial-assistance)), scan the QR code, email the One Stop Centre (OSC) at [contactus@sp.edu.sg](mailto:contactus@sp.edu.sg) or call 6775-1133.
Financial Assistance @ SP

For Polytechnic Foundation Programme

1. Financial Aid for Fees & Living Expenses

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Eligibility Criteria</th>
<th>Award Amount</th>
<th>*Application Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFP Bursary</td>
<td>Nationality: Singaporean</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Per Capita Income (PCI)* ≤ $690 OR ≤ $2,750</td>
<td>$970</td>
<td>Jun – Aug 2021</td>
</tr>
</tbody>
</table>

*Subject to changes

2. Financial Aid for Notebook PC

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Eligibility Criteria</th>
<th>Award Amount</th>
<th>*Application Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notebook Subsidy</td>
<td>Nationality: Singaporean</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Per Capita Income (PCI)* ≤ $1,000 OR ≤ $4,000</td>
<td>Receive up to $800</td>
<td>Jun – Aug 2021 Nov – Dec 2021</td>
</tr>
</tbody>
</table>

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

*Subject to changes

*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/financial-assistance), scan the QR code, email the One Stop Centre (OSC) 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. home-based learning, writing reports, researching assignments, class presentations, project discussions, etc.

For the latest updates, please refer to Notebook PC Corner (http://www.sp.edu.sg/notebook).

There you will also find more information on the recommended notebook PC/course specific hardware requirement for your courses, the promotion provided by the several appointed suppliers, the 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

![Diagram 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 (Financial Assistance)**
  - Hotline: 6775-1133
- **Notebook Hardware and Software Support**
  - Email: ServiceDeskMail@sp.edu.sg
  - Hotline: 6772-1260

**Important Dates:**
- **Notebook PC Pre-order Online**
  - March to April 2021
- **Notebook Software Installation**
  - Available online from March 2021
  - [http://www.sp.edu.sg/notebook](http://www.sp.edu.sg/notebook) > under Software tab
- **Academic Year 2021 (AY2021)** starts on 19 April 2021. Please ensure that your notebook is ready before AY2021.
- **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 AY2021. Then click on the FAQs link and select SPICE Essentials (Videos) icon.
Application for Diploma Student Concession Card

For Full Time Diploma Course

Link to TransitLink’s website, Eligibility Check

Diploma Student
Concession Card

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

Timeline to receiving
email via iChat regarding
application

• From early-April (JAE / EAE).

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

STEP 02

Concession card collected

• Top up $10 to activate your concession card

• Earliest collection from Orientation Week

STEP 03

Important!
Concession pass commences
on the first day of the semester

For more information, visit www.sp.edu.sg/dscc
Application for Diploma Student Concession Card

For Polytechnic Foundation Programme

Diploma Student Concession Card [PFP]

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

Timeline to receiving email via iChat regarding application

- One week before semester commences (Mid-April)

Email received

- Visit any of the listed Concession Card Replacement Offices (CCROs)
- Quote that you are a Polytechnic Foundation Programme student
- Make the payment of $18.10
- Concession card will be issued on the spot

Concession card collected

Important!
- Concession pass commences on the first day of the term

You may purchase the pass before the first day of the term, the effective start date will be dated to the first day of the semester

For more information, visit www.sp.edu.sg/dsc
Withdrawal from Course and Course Transfer

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 One Stop Centre (OSC) 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 contact their Personal Tutors. All students must then proceed to the Library for clearance and submit the form to One Stop Centre (OSC) personally or mail the form to Admissions Office.

Course Transfer (For Full Time Diploma Courses only)

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 a 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 &amp; The Built Environment</td>
<td>T3A Level 4 Room T3A415</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; Electronic 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, Arts &amp; Design School</td>
<td>T19 Level 4 Room T1941</td>
<td></td>
</tr>
<tr>
<td>MAE</td>
<td>School of Mechanical &amp; Aeronautical Engineering</td>
<td>T18 Level 6 Room T1861</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>

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

SP Campus Map: [https://www.sp.edu.sg/map](https://www.sp.edu.sg/map)