Enrolment E-Guide
AY2022/2023
CONGRATULATIONS!
You have been offered a place to study in Singapore Polytechnic. To accept this offer, you are required to complete the tasks by the deadline indicated in the Offer Email.

**Step by Step Guide to complete enrolment tasks.**
You will need to refer to the Offer Email for the stipulated deadline for the tasks to be completed.

- Enrolment Flowchart
- Task 1: Acceptance of Offer
- Modes of Payment
- Task 2: Go for Colour Vision Test/Medical Examination
- Task 3: Submit Documents
- Enquire Enrolment Status
- Student’s Pass Application for International Students
- What’s Next

**Enrolment Information** which provides you the detailed enrolment information.

- Conditions of Admission
- Course Fees
- Financial Schemes/Payment of Fees
- Interbank GIRO
- Tuition Grant
- Financial Assistance @ SP
- SP Notebook PC Scheme
- Application for Diploma Student Concession Card
- Withdrawal from Course & Course Transfer
- School/Department Directory

Information in this guide 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.
ENROLMENT FLOWCHART 2022
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

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 enrolment forms.

4. What’s Next
   - Enquire Enrolment Status, click here
   - Buy notebook and install software, click here
   - Apply for Diploma Student Concession Card, click here
   - Apply for ICA Student’s Pass (International students only), click here
   - [Optional] Sign up for Freshman Camp 2022, click here by 18 March 2022, Apply for Financial Assistance Schemes, click here

5. Getting Ready for SP
   - Click here for details to attend Freshman Orientation Programme from 11 to 14 April 2022 (compulsory)
   - Click here for information on Tuition Grant
   - Check Class Timetable here and Academic Calendar here

Please visit https://www.sp.edu.sg/sp/admissions/enrolment-/overview for more information.
**TASK 1: ACCEPTANCE OF OFFER**

Click [here](#) to complete the 3 steps online enrolment → **Acceptance of Offer** by the deadline stipulated in the offer email.

To login, please enter your Admission Number, NRIC/Passport Number and Birth Date (DD/MM/YYYY).

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1. **Verify/Provide your Particulars**
   - Verify/Provide your personal particulars and complete the student’s declaration.
   - If there are any changes, please write to contactus@sp.edu.sg and indicate the changes to be made.

2. **SPICE Account and iChat Email**
   - Select the “user name” of your iChat email address. All official emails from SP will be sent to this account. It is also used to access the e-learning system and PolyMall.
   - Your SPICE Account ID is pXXXXXX (your Admission Number). It will allow you to access the campus wireless network and IT services.
   - Once you have completed this step, further instructions will be provided on how you can reset the password for your account.

3. **Pay Course Fees and Submit eGIRO**
   - [Not applicable for PFP students] Indicate whether you want to accept/reject Tuition Grant (TG). Singaporeans are automatically awarded TG. Students who reject/not eligible for TG will not be eligible for any Financial Schemes.
   - The course fees payable will be displayed and you can complete payment via various modes of payment (*next page*).
   - For International Student, please pay your course fees only upon receipt of your Student’s Pass.
   - For more information on the available Financial Schemes and course fees, please refer to the respective section behind.

Please click [here](#) (for more information on Tuition Grant) and [here](#) (for details on Financial Schemes).
Modes of Payment

Option 1: e-Payment
- 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: AXS
- Choose “Education” (AXS Station) or “eServices” (AXS e-Station and m-Station), then “Singapore Polytechnic”.
- Follow the instructions on the screen to make payment.

Option 3: Cash/Payment in Campus
- For payment in campus, please proceed to One Stop Centre for payment by Credit Card (Visa or Master), Nets, Nets Flashpay, Nets QR Code or Money Order/Cheque.

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1AXS Station - one-stop multi-application and interactive self-service terminal
AXS e-Station - payment over the internet
AXS m-Station - payment on Mobile and Tablet devices
**TASK 2: GO FOR COLOUR VISION TEST/ MEDICAL EXAMINATION**
*(Only required for selected groups of students)*

- Please complete the steps below if you belong to the following groups of students. Else, you may skip this step.
- Once you have completed the required medical check-up *(by a Singapore registered medical practitioner)*, please upload the completed form here → 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 clinic, the medical forms will be despatched over to SP *(i.e. you do not have to upload the medical forms)*.

### Singapore Citizens & Singapore Permanent Residents *(only for selected courses)*

- Complete the **SP Colour Vision Test Form**
- If you do not belong to any of the selected courses, you **do not** have to complete the colour vision test form.

### International Students

- Complete the **SP Medical Examination Form** and **ICA Medical Examination Report Form**
- International Students must collect the ICA Medical Examination Report from the clinic

### Students who are offered Diploma in Nautical Studies (DNS)

- Complete the **DNS Medical Examination Form**.

### Students with Colour Vision Deficiency or Medical Condition(s)/Special Need(s)

- For students with any colour vision deficiency *(for selected courses above)* or Medical Condition(s)/Special Need(s) that may prohibit 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/Medical Condition(s)/Special Needs(s)
- Provide your Full Name, SP Admission Number, Offered Course
- Give details of your medical conditions/special needs/colour vision deficiency (complete/partial)

Please click here to download the required medical forms.
TASK 3: SUBMIT DOCUMENTS

- Download the required Admissions & Finance Documents [here](#) and submit it by the deadline indicated on the Offer Email.
- For Admission Documents, please upload the documents [here](#) 
- Upload Admission Supporting Documents for Enrolment.
- For Finance Documents, please upload the documents [here](#) 
- Upload Finance Supporting Documents for Enrolment.

**Admission Documents**

- **Passport sized photo for Student Card** (JPG/JPEG file, up to 1MB). Please refer to the photo guidelines indicated on SP Website [here](#) (click on "Task 3: Submit Documents", bottom of page).
- **Parent’s Declaration Form** (for students below age 21)
- **Tuition Grant Eligibility Declaration Form** (for Singaporeans only, not required for PFP)
- **Tuition Grant Option Form** (for Singapore Permanent Residents, International Students, not required for PFP)

Photocopy/image of the following:
- **Front & back of NRIC** (for Singaporeans, Singapore Permanent Residents)
- **Passport** (for International Students 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 who had submitted during their DAE application.*

**Finance Documents**

Hardcopy forms are also obtainable at [One Stop Centre](#) or email [contactus@sp.edu.sg](mailto:contactus@sp.edu.sg) for copy to be mailed.

Documents to be uploaded:
- **Provisional Admission Acknowledgement Form** (for International Students only)

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

- **Mendaki-TTFS Acknowledgment Page** (for Singaporeans & Singapore Permanent Residents Malay Student)
- **PSEA Standing Order Form (Using Sibling’s PSEA)** (For Singaporean).* This form is not applicable if you are using your own PSEA for deduction of course fees.
- **SkillsFuture Acknowledgement Page** with status “Your Application has been submitted” (for Singaporeans)
- **CPF-AES Acknowledgement Page** with status “Approved in Principle” (for All Nationalities)
- Photocopy of endorsed **DBS-Tuition Fee Loan Application Form** (for All Nationalities)
- **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*

Please click [here](#) to download the required enrolment forms.
1 week after you have completed Task 1: Acceptance of Offer, you may check on your enrolment status [here](#) → **Enquire Enrolment Status**.

Once you have been successfully enrolled (i.e. matriculated), your Student Card will be posted to your local mailing address by the first week of April.

Please follow the instructions on the letter accompanying the Student Card to [acknowledge receipt of the Card](#) once you have received it.
Student’s 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.

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

Received email/SMS?

Yes

Go to ICA Website (click on “Foreign Student” to Submit 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

IPA (Pending Document Submission)

Yes

Go to ICA Website – enter the information required, click on “View Application Status” 5 to 10 days later

# Supporting Documents:
1) Passport Size Photo
2) Travel Document Biodata page
3) Birth Certificate (where applicable)
4) Signed Form 16 Declaration

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 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.

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

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

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

1. **March to April 2022**
   **Notebook PC Roadshow**
   Please refer to the Notebook PC Corner for more information.

2. **March 2022**
   **Notebook Software Installation**
   - Available online from March 2022. Click [here](#) under Software tab.
   - For enquiry, please call 6772-1260 or email: ServiceDeskMail@sp.edu.sg

3. **From early April 2022**
   **Diploma Student Concession (EZ-Link) Card**
   If you wish to apply for the concession card, please make the payment of $8.10 at any TransitLink Ticket Office within 3 working days after you received the email from SP via your iChat email.

4. **From 11 April 2022 onwards**
   **Class Timetable**
   Download the SP Mobile v2 app to access the class timetable. Search for “SP Mobile v2”.

5. **11 to 14 April 2022**
   **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
AY2022/2023
**Conditions of Admission**

**A. 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

**B. 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:

1. I affirm that all the facts and / or statements (including declaration of medical / special need conditions and offence history) 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 actions, including civil action, dismissal from course, forfeiture of fees, fine, and other disciplinary actions.

2. I agree to comply with all prevailing SP rules and regulations ([https://www.sp.edu.sg/handbook](https://www.sp.edu.sg/handbook)) which may pertain to my conduct and study for the duration of my enrolment with SP. I am fully aware that failure to comply with such rules and regulations may result in my dismissal.

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

4. Should I decide to withdraw from my course of study after accepting the offer, I will have to make the necessary fee payment and submit the withdrawal form via email (contactus@sp.edu.sg) or One Stop Centre in person (Withdrawal form can be downloaded from [https://www.sp.edu.sg/forms](https://www.sp.edu.sg/forms)).

5. (For male Singaporean & Permanent Residents who are 19 years old & above as of 01 Jan 2022). I declare that I have checked with the Deferment Office, CMPB, and that I am eligible to pursue a course in the 2022/2023 academic session. If I am not eligible for deferment, I will inform Admissions Office of my status.

6. 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, regardless of whether such training and activity is conducted by SP and the location of such training and activity.

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 a third party, an employee / agent / independent contractor of a third party, or the student.

(ii) Any damage, injury, illness, or accident (whether fatal or otherwise) caused to any person, whether a third party, an employee / agent / independent contractor of a third party, or the student, 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 the course conducted by SP.

7. I agree that SP has the legitimate authority to collect and keep my personal data and academic results (obtained either directly or indirectly through other public agencies or educational institutions). The data may include, but is not limited to, personal particulars, family data, assessment records, special needs and medical information, sound, video or CCTV recordings, etc. The data could be used, both during my enrolment with SP and after, for the following purposes:

(i) To facilitate the execution of activities by the Polytechnic in dispensing its duties in administrative matters and to monitor my academic progress.

(ii) For statistical compilations and analysis.

(iii) For communications such as e-mail, SMS, letters, and surveys.

(iv) To ensure the safety and welfare of its staff / students, which will include judicious release of information to staff who are charged with monitoring and caring for students.

(v) For campus security purposes and / or to regulate student discipline or behaviour, including compliance with any applicable rules, laws and regulations, codes of practice or guidelines or to assist in law enforcement and investigations by relevant authorities / law enforcement agencies.

(vi) For publication in areas that is customary by educational institutions such as award of prizes.

(vii) To enrol me as an alumni of the polytechnic upon graduation.

(viii) Any other purposes beneficial to students and graduates.

8. I have read, understood and consent to the Privacy Statement at https://www.sp.edu.sg/sp/privacy-statement (as updated from time to time). I understand that my personal and academic data may be shared with other Government agencies, non-Government agencies which have been authorised to carry out specific Government services, or other educational institutions (unless such sharing is prohibited by legislation) so as to serve me in a most efficient way to facilitate the progression of my academic pursuits or for Education and Career Guidance.

9. 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.
C. Acknowledgement 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:

1. I have no objection to my child/ward being admitted to the course conducted by SP.

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/ward during the period of any training and activity in the course of his/her study at SP, regardless of whether such training and activity is conducted by SP and the location of such training and activity.

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 a third party, an employee / agent / independent contractor of a third party, or the student.

(ii) Any damage, injury, illness, or accident (whether fatal or otherwise) caused to any person, whether a third party, an employee / agent / independent contractor of a third party, or the student, 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 the course conducted by SP.

3. I have read and understood the declarations made by my child/ward and give my consent to Singapore Polytechnic to collect and keep my child/ward’s personal data and academic results (obtained either directly or indirectly through other public agencies or educational institutions). The data may include, but is not limited to, personal particulars, family data, assessment records, special needs and medical information, sound, video or CCTV recordings, etc.

The data could be used, both during my child/ward’s enrolment with Singapore Polytechnic and after, for the following purposes:

(i) To facilitate the execution of activities by the Polytechnic in dispensing its duties in administrative matters and to monitor my child/ward’s academic progress.

(ii) For statistical compilation and analysis;

(iii) For communication such as e-mail, SMS, letters and surveys.

(iv) To ensure the safety and welfare of its staff/students, which will include judicious release of information to staff who are charged with monitoring and caring for students.

(v) For campus security purposes and/or to regulate student discipline or behaviour, including compliance with any applicable rules, laws and regulations, codes of practice or guidelines or to assist in law enforcement and investigations by relevant authorities/law enforcement agencies.

(vi) For publication in areas that is customary by educational institutions such as award of prizes.

(vii) To enrol my child/ward as an alumni of the polytechnic upon graduation.
(viii) Any other purposes beneficial to students and graduates.

I have read, understood and consent to the Privacy Statement at https://www.sp.edu.sg/sp/privacy-statement (as updated from time to time). I understand that my child/ward’s personal and academic data may be shared with other Government agencies, non-Government agencies which have been authorised to carry out specific Government services, or other educational institutions (unless such sharing is prohibited by legislation) so as to serve my child/ward in a most efficient way to facilitate the progression of his/her academic pursuits or for Education and Career Guidance.

4. I understand and accept that SP has the right to withhold the award or issuance of my child/ward’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/ward to SP, or does not fulfil or comply with any other punishment or orders imposed by SP.

D. Medical Report/Colour Vision Test Report
(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.

E. 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

F. 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.
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 2022/2023.

### 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, Other Fees (refer to Table 3 in next page)</td>
<td>$3,210.00, $76.79</td>
<td>$6,634.00, $108.89</td>
<td>$11,400.00, $131.39</td>
</tr>
<tr>
<td>Less: GST Subsidy on Tuition Fee</td>
<td>($210.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less: GST Subsidy on Tuition Fee &amp; Examination Fee</td>
<td>-</td>
<td>($436.10)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$3,076.79</td>
<td>$6,306.79</td>
<td>$11,531.39</td>
</tr>
</tbody>
</table>

| Amount to pay before Enrolment for Semester 1*          | $1,576.79         | $3,206.79    | $5,831.39             |
| Amount to pay in Semester 2#                           | $1,500.00         | $3,100.00    | $5,700.00             |

### 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, Other Fees (refer to Table 3 in next page)</td>
<td>$22,791.00, $76.79</td>
<td>$22,791.00, $108.89</td>
<td>$22,791.22, $131.39</td>
</tr>
<tr>
<td>Total</td>
<td>$22,867.79</td>
<td>$22,899.89</td>
<td>$22,922.61</td>
</tr>
</tbody>
</table>

| Amount to pay before Enrolment for Semester 1*          | $11,472.29        | $11,504.39   | $11,527.00            |
| Amount to pay in Semester 2#                           | $11,395.50        | $11,395.50   | $11,395.61            |

^ Please refer to **Tuition Grant (TG)** for details.

* Semester 1 fees include Tuition Fee and Other Fees
# Semester 2 fees include Tuition Fee only
## 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>$5.10</td>
<td>$5.10</td>
<td>$5.10</td>
</tr>
<tr>
<td>Group Hospitalisation &amp; Surgical Insurance (GHSI)</td>
<td>-</td>
<td>-</td>
<td>$22.50</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>Total Other Fees</td>
<td>$76.79</td>
<td>$108.89</td>
<td>$131.39</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>$76.79</td>
<td>$106.79</td>
<td>$131.39</td>
</tr>
</tbody>
</table>

* Not applicable to students who progressed from SP Polytechnic Foundation Program
@ For Singapore PR student who accepts Tuition Grant
^ Please refer to [Tuition Grant (TG)] for details.
The tables below show the Course Fees for Polytechnic Foundation Programme for Academic Year 2022/2023.

**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>$3,210.00</td>
<td>$10,640.00</td>
</tr>
<tr>
<td>Other Fees (refer to Table 2)</td>
<td>$76.79</td>
<td>$108.89</td>
<td>$131.39</td>
</tr>
<tr>
<td>Less: MOE Subsidy for GST on Tuition Fee</td>
<td>($23.80)</td>
<td>($210.00)</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$416.79</td>
<td>$3,108.89</td>
<td>$10,771.39</td>
</tr>
<tr>
<td>Amount to pay before Enrolment for Semester 1*</td>
<td>$246.79</td>
<td>$1,608.89</td>
<td>$5,451.39</td>
</tr>
<tr>
<td>Amount to pay in Semester 2#</td>
<td>$170.00</td>
<td>$1,500.00</td>
<td>$5,320.00</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>$5.10</td>
<td>$5.10</td>
<td>$5.10</td>
</tr>
<tr>
<td>Group Hospitalisation &amp; Surgical Insurance (GHSI)</td>
<td>-</td>
<td>-</td>
<td>$22.50</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>Total</td>
<td>$76.79</td>
<td>$108.89</td>
<td>$131.39</td>
</tr>
</tbody>
</table>

*Semester 1 fees include Tuition Fee and Other Fees
#Semester 2 fees include Tuition Fee only
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 below 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 below.

For more information on Tuition Grant, please click here.

<table>
<thead>
<tr>
<th>Full Time Diploma</th>
<th>Singaporean</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; – Mendaki Tertiary Tuition Fee Subsidy (Mendaki TTFS)</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; – SkillsFuture Credit (SFC)</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; – Post Secondary Education Account (PSEA)</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; – CPF Education Loan Scheme (CPF-AES)</th>
<th>5&lt;sup&gt;th&lt;/sup&gt; – Tuition Fee Loan (TFL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singaporean</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; – Mendaki Tertiary Tuition Fee Subsidy (Mendaki TTFS)</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; – CPF Education Loan Scheme (CPF-AES)</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; – Tuition Fee Loan (TFL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Resident</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; – Mendaki Tertiary Tuition Fee Subsidy (Mendaki TTFS)</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; – CPF Education Loan Scheme (CPF-AES)</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; – Tuition Fee Loan (TFL)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Student</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; – CPF Education Loan Scheme (CPF-AES)</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; – Tuition Fee Loan (TFL)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polytechnic Foundation Programme</td>
<td>Singaporean</td>
<td>Post Secondary Education Account (PSEA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Payment of Fees

You may also apply for the following Financial Schemes by **30 April 2022** to pay for your fees. CPF-AES and TFL will only take effect after the amount in your PSEA is exhausted.

- **Talentbank MENDAKI-TTFS**
  - Submit Online Application & supporting documents at Mendaki Website: [www.mendaki.org.sg](http://www.mendaki.org.sg)
  - Print and upload a PDF copy of the acknowledgement email *(refer to Task 3 Submit Documents)*

- **SkillsFuture SG (SFC)**
  - Submit Online Application at SkillsFuture Website: [www.skillsfuture.gov.sg/credit](http://www.skillsfuture.gov.sg/credit)
  - Print and upload a PDF copy of the acknowledgement page *(refer to Task 3 Submit Documents)*

- **CPF- AES**
  - Submit Online Application at CPF Website: [www.cpf.gov.sg](http://www.cpf.gov.sg)
  - Print and upload a PDF copy of the acknowledgement page *(refer to Task 3 Submit Documents)*

- **TFL**
  - 1. Complete the TFL Application Form
  - 2. Visit any DBS Bank branch with your guarantor for endorsement
  - Upload a PDF copy of the endorsed Application *(refer to Task 3 Submit Documents)*

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

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**

- Student is a Singapore Citizen or a Permanent Resident of Singapore with one of the parents (biological, adoptive or step parent), living or deceased, is a Singapore citizen;
- Student’s race or the first component of the double-barrelled race is 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>

- Details of eligibility criteria, please log on to:-

**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 Task 3: Submit Documents)

**Contact**

For further enquiries, you can:

- Call Yayasan Mendaki at Tel: **6551 2840**
- Email to **ttfs@mendaki.org.sg**
- Visit **website** at :-
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 https://www.skillsfuture.gov.sg/credit.

Eligibility Criteria

• Singapore Citizen
• Aged 25 and above

Application

• Please log on to https://www.skillsfuture.gov.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/
• You can view a summary of your SkillsFuture credit that is available.
• For more details on claim submission, you may visit https://www.myskillsfuture.gov.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 Task 3: Submit Document)
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 the QR Code on the right
  b) Workflow for FormSG PSEA Standing Order:
     - ≥21 years old?
       - No Parent/Guardian to fill in form
       - Yes Student to fill in form
       - Or Use SingPass to login for FormSG
       - Submit FormSG – Receives email acknowledgement

- **Student using siblings’ PSEA,**
  Please upload a signed and completed PSEA Standing Order Form (refer to Task 3: Submit Documents)
  i. Download Standing Order Form from PSEA Website [https://go.gov.sg/psea-so-hardcopy](https://go.gov.sg/psea-so-hardcopy), or
  ii. Obtain hardcopy form from One Stop Centre. Completed form is to be scanned and uploaded [https://publicsas2.sp.edu.sg/csprdpub/enrolment.htm](https://publicsas2.sp.edu.sg/csprdpub/enrolment.htm)

- The closing date for application is **30 April 2022.**

**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

**Application**
- The closing date for application is **30 April 2022**.

**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 / Dependents’Education], click [proceed]
- Select [Apply to use CPF for myeducation], 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

**Note:** 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 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 Task 3: Submit Documents).

**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**
- Email to education@cpf.gov.sg
- Refer to FAQ link [https://www.cpf.gov.sg/member/faq/other-schemes/cpf-education-loan-scheme](https://www.cpf.gov.sg/member/faq/other-schemes/cpf-education-loan-scheme)
5. Tuition Fee Loan

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 (except for 24/7 Self-Service branches) 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 Task 3: Submit Documents](#)). Retain a copy of the Bank endorsed loan agreement for your own record.
- Once approved, your tuition fee will be offset by the loan amount.
- The closing date for application is **30 April 2022**.

### 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](mailto:customerservice@dbs.com)
Interbank GIRO

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. 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)

Application status
- You may check the GIRO application status online via Student Mobile and Student Portal @ [https://portal.sp.edu.sg/sites/eservices/HomePage.aspx](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?
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 click here.

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 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 Enrolment.

4. You will receive the TG briefing slides via your SP i-Chat email on 18 April 2022.

5. You must submit your TG online application through the TGONLINE portal at: https://tgonline.moe.gov.sg from 22 April 2022 to 29 April 2022.

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 iChat email by 30 April 2022.
# 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>Per Capita Income (PCI)^</td>
<td>Gross Monthly Income (GHI)</td>
</tr>
<tr>
<td><em>SP Donors’ Bursary</em></td>
<td>Any</td>
<td>≤ $2,250 OR ≤ $9,000</td>
<td>Up to $5,000</td>
</tr>
<tr>
<td>Higher Education Community Bursary</td>
<td>Singaporean</td>
<td>≤ $690 OR $691-$1,000</td>
<td>$2,750</td>
</tr>
<tr>
<td>Higher Education Bursary</td>
<td>Singaporean</td>
<td>$1,001-$1,725 OR $1,726-$2,250</td>
<td>$1,900</td>
</tr>
</tbody>
</table>

### Note

- Monthly Per Capita Inxomw (PCI) = Total Gross Monthly Household Income (GHI) / No. of People Living in Applicant’s Household
- For details, please refer to SP Website [here](#) or email One Stop Centre (OSC) at contactus@sp.edu.sg or call 6775-1133

## 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>Per Capita Income (PCI)^</td>
<td>Gross Monthly Income (GHI)</td>
</tr>
<tr>
<td>Notebook Subsidy (For 1st year students only)</td>
<td>Singaporean</td>
<td>≤ $1,000 OR ≤ $4,000</td>
<td>Receive up to $800</td>
</tr>
</tbody>
</table>

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

For Singaporean students, once you put in the application for donors-sponsored bursaries, SP will also apply for either the Higher Education Community Bursary or the Higher Education Bursary depending on your family income.

^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 [here](#) or email One Stop Centre (OSC) at contactus@sp.edu.sg or call 6775-1133
## 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></td>
<td>Nationality</td>
<td>Per Capita Income (PCI)^</td>
<td>Gross Monthly Income (GHI)</td>
</tr>
<tr>
<td>DFP Bursary</td>
<td>Singaporean</td>
<td>≤ $690</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

## 2. Financial Aid for Notebook PC

<table>
<thead>
<tr>
<th>Scheme</th>
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<th>Award Amount</th>
<th>Application Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nationality</td>
<td>Per Capita Income (PCI)^</td>
<td>Gross Monthly Income (GHI)</td>
</tr>
<tr>
<td>Notebook Subsidy (For 1st year students only)</td>
<td>Singaporean</td>
<td>≤ $1,000</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

For details, please refer to SP Website [here](#) or email One Stop Centre (OSC) at [contactus@sp.edu.sg](mailto:contactus@sp.edu.sg) or call 6775-1133.
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 here. On this site, there will also be 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/adaptor 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 here for more details.
<table>
<thead>
<tr>
<th>Useful Information:</th>
<th>Important Dates:</th>
</tr>
</thead>
</table>
| **SP Notebook PC Corner**  
• [http://www.sp.edu.sg/notebook](http://www.sp.edu.sg/notebook) | **Notebook PC Pre-order Online**  
March to April 2022  
Please refer to Notebook PC Corner for more information and updates  
[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 | **Notebook Software Installation**  
Available online from [March 2022](http://www.sp.edu.sg/notebook)  
[http://www.sp.edu.sg/notebook](http://www.sp.edu.sg/notebook)  
> under **Software** tab |
|  | **Academic Year 2022 (AY2022) starts on 18 April 2022. Please ensure that your notebook is ready before AY2022.** |
|  | **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 AY2022. Then click on the FAQs link and select SPICE Essentials (Videos) icon. |
Application for Diploma Student Concession Card
(For Full Time Diploma Course)

Please refer to the flowchart below for the application procedures. To check your eligibility (Step 2), please click [here](#).
Please refer to the flowchart below for the application procedures.

### 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)

**STEP 01**
- 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/dssc](http://www.sp.edu.sg/dssc)
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 SP Website by clicking [here].

2. Charging of Fees: Students withdrawing from SP are liable to pay fees depending on when the withdrawal is submitted. Please 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 &amp; 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 email the form to contactus@sp.edu.sg.

Course Transfer
(For Full Time Diploma Courses only)

New students who wish to transfer to another course may submit a SP e-Appeal [here] → Submit an Appeal for a Full-time Diploma course. Such appeals may be considered subject to individual merit and vacancies.
# School/Department Directory

<table>
<thead>
<tr>
<th>School Code</th>
<th>School Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE</td>
<td>School of Architecture &amp; The Built Environment</td>
<td>T3A Level 4 Room T3A415</td>
</tr>
<tr>
<td>SB</td>
<td>School of Business</td>
<td>Business School (next to Aero Hub) Level 7 Room SB711</td>
</tr>
<tr>
<td>CLS</td>
<td>School of Chemical &amp; Life Sciences</td>
<td>T11A Level 6 Room T11A601</td>
</tr>
<tr>
<td>SOC</td>
<td>School of Computing</td>
<td>T19 Level 4 Room T1949</td>
</tr>
<tr>
<td>EEE</td>
<td>School of Electrical &amp; Electronic Engineering</td>
<td>T14 Level 7 Room T1472</td>
</tr>
<tr>
<td>MS</td>
<td>School of Mathematics &amp; Science</td>
<td>T7 Level 4 Room T741</td>
</tr>
<tr>
<td>SMA</td>
<td>Singapore Maritime Academy</td>
<td>T1A Level 7 Room T1A711</td>
</tr>
<tr>
<td>MAD</td>
<td>Media, Arts &amp; Design School</td>
<td>T19 Level 4 Room T1941</td>
</tr>
<tr>
<td>MAE</td>
<td>School of Mechanical &amp; Aeronautical Engineering</td>
<td>T18 Level 6 Room T1861</td>
</tr>
<tr>
<td>LSC</td>
<td>School of Life Skills &amp; Communication</td>
<td>T19 Level 2 Room T19210</td>
</tr>
</tbody>
</table>

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## Contact Us

**Address:** 500 Dover Road Singapore 139651  
**SP Campus Map:** [https://www.sp.edu.sg/map](https://www.sp.edu.sg/map)  
**Enquiries:** contactus@sp.edu.sg, 6775-1133  
**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)