

**Financial
Information
AY2023/2024**



Contents

- **Course Fees**
 1. Full Time Diploma Student
 2. Polytechnic Foundation Programme
- **Financial Schemes - Overview**
- **Payment of Fees**
- **Modes of Payment**
- **Financial Schemes - information**
 1. Mendaki Tertiary Tuition Fee Subsidy (Mendaki TTFS)
 2. SkillsFuture Credit (SFC)
 3. Post-Secondary Education Account (PSEA)
 4. CPF Education Loan Scheme (CPF-AES)
 5. Tuition Fee Loan
- **Interbank Giro**

Information in this guide is correct at the time of publication. SP reserves the right to amend the scale of fees or any other information without prior notice.

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** and **Polytechnic Foundation Programme** are subjected to changes for Academic Year 2023/2024. The fees are inclusive of the prevailing 8% GST, where applicable. Fees inclusive of GST will be adjusted on 1 January 2024, based on 9% GST.

(A) Full Time Diploma

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

Annual Course Fees	Singapore Citizen	Singapore PR	International Student
Subsidised Fee	\$ 3,240.00	\$6,696.00	\$11,900.00
Other Fees (<i>refer to Table 3 in next page</i>)	\$76.19	\$106.57	\$131.65
Less: GST Subsidy on Tuition Fee	(\$240.00)	(\$496.00)	-
Total	\$ 3,076.19	\$6,306.57	\$12,031.65
Amount to pay before Enrolment for Semester 1*	\$ 1,576.19	\$3,206.57	\$6,081.65
Amount to pay in Semester 2#	\$ 1,500.00	\$3,100.00	\$5,950.00

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

Annual Course Fees	Singapore Citizen	Singapore PR	International Student
Non subsidised Fee	\$24,408.00	\$24,408.00	\$24,407.48
Other Fees (<i>refer to Table 3 in next page</i>)	\$76.19	\$108.97	\$131.65
Less: Fees subsidised by SP	(\$1,300.00)	-	-
Less: GST Subsidy on Non subsidised Fee ^	(\$317.00)	-	-
Total	\$22,867.19	\$24,516.97	\$24,539.13
Amount to pay before Enrolment for Semester 1*	\$11,471.69	\$12,312.97	\$12,335.39
Amount to pay in Semester 2#	\$11,395.50	\$12,204.00	\$12,203.74

* Semester 1 fees include Tuition Fee and Other Fees

Semester 2 fees include Tuition Fee only

Course Fees



Table 3: Breakdown of Other Fees

Breakdown of Other Fees	Singapore Citizen	Singapore PR	International Student
Examination	-	\$32.40	\$32.40
Sports	\$25.92	\$25.92	\$25.92
Insurance	\$4.43	\$4.43	\$4.43
Group Hospitalisation & Surgical Insurance (GHSI)	-	-	\$22.68
Miscellaneous	\$15.12	\$15.12	\$15.12
Statutory License (CLASS)	\$8.10	\$8.10	\$8.10
Students Union (not subjected to GST)			
Entrance Fee *	\$5.00	\$5.00	\$5.00
Subscription Fee	\$18.00	\$18.00	\$18.00
Total Other Fees	\$76.57	\$108.97	\$131.65
Less: GST Subsidy on Sports Fee and Miscellaneous Fee ^	(\$0.38)	-	-
Less: GST Subsidy on Examination Fee @	-	(\$2.40)	-
Total Other Fees	\$76.19	\$106.57	\$131.65

* Not applicable to students who progressed from SP Polytechnic Foundation Programme

^ In line with government fee freeze directive from 1 January to 31 December 2023, GST for Sports fee, Miscellaneous fee and non subsidised fee for Singapore citizen will remain at 7%. This is to ensure that the fees in AY2023 remain the same as AY2022

@ For Singapore PR student who accepts Tuition Grant

Course Fees



(B) Polytechnic Foundation Programme

Table 1: Course Fees (inclusive of GST)

Annual Course Fees	Singapore Citizen	Singapore PR	International Student
Tuition Fee	\$367.20	\$3,510.00	\$11,040.00
Other Fees (refer to Table 2)	\$76.19	\$108.97	\$131.65
Less: GST subsidy on Tuition Fee	(\$27.20)	(\$260.00)	-
Total	\$416.19	\$3,358.97	\$11,171.65
Amount to pay before Enrolment for Semester 1*	\$246.19	\$1,733.97	\$5,651.65
Amount to pay in Semester 2#	\$170.00	\$1,625.00	\$5,520.00

Table 2: Breakdown of Other Fees

Breakdown of Other Fees	Singapore Citizen	Singapore PR	International Student
Examination	-	\$32.40	\$32.40
Sports	\$25.92	\$25.92	\$25.92
Insurance	\$4.43	\$4.43	\$4.43
Group Hospitalisation & Surgical Insurance (GHSI)	-	-	\$22.68
Miscellaneous	\$15.12	\$15.12	\$15.12
Statutory License (CLASS)	\$8.10	\$8.10	\$8.10
Students Union (not subjected to GST)			
Entrance Fee	\$5.00	\$5.00	\$5.00
Subscription Fee	\$18.00	\$18.00	\$18.00
	\$76.57	\$108.97	\$131.65
Less: GST Subsidy on Sports Fee and Miscellaneous Fee ^^	(\$0.38)	-	-
Total Other Fees	\$76.19	\$108.97	\$131.65

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

^^ In line with government fee freeze directive from 1 January to 31 December 2023, GST for Sports fee and Miscellaneous fee for Singapore citizen will remain at 7%. This is to ensure that the fees in AY2023 remain the same as AY2022

Financial Schemes - Overview



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.

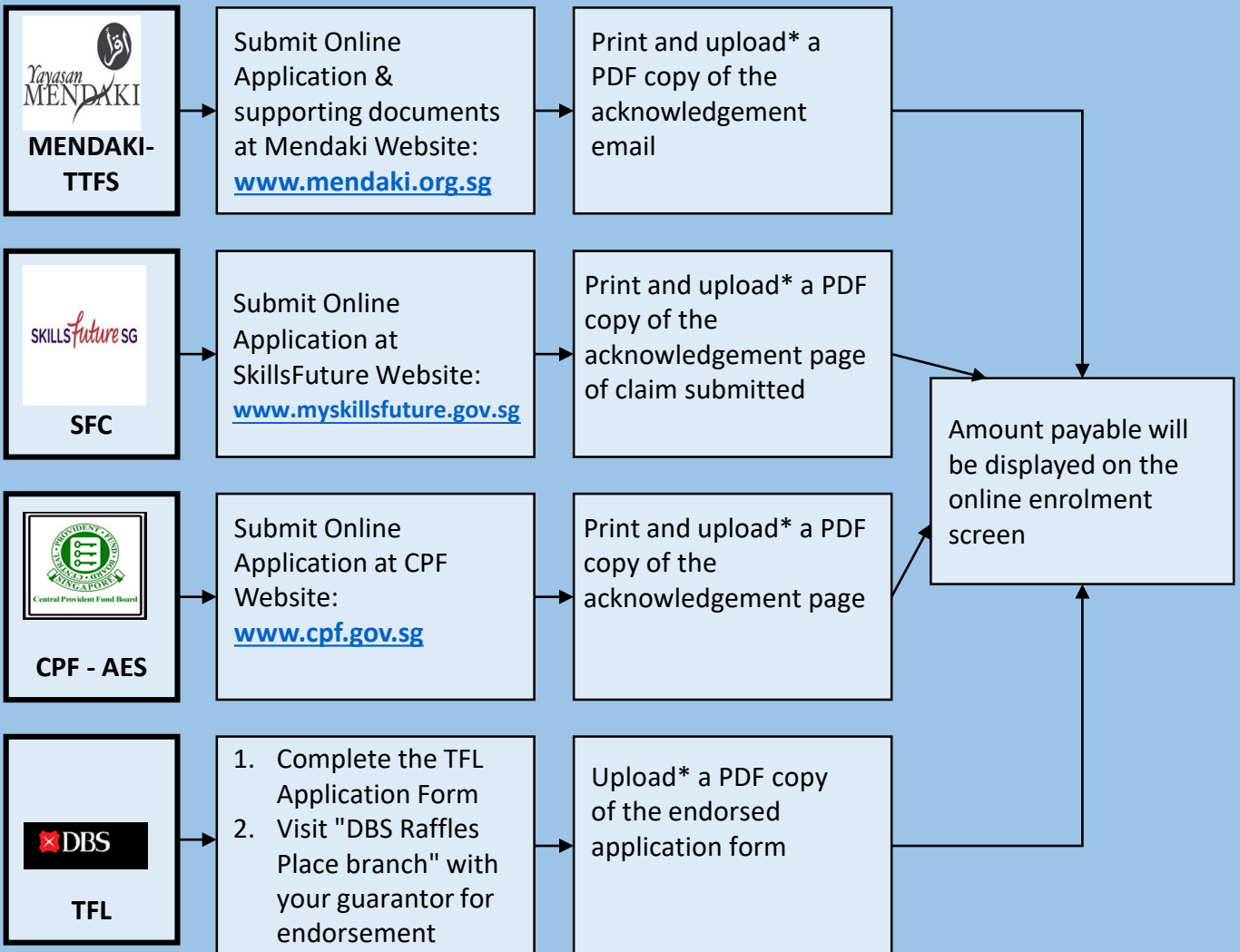
For more information on Tuition Grant, please click [here](#).

Full Time Diploma	Singaporean	1 st – Mendaki Tertiary Tuition Fee Subsidy (Mendaki TTFS)	Please click here to find out more and refer to the next page for the application procedures.
		2 nd – SkillsFuture Credit (SFC)	
		3 rd - Post Secondary Education Account (PSEA)	
		4 th – CPF Education Loan Scheme (CPF-AES)	
		5 th – Tuition Fee Loan (TFL)	
	Singapore Permanent Resident	1 st – Mendaki TTFS	
		2 nd – CPF-AES	
		3 rd – TFL	
	International Student	1 st – CPF-AES	
		2 nd – TFL	
Polytechnic Foundation Programme	Singaporean	PSEA	

Payment of Fees



You may also apply for the following Financial Schemes by **30 April 2023** 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.
- *Upload relevant documents onto *Enrolment Menu - Upload Finance Documents*

Modes of Payment



Option 1: e-Payment

- PayNow is available
- 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.

SINGAPORE POLYTECHNIC SP Student Administration System

Acceptance of Offer

This service is for successful applicants to confirm their enrolment for Full Time Diploma and Polytechnic Foundation Programme.

Step 3 - Pay Course Fees

E-Payment

For E-Payment via nNETS Debit (Internet Banking), the participating banks are Citibank, DBS, POSB, UOB, and OCBC. For E-Payment via nNETS Credit (Credit cards), the participating merchants are Visa and Mastercard.

After making E-Payment, please print and submit a copy of the nNETS Debit/Credit payment acknowledgement page to Singapore Polytechnic, as specified in the Enrolment Guide. Do keep another copy for your own record.

If you are unable to make payment via nNETS Debit/Credit, the alternative mode is payment at the OCBC Bank branches via cash or cheque (crossed payable to Singapore Polytechnic).

[Please refer to the 'Enrolment Guide - Payment of Fees' for payment instructions at the OCBC Bank branches.]

You are encouraged to participate in the Interbank GIRO Scheme for payment of subsequent Semesters' fees. The same GIRO account will be used for crediting any refund or payment due to you and this reduces the inconvenience of collecting and depositing the cheques.

Payment Method: Please select a payment method:
Internet Banking (Citibank/DBS/OCBC/POSB)
Visa
Master

No, I don't wish to make E-Payment Now | Yes, Proceed with E-Payment

Option 2: AXS¹

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



Account Details Retrieve

Education - Singapore Polytechnic - Full Time Diploma Student

Admission or NRIC/FIN No.
(For Admission Number, pls key without "P" in front. NRIC: SXXXXXXX)

Date of Birth

Amount (\$)

Note:
Please call Singapore Polytechnic, Customer Relations on 6775 1133 (Mon - Fri 8.30am - 5.30pm) or approach One Stop Centre at T16 Level 2 for further assistance.

Home Scan QR Add Payment Payment Summary

Option 3: Payment in Campus

- For payment in campus, please proceed to **One Stop Centre** for payment by Credit Card (Visa or Master), Nets, Nets Flashpay or Nets QR Code.



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



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

- Details of eligibility criteria, please log on to:-
https://www.mendaki.org.sg/assistance_landing/tertiary-tuition-fee-subsidy-ttfs/

Application

- Please log on to <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 onto *Enrolment Menu - Upload Finance Documents*

Contact

For further enquiries, you can:

- Call Yayasan Mendaki at Tel: **6551 2840**
- Email to **ttfs@mendaki.org.sg**
- Visit **website** at
https://www.mendaki.org.sg/assistance_landing/tertiary-tuition-fee-subsidy-ttfs/



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.myskillsfuture.gov.sg> 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.
- After your submission of SFC claim, upload a copy of acknowledgement page (with Claim ID, Claim Amount and Date Submitted) onto *Enrolment Menu - Upload Finance 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-standing-order> ; or
 - ii. Scan QR code on the right



• Student using own PSEA & PSEA of sibling(s),

- a) Please submit FormSG PSEA Standing Order (sibling) via:
 - i. <https://go.gov.sg/psea-so-sibling> ; or
 - ii. Scan QR Code on the right



- **Note:** You, your parents (or legal guardian) and siblings must be above 21 years old, have SingPass and email accounts to apply/authorise for MOE-PSEA. To apply for SingPass, please refer to www.singpass.gov.sg for details.

You may refer to [User Guide to Complete PSEA Standing Order via FormSG](#)

Contact

To find out your PSEA balance

- Call **MOE** Customer Service at Tel: 6260-0777
- Visit www.moe.gov.sg/contact



4. CPF Education Loan Scheme (CPF-AES)

The CPF-AES is a loan scheme which allows you to use your own, your parents' or siblings' CPF savings from their Ordinary Account to pay for your subsidised tuition fees. As the approved amount will be used to cover your **Tuition Fee only**, you need to pay for your Other Fees before enrolment.

Eligibility Criteria

- All Nationalities

Application

- The closing date for application is **30 April 2023**.

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 for details.

Student

Login to CPF website (www.cpf.gov.sg) using your SingPass

Go to [*my cpf Online Services*]:

- Select [My requests]
- Select [Education / Dependants' Education]
- Select [Apply to use CPF Savings for Education]
- 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) 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 onto the *Enrolment Menu - upload Finance 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>



5. Tuition Fee Loan

Tuition Fee Loan (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 "DBS Raffles Place branch" 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 application form and upload together with your enrolment documents onto *Enrolment Menu - Upload Finance Documents*. Retain a copy of the Bank endorsed loan application form for your own record.
- Once approved, your tuition fee will be offset by the loan amount.
- The closing date for application is **30 April 2023**.

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
- Visit website <http://www.dbs.com.sg/sites/personal/loans/tuition-fee-loans/polytechnic/default.page>

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 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 settled via GIRO deduction.

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> under **Acceptance of Offer – Step 3**.

b) Hardcopy Giro Application

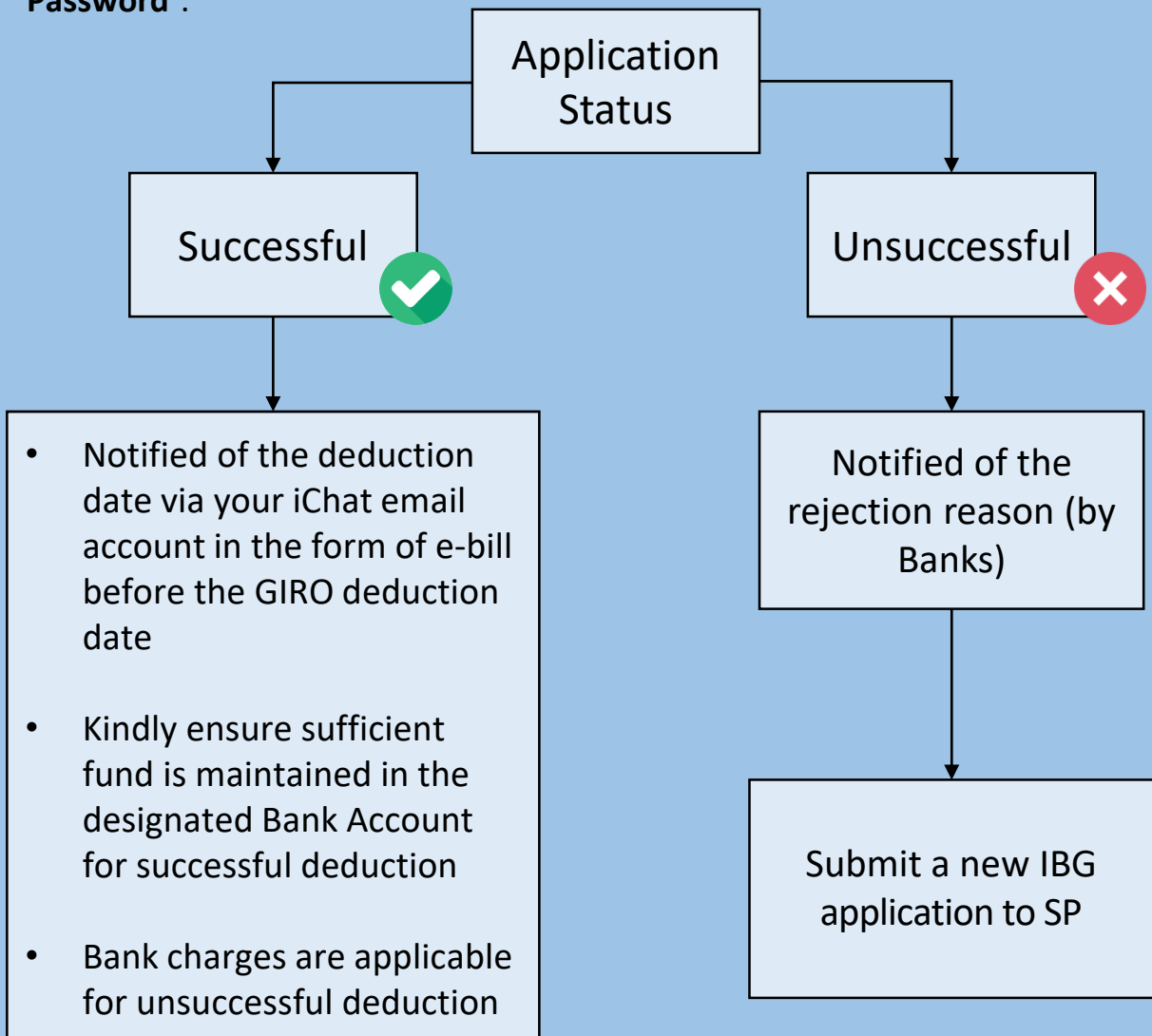
- Complete Part I of the “[IBG Application Form](#)”. You may use your own/parent’s/guardian’s bank account.
- Ensure the signature(s) on the Application Form is/are the same as in the bank records.
- For account operated using thumbprint, you have to go to the bank with your identification to have your 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 or Student Portal @ <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.

SP Singapore
Polytechnic