ONSITE-ENROLMENT e-GUIDE AY2020

(Singapore Permanent Resident)
## Academic Calendar for AY 2020/2021

### Orientation Week (for first-year students only)
- **Start:** 13 Apr 2020
- **End:** 17 Apr 2020
- **Duration:** 1 week

### Semester I

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>20 Apr</td>
<td>5 Jun 2020</td>
<td>7 weeks</td>
</tr>
<tr>
<td>(Mid-Semester Test)</td>
<td>1 Jun</td>
<td>5 Jun 2020</td>
<td>1 week</td>
</tr>
<tr>
<td>Vacation</td>
<td>6 Jun</td>
<td>21 Jun 2020</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Term 2</td>
<td>22 Jun</td>
<td>17 Jul 2020</td>
<td>4 weeks</td>
</tr>
<tr>
<td>E-learning/ASEAN Skills/Vacation</td>
<td>20 Jul</td>
<td>2 Aug 2020</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Term (teaching weeks continued)</td>
<td>3 Aug</td>
<td>21 Aug 2020</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Exam Week</td>
<td>24 Aug</td>
<td>4 Sep 2020</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Vacation</td>
<td>5 Sep</td>
<td>18 Oct 2020</td>
<td>6 weeks</td>
</tr>
</tbody>
</table>

### Semester II

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 3</td>
<td>19 Oct</td>
<td>11 Dec 2020</td>
<td>8 weeks</td>
</tr>
<tr>
<td>(Mid-Semester Test)</td>
<td>7 Dec</td>
<td>11 Dec 2018</td>
<td>1 week</td>
</tr>
<tr>
<td>Vacation</td>
<td>12 Dec</td>
<td>3 Jan 2021</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Term 4</td>
<td>4 Jan</td>
<td>19 Feb 2021</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Exam Week</td>
<td>22 Feb</td>
<td>5 Mar 2021</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Vacation</td>
<td>6 Mar</td>
<td>18 Apr 2021</td>
<td>6 weeks</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Public Holidays</th>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Day</td>
<td>1 May 2020</td>
<td>Friday</td>
</tr>
<tr>
<td>Vesak Day</td>
<td>7 May 2020</td>
<td>Thursday</td>
</tr>
<tr>
<td>Hari Raya Puasa</td>
<td>24 May 2020*</td>
<td>Sunday</td>
</tr>
<tr>
<td>Hari Raya Haji</td>
<td>31 July 2020</td>
<td>Friday</td>
</tr>
<tr>
<td>National Day</td>
<td>9 Aug 2020*</td>
<td>Sunday</td>
</tr>
<tr>
<td>Deepavali</td>
<td>14 Nov 2020</td>
<td>Saturday</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>25 Dec 2020</td>
<td>Friday</td>
</tr>
</tbody>
</table>

*The following Monday will be a public holiday.

---

**Enrolment Hotline:** 6775-1133 Monday to Friday: 8.30am to 5.30pm (Excluding Saturdays, Sundays & Public Holidays)
Congratulations!

You have been offered a place to study in Singapore Polytechnic. To accept this offer, you are required to complete the tasks indicated in your Offer Letter.

Please follow this guide to complete your enrolment. This book consists of 2 sections:

- **Step by step to complete enrolment tasks** will guide you to complete the enrolment tasks. You need to read this book together with the Offer Letter for the **DATES** to complete the tasks.

- **Enrolment Information** provides the detailed enrolment information that you may refer to from time to time when necessary.

Information in this book is correct at the time of 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

<table>
<thead>
<tr>
<th>Academic Calendar for AY 2020/2021</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step by Step to complete enrolment tasks</td>
<td>6</td>
</tr>
<tr>
<td>Enrolment Flowchart</td>
<td>Error! Bookmark not defined.</td>
</tr>
<tr>
<td>Task 1 Acceptance of Offer</td>
<td>7</td>
</tr>
<tr>
<td>Step 1 Verify / Provide Your Particulars</td>
<td>7</td>
</tr>
<tr>
<td>Step 2 SPICE account and iChat Email</td>
<td>8</td>
</tr>
<tr>
<td>Step 3 Pay Course Fees and Submit eGIRO</td>
<td>9</td>
</tr>
<tr>
<td>Financial Schemes (FS)</td>
<td>9</td>
</tr>
<tr>
<td>Online Process</td>
<td>10</td>
</tr>
<tr>
<td>Modes of Payment</td>
<td>11</td>
</tr>
<tr>
<td>Task 2 Go for Colour Vision Test/Medical Examination</td>
<td>12</td>
</tr>
<tr>
<td>Task 3 Submit Documents</td>
<td>13</td>
</tr>
<tr>
<td>Finance Documents</td>
<td>13</td>
</tr>
<tr>
<td>Admissions Documents</td>
<td>14</td>
</tr>
<tr>
<td>Enquiry on Enrolment Status</td>
<td>15</td>
</tr>
<tr>
<td>What’s Next</td>
<td>16</td>
</tr>
<tr>
<td>Enrolment Information</td>
<td>17</td>
</tr>
<tr>
<td>Conditions of Admission</td>
<td>18</td>
</tr>
<tr>
<td>1. The Offer of Admission is Conditional upon the Candidates</td>
<td>18</td>
</tr>
<tr>
<td>2. Declaration of Undertaking by Student</td>
<td>18</td>
</tr>
<tr>
<td>3. Declaration of Undertaking by Parent</td>
<td>19</td>
</tr>
<tr>
<td>5. National Service</td>
<td>21</td>
</tr>
<tr>
<td>6. Rules and Regulations</td>
<td>21</td>
</tr>
<tr>
<td>Financial Matters for Full Time Diploma Course - Singapore Permanent Resident</td>
<td>22</td>
</tr>
<tr>
<td>1. How much is the Course Fees?</td>
<td>22</td>
</tr>
<tr>
<td>2. What are the available Financial Schemes?</td>
<td>23</td>
</tr>
<tr>
<td>3. Payment of Fees</td>
<td>23</td>
</tr>
<tr>
<td>Financial Schemes for Full Time Diploma Course-Singapore Permanent Resident</td>
<td>24</td>
</tr>
<tr>
<td>How to Apply for Financial Schemes?</td>
<td>24</td>
</tr>
<tr>
<td>1. Mendaki Tertiary Tuition Fee Subsidy (Mendaki TTFS)</td>
<td>24</td>
</tr>
<tr>
<td>2. CPF Approved Education Scheme (CPF-AES)</td>
<td>25</td>
</tr>
<tr>
<td>3. Tuition Fee Loan (TFL)</td>
<td>26</td>
</tr>
<tr>
<td>Interbank GIRO (IBG)</td>
<td>27</td>
</tr>
</tbody>
</table>
Payment of Fees for billings After Enrolment.....................................................................................................................27
Application Status........................................................................................................................................................................28
What is Tuition Grant (TG)? ...................................................................................................................................................29
How to Apply? ..............................................................................................................................................................................29
Financial Assistance @ SP ..........................................................................................................................................................31
  1. Financial Aid for Fees & Living Expenses.................................................................31
  2. Financial Aid for Notebook PC ............................................................................31
SP Notebook PC Scheme............................................................................................................................................................32
  Overview of the Notebook Configuration Process ....................................................33
Application for Diploma Student Concession Card.................................................................34
Withdrawal from Course and Course Transfer .................................................................35
  Withdrawal from Course .............................................................................................35
  Course Transfer...........................................................................................................35
School/Department Directory...............................................................................................36
SP Map .................................................................................................................................37
One Stop Centre ...........................................................................................................................................................................38
ENROLMENT FLOWCHART 2020

PLEASE SCAN QR CODE OR GO TO HTTPS://WWW.SP.EDU.SG/ENROLMENT FOR ENROLMENT DETAILS AND READ THE E-GUIDE BEFORE YOU PROCEED TO COMPLETE THE FOLLOWING STEPS.

1. ACCEPTANCE OF OFFER
   Complete all 3 steps on the online enrolment (https://enrolment.sp.edu.sg)
   - 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 Letter.

3. SUBMIT DOCUMENTS

4. WHAT'S NEXT - 1
   ALL STUDENTS
   - Check Enrolment status
   - Buy notebook and install software
   - Apply for Diploma Student Concession (EZ-Link) Card

   INTERNATIONAL STUDENTS ONLY (COMPULSORY)
   - Apply for ICA Student's Pass
     https://www.sp.edu.sg/sp/admissions/enrolment-/what's-next/students-pass-for-international-students

   OPTIONAL
   - Make new friends! Sign up for the Freshman Camp 2020 (https://fop.sp.edu.sg) by 10 March 2020
   - Apply for Financial Assistance Schemes (https://www.sp.edu.sg/financial-assistance)

5. WHAT'S NEXT - 2
   ALL STUDENTS
   - Go to https://fop.sp.edu.sg for details to attend Freshman Orientation Programme from 13 to 17 April 2020 (compulsory)
   - Refer below for Information on Tuition Grant
     https://tgonline.moe.gov.sg/tgis/normal/studentViewTuitionGrantSubsidyInfo.action
   - Check class timetable
Task 1  Acceptance of Offer
Step 1  Verify / Provide Your Particulars

- Visit SP Online Enrolment – http://enrolment.sp.edu.sg

- **Select Step 1: Acceptance of Offer**

- To login, enter your Admission Number, NRIC/Passport Number and Birthdate.

- Please verify the information on the displayed Name, Citizenship, NRIC / Passport Number and indicate your changes, if any, in the “Admissions Document Checklist” (that can be found with your Enrolment forms).

- Follow the instruction on the screen and enter the following information:
  - Personal Data,
  - Household details,
  - Contact Information,
  - Parents’ particulars,
  - Emergency Contact,
  - Medical condition- to provide details, if any
  - Offences committed- please declare, if any
  - Student’s Declaration.

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”.

Select Step 2: SPICE account and iChat Email

- Your SPICE Account ID is pXXXXXXX (XXXXXXX is your 7 digit Admissions number).
  
  [Your SPICE account will allow you to access campus wireless network and IT services.]

  (SPICE: Singapore Polytechnic Intelligent Computing Environment)

- Create iChat Email

  [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]
You can apply for the following Financial Schemes:

- Mendaki Tertiary Tuition Fee Subsidy (Mendaki-TTFS)
- CPF Approved Education Scheme (CPF-AES)
- Tuition Fee Loan (TFL)

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

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

Online Process

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

Select Step 3: Pay Course Fees and Submit eGIRO

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

- **Option 1: Accept TG**

  At [Application of Financial Scheme] where applicable Select [FS] i.e. Mendaki-TTFS, 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: 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. ONLY at 4 selected OCBC branches
   (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.
Step 3  Pay Course Fees and Submit eGIRO

Modes of Payment

Option 1

- For E-Nets Debit, you need to have Internet Banking from Citibank, DBS, OCBC, POSB, or UOB.
- For E-Nets Credit, you can use Visa or Master
- Follow the instructions on the screen to make payment.

Option 2

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

Option 3

Cash payment at 4 OCBC branches:
- Indicate SP Bank Account No. 544-003999-001, Student Admission no. and amount on bank’s cash deposit slip
- Submit Fee Advice and completed 2-ply cash deposit slip, and pay cash to the bank cashier.
Task 2  Go for Colour Vision Test/Medical Examination  
(only required for selected Groups of students)

Singapore Permanent Resident

Student who is offered
Diploma in Nautical Studies (DNS)

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

Option 1
Visit one of the clinics listed on the above form.
Clinic will send the completed report to SP Admissions Office directly.

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

Should you have any Colour Vision Deficiency or Medical Conditions/Special Needs that prohibits you from pursuing the offered course, please email to contactus@sp.edu.sg IMMEDIATELY so that SP may try to arrange for a course transfer.

Email Subject: Colour Vision Deficiency
Provide: 1. Your Full Name
2. SP Admission Number
3. Name of the course offered
4. Indicate “Partial Colour Vision Deficiency” OR “Complete Colour Vision Deficiency”

Email Subject: Medical Conditions / Special Needs
Provide: 1. Your Full Name
2. SP Admission Number
3. Name of the course offered
4. Give details of your medical conditions / special needs

Note 1  Students from the following courses are required to undergo a Colour Vision Test.
- Aeronautical Engineering
- Aerospace Electronics
- Applied Chemistry
- Biomedical Science
- Chemical Engineering
- Common Engineering Programme
- Electrical & Electronic Engineering
- Food Science & Technology
- Marine Engineering

Note 2  Mailing Address for SP Admissions Office:
Admissions Office, Singapore Polytechnic, 500 Dover Road, Singapore 139651
Task 3  Submit Documents

Finance Documents

- Check for your appointment date and time stated in the Offer Letter.
- Refer to the SP Map for the location of the Enrolment Centre.
- You are required to complete and bring along the following documents (where applicable) on your appointment date as stated in your Offer Letter.

Forms can be found in Finance Forms Folder

- Finance Documents Checklist (Detach from the Offer Letter)
- Interbank GIRO Form (must be signed, or thumb-printed by account holder(s) & endorsed by the Bank)

Please bring the following forms / documents if you have applied for any of the following Financial Schemes.

- Mendaki – TTFS Acknowledgement Email (for Singapore Permanent Resident - Malay student)
- CPF – AES Acknowledgement Page with status “Approved in Principle”.
- Photocopy of endorsed DBS – Tuition Fee Loan Application Form.
Task 3  Submit Documents
Admissions Documents

- Check for your appointment date and time stated in the Offer Letter.
- Refer to the **SP Map** for the location of the **Enrolment Centre**.
- You are required to complete and bring along the following documents (where applicable) on your appointment date as stated in your Offer Letter.

**Original Certificate(s)/Documents for Verification where applicable:**

- GCE ‘O’/ GCE ‘A’ / IP / IB/ GCSE/ IGCSE / GCE
- SPM /STPM / UEC / OTHER qualifications
- NRIC (for Singapore citizen & Singapore Permanent Resident)
- Passport (International Students)

**Admissions Forms to be completed (found in Admissions Forms Folder)**

- Photo Form/Parent’s Declaration Form
- Tuition Grant Option Form (for Singapore Permanent Resident and International Student)
- Tuition Grant Letter (for ex-polytechnic student)

**Supporting Documents from you**

- Photocopy of NRIC - front & back (for Singapore Citizen & Singapore Permanent Resident).
- Photocopy of Passport (for International Student).
- Photocopy of Birth Certificate.
- Photocopy of Deed Poll for change of name, if any
- Completed SP Colour Vision Test Form (for Singapore Citizen and Singapore Permanent Resident (offered selected diploma courses), if available.
- Completed MPA Shipping Division, Record of Medical Examinations of Seafarer and MPA Seafarer Medical Certificate (for all students offered the Diploma in Nautical Studies) if available.
Once you have successfully enrolled into your course, you will collect the Admission Card on the day at the SP Enrolment Centre.

Please login to http://bit.ly/AcceptAdmissionCard to acknowledge Receipt of Admission Card after you have received.
**What’s Next**

1. **March to April 2020**
   **Notebook PC Roadshow**
   - Please refer to Notebook PC Corner [http://www.sp.edu.sg/notebook](http://www.sp.edu.sg/notebook) for more information on time & venue.

2. **March 2020**
   **Notebook Software Installation**
   - Available online from March 2020 [http://www.sp.edu.sg/notebook](http://www.sp.edu.sg/notebook) > under Software tab
   - For enquiry, please call 6772-1260, or email: ServiceDeskMail@sp.edu.sg

3. **From early April 2020**
   **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**.
   - Please refer to Application for Diploma Student Concession Card for details.

4. **From 13 April 2020 onwards**
   **Class Timetable**
   - Download the SP Mobile v2 app to access the class timetable. Search for “SP Mobile v2”

5. **13 to 17 April 2020**
   **Freshmen Orientation Programme (FOP)**
   - You can check the details of your Freshmen Orientation Programme at [http://fop.sp.edu.sg](http://fop.sp.edu.sg) before the FOP period.
   - A Freshmen Orientation pack specially prepared by the Singapore Polytechnic Students’ Union (SPSU) will be given out during your school’s Welcome / Mass briefing session. If you miss the collection, you may collect it from your school’s office after the FOP. Please refer to the School/ Department Directory on this e-Guide for your school’s office location.
Enrolment Information (AY2020)

- Conditions of Admission
- Financial Matters for Full Time Diploma Course - Singapore Permanent Resident
- Financial Schemes for Full Time Diploma Course - Singapore Permanent Resident
- Interbank GIRO (IBG)
- What is Tuition Grant (TG)?
- Financial Assistance @ SP
- SP Notebook PC Scheme
- Application for Diploma Student Concession Card
- Withdrawal from Course and Course Transfer
- School/Department Directory
- SP Map
- One Stop Centre
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 2020). I declare that I have checked with the Deferment Office, CMPB, and that I am eligible to pursue a course in the 2020/2021 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 is applicable, as indicated in the Offer Letter)
Completed form must be received by SP before the commencement of the new academic session.

Failure to submit your medical report and x-ray result / colour vision test report will result in you being de-registered from the course.

5. National Service

National Service liable persons are required to apply for deferment from full-time National Service. Those who are 19 years old and above as at 1 January of the year are to seek deferment from Deferment Office, Central Manpower Base before they enrol for the course. They must obtain approval from Deferment Office, Central Manpower Base if they intend to:

- Change the course of study
- Change the institution

6. Rules and Regulations

You are strongly advised to familiarise yourself with the rules and regulations in the student handbook that is available in the SP website https://www.sp.edu.sg/handbook. When one is found flouting the rules, ignorance will not be accepted.
Financial Matters for Full Time Diploma Course - Singapore Permanent Resident

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 Permanent Resident (PR) after the commencement of a semester, will pay the fees for Singapore PR 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 2020/2021.

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

<table>
<thead>
<tr>
<th></th>
<th>Singapore PR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidised Fee</td>
<td>$ 6,420.00</td>
</tr>
<tr>
<td>Other Fees (refer to Table 3)</td>
<td>$ 123.19</td>
</tr>
<tr>
<td>GST Subsidy on Tuition Fee and Examination Fee</td>
<td>$(422.10)</td>
</tr>
<tr>
<td>Total</td>
<td>$ 6,121.09</td>
</tr>
<tr>
<td>Amount to pay before Enrolment for Semester 1*</td>
<td>$ 3,121.09</td>
</tr>
<tr>
<td>Amount to pay in Semester 2 #</td>
<td>$ 3,000.00</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></th>
<th>Singapore PR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non subsidised Fee</td>
<td>$ 21,935.00</td>
</tr>
<tr>
<td>Other Fees (refer to Table 3)</td>
<td>$ 123.19</td>
</tr>
<tr>
<td>Total</td>
<td>$ 22,058.19</td>
</tr>
<tr>
<td>Amount to pay before Enrolment for Semester 1*</td>
<td>$ 11,090.69</td>
</tr>
<tr>
<td>Amount to pay in Semester 2 #</td>
<td>$ 10,967.50</td>
</tr>
</tbody>
</table>

Table 3:  Breakdown of Other Fees

<table>
<thead>
<tr>
<th></th>
<th>Singapore PR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination</td>
<td>$ 32.10</td>
</tr>
<tr>
<td>Sports</td>
<td>$ 25.68</td>
</tr>
<tr>
<td>Insurance</td>
<td>$ 3.40</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$ 14.98</td>
</tr>
<tr>
<td>Statutory License (CLASS)</td>
<td>$ 8.03</td>
</tr>
<tr>
<td>Students Union (not subjected to GST):</td>
<td></td>
</tr>
<tr>
<td>Entrance</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Subscription</td>
<td>$ 18.00</td>
</tr>
<tr>
<td>Freshmen Orientation Packet</td>
<td>$ 16.00</td>
</tr>
<tr>
<td>Total Other Fees (For student who rejects Tuition Grant)</td>
<td>$ 123.19</td>
</tr>
<tr>
<td>GST Subsidy on Examination Fee</td>
<td>$ (2.10)</td>
</tr>
<tr>
<td>Total Other Fees (For student who accepts Tuition Grant)</td>
<td>$ 121.09</td>
</tr>
</tbody>
</table>

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

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

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

1\textsuperscript{st} - Mendaki Tertiary Tuition Fee Subsidy (Mendaki TTFS)
2\textsuperscript{nd} - CPF Approved Education Scheme (CPF-AES)
3\textsuperscript{rd} - Tuition Fee Loan (TFL)

View video guide for more information on financial schemes.

3. Payment of Fees

You may also apply for the following Financial Schemes by 30 April 2020 to pay for your fees.

**MENDAKI - TTFS**

- Submit Online Application & supporting documents at Mendaki website: [www.mendaki.org.sg](http://www.mendaki.org.sg)
- Print and submit a copy of the acknowledgement email to SP Finance Department (refer to submit documents)
- $ 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)
- Print and submit a copy of the acknowledgement page to SP Finance Department (refer to submit documents)
- $ 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
- Submit a copy of the endorsed Application Form to SP Finance Department (refer to submit documents)
- $ Amount will be displayed on the Online Enrolment screen

SP will send the e-bill to your iChat email account for the remaining amount after the semester has commenced if:

- your application for Financial Scheme(s) is / are not approved; or
- the approved amount is insufficient to pay for the course fee.
Financial Schemes for Full Time Diploma Course-Singapore Permanent Resident
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 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 make an application. Only online application will be accepted by Mendaki.
- Submit the acknowledgement page together with other financial documents to SP Finance Department.

**Contact**
For further enquiries, you can:
- call Yayasan Mendaki at Tel: **6551 2840**
- email to **ttfs@mendaki.org.sg**
2. CPF Approved Education Scheme (CPF-AES)

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

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

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

**Eligibility Criteria**
- All Nationalities

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

---

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

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

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

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

Student
Login to CPF website using your SingPass

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

Submit the acknowledgement page together with other financial documents to SP Finance Department
• The closing date for application is **30 April 2020**.

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

### 3. Tuition Fee Loan (TFL)

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

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

**Eligibility Criteria**
• All Nationalities

**Application**
• Complete the application.
• Visit any DBS Bank branch (not POSB bank) personally with your guarantor to submit the following documents:
  - Original Application Form
  - Offer Letter/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 submit together with your enrolment documents to SP Finance Department. Retain a copy of the Bank endorsed loan agreement for your own record.
• Once approved, DBS Bank will pay the approved amount directly to SP.
• The closing date for application is **30 April 2020**.

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

**Contact**
For further enquiries on application for TFL, you can:
• call DBS customer hotline at: **6333-0033**
• email to customerservice@dbs.com
Interbank GIRO (IBG)

Payment of Fees for billings After Enrolment

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

The same GIRO account will be used for crediting any refund or payment due to you, which effectively reduces the inconvenience of collecting and depositing cheques. Refund or payment can be for any of the following matters:
- Excess payment of fees made by you;
- Scholarships and Bursaries awarded; and
- Any other payment due to you.

If you are applying for any Financial Schemes such as Mendaki-TTFS, CPF –AES and/or DBS-TFL, you also need to submit this form. 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 by 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 Student Portal.

(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.
   - Submit the completed form to One Stop Centre (OSC) or SP Finance Department.
   - SP will forward your application to your designated bank for approval.
   - Trust accounts are not eligible for GIRO deduction.
**Interbank GIRO (IBG)**

**Application Status**

You may check the GIRO application status online via Student Mobile @ [https://portal.sp.edu.sg/sites/eservices/HomePage.aspx](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 Diploma in Nautical Studies and 2nd-Year Direct entry students, the numbers of semesters that you will be eligible for TG will be capped at 8 semesters.

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 are not eligible* for TG will (i) have to pay the non-subsidised tuition fees including the prevailing 7% GST, and (ii) not be eligible to apply for the Financial Schemes.

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

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

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

How to Apply?

- Complete the Tuition Grant Option form (for Singapore Permanent Residents/ International Students) in the Admissions form folder and submit it together with your enrolment documents.

- Attend a Tuition Grant Briefing at SP Convention Centre on Thursday, 16 April 2020, 4.30pm to 5.30pm. Details will be sent to your SP i-chat email before course commencement.

- If you wish to apply the TG, application must be submitted through the TGONLINE portal at: https://tgonline.moe.gov.sg. The application period for the Tuition Grant scheme is from 23 April 2020 to 30 April 2020.

- Upon successful application, Tuition Grant applicants are required to attend the Tuition Grant signing with both (2) sureties to execute the Tuition Grant Agreement with the Government of Singapore (witnessed by Signing Officers) at Singapore Polytechnic - SP Convention Centre (SPCC) on the dates scheduled below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 May 2020 (Wednesday)</td>
<td>9.00 am – 4.00pm</td>
</tr>
<tr>
<td>21 May 2020 (Thursday)</td>
<td></td>
</tr>
<tr>
<td>22 May 2020 (Friday)</td>
<td></td>
</tr>
</tbody>
</table>
Please bring the following Original documents (where applicable) which are required for the execution of the Tuition Grant Agreement on the day of the signing.

**For Students:**
- **Singapore Permanent Resident**
  - Singapore Identity Card
- **International**
  - Passport and Student’s Pass

**For Sureties:**
- **Singapore Citizen / Singapore Permanent Resident (SPR)**
  - Singapore Identity Card
- **Non-Singapore Citizen**
  - Passport
# Financial Assistance @ SP

## 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>SP Donors’ Bursary</td>
<td>Any</td>
<td>≤ $2,250 OR ≤ $9,000</td>
<td>Up to $4,500</td>
</tr>
<tr>
<td>Higher Education Community Bursary</td>
<td>Singaporean</td>
<td>≤ $690 OR $691 - $1,000</td>
<td>≤ $2,750 - $2,400</td>
</tr>
<tr>
<td>Higher Education Bursary</td>
<td>Singaporean</td>
<td>$1,001 - $1,725 OR $1,726 - $2,250</td>
<td>$4,001 - $6,900 - $850</td>
</tr>
</tbody>
</table>

## 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 (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

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

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 or call 6775-1133.
SP Notebook PC Scheme

You will be using notebook PC during your study at SP, e.g writing reports, researching assignments, class presentations, project discussions, e-learning, etc.

We have arranged for selected PC vendors to put on a roadshow in SP during March to April 2020.

If you do not have a notebook PC, visit the roadshow to check out the models at very attractive prices.

Information on recommended notebook PCs are given in Noteook PC Corner (http://www.sp.edu.sg/notebook). There you will also find more information for the promotions, financial assistance scheme and insurance.

Why buy my NotebookPC from the Polytechnicauthorised vendors?
- 3 years on-site warranty (including AC transformer / adapter and electrical cable cord) and inclusive of parts and labour costs.
- Next-Business-Day On-site (Customer’s Residence or On-Campus) Response.

You can configure and install software for your notebook PC from home after you have completed your online enrolment. Please refer to Notebook PC Corner at http://www.sp.edu.sg/notebook for more details.
Overview of the Notebook Configuration Process

Start

I have an existing Notebook / MacBook

Yes

No

Configure your notebook from home

Completed Successfully?

Yes

No

Notebook / MacBook is ready by 20 April 2020

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

Refer to your course Recommended hardware requirements

Call SPICE Service Desk @ 6772-1260 for assistance

Problem Resolved?

Yes

No

Visit SPICE Service Desk for assistance

Useful Information:

<table>
<thead>
<tr>
<th>SP Notebook PC Corner</th>
<th>Important Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <a href="http://www.sp.edu.sg/notebook">http://www.sp.edu.sg/notebook</a></td>
<td>Notebook PC Roadshow</td>
</tr>
<tr>
<td><strong>SP Notebook PC Scheme (Roadshow and Financial Assistance)</strong></td>
<td>March to April 2020</td>
</tr>
<tr>
<td>• Hotline: 6775-1133</td>
<td>Please refer to Notebook PC Corner for more information on time &amp; venue.</td>
</tr>
<tr>
<td><strong>Notebook Hardware and Software Support</strong></td>
<td><a href="http://www.sp.edu.sg/notebook">http://www.sp.edu.sg/notebook</a></td>
</tr>
<tr>
<td>• Email: <a href="mailto:ServiceDeskMail@sp.edu.sg">ServiceDeskMail@sp.edu.sg</a></td>
<td>Notebook Software Installation</td>
</tr>
<tr>
<td>• Hotline: 6772-1260</td>
<td>Available online from March 2020</td>
</tr>
<tr>
<td><strong>Academic Year 2020 (AY2020) starts on 20 April 2020. Please ensure that your notebook is ready before AY2020.</strong></td>
<td><a href="http://www.sp.edu.sg/notebook">http://www.sp.edu.sg/notebook</a> &gt; under Software tab</td>
</tr>
<tr>
<td><strong>SPICE Training</strong></td>
<td><strong>Support</strong></td>
</tr>
<tr>
<td>To help you to get familiar with SPICE (Singapore Polytechnic Intelligent Computing Environment), it is recommended that you also learn from the videos in <a href="http://www.sp.edu.sg/notebook">http://www.sp.edu.sg/notebook</a> &gt; under Support tab before AY2020. Then click on the FAQs link and select SPICE Essentials (Videos) icon.</td>
<td></td>
</tr>
</tbody>
</table>

Please remember to bring your Admission Card/Nric and SP offer letter for purchase of Notebook PC
Diploma Student Concession (EZ-Link) Card

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

Timeline to receiving email via iChat regarding application

- From 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/ezlink

Link to TransitLink’s website, Eligibility Check (For Full-time Diploma students ONLY)
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 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 see their Course Chair and obtain their Director’s signature. All students must then proceed to the Library for clearance and submit the form to Student Service Centre personally or mail the form to Admissions Office.

Course Transfer

New students who wish to transfer to another course may submit a SP e-Appeal via http://courseapplication.sp.edu.sg → Submit an Appeal for 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, Art &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>T16 Level 7 Room T1671</td>
<td></td>
</tr>
<tr>
<td>LAS</td>
<td>School of Life Skills &amp; Communication</td>
<td>T19 Level 2 Room T19210</td>
<td></td>
</tr>
</tbody>
</table>

**Student Service Support**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact No.</th>
<th>Email</th>
<th>Visit Us</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Matters</td>
<td>6775-1133</td>
<td><a href="mailto:contactus@sp.edu.sg">contactus@sp.edu.sg</a></td>
<td>Block T16 Level 1</td>
</tr>
<tr>
<td>SPICE Service Desk</td>
<td>6772-1260</td>
<td><a href="mailto:ServiceDeskMail@sp.edu.sg">ServiceDeskMail@sp.edu.sg</a></td>
<td>T17 Level 1 Room T1711</td>
</tr>
</tbody>
</table>

---

**Singapore Polytechnic**  
**500 Dover Road Singapore 139651**  
**Enquiries: contactus@sp.edu.sg**  
**Website: www.sp.edu.sg**  
**Operating Hours: Monday to Friday, 8.30 am to 5.30pm**  
(Closed on Saturdays, Sunday and Public Holidays)
Enrolment Centre @ Block T16, Level 3 Room T1632
(To enter from Commonwealth Avenue West (Gate 8))
One Stop Centre
@ Block T16 Level 1