

# FREQUENTLY ASKED QUESTIONS

*updated 20 Sep 2016*

## APPLICATION PROCESS:

### **How can I apply for this programme?**

Application for Diploma-Plus Certificate Programme is by invitation only. Students with good GPA grades or/and relevant "O" level results will be invited to apply for the programme.

### **Where should I go to apply for this programme?**

Application is through the Student Portal after the official release of your examination results for current students or after enrolment for newly admitted students. Your status of eligibility will be reflected in the Student Portal.

### **What programme am I eligible for & what module modules will I be doing?**

A summary of the courses eligible for each programme is in the Diploma-Plus webpage.

### **How do I know if I am accepted for the diploma-plus programme?**

Offer for the programme will be made through the Student Portal, and applicants will have to ACCEPT or REJECT the offer. Your application status will be reflected in the Student Portal.

## ABOUT DIPLOMA-PLUS PROGRAMME:

### **What is the duration of the diploma-plus programme?**

A typical diploma-plus programme will start in your Year 1 Semester 2 and end by Year 3 Semester 1. Certificate programmes with 3 modules may start in Year 2 Semester 1.

### **What if I am an international student without GCE 'O' level, will I be eligible if I satisfy the minimum GPA requirement but not the 'O' level requirement?**

If you are an international student and meet the minimum GPA requirement, you can submit the completed appeal form to course managers for approval **two days after application closes**.

### **If I am eligible for more than one programmes, can I apply for all the programmes?**

You may be eligible for many programmes, but you can apply for TWO programmes. You will be offered one programme. Offer is by choice (1st choice will be considered first) and merit/interview/essay (details are in respective school website).

### **How am I assessed in this programme?**

The assessment for Diploma-Plus module consists of in-course assessments, and/or examination at the end of each semester.

**Does my performance in Diploma-Plus programme affect my GPA for my diploma course?**

No, the result you obtained for the programme is independent of GPA calculation for your full-time diploma study.

**If I'm currently enrolled/taking in a Diploma-Plus programme in Year 1, can I still apply for / switch to another new Diploma-Plus programme in Year 2?**

No. Each student is limited to one Diploma-Plus programme. Hence, you will not be invited to apply for subsequent new programmes though you may meet the minimum entry requirements.

**What happens if I fail a module in the Diploma-Plus/FT Diploma course?**

You will be removed from the Diploma-Plus course and there will be no refund of fees paid.

**What happens if I am not performing well in my full-time Diploma course?**

Students who have not performed well in their Diploma course may be advised to withdraw from the Diploma-Plus programme. No refund of fees paid for withdrawal after 1<sup>st</sup> week of term.

**If I transfer to another Diploma course, can I continue with my Diploma-Plus programme?**

If you should transfer to another Diploma course which is not eligible for the Diploma-Plus programme, you would be withdrawn from the current Diploma-Plus programme and there will be no refund of fees paid.

**How is the Diploma-Plus module GPA computed?**

GPA Computation for Diploma-Plus modules are computed separately from your Diploma course. You will receive a separate cumulative GPA score for your Diploma-Plus programme, and this computation will not affect the GPA score of your diploma course.

**When are the lessons held?**

Lessons will be held on weekday evenings or Friday afternoon.

**DIPLOMA-PLUS PROGRAMME FEE:**

**What is the course fee for a Diploma-Plus programme?**

A Diploma-Plus programme consists of 3 to 4 modules. The cost of each module ranges from \$100 to \$150, with the exception of some modules where special laboratory and equipment are required.

**Can I pay the course fee through CPF?**

All Diploma-Plus programmes are considered as Post Diploma programme. Thus, they are not claimable through CPF, Mendaki and /or DBS Tuition Fee Loan Scheme.

**Can I pay the module fee using Post-Secondary Education Account (PSEA)?**

Yes, you may pay your Dip-Plus module fee using PSEA. Just download the PSEA Ad Hoc Withdrawal from the MOE webpage.

Please submit the completed form to SP Student Service Centre, at T16 Level 1.

## **WITHDRAWAL FROM DIPLOMA-PLUS:**

### **Do I have to pay the course fee if I decide to withdraw from the Diploma-Plus programme after enrolment?**

Students who withdraw after the start of the semester are liable to pay fees.

For withdrawals received within the 1st week of the semester, students are liable for 25% of the fees.

For withdrawals received after the 1st week of the semester, students are liable for 100% of the fees for that semester.

### **Can I withdraw during official examination period?**

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 exam, 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.

### **How can I withdraw from a Diploma-Plus course?**

To withdraw from a Diploma-Plus course, you are required to complete a withdrawal form which is available from SSC (Student Service Centre) or you can download from the Diploma-Plus webpage. Student are required to obtain endorsement from their course manager before submitting the form to SSC.