

ENROLMENT GUIDE 2010

Information in this Enrolment Guide is correct at the time of going to the press.
Revised 19 February 2010 with updated Tuition Fees for AY 2010.

CONTENTS

INTRODUCTION	2
1. CONFIRMING YOUR ENROLMENT INTO RP	3
2. ENROLMENT CHECKLIST	4
2.1 THREE ITEMS REQUIRING COMPLETION BY YOUR ENROLMENT DEADLINE	4
2.2 OTHER REQUIRED ENROLMENT ITEMS	5
3. FINANCIAL MATTERS	7
3.1 COURSE FEES PAYABLE	7
3.2 ENROLMENT FEE	7
3.3 APPLYING FOR THE TUITION GRANT SCHEME	8
3.4 PAYMENT SCHEDULE	8
3.5 PAYMENT METHODS	9
3.6 FINANCIAL SCHEMES	10
3.6.1 Summary of Loan Schemes	10
3.6.2 Summary of Subsidy Schemes	10
3.6.3 How to apply for Financial Schemes	11
3.6.4 CPF Approved Education Scheme	12
3.6.5 Tuition Fee Loan Scheme	12
3.6.6 Study Loans A & B Scheme	12
3.6.7 Post Secondary Education Account (PSEA) Scheme	12
3.6.8 Tertiary Tuition Fee Subsidy for Malays (Administered by Mendaki)	12
3.6.9 Short-Term Study Assistance Scheme (SSAS)	13
3.6.10 Scholarships & Bursaries	13
3.7 USING THE STUDENT FINANCE SYSTEM	14
4. STUDENT MATTERS	16
4.1 IT MATTERS	16
4.2 RP STUDENT (EZ-LINK) CARD	16
4.3 STUDENT'S PASS	17
4.4 ACCOMMODATION FOR NEW INTERNATIONAL STUDENTS	17
4.5 ACADEMIC CALENDAR (SEMESTER 1, AY 10/11)	18
4.6 DEFERMENT AND WITHDRAWAL	19

INTRODUCTION

Congratulations on your successful application to Republic Polytechnic (RP)!

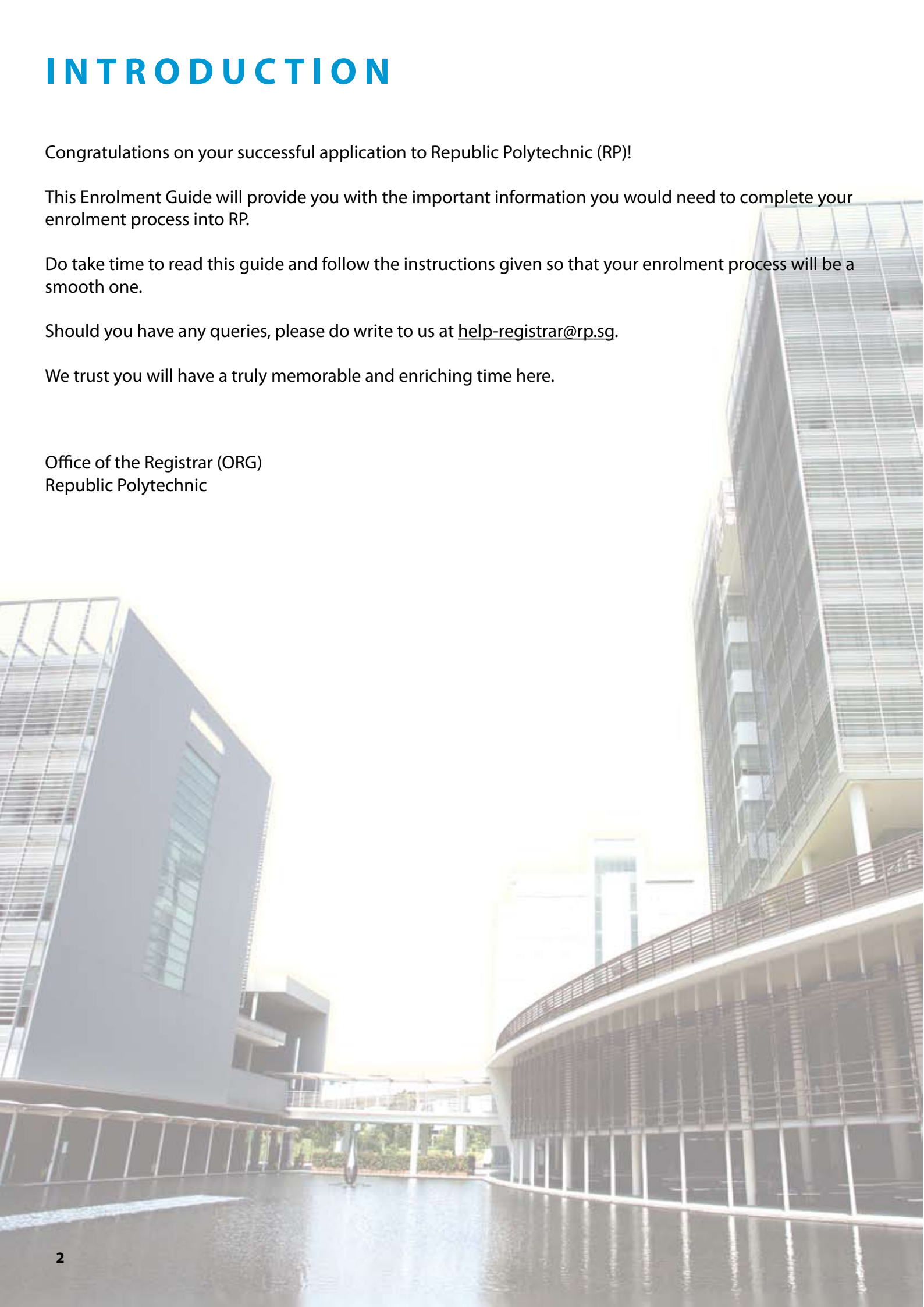
This Enrolment Guide will provide you with the important information you would need to complete your enrolment process into RP.

Do take time to read this guide and follow the instructions given so that your enrolment process will be a smooth one.

Should you have any queries, please do write to us at help-registrar@rp.sg.

We trust you will have a truly memorable and enriching time here.

Office of the Registrar (ORG)
Republic Polytechnic



1 CONFIRMING YOUR ENROLMENT INTO RP

You have been made an offer to study in RP. You now need to complete the following three items by the Enrolment Deadline specified in your Enrolment Letter, in order to confirm your enrolment into RP:

1. Provide your personal particulars and other required information in the Enrolment System.
2. Complete and submit the Course Acceptance Form.
3. Pay the non-refundable enrolment fee of \$113.25 for Singapore Citizens and Permanent Residents, or \$156.25 for International Students. This fee need not be paid by students who have already paid a non-refundable Deposit as part of their application under the Direct Admissions Exercise – Foreign (DAE-F).

Important Note: These three items listed above must be successfully completed by your Enrolment Deadline (as stated in the Enrolment Letter), failing which your place may be given to another student. We seek your cooperation to comply with this Enrolment Deadline strictly to avoid losing your place.

In addition to these three items, there are other compulsory items to be completed by their respective deadlines as part of the enrolment process:

- Submit a recent passport-sized colour photograph of yourself for the RP Student (ez-link) Card.
- Submit a copy of your relevant identity document(s).
- Submit your application for the MOE Tuition Grant Scheme.
- Apply for your Student's Pass from ICA (for International Students only).
- Purchase and/or configure your laptop computer.
- Submit your Medical Examination Form (only for students enrolling in the Diploma in Outdoor and Adventure Learning).

The following is not compulsory, but is strongly recommended if you may need assistance in financing your fees and living expenses:

- Apply for Financial Schemes (optional, subject to eligibility criteria).

All these items mentioned above are summarised in the Enrolment Checklist on the next page, and further explained in the remainder of this guide.

Administrative Fees charged for Deferment or Withdrawal

If you confirm your enrolment in RP, and you subsequently decide to defer or withdraw from RP, you will be liable to pay an Administrative Fee as follows:

ADMINISTRATIVE FEES FOR DEFERMENT OR WITHDRAWAL	
Period of notification of Deferment or Withdrawal	Administrative Fees Chargeable
31 March 2010 or earlier	No administrative fee
01 April 2010 to 14 April 2010	5% of Tuition Fee and Supplementary Fees
15 April 2010 to 28 April 2010	25% of Tuition Fee and Supplementary Fees
29 April 2010 or later	100% of Tuition Fee and Supplementary Fees

The amount of Tuition Fees and Supplementary Fees is explained below (see Page 7). In order to defer or withdraw, you are required to submit a deferment/withdrawal application form through the Enrolment System (see Page 19).

Male Singapore Citizens and Permanent Residents liable for National Service

Males who are Singapore Citizens or Permanent Residents may be liable for National Service (NS). In accordance with the policy of the Ministry of Defence (MINDEF) stated at <http://www.ns.sg>, NS-liable males will be granted NS deferment to pursue their course of study in RP starting in 2010 provided they are:

- born on or after 1 Jan 1991 (for Secondary 4 Express Stream students); or
- born on or after 1 Jan 1990 (for Secondary 5 Normal Stream and ITE students)

If you are liable for NS but do not fall in the above categories, you will have to apply for NS deferment from MINDEF if you wish to begin your studies in RP in the academic year 2010/11. If you do not submit official documentary evidence of your NS deferment, RP will not allow you to begin your course of study. However, your place will be reserved for you to commence your studies after you have completed NS.

2 ENROLMENT CHECKLIST

Use the following Checklists to track your completion of your enrolment tasks by the required due dates.

2.1 THREE ITEMS REQUIRING COMPLETION BY YOUR ENROLMENT DEADLINE

The three items described below must be successfully completed by your Enrolment Deadline (as stated in the Enrolment Letter), failing which your place may be given to another student. We seek your cooperation to comply with this Enrolment Deadline strictly to avoid losing your place.

✓	What to do	How it can be done	Applies to / Due Date
<input type="checkbox"/>	Provide your personal particulars and other required information.	<ul style="list-style-type: none"> Log in to the Enrolment System* and follow the instructions given there. Check the Enrolment System* for confirmation that your personal particulars and other required information have been provided.	All enrolling students. <u>Due Date:</u> Your Enrolment Deadline (see your Enrolment Letter)
<input type="checkbox"/>	Complete and submit the Course Acceptance Form.	<ul style="list-style-type: none"> Complete and sign the enclosed Course Acceptance Form. Submit it to the One-Stop Centre at RP personally or by post (using the return envelope provided). Check the Enrolment System* for confirmation that the Course Acceptance Form has been received.	All enrolling students. <u>Due Date:</u> Your Enrolment Deadline (see your Enrolment Letter)
<input type="checkbox"/>	Pay the Enrolment Fee of: <ul style="list-style-type: none"> \$113.25 for Singapore Citizens and Permanent Residents. \$156.25 for International Students. 	Payment can be made: <ul style="list-style-type: none"> online using e-payment (using credit cards or Internet Banking); or by cash or cheque at any OCBC Bank branch; or by NETS at RP's One-Stop Centre. (See Page 9 for further details.) Check the Enrolment System* for confirmation that payment has been received.	All enrolling students (except for those who have paid a Deposit under DAE-F). <u>Due Date:</u> Your Enrolment Deadline (see your Enrolment Letter)

* The Enrolment System will be available from 3 Mar 2010. To access the Enrolment System, go to <http://www.rp.sg/enrol/> and log in using the **Student ID** and **Password** which are given in your Enrolment Letter sent to you together with this guide. You may log in from home, or you may come to RP during the enrolment period to log in. The dates and times of your enrolment period are stated in your Enrolment Letter.

Note: If you are an International Student and your Enrolment Letter does not state the Password for the Enrolment System, please come to RP on the date stated in the Enrolment Letter in order to complete your Enrolment tasks.

2.2 OTHER REQUIRED ENROLMENT ITEMS

Most of the items below are compulsory items to be completed by their respective deadlines as part of the enrolment process. The application for Financial Schemes is not compulsory, but is strongly recommended if you may need assistance in financing your fees and living expenses.

✓	What to do	How it can be done	Applies to / Due Date
<input type="checkbox"/>	Submit a recent passport-sized colour photograph of yourself for the RP Student (ez-link) Card	<p>Your photograph can be submitted:</p> <ul style="list-style-type: none"> to RP's One-Stop Centre, personally or by post; or by uploading a suitable digital photograph through the Enrolment System*. <p>You may also have your photograph taken at RP free-of-charge during the enrolment period. (See Page 16 for further details.)</p> <p>Check the Enrolment System* for confirmation that the photograph has been received.</p>	<p>All enrolling students.</p> <p><u>Due Date:</u> 31 Mar 2010</p> <p>You should submit your photo as soon as possible, to avoid delays in receiving your ez-link Card which entitles you to concession privileges on buses and trains.</p>
<input type="checkbox"/>	Submit a copy of your relevant identity document(s)	<p>For <u>Singapore Citizens</u>, submit a copy of:</p> <ul style="list-style-type: none"> Your Singapore NRIC (both front and back) <p>For <u>Singapore Permanent Residents</u>, submit a copy of:</p> <ul style="list-style-type: none"> Your Singapore NRIC (both front and back) Your Passport (showing photo and particulars) <p>For <u>International Students</u>, submit a copy of:</p> <ul style="list-style-type: none"> Your Student's Pass (both front and back) Your Passport (showing photo and particulars) <p>In all cases, the copies can be submitted:</p> <ul style="list-style-type: none"> to RP's One-Stop Centre, personally or by post; or by uploading suitable scanned images through the Enrolment System*. <p>Check the Enrolment System* for confirmation that the required copies have been received.</p>	<p>All enrolling students.</p> <p><u>Due Date:</u> 31 Mar 2010</p>
<input type="checkbox"/>	Submit your application for the MOE Tuition Grant	<p>For <u>Singapore Citizens</u>:</p> <ul style="list-style-type: none"> Complete the form online at http://www.myrp.sg/sfs Print out the completed form in hardcopy and submit it to the One-Stop Centre at RP personally or by post <p>For <u>Singapore Permanent Residents and International Students</u>:</p> <ul style="list-style-type: none"> Complete the form online at http://www.myrp.sg/sfs Apply online at http://sam11.moe.gov.sg/tass/menu/tg.htm You will be contacted a few weeks later to complete and submit other required documents. (See Page 8 for further details.) 	<p>All enrolling students.</p> <p><u>Due Date:</u> 31 Mar 2010</p>

✓	What to do	How it can be done	Applies to / Due Date
<input type="checkbox"/>	Apply for your Student's Pass from ICA (for International Students only)	<p>To apply for your Student's Pass:</p> <ul style="list-style-type: none"> Download your SOLAR Application letter from the Enrolment System*. Complete and submit eForm 16 online at www.ica.gov.sg (this submission requires online payment for the processing fee of \$30, payable only by Credit Card or Internet Banking). Check the status of your application at the ICA website and wait for approval within 10 days. When approved, collect the In-Principle Approval (IPA) letter from RP's One-Stop Centre. Follow the instructions on the IPA letter to collect your Student's Pass from ICA. (See Page 17 for further details.) 	<p>All International Students.</p> <p><u>Due Date:</u> 31 Mar 2010</p> <p>Note: You should begin this application process as early as possible to allow sufficient time to complete it by the Due Date.</p>
<input type="checkbox"/>	Purchase and/ or configure your laptop computer	<ul style="list-style-type: none"> You can purchase a laptop at special discounted prices, or have your own laptop configured, at the IT Road Show at RP. (See Page 16 for further details.) 	<p>All enrolling students.</p> <p><u>Due Date:</u> 31 Mar 2010</p>
<input type="checkbox"/>	Submit your Medical Examination Form for the Diploma in Outdoor and Adventure Learning (DOAL)	<p>For DOAL students:</p> <ul style="list-style-type: none"> Go for a Medical Examination and have the Medical Examination Form completed by the examining doctor. Submit the completed form to the One-Stop Centre at RP personally or by post. <p>The Medical Examination Form can be downloaded from http://www.rp.sg/enrolment.</p>	<p>Students enrolling for the Diploma in Outdoor and Adventure Learning.</p> <p><u>Due Date:</u> Your Enrolment Deadline (see your Enrolment Letter)</p>
<input type="checkbox"/>	Apply for Financial Schemes (optional, subject to eligibility criteria)	<p>Various Financial Schemes are available to assist you in financing your fees and living expenses.</p> <p><u>Loan schemes</u> (requiring repayment) include the following:</p> <ul style="list-style-type: none"> CPF Education Scheme Tuition Fee Loan Scheme Study Loan A Scheme Study Loan B Scheme <p><u>Subsidy schemes</u> (not requiring repayment) include the following:</p> <ul style="list-style-type: none"> Post Secondary Education Account (PSEA) Scheme Tertiary Tuition Fees Subsidy for Malays (administered by Mendaki) Short-term Study Assistance Scheme (SSAS) <p>You may apply for one or more of the above schemes, subject to eligibility criteria. (See Page 10 for further details and information on how to apply.)</p>	<p>Optional for all enrolling students, subject to eligibility criteria.</p> <p><u>Due Date:</u> Your Enrolment Deadline (as far as possible) and in any case by 31 Mar 2010</p> <p>As applications are processed by RP as well as external agencies, you should submit your applications by the Due Date to ensure that your fees are settled in time.</p> <p>Applications are processed on a first-come-first-served basis.</p>

* The Enrolment System will be available from 3 Mar 2010. To access the Enrolment System, go to <http://www.rp.sg/enrol/> and log in using the **Student ID** and **Password** which are given in your Enrolment Letter sent to you together with this guide. You may log in from home, or you may come to RP during the enrolment period to log in. The dates and times of your enrolment period are stated in your Enrolment Letter.

Note: If you are an International Student and your Enrolment Letter does not state the Password for the Enrolment System, please come to RP on the date stated in the Enrolment Letter in order to complete your Enrolment tasks.

3 FINANCIAL MATTERS

3.1 COURSE FEES PAYABLE

The Course Fees payable by full-time students comprise Tuition Fees and Supplementary Fees.



The table below shows the amounts and details of the Course Fees Payable.

COURSE FEES (UPDATED FOR ACADEMIC YEAR 2010/11)			
ITEM	Singapore Citizens (\$)	Singapore Permanent Residents (\$)	International Students (\$)
Tuition Fee with GST (before Tuition Grant Scheme)	16,852.50	17,622.90	19,153.00
Less: Tuition Grant comprising the following: <ul style="list-style-type: none">• \$6,800 for Semester 1• \$6,800 for Semester 2• 7% GST (absorbed by MOE)	(14,702.50)	(14,752.90)	(14,853.00)
Tuition Fee Payable (after Tuition Grant Scheme)	2,150.00	2,870.00	4,300.00
Supplementary Fees	113.25	113.25	156.25
Course Fees Payable	2,263.25	2,983.25	4,456.25

Note: The fees above are correct at the time of printing, and are subject to revision for Academic Year 2010/11. The Tuition Fee and the Tuition Grant are subject to change as determined by the Ministry of Education, Singapore.

3.2 ENROLMENT FEE

You will need to make payment for the non-refundable Enrolment Fee before the Enrolment Deadline. The Enrolment Fee is \$113.25 for Singapore Citizens and Permanent Residents, and \$156.25 for International Students. Payment can be made either by e-Payment, NETS, cash or cheque (see Page 9).

For the first year of your study, your Enrolment Fee will be applied towards your Supplementary Fees, so you need not pay the Supplementary Fees separately.

3.3 APPLYING FOR THE TUITION GRANT SCHEME

RP students, regardless of nationality, are eligible to apply for the Tuition Grant Scheme from the Ministry of Education (MOE), Singapore. The Tuition Grant Scheme is provided by MOE to subsidise the high cost of tertiary education in Singapore. The Tuition Grant Scheme is provided for a maximum of 10 semesters of tertiary education.

All RP students are required to apply for the Tuition Grant Scheme. In exchange for the Government subsidy received under the Tuition Grant Scheme, all non-Singaporean students (that is, Singapore Permanent Residents and International Students) are required to sign a Tuition Grant Agreement by which the student will be contractually obliged to work in Singapore for a minimum period of 3 years upon graduation.

International Students are admitted to RP on condition that they apply for and receive the Tuition Grant.

For further enquiries on the Tuition Grant Scheme, please refer to MOE's website with a list of Frequently Asked Questions (FAQs), available at <http://sam11.moe.gov.sg/tass>. You may also contact the MOE's Tuition Grant Unit by telephone at 6879-7333.

3.4 PAYMENT SCHEDULE

For each Semester, the payment schedule for Course Fees (for students admitted in Academic Year 2010/11) is shown in the table below.

COURSE FEES PAYMENT SCHEDULE BY SEMESTER (UPDATED FOR ACADEMIC YEAR 2010/11)				
Semester	Items Payable	Singapore Citizens (\$)	Singapore Permanent Residents (\$)	International Students (\$)
Semester 1	Tuition Fee* for Semester 1	1,075.00	1,435.00	2,150.00
	Supplementary Fees**	113.25	113.25	156.25
Semester 2	Tuition Fee* for Semester 2	1,075.00	1,435.00	2,150.00
Total Course Fees Payable		2,263.25	2,983.25	4,456.25

Note: The fees above are correct at the time of printing, and are subject to revision for Academic Year 2010/11. The Tuition Fee and the Tuition Grant are subject to change as determined by the Ministry of Education, Singapore.

* The Tuition Fee amount shown is the net amount payable after receiving the Tuition Grant, subject to change as determined by the Ministry of Education, Singapore.

** Supplementary Fees are payable once per Academic Year, and are billed in the first Semester that the student is enrolled in for that Academic Year. For newly enrolled students, the Enrolment Fee will be credited towards the Supplementary Fees.

You will be billed for your course fees at the end of the second week of the Semester. The due date for payment of course fees is the end of the fifth week of the Semester.

If you apply for any of the Financial Schemes by their respective deadlines and follow the instructions on page 11 (including applying through the Enrolment System or keeping us informed of the application by forwarding the acknowledgement email to help-schoolfee@rp.sg), you will not be required to pay for the amounts which are applied for, pending the outcome of the applications you have made. For this reason, please submit your application for Financial Schemes in good time, to avoid the inconvenience of being asked to pay for the amounts to be covered by these Financial Schemes.

3.5 PAYMENT METHODS

Course fees may be paid in any of the following ways: by GIRO, by e-Payment, by NETS or by cash or cheque. You will not be required to pay for any amounts which are to be covered by Financial Schemes.

From time to time there may be refunds due to you from RP, or other disbursements such as scholarships, bursaries, academic prizes, etc. For this reason, we ask you to provide your bank account number (even if you are not signing up for GIRO arrangement) so that we may make any refunds or disbursements to you without delay.

GIRO

For your convenience, you are encouraged to sign up for payment by GIRO. This enables you to pay for your course fees and any other outstanding amounts in your account, and this enables RP to make any refunds to you promptly.

It is a one-time application which authorises RP to deduct the amount outstanding from your bank account after the statement of account is sent.

You may apply for the GIRO arrangement by carrying out the following steps:

- Complete the form online at www.myrp.sg/sfs
- Print out the completed form and sign on it according to your bank records (thumb prints must be endorsed at the bank prior to submission)
- Submit the completed form to One-Stop Centre at RP personally or by post

GIRO deduction will only commence after the bank's approval has been received by RP, and so in most cases the first deduction will not be in time to pay for your first Semester's fees. Students who apply to pay by GIRO will therefore need to pay for the first Semester course fees by e-Payment, NETS, Cash or Cheque.

e-Payment

e-Payment can be made online through the Enrolment System or the Student Finance System (forthcoming) using major credit and debit cards (MasterCard, Visa, American Express). Immediate acknowledgement of your payment can in most cases be given to you in the Enrolment System.

NETS

Network for Electronic Transfers (NETS) payment can be made using an ATM card at RP's One-Stop Centre during their hours of operation which are as follows:

Mondays to Fridays:	8:00 am – 8:00 pm
Saturdays:	8:00 am – 6:00 pm
Sundays and Public Holidays:	Closed

Cash/Cheque

Payments via cash or cheque can be made at any branch of the Oversea-Chinese Banking Corporation (OCBC Bank). Cheques should be drawn on a Singapore registered bank, crossed and made payable to "**Republic Polytechnic**".

When making payment, write on the deposit slip and the reverse side of your cheque RP's Account Number: **501-719-843-001**. Also be sure to write your NRIC/ FIN, name and telephone number on the deposit slip and the reverse side of your cheque, to ensure that the payment is correctly and promptly applied to your account.

3.6 FINANCIAL SCHEMES

Apart from the Tuition Grant Scheme which is provided for all students (see page 8), there are various financial schemes available to students to cover the payment of course fees and/or living expenses, as described below. These come either in the form of a **loan** or in the form of a **subsidy**. Each of these schemes is subject to its specific terms and conditions.

In addition to loans and subsidies, various Scholarships and Bursaries are available and can be applied for. See page 13 for details of these.

3.6.1 SUMMARY OF LOAN SCHEMES

The table below gives a summary of the fees and expenses that the respective financial assistance loan schemes can be used for. Successful applicants are required to make a repayment for the loan received.

Loan Scheme	Fees/Expenses			Eligibility to apply by Nationality		
	Tuition Fees	Supplementary Fees	Other Expenses	Singapore Citizens	Singapore Permanent Residents	International Students
CPF Approved Education Scheme	Up to 100%			✓	✓	✓
Tuition Fee Loan Scheme	Up to 75%			✓	✓	✓
Study Loan A Scheme	Up to 25%			✓	✓	
Study Loan B Scheme			Up to \$2,000	✓	✓	

3.6.2 SUMMARY OF SUBSIDY SCHEMES

The table below gives a summary of the fees and expenses that the respective financial assistance subsidy schemes can be used for. There is no repayment needed for money received from these subsidy schemes.

Subsidy Scheme	Fees/Expenses			Eligibility to apply by Nationality		
	Tuition Fees	Supplementary Fees	Other Expenses	Singapore Citizens	Singapore Permanent Residents	International Students
Post Secondary Education Account (PSEA) Scheme	Up to 100%			✓		
Tertiary Tuition Fees Subsidy for Malays (administered by Mendaki)	Up to 100%			✓	✓	✓
Short-term Study Assistance Scheme (SSAS)			Up to \$1,440	✓		

3.6.3 HOW TO APPLY FOR FINANCIAL SCHEMES

The table below shows how to apply for the various Financial Schemes. The submission of the relevant forms and documents listed below should be completed by your Enrolment Deadline as far as possible, and in any case by **31 Mar 2010**.

Item	How it can be done	Supporting documents needed
CPF Education Scheme	<ul style="list-style-type: none"> Apply online at www.myrp.sg/sfs and you will be directed to the CPF website to complete and submit the form online Forward the auto-generated confirmation email from CPF Board to help-schoolfee@rp.sg 	
Tuition Fee Loan Scheme	<ul style="list-style-type: none"> Complete the form online at www.myrp.sg/sfs Print out the completed form and submit it with the necessary documents to One-Stop Centre at RP personally or by post 	Photocopy of: <ul style="list-style-type: none"> NRIC/ FIN or Passport (for international students) of applicant NRIC of guarantor
Study Loan A & B Schemes	<ul style="list-style-type: none"> Complete the form online at www.myrp.sg/sfs Print out the completed form and submit it with the necessary document to One-Stop Centre at RP personally or by post 	Photocopy of: <ul style="list-style-type: none"> NRIC of applicant NRIC/ Birth Certificate of all family members Pay-slips/ income/ CPF statements of all working family members
Post Secondary Education Account (PSEA) Scheme	<ul style="list-style-type: none"> Complete the form (in pink colour) enclosed in your enrolment pack Submit the completed form back to One-Stop Centre at RP personally or by post 	
Tertiary Tuition Fee Subsidy for Malays (administered by Mendaki)	<ul style="list-style-type: none"> Complete the form (in yellow colour) enclosed in your enrolment pack Submit the completed form and the necessary supporting documents to One-Stop Centre at RP personally or by post 	Photocopy of: <ul style="list-style-type: none"> Birth Certificate & NRIC of applicant NRIC of both parents Pay-slips/ income/ CPF statements of all working family members
Short-Term Study Assistance Scheme (SSAS)	<ul style="list-style-type: none"> Complete the form online at www.myrp.sg/sfs Print out the completed form and submit it with the necessary document to One-Stop Centre at RP personally or by post 	Photocopy of: <ul style="list-style-type: none"> NRIC of applicant NRIC/ birth certificate of all family members Pay-slips/ income/ CPF statements of all working family members

Notes:

- Applications for these financial schemes should be submitted as soon as possible and preferably during the enrolment period, to ensure that your applications will be processed without delay.
- A guide to use the Student Finance System can be found on Pages 14-15.

3.6.4 CPF APPROVED EDUCATION SCHEME

Depending on the Available Withdrawal Limit for Education, and other CPF rules, a student may use his own CPF savings, his siblings', his spouse's and his parents' (including step-parents') CPF savings to pay for up to 100% of the subsidised Tuition Fee that is payable by the student.

To inform RP that you are applying for funds under the CPF Education Scheme, so that we will not charge you the full Tuition Fee, please forward the auto-generated email from CPF Board to help-Schoolfee@rp.sg.

3.6.5 TUITION FEE LOAN SCHEME

Under the tuition fee loan scheme, students of all nationalities can apply for a bank loan of up to 75% of the subsidised tuition fees payable by a Singaporean student.

3.6.6 STUDY LOAN A & B SCHEMES

Only Singapore Citizens and Singapore Permanent Residents can apply for the study loan scheme which is subject to approval. The study loan scheme must be applied for concurrently with the application for the maximum amount from the CPF Approved Education Scheme, Tertiary Tuition Fees Subsidy for Malays (administered by Mendaki) and Tuition Fee Loan Scheme, where applicable.

The loan will be awarded only to students who need financial support to pay tuition fees or financial support to maintain living expenses.

Study Loan A Scheme provides a loan to cover up to 25% of the subsidised fees not covered by all the other loan schemes, while Study Loan B Scheme provides a loan of up to \$2,000 for any 2 consecutive semesters to meet living expenses.

3.6.7 POST SECONDARY EDUCATION ACCOUNT (PSEA) SCHEME

The PSEA Scheme is administered by the Ministry of Education (MOE) and an account is opened automatically for all eligible Singaporeans.

Singaporean students who have a valid PSEA Scheme and have funds in the account can apply to use the scheme to defray the cost of tuition fees. Students can submit the standing order application form which allows the polytechnic to make a deduction whenever the fees are due, subject to the availability of funds in the account. Under certain circumstances, a student's sibling's PSEA may also be used.

For any enquiries on the PSEA Scheme or to find out your PSEA balance, you may call the MOE at 6260-0777.

Further information is available from the MOE web page at:

<http://www.moe.gov.sg/initiatives/post-secondary-education-account/>.

3.6.8 TERTIARY TUITION FEE SUBSIDY FOR MALAYS (ADMINISTERED BY MENDAKI)

Students who are Malay Singapore Citizens or children of Malay Singapore Citizens, and whose monthly family income does not exceed \$3,000 per month, shall be eligible to apply for up to 100% of the subsidised Tuition Fee under the Tuition Fee Subsidy for Malays (administered by Mendaki).

Further information is available from the Mendaki web page at: <http://www.mendaki.org.sg>.

3.6.9 SHORT-TERM STUDY ASSISTANCE SCHEME (SSAS)

MOE's SSAS will provide additional financial assistance to Singaporean students pursuing diploma programmes in RP.

To be eligible for the SSAS, the applicant's gross monthly household per capita income should be not more than \$1,700. In addition, applicants will need to have exhausted their PSEA account and be in receipt of all the following: Tuition Fee Loan Scheme; Study Loan A Scheme; Study Loan B Scheme; and either the CDC Bursary or the MOE Bursary.

3.6.10 SCHOLARSHIPS & BURSARIES

Various scholarships and bursaries are available to full-time RP students. Scholarships are awarded to the most deserving students based on academic merit and other achievements. Bursaries are awarded to deserving students based on eligibility criteria and financial need.

Scholarships and bursaries are usually awarded for one academic year unless stated otherwise by the donors. Students are required to apply annually in order to be considered for the scholarships and bursaries.

For details about scholarship or bursary, please visit http://www.rp.sg/admissions/admissions_info/scholarships_bursaries.

3.7 USING THE STUDENT FINANCE SYSTEM

You may use the Student Finance System to apply for and obtain more information about the following:

- GIRO arrangement for deduction and refunds
- Tuition Grant Scheme
- CPF Approved Education Scheme
- Tuition Fee Loan Scheme
- Study Loan A & B Schemes
- Post Secondary Education Account (PSEA) Scheme
- Tertiary Tuition Fee Subsidy for Malays (administered by Mendaki)
- Short-Term Study Assistance Scheme (SSAS)

The following instructions and screen-shots show how you may access the forms to apply for the various financial schemes mentioned above.

1. Go to <http://www.myrp.sg/sfs> and login with your Student ID or NRIC/FIN and Date of Birth.

[Home](#) | [Help](#) | [Contact Us](#) | [Login](#)
Welcome to Student Finance System

Home

Home

Student Finance System

Welcome to the Student Finance System Ver. 1.0. Please click on the [login](#) button on the top right-hand corner to proceed.

Content of the Student Finance System
This is an integrated system for student finance, whereby you can settle all financial matters through this One-stop Portal. In this system, we aim to improve your experience with us by making the process of student finance more convenient for you. After you Log In, you would be able to access these:

1. Electronic Statement of Accounts
2. Review Pending Payments / Bills
3. Review Status of Application for Financial Schemes
4. Apply for new Financial Schemes

Login

For new student without RP domain account, please login here with your student ID or NRIC/FIN/Passport Number, together with your date of birth information.

Student ID :

OR NRIC/FIN/Passport No :

Date of Birth :

[Login](#)

For RP staff or student who has domain accounts, please login [here](#).

2. Click on the <Application Form> tab at the top of the page.

3. Click on <Apply Online> to select the financial scheme you wish to apply for.

Loan Type	Amount	Percentage (%)	Date.Submit	Date.Update	Status	Remarks
CPF		100.00	29 Jan 2010 12:00 AM	29 Jan 2010 04:15 PM	Processing	
StudyLoan			29 Jan 2010 04:11 PM	29 Jan 2010 04:15 PM	Successful	
TFL			29 Jan 2010 04:06 PM	29 Jan 2010 04:14 PM	Successful	

Date Submitted	Date Updated	Status	Remarks
29 Jan 2010 04:18 PM	29 Jan 2010 04:18 PM	Pending	

4. Complete the required fields in the online application.

5. Print out the completed online application form if instructed, and submit it with the necessary documents to One-Stop Centre at RP or via post.

6. You may check the status of your application online. An email will be sent to you as soon as we have checked your application and sent it to the appropriate agency for processing. Another email will be sent to inform you of the status of your application when the agency has completed its processing. This may take up to 4 weeks or more, depending on the agency's processing time.

4 STUDENT MATTERS

4.1 IT MATTERS

Every student will be issued an RP email account which will be activated after they have successfully completed their enrolment. This email account is important as all communications between RP and students will be made via the RP email account. It is each student's responsibility to access their RP email account regularly for information that will be sent by the school.

Students need to change their password at the first login session, and regularly thereafter.

Important information on RP's IT policies when using its internet services can be found at <http://www.rp.sg/ITpolicy>.

At RP, students engage in their learning activities with the aid of their laptops. It is therefore mandatory for each student to possess a laptop and to bring this to lessons.

Students may purchase their laptops at special prices from one of our external vendors during the enrolment period. For more information on the prices and technical specifications of the laptops on offer at the IT Road Show, you may wish to refer to our website at <http://www.rp.sg/notebook>.

Students who intend to use their existing laptops should ensure that their laptops are properly configured by our staff at the IT Helpdesk by 31 Mar 10 at the latest. This includes the installation of software required by all students in RP.

4.2 RP STUDENT (EZ-LINK) CARD

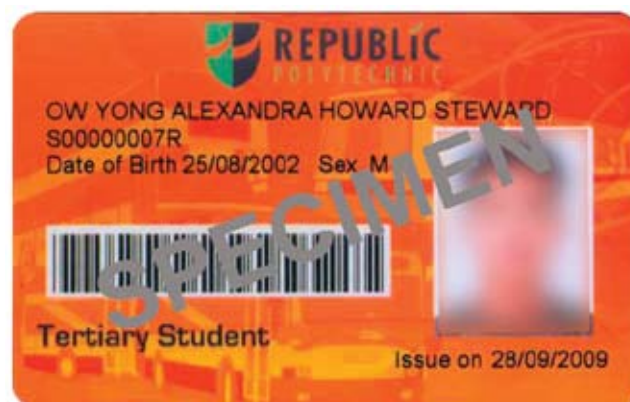
RP will issue all newly enrolled students with a Student Card. This Student Card is to be carried by you at all times while on RP's campus as it is a proof of your student identity. It is also necessary for various polytechnic-related activities, ranging from attendance-taking to the loaning of equipment.

The RP Student Card is also an ez-link Contactless e-Purse Application (CEPAS) card which students may utilize when transiting on public buses and trains.

Students are required to submit a recent passport-sized photograph. The photograph must meet the following requirements:

1. The photograph should be in colour.
2. It must be taken against a white background.
3. The image must show the full face without headgear.
(Headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features.)

For students who do not have the required photograph for submission, RP will set up a photo-taking booth to have your photograph taken at no charge during the onsite enrolment dates as stated in your Enrolment Letter.



4.3 STUDENT'S PASS

All International Students (that is, those who are not Singapore Citizens or Permanent Residents) are required to have a Student's Pass issued by the Immigration & Checkpoints Authority of Singapore (ICA) in order to pursue full-time studies in Singapore.



How to apply:

A) Submission of eForm 16

1. Download the SOLAR Application letter from the Enrolment System (<http://www.rp.sg/enrol/>)
2. Go to <http://www.ica.gov.sg> and click on "Apply for Student's Pass"
3. Click on "Student's Pass Online Application and Registration (For Polytechnics & Universities)"
4. Click on the "Student" button
5. Key in your SOLAR Application No. and personal particulars and click on "Login"
6. Click on "Submit eForm 16"
7. Complete all required fields and click on "Proceed"
8. Submit a soft copy (digital copy) of your photo
9. Make an online non-refundable processing fee payment of \$30 for the application
10. Print a copy of the eForm 16 for your own records

B) Completion of Formalities

1. Upon the approval of your Student's Pass application, RP will issue you an In-Principle Approval (IPA) letter given by ICA. You can check the status of your online submission at the same portal within 10 working days after completion of the eForm 16. (RP will notify you on the collection of the IPA letter.)
2. Instructions on what you need to do and bring to complete formalities are listed in detail in the IPA letter.

Note: If you have received your IPA letter, you will only need to complete B2 above.

Please note that new applications for a Student's Pass must be submitted at least 1 month and not more than 2 months before the commencement of the course. For more information on the application procedure and the required documents for your application, you may refer to ICA's website at <http://www.ica.gov.sg> then proceed to Visitors > Student's Pass > Apply for Student's Pass.

4.4 ACCOMMODATION FOR NEW INTERNATIONAL STUDENTS

International Students who are offered admission to RP are eligible to apply for accommodation at Campus Heights. Please visit <http://www.studentsnetworkservices.com/> if you would like to submit an application for accommodation. If you have further queries regarding submission of the online application, you may send an email to general@snsemail.com.

4.5 ACADEMIC CALENDAR (SEMESTER 1, AY 10/11)

DURATION	CURRICULUM	DATES	REMARKS
6 weeks	Weeks 1-7	Thu, 15 Apr 10 – Thu, 27 May 10	Labour Day falls on Sat, 1 May 10
2 weeks	Vacation	Fri, 28 May 10 – Sun, 13 Jun 10	Vesak Day falls on Fri, 28 May 10
9 weeks	Weeks 7-15	Mon, 14 Jun 10 – Fri, 13 Aug 10	National Day falls on Mon, 9 Aug 10
3 weeks	Vacation	Sat, 14 Aug 10 – Sun, 05 Sep 10	Youth Olympic Games 2010 is held within this period
1 week	Understanding Tests	Mon, 06 Sep 10 – Tue, 14 Sep 10	Hari Raya Puasa falls on Fri, 10 Sep 10
4 weeks	Vacation	Wed, 15 Sep 10 – Mon, 11 Oct 10	

Dates are subject to change. The most updated version will be available in the online student handbook at: <http://www.rp.sg/acadcalendar>.

4.6 DEFERMENT AND WITHDRAWAL

Students who have confirmed their enrolment and who subsequently decide to defer or withdraw from RP are required to submit their application for deferment or withdrawal in the Enrolment System.

Students seeking to defer their studies must provide a valid reason for deferment. They must also provide supporting documentation together with their application as shown in the table below:

REASON FOR DEFERMENT	DOCUMENTATION REQUIRED
Medical	Medical memorandum or certificate from a Singapore-registered medical practitioner
National Service (NS)*	Enlistment notice or SAF/SPF/SCDF 11B
Other reasons	Relevant documents as appropriate

* Males who are Singapore Citizens or Permanent Residents may be liable for National Service (NS) and, depending on their age, may not be allowed to begin their course of study in RP unless they have received approval from MINDEF to defer their NS. See Page 3 for more information on the admission of males who are liable for NS.

Once your application for deferment or withdrawal is approved, the Office of the Registrar will issue an official letter of confirmation to inform you on your successful deferment or withdrawal from the Polytechnic.

See Page 3 for the Administrative Fees that will be chargeable for a student who defers or withdraws from RP after confirming their enrolment.

Students who cease to be students in the Polytechnic and who are in possession of a Student's Pass issued by the Immigration & Checkpoints Authority (ICA) must surrender the Student's Pass to ICA within seven days of the termination of student status.



CONTACT US

Postal Address:

9 Woodlands Avenue 9
Singapore 738964

One-Stop Centre

Tel: 6510-3000
Fax: 6415-1310

For enquiries on:	Phone No:	Email address
Student administration matters	6510-3001	help-registrar@rp.sg
Student admissions	6510-3001	admissions@rp.sg
International student admissions	6510-3001	help-DAEforeign@rp.sg
School fees and student finance matters	6510-3001	help-schoolfee@rp.sg
IT-related matters	3100-1500	help-it@rp.sg
International student accommodation		general@snsenail.com

