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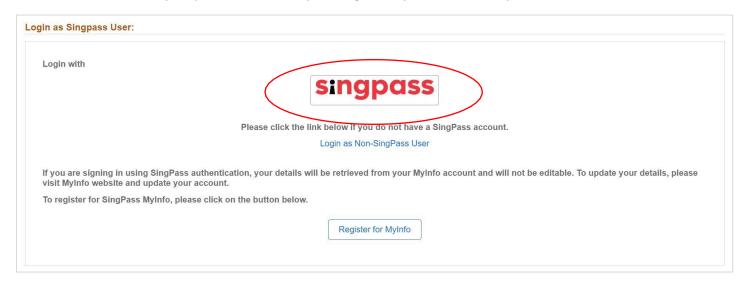
Online Enrolment System URL

https://www2.rp.edu.sg/psc/public/EMPLOYEE/SA/c/N FLUID MENU.A ENR ONLINE FL.GBL

Log-in with Singpass

If you have a Singpass and MyInfo account, click on the "Singpass" button to log-in with Singpass. You will be redirected to the Singpass log-in page to complete your log-in.

Note: Please ensure that your personal details in your SingPass MyInfo account is updated.



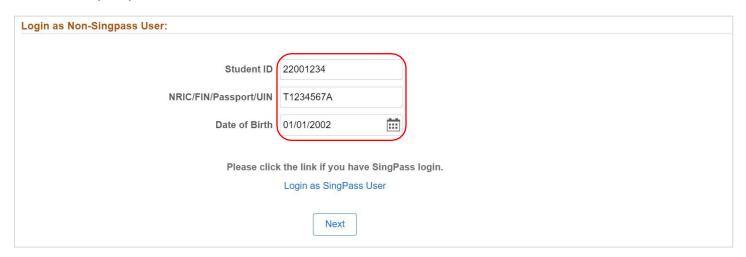
Log-in with Personal Details

If you do not have a SingPass account, you can log-in by clicking on the link 'Login as Non-SingPass User'.



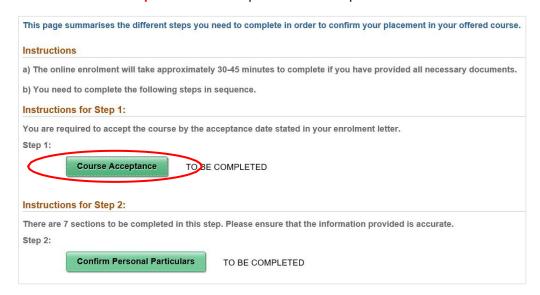
Fill in your Student ID (provided in your enrolment letter), NRIC/FIN/Passport/UIN and Date of Birth to login.

Note: The login information is case sensitive. Please enter your information in <u>UPPER CASE</u>. Date of birth should be in the format DD/MM/YYYY.

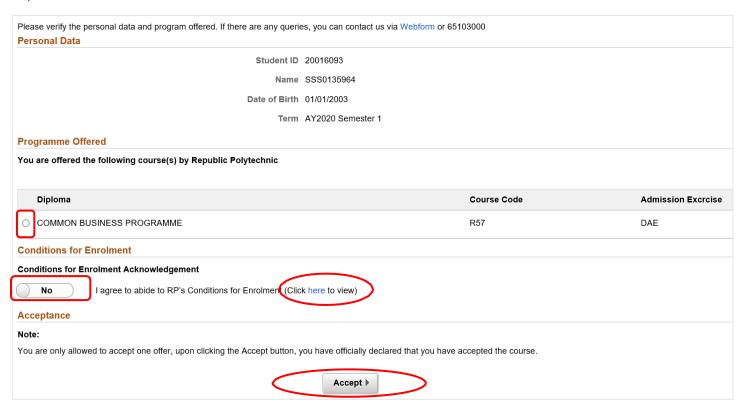


Step 1: Course Acceptance

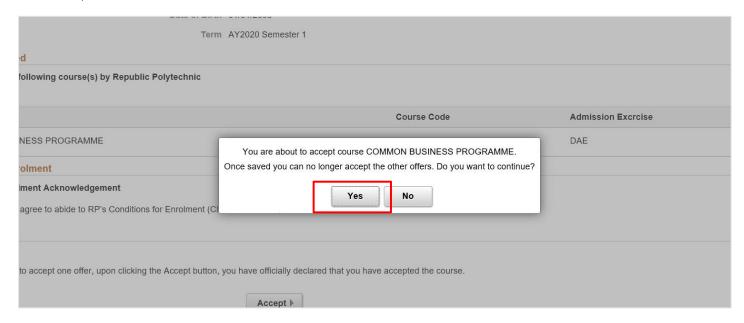
Click the Course Acceptance button to proceed with Step 1 of enrolment.



Select the choice of course out of the courses offered under **Programme Offered**. Select "Yes" under **Conditions for Enrolment** after reading the conditions by clicking the link provided. Once done, click the **Accept** button below the page to proceed.



Once done, click on Yes button to confirm and continue.



Step 2: Confirm Personal Particulars

After Step 1, return to Main Menu. Status of Step 1 will be reflected as "COMPLETED".

Click on **Confirm Personal Particulars** under Step 2 to proceed.

This page summarises the different steps you need to complete in order to confirm your placement in your offered course.

Instructions

a) The online enrolment will take approximately 30-45 minutes to complete if you have provided all necessary documents.

b) You need to complete the following steps in sequence.

Instructions for Step 1:

You are required to accept the course by the acceptance date stated in your enrolment letter.

Step 1:

Course Acceptance

COMPLETED

Instructions for Step 2:

There are 7 sections to be completed in this step. Please ensure that the information provided is accurate.

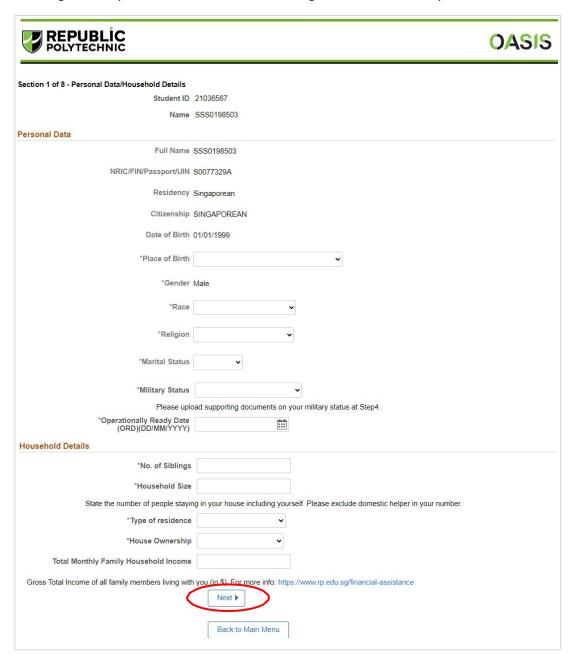
Step 2:



TO BE COMPLETED

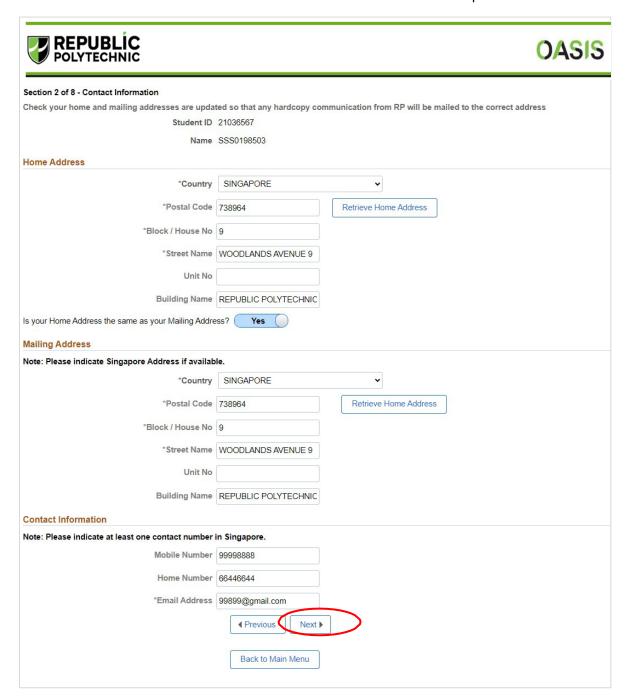
Section 1 of 8: Fill in Personal Data/Household Details

Fill in personal details under Section 1. Once done, click the **Next** button to continue to Section 2. If you had logged in via SingPass, your personal details will be pre-fill with data from your MyInfo account. If the details are incorrect, please log into SingPass to update the data before continuing with the enrolment process.



Section 2 of 8: Fill in Contact Information

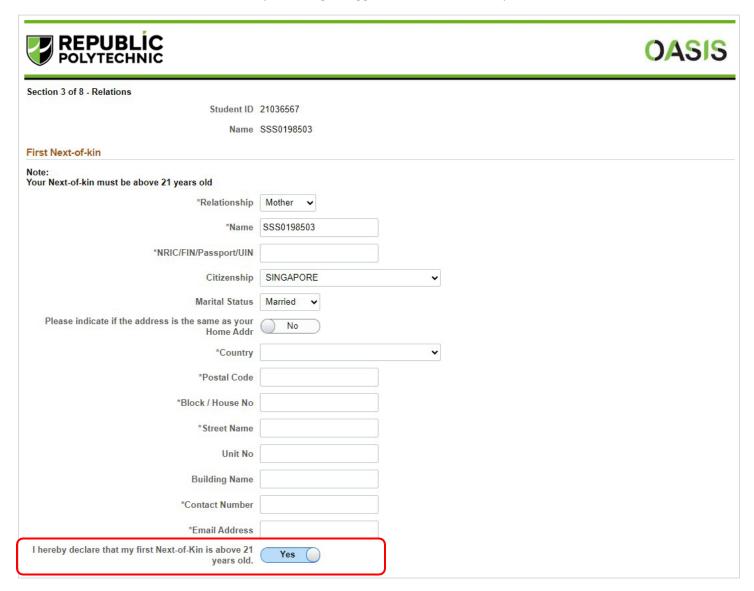
Fill in Contact Information under Section 2 and then click the Next button to proceed.



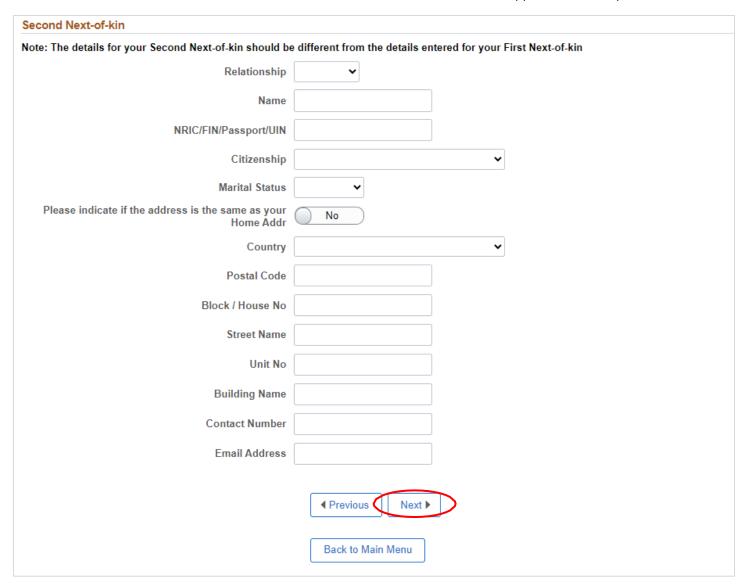
Section 3 of 8: Fill in Personal Details and Contact Information of Next-of-Kin

Under Section 3, fill in personal details and contact information of your First Next-of-Kin.

Note: First Next-of-Kin must be above 21 years of age. Toggle the 'Yes/No' button provided to confirm.



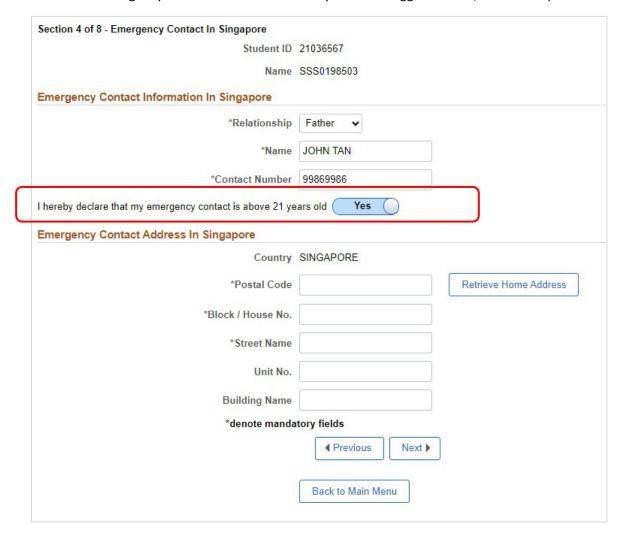
Next, fill in personal details and contact information for Second Next-of-Kin should you have one. Once done, click on the **Next** button to continue. International Students are to fill in the details of their appointed local representative.



Section 4 of 8: Fill in Emergency Contact details.

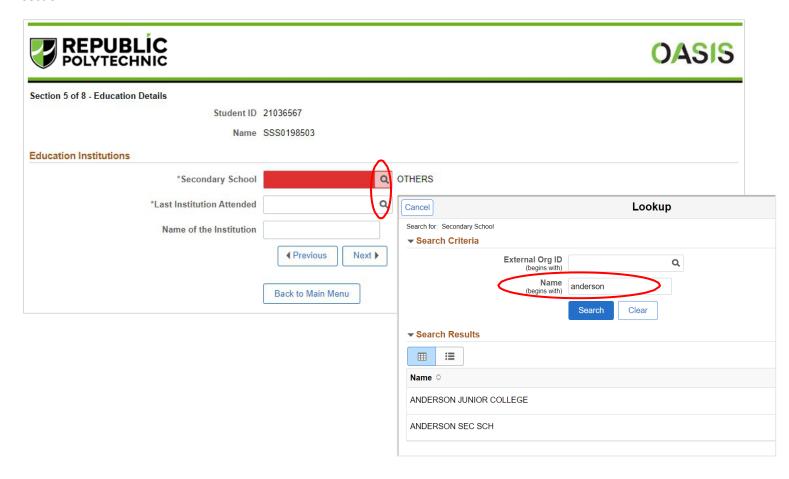
Fill in the information of your Emergency Contact. International Students are to fill in the details of their appointed local representative as stated.

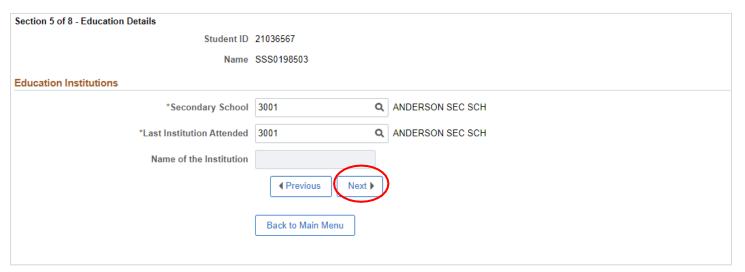
Note: Your Emergency Contact must be above 21 years old. Toggle the 'Yes/No' button provided to confirm.



Section 5 of 8: Fill in Education Details

Fill in details of educational history under Section 5. Click on the magnifying glass icon to search for and select your secondary school / last institution attended. Once done, you may click on the **Next** button to move on to the next section.

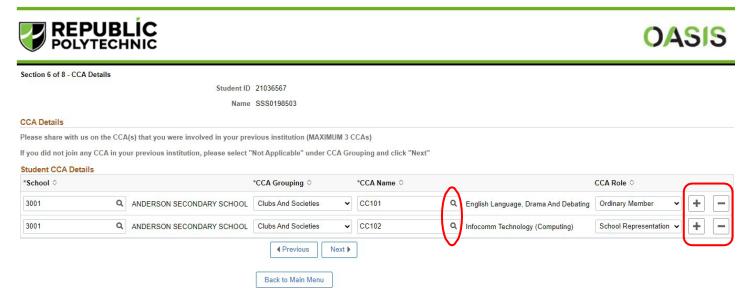




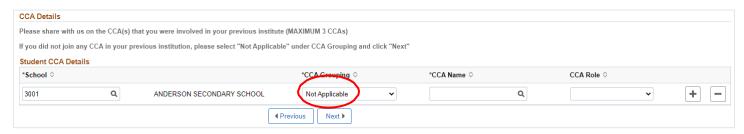
Section 6 of 8: Fill in CCA Details

Under Section 6, fill in the details of your Co-curricular Activities (CCAs) in your previous institution. After selecting the CCA grouping, use the magnifying glass icons to search for specific CCA names. You can also use the "+" button to add more rows, up to a maximum of 3 CCAs.

Once done, you may click on the **Next** button to move on to the next section.

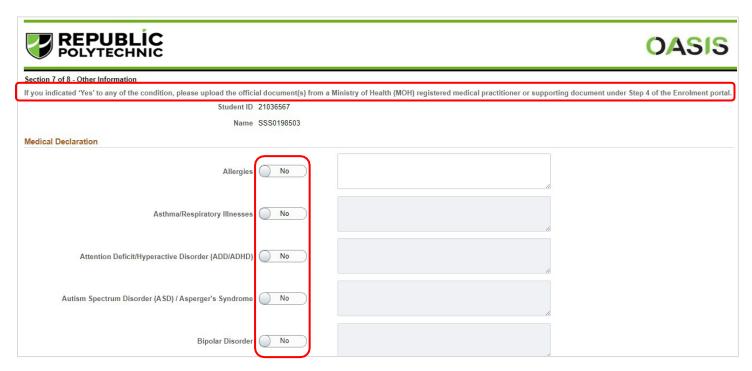


Note: If you did not join any CCAs, please select your School and indicate "Not Applicable" under CCA Grouping.



Section 7 of 8: Fill in Other Information

In this section, you are required to declare if you suffer from any of the medical conditions listed. If you have indicated **Yes** to any of the listed medical conditions, please provide additional information in the text box on the right and submit supporting documents under Step 4 of the online enrolment process.



You may also specify any other medical conditions (not listed) which exempt you from physical activities and IPPT. You are also required to indicate your height & weight.

| Others (please specify any other medical con you from physic | dition which exempts al activities and IPPT) | Yes | Enter details here |
|---|---|-----|--------------------|
| | Height (in Metres): Weight (in kg): | | |

Next, you are required to declare if you have any existing criminal record(s); are currently under police investigation; or have ever been suspended or dismissed for any disciplinary reasons. If you answered **Yes** to any of the three questions, you must provide additional details. Applicants found to have submitted false or inaccurate information will be liable to disciplinary actions, which may include dismissal from the course.

Once done, you may click on the **Next** button to move on to the next section.

| Offence Committed |
|---|
| Do you have criminal record(s) in Singapore or overseas (excluding parking offences or spent records)? Have you ever been charged with any criminal offence in a court of law in Singapore or in any other country, whether or not a conviction is recorded for the criminal offence (including probation orders), or have been issued a stern or conditional warning or reprimand from law enforcement agencies (excluding parking offences)? Have you ever been, or are you currently a subject of police investigations, either in Singapore or overseas? Have you ever been suspended or dismissed for any disciplinary reason from any secondary school/junior college, ITE, polytechnic or university or is any such disciplinary action pending against you? |
| Please provide details below if your answer is "Yes" to any of the above questions. |
| No |
| oyou have criminal record(s) in Singapore or overseas (excluding parking offences or spent records)? ave you ever been charged with any criminal offence in a court of law in Singapore or in any other country, whether or not a conviction is recorded for the criminal offence in a court of law in Singapore or in any other country, whether or not a conviction is recorded for the criminal offence including probation orders), or have been insueed a stern or conditional warning or reprimand from law enforcement agencies (excluding parking offences)? ave you ever been, or are you currently a subject of police investigations, either in Singapore or overseas? ave you ever been suspended or dismissed for any disciplinary reason from any secondary school/junior college, ITE, polytechnic or university or is any such disciplinary cition pending against you? Please provide details below if your answer is "Yes" to any of the above questions. No No cription/Details of the offence (Include nature of the offense and why it was committed): alis of the consequences of the offence (e.g. Warning / Probation/ Imprisonment and information on the period of the Probation/Imprisonment) cribe what you have learnt from this experience (You may include the impact of the offence you have in your life) and provide additional information note mandatory fields |
| |
| |
| Details of the consequences of the offence (e.g. Warning / Probation/ Imprisonment and information on the period of the Probation/Imprisonment) |
| |
| |
| Describe what you have learnt from this experience (You may include the impact of the offence you have in your life) and provide additional information |
| |
| |
| *denote mandatory fields |
| Students may be contacted by RP for more details on their declaration |
| |
| |
| Back to Main Menu |

Section 8 of 8: Declaration

Lastly, read the given declarations and terms & conditions. Click the "Yes! I agree to the terms & conditions specified above" button to continue if you agree to the terms & conditions.



OASIS

Section 8 of 8 - Declaration

Student ID 21036567

Name SSS0198503

- I affirm that all the facts and/or statements (including declaration of medical/special needs conditions and offence history) in this enrolment form are true and accurate to the best of my knowledge. I have not deliberately omitted any relevant fact. Should I be admitted to Republic Polytechnic (RP) on the basis of the information given which may turn out to be false or inaccurate, I understand that I will render myself liable to appropriate actions, including civil action, dismissal from course, forfeiture of fees, fine, and other disciplinary actions.
- 2. I understand that my course acceptance status may be reviewed if there is material information that comes to the attention of the institution.
- 3. I agree to comply with all prevailing rules and regulations (http://www.rp.edu.sg/enrolment) which may pertain to my conduct and study for the duration of my enrolment with RP. I am fully aware that my failure to comply with such rules and regulations may result in my dismissal
- 4. I agree that any intellectual property rights that arise out of, or in connection with, any work created or developed by me in the course of my study at Republic Polytechnic, shall be legally and beneficially owned by Republic Polytechnic. I will execute any documents required to recognise Republic Polytechnic as the owner of such intellectual property.

 I agree to settle all fees payable or amount outstanding owed to RP as an enrolled student in RP, regardless of attendance. I will abide by the policy related to administrative fee charges.
- 6. I am aware that I will be required to undergo a compulsory module G951 Life Skills I that involves physical exercises and sports. I am deemed to be physically fit to participate in the classes unless I can provide official medical documents with certified medical reasons to be exempted from physical activities and sports for G951 Life Skills I.
- I am aware that all Republic Polytechnic (RP) students are guided by RP Student Code of Conduct (https://foredu.sg/rp-student-code), which aims to guide all students and promote the values reflected in the REPUBLIC Code of Honour -code-of-honour). I have read the information in the RP Student Code of Conduct and agree to abide by its guidance.
- 8. I am currently not under police investigation in Singapore or overseas.
 - If you currently are, provide appropriate details under Step 2 (Section 7 of 8 Other Information) of the enrolment portal.
- 9. Lagree that RP has the legitimate authority to collect and keep my personal data and academic results (obtained either directly or indirectly through other public agencies or educational institutions). The data may include, but is not limited to, personal particulars, family data, assessment records, special needs and medical information, sound, video or CCTV recordings, etc. The data could be used, both during my enrolment with RP and after, for the following purposes
 - To facilitate the execution of activities by the Polytechnic in dispensing its duties in administrative matters and to monitor my academic progress.
 - For statistical compilations and analysis
 - iii. For communications such as e-mail, SMS, letters, and surveys
 - To ensure the safety and welfare of its staff/students, which will include judicious release of information to staff who are charged with monitoring and caring for students.
 - For campus securify purposes and/or to regulate student discipline or behaviour, including compliance with any applicable rules, laws and regulations, codes of practice or guidelines or to assist in law enforcement and investigations by relevant authorities/law enforcement agencies
 - For publication in areas that is customary by educational institutions such as award of prizes.
 - vii. To enrol me as an alumni of the polytechnic upon graduation viii. Any other purposes beneficial to students and graduates.
- 10. I have read, understood and consent to the Privacy Statement at https://www.rp.edu.sg/privacy-statement (as updated from time to time). I understand that my personal and academic data may be shared with other Government agencies, non-Government agencies which have been authorised to carry out specific Government services, or other educational institutions (unless such sharing is prohibited by legislation) so as to serve me in a most efficient way to facilitate the progression of my

Yes! I agree to the terms & conditions specified above

NI I wish to go back to Main Menu

Finally, carefully review the summary of the information you have entered ensure that it is accurate.



Once you have verified the information is correct, click on the **Submit** button at the end of the summary page. You will not able to make changes to your information once you have submitted.

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

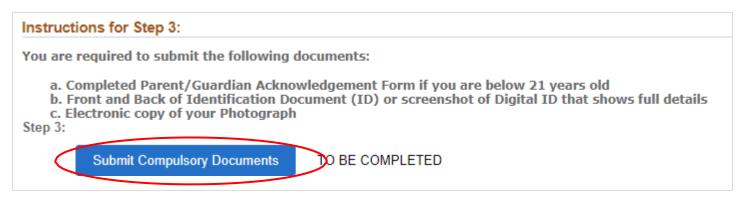
Submit

Previous

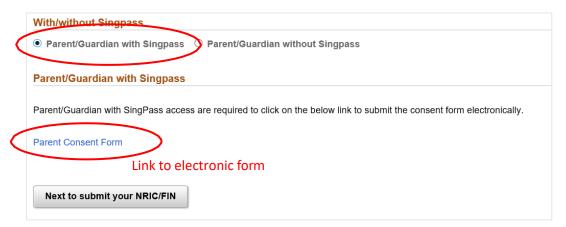
≺ Back to Main Menu

Step 3: Submit Compulsory Documents

Click on Step 3: Submit Compulsory Documents button.

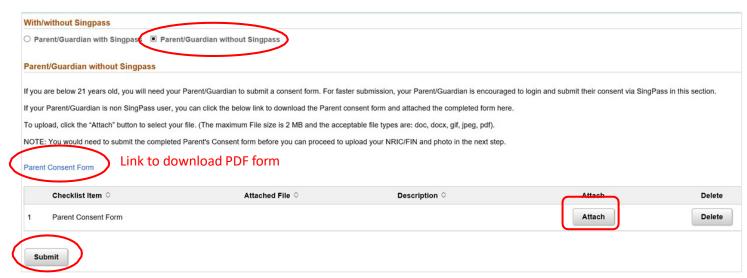


Parent or guardian can provide their consent by logging in with SingPass or download the Parent Consent Form from the online enrolment portal. Under the Parent/Guardian with Singpass option, parent or guardian will access Singpass to submit the consent form electronically.



Under Parent/Guardian without Singpass option, parent or guardian can download the parent consent form to print and sign, and upload a scan of the completed form using the "Attach" button.

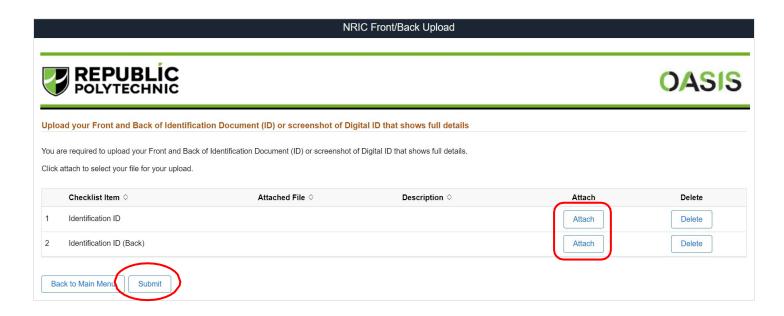
Once the document is uploaded, click the Submit button.



Next, upload a front and back copy of your NRIC/FIN or a screenshot of your Digital ID from the SingPass app. Click **Submit** button after upload.

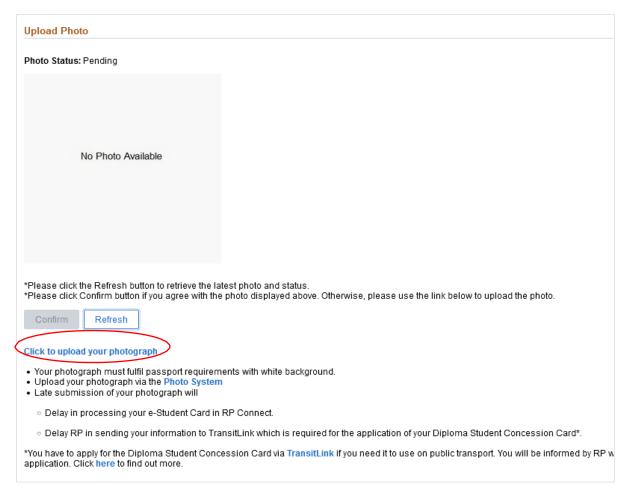
Note: If you had logged in to the enrolment system via SingPass, you will not be required to complete this step.

Please proceed to the next step.



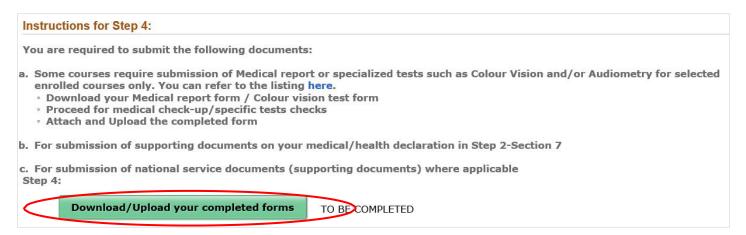
Finally, upload your photograph. Your photograph will be used for your e-Student Card. Click the link to upload your photo.

After completing your photo upload, click Back to Main Menu button to return to the main menu.



Step 4: Upload Other Enrolment Documents.

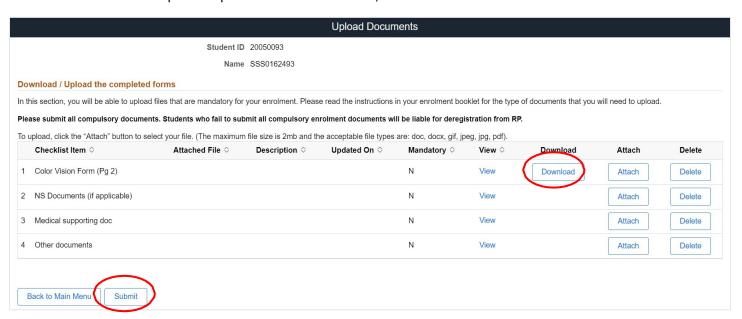
Click on Step 4: **Download/Upload your completed forms** button to upload your medical supporting documents and other forms.



Download, complete, and upload documents that are mandatory to your enrolment.

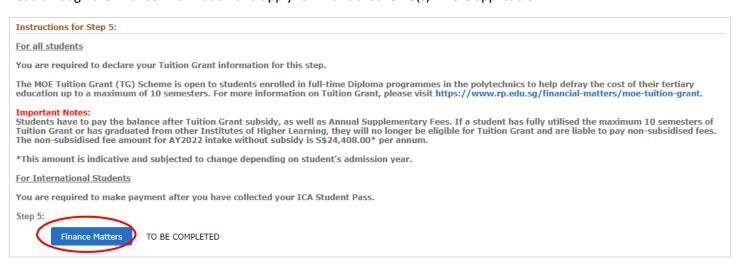
- Medical report form (depending on diploma course for Singapore Citizens / PR; compulsory for all international students)
- Colour vision test form (depending on diploma course)
- Audiometry report (depending on diploma course)
- NS documents (for students who have completed / have valid deferment document)
- Other documents

Click Submit button after upload to proceed. After submission, click Back to Main Menu button.



Step 5: Financial Information.

Read through the finance information and apply for financial scheme(s) where applicable.



The summary of your fees is indicated. Click "Next" to proceed.



OASIS

Section 1 of 3: Finance Matters

Student ID 21036567

Name SSS0198503

NRIC/PP No. S0077329A

UIN/FIN S0077329A

Qualification Type Full-time Diploma

Course Dip in Outdoor & Adv Learnin

Admit Term AY2021 Semester 1

Invoice ID

Summary of Fee

| | Semester 1 ♦ | Semester 2 ♦ |
|------------------------|--------------|--------------|
| Subsidized Tuition Fee | 1450.00 | 1450.00 |
| Supplementary Fee | 86.50 | 0.00 |
| Total Amount Payable | 1536.50 | 1450.00 |

- All fees are subject to changes as determined by the Ministry of Education, Singapore.
- The fees shown are inclusive of GST.

Please refer to https://www.rp.edu.sg/financial-matters/course-fees for more information.



Declare your Tuition Grant status. Click Next to proceed.

Section 2 of 3: Finance Matters

Student ID 21036567

Name SSS0198503

NRIC/PP No. S0077329A

UIN/FIN S0077329A

Qualification Type Full-time Diploma

Course Dip in Outdoor & Adv Learnin

Admit Term AY2021 Semester 1

Invoice ID

Mandatory Forms

have read the cover letter from MOE: Tuition Grant Scheme for Singaporeans.

clare that (Tick one of the following boxes):

have not received any Tuition Grant or other sponsorship/subsidy from the Singapore Government previously for a course of study at the same or a higher level as my new course at the Republic

- I wish to receive a Tuition Grant and pay subsidised tuition fees for my new course.
 I agree to pay non-subsidised fees* if I subsequently become ineligible for the Tuition Grant during the period of my new course.
- 📑 🗜 ease note that once you are required to pay non-subsidised fees, you are not eligible to apply for any financial schemes (e.g. Mendaki Tertiary Tuition Fee Subsidy, CPF Education Scheme, Tuition Fee Loan Scheme, etc.)

ave received a Tuition Grant or other sponsorship/subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, but I did not graduate / have not

- am aware that the Tuition Grant or other Government sponsorship/subsidy that I have previously received will be taken into consideration in assessing my Tuition Grant eligibility for my new course.
- l agree to pay non-subsidised fees* for my new course if l am assessed to be ineligible for Tuition Grant.

have received a Tuition Grant or other sponsorship/ subsidy from the Singapore Government for a previous course of study at the same or a higher level as my new course, and I have graduated from the

I am aware that I am ineligible for Tuition Grant for my new course. I agree to pay non-subsidised fees* for my new course.

Please note that once you are required to pay non-subsidised fees, you are not eligible to apply for any financial schemes (e.g. Mendaki Tertiary Tuition Fee Subsidy, CPF Education Scheme, Tuition Fee Loan Scheme, etc.)

I declare that the information provided by me in this declaration form is true and accurate, and I have not deliberately or wilfully omitted to provide any information that would render me ineligible to receive Tuition Grant. I understand that false declaration is a criminal offence that is punishable with a jail term and/or fine. Should I be found to have provided false declaration, I will not be eligible to receive the Tuition Grant for my course of study or any future course of study.

Please note that once you are required to pay non-subsidised fees, you are not eligible to apply for any financial schemes (e.g. Mendaki Tertiary Tuition Fee Subsidy, CPF Education Scheme, Tuition Fee Loan Scheme, etc.)



Read through the financial schemes that you can apply for the payment of your school fees. Read the declarations.

Click Back to Main Menu to proceed.

Section 3 of 3 Finance Matters

Student ID 21036567

Name SSS0198503

NRIC/PP No. S0077329A

UIN/FIN S0077329A

Qualification Type Full-time Diploma

Course Dip in Outdoor & Adv Learnin

Admit Term AY2021 Semester 1

Invoice ID

Financial Schemes Application

The following are the various financial schemes that RP students can apply for payment of the school fees for their 3-year Diploma Full-Time Course. Please click on the link for more information.

- 1. Mendaki Tuition Fee Subsidy (online application at https://www.mendaki.org.sg/assistance_landing/tertiary-tuition-fee-subsidy-ttfs/)
- 2. Post Secondary Education Scheme (online application at https://form.gov.sg/62ac035f3c3b210013f6cd90)
- 3. CPF Education Loan Scheme (online application at https://www.cpf.gov.sg/members)
- 4. Tuition Fee Loan

Acknowledgement

- 1. I will apply for eGIRO for payment of school fees after completion of the on-boarding process.
- 2. I am aware of the financial schemes available as listed above.
- 3. I will apply online for the respective schemes accordingly.
- 4. For Mendaki Tertiary Tuition Fee Subsidy, Post-Secondary Education Scheme and CPF Education Loan Scheme application, please apply online by the stipulated deadline.
- 5. For International Students, I will make payment of the advance fee after collection of the ICA Student pass.

For details, please refer to the enrolment booklet or RP website, https://www.rp.edu.sg/financial-assistance/financial-assistance.



You have completed the online enrolment process. Click the Exit button to sign-out.

