



**REPUBLIC
POLYTECHNIC**

DISCOVER. TRANSFORM. ACHIEVE

PFP ENROLMENT GUIDE 2019



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WELCOME

You have been offered a place to study in Republic Polytechnic (RP). You are encouraged to go through the following conditions before you accept the offer.

IMPORTANT INFORMATION

MEDICAL

Declaration of Medical Conditions

All students are required to declare their medical conditions in the Online Enrolment System. The information will allow us to render support to students with pre-existing medical conditions and special educational needs.

Students who are admitted to diploma courses listed in Table 1 are required to undergo a medical check-up or specific tests (colour vision and/or audiometry test) at your chosen clinics.

All international students are required to go for medical check-up regardless of courses they are enrolled to.

Table 1: List of courses requiring medical check-up or specific tests

| Diploma Name | Medical Check-up | Colour Vision Test | Audiometry Test |
|------------------------------------------------|------------------|--------------------|-----------------|
| Common Engineering Programme | | ✓ | |
| Diploma in Aerospace Engineering | | ✓ | |
| Diploma in Arts & Theatre Management | | ✓ | |
| Diploma in Aviation Management | | ✓ | |
| Diploma in Biomedical Science | | ✓ | |
| Diploma in Biotechnology | | ✓ | |
| Diploma in Design for User Experience | | ✓ | |
| Diploma in Electrical & Electronic Engineering | | ✓ | |
| Diploma in Engineering Design with Business | | ✓ | |
| Diploma in Engineering Systems & Management | | ✓ | |
| Diploma in Environmental Science | | ✓ | |
| Diploma in Game Design | | ✓ | |
| Diploma in Green Building Energy Management | | ✓ | |
| Diploma in Health Services Management | ✓ | | |
| Diploma in Hotel & Hospitality Management | ✓ | | |
| Diploma in Industrial & Operations Management | | ✓ | |
| Diploma in Marine Science & Aquaculture | | ✓ | |
| Diploma in Materials Science | | ✓ | |
| Diploma in Media Production & Design | | ✓ | ✓ |
| Diploma in Outdoor & Adventure Learning | ✓ | | |
| Diploma in Pharmaceutical Science | | ✓ | |
| Diploma in Restaurant & Culinary Operations | ✓ | | |
| Diploma in Sonic Arts | | ✓ | ✓ |
| Diploma in Supply Chain Management | | ✓ | |
| Diploma in Wellness & Hospitality Business | ✓ | | |

NOTE:

1. Students who do not meet the medical pre-requisites of the diploma programme will be assessed to determine if they can continue in the offered diploma programme. Students who are unable to pursue their diploma programmes due to medical reasons may be recommended for course transfer.
2. For students enrolling in the School of Infocomm (SOI) courses, should you have any colour/vision deficiency that prohibits you from pursuing the offered course, please declare under our online enrolment system.
3. From Academic Year 2019, Year 1 students are required to undergo a compulsory module "G951 Life Skills I". If you have any medical condition(s) that exempts you from Physical Education (PE) and Individual Physical Proficiency Test (IPPT), you must make a declaration in your Online Enrolment system under <Others>, as well as in your Declaration and Consent Form. We will also require you to email a copy of your doctor's letter stating the type of medical condition and the time period (dates) that you are excused from PE/IPPT to help-lifeskills@rp.edu.sg.

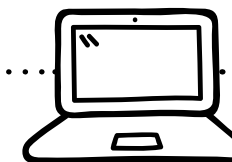
You can visit <https://www.singhealth.com.sg/PatientCare/GP/Pages/Home.aspx> to view the list of General Practitioners (GPs) or Family Clinics in your area. Please contact the respective clinics directly for assistance.



STEP BY STEP GUIDE TO COMPLETE YOUR ENROLMENT

(FOR SINGAPORE CITIZENS/SINGAPORE PERMANENT RESIDENTS)

Received enrolment letter/
email from RP



TASK 1:
Login to online enrolment
Complete Steps 1-2
of the online enrolment process

- 1 Accept your course
- 2 Confirm your particulars
- 3 Pay your enrolment fee via SAM kiosk



TASK 2
Submit documents

- 1 Upload via bit.ly/RP_PFP_ENR
- 2 Send via business reply envelope²
- 3 Upload photos³

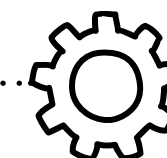


Medical check-up or colour
vision/audiometry test
(For selected courses only)

¹ A coloured copy of your NRIC, completed Medical Report Form or Colour Vision Form/Audiometry test results, Declaration and Consent Form

² Interbank GIRO Form, PSEA (Optional)

³ Upload photos via Form SG for RP student card and Diploma Student Concession Card



TASK 3
Configure your laptop

WHAT IS NEXT?

- ☐ Apply for Diploma Student Concession Card.
- ☐ Apply for Laptop Assistance Scheme (Citizenship and income criteria apply). Refer to page 17 for application details.
- ☐ Attend Programmes for PFP students.

BEFORE YOU START - DOCUMENTS TO PREPARE

- ▶ Prepare a coloured copy of your National Identity Document (NRIC)
- ▶ Prepare the latest passport-sized photo
- ▶ Complete your required forms
- ▶ Go for your medical check-up or colour vision/audiometry test (for selected courses only) (Refer to Page 4 of the enrolment booklet)

TASK 1: ONLINE ENROLMENT

1 Accept your course

Login to RP online enrolment system @ www.rp.edu.sg/admissions/enrolment. Details are found in your enrolment letter.

REPUBLIC POLYTECHNIC ONLINE ENROLMENT SYSTEM

Student ID:

NRIC/FIN/Passport/UIN:

Date of Birth:

Next

Click on Course Acceptance.

Personal Data

Student ID: 18042091 Name: SSS0038008

Date of Birth: 01/01/2000 Term: AY2018 Semester 1

Programme Offered

You are offered the following course(s) by Republic Polytechnic

| Diploma | Course Code | Admission Exercise |
|--------------------------------------------------------|-------------|--------------------|
| <input type="radio"/> DIPLOMA IN BUSINESS APPLICATIONS | R18 | DAE |

Conditions for Enrolment

Conditions for Enrolment

☐ I agree to abide to RP's Conditions of Enrolment (Click [here](#) to view)

Acceptance

Note:

You are only allowed to accept one offer, upon clicking the Accept button, you have officially declared that you have accepted the course.

2 Confirm your particulars

Update your personal particulars, next-of-kin information and declare any medical conditions or special educational needs you may have. Complete all 7 sections.

Step 2: Confirm Personal Particulars

Instructions for Step 2:

- This step takes approximately 10 minutes.
- There are 7 sections to be completed in this step. Please ensure the information provided is accurate.

Click on Confirm Particulars.

3 Pay your enrolment fee

NOTE:

The enrolment fee which is payable is equivalent to the first year's supplementary fee, and is non-refundable if you withdraw your course offer. The supplementary fee payable may be subjected to changes.

Step 3: Finance Matters TO BE COMPLETED

Instructions

- [Not applicable for PFP students]
- You may make your payment online through e-payment or offline at any SAM kiosk island-wide.

ALTERNATIVE METHODS OF PAYMENT

Network Electronic Transfers (NETS) at SAM Machines Island-Wide
NETS payment can be made using an ATM card at the SAM Machines island-wide. Please key in your NRIC/FIN and the amount payable.


NETS via Payment Kiosk
NETS payment can be made via Payment Kiosk at RP One-Stop Centre (RPC level 1). Please ensure that you have the student ID when making payment.
*Please retain the payment receipt for future reference.

Payment via Flywire
RP has partnered with Flywire to provide you with an easy and secure method of paying your school fees from overseas. Flywire offers competitive foreign exchange rates and allows you to:

- ✓ Track your payments from start to finish
- ✓ Pay from any country and any bank (bank transfer, credit cards, etc.)
- ✓ Save on bank fees
- ✓ Have peace of mind with dedicated 24/7 multilingual customer support

Go to rp.flywire.com to learn more about Flywire and pay your fees.

TASK 2: SUBMISSION OF REQUIRED DOCUMENTS

| Mode of submission | How? | Types of documents |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Online enrolment system submission | <ul style="list-style-type: none">• Login• Go to bit.ly/RP_PFP_ENR• Fill in your personal particulars, then click on Upload File in each category• Select document to be uploaded and click OK | <ul style="list-style-type: none">• Copy of coloured NRIC/Identification document• Declaration and Consent form• Medical report form/colour vision form/audiometry test (for selected courses only) |
| Mail to RP | <ul style="list-style-type: none">• Complete the required documents• Put into the business reply envelope and send to RP | <ul style="list-style-type: none">• Post-Secondary Education Account (PSE) Ad-hoc Withdrawal Application - optional• Interbank GIRO Form |
| Upload | <ul style="list-style-type: none">• Upload your photo at http://bit.ly/studentphoto2019 or scan the below QR code  | <p>Photograph taken in color against plain white background without shadows</p> |
| Face to face consultation at RP (applicable only for Laptop Assistance Application). | <ul style="list-style-type: none">• Use the online appointment scheduler to select an available date and time• Prepare necessary supporting documents• Come to RP for submission of application form and supporting documents on your selected date | <ul style="list-style-type: none">• IMDA NEU PC Plus Programme Application Form and Supporting Documents (e.g. NRIC, payslips, CPF contribution history, etc)• This scheme is subjected to citizenship & income criteria (refer to page 17 for application details) |

HOW TO UPLOAD MY ENROLMENT FORMS?

1

5. NRIC or ICA Student Pass

Acceptable file formats: PDF, PNG, JPG, JPEG

 **UPLOAD FILE**

Max File Size: 1 MB



- 2

To replace an attached document, you will have to first delete it by clicking on the **Delete** icon. Then, click on **Upload File** again to select a new document to be attached.
- 3

Once you have attached all your documents, click on **Submit**.

How do I complete my Financial Forms? Refer to step by step guide in the Annex.

HOW TO UPLOAD MY PHOTO?

You're required to upload your recent photograph at <http://bit.ly/studentphoto2019>
Scan the below QR Code:



Your photo will be used for both your RP student card and Diploma Student Concession Card. The RP student card can be used to gain access to RP facilities and to participate in student activities. You are required to produce your student card for identification during examinations or when loaning materials from RP Library.

Below is the requirement for the photograph:

- ☒ Taken within last 1 year
- ☒ In colour taken against plain white background without shadows
- ☒ Shows the full face and without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features)
- ☒ JPEG image format (with .jpg file extension)
- ☒ 400 by 514 pixels image size
- ☒ File size should not be more than 150 Kbytes

Delay in the submission of the photo will results in a delay in the processing of both cards. Your RP student card will be mailed to the address registered with RP.

TASK 3: CONFIGURE YOUR LAPTOP FOR USE IN RP

To support your learning requirements, you are required to have a laptop which meets the minimum requirements stated below. This laptop has to be configured by RP's IT Helpdesk before you can use it to access the various learning and administrative systems in RP.

Laptop Requirements:
Please ensure your laptop meets the following minimum requirements for all Diplomas (*except Diploma in Sonic Arts, Diploma in Media Production & Design and Diploma in Game Design*)

☐

2.2 GHz 64-bit processor

☐

4GB RAM

☐

250GB hard disk space

☐

Wireless adapter must minimally support IEEE 802.11g standard (Recommended to support 802.11a/g/n standard)

For students enrolling into the following diplomas, please ensure that the laptop meets the following minimum requirements:

| Diploma | Minimum laptop requirements |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Diploma in Sonic Arts | <div><div>• i5 or higher</div><div>• 8GB RAM</div><div>• 256GB or more (Solid State Drive recommended)</div><div>• Wireless adapter must minimally support IEEE 802.11g standard (Recommended to support dual-band IEEE 802.11a/g/n standard)</div><div>• At least support 1x Display Port - HDMI</div><div>• At least 2x USB 3.0</div><div>• 1x Headphone jack</div></div> |
| Diploma in Media Production & Design | <div><div>• 2.2GHz 64-bit processor</div><div>• 8GB RAM</div><div>• 250GB hard disk space (sufficient for 2 semesters, after which can be supplemented by external hard disk) OR 1TB</div><div>• Wireless adapter must minimally support IEEE 802.11g standard (Recommended to support dual-band IEEE 802.11a/g/n standard)</div></div> |
| Diploma in Game Design | <div><div>• 2.2GHz 64-bit processor</div><div>• 4GB RAM</div><div>• 250GB hard disk space</div><div>• Wireless adapter must minimally support IEEE 802.11g standard (Recommend to support dual-band IEEE 802.11a/g/n standard)</div><div>• Dedicated graphics card is highly recommended</div></div> |

Where to get your laptop?

New purchase

You may also purchase a new laptop at a discounted price from RP-appointed vendors during RP's Laptop Road Show. For more details on the roadshow and configuration exercise, refer to www.rp.edu.sg/notebook

Laptop Assistance

If you intend to apply for laptop assistance, refer to page 17 for application details.

Confirmation of RP system access

You will be provided with an RP login and email account upon successful enrolment. Change your password at the first login session and regularly thereafter. You can use your student ID to login and access RP's network and e-services.

RP Internet Acceptable Use Policy

IMPORTANT:

You should not disclose your RP account(s) password to anyone. Your use of RP account(s) and RP's IT resources are subjected to your compliance with RP's Computer Network, Email and Internet Acceptable Use Policy (AUP). As a new RP system user, you are required to familiarise yourself with the AUP and acknowledge it. Help-IT personnel will request you to acknowledge the AUP during the account issuance and laptop configuration process.



FINANCIAL FORMS

INTERBANK GIRO - COMPULSORY

Complete the Interbank GIRO form and ensure the signature/thumb print on the form is the same as in the bank's record. For thumb print operated accounts, bank verification is required before submission.

Submit the completed document to RP through mail or submit to the drop box located at RP One Stop Centre by the stipulated date stated in your enrolment letter.

Note that each student can only maintain ONE GIRO account with RP, for both deduction and refund purposes.

POST-SECONDARY EDUCATION ACCOUNT (PSE) AD-HOC WITHDRAWAL APPLICATION - OPTIONAL

Eligible students can utilise funds from their PSEA to pay their PFP fee. Submit the completed document to RP through mail or submit to the drop box located at RP One Stop Centre by the stipulated date stated in your enrolment letter.

AFTER COMPLETING ONLINE ENROLMENT

WHAT'S NEXT?

APPLY FOR YOUR DIPLOMA STUDENT CONCESSION CARD

Administered by TransitLink, the Diploma Student Concession Card is a stored value smartcard that allows concessionary travel on buses, MRT and LRT. For more information, refer to www.transitlink.com.sg

Below are the steps to guide you in your application.

Step 1

Check your eligibility status at TransitLink website from 1 April 2019. Upon successful enrolment to RP, your record and photo will be submitted to TransitLink. If you have not submitted your photograph, please refer to the steps in Page 11 for the submission.

Step 2

Apply either online at TransitLink website or personally via any TransitLink Ticket Office/Concession Card Replacement Office located island-wide if you are eligible to apply for the concession card.

Step 3

RP will inform you via your RP email when your concession card is ready for collection.

NOTE:

- Due to the huge number of applications received by TransitLink for all Polytechnics from April to May, your card will be ready within 4 – 6 weeks from the date of your application.
- Upon receipt of your Diploma Concession Card, you need to top-up a minimum amount of \$10 to activate the card before use.

PROGRAMMES FOR PFP STUDENTS

| RP Events for Freshmen | What is the event about? | When is it? |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Principal's Welcome Reception | Get to know our PFP team, alumni and students in this welcome reception organised for you and your parents. We will share with you about PFP in RP and your diploma programmes. | 9 March 2019 |
| PFP@RP Orientation Programme | Start your vibrant and exciting journey here at RP with Orientation! This compulsory programme for ALL incoming PFP students serves to introduce you to life here in RP and provide you with the opportunity to bond and build friendships with your peers. | 3 and 4 April 2019 |

Follow us on:



RP Poly Foundation Programme



@PFP.RP



FINANCIAL ASSISTANCE SCHEMES

LAPTOP ASSISTANCE

Eligible students can apply for a subsidised laptop under the IMDA NEU PC Plus Programme.

Step 1



Make an appointment

JAE/PFP: 18 Feb - 3 Mar
2019 JAE Appeal: 5 - 18 Mar
2019 ITE/DAE: 5 - 8 Apr
2019

Step 2



Consultation & Submission

JAE/PFP: 5 - 8 Mar 2019
JAE Appeal: 20 - 21 Mar 2019
ITE/DAE: 10 - 11 Apr 2019

Step 3



Processing & Laptop Collection

JAE/PFP: Apr 2019
JAE Appeal/ITE/DAE:
Apr - May 2019

- Login to make an appointment for consultation: <https://bitly.com/laptopapplication2019>
- Complete the IMDA NEU PC Plus Programme Application Form. Hard copy is found in enrolment pack; soft copy is available for download at <https://www.rp.edu.sg/financial-assistance/imda-neu-pc-plus-programme>
- Refer to the "Checklist of Supporting Documents" in Annex B and prepare the required documents for submission.

- Proceed to **Laptop Assistance application counters at RP Library (South Entrance)**. The financial assistance officer will provide consultation for your application.
- Ensure **all supporting documents are complete**. (You may be requested to resubmit your application if supporting documents are incomplete). Remain contactable as the team will contact you if clarifications are needed.

- Remain **contactable** via **mobile phone number & personal email address** for updates on your application.
- You will be notified of **application outcome (payment amount & laptop collection date)** via your **personal email address**.
- Prepare **exact cash amount** during **laptop collection to pay vendor**. Proceed to IT Helpdesk to configure your laptop.

ELIGIBILITY CRITERIA

- ☐ Singapore Citizen/Singapore Permanent Resident.
- ☐ Full-time Diploma/Polytechnic Foundation Programme (PFP) student.
- ☐ Aged 25 years and below.
- ☐ Per Capita Income (PCI) ≤ \$900 (\$1,125 if there is a permanently disabled household member) or Gross Household Income (GHI) ≤ \$3,400.
- ☐ Past recipients of the PC-Bundle Scheme may reapply only after three years from the last deployment to the household.

STUDENT CO-PAYMENT AMOUNT

| Brand & Model | Tier 1: PCI* ≤ \$700 | Tier 2: PCI* > \$700 |
|-----------------------------|----------------------|----------------------|
| Lenovo Laptop No. 2 (2-JLM) | \$223.63 | \$447.26 |
| Acer Laptop No.3 (3-ALM) | \$399.11 | \$622.74 |
| Acer Laptop No.4 (4-ALH) | \$666.61 | \$890.24 |

- ☒ Students are to submit hardcopy application form & all supporting documents during the consultation dates:
[5 - 8 Mar 2019 under PFP/JAE exercise; 20 - 21 Mar 2019 under JAE Appeal exercise; 10-11 Apr 2019 under ITE/DAE exercise].
- ☒ There will be display sets of laptop models for your browsing during the consultation.
- ☒ It will take approximately 6 - 8 weeks from application submission to laptop collection (subject to availability of vendor laptop stock).
- ☒ Singapore Permanent Residents who are eligible for the scheme will only receive Tier 2 Subsidies.

help-fas@rp.edu.sg



<https://www.rp.edu.sg/financial-assistance>

BURSARIES

Government bursaries are available to help students defray living expenses and tuition fees.

| Scheme | Eligibility Criteria | | | | Bursary Quantum |
|------------------------|---------------------------------------------|-------------|----------------------------------------|----------------------------------------|-----------------|
| | Course Level | Nationality | PCI* | GHI | |
| CDC/CCC Bursary Tier 1 | Full-Time Diploma (Year 1 and Higher Years) | Singaporean | $\$0 \leq \text{PCI} \leq \690 | $\$0 \leq \text{GHI} \leq \$2,750$ | \$2,350 |
| CDC/CCC Bursary Tier 2 | | | $\$691 \leq \text{PCI} \leq \$1,000$ | $\$2,751 \leq \text{GHI} \leq \$4,000$ | \$2,150 |
| MOE Bursary Tier 1 | | | $\$1,001 \leq \text{PCI} \leq \$1,725$ | $\$4,001 \leq \text{GHI} \leq \$6,900$ | \$1,650 |
| MOE Bursary Tier 2 | | | $\$1,726 \leq \text{PCI} \leq \$2,250$ | $\$6,901 \leq \text{GHI} \leq \$9,000$ | \$800 |
| DFP Bursary | Full-Time PFP | | $\$0 \leq \text{PCI} \leq \690 | $\$0 \leq \text{GHI} \leq \$2,750$ | \$970 |

- Bursary application period of **Year 1 & Polytechnic Foundation Programme (PFP) students** will be from **26 – 30 Apr 2019**. Application details will be emailed to your RP email account from 15 Apr 2019.
- Bursary is awarded *only once per academic year*. Students who are awarded bursaries in Semester 1 *will not be eligible* for this same bursary in Semester 2.
- Students on Mendaki Tuition Fee Subsidy are eligible to apply. Students *should not* be recipients of full scholarship/sponsorship that covers tuition fees and annual/monthly living expenses.
- Students are to refund the full/partial bursary quantum if he/she is dismissed, or voluntarily withdraws or defers from his/her course of study or is in receipt of a full scholarship/sponsorship that covers tuition fees and provides a monthly/ annual living allowance.

$$\text{PCI}^* = \frac{\text{Total Gross Household Income (GHI)}}{\text{No. of family members living together with student}}$$

NEEDY STUDENT FUND



The Student Pocket Money Scheme (SPMS) assists students from low income families who find it a challenge to sustain their daily living expenses such as food, transport and other incidental expenses.

NOTE:

Application details will be emailed to eligible students in June/July 2019.

The Student Emergency Money Scheme (SEMS) provides compassionate assistance to students in emergency situations such as death and/or hospitalisation of immediate family members, etc.

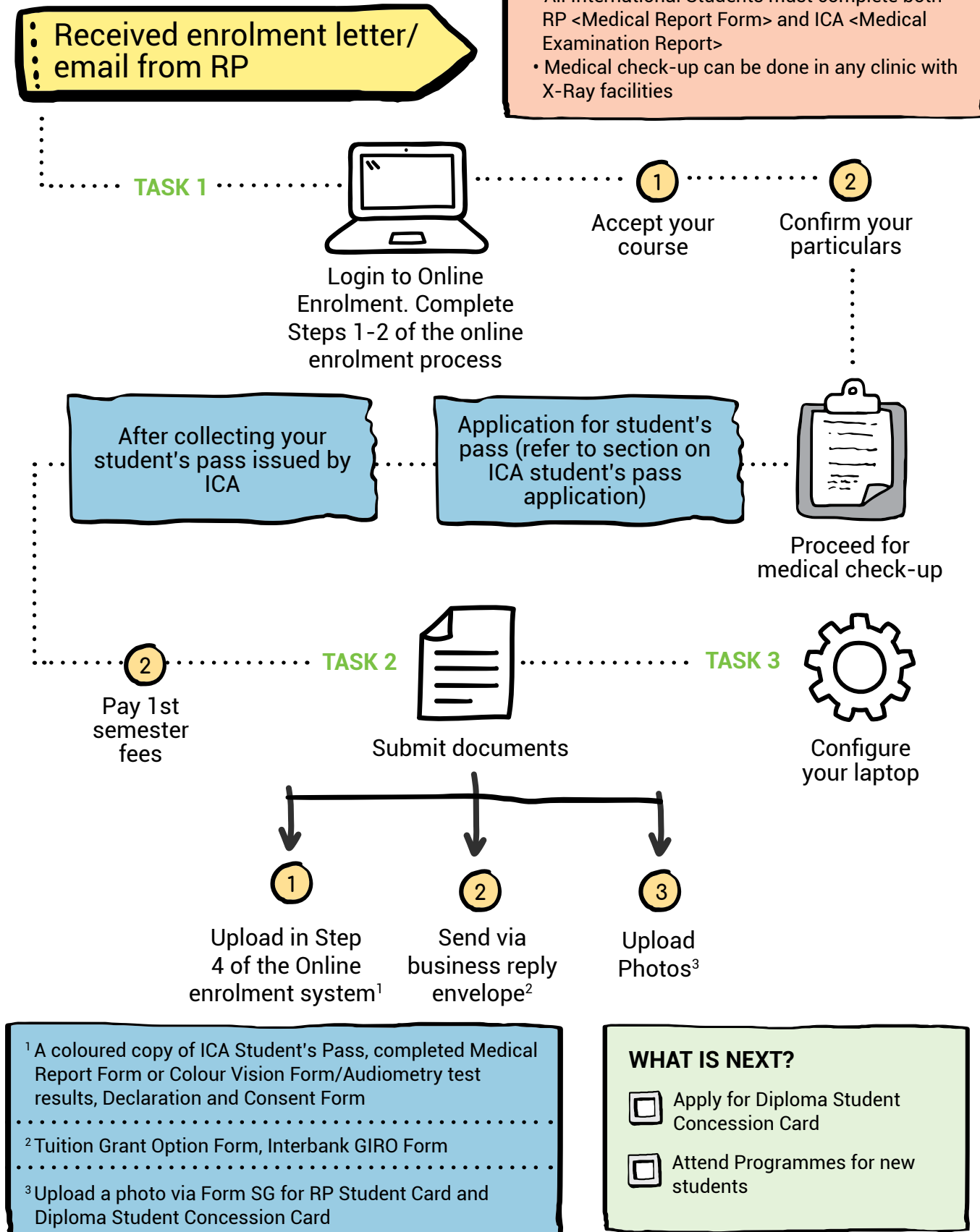
NOTE:

A needy student can benefit from this scheme only once per academic year.



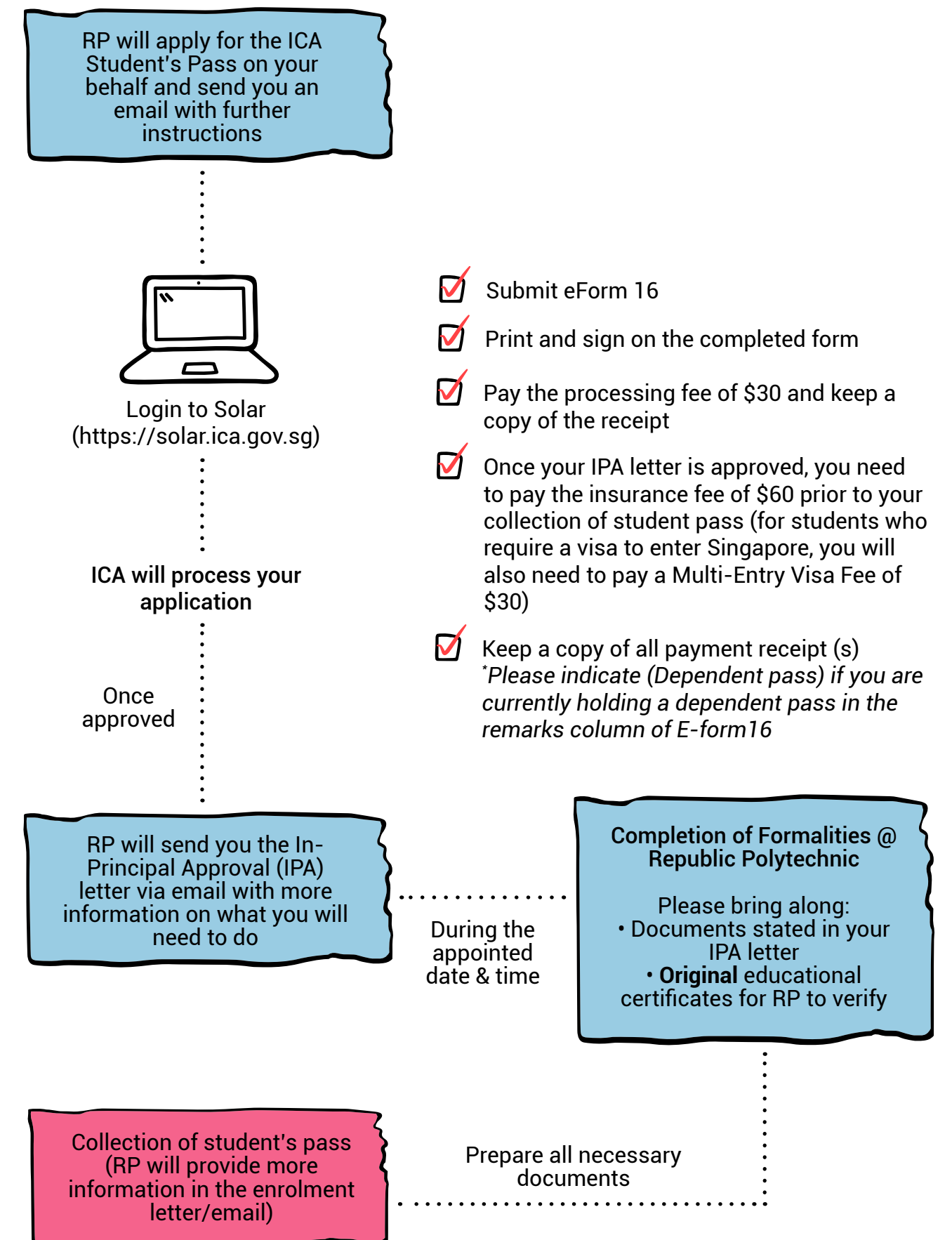
STEP BY STEP GUIDE TO COMPLETE YOUR ENROLMENT

FOR INTERNATIONAL STUDENTS



ICA STUDENT PASS APPLICATION

FOR INTERNATIONAL STUDENTS



In addition to the check-up, International Students who are enrolled to the Diploma in Media Production & Design and Diploma in the Sonic Arts are required to submit an audiometry test report and upload in the online enrolment system.

OTHER INFORMATION

TERMS AND CONDITIONS FOR ADMISSION AND ENROLMENT

By accepting your offer, you agree that you have read the following terms and conditions.

FOR ALL STUDENTS

- Admission to Republic Polytechnic (RP) is based on the academic results which you have provided during application. You may be requested by RP to produce supporting documents to verify your academic results. Applicants found to have submitted fraudulent academic results will have their offer revoked.
- If you have applied to more than one admission exercise, you can only accept one course offer.
- You are required to complete the online enrolment within the stipulated timeline to confirm your registration as an RP student.
- During your online enrolment, true and accurate information is to be provided, including full declaration of any medical condition(s) or special need(s).
- You must complete and submit all compulsory documents as part of the enrolment process.

ADDITIONAL CONDITIONS FOR INTERNATIONAL STUDENTS ONLY

- International students must appoint a Local Representative to pursue their studies in RP.
- International students must collect their Student's Pass issued by the Immigration & Checkpoints Authority (ICA) of Singapore, before the payment of the first semester tuition fees.

If any of the above are not met, RP reserves the right to:

- Rescind the letter of offer sent to you;
- Void any part of the enrolment completed;
- Disallow the student to complete the enrolment; or
- Administratively withdraw your enrolment

PERSONAL DATA PROTECTION ACT (PDPA)

For more information on how RP manages personal data in accordance with the Government's Data management Policies, please visit <https://www.rp.edu.sg/privacy-statement>

SCHOLARSHIPS

For more information, visit www.rp.edu.sg/student-support/scholarship-awards

MOE'S SPECIAL EDUCATION NEEDS (SEN) FUNDS

Students with physical, hearing or visual impairment (PI, HI or VI) can tap on the MOE's SEN Fund to purchase assistive technology devices and support services to enhance their access to education. The purchase of these devices and services will be subject to approval.

During the duration of the diploma course:

- Students with physical impairment can claim up to S\$5,000*
- Students with hearing impairment or visual impairment can claim up to S\$25,000*

*NOTE: Students with high needs and who require more help will be assessed on a case-by-case basis.

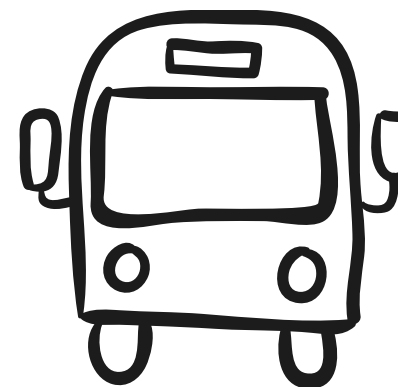
ELIGIBILITY:

- Singapore citizens enrolled in a full-time diploma course
- Declared his/her SEN to RP
- Provided statement of diagnosis (PI, VI or HI) from relevant medical professionals such as audiologists, physiotherapists and occupational therapists

ENQUIRIES:

help-SEN@rp.edu.sg

SHUTTLE BUS



RP provides one-way shuttle bus services that ferry students from Sengkang and Tampines MRT stations to RP. For more information on pick-up locations and estimated departure time, visit: www.rp.edu.sg/student-care/shuttle-bus-services



INTERBANK GIRO FORM

Each student is to maintain ONE GIRO account with RP, for both deduction and refund purposes. There is only ONE GIRO deduction for each semester after the tax invoice is sent in week 8 of the semester. It also allows RP to perform any refunds and disbursements such as scholarship, bursaries and academic prizes to you promptly.

9 WOODLANDS AVENUE 9 SINGAPORE 738964
TEL : 6510-3000



INTERBANK GIRO FORM <For Student>

Part 1: For Applicant's Completion

| | | | | | |
|------------|----------------|-------------------|----------------------|-----------------------------------|----------------------|
| Date | 1 Date | GIRO account type | Deduction and Refund | Name of Billing Organization (BO) | REPUBLIC POLYTECHNIC |
| Student ID | 2 Student's ID | Name of Student | 3 Student's Name | Student's NRIC No./ FIN No. | 4 Student's NRIC |

To the bank:

- (a) I/We hereby instruct the Bank to process the BO's instructions to debit my/our account.
- (b) The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
- (c) This authorisation will remain in force until
- The Bank's written notice sent to my/our address last known to the Bank;
 - Upon the Bank's receipt of my/ our written revocation; or
 - Upon the Bank's receipt of the notice of expiry from the BO.

| | |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Financial Institution (Bank) | Signature(s)/ Thumbprint(s) of Account Holder(s) |
| 5 Bank's Name | 9 Account Holder's signature |
| Name(s) of Account Holder(s) | |
| 6 Account Holder's Name | |
| Bank Account Number | |
| 7 Account No. | |
| Account Holder's Contact Number | * For thumbprint, please go to the bank with your identification |
| 8 Account Holder's Contact No. | Please ensure that the signature is according to bank's record. For thumbprint operating account, please verify at bank before submission. |

Part 2: For Republic Polytechnic's Completion

| | | |
|-------------|---------------------------------------|-----------------------------|
| SWIFT / BIC | Republic Polytechnic's Account Number | |
| OCBCSGSGXXX | | |
| SWIFT / BIC | Account No. to be Debited | Student's NRIC No./ FIN No. |
| | | |

Part 3: For Bank's Completion

To: Republic Polytechnic

This Application is hereby REJECTED due to the following reason(s)

| | |
|---------------------------------------------------------------------|----------------------------------------------------|
| Signature/ Thumbprint* differs from Financial Institution's records | |
| Signature/ Thumbprint* incomplete/ unclear | Correction fluid/ tape used on form is not allowed |
| Account operated by signature/ thumbprint | Amendments not countersigned by applicant |
| Wrong account number | Other: _____ |

Name of Approving Officer
*Please delete where applicable

Authorised Signature & Stamp of Financial Institution

Date

ANNEX B:

AY2019 LAPTOP ASSISTANCE APPLICATION (OPTIONAL - Citizenship & Income Criteria Apply)

List of Documents to be submitted

| Family Member | Documents Required |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student (Applicant) | <ol style="list-style-type: none"> NRIC (Front & Back) Student Pass / Enrolment Acceptance Letter |
| Employed Family Members (Fixed monthly income) | <ol style="list-style-type: none"> NRIC (Front & Back) Income Documents <ol style="list-style-type: none"> Payslip for latest month – Jan 2019 OR Feb 2019 ; OR Latest 6 months CPF Contribution History** (to select period: Sep 2018 – Mar 2019); OR For those without CPF/ Payslip: Latest Employer's Certification Letter stating gross monthly salary (document be dated in Feb 2019) <p>** Family members with monthly income of \$6,000 and above, please provide latest payslip instead of CPF contribution history.</p> |
| Employed Family Members (Part-Time, Odd Jobs, Freelancers and Irregular Income) | <ol style="list-style-type: none"> NRIC (Front & Back) Income Documents <ol style="list-style-type: none"> Payslips for latest consecutive 3 months* – Dec 2018 AND Jan AND Feb 2019 OR Latest 6 months CPF Contribution History** (to select the period: Sep 2018 – Mar 2019) For those without CPF/ Payslips: Latest Employer's Certification Letter stating gross monthly salary (document to be dated in Feb 2019) <p>*To provide Nov 2018 + Dec 2018 + Jan 2019 payslips if Feb 2019 payslip is not available during laptop assistance application date. Family members with irregular income are required to submit CPF Contribution history as additional document.</p> <p>**Family members with monthly income of \$6,000 and above, please provide payslips for latest consecutive 3 months instead of CPF Contribution history.</p> |
| Self-Employed Family Members (including taxi/private-hire drivers, hawkers, financial/real estate personnel, etc) | <ol style="list-style-type: none"> NRIC (Front & Back) Latest Income Tax Assessment Statement (Year 2018) Annex A (Page 5 of IMDA NEU PC Plus Programme Application Form) <p>Note: Family members who have recently become private-hire drivers and do not have the latest IRAS tax assessment that reflects private-hire employment status, please provide latest 12 consecutive Grab weekly statements (3 months).</p> <p>*If you are unable to provide consecutive Grab weekly statements, please indicate the reason(s).</p> |
| Unemployed Family Members (including family members not attending school aged 17 & above, retiree & housewife) | <ol style="list-style-type: none"> NRIC (Front & Back) Latest 6 months CPF Contribution History (to select the period: Sep 2018 – Mar 2019) Annex A (Page 5 of IMDA NEU PC Plus Programme Application Form) |
| Students (Full-Time) and Children not of schooling age | <ol style="list-style-type: none"> NRIC (Front & Back) or BC (if not reached age for NRIC) Full-Time Student Card or Enrolment Acceptance Letter (if waiting for admission) (aged 17 & above) |
| Students (Part-Time) | <ol style="list-style-type: none"> NRIC (Front & Back) Part-Time Student Card or Enrolment Letter (if waiting for admission) (aged 17 & above) (Employed): Latest payslip (fixed income) OR payslips of latest 3 consecutive months (irregular income) OR Latest 6 months CPF Contribution History (to select the period: Sep 2018 – Mar 2019) (Self-Employed): Latest Income Tax Assessment Statement (Year 2018) AND Annex A (Page 5 of IMDA NEU PC Plus Programme Application Form) (Unemployed): Latest 6 months CPF Contribution (to select the period: Sep 2018 – Mar 2019) AND Annex A (Page 5 of IMDA NEU PC Plus Programme Application Form) <p>*Family members with monthly income of \$6,000 and above, please provide latest payslip (fixed income) or 3 consecutive months (irregular income), instead of CPF contribution history.</p> |
| Serving NS/ Waiting for Enlistment | <ol style="list-style-type: none"> SAF11B; OR NS Card; OR NS Enlistment Letter (for those waiting for enlistment only) and NRIC (Front & Back) |

OTHER DOCUMENTS (WHERE APPLICABLE)

- Divorce Documents/Separation Papers/Order of Court (stating legal custody of child, spousal and/or child maintenance).
- Death certificate
- Medical reports certifying inability to work
- Tenancy agreement (for rental income)
- Welfare assistance letter or letter to explain how the family is coping with household expenses if there is \$0 household income declared

USEFUL RESOURCES IN GATHERING SUPPORTING DOCUMENTS

Family members are to ensure that they have applied for their SingPass and 2FA password before accessing CPF/IRAS website to generate income documents.

For more information on SingPass and 2FA password set-up, visit:

<https://www.singpass.gov.sg/singpass/common/counter>

1. CPF Contribution History for Last 6 Months

- Family members can approach CPF branches (Hotline: 1800-227-1188) or Community Centres in person with their NRIC to obtain a SingPass.
- Log in to CPF Online Services at www.cpf.gov.sg using SingPass to print the CPF Contribution History.

- Login to CPF Online Services using SingPass
- Click on 'My Statement' under 'my CPF Online Services'
- Under 'My Statement', click on 'Transaction & Contribution History'
- Go to Section B and click on 'Contribution History' up to the last 15 months
- Select latest 6 months period from Sep 2018 to Mar 2019
- Print the 'Contribution History' for latest 6 months period from Sep 2018 to Mar 2019

2. Income Tax Notice of Assessment Statement

- Notice of Income Tax Assessment Statement can be retrieved online at www.iras.gov.sg. For further enquiry, please call Inland Revenue Authority of Singapore at Tel: 1800-356-8300

- Go to www.iras.gov.sg. Click Login -> Login to my Tax Portal -> Personal Tax Matters
- Key in SingPass ID and Password. Click Notices/Letters -> Individual. It will redirect you to the page showing individual tax notices
- Click on Notice of Assessment (Individual) for Year 2018
- Print Notice of Assessment for Year 2018

CONTACT US



Address:
9 Woodlands Avenue 9, Singapore 738964



RP Main Line:
6510 3000

| For enquiries on | Email | Tel |
|---------------------------------------------------------------------------------------------------|--------------------------------|-----------|
| General Matters | one-stop@rp.edu.sg | |
| Student Admissions/ Enrolment/ICA Student's Pass/ NS Matters | RP-Admissions-Office@rp.edu.sg | |
| Financial Assistance Schemes: i. Laptop Assistance ii. Bursaries iii. Needy Student Fund | help-FAS@rp.edu.sg | 6510 3000 |
| Scholarship Matters | help-scholarship@rp.edu.sg | |
| Student Finance Matters | help-schoolfee@rp.edu.sg | |
| Laptop Configuration Matters | help-IT@rp.edu.sg | 6697 1500 |

| Tel | Operating Time on Monday to Friday | Operating Time on Saturday | Sunday and Public Holidays |
|-----------|---------------------------------------------------------------------------------|-------------------------------|-------------------------------|
| 6510 3000 | 8.00am – 6.00pm (8.00am – 12.30pm on the eve of Major Public Holidays) | Closed | Closed |
| 6697 1500 | 8.30am – 5.30pm | Closed | Closed |

*Major Public Holidays refer to New Year, Chinese New Year and Christmas Day



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