



**REPUBLIC  
POLYTECHNIC**

DISCOVER. TRANSFORM. ACHIEVE



# 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 AY2019, 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](mailto: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.





## WHAT YOU WOULD FIND IN YOUR ENROLMENT PACKAGE

- Enrolment Letter
- Enrolment Booklet
- Enrolment forms folder containing the forms in the checklist on the next page
- Business Reply Envelope

You can visit our enrolment webpage at [www.rp.edu.sg/admissions/enrolment](http://www.rp.edu.sg/admissions/enrolment) to download an electronic copy of the enrolment forms.

## CHECKLIST ON ITEMS FOR YOUR ACTION AND/OR INFORMATION

### ENROLMENT FORMS

What should I do?	Description of forms	Compulsory or optional	SG	PR	IS
 Upload completed forms in Step 4 of the online enrolment system	Declaration & consent forms	Compulsory			
	Medical report form (for selected courses only)	① Compulsory for courses that require medical check-up. Please refer to the medical report form for more information.	✓	✓	✓
	Colour vision test (for selected courses only)	② Compulsory for all international students, regardless of offered course.			

### FINANCIAL FORMS

What should I do?	Description of forms	Compulsory or optional	SG	PR	IS
 Send in via business reply envelope	Tuition Grant Eligibility Declaration Form (for SGs)		✓	✓	✓
	Tuition Grant Option Form (for SPRs/IS)	Compulsory		NOTE: Only students who wish to apply for TG	NOTE: Only students who wish to apply for TG
	Interbank Giro Form				
	PSEA Standing Order Form	Optional	✓		

### PHOTO

What should I do?	Description of forms	Compulsory or optional	SG	PR	IS
Upload your photo at <a href="http://bit.ly/studentphoto2019">http://bit.ly/studentphoto2019</a> Or scan the below QR code 	Submission of photo for RP student card & Diploma Student Concession Card	Compulsory	✓	✓	✓

### LAPTOP ASSISTANCE FORMS

What should I do?	Description of forms	Compulsory or optional	SG	PR	IS
Face-to-face consultation at RP for eligible applicants only (refer to page 25 for application details)	IMDA NEU PC Plus Programme Application Form	Optional	✓ NOTE: Citizenship & income criteria apply	✓ NOTE: Citizenship & income criteria apply	

### OTHER INFO SHEETS

What should I do?	Description of forms	Compulsory or optional	SG	PR	IS
 Information	Letter from Ministry of Education (MOE) regarding the Tuition Grant Scheme (For Singapore Citizen)		✓		
	Letter from Ministry of Education (MOE) regarding the Tuition Grant Scheme (For Singapore Permanent Citizens and International Students)			✓	✓
	CPF step by step guide		✓	✓	

# 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 1-3  
of the online enrolment process

1

Accept your  
course

2

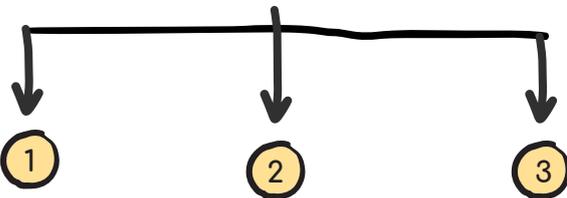
Confirm  
your  
particulars

3

Pay your  
enrolment fee



**TASK 2**  
Submit documents



1  
Upload in Step  
4 of the online  
enrolment  
system<sup>1</sup>

2  
Send via  
business reply  
envelope<sup>2</sup>

3  
Upload  
photos<sup>3</sup>



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

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

<sup>2</sup> Tuition Grant Eligibility Declaration Form, Interbank GIRO Form, PSEA (Optional)

<sup>3</sup> Upload photos via Form SG for RP student card and Diploma Student Concession Card

## WHAT IS NEXT?

- Apply for Diploma Student Concession Card.
- Apply for Laptop Assistance Scheme (Citizenship and income criteria apply). Refer to page 25 for application details.
- Attend Programmes for new students.



**TASK 3**  
Configure your laptop

## BEFORE YOU START - DOCUMENTS TO PREPARE

- ▶ Prepare a coloured copy of your National Identity Document (NRIC)
- ▶ Prepare your 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](http://www.rp.edu.sg/admissions/enrolment). Details are found in your enrolment letter.

The screenshot shows the Republic Polytechnic Online Enrolment System login page. It features the institution's logo and name on the left, and the text 'ONLINE ENROLMENT SYSTEM' on the right. Below this, there are three input fields: 'Student ID:', 'NRIC/FIN/Passport/UIN:', and 'Date of Birth:'. A 'Next' button is located at the bottom center of the form.

Click on Course Acceptance.

The screenshot shows the Course Acceptance page. It is divided into several sections: 'Personal Data', 'Programme Offered', and 'Condition'. The 'Personal Data' section displays the student's details: Student ID: 18042091, Name: SSS0038008, Date of Birth: 01/01/2000, and Term: AY2018 Semester 1. The 'Programme Offered' section states 'You are offered the following course(s) by Republic Polytechnic' and lists a table with columns for Diploma, Course Code, and Admission Exercise. The table shows one offer: DIPLOMA IN BUSINESS APPLICATIONS, R18, DAE. The 'Condition' section has a checkbox for 'I accept the offer'. A 'Note' section contains the text: '\*For NS liable students, your placement in RP will be reserved. Refer to page 32 for more information on NS matters.' At the bottom, a disclaimer states: 'You are only allowed to accept one offer, upon clicking the Accept button, you have officially declared that you have accepted the course.'

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

Verify your personal details and course offered. You may see more than one course if you have multiple offers. Select only the course which you would like to accept.

\*For NS liable students, your placement in RP will be reserved. Refer to page 32 for more information on NS matters.

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 for Step 3:**

- This step takes approximately 15 minutes to complete.
- You may make your payment online through e-payment or offline at any SAM kiosk island-wide.

**Mandatory Forms**

  Tuition Grant (SC) or   Tuition Grant (SPR/IS)

  GIRO

For Tuition Grant:  
 -Download Tuition Grant (SC) form if you are a Singapore Citizen  
 -Download Tuition Grant (SPR/IS) Option form if you are a Singapore Permanent Resident or International Student

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**Financial Schemes Application**

**Please indicate below if you are applying for Financial Schemes.**

Yes     No

**Please indicate the Financial Schemes you are applying.**

 Mendaki Tertiary Tuition Fee Subsidy (Applicable to Malay)  
 Please log on to <http://tfas.mendaki.org.sg> to make online application during the application period

  Post Secondary Education Account (PSEA) - Standing Order (Applicable to Singapore Citizen)

 Central Provident Fund (CPF) Education Scheme - if not 100%, please specify  %

**Declaration**

I will apply online at CPF website and notify RP with the acknowledgement email.

  Tuition Fee Loan

Please note that the tick above only indicates your intention to apply. You are required to submit the hardcopy application forms to RP. For Mendaki Tertiary Tuition Fee Subsidy and CPF Education Scheme application, please apply online by the stipulated deadline.

For details, please refer to the enrolment booklet or RP website at this link.    [Financial-Assistance link](#)

## 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](http://rp.flywire.com) to learn more about Flywire and pay your fees.

When making offline payment, the status of Step 3 of your online enrolment will remain as "Pending Payment" regardless of any offline payment made.

## TASK 2: SUBMISSION OF REQUIRED DOCUMENTS

Mode of submission	How?	Types of documents
Online enrolment system submission	<ul style="list-style-type: none"> <li>• Login</li> <li>• Click on Step 4</li> <li>• Upload your documents into the correct file categories</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of coloured NRIC/Identification document</li> <li>• Declaration and Consent form</li> <li>• Medical report form/colour vision form/audiometry test (for selected courses only)</li> </ul>
Mail to RP	<ul style="list-style-type: none"> <li>• Complete the required documents</li> <li>• Put into the business reply envelope and send to RP</li> </ul>	<ul style="list-style-type: none"> <li>• Tuition Grant Eligibility Declaration Form (For Singaporeans)/Tuition Grant Option Form (For Singapore Permanent Residents/International Students)</li> <li>• PSEA Standing Order (Optional)</li> <li>• Interbank GIRO Form</li> </ul>
Upload	<ul style="list-style-type: none"> <li>• Upload your photo at <a href="http://bit.ly/studentphoto2019">http://bit.ly/studentphoto2019</a> or scan the below QR code</li> </ul> 	Photograph taken in color against plain white background without shadows
Face to face consultation at RP (applicable only for Laptop Assistance Application).	<ul style="list-style-type: none"> <li>• Use the online appointment scheduler to select an available date and time</li> <li>• Prepare necessary supporting documents</li> <li>• Come to RP for submission of application form and supporting documents on your selected date</li> </ul>	<ul style="list-style-type: none"> <li>• IMDA NEU PC Plus Programme Application Form and Supporting Documents (e.g. NRIC, payslips, CPF contribution history, etc)</li> <li>• This scheme is subjected to citizenship &amp; income criteria (refer to page 25 for application details)</li> </ul>

### HOW TO UPLOAD MY ENROLMENT FORMS?

- 1 Click on **Attach**, select the document to be uploaded and click **OK**.

**Upload/Download**

In this section, you will be able to upload files that are mandatory for your enrolment. Please read the instructions in your enrolment booklet for the type of documents that you will need to upload.

To upload, click the "Attach" button to select your file. (The maximum file size is 2mb and the acceptable file types are: jpeg, gif, bmp, pdf, doc).

Checklist Item	Attached File	Description	Updated On	Mandatory	Attach	Delete
1 Identification ID				Y	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>
2 Declaration & Consent Form				Y	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>
3 Medical Report Form				N	<input type="button" value="Attach"/>	<input type="button" value="Delete"/>

- 2 To replace an attached document, you will have to first delete it by clicking **Delete**. Then, click on **Attach** again to select a new document to be attached.
- 3 Once you have attached all your documents, click on **Submit** to complete this step. You should see that Step 4 is completed when you return to the main menu.

**NOTE:**

Once you have completed Step 4, you will not be able to access it again to make any changes to your documents. Please ensure that you have attached all the correct documents before you 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 result 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	<ul style="list-style-type: none"> <li>• i5 or higher</li> <li>• 8GB RAM</li> <li>• 256GB or more (Solid State Drive recommended)</li> <li>• Wireless adapter must minimally support IEEE 802.11g standard (Recommended to support dual-band IEEE 802.11a/g/n standard)</li> <li>• At least support 1x Display Port - HDMI</li> <li>• At least 2x USB 3.0</li> <li>• 1x Headphone jack</li> </ul>
Diploma in Media Production & Design	<ul style="list-style-type: none"> <li>• 2.2GHz 64-bit processor</li> <li>• 8GB RAM</li> <li>• 250GB hard disk space (sufficient for 2 semesters, after which can be supplemented by external hard disk) OR 1TB</li> <li>• Wireless adapter must minimally support IEEE 802.11g standard (Recommended to support dual-band IEEE 802.11a/g/n standard)</li> </ul>
Diploma in Game Design	<ul style="list-style-type: none"> <li>• 2.2GHz 64-bit processor</li> <li>• 4GB RAM</li> <li>• 250GB hard disk space</li> <li>• Wireless adapter must minimally support IEEE 802.11g standard (Recommend to support dual-band IEEE 802.11a/g/n standard)</li> <li>• Dedicated graphics card is highly recommended</li> </ul>

## 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](http://www.rp.edu.sg/notebook)

### Laptop Assistance

If you intend to apply for laptop assistance, refer to page 25 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 MATTERS

Polytechnics adopt a cohort-based fee structure, which means that a student's fees will remain constant for the entire duration of the course.

The Government will continue to absorb the GST chargeable on tuition fees payable by Singapore Citizens and Singapore Permanent Residents. The tuition fees for International Students (starting from AY2016 intake onwards) will be subjected to GST.

The course fees payable by full-time students comprise of Tuition Fees and Supplementary Fees.

- 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.
- International students are required to pay the first semester tuition fee during enrolment.

For more information on the financial schemes available, please view the video at <https://www.rp.edu.sg/admissions/enrolment>

**COURSE FEE FOR ACADEMIC YEAR 2019/20**

Type of Fee (Per academic year)	Singapore Citizens (S\$)	Singapore Permanent Residents (S\$)	International Students (with GST, S\$)
Subsidised Tuition Fee Payable	2,900.00	5,800.00	10,400.00
Supplementary Fee (with GST)	86.50	116.50	159.50
Course Fees Payable	2,986.50	5,916.50	10,559.50

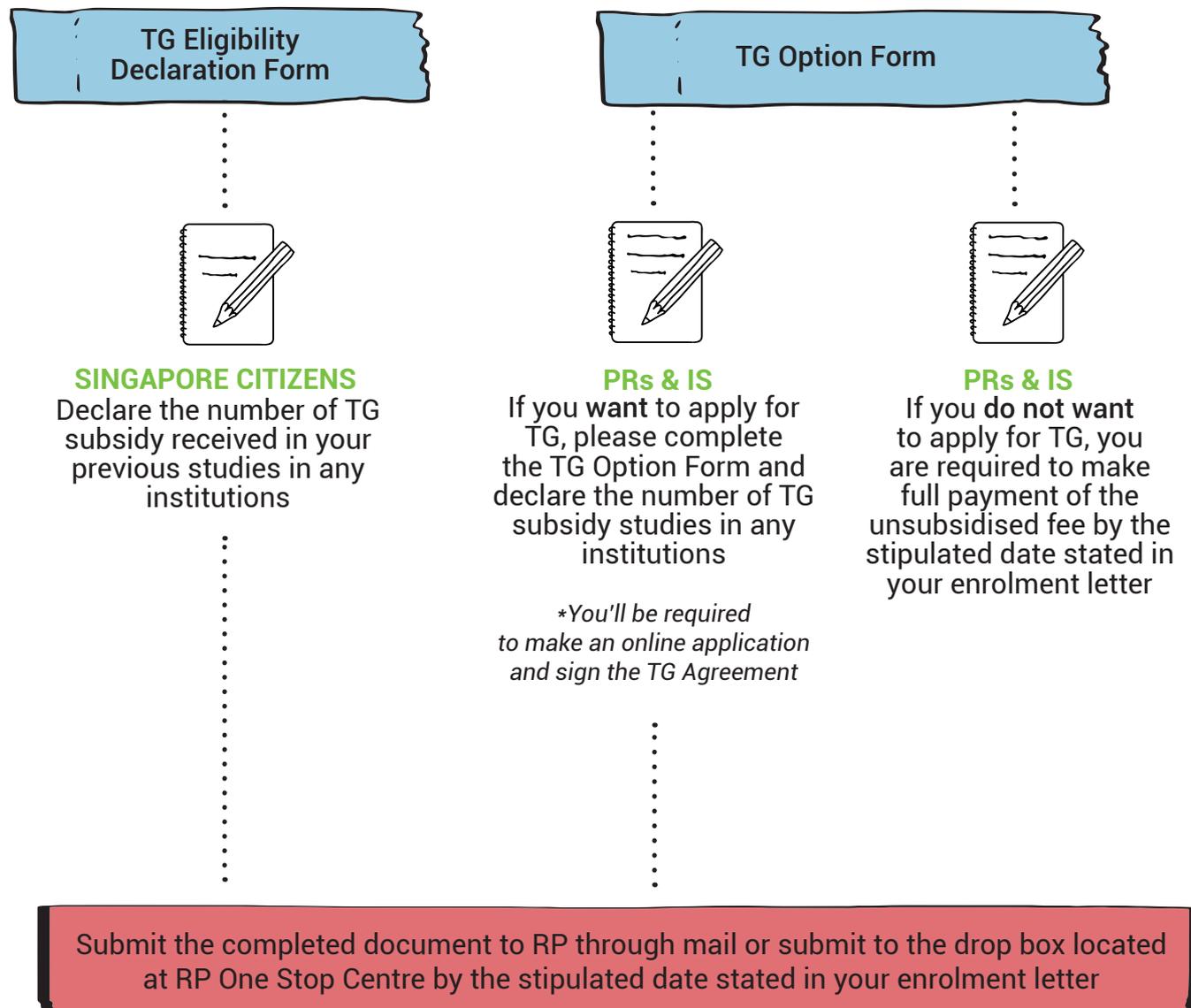
\*Fees printed are accurate at time of print

\*All fees are subject to change as determined by the Ministry of Education, Singapore

\*The fees shown are inclusive of 7% GST

## TUITION GRANT (TG)

The TG Scheme was introduced by the Government to help students with the costs of tertiary education in Singapore. Students who are enrolled for the full-time diploma are eligible to apply. All students are entitled up to a maximum of ten (10) semesters of Tuition Fee subsidy to pursue their Polytechnic education.



## INTERBANK GIRO

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 account, 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.**

There are various financial schemes available to cover the payment duration of your course fees. These schemes come either in the form of a loan or a subsidy. Each has specific terms and conditions.

## SUMMARY OF FINANCIAL SCHEMES

The table below provides a breakdown of the fees each scheme covers.

(SC = Singapore Citizens, PR = Singapore Permanent Residents, IS = International Students)

Scheme	Name	Eligibility by Residency			Subsidised Tuition Fee	Supplementary Fee
		SC	PR	IS		
Subsidy	Tertiary Tuition Fee Subsidy for Malays (Administered by Yayasan Mendaki)	✓	✓	NA	Up to 100%	NA
Subsidy	Post-Secondary Education Scheme (PSE)	✓	NA	NA	Up to 100%	Up to 100%
Loan	CPF Education Scheme	✓	✓	✓	Up to 100%	NA
Loan	Tuition Fee Loan Scheme	✓	✓	✓	Up to 75%	NA

### Tertiary Tuition Fee Subsidy for Malay Students (Administered by Yayasan Mendaki)

The Tertiary Tuition Fee Subsidy (TTFS) scheme, introduced in 1991, is an education subsidy for Malay students, which covers their tuition fees at tertiary institutions. Eligible Malay students can obtain support of up to 100% of subsidised tuition fees.

#### Eligibility

You are eligible for the TTFS scheme only if you satisfy all of the following conditions:

- You are a Singapore Citizen or Permanent Resident of Singapore with one of your parents (natural, adoptive or step parent), living or deceased, who is a Singapore Citizen
- Your race or the first component race of a double-barrelled race stated in your NRIC is MALAY (which includes Boyanese, Javanese, Banjarese, Bugis and Indo extract)

$$\text{PCI} = \frac{\text{Total Gross Monthly Income of all working family members}}{\text{Number of family members in the same household}}$$

Per capita income	Eligible in subsidy
1,400 & below	100%
1,401 - 1,700	75%
1,701 - 2000	50%

#### How to apply

Log on to <http://tfas.mendaki.org.sg> to submit online applications.

#### Application period

15 February 2019 and 30 April 2019

#### Enquiries and further information

For Singapore Permanent Residents, all subsidised fee will be based on the prevailing Singapore Citizen's fee rate. TTFS covers only tuition fees and not other fees such as PFP fees, misc fees, examination fees, study tour or overseas exchange programme.

Contact Yayasan MENDAKI at 6551 2840 or email [tfts@mendaki.org.sg](mailto:tfts@mendaki.org.sg). Refer to MENDAKI's website at [www.mendaki.org.sg/mendaki/programmes/educational-assistance/tertiary-tuition-fee-subsidy-tfts](http://www.mendaki.org.sg/mendaki/programmes/educational-assistance/tertiary-tuition-fee-subsidy-tfts).

### **Post-Secondary Education (PSE) Scheme (For Singapore Citizens only)**

Students may apply to use their own or their siblings' Post Secondary Education Account (PSEA) to pay for their school fees to be incurred at RP, subject to terms and conditions set.

#### **NOTE:**

There are 2 modes of withdrawal through the PSEA scheme. You can withdraw funds by:

1. Establishing a Standing Order with MOE
2. Submitting ad-hoc withdrawal applications as and when withdrawals are to be made.

The Standing Order (SO) is a one-time application and will apply to all future withdrawals until the SO is terminated or replaced. IF you have submitted a SO previously in ITE, it will automatically be used to pay for your tuition and supplementary fees in Republic Polytechnic.

The ad-hoc withdrawal application is an application for a withdrawal for a specific purpose. You will have to submit the ad-hoc withdrawal application form for each specific withdrawal.

#### **Eligibility**

Singaporean students who have a valid Post-Secondary Education Account (PSEA) and have funds in the account can apply to use the funds to defray the cost of Tuition and Supplementary Fees.

#### **How to apply**

1. Fill in the PSEA Standing Order form (enclosed in the Form Folder) and submit to RP through mail or drop into the drop box located at RP One Stop Centre.
2. If you are below the age of 21 years old, you will need to obtain the endorsement of your parent/ legal guardian. If you are utilising the funds of your sibling(s), you will also need to obtain their endorsement if they are above the age of 21 years old.

#### **Enquiries and Further Information**

For enquiries on PSE scheme or checking PSEA balance, please contact MOE at 6260 0777. More information is available on the MOE website at <https://www.moe.gov.sg/education/post-secondary/post-secondary-education-account>

## CPF Education Scheme

Eligible students may apply to pay up to 100% of their tuition fees through the CPF Education Scheme. Depending on the Available Withdrawal Limit for Education, and other CPF rules, you may use your own CPF savings, siblings', spouse's and parents' (including step-parents') CPF savings to pay up to 100% of your subsidised tuition fee. Note that this is subjected to CPF Board's approval.

### *How to apply*

Apply online via <https://www.cpf.gov.sg/members/schemes/schemes/other-matters/cpf-education-scheme>

Information required for online application:

1. SingPass of the student
2. SingPass of the CPF account holder
3. The CPF account no. (i.e. NRIC of the account holder) of the account to withdraw from
4. Student's email address for all communication with CPF Board
5. The CPF account holder's email address for all communication with CPF Board

Application must be completed by the student himself, using his SingPass, and not by the parent. An email with the URL will be sent within two days to the CPF member's email address provided in the application form. The CPF member must log in using the member's savings. Otherwise, the application will be rejected.

For International Students, please submit the completed application to RP through mail or submit to the drop box located at RP One Stop Centre.

### *Application period*

15 February 2019 and 30 April 2019

#### **NOTE:**

For students who have applied for PSEA (Standing Order) and CPF Education Scheme, the deduction will be made from the PSEA first. Deduction from CPF account will only be activated if the funds in the PSEA are insufficient to pay for the amount payable.

### *Enquiries and further information*

More information can be found on the CPF website at <https://www.cpf.gov.sg/members/schemes/schemes/other-matters/cpf-education-scheme>

## Tuition Fee Loan Scheme

Under the DBS Tuition Fee Loan Scheme, all full-time subsidised diploma students of all nationalities can apply for a bank loan of up to 75% of the subsidised tuition fees payable (loan quantum is subject to revision).

Key features

1. Interest-free during the course of study
2. Up to 10 years repayment period which starts after end of course
3. Minimum monthly repayment is S\$100

### GUARANTOR REQUIREMENT

Student's Residency	Guarantor's Residency
Singapore Citizen	Singapore Citizen
Permanent Resident/ International Student	Singapore Citizen/ Permanent Resident

### How to apply

Download the Tuition Fee Loan Application Form from [www.rp.edu.sg/financial-matters/financial-schemes/tuition-fee-loan-scheme](http://www.rp.edu.sg/financial-matters/financial-schemes/tuition-fee-loan-scheme)

Student and Guarantor can proceed personally to any DBS Bank (not POSB) branch office with the following:

- The completed TFL Application Form
- Proof of Admission – Admission or Acceptance Letter/Matric Card
- Student and guarantor's original copies of identity cards or passports.

#### NOTE:

- Validity of Passport at date of signing of loan application must be more than 6 months.
- Applicant/Guarantor who is existing DBS account holder is reminded to update the Bank of any change in their personal information i.e. mobile numbers and address before the submission of their TFL applications.
- Notary Public Stamp if your guarantor is not in Singapore.
- Your proof of residential address dated within 3 months of application (e.g. telephone/utility bills, credit card or bank statements)

### APPLICATION PERIOD

The application period is from 1 February 2019 to 31 May 2019.

# 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](http://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 14 for the submission.

#### Step 2

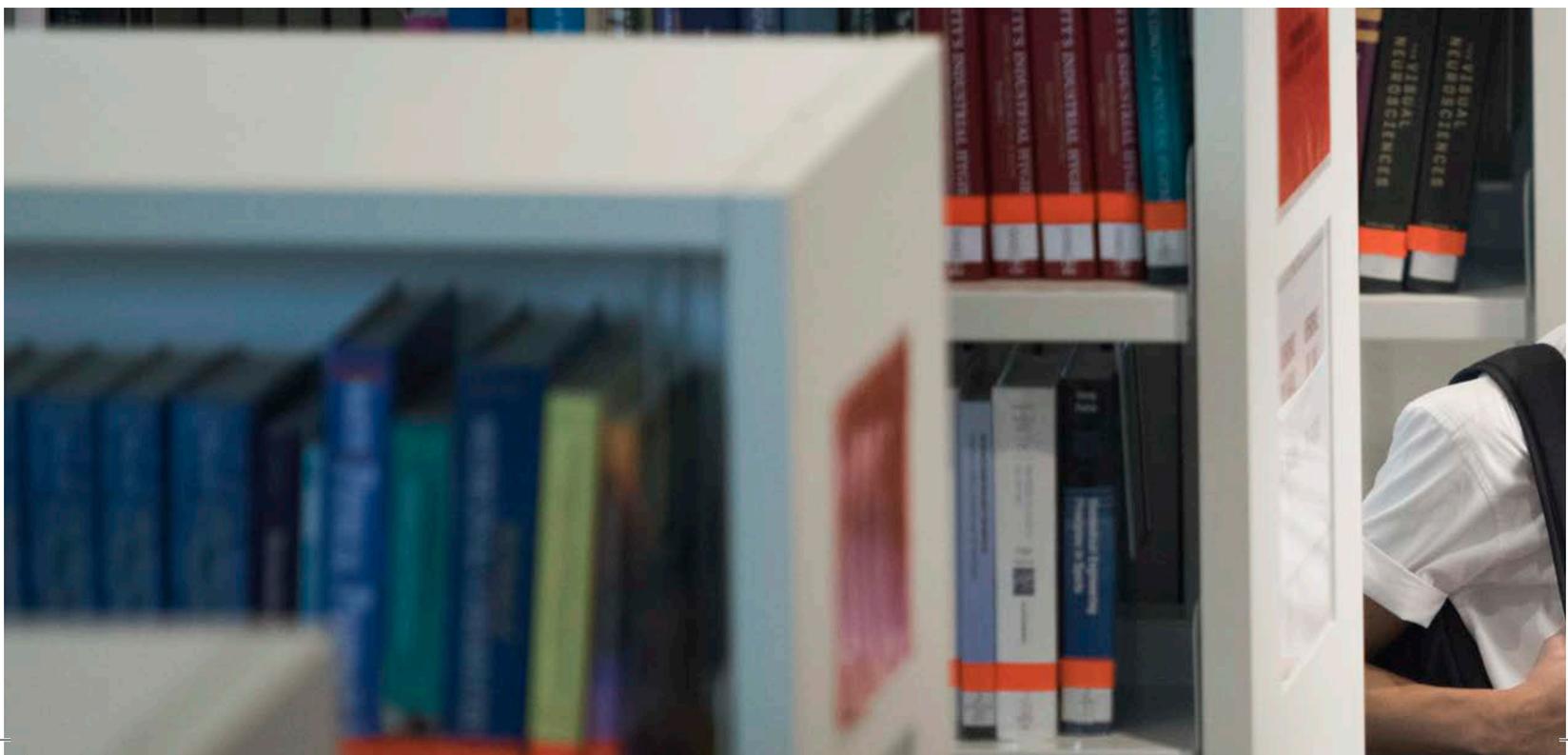
Apply either online at TransitLink website or personally via any TransitLink Ticket Office/Concession Card Replacement Office located island-wide if you are eligible to apply for the concession card.

#### 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 NEW STUDENTS

Visit us @ [www.rp.edu.sg/op](http://www.rp.edu.sg/op)

RP Events for Freshmen	What is the event about?	When is it?
RP Orientation Programme	We want to integrate you to the vibrant and exciting life here at RP. Start the journey by joining us at Orientation! This is a valuable time to bond and build friendships with your peers.	11 and 12 April 2019
Welcome Camps	This camp is an opportunity for you to experience more about the programme you are enrolled to. Do not miss this chance to give yourself an edge in starting Poly life by knowing friends in your programme.	To find out more details about the different Welcome Camps and how to register, refer to the Orientation Programme website. You may be contacted by your school for the Welcome Camp.
Year 1 Induction Programme (Y1IP)  <b>Compulsory for all students.</b>	In this one day programme, you will gain a sneak peek into what life in RP is going to be. For instance, you will be introduced to your respective Diploma Programmes, gain insights to RP's culture and approach to learning, as well as acquire the ethos that will guide you towards a smooth and successful start!	15 April 2019  For venues and timing, please visit our website for more information.



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

- A Login to make an appointment for consultation: <https://bitly.com/laptopapplication2019>
- B 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>
- C Refer to the “Checklist of Supporting Documents” in Annex B and prepare the required documents for submission.

### Step 2



#### Consultation & Submission

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

- A Proceed to **Laptop Assistance application counters at RP Library (South Entrance)**. The financial assistance officer will provide consultation for your application.
- B 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.

### Step 3



#### Processing & Laptop Collection

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

- A Remain **contactable via mobile phone number & personal email address** for updates on your application.
- B You will be notified of **application outcome (payment amount & laptop collection date)** via your **personal email address**.
- C 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)  $\leq$  \$900 (\$1,125 if there is a permanently disabled household member) or Gross Household Income (GHI)  $\leq$  \$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* $\leq$ \$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 Subsidy.


[help-fas@rp.edu.sg](mailto:help-fas@rp.edu.sg)

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

## BURSARIES

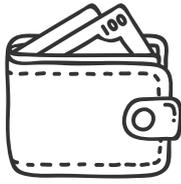
Government bursaries are available to help students defray living expenses and tuition fees.

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

Received enrolment letter/  
email from RP

**NOTE:**

- All International Students must complete both RP <Medical Report Form> and ICA <Medical Examination Report>
- Medical check-up can be done in any clinic with X-Ray facilities

### TASK 1



Login to Online Enrolment. Complete Steps 1-2 of the online enrolment process

1

Accept your course

2

Confirm your particulars

After collecting your student's pass issued by ICA

Application for student's pass (refer to section on ICA student's pass application)



Proceed for medical check-up

2

Pay 1st semester fees

### TASK 2



Submit documents

### TASK 3



Configure your laptop

1

Upload in Step 4 of the Online enrolment system<sup>1</sup>

2

Send via business reply envelope<sup>2</sup>

3

Upload Photos<sup>3</sup>

<sup>1</sup> A coloured copy of ICA Student's Pass, completed Medical Report Form or Colour Vision Form/Audiometry test results, Declaration and Consent Form

<sup>2</sup> Tuition Grant Option Form, Interbank GIRO Form

<sup>3</sup> Upload a photo via Form SG for RP Student Card and Diploma Student Concession Card

**WHAT IS NEXT?**

- Apply for Diploma Student Concession Card
- Attend Programmes for new 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.

# ICA STUDENT PASS APPLICATION

FOR INTERNATIONAL STUDENTS

RP will apply for the ICA Student's Pass on your behalf and send you an email with further instructions



Login to Solar  
(<https://solar.ica.gov.sg>)

ICA will process your application

Once approved

RP will send you the In-Principal Approval (IPA) letter via email with more information on what you will need to do

- Submit eForm 16
- Print and sign on the completed form
- Pay the processing fee of \$30 and keep a copy of the receipt
- Once your IPA letter is approved, you need to pay the insurance fee of \$60 prior to your collection of student pass (for students who require a visa to enter Singapore, you will also need to pay a Multi-Entry Visa Fee of \$30)
- Keep a copy of all payment receipt (s)  
*\*Please indicate (Dependent pass) if you are currently holding a dependent pass in the remarks column of E-form16*

## Completion of Formalities @ Republic Polytechnic

- Please bring along:
- Documents stated in your IPA letter
  - **Original** educational certificates for RP to verify

During the appointed date & time

Collection of student's pass (RP will provide more information in the enrolment letter/email)

Prepare all necessary documents

# 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

- a. 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.
- b. If you have applied to more than one admission exercise, you can only accept one course offer.
- c. You are required to complete the online enrolment within the stipulated timeline to confirm your registration as an RP student.
- d. During your online enrolment, true and accurate information is to be provided, including full declaration of any medical condition(s) or special need(s).
- e. You must complete and submit all compulsory documents as part of the enrolment process.
- f. If you have previously studied in another Institute of Higher Learning (IHL), you will need to correctly declare the number of semesters of tuition grant (TG) subsidy received from the Ministry of Education (MOE).

### ADDITIONAL CONDITIONS FOR INTERNATIONAL STUDENTS ONLY

- g. International students must appoint a Local Representative to pursue their studies in RP.
- h. 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>

## NATIONAL SERVICE (NS) MATTERS

Prior to enrolment, you must obtain approval from Central Manpower Base (CMPB) or your unit to pursue your studies in RP if you are NS liable.

You can refer to the following table for more details on your NS status.

### NS Liable Male Singapore Citizens or Singapore Permanent Residents

- 19 years as of 1 Jan of course commencement year (Sec 4 Express Stream Students)
- 20 years as of 1 Jan of course commencement year (Sec 5 Students)
- 21 years as of 1 Jan of course commencement year (ITE Students)\*

\*NS-liable ITE students may be granted disruption in their 2nd year of full-time to pursue a polytechnic diploma. This provision only applies to those who have applied for one or more courses in the polytechnics prior to enlistment but are unsuccessful in any of their applications. (For more details, please refer to [www.cmpb.gov.sg](http://www.cmpb.gov.sg) -> before NS -> Disruption for Further Studies)

### Full-Time NS/Regular Service Persons

If you wish to join us in Academic Year 2019, you are required to email the approval of disruption from your unit to [RP-Admissions-Office@rp.edu.sg](mailto:RP-Admissions-Office@rp.edu.sg) by 31 March 2019.

### Exempted from NS

Email a scanned copy of your exemption letter from CMPB or your unit to [RP-Admissions-Office@rp.edu.sg](mailto:RP-Admissions-Office@rp.edu.sg).

## Reservation of place in RP

To reserve your place in RP, you are required to complete the following 3 steps in the online enrolment system by your enrolment deadline.

1

Accept your diploma course

2

Provide your personal particulars and other information

3

Pay the enrolment fee

- If you are unable to obtain approval of deferment/disruption, you are not required to submit or upload your enrolment/financial forms.
- Once you have completed the online enrolment steps and made payment for your enrolment fee, your reservation of place in RP will be confirmed. A confirmation email of your reservation will be sent to you by May 2019.
- We will inform you if there are any changes to the course offered and reserved for you. Changes would include renaming or discontinuation of course.
- A new enrolment package will be sent to you in the academic year which you are able to commence your study in RP.

### Letter of Certificate (LOC) for NS Deferment

If you need a letter of certification to apply for NS Deferment, you may obtain this letter from the One-Stop Centre in RP after you have completed the online enrolment steps, paid your enrolment fee and successfully enrolled into your diploma course in RP.

### SCHOLARSHIPS

For more information, visit [www.rp.edu.sg/student-support/scholarship-awards](http://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.

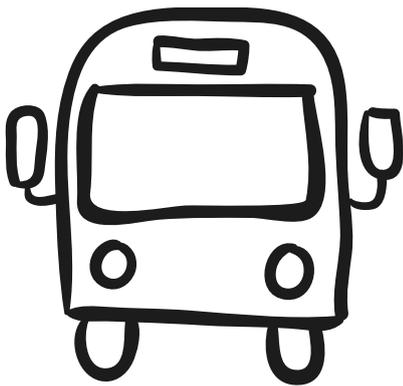
#### ELIGIBILITY:

- 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](http://www.rp.edu.sg/student-care/shuttle-bus-services)

### DEFERMENT AND WITHDRAWAL

Students who have confirmed their enrolment and subsequently decide to defer or withdraw from RP are required to submit an application. The RP-prescribed application form is available for collection at the One-Stop Centre. The application will be processed after all outstanding amount/items are settled. Deferment or withdrawal requests made via the phone or email will not be accepted.

Students who defer or withdraw from RP may be liable to pay an administrative fee. The administrative fee amount payable by the student depends on the date RP receives the student's deferment/withdrawal application form as follows:

Period of Notification of Deferment or Withdrawal	Administrative Fee Chargeable
14 April 2019 or earlier	No Tuition Fee except for enrolment fee
15 to 23 April 2019	25% of Tuition Fee and Supplementary Fees*
24 April 2019 or later	100% of Tuition Fee and Supplementary Fees*

\*Note: For the first year of study, your Enrolment Fee will be used to offset your Supplementary Fee

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

Male students who have commenced their study at RP are not allowed to defer studies for enlistment to National Service (NS).

Reasons for deferment	Documents required
Medical	Medical memorandum or certificate from a Singapore-registered medical practitioner
Other reasons*	25% of Tuition Fee and Supplementary Fees*

To be considered officially withdrawn from the active enrolled student records, students must submit their intent to withdraw using the RP prescribed withdrawal application form. Absence from class does not constitute withdrawal from the course of study.

**NOTE:**

First year students who are continuously absent from classes in the first two weeks of the semester without approved LOA will be liable for deregistration. Deregistered students will not be allowed to resume their course of study and all RP services will be ceased. This also includes being removed from the modules that have been assigned to them in the semester.

Once your application for deferment or withdrawal is approved, you will receive an official notification from RP to certify your deferment or withdraw from RP. All current polytechnic rules will be applicable to you until the approval of your withdrawal application is obtained.

Students who have successfully deferred from their course of study must confirm their intention to resume their study at the end of their deferment period by sending an email to Help-Registrar@rp.edu.sg. Students who do not notify RP on their intention to resume their study at the end of their deferment period will be deregistered from RP.

# ANNEX A:

## STEP BY STEP GUIDE TO COMPLETING THE FINANCIAL FORMS

All RP students - Singapore Citizens must complete the Declaration for Tuition Grant Eligibility Form during enrolment in order to enjoy the subsidised tuition fee.

Tuition Grant Eligibility Declaration Form (For Singapore Citizens)			
To	:	The Government of the Republic of Singapore	
Name	:	1 Student's Name	
NRIC No.	:	2 Student's NRIC	Student Admission No. : 3 Student's ID

4 I declare that (Tick one of the following boxes):

- I 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 **REPUBLIC POLYTECHNIC**.
  - a. I wish to receive a Tuition Grant and pay subsidised tuition fees for my new course.
  - b. I agree to pay non-subsidised fees if I subsequently become ineligible for the Tuition Grant during the period of my new course.
- I 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, but I did not graduate / have not graduated from the course.
  - a. I 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.
  - b. I agree to pay non-subsidised fees for my new course if I am assessed to be ineligible for Tuition Grant.

5 Please indicate details of your previous course(s) of study in the table below.

S/N	1	2	3
Institute of Higher Learning			
Course of Study			
Full-time/ Part-time Course			
Admission Date			
Exit Date (if applicable)			

If you are currently studying or had studied in other institutions, please indicate the details in the table. Example, NUS, NTU, SMU, SUTD, SIM University, Singapore Polytechnic, Ngee Ann Polytechnic, Temasek Polytechnic, Nanyang Polytechnic, Republic Polytechnic, LASALLE College of the Arts, Institute of Technical Education, etc.

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

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.

6 Student's signature

Signature of Student

7 Date

Date

1. All students are entitled up to a maximum of 10 semesters of Tuition Fee Subsidy from the Ministry of Education (MOE) to pursue their polytechnic education.
2. If you have received TG at other institutes of Higher Learning (IHLs) for previous course(s) which you did not complete, this will be taken into account to determine the number of semesters of TG eligibility for the newly enrolled course.

Once you have received TG for the maximum number of semesters, you will no longer be eligible for TG and you are liable to pay full fees. For more information, refer to; <https://tgonline.moe.gov.sg/tgis/secure/loginStudent.action>

## TUITION GRANT OPTION FORM

(Mandatory for Permanent Residents & International Students)

All RP students - Singapore Permanent Residents & International Students must complete the Tuition Grant Option Form during enrolment in order to enjoy the subsidised tuition fee. They are also required to sign the Tuition Grant Agreement by which the students will be contractually obliged to work in Singapore for a minimum period of three (3) years upon graduation.

Steps for Tuition Grant Agreement Signing for Singapore Permanent Residents and International Students:

Can your sureties sign the agreement at Republic Polytechnic?

	Yes	No
Step 1	Complete and mail in the Tuition Grant Option Form via the business reply envelope	
Step 2	Attend the Tuition Grant Briefing on 24 April 2019.	Attend the Tuition Grant Briefing on 24 April 2019.
Step 3	Submit an online application through the MOE website between 24 April 2019 to 6 May 2019 and update student and sureties' particulars.	Submit an online application through the MOE website between 24 April 2019 to 6 May 2019 and update student and sureties' particulars.
Step 4		Download the Tuition Grant Agreement and send it to the sureties.
Step 5		The sureties sign the Tuition Grant Agreement in the presence of a lawyer. After signing, the stamp/seal of the law firm must be present. The agreement will then be sent back to the student.
Step 6	Students and sureties to be present at the Republic Polytechnic between 27 and 29 May 2019 to complete the signing of the Tuition Grant Agreement.	Students to be present at the Republic Polytechnic between 27 and 29 May 2019 to complete the signing of the Tuition Grant Agreement (the copy with the lawyer's signature).

Student and his 2 sureties are required to bring the following documents (where applicable) for the execution of the Tuition Grant Agreement.

For Student:

- Identity Card (SPR)
- Passport (International)
- Student's Pass (International)
- Student Card

For Sureties:

- Identity Card (SC/SPR)
- Passport (International)

Tuition Grant Option Form (For Singapore Permanent Residents/ International Students)			
To	:	The Government of the Republic of Singapore	
Name	:	1 Student's Name	
NRIC/ FIN No.	:	2 Student's NRIC/ FIN	Student Admission No. : 3 Student's ID

4 I wish to apply for Tuition Grant. I declare that (Tick one of the following options):

- I 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 **REPUBLIC POLYTECHNIC**.
- I wish to receive a Tuition Grant and pay subsidised tuition fees for the period of 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.
- I 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, but I did not graduate/ have not graduated from the course.
- I 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.
  - I agree to pay non-subsidised fees for my new course if I am assessed to be ineligible for Tuition Grant.

5 Please indicate details of your previous course(s) of study in the table below.

S/N	1	2	3
Institute of Higher Learning			
Course of Study			
Full-time/ Part-time Course			
Admission Date			
Exit Date (if applicable)			

If you are currently studying or had studied in other institutions, please indicate the details in the table. Example, NUS, NTU, SMU, SUTD, SIM University, Singapore Polytechnic, Ngee Ann Polytechnic, Temasek Polytechnic, Nanyang Polytechnic, Republic Polytechnic, LASALLE College of the Arts, Institute of Technical Education, etc.

- I have received a Tuition Grant or 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 course.
- 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.

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. Should I make a false declaration, I understand that

- I will be committing a **criminal offence** that is punishable with a jail term and/or fine.
- I will **not** be eligible to receive the Tuition Grant and be liable for liquidated damages (i.e. total sum of Tuition Grant provided with 10% compounded interest per annum). I will still be liable for such a penalty even if I have graduated from my course of study at the point when the false declaration is discovered.

6 Student's signature

Signature of Student

7 Date

Date

- All students are entitled up to a maximum of 10 semesters of Tuition Fee Subsidy from the Ministry of Education (MOE) to pursue their polytechnic education.
- If you have received TG at other institutes of Higher Learning (IHLs) for previous course(s) which you did not complete, this will be taken into account to determine the number of semesters of TG eligibility for the newly enrolled course.

Once you have received TG for the maximum number of semesters, you will no longer be eligible for TG and you are liable to pay full fees. For more information, refer to; <https://tgonline.moe.gov.sg/tgis/secure/loginStudent.action>

## PSEA STANDING ORDER

The PSEA Standing Order (SO) is a one-time application and will apply to all future withdrawals until the SO is terminated or replaced. If you have submitted SO in ITE, it will be transferred across and automatically be applied to your cost of Tuition and Supplementary Fees in RP. For students who have applied for PSEA SO and CPF Education Scheme, deduction will be made from the PSEA first. Deduction from CPF account will start only when the fund in the PSEA has been exhausted.



### MINISTRY OF EDUCATION STANDING ORDER FOR USE OF POST SECONDARY EDUCATION ACCOUNT

**Please note: You may need 5 minutes to fill in this form. MOE will not be able to process your application if you provide wrong (especially NRIC / BC No.) or incomplete information. Please read instructions carefully.**

Part 1 (Compulsory)		To be completed by student – please write clearly	
Name as in NRIC/BC:	<b>1</b> Student's Name		
Contact No:	<b>2</b> Contact No.	NRIC/BC No	<b>4</b> Student's NRIC
Institution Name:	<b>3</b> Republic Poly		

Part 2 (Optional)		<b>5</b> Please leave this section blank if student is using his/her own PSEA only. To use the PSEA of sibling(s), please complete below. Sibling refers to natural / adopted / step-sibling.	
-------------------	--	--	--

Deduction Priority	First	Next	Last
Name Of Sibling as in Sibling's NRIC/BC			
NRIC / BC No of Sibling	□ - □ □ □ □ □ □ - □	□ - □ □ □ □ □ □ - □	□ - □ □ □ □ □ □ - □
Maximum Amount To Use (% of Fees) (Place a ✓ at the appropriate box)	25% 50% 75% 100% □ □ □ □	25% 50% 75% 100% □ □ □ □	25% 50% 75% 100% □ □ □ □
For Siblings Aged 21 and Above	Under Section 16(D) of the Education Endowment and Savings Schemes Act, I/we hereby authorise the PSE Scheme Administrator to make deductions from my / our PSEA to pay fees or charges incurred by my / our sibling named in Part 1 at any approved institution.		
	Signature	Signature	Signature

**Note: If there are errors or omissions in the information on sibling(s), the SO will still be established but only the student's PSEA will be used for the deduction of fees.**

Part 3 (Compulsory)		To be completed by Parent / Legal Guardian or by Student Aged 21 and above	
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The below **MUST** be signed by Parent / Legal Guardian if above student or sibling(s) whose PSEA used (in Part 2) is/are below the age of 21 years.

Under Section 16(D) of the Education Endowment and Savings Schemes Act, I hereby authorise the PSE Scheme Administrator to make deductions from my / my child's (children's) PSEA to pay fees or charges incurred by myself / my child at any approved institution.

I declare that, to the best of my knowledge, all the information in this form is true and accurate. In connection with this application, I undertake to furnish to the PSE Scheme Administrator any documents which the PSE Scheme Administrator may require for verification purposes, and also authorise the PSE Scheme Administrator to obtain from the relevant authorities / persons any information or documents which may be required for such purposes.

<b>6</b> Name & NRIC of Parent/ Legal Guardian	<b>7</b> NRIC of Parent / Legal Guardian	<b>8</b> Parent's/ Legal Guardian's signature	<b>9</b> Student's signature	<b>10</b> Date
Name of Parent / Legal Guardian	NRIC of Parent / Legal Guardian	Signature of Parent / Legal Guardian (If student/sibling(s) is/are below 21 years old)	Signature of Student (Aged 21 and above)	Date

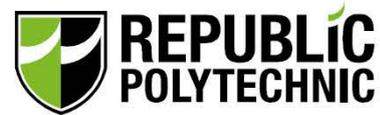
#### To be completed by MOE

Batch No	Entered by	Date

## 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	<b>1</b> Date	GIRO account type	Deduction and Refund	Name of Billing Organization (BO)	<b>REPUBLIC POLYTECHNIC</b>
Student ID	Name of Student		Student's NRIC No./ FIN No.		
<b>2</b> Student's ID	<b>3</b> Student's Name	<b>4</b> 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)
<b>5</b> Bank's Name	
Name(s) of Account Holder(s)	
<b>6</b> Account Holder's Name	
Bank Account Number	
<b>7</b> Account No.	<b>9</b> Account Holder's signature
Account Holder's Contact Number	<i>* For thumbprint, please go to the bank with your identification</i>
<b>8</b> Account Holder's Contact No.	<b>Please ensure that the signature is according to bank's record. For thumbprint operating account, please verify at bank before submission.</b>

#### 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: _____

**Correction fluid/ tape is NOT allowed on form. For any amendments/ cancellations, please counter-sign against the amendment.**

\_\_\_\_\_  
Name of Approving Officer

*\*Please delete where applicable*

\_\_\_\_\_  
Authorised Signature & Stamp of Financial Institution

\_\_\_\_\_  
Date

## ONLINE APPLICATION FOR CPF EDUCATION SCHEME

Please apply online via <https://www.cpf.gov.sg/members/schemes/other-matters/cpf-education-scheme> between 15 February - 30 April 2019. No application will be accepted after the cut off date. The student must login with SingPass and submit the application via My Requests. CPF account holder must login via the URL in the email received, with his SingPass within 14 days from the date of the application, to agree to the use of his CPF savings. Otherwise the application will be rejected. For SingPass registration or password reset, please refer to <https://www.singpass.gov.sg/singpass>.

### PROCEDURE

Step 1: Login to CPF website, using student's SingPass. Select My Requests -> Education Dependant's Education -> Apply to use CPF for my education. After logging in, select the Terms & Conditions box, and click **Start**. Complete Declaration and click **Next**.

Step 2: Complete "Name of Institution" as Republic Polytechnic and "Student Type" as New Student and click **Next**.

Step 3: Verify the student's name and NRIC and click **Next**.

Step 4: Follow on-screen instructions to complete the form.

#### Particulars of Student

Name \*

NRIC / CPF Account Number / FIN Number

Contact Number \*

  
e.g. 90525505  

Email Address \*

  
e.g. example@example.com

#### Particulars of CPF Member (whose CPF savings will be used)

CPF Account Number \*

1

e.g. S5352749P  

Relationship \*

2

Contact Number \*

3

e.g. 90525505  

Email Address \*

4

e.g. example@example.com  

Percentage of Tuition Fees Requested \*

5

100

# ANNEX B:

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

### List of Documents to be submitted

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

## **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**

- a. Family members can approach CPF branches (Hotline: 1800-227-1188) or Community Centres in person with their NRIC to obtain a SingPass.
- b. Log in to CPF Online Services at [www.cpf.gov.sg](http://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 Oct 2018 to Apr 2019.
- Print the 'Contribution History' for latest 6 months period from Oct 2018 to Apr 2019.

### **Income Tax Notice of Assessment Statement**

- a. Notice of Income Tax Assessment Statement can be retrieved online at [www.iras.gov.sg](http://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](http://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

