**FEES & FINANCIAL ASSISTANCE**

**FEES**

**Tuition & Other Fees for Full-Time Diploma Programme**

Tuition fee is payable each semester.

Other fees include Application Fee, Examination Fee, Miscellaneous Fee, Insurance Fee, Sports Fee and Students’ Union Fee. These fees are payable in the first semester of each academic year, except Application Fee which is payable in the first semester of Year 1 only.

**Table 1: Fees payable for subsidised students admitted in AY2013/2014**

<table>
<thead>
<tr>
<th>(Full-Time)</th>
<th>Cost Per Annum $</th>
<th>Payable in 1st Semester $</th>
<th>Payable in 2nd Semester $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition Fee^</strong>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Singaporesians</td>
<td>2,300.00</td>
<td>1,150.00</td>
<td>1,150.00</td>
</tr>
<tr>
<td>Permanent Residents</td>
<td>4,600.00</td>
<td>2,300.00</td>
<td>2,300.00</td>
</tr>
<tr>
<td>Others</td>
<td>7,650.00</td>
<td>3,825.00</td>
<td>3,825.00</td>
</tr>
<tr>
<td><strong>Other Fees</strong>:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Fee #</td>
<td>7.00</td>
<td>7.00</td>
<td>-</td>
</tr>
<tr>
<td>Examination Fee^</td>
<td>30.00</td>
<td>30.00</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous Fee #</td>
<td>15.00</td>
<td>15.00</td>
<td>-</td>
</tr>
<tr>
<td>Insurance Fee #</td>
<td>4.40</td>
<td>4.40</td>
<td>-</td>
</tr>
<tr>
<td>Sports Fee #</td>
<td>25.00</td>
<td>25.00</td>
<td>-</td>
</tr>
<tr>
<td>Students’ Union Fee</td>
<td>18.00</td>
<td>18.00</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total (Singaporeans)</strong></td>
<td>2,399.40</td>
<td>1,249.40</td>
<td>1,150.00</td>
</tr>
<tr>
<td><strong>Total (Permanent Residents)</strong></td>
<td>4,699.40</td>
<td>2,399.40</td>
<td>2,300.00</td>
</tr>
<tr>
<td><strong>Total (Others)</strong></td>
<td>7,749.40</td>
<td>3,924.40</td>
<td>3,825.00</td>
</tr>
</tbody>
</table>
Additional Fees Payable (Where Applicable)

For new full-time students and re-admitted students:

- Amendment Fee $10
- Tertiary Student Ez-link Card Application Fee $8 (for those who wish to apply for the card)

The following fees apply to some full-time students:

- **Mobile Computing-Rental Fee** (only for students granted rental of notebooks/PDAs) $60 (inclusive of GST) per semester.

- **Hospital & Surgical Insurance (for foreign students)**
  $40 (inclusive of GST) per annum payable in the first semester of each academic year.

- **Enhanced Hospital & Surgical Insurance (for Health Sciences – Nursing students)**
  $58 (inclusive of GST) per annum payable in the first semester of each academic year.

Late Fee

A late fee of $15 will be imposed if:

a. fees are not paid by the due date, or

b. insufficient funds are maintained in the bank account for GIRO deduction, or
c. cheques for fee payment are returned by the bank for various reasons and replacement cheques are not received by the due date.

Those who wish to apply for financial assistance schemes should apply at the beginning of the academic year (for Mendaki Tuition Fee Subsidy, PSEA Scheme, CPF Approved Education Scheme and the Tuition Fee Loan Scheme) or the beginning of the semester. Students are liable to have their names struck off the Register if fees are not paid. Those with financial difficulties should see the Student Counsellors at the Student Services Office for advice.

Transfer Fee

Students seeking transfers between courses have to submit their applications to the Academic Affairs Office before the commencement of the academic year. Transfers will not be considered at other times during the academic year unless under exceptional circumstances. Once the transfer is approved, a transfer fee of $15 will have to be paid.

Note:

All fees quoted above are estimated figures and are subject to changes.
Withdrawal and Refund Guidelines

Current refund guidelines are shown in the following table:

<table>
<thead>
<tr>
<th></th>
<th>Tuition Fees</th>
<th>Other Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal before</td>
<td>100% refund less $50 administrative</td>
<td>Refund of all other fees paid (except application / amendment fee and tertiary student ez-link card application fee)</td>
</tr>
<tr>
<td>commencement of term</td>
<td>charge*</td>
<td></td>
</tr>
<tr>
<td>Withdrawal within 1st week of term on valid grounds**</td>
<td>75% refund</td>
<td>Refund of examination, sports and miscellaneous fees only</td>
</tr>
<tr>
<td>Withdrawal after 1st week of term</td>
<td>No refund</td>
<td>No refund</td>
</tr>
</tbody>
</table>

Notes:
Students who wish to withdraw from their course must complete a prescribed withdrawal form and submit it to the Academic Affairs Office.
* Administrative charge of $50 is only applicable to new students.
** Refunds will only be made if the reasons for withdrawal are on valid grounds as follows:
  (i) to study in another approved institution in Singapore; or
  (ii) on medical grounds

Remarks:
1. The Ngee Ann Polytechnic Council reserves the right to alter or vary the refund guidelines above.
2. To ensure that refunds are duly made to students who subsequently decide to withdraw from the polytechnic, withdrawal forms must be received by the Academic Affairs Office before the commencement of the semester or within one week of the commencement of the semester to qualify for any refund.
3. No refund will be given for Mobile Computing Rental Fee paid for the semester should students withdraw or discontinue with the rental scheme for any reason after the commencement of the semester.

Tuition Grant
A full-time diploma student’s education at the polytechnic is highly subsidised by the Government of Singapore. The Government, through the Ministry of Education (MOE), provides students with tuition grants to assist them in paying the full tuition fees. The high cost of providing a technological education to students is reflected in two parts:

a. Tuition fees payable by students
b. Tuition grants provided by MOE

The amount of the Tuition Grant in AY2013/2014 is $14,300 per student per year.

Eligibility
Singaporeans can apply for the tuition grants by completing the online declaration form when enrolling with the polytechnic. Only one application is required throughout the whole course of study.

A student is eligible for tuition grants for a maximum of 10 semesters for his/her studies at the polytechnic. This includes all the tuition grants he/she received previously if he/she has ever been enrolled in a tertiary institution from Academic Year 2007/2008 onwards, and did not graduate with a diploma or higher qualification. If the student is a direct-entry student to the second year of polytechnic studies, the number of semesters that he/she is eligible for the tuition grant will be a maximum of 8 semesters.

Students (regardless of nationality) who already hold a diploma or higher qualification will be eligible to receive tuition grant if they wish to pursue a second diploma course, so long as they did not attain their diploma or higher qualification through subsidy by MOE or sponsorship by the Government of Singapore.

Permanent residents and foreigners are required to execute a deed with the Government of Singapore, in the presence of two sureties and MOE staff. The sureties act as guarantors and can be of any nationality, above 21 years of age and are not bankrupts. Parents of students can act as sureties.

Under the terms of the tuition grant deed, students who are permanent residents or foreigners and have accepted the tuition grant are required to work in Singapore for three years upon completion of their courses.

Rejection of Grant
Permanent residents and foreigners who do not wish to work in Singapore after the completion of the course may opt to reject the grant. In this case, they will have to pay the full tuition fees plus the prevailing GST.
Notes:
1. Fees and tuition grant amounts are subject to changes.
2. Students who are holding Government of Singapore sponsorships/bursaries (for example, those under the Ngee Ann SAF Scheme) need not sign the deeds.
3. Permanent residents/foreign students who have withdrawn from their course of study before signing the deeds with MOE are required to pay the full tuition fee plus the prevailing GST.
4. Foreigners who have rejected the tuition grant at the point of admission or who withdraw from the Tuition Grant Scheme during the course of study are not eligible to apply for Tuition Fee Loan schemes.

Tuition & Other Fees for Polytechnic Foundation Programme

Tuition fee is payable each semester.

Other fees include Application Fee, Examination Fee, Miscellaneous Fee, Insurance Fee, Sports Fee and Students’ Union Fee. These fees are payable in the first semester only.

Table 1: Fees payable for students admitted in AY2013/2014*

<table>
<thead>
<tr>
<th>(Full-Time)</th>
<th>Cost Per Annum $</th>
<th>Payable in 1st Semester $</th>
<th>Payable in 2nd Semester $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee^:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Singaporeans</td>
<td>330.00</td>
<td>165.00</td>
<td>165.00</td>
</tr>
<tr>
<td>Permanent Residents</td>
<td>2,150.00</td>
<td>1,075.00</td>
<td>1,075.00</td>
</tr>
<tr>
<td>Others</td>
<td>7,500.00</td>
<td>3,750.00</td>
<td>3,750.00</td>
</tr>
<tr>
<td>Other Fees:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Fee #</td>
<td>7.00</td>
<td>7.00</td>
<td>-</td>
</tr>
<tr>
<td>Examination Fee^</td>
<td>32.00</td>
<td>32.00</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous Fee #</td>
<td>15.00</td>
<td>15.00</td>
<td>-</td>
</tr>
<tr>
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<td>4.40</td>
<td>4.40</td>
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<td>25.00</td>
<td>25.00</td>
<td>-</td>
</tr>
<tr>
<td>Students’ Union Fee</td>
<td>18.00</td>
<td>18.00</td>
<td>-</td>
</tr>
<tr>
<td>Total (Singaporeans)</td>
<td>431.40</td>
<td>266.40</td>
<td>165.00</td>
</tr>
<tr>
<td>Total (Permanent Residents)</td>
<td>2,251.40</td>
<td>1,176.40</td>
<td>1,075.00</td>
</tr>
<tr>
<td>Total (Others)</td>
<td>7,601.40</td>
<td>3,851.40</td>
<td>3,750.00</td>
</tr>
</tbody>
</table>

Notes:
* Fees for AY2014/2015 pending confirmation by Ministry of Education
# Fees include GST
^ GST on Tuition Fee is subsidised by the Government of Singapore

Additionally Payable (Where Applicable)
For new students:
Amendment Fee $10
Tertiary Student Ez-link Card Application Fee $8
(for those who wish to apply for the card)

The following fees apply to some students:
- Hospital & Surgical Insurance (for foreign students)
  $40 (inclusive of GST) per annum payable in the first semester of each academic year.
- Enhanced Hospital & Surgical Insurance (for Health Sciences – Nursing students)
  $58 (inclusive of GST) per annum payable in the first semester of each academic year.

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</tr>
<tr>
<td>commencement of term</td>
<td>administrative charge*</td>
<td>tertiary student ez-link card application fee)</td>
</tr>
<tr>
<td>Withdrawal within 1st</td>
<td>75% refund</td>
<td>Refund of examination, sports and miscellaneous fees only</td>
</tr>
<tr>
<td>week of term on valid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>grounds**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdrawal after 1st</td>
<td>No refund</td>
<td>No refund</td>
</tr>
<tr>
<td>week of term</td>
<td></td>
<td></td>
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SCHOLARSHIPS
NP offers attractive scholarships and awards for students who have excelled academically, achieved outstanding performance in their co-curricular activities (CCAs) and demonstrated strong leadership potential or artistic and sporting talent.

Ngee Ann Polytechnic Scholarship
This prestigious bond-free scholarship is offered to students with outstanding ‘O’ Level results and excellent CCA track record. This scholarship covers tuition fee, a book allowance and a one-time notebook allowance (if awarded in freshmen year). NP scholars are also invited to join The Christieara Programme, a comprehensive three-year talent development programme that is designed to stretch the potential of participating students.

NP Engineering Scholarship
This bond-free scholarship is for NP’s School of Engineering students. It will cover tuition fee, a book allowance and a one-time notebook allowance (if awarded in freshmen year). NP Engineering Scholars also enjoy entry into The Christieara Programme and take up a customised talent development programme that will include short stints with research establishments and study trips with top universities in China or Japan! They will also be well-prepared for university with our customised Diploma Plus Programme.

NP Arts Award & NP Sports Award
Students in their second and third year who have excelled in the field of arts or sports are eligible to apply for these annual awards worth $1,800 each.

NP Academic Achievement Scholarship
These scholarships are open to second and third-year students who have attained top positions in their respective course of study in the preceding year of study. The scholarship covers tuition fee, a book allowance and is tenable for one academic year.

NP Merit Award
NP offers a special Merit Award for students with good grades. It comes with a one-time award of $1,800.
NP is fully committed to helping students cope with the educational expenses through various financial assistance schemes. These are funded, in part, by generous donations from individual organisations and foundations.

**Bursaries & Grants**
Various bursaries and grants are available to NP students whose family’s monthly income per household member is up to $1,700. A financial aid package of $2,700 and $2,000 per year is available for every Singaporean student whose family’s monthly income per household member is $850 or below and $1,000 or below respectively. This is made possible by the CDC/CCC Polytechnic Bursary and MOE Bursary Schemes, donations from philanthropic partners and a top-up of up to $900 from the NP Student Aid Fund. The NP Student Aid Fund is established by NP and supported by many donors.

**DE Study Award**
The DE Study Award is awarded to School of Design & Environment students, from all levels, who have achieved good academic results and demonstrated potential, talent and passion in the areas of design and environment.

**PFP Study Award**
The first cohort of Polytechnic Foundation Programme students has entered NP in 2013. This award recognises students who have outstanding N’ Level results and excellent CCA performance with a one-time cash award of $330.

**External Scholarships**
Sponsored by companies and organisations, these scholarships include the Ngee Ann Kongsi Scholarships, The Home Merit Award and The Home Study Award by Ministry of Home Affairs, Howe Yoon Chong PSA Scholarships, Yayasan MENDAKI Scholarships, and course-specific scholarships including the Building and Construction Authority (BCA)-Industry Built Environment Diploma Scholarship / Sponsorship from BCA, ECDA Training Award by Early Childhood Development Agency, Association of Singapore Marine Industries Scholarships, Keppel Offshore & Marine Scholarships. Some external scholarships may come with a bond.

**FINANCIAL ASSISTANCE**
NP is fully committed to helping students cope with the educational expenses through various financial assistance schemes. These are funded, in part, by generous donations from individual organisations and foundations.

**PFP Bursary**
The PFP bursary of $870 is available to Singaporean students with a gross monthly household income of not more than $2,500 or gross monthly household per capita income of $625 and below.

**Study Loans & Other Schemes**
Needy students can also apply for financial help via financial assistance schemes like the Post Secondary Education Account (PSEA), CPF Education Scheme, Tertiary Tuition Fee Subsidy for Malay Students administered by Yayasan MENDAKI, the Tuition Fee Loan and the Government Study Loan.

**IDA NEU PC PLUS Programme and NP Mobile Broadband Scheme**
As e-learning is an important part of NP’s curriculum, Singaporean or Permanent Resident students who do not have an existing broadband Internet access from their homes may apply for IDA’s Neu PC Plus Programme with IDA for subsidy towards the purchase of a notebook and internet. From NP, Singaporean students whose household income is below $800 per person per month may apply for the NP Mobile Broadband Scheme.

**Mobile eLearning Loan & Rental**
As part of mobile e-learning, notebook computer is an integral part of students’ learning in NP. Students doing the Diploma in Nursing may also need an iPod Touch. NP has a notebook/iPod Touch interest-free loan scheme for students with household income of $2,000 and below and a notebook rental scheme for students with household income of $1,500 and below.

For full details of NP’s scholarships and bursaries, grants, loan eligibility and applications, please log on to [www.np.edu.sg/ss](http://www.np.edu.sg/ss)