

## FEES & FINANCIAL ASSISTANCE



### FEES

#### Tuition & Other Fees

Tuition fee is payable each semester.

Other fees include Examination Fee, Miscellaneous Fee, Insurance Fee, Sports Fee, Students' Union Subscription Fee and Departmental Society Subscription Fee. These fees are payable on an annual basis. No refund of other fees is allowed if the student leaves the Polytechnic for whatever reason after the first semester.

(Full-Time)	Cost Per Annum \$	Payable in 1st Semester \$	Payable in 2nd Semester \$
<b>Tuition Fee:</b>			
Singaporeans	2,100.00	1,050.00	1,050.00
Permanent Residents	2,310.00	1,155.00	1,155.00
Others	3,150.00	1,575.00	1,575.00
<b>Other Fees:</b>			
Examination Fee	30.00	30.00	-
Miscellaneous Fee #	9.45	9.45	-
Insurance Fee #	3.65	3.65	-
Sports Fee #	25.20	25.20	-
Students' Union Subscription Fee	18.00	18.00	-
Departmental Society Subscription Fee	4.00	4.00	-
Total (Singaporeans)	2,190.30	1,140.30	1,050.00
Total (Permanent Residents)	2,400.30	1,245.30	1,155.00
Total (Others)	3,240.30	1,665.30	1,575.00

#### Notes:

# Fees include GST.

Fees payable by full-time Advanced Diploma students vary by course structure. Details of fees payable are published separately in the Advanced Diploma course leaflet.

### Additional Fees Payable (Where Applicable)

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

Students' Union Admission Fee	\$5.00
Departmental Society Admission Fee	\$2.00
Application Fee	\$7.00
Amendment Fee	\$10.00
Tertiary Student Ez-link Card Application Fee (for those who wish to apply for the card)	\$8.00

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. No refund will be given for rental fees paid for the semester should a student withdraw or discontinue with the rental for any reason after the commencement of the 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 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:

- Fees are not paid by the due date, or
- Insufficient funds are maintained in the bank account for GIRO deduction, or
- 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 to pay their fees should apply at the beginning of the academic year (for Mendaki Tuition Fee Subsidy) or the beginning of the semester (for PSEA Scheme, CPF Approved Education Scheme and the Tuition Fee Loan Scheme). 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. Please refer to the online Prospectus at [www.np.edu.sg/prospectus/](http://www.np.edu.sg/prospectus/) for the latest figures.

### Withdrawal and Refund Guidelines

Current refund guidelines are shown in the following table:

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

#### 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:

- to study in another approved institution in Singapore;
- on medical grounds

#### Remarks:

- The Ngee Ann Polytechnic Council reserves the right to alter or vary the refund guidelines above.
- 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.
- 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:

- Tuition fees payable by students
- Tuition grants provided by MOE

The amount of the Tuition Grant per year is \$13,300 per student.

## 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.

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. 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.

## 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.

### Notes:

1. Grant amounts are subject to changes. Please refer to the online Prospectus at [www.np.edu.sg/prospectus/](http://www.np.edu.sg/prospectus/) for the latest figures.
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.

## FINANCIAL ASSISTANCE

The Polytechnic is fully committed to helping students cope with their expenses through various financial assistance schemes.

NP has also established scholarship programmes to reward outstanding students; we are able to reach many more students because of the generous donations from individuals, organisations and foundations. For NP students who have excelled academically or achieved outstanding performance in their co-curricular activities (CCAs), NP has several attractive scholarships and awards to reward them.

### Ngee Ann Polytechnic Scholarship

This prestigious scholarship, the first of its kind in polytechnics, is offered to new students who are among the best in their 'O' Level cohort. The award covers the full tuition fees for the entire three years of study. Ngee Ann scholars are given opportunities to participate in overseas programmes, leadership and talent development training.

### Ngee Ann Polytechnic Achievement Scholarship

This is offered to current full-time NP students with outstanding academic results and good CCA performance. These scholarships are worth an average of \$1,500. Individuals and various industry and philanthropic organisations sponsor these scholarships, in addition to the ones provided by the Polytechnic.

### External Scholarships

There are also other scholarships administered either solely by the sponsoring organisation or jointly with NP. These usually range from \$1,000 to \$3,000.

Students can explore the following options when seeking financial support:

#### Bursaries • Grants

These are offered to students based on their financial background. Students can approach NP for grants or bursaries administered by the Polytechnic. Ngee Ann's newly set-up Student Aid Fund, together with several other Endowment Funds made possible by philanthropic individuals and organisations, offers many bursaries every year. Students can also tap onto other external bursaries administered directly by sponsoring organisations. In 2007, 1,072 students who were unable to cope financially qualified for bursaries. All 1,072 received bursaries. At NP, we ensure that a good education is within the reach of our students.

#### Study Loans • Other Schemes

Needy students can also apply for financial help via several avenues. They include external schemes like the Mendaki Tuition Fee Subsidy; the Tuition Fee Loan Scheme financed by the government and administered by DBS Bank; the use of PSEA and CPF Approved Education Scheme; and the Government Study Loan. The combined loan sum can be up to 100 per cent of the amount of tuition and other fees.

#### MeL Loan • Rental

NP requires almost all students to own a notebook/PDA. For those who require assistance, the polytechnic has a notebook/PDA rental scheme and interest-free loans. In addition, NP has tied up with reputable vendors to offer students notebooks/PDAs at affordable prices.

For further details of the various schemes, log on to [www.np.edu.sg/ss](http://www.np.edu.sg/ss)