

MISCELLANEOUS FEES¹

PURPOSE OF FEE	AMOUNT*
Late Payment Fee	S\$53.50
Re-Schedule of Assessment/Examination Date	S\$160.50
Appeal Fee for Assessment/Examination Result (per Module)	S\$53.50
Re-Assessment/Re-Examination Fee (per Module)	S\$160.50
Reprint of Certificate of Attendance (per Copy)	S\$10.70
Reprint of Transcript (per Copy)	S\$10.70
Reprint of Certificate (per Copy)	S\$53.50
Re-Module Fee (per Module)	Subject to Prevailing Course Fee per Module
Deferment/Transfer Application Fee (per Module)	S\$53.50
Annual Medical Insurance Premium	S\$37.45
Fee Protection Scheme	Fee Payable x 0.5% + 7% GST
Remedial Lessons (per Hour)	S\$160.50
Make-Up Class (per Hour)	S\$160.50
Graduation Fee (per Guest) (Graduands will be notified of the applicable fee prior to the Graduation ceremony)	S\$21.40 ~ S\$53.50
Facilities Booking (classrooms and equipment) ~ Change of Date / Time Request (for request notice less than 5 working days) (per Request)	S\$53.50
Facilities Booking (classrooms and equipment) ~ Additional Booking Request (i.e. Extension or additional facilities booking after first booking (per Request) <ul style="list-style-type: none">• Half-day Rate (4 hrs)• Full-day Rate (8 hrs)	S\$53.50 S\$107.00
Banker's Guarantee Premium **International Student only**	Depending on Nationality and Duration of Premium Purchased
Annual National Library Board (NLB) Membership Fee **International Student only**	S\$48.15
Student Pass Application (payable to ICA) **International Student only**	S\$30.00
Student Pass Insurance Fee (payable to ICA) **International Student only**	S\$60.00
Multiple-Entry Visa (applicable for Visa required countries only) **International Student only**	S\$53.50
Student Pass Replacement Fee Due to Damage / Change Particulars / Photographs (payable to ICA) **International Student only**	S\$60.00 per Replacement
Student Pass Replacement Fee Due to Lost (payable to ICA) **International Student only**	First Loss S\$100.00; Subsequent Losses S\$300.00

¹ Miscellaneous Fees refer to any optional fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises.

*All fees are inclusive of 7% GST and applies for WSQ and SMA Diploma only. Fees are subject to review and notification will be made of the actual amount prior to payment.

Non-Refundable Fees:

The following fees are non-refundable and non-transferable:

- a) Application Fee (except in the event that the course is cancelled by SMA)
- b) Fee Protection Scheme
- c) Medical Insurance Premium
- d) Fees charged for administrative services (e.g. late payment charges, re-print of transcripts)
- e) Consumed miscellaneous fees (refer to Schedule C of the Student Contract)

Refund requests that are received after 12.00 noon would be considered as submission on the next working day.