



ENROLMENT GUIDE

Dear Student,

This Enrolment Guide aims to make the Enrolment process as smooth as possible, by explaining what you need to do during the Enrolment Period and why. It also provides you with important information on our Orientation Programme and other requirements to help you get started as an RP student.

If you have any further queries which need to be answered before you come for Enrolment, please do write to us at help-registrar@rp.sg, and we will do our best to answer your queries and make your Enrolment process smooth.

All of the staff in RP will put the interests of our students first and foremost, so that our students receive the best education and the best opportunities. I trust that you will have a truly memorable and enriching three years at RP.

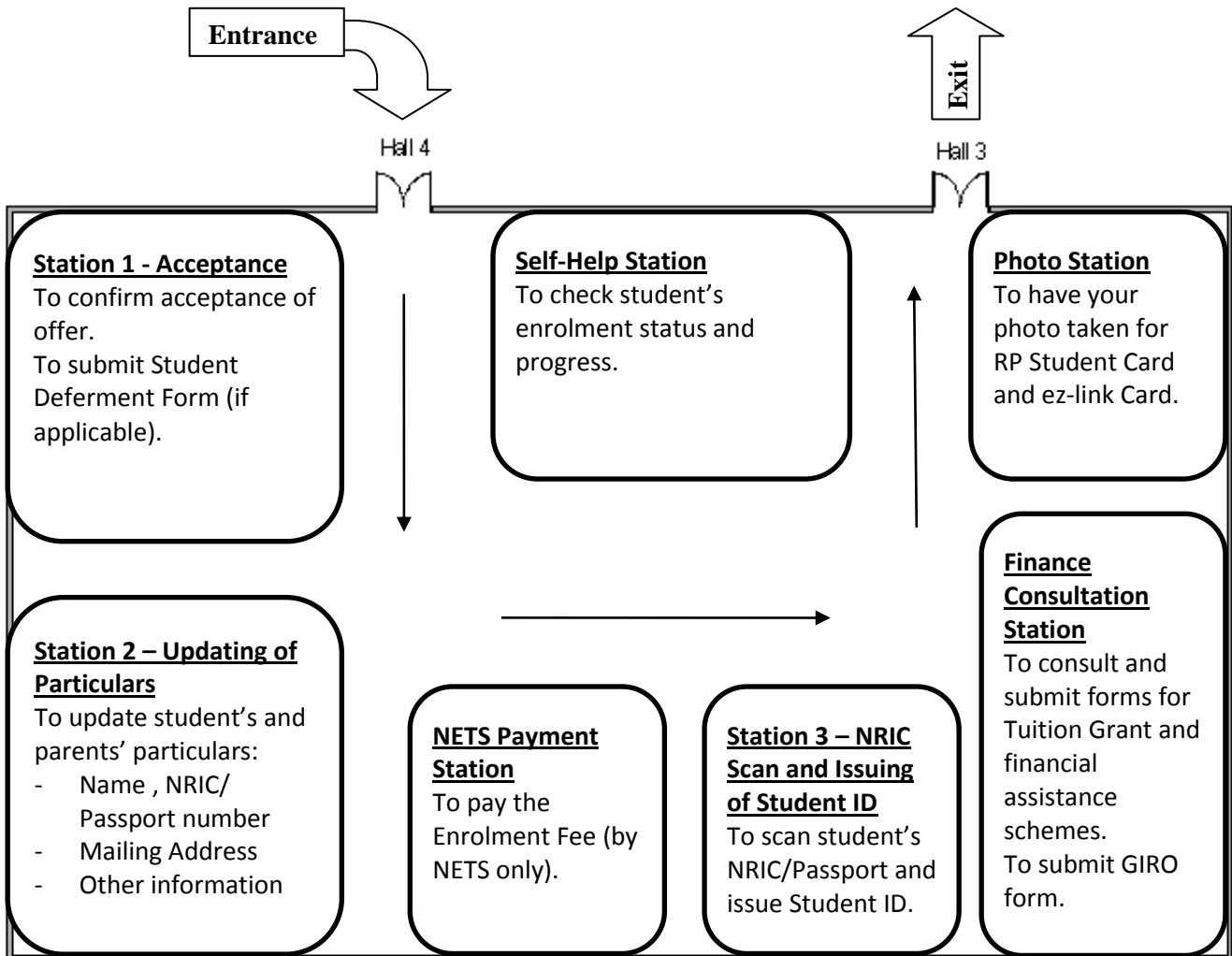
With best wishes,

The team at the Office of the Registrar
Republic Polytechnic

Enrolment Dates, Time and Venue

Dates:	10 to 13 March 2009
Time:	9:00 am to 5:00 pm daily
Venue:	Agora Hall 4 Republic Polytechnic 9 Woodlands Avenue 9 Singapore 738964

Layout of Enrolment Venue (Agora Hall 4, Republic Polytechnic)



Summary of Enrolment Procedures

Station 1 – Acceptance of Offer (*Compulsory to complete Enrolment*)

At Station 1, you will confirm the course you are being enrolled for and the date of admission (20 April 2009), and accept the offer to study in RP.

If you are unable to begin your studies in April 2009, you may apply for deferment using the Student Deferment Form. If you are under 21 years of age, your parent or guardian will need to sign this form as well.

RP will grant deferment to a later date for valid reasons, such as long periods of illness or National Service enlistment. However, you must apply for deferment before the end of the Enrolment Period (5:00 pm on 13 March 2009), otherwise your offer will lapse and your place may be given to another student.

Station 2 – Updating of Personal Particulars (*Compulsory to complete Enrolment*)

At Station 2, you will provide or update the personal particulars for yourself and your parents.

NETS Payment Station (*Your payment is compulsory to complete Enrolment*)

You will need to complete payment of the non-refundable Enrolment Fee before Enrolment is considered to be complete and your place in RP is assured. Payment can be made either by NETS at this NETS Payment Station during Enrolment or by cash/cheque direct to any Branch of OCBC Bank prior to coming for Enrolment.

The Enrolment Fee is \$131.25 for Singapore Citizens and Permanent Residents, and \$156.25 for International Students.

Station 3 – Scanning of NRIC/Passport and Issuing of Student ID (*Compulsory to complete Enrolment*)

At Station 3, your official identification document (Singapore NRIC or Passport for those without Singapore NRIC) will be scanned for our records, and your Student ID (which also serves as your system account Username) will be issued to you.

Note: The Student ID can only be issued after payment of the Enrolment Fee.

Finance Consultation Station

You are advised to apply for the Tuition Grant and any other relevant financial assistance schemes at the Finance Consultation Station. Your Interbank GIRO authorisation form for all Deductions and Refunds will also be collected at this Station.

Photo Station

Your digital photograph will be taken at the Photo Station.

Frequently Asked Questions on Enrolment

1. What is Enrolment?

Enrolment is the process by which you accept the offer of a place at RP for a specified three-year full-time course, provide necessary information and documents, pay your enrolment fee, and perform other administrative tasks to prepare for your first semester. This will confirm your place at RP for admission in April 2009.

We will also provide you with important information such as about acquiring a notebook computer, your Orientation programme and any Freshman Camp that may be organised by your School or Centre.

If you do not complete Enrolment by 5:00 pm on 13 March 2009, your offer will lapse and your place may be given to another student.

2. What are the different Stations that are available at Enrolment?

The Enrolment process includes a number of different procedures. The procedures are carried out at different Stations for speed and efficiency. Students may proceed to the Stations to complete the necessary procedures.

Compulsory Procedures

Students will be considered to have completed Enrolment if the four compulsory procedures (1) to (4) are all completed:

- (1) **Station 1 – Acceptance of Offer.**
- (2) **Station 2 – Updating of Personal Particulars.**
- (3) **Payment of Enrolment Fee.** This can either be completed at the **NETS Payment Station** (for payment by NETS only) or at any branch of OCBC Bank using a completed Deposit Slip prior to coming for Enrolment (for payment by cash/cheque).
- (4) **Station 3 – Scanning of Student NRIC (or Passport) and Issuance of Student ID (Username).** Note: The Student ID can only be issued after payment of the Enrolment Fee.

If you do not complete these compulsory procedures by the end of the Enrolment Period (5:00 pm on 13 March 2009), your offer will lapse and your place may be given to another student.

Other Important Procedures

The following other important procedures must also be carried out:

- (5) **Finance Consultation Station** – Students are advised to apply for the Tuition Grant and all applicable financial assistance schemes. Your Interbank GIRO authorisation form for all Deductions and Refunds will also be collected at this Station.
- (6) **Photo Station** – Students need to have their digital photograph taken for their RP Student Card and for the Tertiary Student ez-link Concession Card.

Finally, there is the **Self Help Station** where students may check on their Enrolment status and progress.

3. Must I attend personally for Enrolment?

Yes, you need to come personally for Enrolment at any time during the Enrolment Period, which is from 10 to 13 March 2009, 9:00 am to 5:00 pm daily.

4. What if I am unable to go to RP during the Enrolment Period?

If you are unable to come personally during the Enrolment Period, you may contact us to come at an earlier date. However, you have to make these arrangements before the end of the Enrolment Period (5:00 pm on 13 March 2009), otherwise your offer will lapse and your place may be given to another student.

You may also authorise one responsible person (such as a parent or a close relative) to come as your proxy for your Enrolment, bringing all the required documents.

5. If I need to authorise a proxy for my Enrolment, what documents are needed?

For a proxy enrolling on behalf of a student, the originals of the following documents are needed, in addition to other documents required:

- (1) Authorisation letter signed by the student, to authorise the proxy (with Name and NRIC Number) to enrol on behalf of the student.
- (2) The student's Singapore NRIC, or Passport for those without Singapore NRIC.
- (3) The proxy's NRIC or Passport.

6. Do my parents or guardian need to come with me for enrolment?

No, it is not necessary for anyone to accompany you, but we would certainly welcome your parents or guardian to come along if they wish.

Note for Deferment Cases (see next question): If you are applying for deferment and if you are under 21 years of age, then your Application for Deferment Form must be signed by one of your parents or by your legal guardian.

7. Can I defer my admission to RP?

If you are unable to begin your studies in April 2009, you may apply for deferment. RP will grant deferment to a later date for valid reasons, such as long periods of illness or National Service enlistment. However, you must apply for deferment before the end of the Enrolment Period (5:00 pm on 13 March 2009), otherwise your offer will lapse and your place may be given to another student.

To apply for deferment, submit your Student Deferment Form to Station 1 during the Enrolment Period. If you are under 21 years of age, then your Student Deferment Form must first be signed by one of your parents or by your legal guardian before submission.

8. What are the personal particulars that I must provide during Enrolment?

During Enrolment, the following personal particulars will be required from each student:

- Student's Personal Particulars
- Student's Address and Contact Details
- Parent/Guardian Details (including NRIC Number or Passport Number of Parent/Guardian)
- Next-of-Kin (Emergency Contact) Details

Station 2 for Updating of Personal Particulars will be situated at Agora Hall 4 where the Enrolment is held.

9. What documents must I bring for Enrolment?

The following documents need to be brought along during your Enrolment:

- (1) Original and photocopy of all relevant educational certificates for your entrance qualifications (O Levels, A Levels, foreign qualifications, language qualifications, etc). For those who sat for the Singapore-Cambridge GCE O Level Examination in 2008, the Results Slip is required.
- (2) Receipt of payment (OCBC Bank Deposit Slip), if payment by cash/cheque has been made.
- (3) Original and photocopy of Student's Singapore NRIC, or Passport for those without Singapore NRIC.
- (4) Original and photocopy of ORD Certificate (for NS reservists) and any other documents pertaining to your NS liability (where applicable).

10. Can I prepare some documents beforehand so that my Enrolment process will be smoother and faster?

Yes. The following documents can be completed and brought with you for Enrolment:

- (1) Application for Tuition Grant (for Singapore Citizens) or Letter of Intent to Apply for Tuition Grant Scheme (for Singapore Permanent Residents and International Students). This needs also to be signed by the student's parent or guardian. *A copy of the relevant form is enclosed with this Enrolment Guide.*
- (2) Application for CPF Education Scheme, Tuition Fee Loan and Study Loan. *If you are applying for any of these, please go to <http://www.myrp.sg/sf> to key in your details for each of these, print out the form(s) and submit them with the required supporting documents to the Finance Consultation Station during the Enrolment Period.*
- (3) Application for Interbank GIRO form. *Please go to <http://www.myrp.sg/OnlineGiro> to key in your details, print out the Interbank Giro form and submit the signed form to the Finance Consultation Station during the Enrolment Period.*
- (4) Mendaki Tertiary Tuition Fee Subsidy Application Form. *A copy of the form (if applicable to you) is enclosed with this Enrolment Guide.*

11. What fees must I pay during Enrolment?

Before your Enrolment is considered to have been completed, you must pay your Enrolment Fee which is \$131.25 for Singapore Citizens and Permanent Residents, and \$156.25 for International Students.

If you do not pay your Enrolment Fee before the end of the Enrolment period (5:00 pm on 13 March 2009), your Enrolment would not be completed, and as a result your offer may lapse and your place may be given to another student.

12. How can I pay my Enrolment Fee?

You may pay your Enrolment Fee either by NETS at Republic Polytechnic during Enrolment, or by cash/cheque at any branch of OCBC Bank using a bank deposit slip prior to coming for Enrolment.

For deposit at OCBC Bank, the deposit slip should indicate the Account Name "Republic Polytechnic", Account Number "501 719 843 001", and with the Student's Name and NRIC Number/FIN written clearly to ensure proper credit. See the example below.

OCBC Bank		DEPOSIT 存款	
Cheque No 支票号码	Bank 银行	Branch 分行	Cash 现金
			131 25
S9275100Z CHAN AH TING PEARL			
Use separate slips for cash and cheque deposits 用分别存款单来存放现款和支票			TOTAL \$
			131 25
240209 1425 1060332 0 501-719843-001		*131.25CR	CCS 200
Account Number 户口号码	5 0 1 7 1 9 8 4 3 0 0 1	S9275100Z	588
Account Name 户口姓名	REPUBLIC POLYTECHNIC		
Co.Reg.no.: 193200032W	Valid only with Bank's machine print or authorised signature 只有本行的电脑印出或授权签名方为有效		CHAN AH TING PEARL
Dishonoured cheques will be returned by mail to the last address kept in the Bank's records		駁回支票将依据本行现有地址记录以邮寄方式退还	

The OCBC Bank Deposit Slip should be retained as proof of payment and brought to RP during Enrolment.

13. What is the Tuition Fee for each Semester, and what subsidy is available from the Singapore Government?

The Tuition Fee does not need to be paid during the Enrolment Period; this will be billed to you separately after the Semester begins and collected by GIRO (except for the first Semester). Only the Enrolment Fee needs to be paid during the Enrolment Period.

However, students are advised to submit their applications for the Tuition Grant and any other applicable financial assistance schemes during the Enrolment Period. This can be done at the Financial Consultation Station in Agora Hall 4.

You can collect a copy of the preliminary invoice, showing the amount you can expect to pay, from the Finance Consultation Station during the Enrolment Period.

The Tuition Fee and Tuition Grant from the Singapore Government are shown in the table below.

Item	Singapore Citizens	Singapore Permanent Residents	International Students
Tuition Fee (per semester)	\$8239.00	\$8351.35	\$8800.75
Tuition Grant (from the Singapore Government)	\$7189.00	\$7196.35	\$7225.75
Subsidised Tuition Fee (after Tuition Grant)	\$1050.00	\$1155.00	\$1575.00

Students are offered places to study in RP on condition that they will apply for the Tuition Grant.

A student who is NOT a Singapore Citizen needs to apply for the Tuition Grant and sign a Tuition Grant Agreement by which the student will be contractually obliged to work in Singapore for a minimum period of 3 years upon graduation.

Further information on the Tuition Grant Scheme for non-Singapore Citizens is available from the MOE web page with the following URL:
<http://sam11.moe.gov.sg/tass/menu/tg.htm>

14. What is the Supplementary Fee for each Semester?

In addition to the Tuition Fee, you also have to pay a Supplementary Fee each Semester. The amount of the Supplementary Fee is currently \$131.25 for Singapore Citizens and Permanent Residents, and \$156.25 for International Students; this is subject to change in future.

For the first Semester, your Enrolment Fee will be applied towards your Supplementary Fee, so you need not pay the Supplementary Fee separately. For subsequent Semesters, the Supplementary Fee at the current rate will be charged to your account and is to be paid by Interbank GIRO deduction.

15. How do I set up my GIRO arrangement to pay for my Tuition Fee and Supplementary Fee and receive any refunds?

Payment of the Tuition Fee, Supplementary Fee and any other outstanding amounts must be made via Interbank GIRO. The Tuition Fee amount will be deducted via your bank account on a stipulated date to be advised. Any refunds due to you will also be returned to the same bank account.

Please go to <http://www.myrp.sg/OnlineGiro> to key in your details, print out the Interbank Giro form and submit this form to the Finance Consultation Station during the Enrolment Period.

16. What financial assistance schemes are available?

The available financial assistance schemes are summarised in the table below.

Financial Assistance Scheme	Eligibility	Conditions and Amount
CPF Education Scheme ⁽¹⁾	Students with own, spouse or parent CPF account with sufficient funds	Depends on available CPF funds
Mendaki Tertiary Tuition Fee Subsidy ⁽²⁾	Singapore Malay Muslim students, subject to qualifying income limits	Depends on eligibility
Post Secondary Education Account Scheme ⁽³⁾	Singapore Citizens with PSEA or sibling's PSEA with sufficient funds	Depends on available PSEA funds
Tuition Fee Loan ⁽⁴⁾	All students	Up to 75% of subsidised Tuition Fee
Study Loan ⁽⁵⁾	Singapore Citizens and Singapore Permanent Residents	Subject to financial assessment and approval
RP Mobile Computing Scheme ⁽⁶⁾	All students	Loan of computer notebook, subject to loan agreement with guarantor

The Finance Consultation Station will be situated at Agora Hall 4 where the Enrolment is held. Any enquiries and submissions may be made at this Finance Consultation Station during the Enrolment Period.

Notes on Financial Assistance Schemes:

(1) **CPF Education Scheme** – Depending on the Available Withdrawal Limit for Education, and other CPF rules, a student may use his own CPF savings, his spouse's and his parents' (including step-parents') CPF savings to pay for up to 100% of the subsidised Tuition Fee that is payable by the student.

Further information is available from the CPF web pages with the following URLs:
<http://mycpf.cpf.gov.sg/cpf/news/highlights/ednhigh.htm>
<http://ask-us.cpf.gov.sg/explorefaq.asp?category=22997>

To inform RP that you are applying for funds under the CPF Education Scheme, so that we will not charge you the full Tuition Fee, please complete the online application form at <http://www.myrp.sg/sf>, print out the form and submit it to the Finance Consultation Station during the Enrolment Period.

(2) **Mendaki Tertiary Tuition Fee Subsidy** – Students who are Malay Singapore citizens or children of Malay Singapore citizens, and whose monthly family income does not exceed \$3000 per month, shall be eligible to apply for up to 100% of the subsidised Tuition Fee under the Mendaki Tertiary Tuition Fee Subsidy.

Further information is available from the Mendaki web page with the following URL:
http://www.mendaki.org.sg/content.jsp?cont_id=790

(3) **Post Secondary Education Account Scheme** – Singaporean students who have a valid Post Secondary Education Account and have funds in the account can apply to use the scheme to defray the cost of tuition fees. Students can submit the standing order application form which allows the polytechnic to do a deduction whenever the fees are due, subject to the availability of funds in the account. Under certain conditions, a student's sibling's PSEA may also be used.

Further information is available from the MOE web page with the following URL:
<http://www.moe.gov.sg/initiatives/post-secondary-education-account/>

(4) **Tuition Fee Loan** – Under the tuition fee loan scheme, students of all nationalities can obtain a loan of up to 75% of the subsidised tuition fees payable by a Singaporean student.

To apply, complete the online application form at <http://www.myrp.sg/sf>, print out the form and submit it with the required supporting documents to the Finance Consultation Station during the Enrolment Period.

(5) **Study Loan** – Only Singapore Citizens and Singapore Permanent Residents can apply for the study loan which is subject to approval. The study loan must be applied for concurrently with the maximum amount from the CPF Education Scheme, Mendaki Tertiary Tuition Fees Subsidy and Tuition Fee Loan, where applicable. The Study Loan scheme will provide a loan to cover the part of the subsidised fees not covered all of the other loan schemes, and an optional living allowance of up to \$2000 per academic year.

To apply, complete the online application form at <http://www.myrp.sg/sf>, print out the form and submit it with the required supporting documents to the Finance Consultation Station during the Enrolment Period.

(6) **RP Mobile Computing Scheme** – All RP students are required to have a notebook for their studies. RP administers the Mobile Computing Loan (MCL) Scheme to assist needy students so that they will not be deprived of a notebook because of financial reasons. The mass application for RP Mobile Computing Loan for Academic Year 2009/10 is opened from

2nd March to 10th April 2009. RP MCL is free of charge but the student is required to sign a loan agreement together with a guarantor (Singapore Citizen or PR) aged between 21 and 60 years old. The guarantor must have an income of at least S\$1,000 per month and must not be an un-discharged bankrupt. Upon successful application, the student is required to pay a security deposit of S\$200 for the duration of the loan period.

For more information on how to apply, please refer to <http://www.rp.sg/mobilecomputing> or send an email to help-student@rp.sg with your query.

17. Are there any Scholarships and Bursaries available?

Yes. RP has a range of Scholarships and Bursaries available for students to apply for every year.

Scholarships are awarded strictly according to merit, including academic merit and other criteria as stipulated in the terms of each scholarship.

Bursaries are awarded to students who have demonstrated financial need, and are also awarded according to merit, including academic merit and other criteria.

All students will be notified by email to their RP email accounts when applications are open for Scholarships and Bursaries. From among the students who submit applications, shortlisted applicants will be interviewed and the Scholarships and Bursaries will be awarded to the most deserving students.

18. Why do I need to have my digital photograph taken? Where is this done?

All students will have their digital photograph taken at the Photo Station during the Enrolment Period. This photograph is used for production of the RP Student Card and the Tertiary Student ez-link Concession Card issued by TransitLink.

The Photo Station will be situated at Agora Hall 4 where the Enrolment is held.

19. When does the academic year start?

The Academic Year proper starts on 20 April 2009, but there is a compulsory Orientation Programme for all incoming students from 15 to 17 April 2009. In addition, many of the schools and centres will run a Freshman Camp which lasts for one or more days. The Freshman Camp is not compulsory but is strongly recommended. Details will be made available at booths outside Agora Hall 4 where the Enrolment is held.

20. Is there an Orientation programme?

Yes, there is a compulsory Orientation Programme for all incoming students from 15 to 17 April 2009. In addition, many of the schools and centres will run a Freshman Camp which lasts for one or more days. The Freshman Camp is not compulsory but is strongly recommended. Details will be made available at booths outside Agora Hall 4 where the Enrolment is held.

21. Do I need a notebook computer?

One distinctive feature about RP's learning environment is that notebooks are used by every student every day as part of their classes. A notebook is an absolute necessity!

22. I understand that RP has some recommended models of notebook computers. I already have a notebook computer, or I have seen a model that I would like to buy. Do I need to buy one of RP's recommended models?

As an educational institution with a large number of students, RP uses its buying power to negotiate the most favourable deals with a number of vendors. The result is that RP is able to offer its students certain models of computer notebooks at prices that are better than those available to the general public.

Students are advised to consider the models and prices available at RP's Computer Roadshow outside Agora Hall 4 (during the Enrolment Period) and make a decision as to which computer notebook to purchase.

In addition, RP's recommended models come pre-loaded with all required software that is available for RP students through our corporate licensing schemes. RP recommended models also can be fully supported by RP's IT Help Desk with the latest drivers.

23. I am an International Student (i.e., I am not a Singapore Citizen or Permanent Resident). What is a Student Pass and how can I obtain one?

All International Students are required to hold a valid Student Pass issued by the Immigration & Checkpoints Authority (ICA) during their course of study in Republic Polytechnic. The application for the Student Pass is administered by the Office of the Registrar.

Further information is available from the ICA web page with the following URL:
<http://www.ica.gov.sg/page.aspx?pageid=325&secid=182>

24. What clubs or sports or other interest groups are available in RP?

Student Life Activities (SLAs) are an integral part of the holistic, well-rounded education that RP seeks to provide for its students. RP offers an extensive range of student life activities that cater to varied interests and capabilities.

Further information is available from the RP web page with the following URL:
<http://myrp.sg/osg/sla/aboutslas.htm>

25. I have further questions which are not covered in this FAQ. How can I obtain answers?

Please do write to us by email at help-registrar@rp.sg, and we will do our best to answer your queries.