



INTERNATIONAL INSTITUTE

SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (inclusive of GST) (S\$)
Late Submission/Re-submission of Assignment	\$85.60
Request for Certified True Copy of Transcript / Certificate (per copy)	\$32.10
Request for reprint of one set of transcripts	\$107.00
Administrative fee: Request for certifying / verification letter (per copy)	\$32.10
Administrative fee for retrieval of past record	\$107.00 per request
Administrative fee for deferment/transfer request	\$214.00
Administrative fee for exemption request per module / unit	\$321.00
Late payment charge	1% of overdue payments per 30 days
Administrative fee for incomplete payment	\$32.10 per incomplete payment
Supplementary Exam Fee (for those who failed 1st attempt)	\$53.50
Re-sit examination fee (for those who have missed the exam due to personal reason)	\$107.00
Re-take examination fee (for students who was caught cheating)	\$428.00
Administrative fee: Appeal for review of Assignment / Examination Results	\$85.60 per request
Fee protection Scheme – Fees for re-take modules	0.6% of course fees
STP's Processing Fees (for extension of STP only)	\$32.10
Administrative fee for second and subsequent hard copy of e-Cert and Transcripts	\$32.10 per set per request

Fees for Graduation Ceremony (Degree)	\$80.00 - \$120.00
Fees for Graduation Ceremony (Non Degree)	\$50.00 - \$80.00
Medical Insurance Premium Payment	\$42.80 per calendar year
Overdue charges for library items	\$0.20 per item per day
Loss/Damage of library items	\$15 Admin Fees on top of retail price of the item
One unit of KLCII water tumbler	\$5.35
One unit of graduation certificate holder	\$10.70
Student Activities	Maximum \$35 per activity

³ 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.

A one-time administrative fee of \$107.00 (inclusive of 7% GST) will apply to each of the following requests:

Purpose of Fee	Amount (inclusive of GST) (S\$)
Re-take module/unit fee (due to failure or low attendance)	\$12.20 per hour
Re-take practicum fee (due to failure or low attendance)	\$321.00 per practicum
One teacher to one student replacement lesson(s)	\$128.40 per hour

Note: Above fee is inclusive of 7% GST

Information is updated as at 1st January 2019