

SCHEDULE C
MISCELLANEOUS FEES³

Purpose of Fee	Amount (with GST, if any) (S\$)
Late Submission/Re-submission of Assignment	\$85.60
Request for Certified True Copy of Transcript / Certificate (per e-copy)	\$32.10
Request for second and subsequent hard copy of WSQ e-Cert and e-Transcripts	\$32.10
Request for hard copy of KLCII e-transcripts	\$32.10
Administrative fee: Request for certifying / verification letter (per e-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
Student's Pass Processing Fee Payment (Payable to ICA)	\$30.00 (No GST is required)

Administrative fee for second and subsequent digital copy of KLCII e-transcript, WSQ e-Cert and e-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	\$64.20 per policy year
Overdue charges for library items	\$0.20 per item per day
Loss/Damage of library items	\$15.00 Admin Fees on top of retail price of the item
One unit of graduation certificate holder	\$10.70
Student Activities	Maximum \$35.00 per activity
Courier Service Fee	\$21.40 per request

3. Miscellaneous Fees refer to any non-compulsory 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 (with GST, if any) (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 15 March 2022