

**SCHEDULE C**  
**MISCELLANEOUS FEES<sup>3</sup>**

Purpose of Fee	Amount (with GST*, if any) (S\$)
Late Submission/Re-submission of Assignment	\$86.40
Request for Certified True Copy of Transcript / Certificate (per e-copy)	\$32.40
Request for second and subsequent hard copy of WSQ e-Cert and e-Transcripts	\$32.40
Request for hard copy of KLCII e-Transcript / KLCII e-Letter of Completion	\$32.40
Request for second and subsequent hard copy of KLCII e-Letter of Completion (intakes before April 2021)	\$32.40
Administrative fee: Request for certifying / verification letter (per e-copy)	\$32.40
Administrative fee for retrieval of past records that are 5 years or older after graduation	\$108.00 per request
Administrative fee for deferment / transfer request	\$216.00
Administrative fee for exemption request per module / unit	\$324.00
Late payment charge	1% of overdue payments per 30 days
Administrative fee for incomplete payment	\$32.40 per incomplete payment
Supplementary Assessment Fee (for those who failed 1st attempt)	\$54.00
Re-sit examination fee (for those who have missed the exam due to personal reason)	\$108.00
Re-take examination fee (for students who was caught cheating)	\$432.00
Administrative fee: Appeal for review of Assignment / Examination Results	\$86.40 per request
Fee protection Scheme – Fees for re-take modules	0.6% of course fees
Student's Pass Processing Fees (Payable to ICA)	\$30.00 (No GST is required)

Administrative fee for second and subsequent digital copy of KLCII e-Transcript, KLCII e-Letter of Completion, WSQ e-Cert and e-Transcripts	\$32.40 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	\$71.28 per policy 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 graduation certificate holder	\$10.80
Student Activities	Maximum \$35 per activity
Courier Service Fee	\$21.60 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 \$108.00 (inclusive of 8% 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)	\$12.31 per hour
Re-take practicum fee (due to failure or low attendance)	\$324.00 per practicum
One teacher to one student replacement lesson(s)	\$129.60 per hour

*\*Fees are based on prevailing GST rate of 8%*

Information is updated as at 01 February 2023