

**SCHEDULE C
MISCELLANEOUS FEES³**

Purpose of Fee	Amount (with GST*, if any) (S\$)
Late Submission/Re-submission of Assignment	\$87.20
Request for Certified True Copy of Transcript / Certificate (per e-copy)	\$32.70
Request for second and subsequent hard copy of WSQ e-Cert and e-Transcripts	\$32.70
Request for hard copy of KLCII e-Transcript / KLCII e-Letter of Completion	\$32.70
Request for second and subsequent hard copy of KLCII e-Letter of Completion (intakes before April 2021)	\$32.70
Administrative fee: Request for certifying / verification letter (per e-copy)	\$32.70
Administrative fee for retrieval of past records that are 5 years or older after graduation	\$109.00 per request
Administrative fee for deferment / transfer request	\$218.00
Administrative fee for exemption request per module / unit	\$327.00
Late payment charge	1% of overdue payments per 30 days
Administrative fee for incomplete payment	\$32.70 per incomplete payment
Supplementary Assessment Fee (for those who failed 1st attempt)	\$54.50
Re-sit examination fee (for those who have missed the exam due to personal reason)	\$109.00
Re-take examination fee (for students who was caught cheating)	\$436.00
Administrative fee: Appeal for review of Assignment / Examination Results	\$87.20 per request
Fee protection Scheme – Fees for re-take modules	0.6% of course fees
Student's Pass Processing Fees (Payable to ICA)	\$45.00 (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	\$32.70 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	\$71.94 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	\$10.90
Student Activities	Maximum \$35 per activity
Courier Service Fee	\$21.80 per request
Replacement of Student Card (for Master Program in Psychology and Counseling)	\$54.50 per replacement

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 \$109.00 (inclusive of 9% GST*) will apply to each of the following requests:

Purpose of Fee	Amount (with GST*, if any) (S\$)
All Courses (except otherwise listed in this table):	
Re-take module/unit fee (due to failure or low attendance)	\$12.43 per hour
Re-take practicum fee (due to failure or low attendance)	\$327.00 per practicum
One teacher to one student replacement lesson(s)	\$130.80 per hour
Master Program in Psychology and Counseling:	
Re-take 2 credits module fee (due to failure or low attendance)	\$1,526.00 per module per request
Re-take 3 credits module fee (due to failure or low attendance)	\$2,289.00 per module per request
Re-take 4 credits module fee (due to failure or low attendance)	\$3,052.00 per module per request
One teacher to one student replacement lesson(s)	\$130.80 per hour

**Fees are based on prevailing GST rate of 9%*

For miscellaneous fees of College of Education, National Tsing Hua University (for Master Program in Psychology and Counseling), please refer to <https://spcm.site.nthu.edu.tw/>

Information is updated as at 01 April 2024