KLC 智源 INTERNATIONAL INSTITUTE 教育学院

SCHEDULE C

MISCELLANEOUS FEES

Type and Purpose of Fees	Amount (with GST, if any) (S$)
Late Submission/Re-submission of Assignment	$87.20
Request for Certified True Copy of Letter of Completion / Transcript / Certificate (e-copy)	$32.70 per document
Request for Second and Subsequent copy of Letter of Completion / Transcript / Certificate (e-copy)	$32.70 per document
Request for Hard Copy of Letter of Completion / Transcript / Certificate	$32.70 per document
Request for Second and Subsequent Hard Copy of Letter of Completion / Transcript / Certificate (intakes before April 2021)	$32.70 per document
Administrative Fee: Request for Certification / Verification	$32.70 per request
Administrative Fee for Retrieval of Past Records 5 Years or More 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 students who failed the first attempt)	$54.50
Make-up Assessment Fee (for students who require assessment rescheduling due to personal reasons)	$109.00
Re-take Assessment Fee (for students who are required to re-take an assessment due to cheating or plagiarism)	$436.00
Administrative Fee: Appeal for Review of Assignment / Assessment 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)
Graduation Ceremony Fee	Subject to the PEI's prevailing charges

Medical Insurance Premium Payment	$75.21 per policy year
Graduation Certificate Holder	$15.00 per unit
Student Activities	Maximum $35 per activity
Courier Service Fee	$21.80 per request
Replacement of Student Card (for Master Programme in Psychology and Counselling)	$54.50 per replacement

A one-time administrative fee of $109.00 (inclusive of 9% GST) will apply to each of the following requests:

Type and Purpose of Fees	Amount (with GST, if any) (S$)
All Courses (unless otherwise listed in this table): Re-take Module/Unit Fee (due to failure or low attendance)	$14.73 per hour
Re-take Practicum Fee (due to failure or low attendance)	$327.00 per practicum
One-to-One Replacement Lesson(s)	$130.80 per hour
Master Programme in Psychology and Counselling: Re-take 2-Credit Module Fee (due to failure or low attendance)	$1,526.00 per module per request
Re-take 3-Credit Module Fee (due to failure or low attendance)	$2,289.00 per module per request
Re-take 4-Credit Module Fee (due to failure or low attendance)	$3,052.00 per module per request

Fees are based on prevailing GST rate of 9%
For miscellaneous fees of College of Education, National Tsing Hua University (for Master Programme in Psychology and Counselling), please refer to https://spcm.site.nthu.edu.tw/

Information is updated as of 27 October 2026