

MISCELLANEOUS FEES

Purpose of Fee	Amount (incl GST where applicable) (\$\$) and When Payable
Administration Fee	\$53.50 – Payable for each course fee instalment
Late payment fee	\$25.00 per day until payment is made
Replacement of student ID	\$25.00 – Payable upon order of replacement ID
Replacement of door access card	\$50.00 – Payable upon receipt of door access card
Student pass renewal fees	\$53.50 – Administration fee \$30.00 – ICA processing fee \$60.00 – ICA issuance fee (payable upon approval)
Course transfer fee	\$642.00 – Payable upon approval of request
Course deferment fee	\$428.00 – Payable upon approval of request
Course conversion fee	\$428.00 – Payable upon approval of request
Admin charge	\$53.50 – Payable upon approval of transfer, deferment or conversion
Course re-module fee	\$38.52/hr – Payable one week before re-module commencement
Re-schedule an assessment	\$428.00 – Payable upon approval of request

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

STUDENT'S GUIDE TO PAYMENT OF COURSE FEES

<u>Electronic Funds Transfer</u>	
Internet Banking	Instructions Transfer to DBS Current Account Name: ORITA SINCLAIR SCHOOL OF DESIGN AND MUSIC PTE LTD Current Account Number: 003-920510-4 PayNow UEN: 200209295K Key in Reference No. Provided Note: Please Submit receipt acknowledgement to Orita Sinclair.
<u>Cash/Cheque</u>	
Cash Cheque	For Cash payment, please make payment at Orita Sinclair Office. For Cheque payment, please issue the cheque payable to ORITA SINCLAIR SCHOOL OF DESIGN AND MUSIC PTE LTD Write Reference No. provided behind the cheque Please Submit the cheque to Orita Sinclair Office.
<u>Telegraphic Transfer</u>	
Please include Remittance Details: – Course ID – Course Name – Reference No. – Student Name	<u>Beneficiary Bank Details</u> Beneficiary's Bank: DBS Bank Ltd SWIFT BIC Code : DBSSSGSG Beneficiary Name: ORITA SINCLAIR SCHOOL OF DESIGN AND MUSIC PTE LTD Beneficiary Account No: 003-920510-4 Beneficiary Bank Address: 12 Marina Boulevard DBS Asia Central Marina Bay Financial Centre Tower 3 Singapore 018982

Note to Student: Please pay the exact amount as on the Payment Voucher.