

Administration Charges for Programme Related Requests.

The following administration charges have been set for programme related requests. Student who would like to opt for the service should fill up the request form and submit to office.

Printing Charges

Description	Admin Charge	Applicable to
Reprinting of transcript & certificate (LCC)	\$15 each (inclusive of GST)	All programmes and intakes (only 1 re-printing is allowed)
Reprinting of transcript & certificate (UoW)	£20 each (Bank draft to be prepared by student) & S\$55 (inclusive of GST)	UoW related programmes and intakes (only 1 re-printing is allowed)
Photocopy	\$0.10 per page (inclusive of GST)	All programmes and intakes
Printing from PC	\$0.10 per page for black & white / \$1 per page for color (inclusive of GST)	All programmes and intakes
Fax	\$1 per page (inclusive of GST)	All programmes and intakes

* Re-printing of certificate requires submission of police report

Charges for Additional Classes/Examinations and Attachments

Description	Admin Charge	Applicable to
Sit in/make up class	For make up lessons, students will be charged an administrative fee of \$25.00 per lesson) (inclusive of GST)	All programmes and intakes
Unit Exam Re-sit/Unit Assignment Resubmission (Failed 1 st sitting/submission)	Free of charge	All programmes and intakes (only 1 re-sit/reassignment per unit is allowed)
Practicum Re-attachment	\$160.50 (inclusive of GST)	CPT, DPT, DPL, MCPT, MDPT, MCIT, CIT, CFE (only 1 re-attachment is allowed)
Practicum Remodule (Non-attendance previously)	\$ 342.40 (inclusive of GST)	CECT, DCET, DCEL, MCECT, MDCET (only 1 re-module is allowed)
Practicum Reassessment (Failed the 1 st assessment)	\$160.50 (inclusive of GST)	CECT, DCET, DCEL, MCECT, MDCET (only 1 re-assessment is allowed)
Re-unit (for non-UoW registered units and subjected to the maximum programme completion period)	According to total hrs of the unit (exclude practicum hrs)	All programmes and intakes
Re-unit (for UoW registered units and subjected to maximum programme completion period)	According to total hrs of the unit (exclude practicum hrs) + 30% of total registration fee to UoW	UoW registered programmes and intakes

e.g. DCET – total hrs for module 1 is 20 hrs, total lesson hrs is 900. (excludes practicum hours of 300) & course fee is S\$12500, hence $20 \text{ hrs} / 900 \text{ hrs} \times \$12500 = \$278$.

Library Charges

Description	Admin Charge	Applicable to
Replacement of Library/Student Card	\$10 (inclusive of GST)	All programmes & intakes
Lost of Library Book	Price of book purchase (in S\$)	All books
Late return of Book	\$0.50 per day (inclusive of GST)	All books

Charges for Issuance of Letter of Certification

Description	Admin Charge	Applicable to
All certifications e.g. confirmation of programme, certification of exam schedule and completion of programme	Free of charge	All programme & intakes

Special approval need to be sought from School for exceptional cases.

All administration charges are subjected to GST. In any case, registration fee and student pass processing fee is non-refundable.

Students are required to complete the course within timeframe applied if they were to defer the course, re-unit, re-sit exam, re-practicum and/or sit-in to another class.

Students are given additional same number of month of the course duration or 12 months whichever lesser to complete the whole course. E.g if the course duration for the course is 4 months, students will be given additional 4 more months to complete the course. If the course duration is 30 months, students will only be given additional 12 months to complete the course. Students will need to re-enrol to the course again if students are unable to complete within the timeframe set.

For students on student passes, approval needs to be sought from Immigration and Checkpoints Authority for extension or other arrangements.

The above information can be retrieved from the website, student contract and student handbook

The above charges are subjected to changes.