

Appendix I – Additional Information on Payment Modes

Payment Modes	Points to note
Flywire (New)	<ul style="list-style-type: none"> • Minimum payment of SGD15.00 is required • Go to lasalle.flywire.com
Telegraphic Transfer (Wire Transfer)	<ul style="list-style-type: none"> • For International/Overseas Students only • <u>All Bank charges must be borne by students</u> • Must reach LASALLE’s bank account by the payment due date as stated on fee advice. To factor in processing time by banks • Indicate Student’s name and ID number as payment reference (very important) • Email to finance@lasalle.edu.sg with a copy of TT remittance advice, student's name and ID number once payment is made.
DBS/POSB Internet Banking & ATM transfer	<ul style="list-style-type: none"> • For DBS/POSB bank account holder only • Must enter Bill Reference Number stated on the fee advice for identification
Non-DBS/POSB Internet Banking / ATM Transfer	<ul style="list-style-type: none"> • For non-DBS/POSB bank account holder • Must enter Bill Reference Number stated on the fee advice for identification • Must scan a copy of remittance advice and email payment information such as student name and student ID or Bill Reference Number to LASALLE Finance for identification after making fund transfer
GIRO	<ul style="list-style-type: none"> • For students and their family members owning Singapore registered bank accounts only • Submit GIRO Application Form to LASALLE Finance • GIRO Application Forms received after 30 Nov 2017 will be sent to the bank for school fee payment for Jul 2018 semester • Fill up the form with correct information required such as bank account number, bank account holder name, student name, student ID etc • GIRO deduction date for Jan 2018 semester school fee payment is <u>19 Jan 2018</u>
CPF	<ul style="list-style-type: none"> • CPF can be used for course fees only. FPS, MIS and material fees need to be paid by cash/cheque/credit card/Nets/GIRO/Online and ATM transfer. • Can only be used for Diploma and MOE-funded Bachelor Courses • 1st-time CPF applicants need to apply online through CPF website. Students who have progressed from Diploma to BA (Hons) need to apply online through CPF website. <u>Online application opening period for Jan 2018 Semester is from 06 Nov 2017 to 05 Jan 2018</u> - Please submit “LASALLE Internal Control Form for CPF/PSEA Claim” Form to Finance by <u>05 Jan 2018 (submissions made after 05 Jan 2018 will not be accepted)</u> • Existing CPF users <u>do not need to apply for CPF online application again.</u> You only need to submit the LASALLE Internal Control Form for CPF/PSEA Claim Form (Appendix IV) to Finance if you wish to use CPF for this semester. Please complete “LASALLE Internal Control Form for CPF/PSEA Claim” Form and submit it to Finance <u>latest by 05 Jan 2018 (submissions made after 05 Jan 2018 will not be accepted)</u> if you have not done so • Adding or changing of member’s account needs to be done via online application <u>latest by 05 Jan 2018.</u> Please appeal to CPF Headquarter personally for any late applications approval.

PSEA	<ul style="list-style-type: none"> • Only Singaporean can apply for PSEA. • PSEA can be used for course fee only. FPS, MIS and material fees need to be paid by cash/cheque/credit card/Nets/GIRO/Online and ATM transfer/Telegraphic Transfer. • Call 6260 0777 to ensure sufficient funds are available. • Can only be used for Diploma, Bachelor & Masters course fee payment • Students who wish to use PSEA for this semester may submit <u>Ad Hoc Application For Use of PSEA Form</u> (downloaded from www.moe.gov.sg) and “LASALLE Internal Control Form for CPF/PSEA Claim” Form (Appendix IV) to Finance latest by 05 Jan 2018 (submissions made after 05 Jan 2018 will not be accepted) if you have not done so • If you are claiming from your siblings’ PSEA accounts, please present your sibling’s and your birth certificates (original or photocopy) at Finance counter for verification.
Cheques/Bank Draft/Cashiers Order	<ul style="list-style-type: none"> • Ensure numerical amount matches the sum described in words on the cheque/bank draft or cashier’s order • Payable to LASALLE • Indicate Student’s full name, Student ID number, full programme name and contact number behind the cheque, bank draft or cashier’s order • Countersign next to any amendments made on the cheque. The signature must be exactly the same as the payer's signature reflected on the cheque • Post-dated cheque and cash cheque are not accepted • Only cheques/bank drafts/cashier’s orders in Singapore Dollar are accepted
Visa/Master/CUP Credit Card/Credit Card Instalment/Online Credit Card (Student Self Service)	<ul style="list-style-type: none"> • Minimum payment of SGD10.00 is required • Ensure sufficient credit limit • Students are not allowed to use 3rd party’s credit card. Credit card must be in student’s own name • Only POSB/DBS Credit Card activated with instalment function can be accepted. There are 6-month or 12-month instalment plans available for selection • You can choose to pay via online credit card payment by entering the website address: https://onlineapp.lasalle.edu.sg/StudentSelfService/Default.aspx, Please refer to Learning Portal: Finance for the link for details
NETS	<ul style="list-style-type: none"> • Maximum limit of SGD2,000.00 per card per day (Standard Singapore Bank Limit) • Minimum payment of SGD5.00 is required
Cash	<ul style="list-style-type: none"> • <u>Prepare exact amount</u> for payment as there may not be sufficient money for change

Failure to comply with the above may lead to slow processing of the payments which may result in a \$100 late fine fee being levied.

APPENDIX II – References

Fee Protection Scheme (FPS)

FPS is a mandatory scheme required by The Committee for Private Education (CPE) in order to protect students' fees if the Private Education Institution (PEI) is unable to continue its operations for any reasons. FPS premium is required for all Students under Bachelor, Masters and English Courses. Diploma course is exempted from FPS.

The FPS premium, as reflected in your Fee Advice for AY2017/18 Semester 2 is 0.485% of course fee paid excluding MIS. This premium is subject to the prevailing premium upon renewal with the insurers. Please refer to the Learning Portal for further details on FPS.

(Note: - Soft-copy of Certificate of Insurance (COI) will be sent to your school email address latest after 7 working days from the date of payment made as per CPE requirement)

Medical Insurance Scheme (MIS)

As an EduTrust certified PEI, all full time students of LASALLE are required to be covered under the Medical Insurance Scheme Insurer endorsed by CPE, regardless whether students have his or her own personal medical insurance coverage.

The MIS premium, as reflected in your Fee Advice for AY2017/18 Semester 2 is \$18.20. This premium is subject to the prevailing premium upon renewal with the insurers. Please refer to the Learning Portal for further details on MIS.

Useful References, Links and Contacts

Who	DID/Hotlines	Email	Website
Lasalle Finance	6496 5270	finance@lasalle.edu.sg	www.lasalle.edu.sg
CPF Board	1800-2271188	education@cpf.gov.sg	http://www.cpf.gov.sg
PSEA	6260 0777		www.moe.gov.sg
PSEA Forms			http://www.moe.gov.sg/initiatives/post-secondary-education-account/files/psea-so-form.doc
CPF statement			http://www.cpf.gov.sg
CPE			http://www.cpe.gov.sg
Learning Portal			http://learn.lasalle.edu.sg