


## Appendix I – Additional Information on Payment Modes

Payment Modes	Points to note
Flywire	<ul style="list-style-type: none"> <li>Minimum payment of SGD15.00 is required</li> <li>Go to <a href="http://lasalle.flywire.com">lasalle.flywire.com</a></li> </ul>
Telegraphic Transfer (Wire Transfer)	<ul style="list-style-type: none"> <li>For International/Overseas Students only</li> <li><b><u>All Bank charges must be borne by students</u></b></li> <li>Must reach LASALLE's bank account by the payment due date as stated on fee advice. To factor in processing time by banks</li> <li><b>Indicate Student's name and ID number as payment reference (very important)</b></li> <li>Email to <a href="mailto:finance@lasalle.edu.sg">finance@lasalle.edu.sg</a> with a copy of TT remittance advice, student's name and ID number once payment is made.</li> </ul>
PayNow Corporate and DBS PayLah! (NEW)	<ul style="list-style-type: none"> <li>For PayNow or DBS PayLah! users</li> <li>Pay your fees by scanning LASALLE's QR code or keying in LASALLE UEN (199202950W)</li> </ul> <div style="text-align: center;"> <p><b>LASALLE</b></p>  <p><b>SCAN TO PAY</b></p> </div> <ul style="list-style-type: none"> <li>Must enter Bill Reference Number as stated on the fee advice in the 'Reference Number' field for identification</li> </ul>
SingPost SAM Kiosk / Web / Mobile / Post Office	<ul style="list-style-type: none"> <li>Payment at the Kiosk – scan the barcode or enter the reference number that starts with "LSP"</li> <li>Payment on <a href="#">Web</a> / Mobile – enter the reference number that starts with "LSP"</li> <li>Payment by cash is accepted at post offices islandwide</li> </ul>
DBS/POSB Internet Banking & ATM transfer	<ul style="list-style-type: none"> <li>For DBS/POSB bank account holder only</li> <li>Must enter Bill Reference Number stated on the fee advice for identification</li> </ul>
Non-DBS/POSB Internet Banking / ATM Transfer	<ul style="list-style-type: none"> <li>For non-DBS/POSB bank account holder</li> <li>Must enter Bill Reference Number stated on the fee advice for identification</li> <li>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</li> </ul>

GIRO	<ul style="list-style-type: none"> <li>For students and their family members owning Singapore registered bank accounts only</li> <li>Submit GIRO Application Form to LASALLE Finance</li> <li>GIRO Application Forms received after <b>30 Nov 2020</b> will be sent to the bank for school fee payment for Aug 2021 semester</li> <li>Fill up the form with correct information required such as bank account number, bank account holder name, student name, student ID, etc.</li> <li>GIRO deduction date for Jan 2021 semester school fee payment is <b><u>29 Jan 2021.</u></b></li> </ul>
CPF	<ul style="list-style-type: none"> <li>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.</li> <li>Can only be used for Diploma and MOE-funded Bachelor Degree Courses.</li> <li>1<sup>st</sup>-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. <b>Online application opening period for Jan 2021 Semester is from 16 Nov 2020 to 22 Jan 2021.</b> - Please submit CPF online form to Finance by <b>22 Jan 2021.</b> <b><u>(submissions made after 22 Jan 2021 will not be accepted)</u></b></li> <li><b>Existing CPF users <u>do not need</u> to apply for CPF online application again.</b></li> <li>LASALLE Diploma graduates who are progressing to BA course program and wish to use CPF to pay for BA programme fees will need to make a CPF online application</li> <li>Existing CPF users who have submitted the online CPF form in previous semester (same course) need not submit the form again.</li> <li>New CPF users have to submit the online CPF form <b><u>latest by 22 Jan 2021.</u></b></li> <li>Adding or changing of member's account needs to be done via online application <b><u>latest by 22 Jan 2021.</u></b> Please appeal to CPF Board personally for any late applications approval.</li> </ul>
PSEA	<ul style="list-style-type: none"> <li>Only Singaporeans can apply for PSEA.</li> <li>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.</li> <li>Call 6260 0777 to ensure sufficient funds are available.</li> <li>Can be used for Diploma, Bachelor &amp; Masters course fee payment.</li> <li>Students who wish to use PSEA for this semester may submit <b><u>Ad Hoc Application For Use of PSEA Form</u></b> (downloaded from www.moe.gov.sg) to Finance <b><u>latest by 22 Jan 2021 (submissions made after 22 Jan 2021 will not be accepted)</u></b> if you have not done so.</li> <li>If you are claiming from your siblings' PSEA accounts, please present your sibling's and your birth certificates (original, photocopy or photo) at Finance counter for verification.</li> </ul>
Cheques/Bank Draft/Cashiers Order	<ul style="list-style-type: none"> <li>Ensure numerical amount matches the sum described in words on the cheque/bank draft or cashier's order.</li> <li>Payable to <b>LASALLE</b></li> <li>Indicate Student's full name, Student ID number, full programme name and contact number behind the cheque, bank draft or cashier's order.</li> <li>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.</li> <li>Post-dated cheque and cash cheque are not accepted.</li> <li>Only cheques/bank drafts/cashier's orders in Singapore Dollars are accepted.</li> </ul>
Visa/Master/CUP Credit Card/Credit Card Instalment/Online Credit Card (Student Self Service)	<ul style="list-style-type: none"> <li>Minimum payment of SGD10.00 is required.</li> <li>Ensure sufficient credit limit.</li> <li>Payers are not allowed to use 3<sup>rd</sup> party's credit card. Credit card must be in payer's own name.</li> <li>Only POSB/DBS Credit Card activated with instalment function can be accepted. There are 6-month or 12-month 0% interest instalment plans available for selection.</li> <li>Payment by credit card can be made online on the <a href="#">Student Self-Service Portal</a>.</li> </ul>

NETS	<ul style="list-style-type: none"> <li>Maximum limit of SGD2,000.00 per card per day (Standard Singapore Bank Limit)</li> <li>Minimum payment of SGD5.00 is required</li> </ul>
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Failure to comply with the above may lead to slow processing of the payments which may result in a **\$100** late payment penalty 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 **AY2020/21 Semester 2** is 0.45% 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.

### **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 **AY2020/21 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	<a href="mailto:finance@lasalle.edu.sg">finance@lasalle.edu.sg</a>	<a href="http://www.lasalle.edu.sg">www.lasalle.edu.sg</a>
CPF Board	1800 - 227 1188	<a href="mailto:education@cpf.gov.sg">education@cpf.gov.sg</a>	<a href="http://www.cpf.gov.sg">http://www.cpf.gov.sg</a>
PSEA	6260 0777		<a href="http://www.moe.gov.sg">www.moe.gov.sg</a>
PSEA Forms			<a href="https://www.moe.gov.sg/docs/default-source/document/education/post-secondary/files/psea-ad-hoc-withdrawal-form.doc">https://www.moe.gov.sg/docs/default-source/document/education/post-secondary/files/psea-ad-hoc-withdrawal-form.doc</a>
CPF statement			<a href="http://www.cpf.gov.sg">http://www.cpf.gov.sg</a>
CPE			<a href="http://www.ssg-wsg.gov.sg">www.ssg-wsg.gov.sg</a>
Learning Portal			<a href="http://learn.lasalle.edu.sg">http://learn.lasalle.edu.sg</a>