

MISCELLANEOUS FEES¹

Purpose of Fee	Amount (S\$) and When Payable
Late payment fee	\$25 per day until payment is made
Replacement of student ID	\$25 - Payable upon receipt of ID
Replacement of door access card	\$50 - Payable upon receipt of door access card
*Student pass renewal administration charge	\$50 - Payable upon application
Course transfer fee	\$600 - Payable upon approval of request
Course deferment fee	\$400 - Payable upon approval of request
Course conversion fee	\$400 - Payable upon approval of request
Admin charge	\$50 - Payable upon approval of transfer, deferment or conversion
Course re-module fee	\$36/hr - Payable one week before re-module commencement
Re-schedule an assessment	\$400 - Payable upon approval of request

1. 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.

* Applicable only for students whose student pass needs to be renewed.

Student's guide to payment of course fees

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

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