

**NATIONAL UNIVERSITY OF SINGAPORE**  
Office of Financial Services,  
Level 3, Tan Chin Tuan Wing, University Hall

**PAYMENT OF FEES FOR SPECIAL TERM PARTS 1 and 2,  
ACADEMIC YEAR 2008/2009**

**New Billing Approach**

1. With effect from Semester 1 of AY2008/2009, all students in NUS, with the exception of the categories of students in the stated scenarios indicated in paragraph 2, will not be sent any hardcopy Student Bill for their duration of study in NUS. Students will be informed through email notice sent to their NUS email account to view their Student Bill online at least 2 weeks prior to scheduled deadline for fee payment.
2. The following categories of students will receive hardcopy of their Student Bill.
  - i) Non-Graduating Exchange freshmen students will be issued with a hardcopy initial payment advice by the Registrar's Office to pay their fees payable prior to student registration exercise; and
  - ii) Non-Graduating, Non-Exchange students (other than students from NUS High School and Junior Colleges) will be issued with a hardcopy preliminary Student Bill at the point of student registration.

**Online Access to Student Bill**

3. All students can access their student bill online 3 working days after the "add/drop module" period of the applicable special term (yet to reflect any Financial Aid). Loan under the CPF Education Scheme (Apply online at <http://mycpf.cpf.gov.sg/Members/Gen-Info/FAQ/Education/EDNHigh.htm> from 02 March 09 to 17 April 09) along with other Financial Aid such as NUS Study Loan and Tuition Fee Loan (for Financial Aid awardees only) will be credited into students' accounts on or about 4 June 2009 and 15 July 2009 for Special Term Parts 1 and 2 respectively.
4. As the fees for the current special term are charged prior to the release of the prior semester's exam results, subject to the modules being dropped within the "Add/drop module without penalty" period, please ignore the Student Bill for the current special term's fees if you have fulfilled your degree's graduating requirements in the previous semester.

**Due Date**

5. Tuition, mandatory miscellaneous fees (only applicable to RNSmen registered in special term) & residence fees are payable in advance for each special term. Residence fee will be billed by the individual hostels or residences.
6. The payment due dates for fees for Special Term Parts 1 and 2, Academic Year 2008/2009, are as follows:
  - For Special Term Part 1 - by **11 June 2009** - for all students, including students who are enrolled on the GIRO scheme; and

- For Special Term Part 2 - by **23 July 2009** - for all students, including students who are enrolled on the GIRO scheme.
- 7. Any student who drops a module(s) after the first week of the special term is liable to pay fees for the dropped module(s). Request for partial payments will not be considered.
- 8. *If someone else is paying your Student Bill, please inform him/her to make payment before the payment due date to avoid any late payment charge. In order to maintain student's privacy, OFS will only communicate with students directly on fee payment matters.*

### **Late Payment Charge**

- 9. If fees are not paid by the due date, the following late fees will be imposed:
  - \$25.00 – for non-payment or payment less than 25% of the prevailing outstanding fees
  - \$10.00 – for part-payment no less than 25% of the prevailing outstanding fees

### **Mode of Payment**

- 10. Students may pay their Student Bill via GIRO, NETS, cheque, cash, internet banking or credit cards (online only). Please refer to Appendix 1 for details.
- 11. Non-GIRO paying students are required to pay via other cashless modes of payment. If they are paying with NETS at the Student Service Centre (SSC), they should print a copy of the online Student Bill and bring it along for payment at SSC's Cashier counter.
- 12. Students may check the latest status of their student accounts, make e-payment or print their student bills by accessing the following URL:  
<https://aces01.nus.edu.sg/StudentPayment/Login.jsp>

### **Update of Address**

- 13. Please ensure that you have updated your mailing address with the University.
  - i) Undergraduates:  
<https://aces01.nus.edu.sg/ugStdeServices/StdeServicesManager?action=login&page=stdlogin>
  - ii) Postgraduates: [https://integral.nus.edu.sg/pif/pif\\_addr\\_web.homepage](https://integral.nus.edu.sg/pif/pif_addr_web.homepage)

### **Enquiries**

- 14. For enquiries, please call at Student Service Centre, Level 1, Yusof Ishak House, or telephone us at telephone numbers (65) 65161177 or email us at [www.askstudentservice.nus.edu.sg](http://www.askstudentservice.nus.edu.sg).

Wang Twee Yong  
Senior Associate Director  
Office of Financial Services

**Modes of Payment**

**Payment of Tuition Fees through Inter-bank GIRO**

1. For students paying via GIRO, an email notice will be sent to students' NUS email account about 2 weeks before the GIRO deduction due date informing them of the scheduled deduction.
2. Students may view the amount deductible via GIRO from the online Student Account Enquiry system (<https://aces01.nus.edu.sg/StudentPayment/Login.jsp>).
3. The exact amount deductible via GIRO will be based on the amount reflected in the Student's Account, **4 working days prior to the scheduled date of deduction**. For example, if a GIRO deduction is scheduled for 11 June 2009, the amount deductible on the scheduled GIRO deduction date will be based on the outstanding fee payable reflected in the Student Account Enquiry system on 5 June 2009. If a GIRO deduction is scheduled for 23 July 2009, the amount deductible on the scheduled GIRO deduction date will be based on the outstanding fee payable reflected in the Student Account Enquiry system on 17 July 2009.
4. For the benefit of students, any credit into the Student Account between 5 and 9 June 2009 will reduce the amount deducted via GIRO on 11 June 2009. Any adjustment of fees payable on 10 June 2009 itself will not affect the amount deductible via GIRO on 11 June 2009. For example, if the amount to be deducted via GIRO is reflected as \$1,000 on 5 June 2009 but was subsequently adjusted downwards to \$500 on 9 June 2009 due to crediting of a scholarship award, then only \$500 will be deducted via GIRO on 11 June 2009. Any upward adjustment of fees from 5 June 2009 will be deducted during the next round of scheduled fee deduction.
5. Students are advised to maintain sufficient funds in their bank accounts to meet the full payment as partial deduction will not be carried out. Students are required to inform the account holder of the deduction date and amount if the fees are to be deducted from a third party bank account. The University and some banks will impose late fee and administrative fee respectively if the deduction is unsuccessful.
6. Due to the relatively short time frame of the Special Academic Term Parts 1 and 2, any new GIRO application or change of GIRO deduction account to take effect from Special Term Part 1 must be submitted by **13 April 09**. Neither new GIRO application nor change of GIRO deduction account will be accepted for processing for Special Term Part 2. Students who wish to sign on to the GIRO scheme from Semester 1 of AY2009/2010 may still submit their GIRO application form to either the Student Service Centre, the Registration Centre (during matriculation) or Bukit Timah Campus' Management Office by **14 August 2009**. A copy of the GIRO application form is available at <http://www.nus.edu.sg/finance/students/forms/GIROFORM.pdf>.

### **Payment of Tuition Fees through Internet Banking, Credit Card (online only), NETS**

7. Students who wish to pay via Internet Banking or Credit Card (accepts Master Card, VISA or Amex via online only) may wish to log on to their online Student Account (<https://aces01.nus.edu.sg/StudentPayment/Login.jsp>) to effect their payment of fees.
8. Students are also allowed to pay by cheque/bank draft and NETS. For students who intend to pay by NETS, please note that there is a **daily NETS transaction limit of \$2,000 imposed by the Banks**. Students who need to pay an outstanding Student Bill of more than \$2,000 are advised to adopt other means of payment such as Internet Banking which effectively allows the student to pay out from his Bank account.
9. Payment of fees through NETS can be made at the Student Service Centre, Level 1, Yusof Ishak House. For students at Bukit Timah Campus, payment may be made at the Campus' Management Office (469 Bukit Timah Road, Block B, MPA-02-02). Please note the following opening hours:

Student Service Centre	) Mon – Thu	: 9.00 am – 5.00 pm
Level 1, Yusof Ishak House	) Fri	: 9.00 am – 4.30 pm

Bukit Timah Campus,	) Mon – Thu	: 9.00 am – 5.30 pm
Campus' Management Office	) Fri	: 9.00 am – 5.00 pm
469 Bukit Timah Road	)	
Block B, MPA-02-02	)	

### **Payment of Tuition Fees by Cash**

10. For payment of **only Tuition Fees and Mandatory Miscellaneous Fees** in **Cash only**, all students are required to make payment at SingPost Post Offices. A complete list of Post Offices location and operating hours is available online at: [http://www.singpost.com/quick\\_services/quicks\\_04find.htm](http://www.singpost.com/quick_services/quicks_04find.htm) or call 1605.
11. Students are required to print a copy of the online Student Bill of **not more than 2 working days' old from the date of payment** (available at: <https://aces01.nus.edu.sg/StudentPayment/Login.jsp>) and bring it along when making full payment for the outstanding fees stated on the Student Bill. Students who do not print a copy of the Student Bill or who are not making the full payment (in cash only) will not be accepted for payment at SingPost.
12. Upon payment made, the student will be issued with a payment receipt and is requested to keep this receipt for future reference. Note that all payment due dates and any arising penalty charges for late payment will still apply.

### **Payment of Tuition Fees by Cheque or Bank draft**

13. Cheque or bank draft drawn on a bank in Singapore should be crossed and made payable to the "National University of Singapore". All payments must be made in Singapore currency.
14. Please write your Student number, full name and telephone number on the reverse of your cheque and attach it to the bill.
15. Please mail your cheque to Office of Financial Services, University Hall, National University of Singapore, 21 Lower Kent Ridge Road, Singapore 119077 or deposit

it in the cheque deposit box located at the Student Service Centre, Level 1, Yusof Ishak House.