

MATRICULATION BOOKLET

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KEY EVENTS & CHECKLIST

S/N	EVENTS	DATES	DESCRIPTION	DONE (✓)
1	Online Matriculation	<ul style="list-style-type: none"> 26 Jun (Mon) to 26 Jul (Wed), 2359 hrs 	<p>All incoming full-time programme students must be matriculated officially before commencing your studies in SUSS.</p> <p>Step-by-step guide will be made available on 26 Jun.</p>	
2	Student PI Number and MyMail	<ul style="list-style-type: none"> Receive by second week of Jun onwards 	<p>SUSS will create a MyMail (<i>official school email</i>) account for all students. Check your MyMail account frequently so that you do not miss important information from the University. Henceforth, SUSS will only correspond with you via your MyMail account.</p> <p>Details for your Student Personal Identifier (PI) Number and MyMail account will be sent to your personal email address by second week of Jun onwards.</p> <p>Please write in to ft_admissions@suss.edu.sg if you have not received your MyMail account details by 30 Jun (Fri).</p>	
3	Online Financial Aid (1-on-1) Consultation Session	<ul style="list-style-type: none"> 5 Jun (Mon) to 16 Jun (Fri) 	<p>An online 1-on-1 consultation session to help you plan and apply for financial aid schemes.</p> <p>Registration is <u>optional</u>.</p> <p>Register here: https://rebrand.ly/SUSSFA2023 by 1 Jun (Thu).</p>	Optional
4	Get-to-Know-You Session	<ul style="list-style-type: none"> FTSWK: TBC FTPSS: 22 Jul (Sat), 2 sessions 	<p>Hear from your faculty and seniors on what to expect from the respective programmes.</p> <p>You are required to attend <u>only one</u> session. More details will be sent via email.</p> <ul style="list-style-type: none"> Social Work Programme: More information will be provided by the SWK programme team Public Safety and Security Programme: 22 Jul (Sat) 	Social Work and Public Safety and Security Students only
5	Student Orientation	<ul style="list-style-type: none"> 29 Jul (Sat) 	<p>Ease your transition to university life with our informative and engaging SUSS Student Orientation programme!</p> <p>See Page 20 for more details.</p>	
7	Financial Aid Application	<ul style="list-style-type: none"> Various deadlines 	<p>Various financial aid schemes are available for financially-needy students. See Pages 15-16 for details and deadlines.</p> <p>You will need your MyMail account to apply for selected financial aid schemes.</p>	
8	Course Timetable	<ul style="list-style-type: none"> From 18 Jul (Tue) 	<p>Incoming full-time programme students will have their timetable pre-allocated for the July 2023 Semester.</p> <p>View your timetable via Student Portal: https://portal.suss.edu.sg/home/login?type=STU. Go to E-Services > Course Timetable</p> <p>You will need your MyMail account to access Student Portal.</p>	
9	Course Material Collection	<ul style="list-style-type: none"> 23 Jun (Fri) to 17 Nov (Fri) 	<p>Physical textbooks or eTextbooks may be used for your courses. See Page 10 for more details.</p>	

S/N	EVENTS	DATES	DESCRIPTION	DONE (√)
10	Pre-Course Quiz (PCOQ) and Canvas	<ul style="list-style-type: none"> Check respective PCOQ deadlines for courses via Canvas 	<p>To promote active learning and facilitate in-class discussion, students are required to read through the study materials for selected courses and complete the Pre-Course Quiz (PCOQ) before course commencement. If you do not meet the passing criteria, you will be deemed withdrawn from the course and will not be allowed to attend class.</p> <p>You can access your study materials and attempt the PCOQ on Canvas Learning Management System. More information on Canvas can be found here: https://learningservices.suss.edu.sg/lms.html</p> <p>Access Canvas here: https://canvas.suss.edu.sg (Click here for the Quick Starter Guide)</p> <p>You will need your MyMail account to access Canvas. Access to your Canvas account will be available seven working days after your MyMail account has been created.</p>	
11	Preparatory Online Courses	<ul style="list-style-type: none"> SD104_FT_JUL23: Complete by 05 Nov (Sun) 	<p>Online courses are included as part of the preparatory programme for your studies at SUSS:</p> <ul style="list-style-type: none"> SD104_FT_JUL23 (Compulsory) <p>See Page 11 for more details.</p>	
12	Semester Begins	<ul style="list-style-type: none"> 14 Aug (Mon) for all full-time programmes 	<p>The academic semester will officially begin on 14 Aug (Mon).</p> <p>You may refer to the timing for your classes from your timetable in Student Portal. See Page 7 for more details.</p>	
13	Tertiary Student Concession Card / SUSS Student Card	<ul style="list-style-type: none"> From Aug onwards 	<p>Full-time programme students are entitled to concessionary travel under the Tertiary Student Concessionary Scheme. The Tertiary Student Concession Card will also be your SUSS Student Card.</p> <p>The Student Services department will make announcement via Student Portal when the card is ready for collection.</p>	
14	Tuition Fee and Miscellaneous Fee Payment	<ul style="list-style-type: none"> By 31 Aug (Thu), 2359 hrs 	<p>Tuition fees are payable at the beginning of each semester and are dependent on the number of courses you take for that semester. An annual miscellaneous fee is also payable in the first semester of each academic year.</p> <p>See Page 13 for more details.</p>	
15	Student Teambuilding Programme	<ul style="list-style-type: none"> 3 runs in Jul 2023 	<p>The Student Teambuilding Programme provides an experiential platform for all full-time programme students to kick-start their university journey through a common experience.</p> <p>See Pages 21-23 for more details.</p>	
16	Application of Student Pass	<ul style="list-style-type: none"> TBA 	<p>Applicable to International Students (IS) only.</p> <p>See Pages 18 & 19 for more details</p>	IS only
17	Application of Tuition Grant	<ul style="list-style-type: none"> 29 Aug 2023 (Tue) to 31 Aug 2023 (Thu) 	<p>Applicable to Permanent Resident (PR) and International Students (IS) only.</p> <p>See Page 14 for more details</p>	PR & IS only

HONOUR CODE

The University is committed to uphold and maintain high standards of academic, social and moral conduct in the learning process and achievement of its students. As such, it adopts an Honour Code which sets out the academic, social and ethical standards that it expects of its students. All students have to abide by the Honour Code, uphold its spirit and undertake the following:

- (1) To comply with all rules, regulations, codes of conduct, procedures and guidelines or other terms and conditions as may be prescribed by the University from time to time in connection with their admission to and study in the University;
- (2) To uphold and maintain absolute academic honesty and integrity in examinations, tests, projects, assignments, classes and any required academic deliverables (collectively known as “Academic Work”) required to be undertaken by students during the course of their study at the University. This duty extends beyond their own behaviour to include the responsibility to uphold standards in the University community and report any dishonest acts that include but are not limited to fabricating, colluding, plagiarising, cheating, giving or receiving any unauthorised aid in the delivery of Academic Work, or engaging in any act that may compromise the integrity of the academic standards of the University;
- (3) To maintain the highest standards of personal integrity and respect the rule of law, social order, and the rights of others as are expected of all members of the University, both within and outside the University;
- (4) Not to conduct in a manner which may be regarded by the University as being in violation or breach of the Honour Code, or as misbehaviour or conduct unbecoming of a student member of the University. Misbehaviour includes acts that may result in threats, harm, disadvantages to others, compromising the rights of others and bringing disrepute to the University and/or its students, staff and faculty. Misbehaviour also refers, without limitation, to physical violence and assault, verbal or mental abuse, harassment, false allegation, false declaration, slander, libel or defamation committed against any fellow student, staff and faculty; and
- (5) To be held fully accountable, responsible and liable for their own actions and deeds, and to accept responsibility for consequences which may arise from violation or breach of the Honour Code, including without limitation, disciplinary action, investigation, interview by panel of enquiry, hearing, issuance of warning, suspension, restriction of rights and privileges, imposition of sanctions, disqualification, delay in graduation, expulsion or any other appropriate action or steps that may be taken by the University.

ACADEMIC & NON-ACADEMIC GRADUATING REQUIREMENTS

The University's mission is to develop well-rounded future talents who are professionally competent and lifelong learners with a heart to serve society and impact lives. We build experiential and applied learning to enliven and enrich your student experience through a series of experiential learning courses, work attachments, overseas exposure programmes and community engagement programmes.

All full-time undergraduates will need to fulfil the following in order to graduate.

	<p>Curriculum</p> <p>200 credit units of courses completed over 4 years, leading to a bachelor's degree with honours.</p>																				
	<p>1. New Curriculum (with effect from July 2023 Intake)</p> <p>The new SUSS curriculum will be introduced in the July 2023 semester to enhance our students' employability, education experience and graduate value.</p> <p>It consists of a new suite of SUSS Core courses, streamlined majors and more curriculum space for free electives, minor or second major in the undergraduate curriculum. The new calendar comprises two 12-week semesters and one special semester.</p> <p>For more details on the new SUSS curriculum, please refer to this set of FAQs.</p>																				
	<p>2. SUSS Core Courses Requirements</p> <p>All undergraduate students enrolled into SUSS full-time programmes (except Law students) from July 2023 onwards are required to complete 60cu of SUSS Core courses. Please refer to the table below for information on your SUSS Core requirements.</p> <p><u>Core Curriculum for the Full-Time Programme</u></p> <table border="1" data-bbox="363 1193 1374 1989"> <thead> <tr> <th data-bbox="363 1193 539 1245">Programme</th> <th colspan="4" data-bbox="539 1193 1374 1245">Full-Time (200cu)</th> </tr> <tr> <th data-bbox="363 1245 539 1301">Branches</th> <th data-bbox="539 1245 730 1301">Society</th> <th data-bbox="730 1245 962 1301">Capacities</th> <th data-bbox="962 1245 1166 1301">People</th> <th data-bbox="1166 1245 1374 1301">Engagement</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1301 539 1357">CU (60)</td> <td data-bbox="539 1301 730 1357">10</td> <td data-bbox="730 1301 962 1357">30</td> <td data-bbox="962 1301 1166 1357">10</td> <td data-bbox="1166 1301 1374 1357">10</td> </tr> <tr> <td data-bbox="363 1357 539 1989">Compulsory</td> <td data-bbox="539 1357 730 1989"> <p>NCO101: Living with Community (5cu)</p> <p>NIE301: Learning with Communities (5cu)</p> </td> <td data-bbox="730 1357 962 1989"> <p>NCO102: Effective Writing (5cu)</p> <p>NCO103: Listen and Be Heard: Effective Communication through Storytelling (5cu)</p> <p>NCO201: Learn to Learn, Learn for Life (5cu)</p> <p>NCO203: Critical Thinking and Problem Solving (5cu)</p> <p>NIE201: Interdisciplinary</p> </td> <td data-bbox="962 1357 1166 1989"> <p>NCO205: User-Centred Design: Human Factors and Design Thinking (5cu)</p> </td> <td data-bbox="1166 1357 1374 1989"> <p>NIE351: Interdisciplinary Global Learning (5cu)</p> </td> </tr> </tbody> </table>	Programme	Full-Time (200cu)				Branches	Society	Capacities	People	Engagement	CU (60)	10	30	10	10	Compulsory	<p>NCO101: Living with Community (5cu)</p> <p>NIE301: Learning with Communities (5cu)</p>	<p>NCO102: Effective Writing (5cu)</p> <p>NCO103: Listen and Be Heard: Effective Communication through Storytelling (5cu)</p> <p>NCO201: Learn to Learn, Learn for Life (5cu)</p> <p>NCO203: Critical Thinking and Problem Solving (5cu)</p> <p>NIE201: Interdisciplinary</p>	<p>NCO205: User-Centred Design: Human Factors and Design Thinking (5cu)</p>	<p>NIE351: Interdisciplinary Global Learning (5cu)</p>
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		Processes for a Better World (5cu)		
Electives		Choose 5cu NCO211: Data Interpretation and Social Analytics (5cu) NCO212: The 'Smart City' and Society (5cu)	Choose 5cu *NCO111: Work and Learning in a Changing World (2.5cu) Choose 2.5cu NCO112: Peak Performance (2.5cu) NCO113: Teamwork in the Modern Workplace (2.5cu)	SBIZ, SHBS (FTPSS) & SST students (FTBICT) School-based Courses (5cu) NSHD students NIE352: Interdisciplinary Problem-Solving for Impact (5cu)

*NCO111 is a pre-requisite for NCO112 and NCO113

To get an overview of the SUSS Core Curriculum and to view the list of SUSS Core courses available, please access this link: <https://www.suss.edu.sg/experience-at-suss/suss-core>

You are strongly encouraged to sign up for these core courses during the Online Matriculation period.

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The **College of Interdisciplinary and Experiential Learning (CIEL)** administers the above courses. These courses are part of the Signature Experiences our students undergo as part of their learning journey with SUSS; and interdisciplinary and experiential learning approaches undergird all these offerings. These offerings also equip students with essential values, skills and knowledge to empower them to navigate the challenges of the future economy and to contribute in the sociocultural domain.

The **College of Interdisciplinary and Experiential Learning (CIEL)** consists of two departments.

The **Core Learning department (CL)** develops, manages, and teaches the SUSS Core 'NCO' courses and also provides a variety of programmes to enhance your English language skills, including writing consultation sessions and writing workshops.

Please visit the CL website listed on the next page for more information. You can also email the CL admin team at cl_admin@suss.edu.sg for more information about our NCO-courses or English Language Support programmes.

The **Experiential Learning department (EL)** develops, manages and teaches the SUSS Core 'NIE' courses, Service Learning programmes and Global Learning programmes. EL also oversees the e-portfolio, a graduating requirement for all students.

Please visit the EL website listed on the next page for more information. You can also email the EL admin team at experiential@suss.edu.sg for more information about our NIE-courses or other programmes.

	<p>Service Learning – CIEL (Experiential Learning Department - Office of Service-Learning)</p> <p>A programme to develop your sense of social responsibility to contribute meaningfully to society.</p> <p>7 broad options to choose from:</p> <ul style="list-style-type: none"> • Community Service-Learning • Community Engaged Projects • Community Engaged Work • Social Entrepreneurship • Global Service-Learning • Community Based Course • Community Engaged Applied Research
	<p>Global Learning – CIEL (Experiential Learning Department - Office of Global Programmes)</p> <p>A programme to develop global competencies in your university journey.</p> <p>Multiple options to choose from:</p> <ul style="list-style-type: none"> • Overseas Semester Exchange • Office of Global Programmes Flagship Programmes • Interdisciplinary Global Learning • Other Global Learning Programmes
	<p>e-Portfolio – CIEL (Experiential Learning Department)</p> <p>The e-Portfolio showcases your achievements, documents your reflections and monitors your personal growth.</p>
	<p>Student Teambuilding Programme – Student SuceSS Centre (Office of Student Life)</p> <p>A mandatory credit-bearing course that provides an experiential platform for students in a new cohort to build cohesion while promoting the development of teamwork and other soft skills.</p>
	<p>Work Attachment – Student SuceSS Centre (Office of Career Development)</p> <p>A programme for you to apply your knowledge while gaining vital work experience. You have to complete a minimum of 24 weeks of full-time work.</p> <p>Multiple options to choose from:</p> <ul style="list-style-type: none"> • Local work attachment • Overseas work attachment • Entrepreneurial work attachment

Find out more on our website:

- [SUSS Curriculum](#)
- [Four-Year Journey with SUSS](#)
- [Core Learning](#)
- [Experiential Learning](#)
- [Student SUcCeSS Centre](#)

ACADEMIC CALENDAR

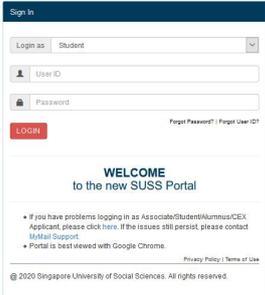
JULY 2023 SEMESTER			JANUARY 2024 SEMESTER		
CALENDAR WEEK	WEEK STARTING	EVENTS	CALENDAR WEEK	WEEK STARTING	EVENTS
29	17 Jul	Release of Online Timetable	2	08 Jan	Release of Online Timetable
30	24 Jul	-	3	15 Jan	Week 1
31	31 Jul	-	4	22 Jan	Week 2
32	07 Aug	-	5	29 Jan	Week 3
33	14 Aug	Week 1	6	05 Feb	Week 4
34	21 Aug	Week 2	7	12 Feb	Week 5
35	28 Aug	Week 3	8	19 Feb	Week 6
36	04 Sep	Week 4	9	26 Feb	Week 7
37	11 Sep	Week 5	10	04 Mar	Week 8
38	18 Sep	Week 6	11	11 Mar	Week 9
39	25 Sep	Week 7	12	18 Mar	Week 10
40	02 Oct	Week 8	13	25 Mar	Week 11
41	9 Oct	Week 9	14	1 Apr	Week 12
42	16 Oct	Week 10	15	8 Apr	Self Revision + Resit Revision
43	23 Oct	Week 11	16	15 Apr	Examinations
44	30 Oct	Week 12	17	22 Apr	Examinations
45	06 Nov	Self Revision	18	29 Apr	Semester Vacation
46	13 Nov	Examinations	SPECIAL SEMESTER		
47	20 Nov	Examinations	CALENDAR WEEK	WEEK STARTING	EVENTS
48	27 Nov	Semester Vacation	19	06 May	Week 1
49	04 Dec	Semester Vacation	20	13 May	Week 2
50	11 Dec	Semester Vacation	21	20 May	Week 3
51	18 Dec	Release of Exam Results	22	27 May	Week 4
52	25 Dec	Semester Vacation	23	03 Jun	Week 5
JANUARY 2024 SEMESTER			24	10 Jun	Week 6
CALENDAR WEEK	WEEK STARTING	EVENTS	25	17 Jun	Examinations
1	01 Jan	Semester Vacation	26	24 Jun	Semester Vacation

*Refer to this link for the most updated Academic Calendar: <https://www.suss.edu.sg/full-time-undergraduate/curriculum/academic-calendar>. SUSS reserves the rights to amend and/or revise the following schedule without any prior notification.

**Check respective Pre-Course Quiz (PCOQ) deadline (if any) for selected courses via Canvas.

E-LEARNING TOOLS

The following e-learning tools allow SUSS students to access important information and provide a dynamic online platform for your learning journey. Be sure to check them regularly.

	<h3>SUSS MyMail and Microsoft Office 365</h3> <p>SUSS has created a MyMail (<i>official school email</i>) account for all students. You will use this account to communicate with faculty members, classmates and university staff. Henceforth, SUSS will only correspond with you via your MyMail account.</p> <p>Instructions to activate your MyMail account will be sent to your personal email address from the second week of June onwards.</p> <p>You will have access to Microsoft Office 365 applications, which include Word, Excel and PowerPoint. Download the guide from here.</p>
	<h3>SUSS Student Portal</h3> <p>The Student Portal contains useful information such as your Student Handbook, timetable, examination results and course registration information. Log in regularly for information updates and announcements.</p> <p>Access the Student Portal here: https://portal.suss.edu.sg/home/login?type=STU</p> <p>You will need your MyMail account to access the Student Portal.</p>
	<h3>Canvas Learning Management System</h3> <p>Canvas is the main online learning management system where you can access your study guides, eTextbooks and assessment questions, engage in discussion boards, have online classes and submit your assignments.</p> <p>Announcements regarding your respective School policies on curriculum matters such as course participation requirements and Leave of Absence (LOA) will be posted on Canvas.</p> <p>Find out more about online learning at SUSS: https://www.suss.edu.sg/experience-at-suss/online-learning/how-it-works</p> <p>To promote active learning and facilitate in-class discussion, students are required to read through the study materials for the course and complete the Pre-Course Quiz (PCOQ) before course commencement. If you do not meet the passing criteria of PCOQ, you will be deemed withdrawn from the course and not be allowed to attend class.</p> <p>You can access your study materials and attempt the PCOQ on Canvas. More information on Canvas can be found here: https://learningservices.suss.edu.sg/index.html</p> <p>Access Canvas here: https://canvas.suss.edu.sg (Click here for the Quick Starter Guide)</p> <p>You will need your MyMail account to access Canvas. Access to your Canvas account will be available seven working days after your MyMail account has been created.</p>

TIMETABLE AND COURSE MODE

There are two semesters in an academic year and each semester runs for 12 weeks. Typically, the July semester runs from August to November while the January semester runs from January to April.

Your timetable will be pre-allocated for July 2023 Semester (Year 1, Semester 1). You may refer to Student Portal for your timetable from **18 Jul (Tue)** onwards. Classes will begin on the week of **14 Aug (Mon)**.

Check the Student Portal and your Canvas account regularly for updated information about your classes. Study materials are published on Canvas a few weeks before the term begins.

PROGRAMME CODE	COURSE	DAY / EVENING MODE	COURSE MODE
FTACCMJ1	ACC201	Day	Face-to-face
FTFNCMJ1	ACC202	Day	Face-to-face
	ANL252	Day	Face-to-face
FTACCMJ1, FTBSBAMJ1	BUS100	Day	Face-to-face
FTPSSMJ1	BUS104	Evening	Online
FTACCMJ1, FTBSBAMJ1, FTFNCMJ1, FTHRMMJ1, FTMKTGMJ1, FTSCMMJ1	BUS105	Day	Face-to-face
FTECEMJ1	ECE100	Day	Online
	ECE105*	Day	Face-to-face
	ECE200*	Day	Online
FTFNCMJ1	ECO202	Day	Face-to-face
FTHRMMJ1	HRM203	Day	Face-to-face
	HRM231	Day	Face-to-face
FTBICTMJ1	ICT114	Day	Face-to-face
	ICT133	Day	Face-to-face
	ICT246	Day	Face-to-face
FTSCMMJ1	LOG201	Day	Face-to-face
	LOG203	Day	Face-to-face
FTBSBAMJ1, FTMKTGMJ1, FTSCMMJ1	MKT202	Day	Face-to-face
FTPSSMJ1	PSS101	Evening	Face-to-face
	PSS103	Day	Face-to-face
FTBICTMJ1	SST101	Day	Face-to-face
FTSWKMJ1	SWK100	Day	Face-to-face
	SWK102	Day	Face-to-face
FTACC, FTBICTMJ1, FTBSBAMJ1, FTFNCMJ1, FTSCMMJ1	NCO101	Day	Face-to-face
FTECEMJ1, FTHRMMJ1, FTMKTGMJ1, FTPSSMJ1, FTSWKMJ1	NCO102	Day	Face-to-face
FTACC, FTBICTMJ1, FTBSBAMJ1, FTFNCMJ1, FTSCMMJ1	NCO103	Day	Face-to-face
FTECEMJ1, FTHRMMJ1, FTMKTGMJ1, FTPSSMJ1, FTSWKMJ1	NCO201	Day	Face-to-face
FTACC, FTECEMJ1, FTHRMMJ1, FTMKTGMJ1, FTPSSMJ1, FTSWKMJ1	NCO203	Day	Face-to-face
FTMKTGMJ1, FTSWKMJ1	NCO111	Day	Face-to-face

**Not applicable for FTECEMJ1 3-Year Track students*

Legend			
FTACCMJ1	Accountancy	FTECEMJ1	Early Childhood Education
FTBSBAMJ1	Business Analytics	FTHRMMJ1	Human Resource Management
FTFNCMJ1	Finance	FTSWKMJ1	Social Work
FTMKTGMJ1	Marketing	FTPSSMJ1	Public Safety and Security
FTSCMMJ1	Supply Chain Management	FTBICTMJ1	Information and Communication Technology

COURSE MATERIALS COLLECTION

For all Full-Time Programmes

You may access your eTextbooks via Canvas.

For Bachelor of Early Childhood Education Programme (FTECEM1) only

You will have a physical course textbook for July 2023 semester for the following course:

Course Code	Course Title
ECE100	Children, Care and Education: Issues and Contexts

Students may apply for a one-time complimentary courier service via Student Portal (e-Services) from 23 Jun (Fri) to 17 Nov (Fri). Physical materials will be delivered via courier from 30 Jun (Fri) to 24 Nov (Fri).

More information will be announced on Student Portal (News & Notices) nearer to date / a week prior to Courier Service Application.

STUDY SPACE ON CAMPUS

There are spaces, such as Seminar Rooms, set aside for students to attend online lessons or for self-study purposes.

Announcements on the details for SUSS Study Space will be posted on Student Portal around end July/early August.

PREPARATORY COURSES FOR YOUR UNIVERSITY JOURNEY

Online courses are included as part of your preparatory programme to help prepare you for your studies at SUSS.

ONLINE	ACCESS VIA	MUST I DO THIS?	COMPLETE BY
<p>SD104_FT_JUL23: Essentials of Academic Integrity</p> <p>This course introduces you to the importance of upholding academic integrity. It explains what plagiarism and other forms of academic dishonesty entail, and how to avoid committing them.</p> <p>You will also receive various tips, and there will be exercises on how to give appropriate credit to the ideas and findings of others in your own work.</p>	<p>Complete via Canvas with your MyMail account: https://canvas.suss.edu.sg</p> <p>The course will be loaded to your Canvas account a few weeks before the semester begins.</p>	<p>Compulsory</p>	<p>5 Nov 2023 (Sun), 2359hr</p>

English Language Support Programmes

Core Learning offers various programmes to enhance our students' English language skills. These include the English Proficiency Programme, Writing Coaches and Workshops.

If you are keen to learn more about other English Language Support Programmes, please visit <https://www.suss.edu.sg/english-language-support>.

1. English Proficiency (EP) Programme

English Proficiency (EP) Programme consists of 5 self-paced courses, including a diagnostic course SDE101 together with 4 language enhancement course (ELCs) that target at different aspects of language skills – SDE102 Developing Academic Writing Skills, SDE103 Grammar, SDE104 Academic Reading and SDE105 Academic Writing.

For details about the EP programme, please visit <https://www.suss.edu.sg/ep-programme>.

SDE103 (Grammar) and SDE014 (Academic Reading)

It is **compulsory** for all MHA-sponsored officers studying the full-time Bachelor of Public Safety and Security programme to pass both SDE103 and SDE104, as this is one of the graduating requirements. More details will be provided via email.

2. Writing Coaches

The SUSS Writing Coaches service is designed for students who need individualised help to improve their English writing skills, e.g., writing techniques, use of citations etc. Our specially trained writing coaches will provide students with individualised one-to-one coaching on academic writing. Students are required to book the coaching sessions that are available on a first-come-first serve basis throughout the semesters.

To book a consultation or find out more details about the Writing Coaches, please visit www.suss.edu.sg/writing-coaches.

3. Writing Workshops

Core Learning offers workshops to enhance our students' skill in essay and research writing.

For details about the Writing Workshops, please visit <https://www.suss.edu.sg/about-suss/college-of-interdisciplinary-experiential-learning/cl/workshops>.

CREDIT WAIVER

For GCE A-Level Graduates:

Every A grade at H2 Level will entitle you to one 5 cu credit waiver, up to a maximum of 10 cu waiver of specific SUSS Core Curriculum courses.

- First 5 cu waiver: NCO201: Learn to Learn, Learn for Life
- Second 5 cu waiver: NCO103: Listen and Be Heard: Effective Communication through Storytelling

For Polytechnic Diploma Graduates:

You will be entitled to a 10 cu credit waiver of the following SUSS Core Curriculum courses if your polytechnic CGPA is at least 3.5*.

- NCO201: Learn to Learn, Learn for Life
- NCO103: Listen and Be Heard: Effective Communication through Storytelling

** Please note that we do not accept appeals for any CGPA that is below 3.5.*

You may refer to the **Student Portal > Student Academic Profile** to know if you are awarded a credit waiver.

Refer to this page for more information on Credit Waiver: <https://www.suss.edu.sg/full-time-undergraduate/admissions/pre-qualifications/credit-waivers-credit-recognitions>

TUITION FEES AND MISCELLANEOUS FEES

The tuition fees payable for each semester are dependent on the number of courses that you take. Course fees cover all study materials (textbooks), classes, assignments and examinations. They do not include fees for other items specified by SUSS from time to time.

An annual miscellaneous fee is payable in the first semester of each academic year. The miscellaneous fees consist of items such as CLASS copyright licensing fees, computer fees, student insurance, etc. For more information on the Student Insurance Scheme, please visit the website: <https://www.suss.edu.sg/full-time-undergraduate/admissions/student-insurance-scheme>

MISCELLANEOUS FEES		
Singapore Citizens	Singapore Permanent Residents	International Students
S\$165.00 (Excluding GST)		S\$406.60 (Including GST)

The tuition fees for academic year 2023 are as follows:

ACCOUNTANCY COURSES	FEE PER COURSE			
	Singapore Citizens (Subsidised)	Singapore Permanent Residents (Subsidised)	International (Subsidised)	Unsubsidised Fees
2.5 cu	S\$429	S\$857	S\$1,034	S\$1,731
5 cu	S\$857	S\$1,714	S\$2,068	\$3,462
10 cu	S\$1,714	S\$3,428	S\$4,137	S\$6,924
NON-ACCOUNTANCY COURSES	FEE PER COURSE			
	Singapore Citizens (Subsidised)	Singapore Permanent Residents (Subsidised)	International (Subsidised)	Unsubsidised Fees
2.5 cu	S\$408	S\$852	S\$1,030	S\$1,722
5 cu	S\$815	S\$1,704	S\$2,060	\$3,444
10 cu	S\$1,630	S\$3,408	S\$4,119	S\$6,888
ESTIMATED TOTAL FEES (FOR 4 YEARS)				
Nationality		Accountancy	All Other Programmes	
Singapore Citizens (Subsidised)		S\$33,640	S\$30,000	
Singapore Permanent Residents (Subsidised)		S\$67,280	S\$62,880	
International Students (Subsidised)		S\$81,200	S\$76,000	
Unsubsidised Fees		S\$135,900	S\$127,098	

The subsidised fees for Singapore Citizens and Singapore Permanent Residents exclude GST as this is separately subsidised by the government. The amounts listed for International Students (IS) and Unsubsidised Students are inclusive of prevailing GST.

If there is a change in your nationality anytime during your studies with SUSS, please inform Student Services via email at students@suss.edu.sg upon receiving your new identification card, as it has an impact on the tuition fee payable. For example:

- Singapore Permanent Residents to *Singapore Citizens*, or
- International Students to *Singapore Permanent Residents*

TUITION GRANT

The Tuition Grant scheme (TGS) was introduced by the Singapore Government to subsidise tertiary education in Singapore.

It is extended to Singapore Citizens, Singapore Permanent Residents and International Students enrolled in full-time undergraduate programmes at SUSS. Students who are awarded the TGS will pay the subsidised tuition fees.

All Singapore Citizen full-time students will automatically be granted the Tuition Grant and no further action is required from you.

Singapore Permanent Resident and International Students who have opted to receive the Tuition Grant are required to do the following:

DETAILS	PERIOD	VENUE
Online Application	29 Aug 2023 (Tue) to 31 Aug 2023 (Thu)	Online via MOE TGOnline Website <i>*More details will be provided via email in August.</i>
Tuition Grant Agreement Signing Exercise	Tentatively 12 Sep 2023 (Tue) to 14 Sep 2023 (Thu)	Online via MOE TGOnline Website <i>*More details will be provided via email in mid-September.</i>

Only Singapore Permanent Resident and International Students who sign the Tuition Grant Agreement with the MOE are required to work for a Singapore-based company for a period of 3 years upon graduation.

For more information, please visit the website: <https://tgonline.moe.gov.sg/tgis/normal/index.action> or email them at MOE_tgonline@moe.gov.sg.

If you have used a portion of the Tuition Grant while studying an undergraduate degree at another autonomous university in Singapore previously, and did not declare during online application, please inform us by sending an email to ft_admissions@suss.edu.sg by 30 June 2023 (Fri).

FINANCIAL AID SCHEMES

There are various types of financial aid available for students in need. You may find the eligibility criteria and application details of each scheme from the website: <http://bit.ly/SUSSFinancialAid>. You will need your MyMail account to apply for financial aid on SUSS website.

You may not need to apply for all financial aid schemes available. The different organisations will approve the financial aid applications separately, and there may be an overlap of financial deductions. Any request for refund may take a relatively long time due to the verification processes with the affected organisations.

FINANCIAL AID SCHEMES	FORMS	SUBMIT BY
To Offset Tuition Fees		
Central Provident Fund (CPF) Education Loan Scheme	Online application via CPF website using Singpass: https://www.cpf.gov.sg/member/faq/other-schemes/cpf-education-loan-scheme	15 Jul 2023 (Sat)
MOE Tuition Fee Loan (TFL)	Online application via DBS Digibank app from 19 Jun 2023 (Mon) . More information here: http://bit.ly/SUSSFinancialAid	14 Jul 2023 (Fri)
MOE Study Loan (SL)	Online application of MOE Study Loan via SUSS website from 19 Jun 2023 (Mon) .	30 Jun 2023 (Fri), 2359hr
Selected Study Grants, Study Awards, Other Bursaries	Online application via SUSS website from 1 Jun 2023 (Thu) . More information here: http://bit.ly/SUSSFinancialAid	
Post-Secondary Education Account (PSEA) Scheme (own account) ¹	Online application via website using Singpass: Standing Order: https://go.gov.sg/psea-u4s Ad-Hoc Application: https://go.gov.sg/psea-withdrawal-u4a1	
Post-Secondary Education Account (PSEA) Scheme (sibling's account) ¹	Online application via website using Singpass: Standing Order: https://go.gov.sg/psea-so-sibling Ad-Hoc Application: Hardcopy Form enclosed in this Matriculation Booklet	
Mendaki Tertiary Tuition Fee Subsidy (TTFS)	Online application via Mendaki website: https://my.mendaki.org.sg/	15 Jul 2023 (Sat)

¹PSEA

Students are strongly encouraged to keep PSEA funds to pay for other activities in future semesters e.g. Global Learning.

If you have a Standing Order for withdrawal of PSEA funds for payment of fees at a previous institution but do not wish to use your funds for tuition fee payment at SUSS, please terminate your Standing Order here: <https://go.gov.sg/psea-so-termination>

For more details, refer to the PSEA FAQ Section on Page 26.

FINANCIAL AID SCHEMES

FINANCIAL AID SCHEMES	FORMS	SUBMIT BY
To Aid Students' Living Allowances		
Higher Education Bursary ² <i>(for Singapore Citizens only)</i>	Online application via SUSS website from 1 Jun 2023 (Thu) . More information here: http://bit.ly/SUSSFinancialAid	30 Jun 2023 (Fri), 2359hr
Higher Education Community Bursary ² <i>(for Singapore Citizens only)</i>		
SUSS Monthly Financial Assistance Scheme		
SUSS Student Care Fund	Online application via SUSS website all year around	

²Higher Education Bursary & Higher Education Community Bursary

The Higher Education Bursary and Higher Education Community Bursary are meant to defray living expenses, and not to offset tuition fees directly. The disbursement period is after tuition fee invoice due date of 31 Aug 2023.

For successful applicants, the **Higher Education Bursary** or **Higher Education Community Bursary** will be disbursed by end Oct 2023. You will be notified of the outcome of your application by end Aug 2023.

EXTERNAL SCHOLARSHIPS AND BURSARIES

External scholarships and bursaries supported by government agencies, external corporations and organisations are also available. For the full list, please visit the website: <https://www.suss.edu.sg/full-time-undergraduate/admissions/external-scholarships-awards>

MODES OF PAYMENT

If you have applied for financial aid schemes that will offset your tuition fees and are pending approval status, you do not need to make the payment for your tuition fees. You should proceed to make the payment for your miscellaneous fees first by **31 Aug 2023 (Thu)**. Please refer to the matriculation step-by-step guide for the different scenarios on how to proceed with your payment.

You may check your updated tuition fee balance via Student Portal, under **E-Services > View Outstanding Invoice and Make ePayment** from September onwards after the financial aid schemes are approved.

If you are not applying for any financial aid schemes that will offset your tuition fees, you may make the payment for your tuition fees and miscellaneous fees via various modes of payment. You may check for the payment modes here: <https://www.suss.edu.sg/payment-modes>

Note:

You may apply to pay the tuition fees via Interbank GIRO for January 2024 Semester onwards. More information will be given via Student Portal in late November/early December 2023.

INFORMATION FOR INTERNATIONAL STUDENTS

Student's Pass

All full-time international students are required to hold a valid Student's Pass issued by the Singapore Immigration & Checkpoints Authority (ICA). Your offer of admission to SUSS is conditional upon your successful application of your Student's Pass. Please refer to the requirements on [ICA's website](#).

SUSS will submit all international student names in ICA's SOLAR system. Once submitted, you would be notified to apply for your Student's Pass via ICA's SOLAR system. Upon approval, you will be issued the In-Principle Approval (IPA) letter, which you need to download and print from the SOLAR system.

For international students who do not require an entry visa to Singapore, you will only need to show your passport and disembarkation card to get through Singapore immigration.

For international students who require an entry visa to Singapore, the IPA letter will serve as a single-trip entry visa upon arrival in Singapore. Please show your passport, disembarkation card and the IPA letter to the Duty Officer at the Immigration Checkpoint when arriving Singapore. You will be issued a short term Social Visit Pass.

Overstaying is a punishable offence under the Immigration Act. You are to take note of the expiry dates of the IPA letter/Social Visit Pass and complete the formalities in getting the Student's Pass before the period of stay expires. It is also your responsibility to apply for an extension of the Student's Pass at least one (1) month before it expires. A full-time student is deemed to be residing illegally in Singapore if he/she does not have a valid Student's Pass.

According to the conditions stated by ICA, an international student must surrender the Student's Pass within 7 days of the date of cessation or termination of studies. Those who surrender at ICA (Visitor Services Centre, ICA Building Level 4) will be granted a short term visit pass to allow them to exit the country. If you intend to leave Singapore upon completion of your studies, you may surrender it with a [cancellation form](#) to the Immigration Officer at the checkpoint. For students who are overseas, you may return the Student's Pass and cancellation form to ICA by registered post to the following address:

Officer-In-Charge
Visitor Services Centre
Immigration & Checkpoints Authority
ICA Building
10 Kallang Road
#04-00
Singapore 208718

INFORMATION FOR INTERNATIONAL STUDENTS

Additional Measures

All existing Student Pass (STP) holders, and those who have been granted the In-Principle Approval (IPA) Letter, must check the latest information provided by Immigration & Checkpoints Authority (ICA) when they are planning to enter Singapore.

You must comply with the prevailing border control measures and public health requirements. Do factor in time for required quarantine order (if any, depending on country of departure), as well as semester commencement date.

Please refer to ICA website (<https://www.ica.gov.sg/enter-transit-depart>) for the latest information.

Accommodation

SUSS does not offer on campus residential places or hostels. Refer to the accommodation options [here](#).

Estimated Living Expenses

The estimated living expenses in Singapore vary across individuals. You may use [EDB's Cost of Living Calculator](#) for an estimate based on your lifestyle preferences.

STUDENT ORIENTATION: 29 Jul 2023 (Sat)

Join this Orientation programme to onboard yourself to SUSS and:

1. **Get Introduced**
 - Meet your Deans, Head of Programmes and other key staff
2. **Get Inducted**
 - Know your senior SUSS students and course mates through engaging sessions
 - Join SUSS Student Group fair to find out more about Interest Groups, Competition Groups and other student leadership platforms
3. **Get Informed**
 - Understand important academic information
 - Explore campus facilities and support services available at SUSS

Visit SUSS Orientation website for more information: <https://www.suss.edu.sg/orientation>

Visit SUSS Social Media Channels for the latest highlights and updates on Orientation!

Join the Office of Student Life Telegram channel for updates on student activities!

Click the icons below to join these channels:



STUDENT TEAMBUILDING PROGRAMME

The Student Teambuilding Programme is an [experiential graduation requirement for all Full-Time SUSS students](#). All students must complete this programme in their first academic year.

The Student Teambuilding Programme comprises of 2 components;
 (1) the **Experiential Teambuilding (ETB) module** and
 (2) the **Student SUcCeSS Centre (SSC) Learning Prospectus[^]**.

The **ETB module** provides an experiential platform for all full-time undergraduate students to kick-start the university journey through a common experience. Students can look forward to various experiential activities designed to promote cohesion and collaboration, as well as gain a deeper understanding of self, team, community and the University's values.

The **SSC Learning Prospectus[^]** is coupled with the ETB module to help students develop competencies in the domains of 'Unique Individual' and 'Care for Self and Others'.

Students are required to attend either one of the following ETB runs:

- **Run 1: 10 Jul 2023 – 12 Jul 2023**
- **Run 2: 13 Jul 2023 – 15 Jul 2023**
- **Run 3: 18 Jul 2023 – 20 Jul 2023**

Registration will be conducted from 1 Jun 2023 to 30 Jun 2023. The registration process comprises of 2 phases:

- (1) Phase 1 (Course Registration and Health Declaration Period): Students are to do their health declaration and then select their preferred ETB run, subject to run availability.
- (2) Phase 2 (Medical Clearance Period – for those who have declared medical conditions): Students with declared health conditions are required to seek appropriate medical clearance, which may involve visiting a doctor, before attending ETB.

Students must clear these phases before attending their selected ETB run.

[^]More information on the SSC Learning Prospectus will be shared during the ETB programme.

Students with special needs that require accommodations to be made during your Student Teambuilding programme, please contact us at sensupport@suss.edu.sg.

1. COURSE DATES

1.1. The course dates are shown in the table below. Students are allowed to [register for only ONE \(1\) run](#).

Run No.	Course Dates*	Course Duration	Course Assessment Period**
1	10 Jul to 12 Jul 2023	3 Days + 1 ETB Course Quiz + 1 Group Presentation [#]	3 Jul, 12pm to 25 Jul, 12pm
2	13 Jul to 15 Jul 2023		6 Jul, 12pm to 28 Jul, 12pm
3	18 Jul to 20 Jul 2023		11 Jul, 12pm to 02 Aug, 12 pm

* When registering, students must be **available throughout the entire course date duration**.

[#]Dates for the Group Presentation Day will be made known during the Course.

Note: Students admitted in the JAP Window 2 can only select and attend Run 3 (18 Jul to 20 Jul 2023).

1.2. Limited slots are available for each run, and registration during the course registration period is on a first-come-first-serve basis.

1.3. Students are not allowed to switch runs once the selection is confirmed.

2. REGISTRATION DEADLINES

2.1 The registration process is conducted in two phases:

- Phase 1 (Course Registration and Health Declaration Period); and
- Phase 2 (Medical Clearance Period – For those who have declared medical conditions).

2.2 Students with medical conditions must clear both Phases by the stipulated deadlines specified in the following table, before attending their selected ETB run.

Phase 1 (Course Registration and Health Declaration Period)	Phase 2 (Medical Clearance Period – For students who have declared medical conditions)
1 Jun, 12pm – 30 Jun, 12pm	Run 1: 1 Jun, 12pm – 5 Jul, 12pm
Note: Students will select their preferred run on a first-come-first-serve basis.	Run 2: 1 Jun, 12pm – 10 Jul, 12pm
	Run 3: 1 Jun, 12pm – 12 Jul, 12pm

3. PHASE 2: MEDICAL CLEARANCE PERIOD

3.1 Safety is a priority for the Student Teambuilding Programme. Students are first required to declare any health conditions in the registration portal during Phase 1 (Course Registration and Health Declaration Period).

3.2 During Phase 2 (Medical Clearance Period), students with declared health conditions are required to seek appropriate medical clearance, which may involve visiting a doctor, before they are allowed to participate in the Student Teambuilding Programme. SUSS works with International SOS, a health and security services company, to facilitate this process. More information on the health declaration process will be provided during the registration process.

3.3 The Office of Student Life (OST) will review declared health conditions within 5 working days.

3.4 Students are strongly encouraged to declare their health conditions at the earliest, as they are not able to attend their selected ETB runs until health declarations are submitted and cleared by OST.

4. PROGRAMME BRIEFING

4.1 Students are strongly encouraged to attend either one of the following virtual briefings, to find out more about the programme:

- 30 May 2023 (Tue), 7.30pm to 9.00pm
- 23 Jun 2023 (Fri), 7.30pm to 9.00pm

4.2 Students may register via <https://tinyurl.com/ETBBriefing2023>, or by scanning this QR code:



4.3 An email will be sent to registered students with more information.

5. HOW TO REGISTER

5.1 Follow the steps in this flowchart to enrol in the course:

Phase 1: Course Registration and Health Declaration Phase

1. Receive link to access ETB Registration portal via your **personal email account**
2. Login to ETB registration portal to complete health declaration and select preferred run by the deadline stipulated in Section 2 above



Phase 2: Medical Clearance Phase

3. Contact International SOS and they will contact you via a follow-up call. Act upon the instructions provided by International SOS and visit a doctor, if required.
 - No further actions are required if International SOS advises that there is not a need to visit a doctor.
 - If you have been advised to visit a doctor, proceed to Step 4.
4. Login to ETB registration portal to submit relevant medical assessment forms by the deadline stipulated in Section 2 above

5.2 Students' participation for ETB will be confirmed only upon completion of the above registration steps by the respective deadlines.

6. STUDENT TEAMBUILDING PROGRAMME REQUIREMENTS

6.1 To clear the Student Teambuilding Programme graduating requirement, you are required to complete the following components:

- a) ETB Module
 - Achieve at least 75% attendance for the ETB programme
 - Participate actively in the ETB programme
 - Pass the 2 ETB course assessments: ETB Course Quiz and Group Presentation
- b) SSC Learning Prospectus
 - Attend at least 1 workshop from 'Unique Individual' or 'Care for Self and Others' domain within your first academic year

7. FOR MORE INFORMATION

7.1 For more information on the Student Teambuilding Programme, visit us at our website via this [link](#) or by scanning this QR code:



7.2 For queries, please contact the Office of Student Life at ost@suss.edu.sg

LEAVE OF ABSENCE (LOA)

Students who wish to apply for Leave of Absence (LOA) should take note that application is submitted on a course level basis for approval by the respective Schools. LOA application processes and policies differ across the courses offered by the respective Schools.

Students need to check which course(s) they are unable to attend during the intended LOA period, and submit their request(s) for the course(s) accordingly.

Details on LOA application processes and policies will be posted in Announcement section under each enrolled course on Canvas. Students should always refer to the most updated announcements posted on Canvas to ensure a smooth processing of their LOA request(s) by the respective Schools.

For any other enquires on LOA related matters, students may also contact Student Services via email at students@suss.edu.sg for further assistance.

WITHDRAWAL

Students who wish to withdraw from the University must inform us by **13 Aug 2023 (Sun)**.

Submit the **completed Withdrawal Form** (included in this Matriculation Booklet) along with your **full name and PI No.** to ft_admissions@suss.edu.sg.

Refund Policy

If written notice of withdrawal is given within the **cooling off period**, a refund of the fees paid less \$100 (excluding prevailing GST) administrative charge will be given. No refund will be given for withdrawal or deferment thereafter.

Cooling off period is defined as **7 working days** after payment of the fees for the first semester of your admission to SUSS.

For example: If you made a payment on 1 July 2023, you need to inform the University of your intention to withdraw latest by 11 July 2023 (Saturdays and Sundays are not considered as working days).

No refund will be given for withdrawal or deferment thereafter.

Consumption of Tuition Grant

Students who withdraw from the University after semester commencement (i.e., 14 Aug 2023 for Academic Year 2023/2024), either through withdrawal on your own accord or termination of candidature by the University, will be liable to pay fees for the entire semester.

Commencement of semester includes attending classes (Face-to-Face or Online delivery mode), attempting Pre-Course Online Quiz (PCOQ), Pre-Class Quiz (PCQ), and/or any other activities which are listed in the credit-bearing course deliverables.

For such cases, **tuition grant awarded for these courses may be deemed as utilised**. The consumption of Tuition Grant and/or the refund policy will be reviewed upon receipt of student's withdrawal request or termination of candidature. This will impact withdrawn students' future Tuition Grant availability at other local universities, should you be enrolled in another undergraduate programme.

FREQUENTLY ASKED QUESTIONS: MOE TUITION FEE LOAN (TFL)

The MOE Tuition Fee Loan (TFL) is a Government education loan to help students who require assistance to pay their tuition fees. MOE has appointed DBS Bank Ltd as the agent to administer the TFL Scheme.

How to Apply

- Please submit your TFL application using the DBS digibank mobile app from **19 Jun 2023**. Please visit the [website](#) in June 2023 for more information.
- The bank will take approximately 14 working days to process your TFL application and thereafter inform SUSS on the status of your application. If your application is successful, SUSS will notify you by email on the balance of the course fee amount payable after receiving confirmation from the bank.

Supporting Documents for TFL Application

- NRIC/Passport (Student and Guarantor)
- Provision Offer or Final Offer Letter of Admission

These should be submitted as part of your application on the DBS digibank app.

For more information or assistance, please contact: **DBS Bank**, Tel: 6333 0033 (www.dbs.com.sg).

FREQUENTLY ASKED QUESTIONS: POST-SECONDARY EDUCATION ACCOUNT (PSEA) SCHEME

The PSEA scheme is part of the Government's efforts to encourage every Singaporean to complete his post-secondary education. It is administered by the Ministry of Education and is open automatically for all eligible Singaporeans.

You may contact the 24-hour automated PSEA hotline at 6260 0777 to find out your account balance, which is updated every Wednesday.

More information can be found on the PSEA website: <https://www.moe.gov.sg/financial-matters/psea>

How to Apply

Students may apply to use their own or their sibling's PSEA funds to pay fees to be incurred at SUSS.

Type of Application	Using Your Own PSEA Account	Using Your Sibling's PSEA Account
<p>Standing Order</p> <p>A Standing Order (SO) is a one-time application for automatic ongoing withdrawal of PSEA fund to pay for tuition and miscellaneous fees until either the fund is used up or when the SO is terminated.</p>	<p style="text-align: center;">Apply ONLINE</p> <p>URL: https://go.gov.sg/psea-standing-order</p> <p>Step-by-step Guide (click here)</p> <p>If you are 21 years old and above, log in with your own Singpass.</p> <p>If you are below 21 years old, your parent's Singpass login is required instead.</p>	<p style="text-align: center;">Apply ONLINE</p> <p>URL: https://go.gov.sg/psea-so-sibling</p> <p>Step-by-step Guide (click here)</p> <p>If you and your sibling are 21 years old and above, your signatures will suffice.</p> <p>If you <u>or</u> your sibling is below 21 years old, your parent/guardian's signature is required on the form.</p>
<p>Ah-hoc Application</p> <p>The ad-hoc application is for a one-time withdrawal for a specific purpose. You will have to submit the ad-hoc withdrawal application form for each specific withdrawal.</p>	<p style="text-align: center;">Apply ONLINE</p> <p>URL: https://go.gov.sg/psea-withdrawal-u4a1</p> <p>Step-by-step Guide (click here)</p> <p>If you are 21 years old and above, log in with your own Singpass.</p> <p>If you are below 21 years old, your parent's Singpass login is required instead.</p>	<p style="text-align: center;">Submit HARDCOPY form</p> <p>Hardcopy Form: included in this Matriculation Booklet</p> <p>If you and your sibling are 21 years old and above, your signatures will suffice.</p> <p>If you <u>or</u> your sibling is below 21 years old, your parent/guardian's signature is required on the form.</p>

Note:

- Students are strongly encouraged to keep PSEA funds to pay for other activities in future semesters instead e.g., Global Learning.
- If you have a Standing Order for withdrawal of PSEA funds for payment of fees at a previous institution but do not wish to use your funds for tuition fee payment at SUSS, please terminate your Standing Order here: <https://go.gov.sg/psea-so-termination>
- If you are submitting the hardcopy form, MOE will accept the scanned copy of the original completed form (with signatures). Make sure to keep the original completed hardcopy form in case you need to submit it in the future. Submit your scanned copy to ft_admissions@suss.edu.sg by **30 Jun 2023 (Fri)**.
- SUSS will not accept nor process PSEA forms with amendments or with correction tape. You will need to submit a newly filled up PSEA form.

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**Refer to the MOE Tuition Fee Loan (TFL)
Supporting Document Checklist
behind this page.**

MOE-TUITION FEE LOAN

SUPPORTING DOCUMENTS CHECKLIST

Instructions

1. The MOE-TFL covers up to 90% of the subsidised tuition fee payable. It does not cover any other miscellaneous fees. You may choose any of these loan quanta: 30% / 50% / 80% / 90% of the total subsidised tuition fees.
2. Please ensure that you have submitted your TFL application online together with all the required supporting documents using the DBS digibank app.
3. Application without all the supporting documents will be deemed as incomplete and will not be processed by DBS Bank.

Supporting Documents Checklist

Applicant	<p><u>ID Documents</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) Or Passport (Validity of Passport as at date of signing of agreement must be more than 6 months) <input type="checkbox"/> Notary Public Stamp (if applicant/guarantor is not in Singapore) <input type="checkbox"/> Proof of residential address if New To Bank # <p><u>Other Documents</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provisional Offer or Final Offer Letter of Admission (for new student) <input type="checkbox"/> SUSS's student card (for existing student)
Guarantor	<p><u>ID Documents</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) Or Passport (Validity of Passport as at date of signing of agreement must be more than 6 months) <input type="checkbox"/> Notary Public Stamp (if applicant/guarantor is not in Singapore)

Notes:

Acceptable documents as proof of residential address:

NRIC –If the address stated on the application form is similar to the applicant’s NRIC. Otherwise please provide the following documentary proof:

- a) **School Letters** - Any correspondence from the SUSS to the applicant at the listed address and one of the following:
- **Telephone Bills**, or
 - **Utility Bills**, or
 - **Credit Card** or **Bank Statements**

If the bills or statements reflect the parent’s name instead of the student’s, proof of relationship such as birth certificates must also be provided.

Date range of supporting documents provided have to be within 3 months of application e.g. If applying in Oct, acceptable range will be between Aug – Oct.

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Refer to the Post Secondary Education Account (PSEA) Ad-hoc Application Form behind this page.

***Use this hardcopy application form only for deduction from your sibling's PSEA account.**

***Submit an online application for deduction from your own PSEA account or Standing Order using siblings' PSEA Account.**

INSTRUCTIONS ON COMPLETION OF FORM

Any cancellations on the form will require a countersign. Do not use correction fluid or correction tape on the form.

Part 1

This part must be completed by the student.

Note: If the student has a PSEA, deduction of fees will always be made from his/her PSEA first.

List of Usage Category:

For Tuition Fee	For Enrichment Programme (EPC)	For SkillsFuture Singapore (SSG) Approved Course	For Public Agencies and Private Training Providers (GFP) Approved Course
TTF-FULLQ Tuition Fee-Full Qualification	EPC-PDEV EPC-Personal Development	SSG-SKLUPG SSG Course Fee-Skill Upgrading	GFP-FULLQ GFP Course Fee-Full Qualification
TTF-MODC Tuition Fee-Modular Course	EPC-LTRIP EPC-Local Trips	SSG-PDEV SSG Course Fee-Personal Development	GFP-MODC GFP Course Fee-Modular Course
TTF-SHORTC Tuition Fee-Short Course	EPC-OTRIP EPC-Overseas Trips	SSG-OTHERS SSG Course Fee-Others	GFP-SHORTC GFP Course Fee--Short Courses
TTF-OTHERS Tuition Fee-Others	EPC-SPORTS EPC-Sports		GFP-OTHERS GFP Course Fee-Others
	EPC-OTHERS EPC-Others		

Part 2

This part is to be completed if the student is requesting to use his sibling(s)' PSEA. If the student is using his own PSEA only, this part need not be completed.

- Sibling who is/are 21 years old and above need to authorise the usage of his/her PSEA by signing in this part of the form. If any one of the siblings is below 21 years old, parent's authorisation is required by signing Part 3 of this form.
- A student may request to deduct funds from up to 3 siblings' PSEA. However, if the student has a PSEA, deduction will first be made from his own account. Any shortfall will then be deducted from the sibling's account labelled "First" under the column heading "Deduction Priority". If there is still shortfall, deduction will be made from the sibling's account labelled "Next", followed by the account labelled "Last". Please see the examples below:

Scenario 1: When the student has PSEA balance of \$200

	Student	Sibling	Sibling	Sibling
PSEA Balance	\$200	\$200	\$400	\$400
Deduction Priority		First	Next	Last
Maximum Amount To Use		100%	25%	50%
Example	Course Fees	Amount Deducted		
A	\$350	\$200	\$ 150	
B	\$500	\$200	\$200	\$ 100
C	\$1,000	\$ 200	\$200	\$250 (25% of \$1000)

Scenario 2: When the student does not have PSEA or his/her PSEA balance is \$0

	Student	Sibling	Sibling	Sibling
PSEA Balance	-	\$200	\$400	\$400
Deduction Priority		First	Next	Last
Maximum Amount To Use		100%	25%	50%
Example	Course Fees	Amount Deducted		
D	\$250	-	\$200	\$50
E	\$700	-	\$200	\$175 (25% of \$700)

Part 3

This part authorises the use of the PSEA by the student and/or Parent/Legal Guardian.

a) "By Parent/Legal Guardian"

This section must be signed by a parent/guardian if the student or any sibling whose account is to be used is below 21 years old. A legal guardian is one who is court-appointed, or has been appointed guardian of a child or children by virtue of a will. Please submit the relevant documents to indicate that you are the legal guardian of the child or children.

b) "By Student"

This section must be signed by the student, if he is 21 years old or above.

THIS IS A BLANK PAGE.

Refer to the Withdrawal Form behind this page.

Withdrawal Form

Please email the completed form to ft_admissions@suss.edu.sg by **13 Aug 2023 (Sun)**.
If you are withdrawing from 14 Aug 2023 (Mon) onwards, you have to submit your withdrawal through e-Services in the Student Portal.

Full Name (as per NRIC/FIN/Passport)			
NRIC/FIN/Passport No. and Student PI Number		Intake (Month/Year Enrolled)	
Programme Enrolled			
Reasons for Withdrawal			

Please **tick** or **fill up** accordingly for the following sections:

A. Matriculation Completed (via Online Matriculation Portal)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

B. Course(s) Attempted (till date)

Course Title:		Attempted PCOQ/PCQ:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attended Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title:		Attempted PCOQ/PCQ:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attended Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title:		Attempted PCOQ/PCQ:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attended Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title:		Attempted PCOQ/PCQ:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attended Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title:		Attempted PCOQ/PCQ:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attended Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title:		Attempted PCOQ/PCQ:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attended Class(es):	<input type="checkbox"/> Yes <input type="checkbox"/> No

C. Financial Aid Schemes Applied/ Awarded

	Central Provident Fund (CPF) Education Loan
	ECDA Training Award (University) <i>(Applicable for ECE students only)</i>
	Mendaki Tertiary Tuition Fee Subsidy (TTFS)
	Higher Education Bursary / Higher Education Community Bursary
	MOE Study Loan
	MOE Tuition Fee Loan
	Post-Secondary Education Account (PSEA)
	Other External Scholarships/ Sponsorships/ Study Awards/ Study Bursaries (Name of External Scheme: _____)

For Official Use only:			
Student Signature	Date	Staff Acknowledgement	Date

CONTACT INFORMATION

NEED HELP IN?	DEPARTMENTS	OFFICE LOCATION
<ul style="list-style-type: none"> First point of contact for student related matters 	Student Services Department students@suss.edu.sg Hotline: +65 6248 9111	SUSS, Blk C Level 1 Operating Hours : 8.30am – 5:30pm
<ul style="list-style-type: none"> Matters related to financial aid 	Financial Aid Department financialaid@suss.edu.sg Hotline: +65 6240 8998	
<ul style="list-style-type: none"> Accountancy Business Analytics Finance Marketing Supply Chain Management 	School of Business (SBIZ) sbiz@suss.edu.sg	Blk 82, Levels 5-7 535 Clementi Road Singapore 599489 (Within Ngee Ann Polytechnic campus)
<ul style="list-style-type: none"> Public Safety & Security 	School of Humanities and Behavioural Sciences (SHBS) ft_shbs@suss.edu.sg	SUSS, Blk B Level 6
<ul style="list-style-type: none"> Early Childhood Education Human Resource Management Social Work 	S R Nathan School of Human Development (NSHD) ft_nshd@suss.edu.sg	
<ul style="list-style-type: none"> Information and Community Technology 	School of Science and Technology (SST) ft_sst@suss.edu.sg	
<ul style="list-style-type: none"> SUSS Core Curriculum 	Core Learning (CL) cl_admin@suss.edu.sg	SUSS, Blk C Level 9
<ul style="list-style-type: none"> Global Learning Service-Learning projects 	Experiential Learning (EL) Office of Global Programmes ogp@suss.edu.sg Office of Service-Learning and Community Engagement osl@suss.edu.sg	Blk 82, Annex Level 1 535 Clementi Road Singapore 599489 (Within Ngee Ann Polytechnic campus)
<ul style="list-style-type: none"> Work Attachment Experiential Teambuilding Programme Student development Student Orientation 	Student SUcCeSS Centre (SSC) Office of Career Development careerdev@suss.edu.sg Office of Student Life ost@suss.edu.sg Office of Entrepreneurship ost@suss.edu.sg	
<ul style="list-style-type: none"> Professional Counselling & Life Coaching Emotional Support 	C-Three counsellingservices@suss.edu.sg Hotline: +65 6248 1600 https://bit.ly/C-three	SUSS, Blk A Level 3 Room 3.05B (Click here for online consultation booking)

CAMPUS LOCATION & FACILITIES

To view the interactive campus map and campus facilities: <https://bit.ly/SUSSCampus>

TECHNICAL SUPPORT

Canvas Learning Management System: lssupport@suss.edu.sg
MyMail (Email): mymailsupport@suss.edu.sg

Operating Hours: 8:30am to 7:30pm (Mon to Fri), 9:00am to 1:00pm (Sat)

SUSS SHUT DOWN DAYS FOR AY 2023/2024

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> 24 Dec 2023 (Sun) | <ul style="list-style-type: none"> 31 Dec 2023 (Sun) | <ul style="list-style-type: none"> 09 Feb (Fri) to 12 Feb (Mon) 2024 |
|---|---|---|



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Social Sciences