

# Course fee payment

## Undertaking not to Collect More Than 2 Months Course Fee

Inspire Education Centre undertakes not to collect more than 2 months course fee for all courses.

## Course Fee Payment Policy

- 1) Payment for Course Fees can only be made after the PEI-Student Contract is signed.
- 2) Available payment modes for Course Fees are Cash, Cheque, ATM transfer or Cash Deposit at ATM, PayNow, Internet Banking with proof of payment provided by transfer receipts.

Important: Please indicate Student Name when making payment.

Account Name: Inspire Education Centre Pte Ltd  
Bank Account No.: 04151039301  
Bank Name: Maybank Singapore Limited  
Bank Code: 7302  
Branch Code: 015 (Marine Parade Branch)  
SWIFT Code: MBBESGS2  
PayNow UEN: 200723647D



- 3) Student's attendance is conditional upon payment in full of each instalment of Course Fees and all other Miscellaneous Fees.

## **Instalment Schedule for Course Fees and Late Payment Consequences**

- 1) All payments are to be made before or by the due dates stated in the PEI-Student Contract Schedule B.

Students, parents and guardians are strongly advised to make fee payments **1 week advance** before the payment due date. Please take note that late payment of course fees has consequences:

Days Late	Action	Student Contract
1 day late	Late payment fee \$100 imposed	Clause 1.4
1 day late	Suspension	Terms and Conditions Clause 9
7 days late	Termination	Terms and Conditions Clause 9

### Illustration

Instalment <sup>1</sup> Schedule	Date Due <sup>2</sup>	Suspension Date	Termination Date
1st instalment	12/01/2020	13/01/2020	20/01/2020
2nd instalment	12/02/2020	13/02/2020	20/02/2020
3rd instalment	12/03/2020	13/03/2020	20/03/2020
4th instalment	12/04/2020	13/04/2020	20/04/2020

5th instalment	12/05/2020	13/05/2020	20/05/2020
6th instalment	12/06/2020	13/06/2020	20/06/2020
7th instalment	12/07/2020	13/07/2020	20/07/2020
8th instalment	12/08/2020	13/08/2020	20/08/2020
9th instalment	12/09/2020	13/09/2020	20/09/2020

1. Each instalment amount shall not exceed 2 months' worth of fees for non-EduTrust-certified PEIs without IWC.

2. Each instalment after the first shall be collected within one week before the next payment scheduled.

2) INSPIRE reserves the right to suspend a student for non-payment of fees until full payment is paid, by giving written notice to the students/parents/guardians. (Student Contract: Terms and Conditions Clause 9)

i) There is no pro-ration discount given due to the suspension.

ii) There will not be any make up of classes in the event of suspension.

3) If still no payment is received within 7 days of payment being due, the Centre shall have the right to terminate the PEI-Student Contract for failure to pay Course Fees and/or Miscellaneous Fees by giving written notice to the students/parents/guardians. (Student Contract: Terms and Conditions Clause 9)

### **MISCELLANEOUS FEES<sup>3</sup>**

<b>Purpose of Fee</b>	<b>Amount (with GST, if any) (S\$)</b>
Course Application Fee (Non-refundable)	300
Late Payment Fee	100
External Examination Fee (SEAB Examination Fees or any other External Examinations)	Refer to <a href="http://www.seab.gov.sg">www.seab.gov.sg</a> or respective external examination boards
Examination Registration Administrative Fee ^	50
Examination Appeal Administrative Fee ^	50
Refund Administrative Fee ^	100
Course Subject Change Administrative Fee ^	150
NS Deferment Administrative Fee ^	100
Attendance Report Issuance Administrative Fee ^	100
Student Results Re-Issuance Administrative Fee ^	100
INSPIRE's English Entry Test	100
Internal Examination Marking Fee (Per examination paper)	100 - 150
Additional Lesson Fee	As per invoice issued.
Replacement fees for lost or damaged items / textbooks	Price will depend on the value of item.

3. 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

^ Administrative Fees are non-refundable.