



An Institute of



Freshmen Guide

Bachelor of Science in Sport Science & Management

INSPIRING LEARNING
TRANSFORMING TEACHING
ADVANCING RESEARCH

**NANYANG TECHNOLOGICAL UNIVERSITY (NTU)
NATIONAL INSTITUTE OF EDUCATION (NIE)**

**BACHELOR OF SCIENCE (SPORT SCIENCE & MANAGEMENT)
AY2025 ADMISSION**

1 Conditions of Admission

The offer of a place at the National Institute of Education, Nanyang Technological University, Singapore (NIE NTU, Singapore) is made to you subject to the following conditions:

- a) NTU is satisfied that you are certified fit to study by NTU's doctor at NTU's Medical Center.
- b) The information you have given in your application form is valid, true, and accurate and you have not withheld any material information from NTU.

2 Matriculation

Matriculation involves the following:

- a) Obtain matriculation number
- b) Submission of documents
- c) Obtain NTU E-mail Account
- d) E-matriculation
- e) Obtain NIE Login Account
- f) Download NTU Pass

(a) Obtain Matriculation Number

A matriculation number will be given to you upon completing the [NTU online acceptance](#). E-matriculation is still required (see point 2c).

(b) Submission of Documents

All new students are required to submit the following documents:

Document	Where to submit
1. Form for Student Photo	Email to nieitpdoc@nie.edu.sg upon acceptance of offer
2. Passport Size Photograph (in JPG format only)	
3. Photocopy of your Identity Card (<i>If you are a foreigner, please submit a photocopy of your FIN Card. If you do not have a FIN Card, then submit a photocopy of the relevant page of your passport where your particulars are listed.</i>)	

Email Subject: SSM July 2025 intake

Email Body Format: Name (as per NRIC):
Contact Number:

Example:

Name (as per NRIC): TAN HUI LENG (CHEN HUILING)

Contact Number: 91234567

Attachment Filename Format:

Type of Document	Filename Format
Form for Student Photo	Student_Photo
Passport Size Photograph (in JPG format)	Name_Photo
Copy of Identity Card	ID

Please ensure the images are clear and in one of the following formats: jpeg, jpg, pdf, png, doc, docx.

Document	Where to submit
4. Application Form for Interbank GIRO	Mail this form (original signed hard copy as required by the bank) to reach this office by <u>1 July 2025</u> or within 1 week after acceptance, whichever is later: Ref : GIRO Form NIE Student Services Centre (SSC) Office of Academic Administration & Services Block 1, Level 1 National Institute of Education 1 Nanyang Walk Singapore 637616
5. Tuition Grant Form	To be done <u>after</u> e-matriculation and <u>after</u> you receive the NIE Login account. Declare by logging in to the NIE Portal https://portal.nie.edu.sg, under Student Dashboard > Favourites, click on e-Forms. Expand the Tuition Grant Declaration and click on the "Tuition Grant Declaration" to access and submit the form by <u>10 July 2025</u> or within 1 week after acceptance, whichever is later. Only for Singapore Permanent Resident (SPR)/ International Student (IS): If you are accepting the admission programme offer with Tuition Grant, please register online for Tuition Grant at the MOE website by 13 Sep 2025. After Tuition Grant registration period closed, SPR/IS students who had registered for Tuition Grant are to complete online signing of Tuition Grant agreement with sureties on TG&S portal by 30 Sep 2025. Please refer to the website for more information.

(c) Obtain NTU E-mail Account

Students will receive an email about an **Office365 EDU account** (i.e., an NTU email account ending with '@e.ntu.edu.sg') after acceptance. This email account is proof of your identity as a student of the University and will be the primary communication channel between you and the University.

(d) E-Matriculation

New students are required to do e-matriculation through <https://portal.nie.edu.sg/ereg/register/stdregform.jsp>.

E-matriculation can be done 3 days after completion of the NTU online acceptance form (e.g., complete acceptance on 1 June, e-matriculate on 4 June 2025). You are encouraged to matriculate promptly to obtain the NIE Login Account.

If you encounter any issues accessing the website, please contact the ACIS Service Desk at 6790 3033 or visit the IT & Infra Services Hub located at the NIE Student Hub (UiD), Level 1.

(e) Obtain NIE Login Account

Your NIE Login account details will be sent to you via email. If you do not receive your NIE Login account details within 3 days after you have completed the e-matriculation, or if you encounter any issues accessing the NIE Portal (<https://portal.nie.edu.sg>), please contact the ACIS Service Desk.

(f) NTU Pass

The NTU Pass app holds your digital ID card. You can download the NTU Pass app 3 days after you have obtained the NTU email account. Please click [here](#) to download the NTU Pass app.

3 Student Housing on NTU Campus

The undergraduate freshmen hall application period starts from **2 June 2025, 0900 hrs (SGT)** till **23 June 2025, 1700 hrs (SGT)**. You will need the NTU e-mail account to apply for housing. As it takes about 3-4 days after acceptance to get your NTU e-mail account, freshmen should complete acceptance as early as possible.

Those who do not get the NTU e-mail account in time to apply for housing may write to och-housing@ntu.edu.sg.

Information on student housing is available at <https://www.ntu.edu.sg/life-at-ntu/accommodation/undergraduate-housing>.

4 **Health Screening**

All students must undergo a health screening before admission to determine their medical fitness to pursue the programme of study at the University. Refer to <https://www.ntu.edu.sg/admissions/undergraduate/freshmen/freshmen-info/important-dates> > Book Appointment for Health Screening, for details.

5 **Apply for Student's Pass (For Full-Time International students only)**

The offer of admission is conditional upon you being issued a valid Student's Pass by the Singapore Immigrations and Checkpoints Authority (ICA).

The instructions on how to apply for Student's Pass will be given to newly matriculated students. If you do not have a passport, you should apply for one to facilitate your travel arrangements.

If your application for the Student's Pass is successful, it will be approved together with the required visa for entry to Singapore. ICA will inform you separately via e-mail when your Student's Pass application has been approved.

The above information on Student's Pass application and ICA's restrictions are subject to the prevailing Singapore Government's regulations at the material time.

6 **Qualifying English Test**

The Qualifying English Test (QET) will be held on **Friday, 1 August 2025**. This will be an in-person online test held in the test venues. Details on preparation for the e-test will be updated on the website in June 2025. Please visit the [website](#) for more details about the QET.

Students will be admitted into the test hall **twenty (20) minutes** before the start of the e-test to check and ensure there are no technical issues before commencement of the QET.

Please access https://wis.ntu.edu.sg/webexe/owa/web_get.login from **Monday, 21 July 2025 to Thursday, 31 July 2025** (from 10.00 am to 10.00 pm) to check whether you are required to take the QET. If you are required to take the QET, the details of the e-test will be displayed on the screen. It is crucial that you check the details before the e-test.

7 Orientation

The Sport Science & Management (SSM) Society will be organising the SSM Transition Orientation Programme (TOP) for the Bachelor of Science (Sport Science & Management) students from **4 to 8 August 2025**. Attending the SSM TOP is the first step for you to get to know your fellow schoolmates better and make your transition into the programme as smooth as possible.



More information on the programme will be announced on the NIE Orientation microsite (<https://tinyurl.com/NIEOrientation2025>) on **11 June 2025**.

8 "The Uprising" Orientation Programme for Malay/Muslim Freshmen

"The Uprising" Orientation Programme Planning Committee (collaboration between NTU-NIE Malay Language and Cultural Society PERBAYU as well as the NTU Muslim Society) will be organising the Orientation Programme. This programme welcomes all Malay/Muslim Freshmen from the Bachelor of Arts / Bachelor of Science (Academic Discipline and Education), Bachelor of Science (Sport Science & Management), Diploma and Postgraduate Diploma in Education (Physical Education) programmes. More information on the programme will be announced on the NIE Orientation microsite (<https://tinyurl.com/NIEOrientation2025>) on **11 June 2025**.

9 Commencement of Programme

Lessons for the programme will commence on **11 August 2025**. Students who are coming to NIE by MRT can either:

- (a) Alight at Boon Lay Station and then use SBS Service Number 199 or 179; or
- (b) Alight at Pioneer Station and then use SBS Service Number 179.

If you are coming by car, you are strongly advised to car-pool as there are limited parking lots available on campus. A map of the NIE Campus is enclosed.

10 Financial Matters

For AY 2025/2026 freshmen, the amount of direct fees payable are as follows:

Citizenship	Singaporean (excl GST)	Singapore PR (excl GST)	ASEAN International Student (incl GST)	ALL OTHER International Student (incl GST)
Fees (Per Annum)	S\$	S\$	S\$	S\$
Direct Tuition Fee Payable	8,250	11,550	17,950	20,000

GST on the subsidized fees is subsidized by MOE for Singapore Citizens and Permanent Residents

The Singapore Government provides tuition grants to assist students in paying a substantial part of the full tuition fees chargeable by NIE. Students who wish to receive the tuition grant may declare by logging in to the NIE Portal. Under Student Dashboard > Favourites, click on e-Forms. Expand the Tuition Grant Declaration and click on the "Tuition Grant Declaration" to access and submit the form.

For Singapore Permanent Residents/ International Students:

If you are accepting the admission programme offer with Tuition Grant, please register online for Tuition Grant at the MOE website by **13 Sep 2025**. After Tuition Grant registration period closed, SPR/IS students who had registered for Tuition Grant are to complete online signing of Tuition Grant agreement with sureties on TG&S portal by **30 Sep 2025**. Please refer to the [website](#) for more information.

For Singaporean students who have accepted both their admission programme offer and MOE TG offer, there is no need to register for TG at the Ministry of Education's website. Please refer to the website for more information.

<https://www.ntu.edu.sg/admissions/undergraduate/financial-matters/tuition-grants>.

For AY 2025/2026 freshmen under non-subsidised tuition fee scheme (not applying for tuition grant), the full tuition fees payable per annum are as follow:

Citizenship	All Non-Subsidised Students (Inclusive of GST)
Fees (Per Annum)	S\$
Full Tuition Fee Payable	40,500

In addition to the tuition fee payable (as indicated in the preceding paragraphs), the other costs are as follows:

Miscellaneous Fees per annum	S\$
Singapore Citizens	
- Health Service Fee	69.30
- Student Service Fee	276.80
Total for Singapore Citizens	346.10
Singapore Permanent Residents/ International Students	
- Health Service Fee	151.82
- Student Service Fee	317.38
Total for Singapore Permanent Residents/ International Students	469.20

Note: (1) Fees reflected are GST inclusive
(2) Fees quoted are subject to change

Students who apply for leave after the first two weeks of the semester are required to pay the fees for that entire semester. Please refer to important notes on fees in [guidline-on-tuition-fees_accepted-offer-effective-from-ay2018.pdf \(ntu.edu.sg\)](#).

Please note that all fees quoted are subject to change.

In connection with the above, students who have recently become Singapore citizens must submit a copy of the Singapore Citizenship Certificate and Singapore Identity Card together in order for their citizenship to be updated in the database.

11 GIRO Application

Students are required to pay fees through GIRO. Similarly, credits, if any, will be received through GIRO. In view of this, a GIRO application form is enclosed for your use. You are required to complete the form and submit the original signed hard copy (as required by the bank) to NIE Student Services Centre. Digital signatory is not acceptable by the bank. Kindly note not to use correction fluid/tape and all amendments must be countersigned. You are requested to submit only one GIRO application form for the whole programme of study unless there is a change in the standing instruction from the Finance Department.

Students will be informed of the exact date of GIRO deduction or credit via e-Invoice in the NIE Portal (<https://portal.nie.edu.sg>) or in the MOE notification letters. Please note that only banks domiciled in Singapore are to be used for GIRO.

Possible GIRO transactions include deduction for tuition fees, credit for reimbursements and allowances, if any.

12 Financial Assistance Schemes

CPF Education Loan Scheme

This is for students who are interested to withdraw CPF funds from parents/own CPF account to pay tuition fees.

How to apply

Please complete these application forms:

- 1) [Student Data Sheet](#)
- 2) [CPF Education Loan Scheme Instructions, Terms and Conditions, Procedures, Guidelines & Application Form](#)

(Source – OAAS Financial Aid > CPF Education Loan for BA/BSc(Ed) Student Teachers and SSM Students)

https://www.ntu.edu.sg/nie/student-life/student-services-centre/financial-aid#Content_C013_Col00

If the guarantor is currently not contributing to his CPF Account, you are required to furnish a copy of his Notice of Tax Assessment for the current year or a duly signed letter from his employer, as well as a photocopy of his identity card. Please submit the form and supporting documents to NIE Student Services Centre within the submission period.

Mendaki Tertiary Tuition Fee Subsidies

Mendaki Tertiary Tuition Fees Subsidy (TTFS) Scheme is an education subsidy for Singaporean/Singapore Permanent Resident Malay students pursuing full-time undergraduates programme, which covers up to their subsidized tuition fee. Apply online at Mendaki's website <https://my.mendaki.org.sg> during application period. Please select "National Institute of Education" as the Institution.

Tuition Fee Loan Scheme

Full-time undergraduates of all nationalities regardless of family income can obtain a Tuition Fee Loan (TFL) of up to 90% of the subsidised tuition fee payable by Singapore Citizens for the same programme. The loan does not cover miscellaneous fees and hall rental charges. Interest free during study years with interest and repayment commence upon graduation. Please refer to instructions for SSM students at <https://www.ntu.edu.sg/nie/student-life/student-services-centre/financial-aid>.

Post Secondary Education Account (PSEA)

PSEA scheme is administered by the Ministry of Education (MOE) which allows students to utilize the funds in their own and/or their siblings' PSEA accounts for the payment of tuition/miscellaneous fees, selected fees and costs.

For student using his/ her own PSEA, click [here](#) for Online Adhoc application. For student using his/ her sibling PSEA, click [here](#) for Online Adhoc application. Please select "NTU-NIE" as the Faculty / Department.

Students below 21 years old at the point of submission, please inform your parent to submit your online application on your behalf.

Please refer to more information on the above in <https://www.ntu.edu.sg/nie/student-life/student-services-centre/financial-aid>.

Loans and Bursaries Administered by NTU Shared Services Financial Aid

The Study Loan must be held concurrently with one or combination of the schemes – MOE Tuition Fee Loan/CPF Education Loan Scheme / Mendaki Tertiary Tuition Fee Subsidy / Mendaki Loan / Post Secondary Education Account, where applicable. It will provide a loan to finance the part of the subsidised fees payable by Singapore Citizens not covered by the above Scheme and offers an optional living allowance loan of up to S\$3,600 per academic year. Loan is interest free during study years with interest and repayment commencing upon graduation.

Bursaries are open for application to financially needy full-time undergraduates of all nationalities with family's gross monthly PCI/GHI $\leq$ \$2,500/\$10,000.

Please refer to the website for details of eligibility, application period and submission of application forms and supporting documents. You may apply 1 week after you have gotten your NIE portal login account details.

<https://venus.wis.ntu.edu.sg/FAS2/Apply/Login.aspx>.

Other Financial Assistance Schemes

For the other financial assistance schemes available, please refer to:

<https://www.ntu.edu.sg/nie/student-life/student-services-centre/financial-aid>.

13 Verification of Original Documents for Students with International Qualifications

For SG & SPR students

1. NRIC of the students
2. High school graduation results *

For International Students

1. Passport of the students
2. Student Pass (STP)
3. High school graduation results *

* applicable to international qualifications only as local qualifications results are obtained directly from source (MOE or Polytechnics)

* VOD will be conducted by NTU's Office of Admissions.

14 Attire

Every student is expected to wear suitable clothing and maintain a hairstyle that gives an appearance of neatness and decorum. Outlandish and flashy clothing as well as long and unkempt hairstyles are prohibited on campus; likewise for inappropriate footwear such as sandals and slippers. Information on the dress code for students can be found in the NIE Portal.

15 Absence from Class

Students who cannot attend classes for any valid reason must apply for leave.

If advanced notification of lecturers/tutors is not possible, it is the onus of students to contact their lecturers/tutors to explain the reasons for their absence no later than 2 working days from the date of absence. Those who fail to do so will be issued a notice of absence letter.

Applications for leave must be made on the appropriate leave application forms which can be obtained from the NIE Portal at <https://portal.nie.edu.sg> under ISAAC > *Forms* > *Leave Application*. Applications for leave of absence must be submitted through ISAAC under 'Forms' at least 7 days in advance. Where the leave is for the purpose of participating in competitions, the application should be submitted at least one month in advance to allow for processing. Students should not go on leave until approval has been obtained. Late leave applications will not be

considered. Students will be notified via email if the application is approved or rejected. Students are responsible for informing their lecturers of any approved leave of absence for the NIE and/or NTU courses in which they are registered.

Where the absence is due to medical reasons, students are required to produce medical certificates issued by medical practitioners registered under the Medical Registration Act. Students are required to upload a clear picture of their medical certificate (MC) via the NIE Portal or the NIE mobile app within 1 week from the date of issue of the MC and submit a copy of it to ssm@nie.edu.sg. They must also show the original MC to the lecturers/tutors when they are back in class. After 1 week, a notice of absence from class will be issued to students who fail to explain the reasons for absence.

Students who are likely to be on long absence (i.e. semester leave of absence) during semester/curriculum time are required to inform SSM programme office at ssm@nie.edu.sg about their intentions before applying, after which, the Assistant Dean, SSM will advise them on any implications of their absence before it commences. Implications include but are not limited to additional semester(s) required to complete the programme of study and hence may result in additional cost to the students.

Students may leave for holidays overseas during public holidays, weekends and the NIE vacation as long as there are no programme commitments to fulfill during the period concerned.

16 Withdrawal

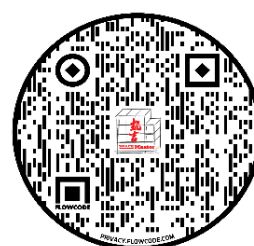
Students leaving the programme prematurely will be required to immediately inform SSM programme office at ssm@nie.edu.sg of their withdrawal in writing. The withdrawal will take effect only from the date of endorsement by NIE. Matriculated students who submit their withdrawal after Teaching Week 2 of the semester will be liable to pay the tuition and miscellaneous fees for the entire semester.

17 Locker @ NIE

Where: 1) Arts Block (Block 3 Basement 1 Stairway 3)
2) Science Block (Block 7 Basement 1 Stairway 4)
3) Physical Education & Sports Science (PESS) (Block 5, Basement 3, Ladies/Gents changing room)

How: Students are encouraged to apply for rental of lockers by scanning the QR code or via www.rent-a-locker.com from NIE's contractor, Kaichi Spacemaster Pte Ltd.

Kaichi Spacemaster Pte Ltd (Locker Rental Department) can be contacted at 6282 0868.



18 Notices to Students

Please note that important notices pertaining to examinations such as dates of examinations, registration of calculators and results, registration of courses as well as other matters such as dress code, dates of semesters and other student matters are regularly broadcast on the NIE Portal. The NIE Portal is a website that provides information and services to NIE's students. Hence, you should constantly refer to the NIE Portal for important notices and messages. The address for the NIE Portal is <https://portal.nie.edu.sg>.

19 General

All students will be bound by other Rules and Regulations of the Institute in force from time to time.

Summary of Important Dates for Freshmen Admitted to BSc (SSM)

Date	Activity	Address
From 1 Jun or as stated in offer	Complete NTU acceptance form	https://wis.ntu.edu.sg/pls/webexe/adm_acceptance_form.login
Upon accepting offer	Submit Form for Student Photo, passport size photo (in jpg format only) and copy of ID	nieitpdoc@nie.edu.sg
3-4 days after acceptance	Obtain NTU Office365 EDU account, i.e., NTU email account details, via email	-
From 4 Jun 2025	E-matriculation	https://portal.nie.edu.sg/ereg/register/stdregform.jsp
Within 3 days after e-matriculation	Obtain NIE Login Account details via email	-
3 days after obtaining the NTU email account	Download the NTU Pass	Click here to download
From 2 June 2025, 0900 hrs (SGT) till 23 June 2025, 1700 hrs (SGT)	Application for Student Housing	https://www.ntu.edu.sg/life-at-ntu/accommodation/undergraduate-housing/application
SC & SPR: 2 – 30 Jun 2025 IS: From 1 Jul 2025	Book an appointment for Health Screening Please print and bring along MC1A form.	https://www.ntu.edu.sg/admissions/undergraduate/freshmen/freshmen-info/important-dates > Book Appointment for Health Screening Please obtain an official receipt from the medical centre for your reference.
By 1 Jul 2025 or within 1 week after acceptance, whichever is later	Application Form for Interbank GIRO	Mail to NIE (see Page 2)
By 10 Jul 2025 or within 1 week after acceptance, whichever is later	Tuition Grant Declaration Form	https://portal.nie.edu.sg
21 – 31 Jul 2025 (from 10 am to 10 pm)	Check if required to sit for QET	https://wis.ntu.edu.sg/webexe/owa/web_get.login
By 30 Jul 2025	Mendaki Tertiary Tuition Fee Subsidy (MTTFS) – Application for subsidy	https://my.mendaki.org.sg
1 Jun – 31 Jul 2025	CPF Education Scheme – Application for withdrawal of CPF	Mail original signed hard copy form to NIE Student Services Centre

Date	Activity	Address
1 Jun – 31 Jul 2025	Post Secondary Education Account (PSEA) – Application for withdrawal of PSEA funds	https://go.gov.sg/psea-withdrawal-ntu1
By 15 Aug 2025	Tuition Fee Loan (TFL) – Application for loan	https://www.ntu.edu.sg/nie/student-life/student-services-centre/financial-aid
10 Jul to 15 Aug 2025	Study Loan (SL) - Application for loan	https://venus.wis.ntu.edu.sg/FAS2/Apply/Login.aspx
10 Jul to 15 Aug 2025	NTU administered Bursaries – Application for bursary	https://venus.wis.ntu.edu.sg/FAS2/Apply/Login.aspx
4 – 8 Aug 2025	SSM Transition Orientation Programme	https://tinyurl.com/NIEOrientation2025
1 Aug 2025	Qualifying English Test	https://www.ntu.edu.sg/admissions/matriculation/qualifying-english-test-(get)
5 – 13 Sep 2025 By 30 Sep 2025	For SPR & IS - Register for MOE Tuition grant - Complete online signing of Tuition Grant agreement with sureties on TG&S portal.	Register for MOE Tuition Grant online. https://tgs.moe.gov.sg/ Sign Tuition Grant agreement Please refer to the Tuition Grants NTU Singapore for more information.

Form for Student Photo

Email the completed form together with a White Background Digital Passport size photo to nieitpdoc@nie.edu.sg

NAME OF STUDENT : _____
(Please write your name legibly in **CAPITAL LETTERS** as it appears in your NRIC or FIN Card)

DATE OF BIRTH : _____

Personal Data Protection

I understand, acknowledge, agree and consent that:

National Institute of Education (NIE) is permitted to collect, use, disclose and/or process my personal data/personal information set out in this form and any other personal information provided by me or possessed by NIE for the purpose(s) of:

- (i) Processing, handling and/or dealing with this application
- (ii) Carrying out and/or dealing with my instructions or responding to any enquiries by me
- (iii) Contacting me or communicating with me via various modes of communication such as phone/voice call, text message and/or fax message, email and/or postal mail. I acknowledge and agree that such communication by NIE could be by way of the mailing of correspondence, documents or notices to me, which could involve disclosure of certain personal data about me to bring about delivery of the same as well as on the external cover of envelopes/mail packages.

Signature of student

Date

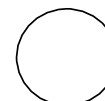
Declaration

By signing and submitting this form :

- (i) I declare that all information provided by me in this form is true, correct and accurate.
- (ii) I declare that I have not amended/ changed/ tampered/ with the information in this form in any way.

Important Note

Please forward the completed form together with a **White Background Digital Passport** size photo to nieitpdoc@nie.edu.sg. Selfie photo with coloured background is not acceptable.



PART 1: FOR STUDENT'S COMPLETION (fill in the blanks)

Please complete Part I & return the form to NIE Finance Dept

Date:

Programme / Year of Intake

To: Name of Bank:

Billing Organisation's Customer's Name: (Student's Name)

Billing Organisation's Customer's Ref No. (NRIC/PP no.):

- (a) I/We hereby instruct the Bank to process the BO's instructions to debit my/our account.
 (b) The Bank is entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this.
 The Bank may also at its discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.
 (c) This authorisation will remain in force until terminated by the Bank's written notice sent to my/our address last known to the Bank or upon the Bank's receipt of my/our written revocation through the BO.

Name(s) As in Bank Account:

Contact Number(s):

Bank Account Number:

Signature(s)/Thumbprint(s)*:

(As in Bank's records)

* For thumbprints, please go to the branch with your identification. # Please delete where inapplicable.

PART 2: FOR BILLING ORGANISATION'S COMPLETION (NIE)

SWIFT BIC										Billing Organisation's Account No. (NIE)										Billing Organisation's Customer Ref																				
O	C	B	C	S	G	S	G	X	X	X	5	1	8	0	4	1	2	7	2	0	0	1																		
SWIFT BIC																																								
Account No. to Be Debited																																								

PART 3: FOR BANK'S COMPLETION

To: **NATIONAL INSTITUTE OF EDUCATION**

1 NANYANG WALK, SINGAPORE 637616

This Application is hereby REJECTED (please tick) for the following reason(s):

- | | |
|---|---|
| ☐ Signature/Thumbprint# differs from Financial Institution's records | ☐ Wrong account number Signature/Thumbprint# |
| ☐ incomplete/unclear# | ☐ Amendments not countersigned by customer |
| ☐ Account operated by signature/thumbprint# | ☐ Others: _____ |

Name of Approving Officer

Authorised Signature

Date



FREQUENTLY RAISED QUESTIONS ON GIRO

GIRO is a convenient, cashless mode of payment. To help you better understand the GIRO payment method, here are some answers to the most frequently raised questions on GIRO:

1. How do I get started?

Complete this GIRO application form, with your customer/account/bill number. Please submit the GIRO form in hardcopy with original ink signature. Digital signatory is not acceptable by the bank. Kindly note not to use correction fluid / tape and all amendments must be countersigned. Send it back to us at:

NATIONAL INSTITUTE OF EDUCATION
1 NANYANG WALK, SINGAPORE 637616
OFFICE OF ACADEMIC ADMINISTRATION & SERVICES
BLOCK 1, LEVEL 1

2. How long do I need to wait before my GIRO arrangement is effective?

Continue paying by cash or cheque for all your bills until your GIRO arrangement is effected. Your GIRO application is only effective when the statement 'Amount will be deducted from your account on ddmmyyy' appears on your bill.

3. Can I arrange for another party to effect the GIRO arrangement through his/her bank account or pay for another party?

Yes, you can by stating his/her name and contact number, and the customer/account/bill number on the GIRO form.

4. What happens if there are insufficient funds in my bank account?

We will inform you to pay by other ways. However, you should still maintain sufficient funds in your bank account for the subsequent due date.

Please note that some banks do charge a service fee for unsuccessful GIRO deduction due to insufficient funds.

5. I have existing financial aid (CPF, Mendaki, Bank Loan (TFL and/or Study Loan), Sponsorships and etc) for payment of tuition fees and/or miscellaneous fees. Why do I still need to submit GIRO application form?

Certain financial aid can only pay for tuition fees (e.g. CPF, Mendaki, TFL). GIRO is the most convenient method to pay for the remaining tuition fees, miscellaneous fees and hostel fees. Students are required to pay fees through GIRO. Similarly, credits, if any, will be received through GIRO. Possible GIRO transactions include credit for reimbursements, bursaries and other allowances, if any.

NIE Location Map

LEGEND



Assembly Area for
Emergency Evacuation



Bus Stop

Bus Service 199 & 179



Cash Card Top Up

Blocks 2, 3, 5 & 7
Basement level



Canteen

Block 4, Basement 1



Emergency Phone

Dial 3999 or 3000



Lift

All levels at lift lobby
and both ends of
building



Toilet

All levels at lift lobby
and both ends of
building



Nursing Room

Blocks 2, 3 & 7, Level2



Automated
External Defibrillator

Blocks 1, 2, 3, 7 & the
Student Hub Level 1

