Deferment of Admission After Matriculation

1. Once matriculated, you are a student of NTU. Request for deferment of admission submitted after the student has matriculated will automatically be treated as leave of absence (please see section on leave of absence below).

Fees

2. All students who have attended lessons beyond the second week of a term of study (i.e. semester/trimester) shall be liable for payment of fees for that entire term.

3. Students who are not attending any lessons in a term are expected to be working on their dissertation and are liable for payment of fees for that entire term, unless they are granted leave of absence for that term.

4. Students who have completed their coursework component and are doing only their dissertation are still liable for payment of fees every term until they submit their dissertation (in a form ready and acceptable) for examination.

5. Clause 9(1) of Statute 14 Examinations of the Nanyang Technological University states that: "No candidate shall be entitled to be admitted to a university examination unless the Bursar certifies that he is not in debt to the University (otherwise than as a result of a loan made by the University) or to any University hall of residence."

Leave of Absence

6. Students who need to be excused from their study must apply for approval to be on leave of absence. Students who do not attend lessons but are not granted leave of absence will be charged fees as per normal.

7. Application for leave must be submitted via GSLink not less than 7 working days in advance of the leave. Reasons for the leave must be clearly stated and relevant supporting documents must be provided.

8. Application for leave submitted after the absence period will not be processed and all fees paid will not be refunded.

9. Students who are granted leave and have NOT attended lessons beyond the first 2 weeks of the term are not liable for fees for that term. They are, however, liable for an administrative fee of $53.50 for each term of leave to maintain their names on the class register.

10. Students who are granted leave after having attended lessons for more than 2 weeks of the term are liable for fees for that entire term. In this case, they are not liable for the administrative fee.

11. Leave of absence will not be granted after a student completes the coursework component, or after the maximum candidature has expired.

12. Leave of absence granted will be counted towards the permitted maximum candidature. That is, the permitted maximum candidature will not be extended for leave of absence granted.
Withdrawal

13. Students who wish to withdraw from the programme of study, must write in officially to the School. If the withdrawal is received within the first 2 weeks of the term, the student will not be liable for fees for the term. Students who withdraw after the second week of the term shall be liable for fees for the entire term.

Termination

14. The University reserves the right to terminate the candidature of any student found to have registered for more than one programme of study at the same time without the prior approval of the University.

Matriculation Card

15. The cost of the first issue of matriculation card for new students is S$10.70. The new card will be issued to students within the first week of their classes. Any subsequent replacement of card shall be charged a fee of S$21.40.

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