



## FINANCE DEPARTMENT

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18<sup>th</sup> June 2025

### **Subject: 2025 Semester 2 Tuition Fee Installment Plan**

Dear Students,

As Semester 2, 2025, pre-enrollment begins on **23<sup>th</sup> June 2025**, we are pleased to confirm the continuation of the tuition fee installment plan. This arrangement aligns with the approved 2025 academic calendar and aims to provide financial flexibility.

#### **Key Details of the Tuition Fee Installment Plan:**

##### **1. Eligibility:**

- This plan is available to students and fee payers who cannot afford full payment during the registration period and prefer to pay in installments.

##### **2. Full Payments Welcome:**

- Students and fee payers who can pay the full tuition fee or make an upfront payment exceeding 30% of the total tuition fee during the enrollment period are encouraged to do so.

##### **3. Payment Deadlines:**

- All tuition fees for Semester 2 must be fully paid by the **end of Week 12** to be eligible to sit for final exams.

##### **4. Upfront Payment Requirement:**

- A minimum **30% upfront payment** of the tuition fee is required to enroll in a program.
- For **short courses**, an **upfront payment of 100%** is required (e.g., Trades, CEIT and Maritime courses).

#### **Installment Schedule:**

Installment	% of payment required	Due Date
1 <sup>st</sup> Installment	30% of course fee	29 <sup>th</sup> August 2025 – Week 4 of lecture
2 <sup>nd</sup> Installment	40% of course fee	10 <sup>th</sup> October 2025 – Week 9 of Lecture
3 <sup>rd</sup> Installment	30% of course fee	24 <sup>th</sup> October 2025 – Week 12 of lecture
<b>TOTAL</b>	<b>100%</b>	

#### ***Important Notes:***

- *This installment plan applies **only to 2025 Semester 2**.*
- *Any outstanding fees from **2025 semester 1 or prior year** must be fully settled before you can utilize the installment plan as you will not be eligible to enroll if you have fee arrears from prior years.*

*Thank you for your cooperation in ensuring timely payments. We wish you a successful academic year ahead!*