

Catholic Theological Institute of Singapore (CTIS)

Guidelines for use of PayNow to effect payments to CTIS

Students who wish to pay course fees to CTIS using the **PayNow** mode of payment must familiarise themselves and comply with the following terms and conditions:-

1. You must register with CTIS your wish to use **PayNow** in making course fee payments to CTIS. Please use the attached Registration form for this purpose – complete the form, sign and submit to CTIS coordinator.
2. You agree to keep confidential and not disclose CTIS' **PayNow** account number (which will be provided to you upon your registration with CTIS) to anyone.
3. Your payment via PayNow must indicate a) Your Full Name, and b) Course/Event Code.
4. Upon your effecting a payment by PayNow, you must on the same day send an email to CTIS' co-ordinator (at email as advised by CTIS from time to time) to inform the amount and purpose of your payment.
5. The student is responsible to arrange to collect a receipt of payment for Course fee within 7 days of the payment by PayNow.
6. There shall be no refund or carry forward to future course module of any payment by PayNow.
7. Any unidentified monies (if points 3 and 4 above are not complied with) received by CTIS via PayNow will be considered as a general donation to CTIS.
8. PayNow payment is not acceptable and may not be made for library membership / fine / purchase of books. Any payment received via PayNow for such reasons shall be considered as general donation to CTIS.

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