

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 kindly note the followings :

1. Your payment via PayNow must indicate **a) Your Full Name**, and **b) Course/Event Code**.
2. Upon your effecting a payment by PayNow, you must on the same day send an email to CTIS' Student Manager, **English: janiceng@ctis.sg OR Chinese: clarewang@ctis.sg** to inform the amount and purpose of your payment.
3. The student is responsible to arrange to collect a receipt of payment for Course or Events within 7 days of the payment by PayNow and to produce it on commencement / attendance of the course.
4. For Talks on Zoom Video, you do not need to produce a receipt.
5. There shall be no refund or carry forward to future course module of any payment by PayNow.
6. Any unidentified monies (if points 1 and 2 above are not complied with) received by CTIS via PayNow will be considered as a general donation to CTIS.
7. 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.
8. **CTIS UEN: T08CC4023DTSA**

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