



Payment by PayNow

Kindly note that payments made by PayNow for Course Fees, Event Subscriptions, Library Membership, etc, to CTIS and Donations to CTIS Development Fund, must comply with the terms and conditions stated below:

For Course/Event Payment:

1. PayNow payment to be made to:
Catholic Theological Institute of Singapore. UEN T08CC4023DTSA.
(For donation, please see below under DONATION for a different UEN Account).
2. Under Reference, please state Student's Full Name and Course Code.
3. Once payment is successful, please send an email on the same day to janiceng@ctis.sg (for English Students) or clarewang@ctis.sg (Mandarin Students) to confirm the Amount and Course Code.
4. Please retrieve receipt from the Student's Portal after 7 business days.
5. **Payment will be accepted only for the current year course.**
6. **Any unidentified monies received (if points 2 and 3 above are not complied with will be considered as a general donation to CTIS.**

For Library:

PayNow payment for library membership fees, library fines and textbook purchases, kindly take note of the followings:

1. PayNow payment to be made to:
Catholic Theological Institute of Singapore. UEN T08CC4023DTSA.
2. Under Reference, please state **LIB** and **your Name**.
3. Take a screenshot of the payment.
4. Email to library@ctis.sg the screenshot of your payment (and attach the CTIS Library Membership Application form if you are applying for membership).
5. An email notification will be sent to when your receipt and new library card are ready for collection from the library.

For library fines and textbook purchases, please email library@ctis.sg to enquire BEFORE making any payment.

For Donations:

PayNow Donations to CTIS Development Fund:

1. PayNow to be made to **CTIS Development Fund. UEN T08CC4023DTSD.**
2. Under Reference please state: Donation.
3. Confirm the transfer and send an email to admin@ctis.sg with the Reference: Donation and mailing address, for us to mail to you the receipt.

NB: Friends of CTIS scheme has been discontinued but Donations can be made to CTIS Development Fund.