

Date:

To: The Rector

Catholic Theological Institute of Singapore (CTIS)

**REGISTRATION WITH CTIS TO USE PayNow AS A MODE OF PAYMENT FOR COURSE FEES / EVENTS**

I \_\_\_\_\_ Student ID \_\_\_\_\_ , mobile No \_\_\_\_\_ ,  
email \_\_\_\_\_ wish to register with CTIS for payment of CTIS'  
courses/events fees by PayNow.

I agree to comply with the following terms and conditions in using PayNow as a mode of payment to CTIS:

- 1) I agree to keep CTIS PayNow account number confidential and to use it solely for the purpose of paying my course fees.
- 2) I agree to provide my full name and Course/Event Code with every payment made using PayNow.
- 3) I will send an email to CTIS at [janiceng@ctis.sg](mailto:janiceng@ctis.sg) / [clarewang@ctis.sg](mailto:clarewang@ctis.sg) on the same day I make a PayNow payment providing the details of my payment.
- 4) I undertake to collect CTIS official receipt within 7 days of my PayNow payment and to produce it on commencement/attendance of the course.
- 5) I agree and accept that there shall be no Refund or carry forward of my PayNow payment to another course/event. Any PayNow payment made in error shall be considered as a general donation to CTIS.
- 6) I note and will not make any PayNow payment for library membership fee, fine or purchase of books.

Regards,

Verified & Released PayNow  
Accounts:

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Signature / Date:

c.c. Accounts