

SCHEDULE C
MISCELLANEOUS FEES^{3,4}

Purpose of Fee	Amount (with GST, if any) (S\$)
Instalment Administration	
<ul style="list-style-type: none"> • 3 & Above (for Advanced Diploma programmes) 	107.00 per Additional Instalment upon application
Practicum Placement (for GDICP, ADICP & DPSYT)	385.20 upon application
Deferment	214.00 per application
Course Transfer	428.00 per application
Retake of Test / Examination / Resubmission of Assignment	214.00 per application
Additional Module(s)	As per Module Fee
Appeal for Justifications of Marks	160.50 per module upon request
Request for Re-Issue of Transcript / Certification	107.00 per Transcript / Certification 214.00 per Set (Transcript and Certification)
Late Instalment Payment Penalty	
<ul style="list-style-type: none"> • After 1st Reminder • After 2nd Reminder • After 3rd (Final) Reminder 	1% 5% 10% and
	implementation of expulsion from course
Clinical Supervision	
In accordance with the Singapore Association for Counsellors ("SAC") Recognition of Counsellor Training Courses requirements regarding Practicum (19 Oct 2013 para. 1.6a. & 1.6b.), please note that every ADICP student must complete "at least one hour of supervision for every ten hours of face-to-face counselling."	As per charged by Clinical Supervisor(s) engaged by student

Supervision is to be provided by a SAC registered supervisor with at least five years of experience and with 1,000 hours of clinical counselling provided.

Thus, all ADICP students will need to bear the additional cost of contracting a SAC registered supervisor if they wish to eventually be qualified as a registered counsellor with SAC. ***This cost is paid directly to the supervisor and NOT included as part of the fees paid to CAE.***

Currently, the additional cost of engaging such a supervisor is around \$100.00 per hour.

Students are advised to directly engage and pay the supervisor for all outsourced supervision.

CAE may be able to assist with helping students find qualified SAC registered counsellors.

3. Miscellaneous Fees refer to any non-compulsory fees which the students pay only when applicable. Such fees are normally collected by the PEI when the need arises.
4. Miscellaneous Fees are non-refundable.