

# WITHDRAWAL AND DEFERMENT

## RP PARENT'S PORTAL



## PARENT/GUARDIAN WITH SINGPASS^ ACCOUNT

You will automatically be granted access to the RP Parent's Portal based on the information (NRIC/ FIN) registered during enrolment. An email will be sent to your registered email address upon successful matriculation of your child/ward.

If you are unable to login, please write to [Help-Registrar@rp.edu.sg](mailto:Help-Registrar@rp.edu.sg).

<sup>^</sup>More information on SingPass can be found at <https://www.singpass.gov.sg/singpass/register/instructions>

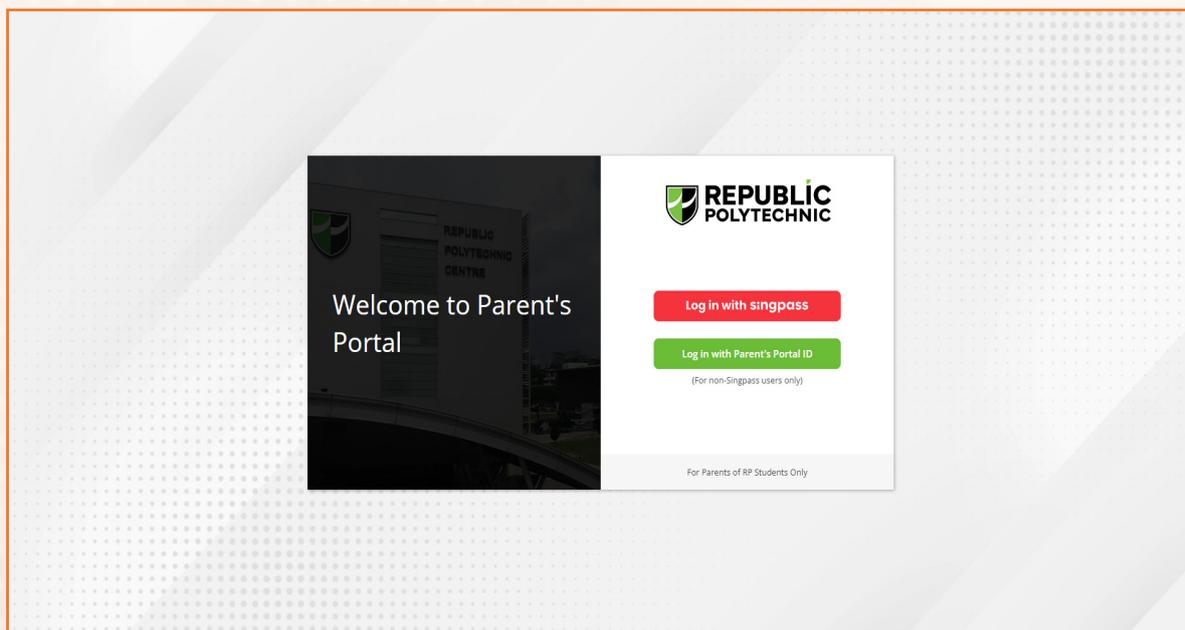
## PARENT/GUARDIAN WITHOUT SINGPASS^ ACCOUNT

Please visit [www.go.gov.sg/rp-pp-nsp](http://www.go.gov.sg/rp-pp-nsp) to submit a request for creating a Parent's Portal account.

For parent/guardian who already has an account created, please proceed to log in to the Parent's Portal.

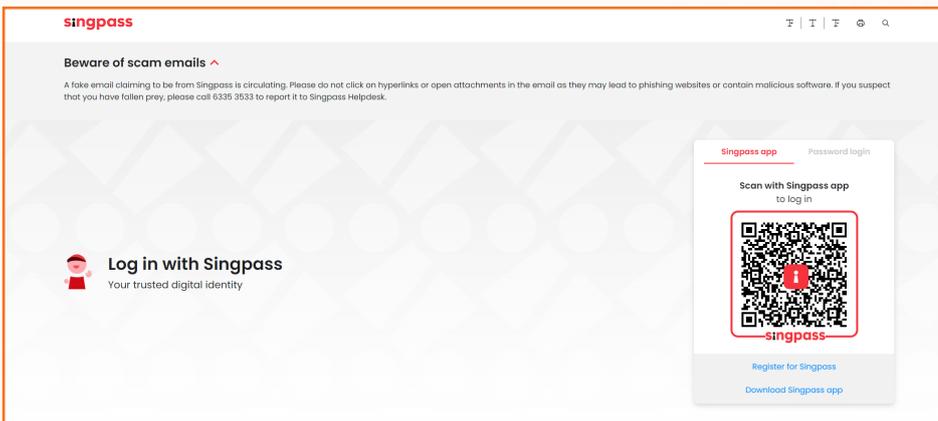
## LOGGING IN TO THE PORTAL

**Step 1** – Go to <https://parents.rp.edu.sg>



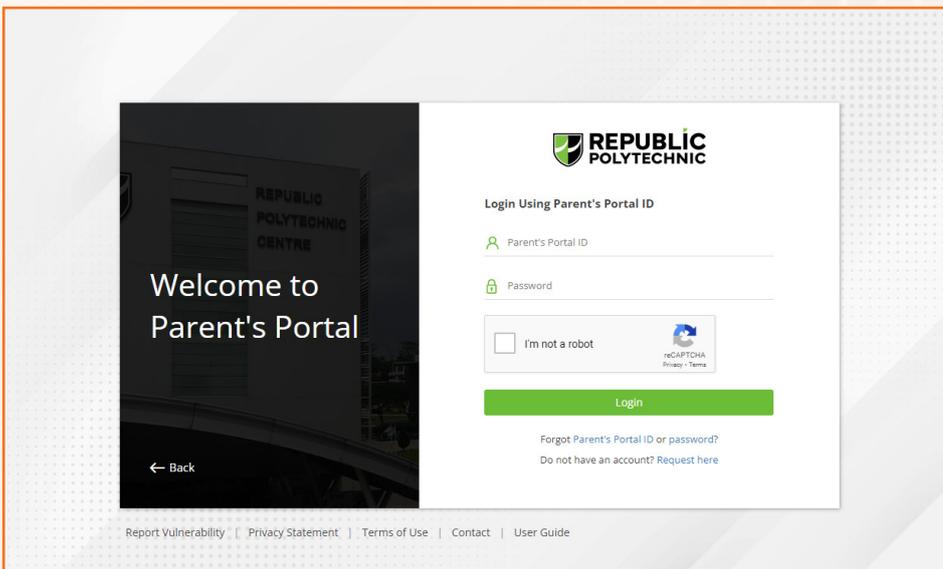
# YOUR PARENT'S PORTAL ACCOUNT

## STEP 2 - SingPass User



Log in with your SingPass ID and Password.

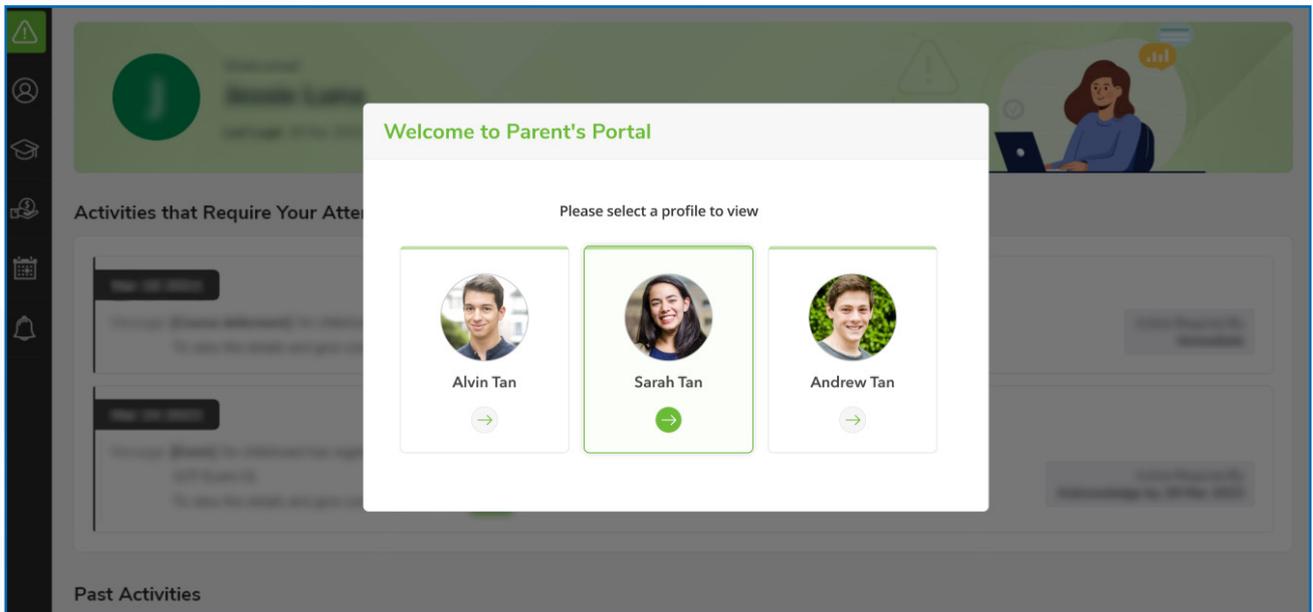
## STEP 2 - Non-SingPass User



Log in with your Parent's Portal ID and Password.

# SELECT PROFILE

Click on the profile to view your child's/ward's information (available only for parent/guardian who has more than 1 enrolled child/ward in RP).



## STUDENT PROFILE

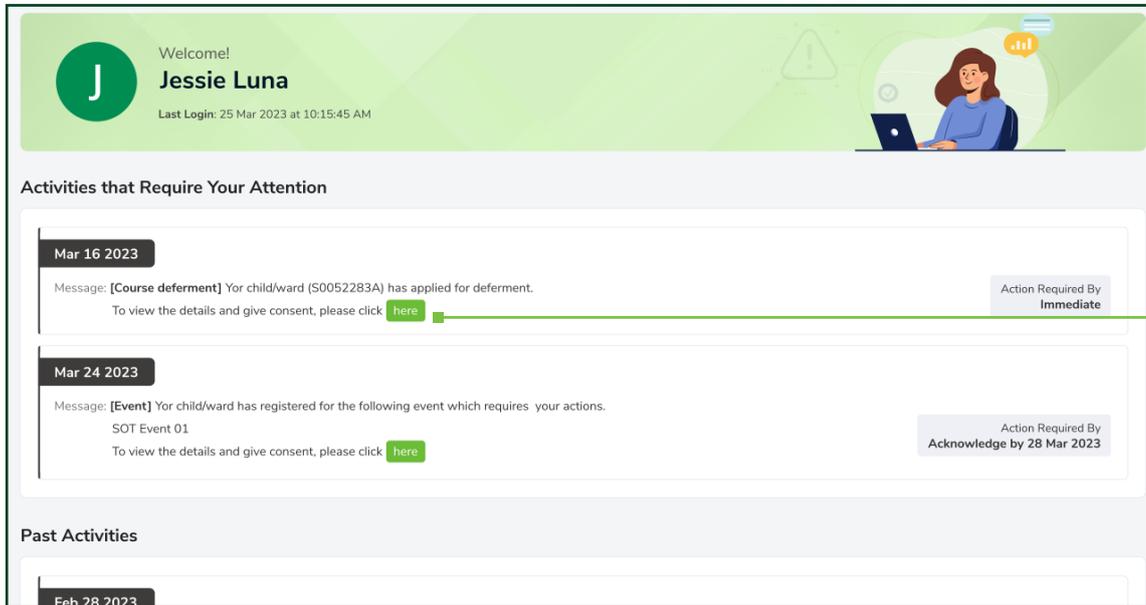
The Student Profile page will display the following details: Personal Particulars, Contact Numbers, Email, Address and Next-of-Kin (NOK).

The screenshot shows a 'Student Profile' page for Sarah Tan. The page is divided into two main sections. On the left, there is a profile card with a circular photo of Sarah Tan, her name 'Sarah Tan', and contact information: email 'sarah.tan@yopmail.com', phone '+65 9001 0001', Student ID '20008665', and Status 'Enrolled'. Below this is a note: 'Please contact Office of the Registrar for updating of personal particulars'. On the right, there is a table with tabs for 'Personal Information', 'Contact Details', and 'Next-to-Kin (NOK)'. The 'Personal Information' tab is active, showing the following details:

Field	Value
Student ID	20008665
NRIC/FIN	S0052283A
First Name	Sarah
Last Name	Tan
Campus	Republic Polytechnic
Qualification Type	Diploma
Programme	Diploma in Pharmaceutic
School	SEG
<b>Personal Particulars</b>	
Date of Birth	01 Jan 2001

# FOR YOUR ATTENTION

You can view the deferment/withdrawal application that require your acknowledgement/consent action.

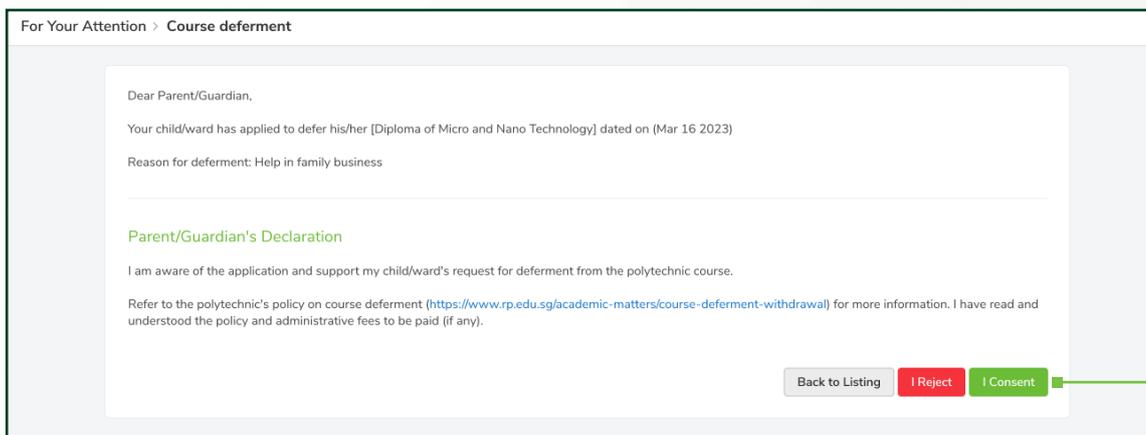


The screenshot shows a user dashboard for Jessie Luna. The header includes a welcome message and the user's name. Below the header, there is a section titled "Activities that Require Your Attention". This section contains two entries:

- Mar 16 2023**: A message about a course deferment application for child/ward (S0052283A). The message includes a link "here" and an "Action Required By Immediate" button.
- Mar 24 2023**: A message about an event registration for child/ward. The message includes a link "here" and an "Action Required By Acknowledge by 28 Mar 2023" button.

Below this section is a "Past Activities" section, which currently shows an entry for "Feb 28 2023".

Click to view the application

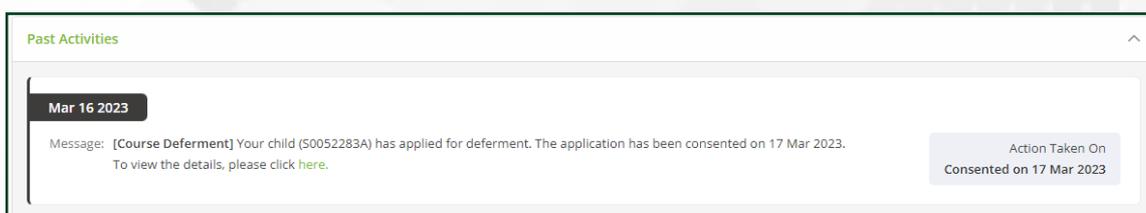


The screenshot shows the details of a course deferment application. The page title is "For Your Attention > Course deferment". The content includes:

- A greeting: "Dear Parent/Guardian,"
- Information about the application: "Your child/ward has applied to defer his/her [Diploma of Micro and Nano Technology] dated on (Mar 16 2023)"
- Reason for deferment: "Help in family business"
- A section titled "Parent/Guardian's Declaration" with a text area for the declaration.
- A note: "I am aware of the application and support my child/ward's request for deferment from the polytechnic course."
- A reference to the polytechnic's policy on course deferment with a link: "[https://www.rp.edu.sg/academic-matters/course-deferment-withdrawal](\"https://www.rp.edu.sg/academic-matters/course-deferment-withdrawal\") for more information. I have read and understood the policy and administrative fees to be paid (if any)."
- At the bottom, there are three buttons: "Back to Listing", "I Reject", and "I Consent".

Consent or Reject the application by clicking on the action buttons

Once you have consented/rejected the withdrawal/deferment application, the record will be moved to "Past Activities".



The screenshot shows the "Past Activities" section. It contains one entry for "Mar 16 2023":

- Mar 16 2023**: A message stating: "[Course Deferment] Your child (S0052283A) has applied for deferment. The application has been consented on 17 Mar 2023." The message includes a link "here". The "Action Taken On" is "Consented on 17 Mar 2023".

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