

Terms and Conditions for Course Enrolment and SkillsFuture Credit (SFC)

1. SkillsFuture Credit (SFC) Usage Guidelines

1.1. Eligibility

- Only the regular SFC is applicable for payment of course fees.
- **SkillsFuture Mid-Career Enhanced Subsidy (SFC-Mid-Career)** is not applicable for this course.

1.2. Students intending to use their SFC to pay for the course fee must submit a screenshot of their SFC credit balance along with the application form.

1.3. Once the class is confirmed, IFPAS will provide students with the necessary information and documents (e.g., invoice) to facilitate their SFC claim submission. Students are required to submit their SFC claims **only after receiving the class confirmation details and supporting documents**.

1.4. SFC can only be used to cover the following:

- Course fees payable.
- Assessment fee.
- GST imposed on components eligible for SFC use.

Note: Registration fees, penalties, and administrative fees cannot be covered by SFC.

1.5. Students will not be able to use their SFC for the course if they have already made payment using other payment methods.

1.6. If the student's SFC is insufficient to cover the course fee payable, the student can pay the remaining balance to IFPAS using the accepted payment methods specified by IFPAS.

1.7. SFC claims cannot be made if the course has already commenced or been completed.

1.8. IFPAS reserves the right to collect course fees through other payment methods in cases where:

- The SFC claim is incorrectly submitted.
- The SFC claim is rejected by MySkillsFuture.
- IFPAS is unable to claim the payout from MySkillFuture.

1.9. Students should only submit their SFC claims after receiving official notification from IFPAS.

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2. Course Cancellation, Withdrawal, and SFC Refund Policy

2.1 Course Cancellation

IFPAS reserves the right to cancel a class due to unforeseen circumstances. Enrolled students will be notified in advance and provided with the option to register for the next available class intake on an alternative date.

2.2. Withdrawal Before Course Commencement

- Students must notify IFPAS in writing of their intention to withdraw at least 7 days before the course commencement date. Failure to do so may result in penalties.
- Upon successful withdrawal, the student is required to cancel their SFC claim at least 7 days before the course start date to avoid any penalties.

2.2. Withdrawal On or After Course Commencement Without Attending the Workshop

- IFPAS will cancel the student's SFC claim.
- IFPAS will offer the option to defer to the next intake. Students who choose to defer to the next available intake may pay the course fee using any payment method accepted by IFPAS.
- A penalty fee may apply, as determined by IFPAS.

2.3. Non-Completion or Mid-Course Withdrawal

If a student attends the workshop either partially or fully but withdraws without completing the assessment, no refund will be issued; however, IFPAS may, at its discretion, offer the option to defer to the next intake on a case-by-case basis. Otherwise, IFPAS will collect the balance of the course fee, if applicable, as non-completion of the course renders the student to be ineligible for funding.

Additional Notes

- Students are responsible for ensuring the accuracy of their SFC claim submission.
- IFPAS holds no liability for delays or issues arising from incomplete or incorrect claim submissions.
- All refund or deferral requests will be subject to review and approval by IFPAS.

Reference:

1. TP Gateway:
<https://www.tpgateway.gov.sg/faq/skillsfuture-credit>
2. My Skills Future:
<https://www.myskillsfuture.gov.sg/content/portal/en/header/faqs/skillsfuture-credit.html>