

CONTINUING EDUCATION AND TRAINING (CET) COURSES TERMS & CONDITIONS

Participants are advised to read these Terms and Conditions as well as the FAQs on SIT's website before registering for or attending a course.

1. ACCOUNT REGISTRATION

- 1.1 Participants must register for an account first on the SIT course registration portal before applying for courses. Companies applying on behalf of employees should register for a company account instead. Please follow the instructions in the registration guide found in our [FAQ section](#).
- 1.2 All company-sponsored and self-sponsored Participants are responsible for ensuring the accuracy of their entries, including their and/or their organisation's billing details (name/entity/UEN) (if relevant), their full name as per NRIC/FIN/passport or official ID, and other personal data. It is advisable to gather these information before registering for the course.

2. COURSE REGISTRATION

- 2.1 Participants and/or companies should take note of the individual course registration closing dates listed on the course website. SIT will notify participants or companies through the contact details provided during registration in writing regarding registration outcome prior to the course commencement.
- 2.2 All fees mentioned include prevailing Goods and Services Tax (GST). Participants (and/or sponsoring companies, where applicable) are responsible for any applicable taxes and bank charges.
- 2.3 All courses are subject to confirmation by SIT. SIT reserves the right to reject any course registration at its sole discretion without providing a reason.
- 2.4 **Payment of course fees or submission of the online course registration indicates full acceptance of these CET Terms & Conditions by the participant.**

3. COURSE FUNDING

- 3.1 Participants must meet the following criteria to be eligible for Skillsfuture Singapore ("SSG") grant or funding:

- (a) Must be a Singapore Citizen (SC), Permanent Resident (PR) or [Long Term Visit Pass Plus \(LTVP+\)](#)¹ holder.
- (b) Pass all associated course assessment(s) during the course to obtain certification.
- (c) Pay the Nett Course Fee based on the SIT's invoice:
 - (i) Before course commencement for self-sponsored participants,
 - (ii) Within sixty (60) days after course end date for company-sponsored participants.

Note: Nett Course Fee refers to the course fee (inclusive of applicable GST) minus any applicable **SSG** course fee grant and other funding support.

- 3.2 When using SSG grants, funding, and/or SkillsFuture Credit (“**SFC**”), participants should refer to SSG's terms and conditions for use of such funding as specified on SSG's website. SIT will not be responsible for any consequences arising for the participant's non-compliance with SSG's terms and conditions.
- 3.3 For participants who are not eligible for SSG grant of funding, Nett Course Fee payable must be made in full after registration and upon receiving SIT's notification to do so. SIT reserves the right to revoke a participant's enrolment should full payment not be received prior to course commencement.

4. PAYMENT

- 4.1 Participants are required to make fee payment based on the amount specified in the SIT invoice.
- 4.2 Partial or full payment using SFC is considered fulfilled only upon successful receipt of the SFC disbursement by SIT, after approval by SSG.
- 4.3 Participants or companies (as the case may be) will receive an invoice from SIT via email on the Nett Course Fee (or full Course Fee, as the case may be) payable. Once generated, SIT's invoices cannot be modified. For subsequent written requests regarding change items on the invoice, SIT reserves the right to impose a non-refundable administrative fee of S\$40 (plus prevailing GST).
- 4.4 We do not accept walk-in payments. Both self-sponsored and company-sponsored participants can make online payments through the SIT course registration e-payment portal. Online payment options include PayNow/SGQR, internet banking, credit card, or debit card.

¹ The LTVP+ scheme currently applies to lawful foreign spouses of SCs with (i) at least one SC child or are expecting one from the marriage, or at least three years of marriage, and (ii) where the SC sponsor is able to support the family. LTVP+ holders can be identified with their green visit pass cards, with the word 'PLUS' on the back of the card.

Companies can also pay via bank transfer by following the instructions provided on the SIT invoice.

- 4.5 Participants are solely responsible for any bank charges incurred. SIT cannot be held liable for delayed registration confirmation if the participant or company fails to provide sufficient information for correct course application identification and tagging.

5. COURSE CHANGES AND CANCELLATION

- 5.1 While SIT endeavours to organise and conduct every course, SIT reserves the right to cancel any course and/or modify the venue, trainer, course dates, and/or fees. For example, SIT may cancel a course if the minimum required number of fee-paying participants (as determined by SIT at its sole discretion) is not met or due to unforeseen circumstances. If SIT cancels/changes any course details:

- (a) Participants will receive advance notification of such changes via email.
- (b) If a course:
 - (i) has been cancelled; or
 - (ii) is rescheduled by SIT and the participant duly inform SIT that he/she is unable to attend on the rescheduled date;

the Nett Course Fee received from the participant or company will be refunded.

- 5.2 Participants should note that SIT may not maintain a waiting list for the rescheduled course.
- 5.3 Except where otherwise informed, there will be no make-up lessons for classes missed by the participant due to course changes for any reason.
- 5.4 Except as provided above, participants and sponsoring companies acknowledge and agree that they have no further rights or claims against SIT regarding course cancellation, rescheduling, or failure to complete the course for any reason.

6. WITHDRAWAL CHARGES

- 6.1 Once SIT has confirmed the course application in writing, participants and companies cannot defer, switch, or find a replacement to attend the course.
- 6.2 To withdraw from a course, participants or companies (as the case may be) must notify SIT via SITLEARN@singaporetech.edu.sg with written justifications. No withdrawals are allowed once the course has started unless there are medical or compassionate reasons, and SIT retains the

right to allow for withdrawal and/or waive the withdrawal charges (set out below) at its sole discretion.

- 6.3 Withdrawals without written justifications and/or non-attendance is considered an absence, and withdrawal charges as specified in Table 1 shall apply.

Table 1. Withdrawal charges for all Courses		
Conditions		Withdrawal Charges
1A	SIT has cancelled or rescheduled the course	No charge
1B	Participant did not attend any class and provided withdrawal notification to SIT more than 14 calendar days before the course started	
1C	Participant did not attend any classes and provided withdrawal notification to SIT between 7 and 14 calendar days (including both days) before the course started.	50% of Nett Course Fee* payable
1D	Participant did not attend any classes and provided withdrawal notification to SIT less than 7 calendar days before the course started.	100% of Nett Course Fee* payable
1E	Participant did not attend class and did not provide any prior notification about their absence.	

* For situations where there is no SSG funding, the full unsubsidised fee applies.

7. COURSE CERTIFICATE AND ATTENDANCE

- 7.1 Attendance-taking is mandatory. For SSG-funded courses, SSG has mandated the use of e-attendance via SingPass commencing from 1 Oct 2023 for real-time tracking of participant (aka the CET Learner) attendance and grant governance.
- 7.2 Participants will receive their certificate (either as a hard copy or digital certificate) if they meet all these requirements:
- (a) Attain a minimum of 75% attendance;
 - (b) Pass all associated course assessments; and
 - (c) Fully pay their Nett Course Fee:
 - (i) Self-sponsored participants with SSG grant or funding having paid their fees before the course commences.

- (ii) Company-sponsored participants with SSG grant or funding having paid their fees within sixty (60) days after the course end date.

7.3 Course certificates will be issued under the participant's registered official full name. Changes to the participant's name will only be accommodated according to their official identification (NRIC/FIN/passport or official ID).

7.4 Any replacement will only be provided in a digital format. We will also provide only a digital copy to replace any damaged certificate.

7.5 SIT reserves the right to:

- (a) Withhold or revoke course certificates if participants have not fulfilled any of the requirements set out in paragraph 7.2 above;
- (b) Withhold or revoke course certificates if participants violate any relevant SIT's Student Conduct;
- (c) Retain course fees if participants do not complete the course, with no refunds; and
- (d) Recover unpaid course fees and deny future course admission, even if assessment and attendance requirements are met.

7.6 In the event that participants fail any associated assessment during the course to obtain certification, the participant will still be liable for 100% of Nett Course Fee payable, and may further no longer be eligible for SSG grants/subsidies for that course.

8. PERSONAL DATA

8.1 SIT's processing of personal data is governed by SIT's Personal data Protection Policy. In addition to the purposes for the collection, use and disclosure of personal data set out in the policy, SIT may also collect, process, disclose and retain participant personal data (including details of participant's employment status) for the following purposes (which may be revised from time to time):

- (a) Administering and verifying applications for course enrolment or eligibility for government subsidies (such as for SSG) including issuing invoices to the participant;
- (b) Updating the participants about upcoming relevant courses, events and/or surveys, career and consultancy services, through marketing communications;
- (c) Facilitating the participant's use of online services available on SIT's websites and/or through other digital communication channels;

- (d) Conducting research or tracking the participant's development and employability post-course completion (including contacting a participant's employer), as well as performing market-related or similar research and analysis for SIT's operational strategy and policy planning; and
 - (e) Where the participant has applied for and is eligible for government agency grants and/or subsidies, to comply with SIT's reporting and audit requirements to SSG and/or any other relevant government body/agency.
- 8.2 For SSG-funded courses, SIT is also required to preserve and/or disclose the participants' data to SSG or its appointed auditor(s), vendor(s), and/or nominated representatives for conducting SSG-commissioned surveys under their Training Quality and Outcomes Measure (TRAQOM) initiative, effectiveness surveys, audits related to courses, or any other purposes deemed appropriate by SSG.
- 8.3 SIT may take photographs during course, including synchronous e-learning sessions, for validating attendance records or authenticating the participant's identity in the course or professional examination organised by SIT.
- 8.4 For enquiries relating to SIT's use of personal data, please contact dpo@singaporetech.edu.sg or refer to SIT's data protection policies at <https://www.singaporetech.edu.sg/privacy-statement> for more information.

9. INTELLECTUAL PROPERTY

- 9.1 All intellectual property in materials provided by SIT during the course will belong solely to SIT, and SIT shall grant to participants a non-exclusive, non-transferable, non-sublicensable, royalty-free license to use such materials. The participant shall not reproduce such materials without explicit written consent from SIT.
- 9.2 SIT may use commercially available tools to review the accuracy and relevancy of your submissions for course assessments. Participants consent to SIT transferring your submissions to external parties for the purposes of review and marking.

10. GENERAL

- 10.1 While courses are designed for educational, learning and training purposes, SIT does not guarantee specific results, examination success, mastery of disciplines or skills, or other tangible or intangible outcomes. SIT will not be held liable for any claims, losses, and damages incurred or sustained by the participants related to their application or course attendance, except in cases of SIT's own gross negligence or wilful misconduct.

- 10.2 Unless otherwise specified, Participants (especially those attending credit-bearing courses) will agree to adhere to SIT's Student Conduct upon course enrolment and acknowledges that there may be consequences for breaching such codes/rules.
- 10.3 SIT reserves the right to take appropriate actions, including informing law enforcement authorities of serious violations, and imposing suspension or blacklisting upon the participants in cases of misconduct, transgression, or infractions of a disciplinary nature or breaches occurring during participation in the CET course.
- 10.4 SIT reserves the right to amend course policies and processes without prior notice, effective upon publication on its website.
- 10.5 The CET Terms & Conditions are governed by Singapore law, and the courts of Singapore have exclusive jurisdiction over any disputes arising out of or relating to them. If any court finds that any provisions in these Terms & Conditions (or any part thereof) is invalid, illegal or unenforceable, that provision or part shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions herein shall not be affected.
