

## CONTINUING EDUCATION AND TRAINING (CET) COURSES TERMS & CONDITIONS

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It is important for the Applicant or Trainee to have a good understanding of the Terms & Conditions set by Singapore Institute of Technology (SIT). In this section, the following terms hold the following meaning unless stated otherwise:

- **Applicant:** refers to an individual who has registered for a course organised by SIT but has not completed the full or partial payment of the required nett course fee.
  - **Trainee:** refers to an individual who has enrolled in a course organised by SIT and has made the full or partial payment of the required nett course fee. Individuals sponsored by companies are considered Trainees if invoices for the course have been issued to the respective companies.
  - **Nett course fee:** refers to the course fee (inclusive of applicable GST) minus applicable SkillsFuture Singapore (SSG) course fee subsidies and other funding support.
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### 1 PAYMENTS

- 1.1 Applicants must register for the course and make payment for the course fees through the SIT course registration portal.
- 1.2 When utilising SkillsFuture Credit (SFC) for courses, applicants should refer to the terms and conditions specified on the [SkillsFuture website](#).
- 1.3 **Prior to the course commencement, it is a requirement for Applicants to submit full payment of the course fees to SIT.** Only successful Applicants (i.e., Trainees) will be permitted to attend the course. SIT will provide written notification of the application outcome before the course begins.
- 1.4 Applicants are solely responsible for ensuring accurate entries (including billing name/entity, applicant name, personal information, and billing address).
- 1.5 All applicants will receive a tax invoice from SIT via email. **Invoices once generated by SIT cannot be modified. For subsequent requests regarding changes to the items reflected on the invoice after it has been generated, SIT reserves the right to impose a non-refundable administrative fee of S\$40 [subject to prevailing Goods and Services Tax (GST)].**
- 1.6 Both self-sponsored and company-sponsored Applicants can make online payment in our course registration portal via SIT's e-payment Portal. Online payment options include PayNow/SGQR, internet banking, credit card, or debit card. Companies can also make payment via bank transfer by following the payment instructions provided on the SIT invoice.
- 1.7 Applicants/companies are responsible for any bank charges incurred. SIT cannot be held liable for delayed registration confirmation if the Applicant/company fails to provide sufficient information for payment identification and tagging to the correct course application.

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1.8 It is important to note that fees for courses subsidised by SkillsFuture Singapore (SSG) are nett of the subsidy and apply solely to Singapore Citizens, Permanent Residents, and [Long Term Visit Pass Plus \(LTVP+\) Holders](#). The subsidy from SSG is contingent upon the Trainee:

(a) Achieving a minimum attendance of 75% during the training, and

(b) Passing the associated assessment during the course to obtain certification.

1.9 All fees mentioned include prevailing GST. The Trainee is responsible for any applicable taxes and bank charges (if applicable).

1.10 A Trainee is deemed not to have completed the CET course if the Trainee did not fulfil either clause 1.8(a) and/or clause 1.8(b). In such cases, SIT reserves the right to withhold any course certificate and retain the nett course fee paid by the Trainee.

1.11 Additionally, if the Trainee has completed the training but fails to pay the nett course fee, SIT reserves the right to recover the nett course fee from the Trainee (and/or their sponsoring organisation, if applicable). Furthermore, SIT holds the right to not admit the Trainee in future courses offered by SIT.

## 2. COURSE WITHDRAWAL / CANCELLATION

2.1 Once the course application is successful and SIT has confirmed in writing to the Applicant on the application outcome, Applicants are not permitted to defer, switch, replace, postpone, or substitute (i.e., assign to another Applicant) their course.

2.2 To withdraw from a course, the Trainee must notify SIT in writing to [SITLEARN@singaporetech.edu.sg](mailto:SITLEARN@singaporetech.edu.sg). **No withdrawals are allowed once the course has started. Failure to attend will be considered as an absence.** Applicants shall be cognisant of the following:

Conditions		Withdrawal Charges
1A	SIT has rescheduled or cancelled the course	No charge
1B	Trainee did not attend any class and provided a withdrawal notification to SIT more than 14 calendar days before the course started	
1C	Trainee did not attend any classes and provided a withdrawal notification to SIT between 7 and 14 calendar days (including both days) before the course started.	50% of nett course fee payable
1D	Trainee did not attend any classes and provided a withdrawal notification to SIT less than 7 calendar days before the course started.	100% of nett course fee payable
1E	The trainee did not attend the class and did not provide any prior notification about their absence.	
2	Trainee did not attain 75% attendance and/or pass assessment	

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- 2.3 There will be no make-up lesson for classes where the Trainee has failed to attend for any reasons.
- 2.4 **While SIT will make every effort to organise and implement the courses, SIT reserves the right to cancel a course and/or make changes to the venue, trainer, course dates, and/or fees.** SIT will inform Applicants or Trainees in advance about such changes. For instance, SIT may cancel a course if the minimum number of Trainees required (as determined by SIT at its sole discretion) has not been met or if unforeseen circumstances arise. In the event of course cancellation by SIT, we will refund the full amount of the nett course fee already paid by the Trainee, as stated in Clause 2.2. **Applicants are to be cognisant that SIT will not maintain a waiting list for the next run of the affected course that has been rescheduled by SIT.**
- 2.5 Except for what has been mentioned above, Applicants or Trainees (and their sponsoring organisations, where applicable) shall acknowledge and agree that they shall not have any other rights or remedies against SIT regarding the cancellation of the course or their inability to complete the course for any reason.
- ### 3. USE OF PERSONAL DATA
- 3.1 SIT may collect, use, and disclose personal data provided by an Applicant or Trainee for the following purposes:
- (a) Administering and/or verifying applications for course enrolment or eligibility for SSG subsidies;
  - (b) Inviting the Applicant or Trainee to future learning events;
  - (c) Informing the Applicant or Trainee about news, information, and marketing materials related to SIT;
  - (d) Facilitating the Applicant's or Trainee's use of online services available on SIT's websites and/or through other digital communication channels; and
  - (e) Conducting research or tracking the development and employability of Trainees after course completion, as well as performing market-related or similar research and analysis for SIT's operational strategy and policy planning. Applicants or Trainees can withdraw their consent for one or more of the above purposes at any time by informing SIT in writing
- 3.2 For courses funded by SSG, SIT may also disclose personal data of an Applicant or Trainee to SSG or its appointed auditor(s), vendor(s) and/or nominated representatives for conducting SSG-commissioned surveys under the Training Quality and Outcomes Measure (TRAQOM) initiative, effectiveness surveys, audits related to CET courses, or any other purposes deemed appropriate by SSG.

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- 3.3 SIT may take photographs and/or video recordings of Trainees during the course, including synchronous sessions. These materials may be used by SIT for marketing purposes or to meet SSG requirements for validating attendance records or authenticating Trainees' identities.
- 3.4 Please contact SIT's personal data protection officer at [dpo@singaporetech.edu.sg](mailto:dpo@singaporetech.edu.sg) if you have any queries related to this section 3.

### 4. GENERAL

- 4.1 **All courses are subject to confirmation by SIT. We reserve the right to reject any application at SIT's sole discretion without providing a reason.** Unless otherwise stated, these Terms & Conditions apply to all courses. **Payment of course fees or submission of the online course registration indicates full acceptance by the Trainee of these Terms & Conditions.** Trainees are advised to read our FAQs as stipulated in our website first before registering for course.
- 4.2 **Certificates will only be issued to Trainees who meet the prevailing conditions for successful course completion. Unless otherwise stated, the prevailing conditions are:**
- (a) Trainees must have achieved a minimum attendance of 75% during the training and**
  - (b) Trainees must pass the associated assessment during the course to obtain certification.**
- 4.3 While the courses are designed for educational and training purposes, SIT does not guarantee any specific results, examination success, mastery of disciplines or skills, or other tangible or intangible outcomes for Trainees during or after the course. SIT will not be held liable for any claims, losses and damages incurred or sustained by Applicants or Trainees related to their application or course attendance, except in cases of SIT's own negligence or misconduct.
- 4.4 **SIT hereby reserves the right to implement appropriate actions, including informing law enforcement authorities of serious violations, and imposing suspension or blacklisting upon CET participants, in cases of misconduct, transgression or infractions of disciplinary nature or breaches occurring during participation in CET programs. Upon enrolment in the CET course, the Trainee expressly acknowledge and assent to adhere to SIT's established code of conduct, thereby demonstrating full understanding of the consequences arising from any contraventions thereof.**
- 4.5 These 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.

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