

## Course Application Terms and Agreement

Please read the Course Application Terms and Agreement upon submitting your form.

### Definition

Training Provider	Equinet Academy
SSG	SkillsFuture Singapore (SSG) promotes and provides funding to lifelong learning, quality education and training in Singapore.
Employer	A company which has identified an employee to sponsor for either a full programme or a modular course.
Trainee	Self-sponsored or Company-sponsored individual who has successfully enrolled into a course.
SFC	Refers to SkillsFuture Credit that self-sponsored Singaporeans aged above 25 can use for the modules/programmes.
PSEA	Refers to Post-Secondary Education Account that Singaporeans aged 30 and below can use for the modules/programmes.
TRAQOM	Training Quality and Outcomes Measurement (TRAQOM) initiative consists of two perception surveys to capture trainees' feedback on the quality and job/career impact of courses funded by SSG and courses eligible for SFC.
Working day	Refers to any day with the exception of Saturday, Sunday and Public Holidays.

### Course Fees, Course Fee Grants (Funding), and Payment Terms

- a) Course fees and application fees are subjected to GST.
- b) Course application fees are non-refundable.
- c) Once the applicant has been successfully accepted into a course, Training Provider will apply for SSG course fee grant on the behalf of Trainee (self or company-sponsored).
- d) Trainee needs to make nett course fee payment to Training Provider upon receiving the invoice. Training Provider reserves the right to release the seat if the Trainee fails to pay the nett course fees at least 7 working days before the course start date.
- e) Payment is to be made by cheque payable to Training Provider, via Internet banking, credit card payment, SFC or PSEA claim, if applicable.
- f) Trainees are entitled to the SSG course fee grant when he/she meets 75% of the training attendance with successful e-attendances captured via SingPass, and passes the requisite assessment of each individual module.
- g) If the training attendance is not met, the Trainee is required to reattend the course to fulfil the attendance requirement. If the Trainee is graded as 'Not Yet Competent' upon taking the assessment,, he/she is required to retake assessment within one month without additional charges.

- h) If the Trainee is sponsored by the Employer (CPF contributor which includes self-employed, partnership, sole proprietor), the nett course fee payment must be made from the sponsoring company's bank account.
- i) If you are registering as a company sponsored trainee, you must be employed with CPF contribution by the organisation sponsoring your training to qualify for the relevant training grant. For clarity:
  - a. (i) A sole-proprietorship may be considered the employer of the sole-proprietor.
  - b. (ii) A partnership may be considered the employer of a partner within that partnership
  - c. (iii) An organisation who engages an intern, where the internship is not part of academic requirements in school, may be considered the employer of the intern.
  - d. (iv) In all other situations, a trainee is considered an employee of a particular employer only if there is an employment contract between the trainee and the employer, and where the employer is liable to pay remuneration to the trainee under the employment contract.
- j) SkillsFuture Singapore (SSG) provides grants/funding on condition that trainees fulfil at least 75% of the course and pass all assessments. Furthermore, SkillsFuture Singapore (SSG) mandates that attendees scan e-attendances (QR Codes) for all sessions via their SingPass app. Training Provider will collect nett course fees with the understanding that self-sponsored trainee/organisation enrolling the Trainee in the course will make every effort (including ensuring that training grant is submitted timely and Trainee passing any compulsory assessments during the course) to ensure the claim is successful. In the event that trainee is graded as 'Not Yet Competent' upon taking the assessment or for any reason is unable to claim the grant/funding from SSG, Training Provider reserves the right to collect the outstanding course fees (eligible funding amount by SSG) from self-sponsored Trainee or the organisation enrolling the Trainee in the course.
- k) The amount payable quoted on the registration form and invoice assumes that the information provided by the Trainee is accurate at the time of course commencement. In the event that the information submitted to Training Provider is found to be inaccurate, the actual amount payable may be higher than the amount quoted. In such a scenario, Training Provider reserves the right to collect the balance payment from the self-sponsored trainee/organisation.

### **Course Confirmation**

Upon registration, Trainees must complete payment of nett fees and non-refundable course application fees in order to confirm their seats. Training Provider reserves the right to release the trainee's reservation if Trainee fails to pay the nett course fees before the start of their course.

Trainees will receive a course confirmation email from the Training Provider at least 7 days before the class commences. The course schedules and programme details will be reflected in the email.

### **Rescheduling, Absenteeism, and Withdrawal request by Trainee/Employer**

- a) Rescheduling to another course date is strongly discouraged. Training Provider allows reschedule requests with a valid supporting reason eg. medical condition. Written

notification is required at least 14 days before the course commences. Please refer to the full cancellation and rescheduling terms on the invoice for the course you have enrolled in.

- b) Withdrawal requests must be made at least 14 days before the course commencement date in order for a full refund to be made, less any transaction fees. Please note that for withdrawal requests received less than 14 working days before the course start date, the nett course fee paid will be forfeited.

### **Class Cancellation**

Training Provider reserves the right to change the venue, cancel or postpone classes due to unforeseen circumstances with prior notice. A full refund or an option to reschedule will be provided under such circumstances.

### **TRAQOM**

It is mandatory that Trainees must complete the TRAQOM quality survey upon completion of the course programme. Six months after the course, there will be another mandated TRAQOM outcome survey to be completed.

### **SSG Advisory Guidelines**

With effect from 1st September 2019, Public agencies in Singapore and organisations acting on their behalf are exempted from the Data Protection Provisions of the PDPA. NRIC is a necessary data field which SSG collects for proper governance of training grant disbursement.

### **PDPA consent to Training Provider**

You agree that the Training Provider may collect, use and disclose your personal data, which you have provided in this form for the purpose of course administration/funding/survey.