

## 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 a Non-SCTP programme in either a full qualification programme or a modular course.
Trainee	Self-sponsored or Company-sponsored individual who has successfully enrolled into the SCTP or non-SCTP programme.
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 are subjected to GST.
- b) 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). For SCTP programmes, the SSG grant amount and nett course fee will be reflected in the Trainee's Contract.
- c) 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.
- d) Payment is to be made by cheque payable to Training Provider, via Internet banking, credit card payment, SFC or PSEA claim, if applicable.
- e) Trainees are entitled to the SSG course fee grant when he/she meets 75% of the training attendance and passes the requisite assessment of each individual module.
- f) If the training attendance is not met, the Trainee needs to repeat the course to fulfil the attendance requirement. If the Trainee fails the assessment, he/she is required to retake assessment within one month without additional charges.

- g) If the Trainee is sponsored by the Employer (CPF contributor which includes self-employed, partnership, sole proprietor), the nett course fee payment must be from the company account.
- h) 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.
- i) SkillsFuture Singapore (SSG) provides grants/funding on condition that trainees complete at least 75% of the course and pass the assessment. Training Provider will collect net 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 fails to pass 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.
- j) The amount payable quoted on the registration form and invoice assumes that the information provided by the Trainee is accurate. 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 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 10 working days before the course commences. An administrative fee of SGD54 (Inclusive GST) will be charged for any rescheduling less than 10 working days before the course commencement date.

- b) Withdrawal requests must be made at least 10 working days before course commence date in order for a full refund to be made, less credit card transaction fees. Please note that for withdrawal requests received less than 10 working days before the course start date, the nett course fee will be forfeited.
- c) Nett course fee will be forfeited for any absenteeism unless a valid reason is given within 2 working days after the course commences.

### **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 organizations 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 and Co-validator may collect, use and disclose your personal data, which you have provided in this form for the purpose of course administration/funding/survey.