

Payment of Course Fees using SkillsFuture Credit (SFC) for MOE PT Diploma/Post-Diploma Courses (applicable to Singapore citizen only)

1. With effect from Jan 2016, Singapore citizens aged 25 and above can use their SFC to pay for course fees.
2. SFC can be used to pay for **course fees only** (excluding other fees).

Example: The Total Fee Payable in the payment email consists of course fees and other fees:

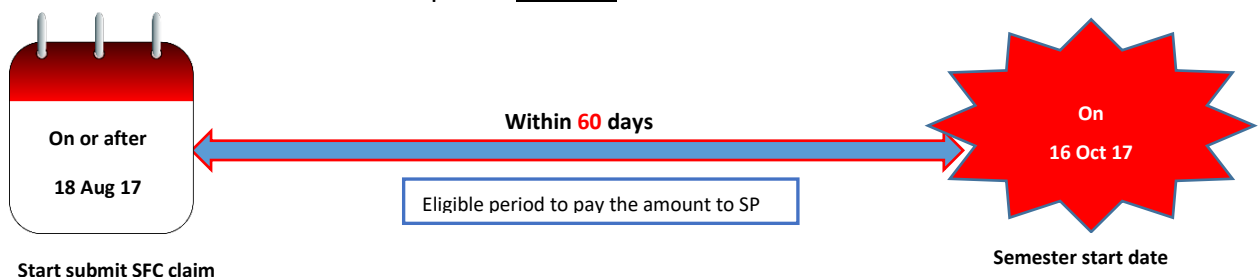
Course Fees	\$400.50	Can be paid using SFC
Other Fees	\$9.28	Cannot be paid using by SFC
Total Fee Payable	\$409.78	

For this case, you can use SFC to pay up to \$400.50 and pay \$9.28 using other payment mode.

Please refer to the table below for the other fees amount for the various qualifications:

	Newly admitted student	Progressing student
Part-time Diploma Course	\$18.78	\$13.78
Post-Diploma Course	\$9.28	\$9.28

3. You can login to SFC portal (www.skillsfuture.sg/credit) to check your SFC balance.
4. You can submit a claim at SFC portal **60 days** before the Semester start date:



5. Please follow the steps below to submit claim for SFC:

- Please go to SP PACE [e-payment system](#) to declare the SFC amount to be used.
- Enter the amount of SFC that you wish to pay to SP at our e-payment system. Please make sure that you have sufficient SFC balance.
- Pay the balance of the course fee ((if any) using credit cards, NETS, cheque or PSEA (Please click [here](#) if you wish to pay using PSEA).
- Print/Save the payment summary after you have completed the payment at our e-payment system as you may need to upload the payment summary (as supporting document) to the SFC portal when you submit your claim at the portal.
- Login to SFC portal <http://www.skillsfuture.sg/credit>) to submit a claim application as follows:
 - ✓ **Course start date:** 16 Oct 2017
 - ✓ **Training Provider:** Singapore Polytechnic and click [Search]
 - ✓ **Select the course title** that is same as the one on our payment email
 - ✓ **Amount of credit to claim:** the SFC amount that you have declared at our e-payment system (these 2 amounts must be the same). Please exclude the other fees amount.
 - ✓ **Pay to:** select Training provider
- You are **strongly advised to submit your claim application within same day** after you have paid your course fees to SP to avoid the unnecessary delay in secure your course placement

6. The claim that you have submitted to SFC portal is subject SSG's approval. The approved amount will be disbursed to SP, within 7 days after the course start date.