

Application Procedures

1. All applications must be made via online registration.
2. Your application does not guarantee acceptance into the course. Your acceptance into the course is dependent on meeting the course requirements and course vacancy.
3. Non-Singaporeans must possess a valid *Employment Pass / Work Permit / Dependant Pass* throughout the course duration. They would need to bear the full risk of non-completion should their pass expire and subsequently lapse within the duration of the course.
4. You are required to upload the following supporting documents** when you are submitting your application. Non-English documents must be translated to English by a public notary.
The application will be rejected if the applicant does not submit the required documents.
 - Identification Documents (**mandatory item, you must upload identification documents in order to submit your application**)
 - NRIC (front & back) for Singapore Citizen and Permanent Resident
 - FIN (front & back) Card such as Employment Pass/Work Permit/Dependent Pass **and** Passport for non-Singaporeans
 - Certificates of Educational Qualifications
 - e.g. GCE 'O' Levels, NITEC, WSQ Diploma, etc. (for applicant applied for diploma courses)
 - e.g. Diploma/Degree, etc (for applicant applied for Post-diploma courses)
 - Academic Transcripts
 - Documentary proof (e.g. Deed Poll, Marriage Cert) if your name in the NRIC/Passport is different from the educational documents.
 - Documentary proof of relevant work experience, if any (e.g. Company's Letter/Testimonial stating the job title, job scope and duration of employment, Certificate of Service from NS, etc.) Please note that company offer letter/contract is not acceptable.

**You can upload up to 10 attachments. Each attachment must not be more than 3 MB in size and must be in the following formats: Word, PDF, BMP or JPEG.

**If you do not have all the supporting documents ready during registration, please send the required documents to ptenquiry@sp.edu.sg within 3 days after you have submitted your application.

5. Please do **NOT** submit any claim to SkillsFuture Credit at this point of time. You should submit your claim after you have been accepted into the course and received our payment email.
6. You will be notified by email on the application outcome 6 weeks after the closing date of application.
7. The data provided to Singapore Polytechnic will be kept strictly confidential and will be used for the purpose of course administration. The data may be passed on to the relevant organisations that require the information related to the course.

8. Withdrawal

Withdrawal notice must be made in writing to [**ptenquiry@sp.edu.sg**](mailto:ptenquiry@sp.edu.sg).

The portion of course fee paid to be refunded is based on the date of notice as follows:

- 2 weeks before the commencement of the course – 100 % refund (less Administration Fee of \$50 (+ GST))
 - Less than 2 weeks before commencement of the course - 70% refund
 - On or after date of commencement - No refund
9. The Singapore Polytechnic reserves the right to change the fees charged, the period and duration of the courses, cancel or postpone any of the courses. Applicants will be duly notified. In the event of course cancellation or postponement, the full fees will be refunded where applicable.