

SkillsFuture Credit
can be used!!!

Fees Matters and Funding Incentives

Fees Payment

- ✓ Fees will be collected by semester based on your enrolled Modular Certificate (MC)/Post-Diploma Certificate (PDC). Course fees must be made in full upon enrolment to the MC/PDC before the commencement of semester.
- ✓ You will receive a payment email from us to request for payment after you have been accepted into the course.

Payment Modes

Course fee payment can be made using these payment modes: SkillsFuture Credit (SFC), Post-Secondary Education Account (PSEA), credit/debit cards, internet banking, NETS and cheques.

a. SkillsFuture Credit (SFC) (Applicable to Singapore citizens only)

This is not applicable for company sponsored participants.

Please click [here](#) for more details.

b. Post-Secondary Education Account (PSEA) (Applicable to Singapore citizens only)

This is not applicable for company sponsored participants.

- You can call the Edusave Phone Enquiry System at 6260-0777 to check your PSEA balance.
- The PSEA online form can be found [here](#). You can refer to this [guide](#) on how to fill up the online form.
- If you are a legal guardian/using your sibling's PSEA funds, please fill up the hardcopy form which can be found [here](#). You can refer to this [guide](#) on how to fill the form.
- The PSEA form and guide are also available in the course payment email.

Please note that if you are paying your fees using both SFC and PSEA, the priority order for fees deduction will be as follows:

1. SkillsFuture Credit (SFC)
2. Post-Secondary Education Account (PSEA)

c. Credit/Debit cards, Internet Banking, eNETS (Not applicable for company sponsored)

- i. For e-payment using Visa/Master cards or internet banking, please follow instructions on the payment email to proceed.

- ii. For NETS payment, you can pay at:

**One Stop Centre
Singapore Polytechnic
Blk T16, level 1
(Located beside McDonald's)
Please refer to website ([here](#)) for the operating hours**

d. Cheques

Please make cheques payable to “Singapore Polytechnic”. Please cross the cheque and write your Registration Reference ID, Name and NRIC/FIN number on the back of the cheque. Mail the cheque to:

**Singapore Polytechnic
PACE Academy
500 Dover Road
Blk T1A, Level 1
Singapore 139651**

Please note that an administrative charge of \$15 will be imposed for any returned cheques from the bank or financial institution.

Funding Incentives

1. MOE Subsidy

- a) MOE provides subsidies for Singapore Citizens (SC) and Singapore Permanent Residents (SPR) to help working Singaporeans to upskill or re-skill through part-time learning at the polytechnics. This includes Part-Time Diploma, Specialist Diploma, Advanced Diploma and Diploma (Conversion) programmes, Work-Studies Programme, Enhanced PDC and Modular Units.
- b) SC will enjoy subsidy based on the age in the year of enrolment for the modular certificate/post-diploma certificate/modular units.
- c) Under the *Enhanced Training Support (ETS) Scheme*, small and medium enterprises (SMEs)* will enjoy subsidies of the course fees when they fully sponsor their Singapore Citizen employees for the academic CET programmes.

**SMEs are defined as companies with at least 30% local shareholding and Group employment size of not more than 200 employees or Group annual sales turnover of not more than \$100 million.*

- d) SPR will enjoy subsidy if he/she has not previously attained a qualification at the diploma or higher level subsidised by the government.
- e) MOE subsidy will not be applicable for students who repeat/retake modules or modular certificates/post-diploma certificates/modular units.

2. Absentee Payroll Funding

Companies can claim absentee payroll funding when they sponsor their employees for the academic CET programmes.

For more information, please visit www.skillsconnect.gov.sg

3. UTAP (Union Training Assistance Programme)

The logo for NTUC (National Trades Union Congress) is displayed in a bold, red, lowercase sans-serif font.

NTUC union members enjoy 50% (unfunded) course fee support for up to \$250 each year when you enrol for courses supported under UTAP (Union Training Assistance Programme)**. Conditions apply.

For more information, please call NTUC Membership hotline at 6213 8008 or email UTAP@e2i.com.sg or refer to website (<http://skillsupgrade.ntuc.org.sg>).

Click [here](#) for the courses which are currently supported under UTAP.

Financial Aids

Higher Education Bursary (previously known as MOE Bursary)

The Higher Education Bursary Scheme is open to Singaporeans who are pursuing part-time Diploma courses at the Polytechnics. The bursary quanta are as shown in the table below:

Table: Quanta of the MOE Bursary for Part-Time Diploma Students (wef Apr 2020)

For Part-Time Diploma students	
Gross GHI/PCI *	Quantum
GHI: \$4,000 and below, or PCI: \$1,000 and below	\$400 / Semester
GHI: \$6,900 and below, or PCI: \$1,725 and below	\$300 / Semester
GHI: \$6,901 - \$9,000, or PCI: \$1,726 - \$2,250	\$150 / Semester

**GHI (Gross Monthly household income) includes income of immediate and non-immediate family members:*

- Immediate family member: parents who may or may not be living together with the student
- Non-immediate family member: grandparents, siblings, spouses of siblings, siblings of parents, and any other relatives who are living together with the student

**PCI (Gross Monthly Per Capita Income) = total GHI divided by the number of immediate family members and non-immediate family members living in the same household.*

Eligibility criteria:

1. Singaporeans; and
2. Part-time Diploma students (not applicable to DMOM students and Post-diploma students);
and
3. Gross monthly Household Income (GHI) of immediate and non-immediate family member of \$9,000 and below, or Per Capita Income (PCI) of \$2,250 and below

To apply for the bursary, please submit your application online with all supporting documents (e.g. NRIC, latest payslips) via the [Higher Education Bursary Form](#). Online bursary application will be open for four weeks starting from 3rd week after semester commencement. Please note that application for the Higher Education Bursary is on a semester basis.