

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

Step 1: Launch [SP PACE e-payment](#)

Step 2: Enter your **Registration Reference ID** which can be found in your payment email.

Make Payment

To view Payment details and make e-Payment, please enter your Registration Reference ID below and click "View Details".

Registration Reference ID:

Payment email sample

Dear xxxxx

Registration Reference ID: R1700012345

The following course/s will be commenced on **16/10/2017**

1. Certificate in Nutrition

Payment of fees must be made by **31 Aug 2017**, failing which your training place in the course will be withdrawn.

Course Fees (inclusive of GST) : \$277.35

**Other Fees (inclusive of GST) : \$9.28

**Students' Union Fees (not subject to GST) : \$0

Total fees payable: \$286.63

Step 3:

Pending Payment Details

NETS Pay Selection

*Payment Mode

Name	National ID	Course Title	Admit Term	Run Number	Registration No.	Amount	Pay Now
xxxxxxx	xxxxxxx	xxxxxxx	1720	1	R1700012345	286.63	Pay Now

Click Pay Now

Step 4: Declare SFC amount that you wish to use to pay for the course fees

You may login to My SkillsFuture portal with your Singpass (<https://www.myskillsfuture.sg>) to verify that you have sufficient SFC balance before you declare the amount in this section.

Pending Payment Details

NETS Pay Selection

*Payment Mode

Name	National ID	Course Title	Admit Term	Run Number	Registration No.	Amount	Pay Now
xxxxxxx	xxxxxxx	xxxxxxx	1720	1	R1700012345	286.63	Pay Now

Please enter the amount of SFC that you like to pay to SP into the SFC field and pay the balance (if any) of course fee using credit cards, NETS, cheque or PSEA. Please remember to submit a claim at My SkillsFuture portal (<https://www.myskillsfuture.sg>) 60 days before the semester start date.

For more information, please click [here](#).

SkillsFuture Credit Declaration

	Term	Certificate	Details	Fee	Paid Amount	SkillsFuture Credit	Balance Amount
1	1720	NSNE1	Certificate in Nutrition	277.35	0	200.00	0.00
2	1720		Miscellaneous Charges	9.28	0		9.28

Submit

Total SkillsFuture Claimed: 200.00

Pay

Net Balance: 86.63

1. Enter SFC amount that you wish to use to pay for the course fee portion

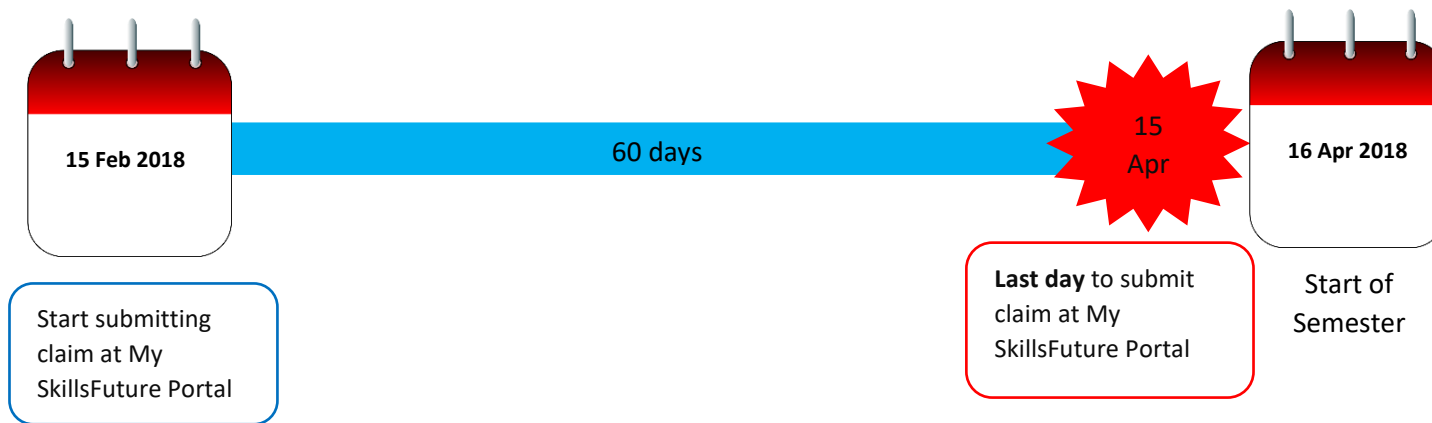
Misc charges **cannot** be paid using SFC

2. Click [Submit]

3. Click [Generate Supporting Document]
You may be prompted to upload it when submitting your claim at SFC portal

4. If you wish to pay the balance amount using credit/debit card, click [Pay Now (E-Payment)]., otherwise, click [Pay By (Other Payment Modes)]

Step 5: Login to My SkillsFuture portal (<https://www.myskillsfuture.sg>) 60 days before the semester start date (refer to your payment email) to submit your SFC claim. You may refer to the example below.



You are strongly advised to submit your SFC claim as soon as possible to avoid unnecessary delay in securing your course placement.

Refer to your payment email for value to enter for [Course Start Date] and [Course Title].

Search results for courses starting on 16/10/2017. *indicates required fields. ✕

Please search for your course using the course start date and one or more fields below.

* Course Start Date:

* Course Title:

Training Provider: 2 course(s) found

Course ID	Course Title	Training Provider
NSNE1	CERTIFICATE IN NUTRITION (PART OF SPECIALIST DIPLOMA IN NUTRITION AND EXERCISE SCIENCE)	Singapore Polytechnic
SP-NSNF	CERTIFICATE IN EXERCISE SCIENCE (PART OF SPECIALIST DIPLOMA IN NUTRITION AND EXERCISE SCIENCE)	Singapore Polytechnic

Cancel Done

Dear xxxxx

Registration Reference ID: R1700012345

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Total fees payable: **\$286.63**

The fees can be paid by the following payment modes:

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Enter "Singapore Polytechnic"

Select the correct course title and click [Done]

Payment email sample

STEP 2 OF 2: ENTER YOUR PAYMENT DETAILS

Available Credit: \$500.00

* Fees Payable by You (incl. GST): ⓘ

* Amount of Credit to Claim: ✕

* Pay to: Training Provider

Please make sure you enter the same amount that you have declared at SP PACE e-payment step 4 above.

Your SFC claim is subject to SSG's approval. The approved amount will be disbursed to SP within 7 days after the course start date.