

Payment of Course Fees using SkillsFuture Credit (SFC) for Part-Time Diploma/Post-Diploma Courses (Applicable to Singapore citizens only)

You can use your SFC Top-Up and/or SFC Opening Credit to pay your course fees. SFC Top-Up is valid for five years. Any unused SFC Top-Up will lapse after **31 December 2025** while SFC Opening Credit has **no expiry date**. You are strongly encouraged to utilise your SFC Top-Up before the expiry date.

These are the things you need to do in order to use your SFC Top-Up and/or SFC (Opening Credit) to pay your course fees.

- **Part 1** – Declare SFC claim amount, make e-payment for miscellaneous charges and download SFC supporting document in [SP PACE Payment](#)
- **Part 2** - Submission of SkillsFuture Credit (SFC) Claim via [MySkillsFuture Portal](#)

PART 1 – Declaration of SFC Claim Amount in SP PACE e-Payment Portal and Download SFC Supporting Document

Step 1: Go to [SP PACE Payment](#) Portal to declare your SFC claim amount.

Step 2: Enter your **Registration Reference ID** which can be found in your Payment Email.

Sample Payment Email

Dear xxxxx

Registration Reference ID: R2000012345

The following Certificate(s) will commence on **20 Apr 2020**

Certificate in Business Fundamentals

Payment of fees must be made by **3 Mar 2020**, failing which your training place in the course will be withdrawn.

Course Fees (inclusive of GST) : \$476.72

**Other Fees (inclusive of GST) : \$10.2

**Students' Union Fees (not subject to GST) : \$9.5

SP PACE Payment

Make Payment

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

Registration Reference ID:

Step 3: Click "Pay Now" link.

SP PACE Payment

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 | 2010 | 1 | R2000012345 | 491.42 | Pay Now |

Step 4: SkillsFuture Credit (SFC) Declaration

You may login to MySkillsFuture Portal (<https://www.myskillsfuture.sg/credit>) to check the balance of your SFC Opening Credit/ Top-Up.

SP PACE Payment

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 | 2010 | 1 | R2000012345 | 491.42 | Pay Now |

SkillsFuture Credit Declaration

| | Term | Certificate | Details | Fee | Paid Amount | SkillsFuture Credit | Balance Amount |
|---|------|-------------|--------------------------------------|--------|-------------|---------------------|----------------|
| 1 | 2010 | DBBM1 | Certificate in Business Fundamentals | 476.72 | 0 | 200.00 | 0.00 |
| 2 | 2010 | | Miscellaneous Charges | 19.70 | 0 | | 19.70 |

Submit

Total SkillsFuture Claimed: 200.00

2. Click Pay Now

1. Enter SFC amount that you wish to use from your SFC Opening Credit/ Top-Up.

Note:
Miscellaneous charges **cannot** be paid using SFC.

2. Click Submit after confirming the SFC claim amount.

3. Click Generate Supporting Document to download SFC Supporting Document. You will be prompted to upload it when submitting your claim on the SFC portal.

Pay

Net Balance: 296.42

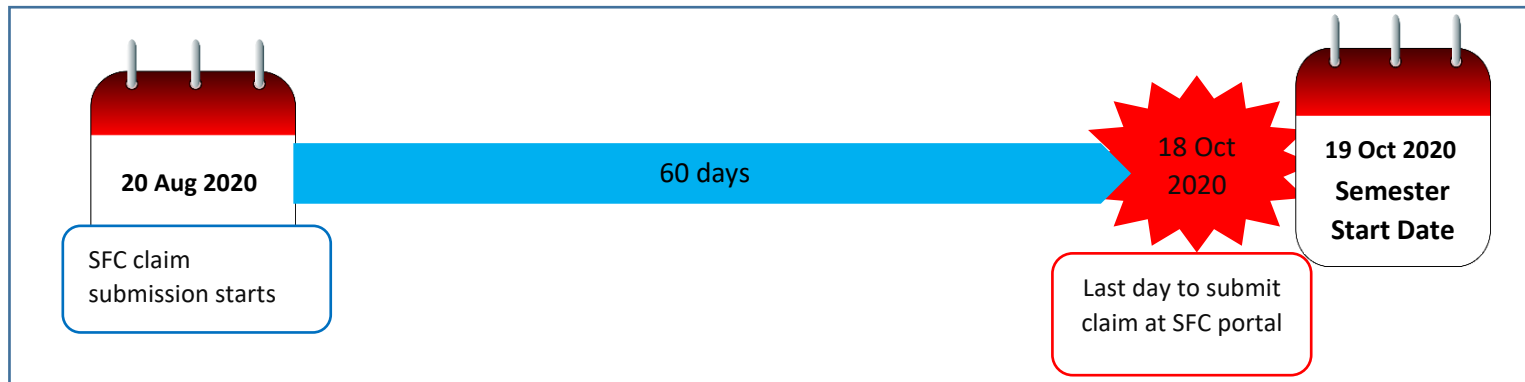
Pay Now (e-Payment)

Pay by (Other Payment Modes)

4. Click Pay Now (e-Payment) to pay the balance amount using e-NETS direct debit/ Mastercard/ Visa.

PART 2 – Submission of SkillsFuture Credit (SFC) Claim in MySkillsFuture Portal

Step 1: Login to **MySkillsFuture Portal** (<https://www.myskillsfuture.sg/credit>) to submit your SFC claim (for usage of SFC Opening Credit/ Top-Up) at least 60 days before the semester start date.



Step 2: Search for the SFC course title based on the SFC course code stated in your SFC Supporting Document (refer to Part 1 – Step 4 above).

SFC Portal

1. Click Proceed to Submit a Claim.

2. Enter the SFC course code found in the SFC supporting document.

3. Click Search

4. Verify that the SFC course title and Training Provider is correct. Then, click the button.

Sample SFC Supporting Document

| Course Details | Fees Amount |
|--|----------------|
| Diploma in Engineering (Computer Network & Systems) | |
| Course Code: SP-DECNS1 | |
| Certificate Title: Certificate in Computer Programming & Networks | |
| Course Start Date: 19 Oct 2020 | |
| Course Fees for Certificate in Computer Programming & Networks (after Government Subsidy if any) | 491.40 |
| Add: GST | 34.39 |
| Other Fees: | |
| Insurance Fee | 1.59 |
| Miscellaneous Fee | 7.00 |
| Statutory Licence Fee (CLASS) | 0.94 |
| Add: GST | 0.67 |
| Other Fees Not Subject to GST | |
| Student Union Entrance Fee | 5.00 |
| Student Union Subscription Fee | 4.50 |
| Total Amount Payable | 545.49 |
| Less SkillsFuture Credit Claim for: | |
| Certificate in Computer Programming & Networks | \$25.79 |
| Fees Payable to PACE Academy | 19.70 |

Step 3: Enter the payment details from your SFC Supporting Documents (refer to the highlighted fields in the sample below).

SFC Portal

5. Verify the Course Start Date as stated in your SFC Supporting Document & click the button.

6. Enter Total Amount Payable stated in your SFC Supporting Document.

7. Enter the SFC amount from the Less SkillsFuture Credit Claim For stated in your SFC Supporting Document.

8. Click to upload the SFC Supporting Document generated from the e-Payment portal (refer to Part 1 – Step 4).

Sample SFC Supporting Document

| Course Details | Fees Amount |
|--|---------------|
| Diploma in Engineering (Computer Network & Systems) | |
| Course Code: SP-DECNS1 | |
| Certificate Title: Certificate in Computer Programming & Networks | |
| Course Start Date: 19 Oct 2020 | |
| Course Fees for Certificate in Computer Programming & Networks (after Government Subsidy if any) | 491.40 |
| Add: GST | 34.39 |
| Other Fees: | |
| Insurance Fee | 1.59 |
| Miscellaneous Fee | 7.00 |
| Statutory Licence Fee (CLASS) | 0.94 |
| Add: GST | 0.67 |
| Other Fees Not Subject to GST | |
| Student Union Entrance Fee | 5.00 |
| Student Union Subscription Fee | 4.50 |
| Total Amount Payable | 545.49 |
| Less SkillsFuture Credit Claim for: | |
| Certificate in Computer Programming & Networks | 525.79 |
| Fees Payable to PACE Academy | 19.70 |

SFC Portal

9. Verify your submission details.

10. Tick the Declaration box.

11. Click Submit.

Sample SFC Supporting Document

| Course Details | Fees Amount |
|--|---------------|
| Diploma in Engineering (Computer Network & Systems) | |
| Course Code: SP-DECNS1 | |
| Certificate Title: Certificate in Computer Programming & Networks | |
| Course Start Date: 19 Oct 2020 | |
| Course Fees for Certificate in Computer Programming & Networks (after Government Subsidy if any) | 491.40 |
| Add: GST | 34.39 |
| Other Fees: | |
| Insurance Fee | 1.59 |
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| Statutory Licence Fee (CLASS) | 0.94 |
| Add: GST | 0.67 |
| Other Fees Not Subject to GST | |
| Student Union Entrance Fee | 5.00 |
| Student Union Subscription Fee | 4.50 |
| Total Amount Payable | 545.49 |
| Less SkillsFuture Credit Claim for: | |
| Certificate in Computer Programming & Networks | 525.79 |
| Fees Payable to PACE Academy | 19.70 |

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