

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.

The early access of SFC Top-Up for course fee payment is temporarily stopped till the SkillsFuture Credit Portal is launched on 1 Oct 2020 for SFC Top-Up claims. We will update you when the portal is ready after 1 Oct 2020.

In the meantime, if you are using SFC Opening Credit only for your course fee payment, you can follow the following steps. Otherwise, please wait till after 1 Oct 2020.

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Payment of fees must be made by **3 Mar 2020**, failing which your training place in the course will be withdrawn.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

View Details

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

2. Click 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. Do note that you will **not** be able to check the balance of your SFC Top-Up until the portal is re-launched on 1 October 2020.

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

1. Enter SFC amount that you wish to use from your SFC Opening Credit.

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

Submit
Total SkillsFuture Claimed: 200.00

Buttons: Submit, Generate Supporting Document

Pay
Net Balance: 296.42

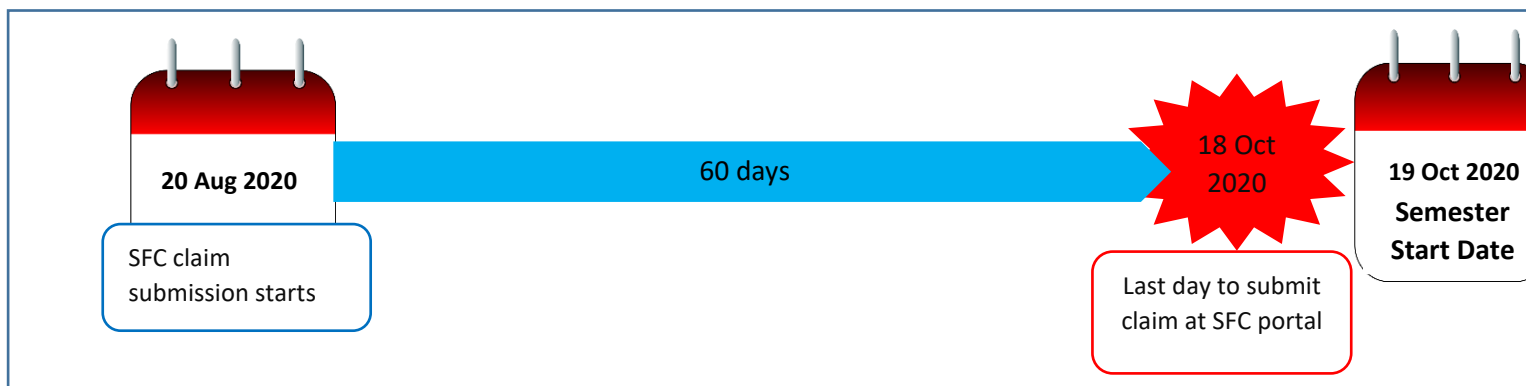
Buttons: Pay Now (e-Payment), Pay by (Other Payment Modes)

3. Click **Generate Supporting Document** to download document for SFC portal. You may be prompted to upload it when submitting your claim on the SFC portal.
2. Click **Submit** after confirming the SFC claim amount.
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 only**) at least 60 days before the semester start date.

Do note that you will **not** be able to submit your claim to utilise your SFC Top-Up until the portal is re-launched on 1 October 2020.



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. Enter the **SFC course code** found in the SFC supporting document.
2. Click **Search**
3. Select the SFC course code with the correct **SFC course title** and from the correct **Training Provider**.
4. Click **Enter Payment Details**.

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

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

SFC Portal

5. Select the Course Start Date stated in your SFC Supporting Document.

Course Start Date
19/10/2020

Fees Payable By You (including GST)

S\$ 545.49

Amount Of Credit To Claim

S\$ 525.79

Pay To

Training Provider

Supporting Documents (e.g. official receipts, invoices, etc.)
Up to 10 files may be uploaded (maximum 5MB in total).
File types supported: pdf, doc, docx, xls,xlsx, tiff, jpeg, png.
When making claims for overseas MOOC courses, click here for a sample receipt or certificate.

Declaration

I have read and agreed to the Skillsfuture Credit terms and conditions

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 if prompted.

9. Tick the Declaration box.

10. Click Submit.

Sample SFC Supporting Document

Course Details	Fees Amount
Diploma in Engineering (Computer Network & Systems)	
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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.