

It is important for the Applicant or Trainee to be familiar with the Terms & Conditions. In this section, unless the context otherwise requires, the following expressions shall have these interpretation:

- **Applicant:** a person who has registered for a course organised by SIT but has not yet paid the required course fees in full or in partial sum.
- **Trainee:** a person who has enrolled for a course organised by SIT and has already paid the required course fees in full or in partial sum. Persons sponsored by companies are considered as Trainees as long as the invoices for the course have been issued to the companies.

1 PAYMENTS

- 1.1 Applicants are to visit the [course registration portal](#) to register for the course and make payments for the course fees.
- 1.2 Receipt of full payment of course fees to SIT is required by the application closing date (reflected in each course page) before SIT confirms the outcome of the application for any course. Only successful Applicants (i.e. Trainees) will be allowed to attend the course. SIT will notify Applicants in writing of the outcome of their application before course commences.
- 1.3 Please ensure that all entries (including billing name/entity, name of Applicant and billing address) are accurate. No changes to invoices are allowed after they are generated by SIT. For subsequent requests pertaining to any changes required on the items reflected in the invoice after it has been generated, SIT reserves the right to impose an administrative fee charge of \$40 (subject to prevailing GST).
- 1.4 Payments can be made online by credit card or debit card or internet banking. Payments by Applicants who are not sponsored by companies (i.e. self-sponsored and not company-sponsored) must be made via online methods. Offline payment is acceptable only for company-sponsored Applicants. For offline payment, Applicants/companies may make payment by cheque or via PayNow.
 - (a) For cheque payment, the cheque must be made payable to “**Singapore Institute of Technology**”. Applicants are to indicate their company’s name, course registration ID and course title and contact number on the reverse side of the cheque and mail it to

SIT@Dover
Singapore Institute of Technology
10 Dover Drive
Singapore 138683
Attention: Finance Division (Accounts Receivable)

- (b) For payment made via PayNow, Applicants shall quote UEN “200917667DSTU” and the course registration ID. SIT shall not be held liable for the inability to confirm the registration timely due to the Applicant/company’s failure to provide sufficient information for SIT to identify and tag the payment to the correct course application.
- 1.5 All fees stated are inclusive of prevailing Goods and Services Tax (GST). All applicable taxes shall be borne by the Trainee. All bank charges incurred (if any) would also have to be borne by the Trainee.
- 1.6 SkillsFuture Credit (SFC) cannot be used for course withdrawal charges. Please refer to the terms and conditions for [SFC on the SkillsFuture website](#) when using SFC for courses.
- 1.7 Applicants are to note that the fees for courses subsidized by SkillsFuture Singapore (SSG) (denoted by an asterisk (*)) are net of the subsidy, and only apply to Singapore Citizens or Permanent Residents, and are contingent upon:**
- (a) **attaining a minimum 75% training attendance and**
(b) **passing the associated assessment during the course (i.e. attainment of certification).**

A Trainee is deemed not to have completed the CET course if the Trainee did not achieve either clause 1.7(a) or clause 1.7(b). In such cases, the Trainee will need to make immediate payment of the subsidy amount to SIT.

2. COURSE WITHDRAWAL / CANCELLATION

- 2.1 **Applicants are not allowed to defer, switch, replace, postpone or transfer (i.e. assign to another Applicant) their course once the course application is successful and SIT has confirmed in writing to the Applicant on the application outcome.** For course withdrawal, the Trainee needs to notify SIT via email to SITLEARN@singaporetech.edu.sg. The Trainee (and/or their sponsoring organisations where applicable) shall subsequently be liable for the following withdrawal charges depending on the period of notice given to SIT:

Notice Period	Withdrawal Charges
More than 14 days before the start of the course	No charge
7 - 14 days before the start of the course	50% of net course fee payable
Less than 7 days from the start of the course	100% of net course fee payable

2.2 No withdrawal is allowed once course has started. Any no-show will be considered as absentee.

2.3 No portion of the course fees shall be refunded if a Trainee fails to complete the course for any reason or does not turn up on the first day of the course or after the course start date. There will also be no make-up lesson for classes where the Trainee has failed to attend due to personal, medical or other reasons such as work exigencies.

2.4 While SIT will exercise all possible care to organise and implement the courses, SIT reserves the right to cancel a course and/or change the venue, trainer, course dates and/or fees. SIT will notify Applicants or Trainees of such changes in advance should this happen. For example, SIT may cancel a course if the minimum number of Trainees in the course (as set by SIT in its sole discretion) has not been met or if unforeseen circumstances warrant it. In the event of such occurrence of course cancellation, SIT will provide a full refund of the net course fees already paid by the Trainee.

2.5 Save for what is mentioned above, Applicants or Trainees (and/or their sponsoring organisations where applicable) agree that they shall have no other rights or remedies against SIT in respect of any cancellation of the course, or of their failure to complete the course for any reason.

2.6 For SkillsFuture Work-Study Post-Diploma (WSPostDip) initiatives – for company-sponsored applications for WSPostDip, the sponsoring company shall be liable to SIT for the course fees for modules conducted by SIT.

3. USE OF PERSONAL DATA

3.1 SIT may collect, use and disclose personal data that an Applicant or Trainee (as the case may be) provides for the following purposes:

- (a) Administering applications for enrolment in the course;
- (b) Inviting the Applicant or Trainee to future learning events;
- (c) Informing the Applicant or Trainee of any news, information, and marketing materials related to SIT;

- (d) For the Applicant's or Trainee's use of any online services available at any of SIT's websites and/or through other digital communication channels; and
 - (e) For SIT or its agents to research or track the development and/or employability of the Trainee after completion of the course, and to carry out market-related or similar research and analysis for SIT's operational strategy and policy planning purposes. Applicants or Trainees may withdraw their consent for one or more of the above purposes at any time by informing SIT in writing.
- 3.2 For courses funded by SSG, SIT may also disclose personal data that an Applicant or Trainee (as the case may be) provides to SSG, or its appointed auditor(s), vendor(s) and/or nominated representatives to conduct SSG-commissioned surveys under the Training Quality and Outcomes Measure (TRAQOM) initiative, effectiveness surveys or audits in relation to CET courses, as well as carry out any other purposes SSG deems appropriate.
- 3.3 Photographs and/or video recordings of Trainees may be taken during the course and these materials may be used by SIT for marketing purposes and to comply to any prevailing Safe Management Measures (e.g. contact tracing) imposed by the government.
- 3.4 Please contact SIT's personal data protection officer at dpo@singaporetech.edu.sg if you have any queries related to this section 3.

4. GENERAL

- 4.1 All courses are subject to confirmation by SIT. We reserve the right to reject any application at SIT's sole discretion without assigning any reason. Unless otherwise stated, these Terms & Conditions are applicable to all courses. Payment of course fees or submission of the online course registration constitutes full acceptance by the Trainee of these Terms & Conditions herein.
- 4.2 **Certificates will only be issued to Trainees who meet the prevailing conditions for successful completion of the course. For avoidance of doubt, unless otherwise stated, the prevailing conditions are:**
- (a) **Trainees must have attained a minimum 75% training attendance and**
 - (b) **Trainees must have passed the associated assessment during the course.**

- 4.3 Although the courses are meant for educational and training purposes, SIT does not make any representations, warranties or guarantees that any Trainee will obtain any particular result, pass any examination, master any particular discipline or skill or achieve any other tangible or intangible outcome during or at the end of the course. SIT shall not be liable in any way to any Applicant or Trainee for any claims, losses and damages incurred or sustained by the Applicant or Trainee (as the case may be) arising out of or in connection with the Applicant's application or the Trainee's attendance of any course conducted by SIT, except where the same is caused by SIT's own negligence or misconduct.
- 4.4 These Terms & Conditions are governed by Singapore law and the courts of Singapore shall have exclusive jurisdiction to resolve all disputes arising out of or relating to them.
