

SkillsFuture Credit Administrative Details

All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose from the courses available on the SkillsFuture Credit course directory.

SkillsFuture Credit applies to Individuals who are Singaporeans, 25 years and above.

Step 1 Login to SkillsFuture Credit Account and view your account summary.
<http://www.skillsfuture.sg/credit>

Register course with CCMD and update CCMD on the amount of credit to be used for this course:-

Step 2 **FUNDAMENTALS OF CORPORATE SECRETARIAL PRACTICE
CRS-N-0003349**

CCMD will issue a letter of acceptance to indicate the course fee details. Participants are required to attach supporting documents provided by the Training Provider before submitting their claim via SkillsFuture Credit Portal.

SAMPLE OF THE LETTER

**RE: LETTER OF ACCEPTANCE
Fundamentals of Corporate Secretarial Practice (FCSP)
CRS-N-0003349**

Thank you for your registration to participate in the abovementioned course. We are pleased to confirm your registration as follows:-

Step 3

Date(s):	7, 14, 21 & 28 Feb 2017
Time:	9.30am – 5.00pm
Venue:	Training Centre, 149 Rochor Road, #04-06, Fu Lu Shou Complex, Singapore 188425

COURSE FEE DETAILS:

Course fee per participant:	\$700.00
7% GST:	\$49.00
Fee Payable (inclusive 7% GST):	\$749.00
SkillsFuture Credit Claims:	<\$370.00>
Payment Required from Individual:	\$379.00

Step 4

You are able to submit a claim as early as 30 days before the Course Start Date.

If your course has already started, you may submit your claim no later than 90 days after the Course Start Date.

If you are submitting a claim before the Course Start Date, you will be able to choose to pay the credit to Training Provider or to yourself.

If you are submitting a claim after the Course Start Date, you will only be able to pay the credit to yourself.

Remarks from CCMD Pte. Ltd.: If you are submitting a claim five (5) days before the course start date, please select a pay the credit to yourself. Full payment is required before attending our course.

Step 5

The balance payment, after claiming the SkillsFuture Credit, must be made before attending our course. CCMD Pte. Ltd. has the right to refuse an individual from attending the course if he/she fails to do so.

Remarks from CCMD Pte. Ltd.: Participants will be responsible for paying the full course fee if CCMD Pte. Ltd. has not received any email notification of approved claims from SkillsFuture before five business days from the Course Start Date.

Terms & Conditions: -

1. Registration will be confirmed upon receipt of registration form.
2. The participant will need to make full payment of the course fee, and no refund will be made for cancellation less than 14 days before the course date.
3. All cancellation can be made 14 days before course date, carries an administrative fee of \$53.50.
4. An administrative fee of \$53.50 will be imposed for any changes of invoice, receipt, and certificate.
5. Replacement classes are considered on a case-by-case basis.
6. There should be NO CHANGE of participant for the whole course.
7. CCMD Pte. Ltd. reserves the right to change the date, time and venue owing to unforeseen circumstances.
8. CCMD Pte. Ltd. reserves the right to cancel or postpone the course due to unforeseen circumstances and also the right to reject any registration.

With effect from 19 May 2017, the window period for SkillsFuture Credit claims will also be extended from within 30 days to within 60 days before the course start date. This extension will allow individuals a longer window to make their claims to facilitate earlier course registration. Training Providers should update your trainees of any key changes to your course details during this window period, and advise them on relevant follow-up.

E.g. on revisions in course fee that would impact the SkillsFuture Credit claim amount, Training Providers should advise trainees to cancel and resubmit their claims upon the approval of such changes in SkillsConnect and relevant update to the course information on the SkillsFuture Credit course directory.