

**SkillsFuture Claims Pay to CSIS Courses**

**Administrative Details**

<b>Step 1</b>	Login to SkillsFuture Credit Account and view your account summary.														
<b>Step 2</b>	Register course with CSIS and update CSIS on the amount of credit to use for this course.														
<b>Step 3</b>	CSIS will issue a letter of acceptance to indicate the course fee details: Participants required to attached the supporting documents provided by the Training Provider before submitting their claim via SkillsFuture Credit Portal														
	<p><u>Example Course Fee:</u> <b>RE: LETTER OF ACCEPTANCE - ACRA BizFin<sup>x</sup> Preparation Tool Preparing and Filing XBRL Financial Statements</b></p> <p>Thank you for your interest to join abovementioned course.</p> <p><i>Date:</i> 4 May 2016</p> <p><i>Day:</i> Wednesday</p> <p><i>Time:</i> 9.30am – 5.00pm</p> <p><i>Venue:</i> CSIS Training Centre, 149 Rochor Road, #04-06, Fu Lu Shou Complex, Singapore 188425</p> <table border="1"> <tr> <td colspan="2"><b><u>COURSE FEE DETAILS:</u></b></td> </tr> <tr> <td><b><u>Course fee per participant</u></b></td> <td>\$300.00</td> </tr> <tr> <td><b><u>7% GST</u></b></td> <td>\$21.00</td> </tr> <tr> <td colspan="2"><b><u>Fee Payable (inclusive. 7% GST):</u></b></td> </tr> <tr> <td></td> <td>\$321.00</td> </tr> <tr> <td><b><u>SkillsFuture Credit Claims:</u></b></td> <td>\$300.00</td> </tr> <tr> <td><b><u>Payment Required:</u></b></td> <td><b><u>\$21.00</u></b></td> </tr> </table>	<b><u>COURSE FEE DETAILS:</u></b>		<b><u>Course fee per participant</u></b>	\$300.00	<b><u>7% GST</u></b>	\$21.00	<b><u>Fee Payable (inclusive. 7% GST):</u></b>			\$321.00	<b><u>SkillsFuture Credit Claims:</u></b>	\$300.00	<b><u>Payment Required:</u></b>	<b><u>\$21.00</u></b>
<b><u>COURSE FEE DETAILS:</u></b>															
<b><u>Course fee per participant</u></b>	\$300.00														
<b><u>7% GST</u></b>	\$21.00														
<b><u>Fee Payable (inclusive. 7% GST):</u></b>															
	\$321.00														
<b><u>SkillsFuture Credit Claims:</u></b>	\$300.00														
<b><u>Payment Required:</u></b>	<b><u>\$21.00</u></b>														
<b>Step 4</b>	<p>A participant may submit your claim for the credit via the SkillsFuture Credit Portal 30 days before the course start date if you wish to disburse the claim to CSIS.</p> <p><b>Note: <u>3 business days</u> before the course start date please select a payment to individual (disburse to self). Full payment is required before attending our courses.</b></p>														
<b>Step 5</b>	<p>Balance payment after SkillsFuture Credit claims is required before attending our courses. CSIS. may decide not to enrol an individual who does not pay the course fee or takes on the responsibility to request the individual to pay up before enrolment.</p> <p><b>Note: Participants will be responsible of paying the <u>full course fee</u> if CSIS did not receive any email notification of approved claims from SkillsFuture <u>before 3 business days from the course start date.</u></b></p>														
<p><b>Terms and Conditions</b></p> <ul style="list-style-type: none"> <li>• Registration will only be confirmed upon receipt of the registration form.</li> <li>• Participant will need to make full payment of the event fee / no refund can be made for cancellation less than 14 days prior to the event date.</li> <li>• All cancellation made 14 days before event carries a SGD 53.50 of administration fee.</li> <li>• CSIS reserve the right to cancel or postpone the course/ seminar due to unforeseen circumstances and also the right to reject any registration.</li> </ul>															