

## TERMS & CONDITIONS

### 1 Payments

- 1.1 Receipt of full payment of course fees to SIT is required by the application closing date before application of any course can be confirmed successful. Only successful applicants will be allowed to attend the course.
- 1.2 Payments can be made online by credit card or debit card or internet banking. Offline payment is acceptable only for company-sponsored applications. Payments for individual applications (i.e. not company-sponsored) must be made via online methods. For offline payment, companies may make payment by cheque or via PayNow.
- (a) For cheque payment, the cheque must be made payable to **“Singapore Institute of Technology”**. Please indicate your 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  
 10 Dover Drive  
 Singapore 138683  
 Attention: Finance Division (Accounts Receivable)
- (b) For payment via PayNow, please quote UEN “200917667DOPS” and the course registration ID. SIT shall not be liable for the inability to confirm the registration timely due to company’s failure to provide sufficient information for SIT to identify the payment.
- 1.3 Fees stated are inclusive of Goods and Services Tax (GST). All applicable taxes shall be borne by the applicant. All bank charges incurred (if any) would also have to be borne by the applicant.
- 1.4 SkillsFuture Credit (SFC) cannot be used for withdrawal charges. Please refer to the terms and conditions for [SFC on the SkillsFuture website](#) when using SFC for courses.

### 2. Course Withdrawal / Cancellation

- 2.1 Applicants are not allowed to defer, switch, replace, postpone or transfer their course once the course application is successful. For course withdrawal, applicants need to notify SIT via email to [SITLEARN@singaporetech.edu.sg](mailto:SITLEARN@singaporetech.edu.sg). The withdrawn applicant (and/or their sponsoring organisations where applicable) shall be liable for the following withdrawal charges depending on the period of notice of withdrawal 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 portion of the course fees shall be refunded if an applicant fails to complete the course for any reason and for “no-show” on the first day of the course or after the course start date. There will also be no makeup lesson for classes missed due to personal, medical or other reasons.
- 2.3 While SIT will exercise all possible care to run the courses, SIT reserves the right to cancel a course and/or change the venue, trainer, course dates and fees. SIT will notify applicants of changes should this happen. For example, SIT may cancel a course if the minimum number of participants in the course (as set by SIT in its sole discretion) is not met or if unforeseen circumstances warrant it. In the event of such cancellation of course, SIT will make a full refund of the course fees already paid by the applicant.

- 2.4 Save for what is mentioned above, applicants (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.
- 2.5 For Earn-and-Learn Programme (ELP)  
For company-sponsored applications for ELP, 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 provides for the following purposes:
- 3.1.1 Administering applications to and enrolment in the course;
  - 3.1.2 Inviting the applicant to future events and online surveys;
  - 3.1.3 Informing the applicant of any news, information, and promotions relating to SIT;
  - 3.1.4 For the applicant's use of any online services available at any of SIT's websites and/or through other telecommunication channels; and
  - 3.1.5 For SIT or its agents to research or track the development and/or employability of the applicant after the course and to carry out market-related or similar research and analysis for SIT's operational strategy and policy planning purposes. Applicants may withdraw their consent for one or more of the above purposes at any time by informing SIT.
- 3.2 Photographs and/or video recordings may be taken during the course and these materials may be used by SIT for marketing purposes.
- 3.3 For any questions, please contact SIT's personal data protection officer at [dpo@singaporetech.edu.sg](mailto:dpo@singaporetech.edu.sg).

### **4. General**

- 4.1 All courses are subject to confirmation and SIT reserves the right to reject any application at its sole discretion without assigning any reason. These terms & conditions are applicable to all courses and payment of course fees constitutes full acceptance of the terms and conditions herein.
- 4.2 Certificates will only be issued to participants who meet the prevailing conditions for successful completion of the course.
- 4.3 Although the SIT courses are for educational purposes, SIT does not make any representations, warranties or guarantees that any participant will obtain any particular result, pass any examination, master any particular discipline or skill or achieve any other tangible result. SIT shall not be liable in any way to any applicant for all claims, losses and damages incurred or sustained by the applicant arising out of or in connection with the applicant's application for or attendance of any course conducted by SIT, except where the same is caused by SIT's 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 the applicant's application for or the attendance of any course conducted by SIT.