CONTINUING EDUCATION AND TRAINING (CET) COURSES TERMS & CONDITIONS

Learners for Singapore Institute of Technology's (SIT's) CET Courses (CET Learners) are advised to read these Terms and Conditions as well as the FAQs on SIT's website before registering for or attending a course.

1. ACCOUNT REGISTRATION

1.1 CET Learners must register for an account first on the SIT course registration portal before applying for courses. Companies applying on behalf of employees should register for a company account instead. Please follow the instructions in the registration guide found in our FAQ section.

1.2 All company-sponsored and self-sponsored CET Learners are responsible for ensuring the accuracy of their entries, including their and/or their organisation's billing details (name/entity/UEN) (if relevant), their full name as per NRIC/FIN/passport or official ID, and other personal data. It is advisable to gather this information before registering for the course.

2. COURSE REGISTRATION

2.1 CET Learners and/or companies should take note of the individual course registration closing dates listed on the course website. SIT will notify CET Learners or companies through the contact details provided during registration in writing regarding registration outcome prior to the course commencement.

2.2 All fees mentioned include prevailing Goods and Services Tax (GST). CET Learners (and/or sponsoring companies, where applicable) are responsible for any applicable taxes and bank charges.

2.3 All courses are subject to confirmation by SIT. SIT reserves the right to reject any course registration at its sole discretion without providing a reason.

2.4 **Payment of course fees or submission of the online course registration indicates full acceptance of these CET Terms & Conditions by the CET Learner.**

3. COURSE FUNDING

3.1 CET Learners must meet the following criteria to be eligible for Skills & Workforce Development Agency ("**SWDA**") grant or funding:

(a) Must be a Singapore Citizen (SC), Permanent Resident (PR) or Long Term Visit Pass Plus (LTVP+)[1] holder.

(b) Pass all associated course assessment(s) during the course to obtain certification.

(c) Pay the Nett Course Fee based on the SIT's invoice:

(i) Before course commencement for self-sponsored CET Learners,

(ii) Within sixty (60) days after course end date for company-sponsored CET Learners.

Note: Nett Course Fee refers to the course fee (inclusive of applicable GST) minus any applicable **SWDA** course fee grant and other funding support.

3.2 When using SWDA grants, funding, and/or SkillsFuture Credit ("**SFC**"), CET Learners should refer to SWDA's terms and conditions for use of such funding as specified on SWDA's website. SIT will not be responsible for any consequences arising for the CET Learner's non-compliance with SWDA's terms and conditions.

3.3 For CET Learners who are not eligible for SWDA grant of funding, Nett Course Fee payable must be made in full after registration and upon receiving SIT's notification to do so. SIT reserves the right to revoke a CET Learner's enrolment should full payment not be received prior to course commencement.

4. PAYMENT

4.1 CET Learners are required to make fee payment based on the amount specified in the SIT invoice.

4.2 Partial or full payment using SFC is considered fulfilled only upon successful receipt of the SFC disbursement by SIT, after approval by SWDA.

4.3 CET Learners or companies (as the case may be) will receive an invoice from SIT via email on the Nett Course Fee (or full Course Fee, as the case may be) payable. Once generated, SIT's invoices cannot be modified. For subsequent written requests regarding change items on the invoice, SIT reserves the right to impose a non-refundable administrative fee of S$40 (plus prevailing GST).

4.4 We do not accept walk-in payments. Both self-sponsored and company-sponsored CET Learners can make online payments through the SIT course registration e-payment portal.

[1] The LTVP+ scheme currently applies to lawful foreign spouses of SCs with (i) at least one SC child or are expecting one from the marriage, or at least three years of marriage, and (ii) where the SC sponsor is able to support the family. LTVP+ holders can be identified with their green visit pass cards, with the word 'PLUS' on the back of the card.

Online payment options include PayNow/SGQR, internet banking, credit card, or debit card. Companies can also pay via bank transfer by following the instructions provided on the SIT invoice.

4.5 CET Learners are solely responsible for any bank charges incurred. SIT cannot be held liable for delayed registration confirmation if the CET Learner or company fails to provide sufficient information for correct course application identification and tagging.

5. COURSE CHANGES AND CANCELLATION

5.1 While SIT endeavours to organise and conduct every course, SIT reserves the right to cancel any course and/or modify the venue, trainer, course dates, and/or fees. For example, SIT may cancel a course if the minimum required number of fee-paying CET Learners (as determined by SIT at its sole discretion) is not met or due to unforeseen circumstances. If SIT cancels/changes any course details:

(a) CET Learners will receive advance notification of such changes via email.

(b) If a course:

(i) has been cancelled; or

(ii) is rescheduled by SIT and the CET Learner duly inform SIT that he/she is unable to attend on the rescheduled date;

the Nett Course Fee received from the CET Learner or company will be refunded.

5.2 CET Learners should note that SIT may not maintain a waiting list for the rescheduled course.

5.3 Except where otherwise informed, there will be no make-up lessons for classes missed by the CET Learner due to course changes for any reason.

5.4 Except as provided above, CET Learners and sponsoring companies acknowledge and agree that they have no further rights or claims against SIT regarding course cancellation, rescheduling, or failure to complete the course for any reason.

6. WITHDRAWAL CHARGES

6.1 Once SIT has confirmed the course application in writing, CET Learners and companies cannot defer, switch, or find a replacement to attend the course.

6.2 To withdraw from a course, CET Learners or companies (as the case may be) must notify SIT via SITLEARN@singaporetech.edu.sg with written justifications. No withdrawals are allowed

once the course has started unless there are medical or compassionate reasons, and SIT retains the right to allow for withdrawal and/or waive the withdrawal charges (set out below) at its sole discretion.

6.3 Withdrawals without written justifications and/or non-attendance is considered an absence, and withdrawal charges as specified in Table 1 shall apply.

Table 1. Withdrawal charges for all Courses		
Conditions		**Withdrawal Charges**
1A	SIT has cancelled or rescheduled the course	No charge
1B	CET Learner did not attend any class and provided withdrawal notification to SIT more than 14 calendar days before the course started	
1C	CET Learner did not attend any classes and provided withdrawal notification to SIT between 7 and 14 calendar days (including both days) before the course started.	50% of Nett Course Fee* payable
1D	CET Learner did not attend any classes and provided withdrawal notification to SIT less than 7 calendar days before the course started.	100% of Nett Course Fee* payable
1E	CET Learner did not attend class and did not provide any prior notification about their absence.	

* For situations where there is no SWDA funding, the full unsubsidised fee applies.

7. COURSE CERTIFICATE AND ATTENDANCE

7.1 Attendance-taking is mandatory. For SWDA-funded courses, SWDA has mandated the use of e-attendance via SingPass commencing from 1 October 2023 for real-time tracking of CET Learner (aka the CET Learner) attendance and grant governance.

7.2 CET Learners will receive their certificate (either as a hard copy or digital certificate) if they meet all these requirements:

(a) Attain a minimum of 75% attendance;

(b) Pass all associated course assessments; and

(c) Fully pay their Nett Course Fee:

(i) Self-sponsored CET Learners with SWDA grant or funding having paid their fees before the course commences.

(ii) Company-sponsored CET Learners with SWDA grant or funding having paid their fees within sixty (60) days after the course end date.

7.3 Course certificates will be issued under the CET Learner's registered official full name. Changes to the CET Learner's name will only be accommodated according to their official identification (NRIC/FIN/passport or official ID).

7.4 Any replacement will only be provided in a digital format. We will also provide only a digital copy to replace any damaged certificate.

7.5 SIT reserves the right to:

(a) Withhold or revoke course certificates if CET Learners have not fulfilled any of the requirements set out in paragraph 7.2 above;

(b) Withhold or revoke course certificates if CET Learners violate any relevant SIT's Code of Conduct for Learners;

(c) Retain course fees if CET Learners do not complete the course, with no refunds; and

(d) Recover unpaid course fees and deny future course admission, even if assessment and attendance requirements are met.

7.6 In the event that CET Learners fail any associated assessment during the course to obtain certification, the CET Learners will still be liable for 100% of Nett Course Fee payable and may further no longer be eligible for SWDA grants/subsidies for that course.

8. PERSONAL DATA

8.1 SIT's processing of personal data is governed by SIT's Personal Data Protection Policy. In addition to the purposes for the collection, use and disclosure of personal data set out in the policy, SIT may also collect, process, disclose and retain CET Learner personal data (including details of CET Learner's employment status) for the following purposes (which may be revised from time to time):

(a) Administering and verifying applications for course enrolment or eligibility for government subsidies (such as for SWDA) including issuing invoices to the CET Learner;

(b) Updating the CET Learners about upcoming relevant courses, events and/or surveys, career and consultancy services, through marketing communications;

(c) Facilitating the CET Learner's use of online services available on SIT's websites and/or through other digital communication channels;

(d) Conducting research or tracking the CET Learner's development and employability post-course completion (including contacting a CET Learner's employer), as well as performing market-related or similar research and analysis for SIT's operational strategy and policy planning; and

(e) Where the CET Learner has applied for and is eligible for government agency grants and/or subsidies, to comply with SIT's reporting and audit requirements to SWDA and/or any other relevant government body/agency.

8.2 For SWDA-funded courses, SIT is also required to preserve and/or disclose the CET Learners' data to SWDA or its appointed auditor(s), vendor(s), and/or nominated representatives for conducting SWDA-commissioned surveys under their Training Quality and Outcomes Measure (TRAQOM) initiative, effectiveness surveys, audits related to courses, or any other purposes deemed appropriate by SWDA.

8.3 SIT may take photographs during course, including synchronous e-learning sessions, for validating attendance records or authenticating the CET Learner's identity in the course or professional examination organised by SIT.

8.4 For enquiries relating to SIT's use of personal data, please contact dpo@singaporetech.edu.sg or refer to SIT's data protection policies at https://www.singaporetech.edu.sg/privacy-statement for more information.

9. INTELLECTUAL PROPERTY

9.1 All intellectual property in materials provided by SIT during the course will belong solely to SIT, and SIT shall grant to CET Learners a non-exclusive, non-transferable, non-sublicensable, royalty-free license to use such materials. The CET Learner shall not reproduce such materials without explicit written consent from SIT.

9.2 SIT may use commercially available tools to review the accuracy and relevancy of your submissions for course assessments. CET Learners consent to SIT transferring your submissions to external parties for the purposes of review and marking.

10. GENERAL

10.1 While courses are designed for educational, learning and training purposes, SIT does not guarantee specific results, examination success, mastery of disciplines or skills, or other tangible or intangible outcomes. SIT will not be held liable for any claims, losses, and damages incurred or sustained by the CET Learners related to their application or course attendance, except in cases of SIT's own gross negligence or wilful misconduct.

10.2 Unless otherwise specified, CET Learners (especially those attending credit-bearing courses) will agree to adhere to SIT's Code of Conduct for Learners upon course enrolment and acknowledges that there may be consequences for breaching such codes/rules.

10.3 SIT reserves the right to take appropriate actions, including informing law enforcement authorities of serious violations, and imposing suspension or blacklisting upon the CET Learners in cases of misconduct, transgression, or infractions of a disciplinary nature or breaches occurring during participation in the CET course.

10.4 SIT reserves the right to amend course policies and processes without prior notice, effective upon publication on its website.

10.5 The CET Terms & Conditions are governed by Singapore law, and the courts of Singapore have exclusive jurisdiction over any disputes arising out of or relating to them. If any court finds that any provisions in these Terms & Conditions (or any part thereof) is invalid, illegal or unenforceable, that provision or part shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions herein shall not be affected.

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