Application Guide for On-Going Students for CET Apr 2022 *Higher Nitec* Intake

Dear CET Student

We are pleased to inform you that application for your next module will commence soon. **You are advised to read and adhere to the instructions given in this guide.**

For more information on the CET Apr 2022 *Higher Nitec* Intake, please visit ITE website, and click on the **"Apply for ITE Courses"** icon. Under "**Part-Time Intake Exercises**", click on the "*Higher Nitec* **Courses: Apply Now**" button.

1   Application Method

You are encouraged to apply over the Web. You can do it at any Internet-ready computer without the need to travel to ITE Customer & Visitor Centre at ITE HQ/Colleges to apply. The Web application will be available throughout the application period. If you do not have an Internet-ready computer at home, you may apply using the computers at any ITE Customer & Visitor Centre (by appointment) during office hours.

For applicants who wish to use SkillsFuture Credit for payment of course fees, please refer to para 8.4.

You will need to declare that you agree to meet the prevailing **vaccination-differentiated safe management measures (VDS)** requirements at the point of application and throughout the course of study.

2   Application Dates/Time

To serve you better and to ensure the smoothness of Web application, students are to adhere to the application dates and time for the Apr 2022 intake.

Student Group	Web Application
Ongoing Singapore Citizens	From Wed 23 Feb 2022 at 0830 hrs to Tue 1 Mar 2022 at 2359 hrs
New Singapore Citizens, New Singapore Permanent Residents, Ongoing Singapore Permanent Residents	From Thu 24 Feb 2022 at 0830 hrs to Tue 1 Mar 2022 at 2359 hrs
Ongoing Non-Singapore Citizens/ Non-Singapore Permanent Residents	From Fri 25 Feb 2022 at 0830 hrs to Tue 1 Mar 2022 at 2359 hrs

Note: Attending part-time courses at ITE is not in the list of essential errands for foreign workers staying in dormitories.

The last day for Web registration will be on **Tue 1 Mar 2022**.

> *You should ensure that there are no conflicts in your work, training and examination schedules before you apply for the classes. Withdrawal from any module class resulting from conflicts in your schedules, will be subject to the prevailing refund policy.*

3   Changes/Updates in Personal Particulars

You are advised to update ITE promptly of any change in your particulars such as your home and email addresses, and contact numbers so that we can contact you when necessary. Please update your particulars in the iStudent system. Alternatively, you may seek help from any ITE Customer & Visitor Centre (by appointment).

Note: Provision of your **handphone number** and **personal email address** is **compulsory**.

4   Student Portal User ID and Password

Please check that your Student Portal User ID and Web Password are valid. If you have forgotten the password, please reset your password online (https://hqspsprd.ite.edu.sg/sso/). Alternatively, you can call ITE Customer Service Hotline (1800-2222 111) or visit any ITE Customer & Visitor Centre (by appointment) to reset your password before the start of the application exercise.

5   My Class Schedule/Enrolment Confirmation Letter

To confirm that you have successfully enrolled into the module you have selected upon Web application, in the ITE Student Portal, you are advised to go to the following path: Self Service > Enrollment > My Class Schedule. Please check that you have selected the correct module(s) and class(es). Alternatively, you may request an Enrolment Confirmation Letter at any ITE Customer & Visitor Centre.

6   Cancellation of Classes

Please note that classes may be cancelled due to insufficient enrolment. You will be notified from **Tue 15 Mar 2022** if your class is cancelled. You are advised to check the status of your class over the Web from **Tue 15 Mar 2022 to Fri 18 Mar 2022** to confirm your class status. You can use your User ID and Password to log into the Student Portal to check the status of your class. In your class schedule list, if there is an indication of "CCAN" under "Action Reason", the class is cancelled.

Applicants affected by class cancellation, may re-apply over the Web from **Wed 16 Mar 2022** to **Sun 20 Mar 2022**. Alternatively, you may re-apply over the counter at any ITE Customer & Visitor Centre (by appointment) from **Wed 16 Mar 2022** to **Fri 1 Apr 2022** during office hours, for modules with vacancies.

Please note that classes will be conducted only if there are sufficient applicants to form a class. ITE reserves the right to cancel any class due to insufficient enrolment.

7 Fees Payable for CET *Higher Nitec* Courses*

Fees (Per Module) [wef 1 Apr 2021]	Singapore Citizen (SC)	Singapore Permanent Resident (SPR)	SC/SPR Repeat Learner#	Others
Higher Nitec				
Full Course Fee (a)	$1,250.47	$1,250.47	$1,250.47	$1,250.47
Examination Fee (b)	$28.04	$28.04	$28.04	$28.04
SkillsFuture Funding (c)	*$1,213.09*	*$838.32*	*N.A.*	*N.A.*
Nett Fee after SkillsFuture Funding (d) = (a) + (b) – (c)	$65.42	$440.19	$1,278.50	$1,278.50
7% GST on Nett Fees (e)	$4.58	$30.81	$89.50	$89.50
Fee Payable to ITE (d) + (e)	**$70.00**	**$471.00**	**$1,368.00**	**$1,368.00**

* Fees are subject to revision. The fees indicated are correct at the time of printing. All fees are inclusive of 7% GST. Students who are not eligible for SkillsFuture Singapore (SSG) / Workforce Singapore (WSG) funding need to pay full course fees.

\# SC/SPR student who has completed the module before.

8 Payment of Fees

All applicants must pay their fees in full for the module(s) enrolled within the stipulated period to confirm their interest in the module(s) enrolled. If you choose to apply over the Web, full fees must be made paid **within 3 days** from the date of enrolment. If you choose to apply over the counter, payment of fees must be made **upfront**. No partial payment is allowed. For counter application, you will not be enrolled, if you are unable to pay your fees in full at the point of application.

If you apply online, you can view the fees payable immediately after enrolling into class(es) by clicking on 'My Accounts Link'. You may also access the ITE Student Portal at www.ite.edu.sg on the next working day with your User ID and Password to view the fees payable.

ITE reserves the right to release your training place(s) if full payment is not received underline within 3 days from the date of Web enrolment. No partial payment of fees is allowed.

You may pay fees through the following modes:

8.1 Post Secondary Education Account (PSEA)

Singapore Citizens who are using their own PSEA account to make fee payment for CET Skills courses can submit the online PSEA Standing Order (SO) form at https://go.gov.sg/psea-itecetso.

You will need to login via Singpass to submit the online PSEA SO form.

If you are below 21 years old, you will need your parent to login via his/her Singpass to submit the online PSEA SO form on your behalf.

For those who are using their sibling(s)' PSEA for payment of their module fees, they will have to submit the **hardcopy SO Form** to any ITE Customer & Visitor Centre (CVC) **within 3 days** of the course registration date. You may download the PSEA Standing Order Form from https://www.moe.gov.sg/financial-matters/psea.

You can check your PSEA balance by calling the MOE Post-Secondary Education (PSE) Scheme Customer Service Tel: 6260 0777. Please ensure that there are enough funds in your account if you are paying your fees using PSEA.

8.2   **Online Payment** using VISA/MasterCard Credit and Debit cards, and eDirect Debit.

8.3   **SkillsFuture Credit** (for Singaporeans aged 25 and above). CET *Higher Nitec* courses are SkillsFuture Credit approved courses. This means that you can use SkillsFuture Credit to pay for the CET course fees (specifically tuition fees and examination fees). [For details on SkillsFuture Credit, please visit https://www.skillsfuture.gov.sg/credit.]

If you are using SkillsFuture Credit to pay for CET courses, please note the following:

(i)   Apply for the courses;
(ii)   Upon successful application of CET courses and indicating your intention to use SkillsFuture Credit by clicking on the Request for Payment Advice within the Financial panel of iStudent system[#], ITE will send you the Payment Advice via email;
(iii)   You need to access your SkillsFuture Credit account via https://www.skillsfuture.gov.sg/credit to submit your claim to ITE, for using SkillsFuture Credit to pay the course fees; and
(iv)   Applicants who **do not** submit their claim by the specified timeline[^] are deemed to have withdrawn from the module(s) registered for.

With effect from 19 May 2017, SkillsFuture Credit claims can only be paid out to Training Providers. The pay-to-self mode (i.e. paying to individual's bank account) is no longer available.

[#]If the available credit in your SkillsFuture Credit account is insufficient to cover the course fees, you will need to pay the balance upfront at ITE Customer & Visitor Centre (by appointment only).

[^]Refer to the deadline for submission of SkillsFuture Credit claim indicated in the payment advice issued upon successful course application. Applicants whose SkillsFuture Credit claims are not approved in SkillsFuture Credit Portal (https://www.skillsfuture.gov.sg/credit) on/before course start date will have to pay their full course fees by other available modes more than two weeks before the course start date. Applicants not paying course fees will be withdrawn from their courses.

8.4 **AXS Payment**. You can make an e-payment for your CET course fees at an AXS station/eStation/mStation. This mode of payment is not applicable for companies paying the fees of their sponsored students. Students who wish to check or make payment on outstanding balances at an AXS machine can only do so the next day after 10am following their enrolment into a course. You will need to retain the receipt as proof of payment. For assistance, you may call AXS hotline on 65602727 (8am to 10pm daily).

9 Withdrawal From Module(s) and Refund

Withdrawal from the modules is not encouraged. Students who wish to withdraw from the module(s) they have registered in, are to submit their application for withdrawal over the counter (by appointment) at any ITE Customer & Visitor Centre or the College of Study.

With effect from intakes commencing Jan 16, withdrawals will be allowed up to the **14th week of course start date.** Thereafter, students who **do not complete the module, will be deemed as having attempted and failed the module**. This failed module will be accounted in the Grade Point Average.

The amount refundable is based on the date of application for refund as follows:

Application for Refund	Remarks
If application for refund is received 2 weeks or more before the start of course	100% refund of fees
If application for refund is received less than 2 weeks before the start of course	50% refund of fees
If application for refund is received after start of course	No refund

For students who had used SkillsFuture Credit for partial/whole payment of CET course fees, please note that SkillsFuture Credit is not recognised for fee payment/refund purpose arising from course withdrawal on or before start of course. Depending on when the student withdraws from the course and the SkillsFuture Credit component used at application, the student may have to pay fees arising from the course withdrawal.

Refund is **not** an automatic process. Applicants must apply for refund before ITE will process the request. All requests for refund are not guaranteed and are subject to approval by ITE. Applicants who wish to withdraw from a module should submit their applications for refund at any ITE Customer & Visitor Centre or your College of Study. Alternatively, you may submit your application form to the College CET supervisor if you cannot apply directly over the counter during office hours.

10 Transfer

All transfer of module classes must be done over the counter. Please make an appointment with any ITE Customer & Visitor Centre or your College of Study for help, should you need to transfer to another module class.

11 Sponsored Applicants

A fresh company sponsorship form has to be submitted for every new term that the sponsored employee intends to enroll modules in. Every term is of 6-month duration.

If you are a company-sponsored employee and would like ITE to bill your sponsoring company directly for your course fees for your Apr 2022 term, you/your company can do so via the following ways:

(i) Submit the completed company sponsorship form at any ITE Customer & Visitor Centre (by appointment) for the relevant term at the point of module enrolment or within 3 days of enrolment; or

(ii) Email the completed sponsorship form as an attachment to fax21@ite.edu.sg within 3 days of enrolment.

ITE will then send a payment advice to your company for your course fees. You can obtain a copy of the Company Sponsorship form from any ITE Customer & Visitor Centre (by appointment).

ITE will not bill your sponsoring company directly for your course fees unless you/your company has/have submitted a request for company sponsorship via any of the above methods upon enrolment.

If you have paid your course fees in the first instance and need to seek reimbursement of fees paid by you from your sponsoring company, you may request a payment acknowledgement slip at any ITE Customer & Visitor Centre. Please note that for web application, payment is to be made within 3 days of registration while payment is to be made upfront for counter application.

Please note that SkillsFuture Credit is not applicable for company-sponsored applicants.

12 Training Support

For information on training support, you may visit the ITE website. Click on "**Admissions**" followed by "**Part-time Courses**", then "*Higher Nitec*", and finally "**Other Information**" for:

Training Support
- MOE Bursary Scheme
- Absentee Payroll Funding for Employers

13   Request for Course Attendance

Students who wish to obtain course attendance records to apply for training grants may request the Statement of Attendance (SOA) from any ITE Customer & Visitor Centre (by appointment) or your College of Study. They are required to attach their Statement of Results to the SOA, before submitting to their sponsoring companies for claims of training grants.

14   Module Exemption/Transfer

Applicants for CET course who wish to apply for Module Exemption/Transfer for their prior learning from their previous ITE course/non-ITE course/work experience, must do so <u>after</u> enrolling for the CET course and <u>before</u> commencement of module. Students will not be able to apply for Module Exemption/Transfer after the commencement of module. Students are advised to submit their completed application form together with the relevant supporting documents, to the College of study by **1 Mar 2022**.

Application form is available via ITE website.

Counter staff will brief students on the requirements, evaluation fee and evaluation process.

15   Commencement of Class

To check your date to report for training, please refer to the class schedule over the Web or your Enrolment Confirmation Letter.

> ***Please report for training based on your class schedules. There will be no reminder from ITE for you to report for training.***

16   Academic Calendar for CET Apr 2022 *Higher Nitec* Intake

Term	Period	Total No. of Weeks
Training	Mon 4 Apr to Sun 12 Jun 2022	10
Vacation*	Mon 13 Jun to Sun 10 Jul 2022	4
Training	Mon 11 Jul to Sun 4 Sep 2022	8
Study/Examination	Mon 5 Sep to Fri 16 Sep 2022	2
Vacation	Sat 17 Sep to Sun 2 Oct 2022	2

* Subject to Colleges' class schedules. Lessons may be conducted during vacation period to fulfill curriculum hours.

17   Award of Module Certificate

Students who have already attained a full certificate for a course of study will only be awarded a module certificate upon passing the additional module(s) taken under the same course title.

Admissions (CET & Special Programmes) Department, 15 Feb 2022
Information is accurate as at time of publishing.