

APPLICATION GUIDE FOR ON-GOING STUDENTS IN CET JUL 2022 NITEC/ISC 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 Jul 2022 *Nitec/ISC* Intake, please click [here](#).

1 **Application Method**

You are encouraged to apply through 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 (by appointment) at any ITE Customer & Visitor Centre during office hours. Please see the **Navigation Guide** at **Annex A**.

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

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 Jul 2022 intake.

Student Group	Web Application
Ongoing Singapore Citizens	From Wed 18 May 2022 at 0830 hrs to Tue 24 May 2022 at 2359 hrs
New Singapore Citizens, New Singapore Permanent Residents, Ongoing Singapore Permanent Residents	From Thu 19 May 2022 at 0830 hrs to Tue 24 May 2022 at 2359 hrs
Ongoing Non-Singapore Citizens/ Non-Singapore Permanent Residents	From Fri 20 May 2022 at 0830 hrs to Tue 24 May 2022 at 2359 hrs

Note: With effect from the Jul 2022 intake, applicants staying in dormitories may apply for part-time courses at ITE. Upon successful application and class confirmation, ITE will submit the request to MOM on behalf of these applicants to exit their dormitory to attend part-time ITE courses via Essential Errands arrangement. There is no need for applicants and/or their employers to submit their requests to MOM.

The last day for Web application will be on **Tue 24 May 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).

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 [here](#). 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 Enrolment Confirmation

To confirm that you have successfully enrolled into the module you have selected upon Web registration, 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 from any ITE Customer & Visitor Centre (by appointment).

6 Cancellation of Classes

Please note that classes may be cancelled due to insufficient enrolment. You will be notified from **Tue 14 Jun 2022** if your class is cancelled. You are advised to check the status of your class over the Web from **Tue 14 Jun 2022 to Fri 17 Jun 2022** to confirm your class status. You can use your User ID and Password to log on to 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 15 Jun 2022 to Sun 19 Jun 2022** for modules with vacancies. They may also re-apply over the counter by appointment at any ITE Customer & Visitor Centre from **Wed 15 Jun 2022 to Fri 15 Jul 2022** during office hours.

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 Nitec and ISC Courses

Fees* (Per Module) [wef 1 Apr 2022]	Singapore Citizen (SC)	Singapore Permanent Resident (SPR)	SC/SPR Repeat Learner#	Others
<i>Nitec</i>				
Full Course Fee (a)	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Examination Fee (b)	\$28.04	\$28.04	\$28.04	\$28.04
SkillsFuture Funding (c)	\$1,163.55	\$803.74	N.A.	N.A.
Nett Fee after SkillsFuture Funding (d) = (a) + (b) - (c)	\$64.49	\$424.30	\$1,228.04	\$1,228.04
7% GST on Nett Fees (e)	\$4.51	\$29.70	\$85.96	\$85.96
Fee Payable to ITE (d) + (e)	\$69.00	\$454.00	\$1,314.00	\$1,314.00
<i>ISC</i>				
Full Course Fee (a)	\$1,186.92	\$1,186.92	\$1,186.92	\$1,186.92
Examination Fee (b)	\$27.10	\$27.10	\$27.10	\$28.04
SkillsFuture Funding (c)	\$1,150.47	\$795.33	N.A.	N.A.
Nett Fee after SkillsFuture Funding (d) = (a) + (b) - (c)	\$63.55	\$418.69	\$1,214.02	\$1,214.95
7% GST on Nett Fees (e)	\$4.45	\$29.31	\$84.98	\$85.05
Fee Payable to ITE (d) + (e)	\$68.00	\$448.00	\$1,299.00	\$1,300.00

* 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 ineligible for SkillsFuture Singapore (SSG)/Workforce Singapore (WSG) funding need to pay full fees.

SC/SPR student who has completed the module before.

8 Payment of Fees

All applicants must pay the 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 paid **within 3 days** from the date of enrolment. If you choose to apply over the counter, full fees must be paid **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 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 must 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 [here](#).

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 *Nitec* and *ISC* 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 click [here](#).]

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 [here](#) 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 may pay the balance upfront at registration 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 at any ITE Customer & Visitor Centre. Applicants whose SkillsFuture Credit claims are not approved in the [SkillsFuture Credit Portal](#) on/before course start date will have to pay their full course fees by other available modes (e.g. NETS) **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 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 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 the 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 their 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.

Refunds will be made via PayNow. Please register with your bank and link your NRIC number to your receiving bank account. For details on how to link your NRIC to your bank account to receive refund by PayNow, please check directly with your bank.

10 **Transfer**

All transfers of module classes must be done over the counter. Please approach 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 enrol 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 Jan 2022 term, you/your company can do so via the following ways:

- 11.1 Email the completed sponsorship form as an attachment to fax21@ite.edu.sg within 3 days of enrolment; or
- 11.2 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.

ITE will then send a Tax Invoice cum Enrolment Confirmation Letter to your company for your course fees once classes are confirmed. 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 have/has 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 (by appointment). Please note that for web registration, payment is to be made within 3 days of registration while payment is to be made upfront for counter registration.

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

Enhanced Funding for SPRs sponsored by SMEs

SPRs sponsored by SMEs are eligible for enhanced funding (90%) under the Enhanced Training Support for SMEs (ETSS). Eligible companies sponsoring SPR employees for CET *Higher Nitec*, *Nitec*, and *ISC* courses will declare their SME status in the Company Sponsorship form [wef CET Jul 2022 intake (5227) for *Nitec/ISC* courses]. The scheme does not apply to SCs who receive subsidy which is higher than ETSS.

12 Training Support and Study Awards

For information on training support and study awards, click [here](#).

Training Support

- MOE Bursary Scheme
- Absentee Payroll Funding for Employers

13 Request of 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 their 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/Credit Transfer for their prior learning from their previous ITE course/non-ITE course/work experience, must do so after enrolling for the CET course and before commencement of the course. Students will not be able to apply for Module Exemption/Transfer after the commencement of course. Students are advised to submit their completed application form together with the relevant supporting documents, to the College of study by **Tue 24 May 2022**. Students can obtain an application form from any ITE Customer & Visitor Centre (by appointment) or College of study.

Counter staff will brief students on the requirements, evaluation fees 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 Jul 2022 Nitec/ISC Intake

Term	Period	Total No of Weeks
Training	Mon 11 Jul to Sun 18 Sep 2022	10
Vacation*	Mon 19 Sep to Sun 2 Oct 2022	2
Training	Mon 3 Oct to Sun 27 Nov 2022	8
Study/Exam	Mon 28 Nov to Fri 9 Dec 2022	2
Vacation	Sat 10 Dec 2022 to Sun 8 Jan 2023	4

*Subject to Colleges' class schedules. Lessons may be conducted during vacation period to fulfill curriculum hours. This will be advised by the lecturer.

There will be no lessons on the eve of the following Public holidays: New Year, Chinese New Year, Hari Raya Puasa, Deepavali and Christmas.

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.

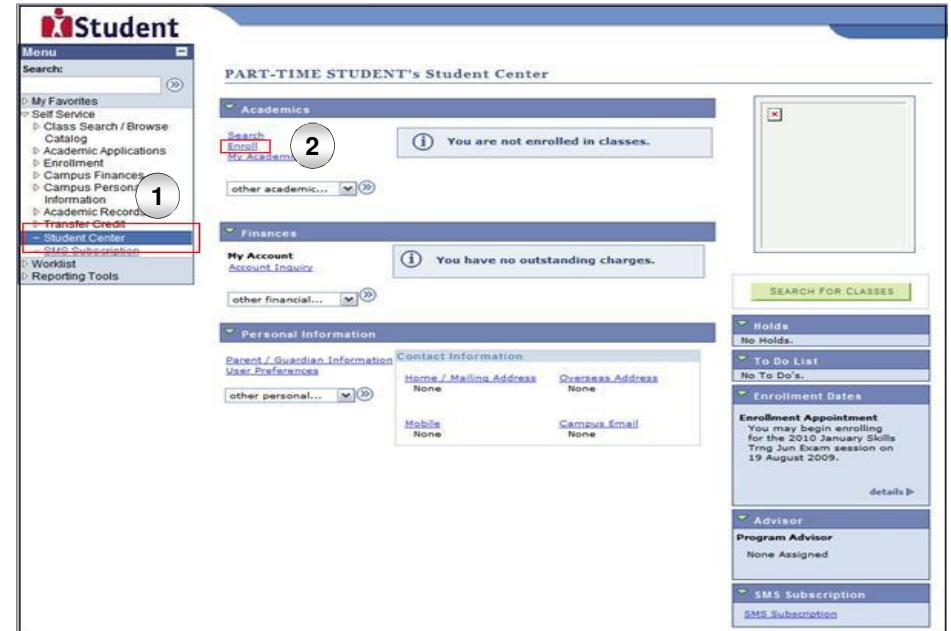
Admissions (CET & Special Programmes) Department, 10 May 2022

Information is accurate as at time of printing.

Student Center.....

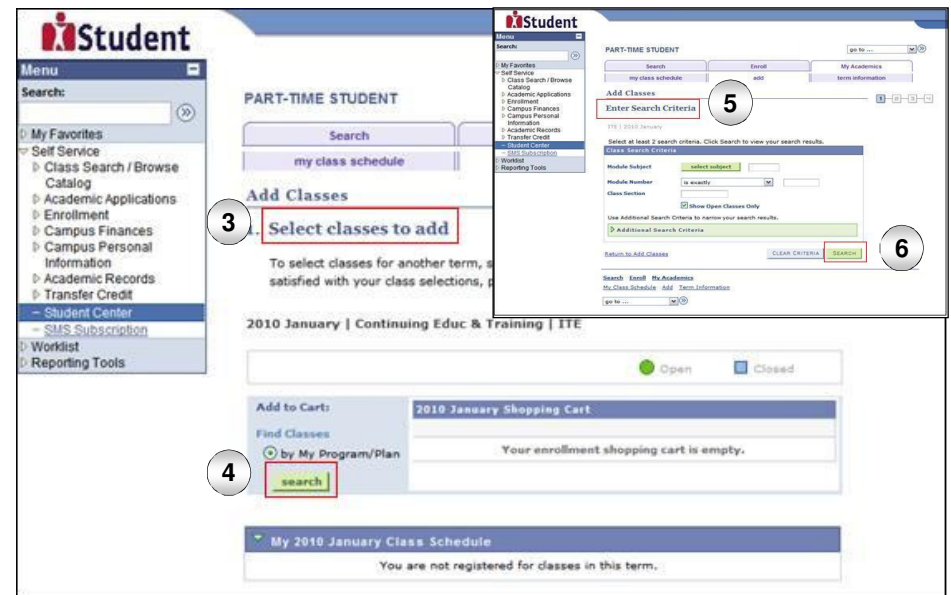
How to Enroll in Classes Online.....

1. On the Self Service homepage, click the **Student Center** link.
2. Under the Academics section, click the **Enroll** link to proceed.



The screenshot shows the 'PART-TIME STUDENT's Student Center' interface. On the left is a 'Menu' sidebar with 'Student Center' highlighted. The main content area has several sections: 'Academics' with a red box around the 'Enroll' link (labeled '2'), 'Finances' with 'My Account' highlighted, and 'Personal Information'. A message states 'You are not enrolled in classes.' and another states 'You have no outstanding charges.' There are search filters for 'other academic...' and 'other financial...'. On the right, there are sections for 'Holds', 'To Do List', 'Enrollment Dates' (with an 'Enrollment Appointment' notice), 'Advisor', and 'SMS Subscription'.

3. The **Select classes to add** page is displayed.
4. Click the **Search** button to search and add classes to the shopping cart.
5. The **Enter Search Criteria** page is displayed.
6. Click the **SEARCH** button to search for classes.



The screenshot shows the 'PART-TIME STUDENT' 'Add Classes' page. The 'Select classes to add' link is highlighted with a red box (labeled '3'). Below it, a message says 'To select classes for another term, you are not satisfied with your class selections, please search for classes.' The '2010 January | Continuing Educ & Training | ITE' section is visible. The 'Add to Cart:' section shows '2010 January Shopping Cart' and 'Your enrollment shopping cart is empty.' The 'Find Classes' section has 'by My Program/Plan' selected and a red box around the 'search' button (labeled '4'). The 'Enter Search Criteria' page is also shown, with a red box around the 'Enter Search Criteria' link (labeled '5') and the 'SEARCH' button (labeled '6').

- The **Search Results** page is displayed.
- Click the **Select Class** button to add classes to the shopping cart.

7 Search Results

When available, click View All Sections to see all sections of the module.

ITE | 2010 January

My Class Schedule Shopping Cart
You are not registered for classes in this term. Your shopping cart is empty.

The following classes match your search criteria Module Career: Continuing Educ & Training; Show Open Classes Only: Yes

Return to Add Classes **START A NEW SEARCH**

EC 4900 - Networking Fundamentals

Section	TA:THY(1260)	Status	Open	Select class
Session	603			
Campus				
Days & Times	TBA	Room	TBA	Instructor
Meeting Dates		Staff		TBA

EC 5900 - Calculus

Section	TA:THY(1250)	Status	Open	Select class
Session	603			
Campus	CC-TP - College Central (Tampines)			
Days & Times	W 9:00AM - 10:00AM	Room	TBA	Instructor
Meeting Dates	01/04/2010 - 01/03/2010	Staff		TBA

8 Select class

- The **Select classes to add – Enrollment Preferences** page is displayed.
- Click the **Next** button to successfully add the selected class to the shopping cart.

10 Select classes to add - Enrollment Preferences

2010 January | Continuing Educ & Training | ITE

ES 59310 - Calculus

Class Preferences:

ES 59310-TA Theory Open Permission Nbr

Session Skills Trng Jun Exam Grading CET,EDU,TRN,OTH with Sul

Career Continuing Educ & Training Units 3.00

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
TA Theory		TBA	TBA	Staff	

Search Enroll My Academics
My Class Schedule Add Term Information

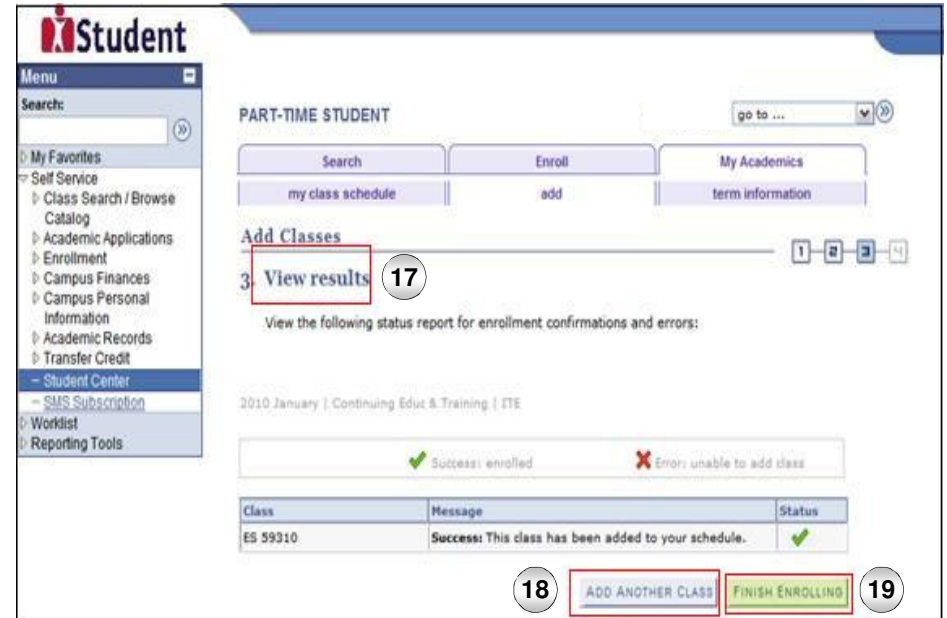
go to ...

11. You can add more classes to the shopping cart by clicking the **Search** button.
12. Click the **View Exam Schedule** button to view the exam schedule for the selected class.
13. The **Select classes to add – Exam Schedule** page is displayed. Click the **Return to Add Classes** link to return.
14. Click the **PROCEED TO STEP 2 OF 4** button to proceed to the next stage of enrollment.
15. The **Confirm Classes** page is displayed.
16. Click the **Submit** button to confirm the classes to be added and proceed.

17. The **View results** page is displayed and it shows the outcome of the enrollment.

18. Click the **Add Another Class** button if more classes need to be added.

19. Click the **Finish Enrolling** button to proceed.



20. The **Next Steps** page is displayed.

21. Click the **My Accounts** button to display account summary.

22. The **Account Summary** page is displayed.

23. Click the **MY CLASS SCHEDULE** button to display the My Class Schedule page to verify the classes enrolled.

