

Dear Participants,

Greeting from IES Academy!

The intent of below advisory is to ensure participant able to tap on ***SkillsFuture Credit (SFC)** and ***UTAP** (for course fee paid on your own only) without worrying about “double funding” (cash back to you when you attend funded course of which is against the regulation) when you register our course online. ***SFC and UTAP are subjected to respective terms and conditions.**

1. If you are paying full course fee without any funding or intent to claim from company.
Please proceed to register online and make full payment using credit card..etc..
2. If you are claiming SFC for full course fee (not claiming UTAP – eg non-NTUC union member)
 - 2.1 *Please select “Cash/Cheque” payment for our online registration, and write “100% course fee paid by SFC” in remark.*
 - 2.2 *Login to Skillsfuture credit to assign the total course fee amount to pay to training provider after registering. SFC of full course fee amount must be assigned to training provider before the course starts.*
3. If you are claiming both SFC and UTAP
 - 3.1 *Please select “Cash/Cheque” payment for our online registration, and write “how much course fee to be paid by SFC” in remark.*
 - 3.2 *Login to Skillsfuture credit to assign your intended course fee amount to pay to training provider after registering before the course starts.*
 - 3.3 *Our executive will email you to pay the remainder of the course fee. After the course end, you can claim 50% of the balance unfunded course fee from UTAP subjected to a cap of \$250 or (age above 40, a cap of \$500) per year. **Participant needs to use the invoice with SFC emailed to you (within 2 weeks) after the course end to submit UTAP claim.***
4. If you are claiming UTAP only (Eg. no more SFC).
 - 4.1 *Please proceed to register online and make full payment using credit card..etc..*
 - 4.2 *After the course end, you can claim 50% of the balance unfunded course fee from UTAP.*

Eligibility to claim Skillsfuture Credit:

1. You are Singapore Citizen aged 25 and above.
2. You are paying for the course fee (not sponsored by company to attend the course).
3. You have a valid SingPass to log in to claim
4. All Skillsfuture Credit claims have to be assigned to training provider from 60 days before the course start date.

Below are links on SkillsFuture Credit:

- Step-by-step - [Video Guide](#)
- User Guide - [Submit a Claim](#)
- To submit SkillFuture Credit claim <http://www.skillsfuture.sg/credit>

Any enquiry on SkillsFuture, please contact: 6785 5785

To claim under UTAP:

Please click “[Claim UTAP](#)” for the procedure.

- To Submit UTAP claim please click [HERE](#)

Any enquiry on UTAP, please contact:

NTUC Hotline: (65) 6213 8008

Course Funding Enquiries

Email: UTAP@e2i.com.sg

Thank you
Best regards,



The Institution of Engineers, Singapore (IES) Academy