

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 SFC and UTAP (Please claim 50% course fee each)
 - 3.1 *Please select “Cash/Cheque” payment for our online registration, and write “50% course fee paid by SFC” in remark.*
 - 3.2 *Login to Skillsfuture credit to assign the total course fee amount to pay to training provider after registering. SFC of 50% course fee amount must be assigned to training provider before the course starts.*
 - 3.3 *Our executive will email you to pay 50% of the course fee. After the course end, you can claim the 50% course fee from UTAP.*
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% course fee from UTAP.*
5. If you intent to claim less than 50% SFC (Eg. Insufficient SFC left)
 - 5.1 *Please select “Cash/Cheque” payment for our online registration, and write “how much course fee paid by SFC” in remark.*
 - 5.2 *Login to Skillsfuture credit to assign your intended course fee amount to pay to training provider after registering before the course starts.*
 - 5.3 *Our executive will email you to pay the remainder of the course fee. If you have UTAP, after the course end, you can claim 50% 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 90 days before the course start date.

Below are links on SkillsFuture Credit:

- Step-by-step Video Guide <http://www.skillsfuture.sg/credit/help>
- User Guide _ Submit a Claim http://www.skillsfuture.sg/docs/SFC_UserGuide.pdf
- 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