


For Self-Sponsored Trainees (SkillsFuture Credit for self-sponsored Singapore Citizen aged 25 years and above)

Self-sponsored applicants can use the SkillsFuture credit to offset the course fees by applying through <https://www.skillsfuture.gov.sg/credit>.

Trainees can check their credit balance and transactions via <https://www.skillsfuture.gov.sg/credit>.

Application for SkillsFuture Credit (Please note that the **maximum amount of SFC** you can utilise is **based on Total amount as indicated at the bottom of the Tax Invoice.**):

Subtotal before taxes	
GST 9%	
Total amount	

1. Upon receipt of email confirmation, trainee will need to log in to SkillsFuture Credit portal to apply for the SkillsFuture Credit and upload the Tax Invoice.
2. Take a screen shot of the amount applied for with the **word ‘pending’** and email it to the Training Provider **before commencement of the course** and upon making fee payment.
3. Your SFC application will take around 1 to 3 working days to be approved. Once approved, take a screen shot of the approval with the amount applied for and the **word ‘approved’** and email it to the Training Provider.
4. The Training Provider will collect the NETT Fee (i.e., less the SkillsFuture Credit amount) from trainee.
5. The receipt issued to trainees will indicate an outstanding amount (i.e., the SkillsFuture Credit amount) which the Training Provider will claim from SkillsFuture Credit after the successful completion of the short course.
6. Under the payment details of your SFC application, please do not input any amount higher than the **Total amount as indicated at the bottom of the Tax Invoice** under “**Fee Payable By You (including GST)**” and “**Amount Of Credit To Claim**”. A screenshot has been provided below for your reference. **Should you key in any amount higher than the indicated, your SFC application will be rejected.*

Payment Details *

Note:

'Fee Payable by You' only includes

- (a) Course fee
- (b) Assessment fee
- (c) Certification fee for approved online courses
- (d) GST imposed on (a) to (c).

Please submit the nett fee (after deducting any subsidies/grants).

Under 'Amount of Credit to claim' , please submit the SkillsFuture Credit amount you would like to claim.

Fee Payable By You (Including GST)

S\$



Please refer to your invoice and include the total fees for components (a) to (d) specified above.

Amount Of Credit To Claim

S\$



Please enter a claim amount equal or lesser than the amount entered in 'Fee Payable By You'.

**Do kindly take note that if you are utilising your SkillsFuture Credit (SFC), remember to subtract the amount that you are using from the total amount payable indicated on the tax invoice.*

(Late payments are subjected to finance charges at \$272.50 inclusive of GST)