Application for SDF Subsidy

Important

- SDF Subsidy for the following pre-approved courses apply to <u>Singaporeans and PRs from SMEs^ only</u>.
- The approved rate of subsidy is $4.00 per training hour (inclusive of GST).

^ Small and Medium Enterprises (SMEs) are defined as companies with at least 30% local ownership, with fixed asset investments of not more than $15 million and, if in the services sector, employment size of not more than 200.

SDF Pre-approved Course List

S/N	Course Title (in alphabetical order)	Standard Course Fee (w/GST) (A)	Duration	SDF Subsidy ($4/hr, w/GST) (B)	Nett Fee after SDF (w/GST) (A-B)	Nett Fee after SDF and Alumni Discount 20% (w/GST) (A-B-20%)	Nett Fee after SDF and Group Discount 10% (w/GST) (A-B-10%)
1	Business Analysis with Excel	$600.00 ($560.75 w/o GST)	14hrs (2 days)	$56.00	$544.00	$435.20	$489.60
2	Business Finance for Engineers	$590.00 ($551.40 w/o GST)	14hrs (2 days)	$56.00	$534.00	$427.20	$480.60
3	Excellence in Technical Writing	$590.00 ($551.40 w/o GST)	14hrs (2 days)	$56.00	$534.00	$427.20	$480.60
4	Industrial Noise Control	$980.00 ($951.89 w/o GST)	17hrs (2.5 days)	$187.00 (with enhanced SPUR funding)	$793.00	$634.40	$713.70
5	Management Skills for First Time Managers	$590.00 ($551.40 w/o GST)	14hrs (2 days)	$56.00	$534.00	$427.20	$480.60
6	Object-Oriented Programming in C++	$1,180.00 ($1,102.80 w/o GST)	28hrs (4 days)	$112.00	$1,068.00	$854.40	$961.20
7	Presentation Slide Design for Business People (using PowerPoint 2007)	$590.00 ($551.40 w/o GST)	14hrs (2 days)	$56.00	$534.00	$427.20	$480.60

Correct as of 27 Jan 2010

Step 1:

1. Login to SDF EasyNet (www.sdf.gov.sg) using your company registered ID and password.
2. Make on-line enrolment/application by clicking 'Make Enrolment'. Enrolment must be submitted at least one working day before the course commences.
3. Search with your desired Course Title, or under Provider Name "Nanyang Technological University".
4. Click on Add Trainee and enter your participant details. Repeat this step for multiple participants.
5. Take note of your Entry Reference Number (e.g. APP-2009000123).

Step 2:

1. Register online for the *same* course and *same* run-date from CCE's website (www.ntu.edu.sg/cce)

2. A confirmation email will be sent to your email address upon submission.

Payment and Fee Structure

Upon course confirmation, you will pay only the **Nett Course Fee** (i.e. the unsupported portion of course fees) for your eligible participant(s).

> *Example 1*
> A company that registers **2 participants** (1 Standard +1 Alumni) for a 2-day course ($590.00) will pay this nett fee:
> Participant 1: **$534.00**
> Participant 2: **$427.20**
> Total: **$961.20 (w/GST)**
>
> *Example 2*
> A company that registers **3 participants** (2 Alumni + 1 Standard) for a 4-day course ($1,180.00) will pay this nett fee:
> Participant 1: **$854.40**
> Participant 2: **$854.40**
> Participant 3: **$961.20***
> Total: **$2670.00 (w/GST)**
> ** Group discount automatically applies to Participant 3*

Discount Definition

* Alumni Discount: Applies to all current NTU/NIE Alumni and Students. NRICs are used for verification with the NTU Registrar before the discount is granted.
* Group Discount: Applies to 3 or more registrants for the same course and at the same time.

General Info and Criteria

* SMEs must be registered or incorporated in Singapore.
* Participants must be company-sponsored & must be Singapore Citizens or Permanent Residents of Singapore.
* Participants must have achieved 75% attendance.
* Course fees listed in SDF EasyNet do not include Alumni or Group Discount, as well as prevailing GST.

Manual Application for SDF Subsidy via Form 1

* This applies to courses not found in the above course list. (i.e. Courses not pre-approved)
* How to Apply - Complete **Form 1** (Download here: WORD / PDF), and submit to WDA at the below address:
* All manual applications are subject to WDA's further approval.

WDA Contact Information

Singapore Workforce Development Agency
Incentives and Finance Division
No 1 Marina Boulevard, #16-01 ONE Marina Boulevard
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Email : wda_sdf@wda.gov.sg

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