

# Application for SDF Subsidy

## Important

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

<sup>^</sup> *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)  <b>(A)</b>	Duration	SDF Subsidy (\$4/hr, w/GST)  <b>(B)</b>	Nett Fee after SDF (w/GST)  <b>(A-B)</b>	Nett Fee after SDF and Alumni Discount 20% (w/GST)  <b>(A-B-20%)</b>	Nett Fee after SDF and Group Discount 10% (w/GST)  <b>(A-B-10%)</b>
1	Business Analysis with Excel	\$600.00 <i>(\$560.75 w/o GST)</i>	14hrs <i>(2 days)</i>	\$56.00	\$544.00	\$435.20	\$489.60
2	Business Finance for Engineers	\$590.00 <i>(\$551.40 w/o GST)</i>	14hrs <i>(2 days)</i>	\$56.00	\$534.00	\$427.20	\$480.60
3	Excellence in Technical Writing	\$590.00 <i>(\$551.40 w/o GST)</i>	14hrs <i>(2 days)</i>	\$56.00	\$534.00	\$427.20	\$480.60
4	Industrial Noise Control	\$980.00 <i>(\$951.89 w/o GST)</i>	17hrs <i>(2.5 days)</i>	\$68.00	\$912.00	\$729.60	\$820.80
5	Management Skills for First Time Managers	\$590.00 <i>(\$551.40 w/o GST)</i>	14hrs <i>(2 days)</i>	\$56.00	\$534.00	\$427.20	\$480.60
6	Object-Oriented Programming in C++	\$1,180.00 <i>(\$1,102.80 w/o GST)</i>	28hrs <i>(4 days)</i>	\$112.00	\$1,068.00	\$854.40	\$961.20
7	Presentation Slide Design for Business People	\$590.00 <i>(\$551.40 w/o GST)</i>	14hrs <i>(2 days)</i>	\$56.00	\$534.00	\$427.20	\$480.60

Correct as of 20 Nov 2009

## Step 1:

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

## Step 2:

- Register online for the *same* course and *same* run-date from CCE's website ([www.ntu.edu.sg/cce](http://www.ntu.edu.sg/cce))
- 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: **\$544.00**

Participant 2: **\$435.20**

Total: **\$979.20 (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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