DAte: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COURSES / CERTIFICATIONS CLAIM APPLICATION FORM**

|  |  |
| --- | --- |
| Name of Student: | NRIC: |

**Instructions**

1. Please provide the following information.

|  |  |
| --- | --- |
| Title of Course / Certification: |  |
| Name of Training Provider: |  |
| Course / Certification Duration (With Start and End Dates): |  |
| Examination Date: |  |
| Amount to be Claimed for Total Course / Certification Fees: |  |

1. Please submit the following supporting documents along with this claim application form:
* Copies of invoice(s) and official receipt(s) issued by the relevant training provider and/or certification body with respect to the course and/or examination fees paid by the Student. Please note that the fees reflected on the documents must be in Singapore Dollars;
* Log sheet confirming that the Student has achieved a minimum 75% training attendance record;
* Certificate of course completion / achievement (if any);
* Examination score report and / or Certificate of Achievement for the approved certification issued by the Certificate Awarding Body (if the approved course leads to a certification); or,
* Assessment results (if the approved course does not lead to any certification).

**Terms and Conditions**

1. Students who intend to claim for the reimbursement of fees for technical courses / certifications must ensure that the courses / certifications are in IMDA’s pre-approved list. For courses / certifications not found in the list, IMDA’s prior written approval must be obtained before the commencement of the course / certification. IMDA will not reimburse any the fees for a course / certification which has not been approved under any circumstances whatsoever.
2. Students must make full payment to the relevant training providers and complete the courses / certifications prior to submitting their claims to their respective Institutions.
3. Students must submit this Technical Courses / Certifications Claim Application Form and the supporting documents to their Institutions within three (3) calendar months of the completion of the technical courses / certifications.
4. Students must complete all courses / certification and submit all Technical Courses / Certifications Claim Application Forms and the requisite supporting documents to their Institution at least one (1) calendar month before their graduation from the Institution.
5. Students must fulfil the following requirements in order to qualify for funding support under the iPREP Programme:
6. Complete the approved course and pass all examinations required by the course during the course of their studies, and no later than one (1) calendar month before their graduation from the Institution;
7. Achieve at least 75% attendance in the relevant approved course / certification within a period of twelve (12) calendar months from the commencement date of the approved technical course / certification;
8. Students who intend to claim the reimbursement of fees for certifications must complete and pass all examinations required by the course in order to achieve the final certification status; and
9. Students who intend to claim the reimbursement of fees for courses which do not lead to any certification must complete and pass all relevant post-course assessments or tests.
10. IMDA may reject any late or incomplete claim applications or claim applications without the full set of supporting documents.
11. If a claim application is successful, IMDA will reimburse the relevant course / certification fees through the Student’s Institution. The Institution will ultimately be responsible for the disbursement of the monies.
12. The disbursement of any funding support under the iPREP Programme shall be sole responsibility of the Institution in which each Student is enrolled.
13. IMDA shall not be liable to any Student for any losses or damages, loss of income, profit or savings or any indirect, incidental, special, consequential, or punitive damages arising from or in connection with any aspect of the iPREP Programme.

**Declaration**

1. I declare that I have read through and hereby accept all of the terms and conditions set out in this form and the Industry Preparation for Pre-graduates (iPREP) Programme Handbook.
2. I declare that the facts stated in this form and all accompanying documents are true. I understand that if either IMDA or the Institution in which I am enrolled has reason to believe that this form and the accompanying documents contain inaccurate, erroneous, false or misleading statements, the funding support offered under the iPREP Programme may be withdrawn and the abovementioned Institution may recover immediately from myself any part of the funding support that may already have been disbursed together with the applicable interest on the disbursed amount.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student Date

Acknowledged By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Coordinator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Coordinator School Stamp