

# Academy of Human Development Pte Ltd



## Terms and Conditions

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### Applicable to All participants

1. Seats are available on a first-come-first-served basis and upon receipt of payment.
2. Full payment of course fee will have to be made to AHD at least 10 working days prior to course commencement date or before the stipulated date to enjoy the early bird discounts, if applicable.
3. AHD reserves the right to postpone or cancel the Course due to unforeseen circumstances or low enrolment. For cancellation of Course, fees paid will be fully refunded to participants. For postponement of Course, fees paid will only be fully refunded to participants if participants decide to withdraw from the course.
4. AHD reserves the right to change the venue, trainer(s) and dates, or revise the programme should circumstances so warrant.
5. Participants must meet the minimum 75% class attendance and any other course requirements as stipulated for each course in order to be awarded with the Certificate.
6. AHD will not provide make-up lessons for absentees.
7. AHD, the hosting organisation, if any, and their staff and agents will not be liable for any death, illness, disability, personal injury, mishap, damage or loss of property or any other loss arising in connection with this course.
8. AHD may take visual and/or audio recordings of participants during the course to publicise or publish in print, broadcast and electronic media, quotes, works or photographs derived from this Course. Prior approval with the participants will be sought should these happen.
9. Postponement Fee - A postponement fee of \$100 per time applies for postponement requests made less than 7 working days before course commencement date.
10. Refund Policy - 100% of the fees paid will be refunded if participants' written notice of withdrawal is received more than 7 working days before the course commencement date.
11. Withdrawal Penalty - A withdrawal penalty amounting to the full course fee is applicable if participants' written notice of withdrawal is received less than 7 working days from course commencement date.
12. Participants shall be bound by the Terms and Conditions of any applicable funding scheme as approved. If participant fails to meet any of the requirements set under the funding scheme and claim is rejected by the respective funding agency due to any reasons, the participant is liable to pay the balance of the course fee to AHD. Please read the Terms & Conditions (for funded courses) below.

## SkillsFuture Singapore (SSG) Funding

*\*Only for courses approved by SSG - refer to the funding details in the respective course page*

### Terms & Conditions

For Self-sponsored trainees applying for SkillsFuture Credit (SFC)

- Singaporeans aged 25 and above are eligible to use their available SkillsFuture Credit to offset the nett course fee.
- SkillsFuture Credit only applies to individuals paying for the course fees but not applicable to Company-sponsored trainees.

Trainees using SkillsFuture Credit (SFC)

1. Login to [www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit) to check available balance before applying for the course. Ensure that you have Singpass 2FA.
2. To use SkillsFuture Credit, please login to TMS and proceed to check out by clicking on SkillsFuture Credit button. You will be redirected to [Myskillsfuture.gov.sg](http://Myskillsfuture.gov.sg). Please follow the steps below.
  - a) Setup your profile and complete all required fields (if you have not done so).
  - b) Proceed to submit the claim and enter the amount payable to AHD.
3. If the trainee decides to withdraw from the course, he/ she must login to TMS to withdraw from the course before the course start date, with valid reason & subject to our approval. Then SFC claim will be cancelled.

For Company-sponsored trainees

1. Companies must be registered or incorporated in Singapore.
2. Trainees must be employed and fully sponsored by the company for all costs associated with the training.
3. Trainees must be Singapore Citizen(s) or Singapore Permanent Resident(s), and must be employed by the company in accordance with the Employment Act except for sole proprietors, partners, working directors, members of co-operatives or commission-based agents.
4. Companies must have set up Enterprise Portal for Jobs & Skills (EPJS) accounts with SkillsFuture Singapore. <https://www.enterprisejobskills.gov.sg/>
5. Companies are liable to pay AHD the full course fee or for any unclaimable SSG training grant, including but not limited to the following:
  - The trainee(s) fails to meet the eligibility criteria, fulfill 75% attendance and assessment requirements as required by SSG and AHD.
  - The trainee(s) defers the course;
  - The trainee(s) resigns from the company;
  - The trainee(s) withdraws from the course after the course commencement date;
  - The company withdraws the trainee(s) from the course after the course commencement date

## **NCSS - Professional Capability Grant (PCG)**

*\* Applicants are bound by Funding Terms and Conditions stipulated by NCSS*

### **Terms & Conditions**

- Applicant must be a staff of NCSS-member agencies and/or MSF-funded agencies.
- Once confirmed acceptance into the course, SSA is to apply PCG Pre-approved through NCSS claim portal.
- Submit NCSS approved claim letter to AHD
- AHD shall invoice the balance course fee payable after PCG funding to the SSA
- Participants must achieve minimum 75% attendance
- For Courses without "Pre-Approved" status, SSA may also apply to NCSS for funding under Non-Pre-Approved. However, for these courses, organizations are required to pay the full course fees to AHD and submit the necessary documents to claim from NCSS after the training.
- SSAs are liable to pay AHD for any un-claimable funding amount under the following events:
  - If agency do not meet NCSS terms and conditions e.g total number of applicants from your agency exceed 50% of funded training places and others
  - The participant(s) fails to meet minimum class attendance & any other course requirements as stipulated for each course;
  - The participant(s) defers the Course;
  - The participant(s) resigns from the Company;
  - The participant(s) withdraws from the Course after the Course Commencement Date;
  - The Company withdraws the participant(s) from the Course after the Course Commencement Date.