

**CITREP<sup>+</sup> Student Supporting Recommendation Form**  
 (Recommendation by Post-Secondary Education Institutes (PSEI))

1. All fields in this form are mandatory and to be completed by Applicant unless stated otherwise.
2. This form is **ONLY** applicable for eligible students who are:
  - a) Singapore Citizens applying for up to 100% support level for CITREP<sup>+</sup> course/certification; and
  - b) Between the age of 17 to 25 (both inclusive and as at 1 January of the current year); and
  - c) Currently enrolled in full-time post-secondary academic study (i.e. NITEC, Higher NITEC, Diploma, and up to First Degree awarded through Post-Secondary Education Institutes (PSEI) of Singapore).
3. **Completed form must be submitted to the CITREP<sup>+</sup> endorsed Course Provider when you sign up for the CITREP<sup>+</sup> course/certification.**

**SECTION A - DETAILS OF APPLICANT**

 Name (as in NRIC): 

 NRIC:  Date of Birth:   
 (dd-mm-yyyy)

 Age (as at 1 January of the current year) (Please select **ONE** of the following):

- Below 18 years old  
 (IMPT: Parent/guardian's consent form, Form 1A, must be completed, signed and submitted with this Form)
- 18 to 25 years old

**SECTION B - DETAILS OF CURRENT COURSE OF STUDY**

(NOTE: Funding support of up to 100% is only applicable to eligible students up to First Degree)

 Current Course of Study:  NITEC  Higher NITEC  Diploma  First Degree

 Name of Institution: 

 Course of Study Enrolled: 

 Matriculation Date:  Graduation Date:   
 (dd-mm-yyyy) (dd-mm-yyyy)

**SECTION C - DETAILS OF CITREP COURSE/CERTIFICATION**

 Course/Certification Title: 

 Name of Course Provider: 

 Course Start Date:  Course End Date: 

 Course Duration:  days/weeks Course/Certification Fee (S\$)

**SECTION D - RECOMMENDATION BY POST-SECONDARY EDUCATION INSTITUTES (PSEIs)**  
(To be completed by a representative from the PSEI)

I hereby recommend our student, \_\_\_\_\_ (name of student), to attend the CITREP+ Course / Certification based on the following:

(Please select the appropriate)

- Directly related to student's current course of study.
- Obtaining stated CITREP+ Course/ Certification will aid student in preparing for employability.
- Not directly related to student's current course of study.
- Student displays interest in ICT and obtaining stated CITREP+ Course/ Certification will assist student to incorporate ICT in course of study.
- Others. Please state reason(s): \_\_\_\_\_
- \_\_\_\_\_

**SECTION E - DECLARATION BY APPLICANT**

1. I declare that I have read through and hereby acknowledge acceptance of the CITREP+ TERMS FOR CLAIM APPLICATION attached to this Form as Appendix A ("the Terms"). In addition, I acknowledge that the Terms will apply in the event that I intend to make claims under CITREP+.
2. I declare that the facts stated in this Form and the accompanying information are true. I understand that if I obtains the grant by false or misleading statements, IMDA will withdraw the grant and recover immediately from myself the applicable interest and/or any amount of the grant that may be disbursed.
3. I declare that: I am not the employee/director/shareholder of the course/testing provider of the endorsed course and/or certification.
4. I understand that all claims for the disbursement of CITREP+ grant must be submitted together with supporting documents such as tax invoice, payment receipt, attendance certificate and/or completion certificate, assessment results (non-certifiable programme), examination result score and final certificate (certifiable programme), including other schedules of the expenditure incurred and paid. The grant disbursement will be subject to verification by IMDA of the satisfactory completion of the endorsed course and/or certification.
5. I understand that any failure to comply with the terms of the CITREP+ or submit all relevant documents will result in the delay and/or refusal on the part of IMDA to disburse any grants under the CITREP+, and IMDA shall not be liable to the Applicant for any amount or losses or damages, loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with such failure on the part of the Applicant.

6. I understand that IMDA has the rights to report to the relevant authorities if there is any fraudulent declaration or information provided in this application.
7. I understand that IMDA shall have the absolute discretion to accept or reject any submission made without being liable to give any reason thereof. IMDA reserves the right to: a. suspend its support for CITREP+ if the minimum requirements are not met; b. change the application conditions as and when deemed necessary without prior notice; and. c. retain documents submitted for future reference without being liable for the cost of documents.

I hereby acknowledge and agree to be bound by the Terms.

**Signature of Applicant**

**Name of Applicant**

**Date (DD-MM-YYYY)**

**Recommendation by :**

**Signature of Representative from PSEI**

**PSEI's Official Stamp**

**Name of Representative from PSEI**

**Date (DD-MM-YYYY)**

**Designation of Representative from PSEI**

**CITREP+ TERMS FOR CLAIM APPLICATION**

(a) **Interpretation.** In the application for a CITREP+ claim,

(i) the following words and phrases shall have the meanings hereby assigned to them unless the context otherwise requires:

“Applicant” means the person, party or entity who meets the stipulated CITREP+ eligibility criteria as the sponsoring organisation or individual.

“Application” means the application made by the Applicant for Course Fee Support or Certification Examination Fee Support and includes any relevant documents, forms and information provided by the Applicant as may be required by IMDA from time to time.

“Confidential Information” means information in whatever form (oral, written, electronic, etc.) pertaining to IMDA, the Government of the Republic of Singapore or CITREP that is disclosed to or obtained by the Applicant, as well as all correspondence or discussions between the Applicant and any director, employee, officer or representative of IMDA, BUT EXCLUDES information that (a) the Applicant develops independently without use of any information disclosed to or obtained by the Applicant by or from IMDA; (b) is or becomes publicly available without breach of this obligation of confidence or other legal obligations; and (c) is previously known to the Applicant without any obligations of confidence or is disclosed to the Applicant by a third party who is not subject to any obligations of confidentiality.

“Course Provider” means the organisation that is granted valid and current approval by IMDA to conduct a course or certification under CITREP.

“Course” means the training course and/or certification/assessment approved by IMDA under CITREP that is undertaken by the Applicant.

“Course and Certification Fees Support” means the payment made by IMDA to subsidise and support the Applicant in the Course undertaken by the Applicant.

“Certification” means the certification granted upon completion of a Course and/or completion and passing of examination(s) conducted under a Course that is undertaken by the Applicant.

“Certification Fees Support” means the payment made by IMDA to subsidise and support the Applicant in the Certification undertaken by the Applicant.

“ICMS” means the Infocomm Competency Management System (ICMS), the integrated online system used by the Course Providers to participate in IMDA’s training incentive schemes, such as CITREP Expanded;

“IMDA” means the Info-communications Media Development Authority of Singapore.

“Programme” or “CITREP” refers to the CITREP+: Critical Infocomm Technology Resource Programme (CITREP+) administered by IMDA;

“Qualifying Period” means the 12 months’ period starting from the very first Course or Certification start date.

“Reference Bank(s)” means the principal Singapore office(s) of the bank(s), as notified by IMDA to the Applicant at its sole discretion from time to time, whose prime lending rate(s) are used for the purpose of calculating the Reference Interest Rate.

“Reference Interest Rate” means the arithmetic mean (rounded up, if necessary to the next 1/16 percent) of the respective Prime Lending Rate(s) of the Reference Bank(s).

- (ii) Unless the context otherwise requires words in the singular number only include the plural and vice versa; words denoting any gender include all genders; words denoting persons include firms and corporations and vice versa; reference to any clause or sub-clause is to a clause or sub-clause of or to this document; and the headings used in this document are for convenience of reference only and shall not affect any construction or interpretation of this document.

**(b) Applicant's Obligations.** The Applicant must complete the Course with the IMDA approved Course Provider in Singapore, unless otherwise approved by IMDA. The Applicant shall ensure that the completion of the Course (for Course and Certification Fees Support) **OR** Certification (for Certification Fee Support) is within the Qualifying Period.

The Applicant shall ensure that the Course attended, is endorsed under the current CITREP+ term at the point of commencement, AND within 1 April 2017 to 31 March 2018 (or otherwise stipulated by IMDA).

The Applicant shall ensure that full fees are paid to the Course Provider for the Course prior to claim application. The Applicant hereby represents that the fees paid are strictly for the Course and/or Certification and that there are no additional promotions, rebate schemes, incentives, reimbursements, gifts, goods and services or other bundled items included in the fees paid.

If inaccurate or erroneous claims Course and/or Certification Fees Support are submitted by the Applicant and detected by IMDA:

- (i) all monies which have been reimbursed to or paid to the Applicant ; and
- (ii) interest calculated thereon at the Reference Interest Rate for the period from the receipt by the Applicant of the monies until the date of the full payment of the said monies and interest to IMDA,

shall forthwith be paid to IMDA without requiring any demand from IMDA whatsoever, failing which the same shall be a debt recoverable from the Applicant in any court of competent jurisdiction.

**(c) The Claim.** Any disbursement of a claim under CITREP+ shall be at the sole and unfettered discretion of IMDA notwithstanding that a complete Application is submitted within any stipulated time periods and has been approved by IMDA. For the avoidance of doubt, IMDA may revoke its approval of any Application at any time without prior notice to the Applicant or the Course Provider, and all such decisions and acts or omissions of IMDA shall be conclusive, final and binding on the Applicant and Course Provider and IMDA shall not be obliged to give any reasons or explanations whatsoever.

IMDA shall provide the following funding support for an approved Application:

For Organisation-sponsored Support

- Non-SMEs (Singapore Citizen or Permanent Resident)
  - Up to 70% of the nett payable course and certification fees capped at S\$2,500 per trainee.
  - Up to 70% of the nett payable certification fees capped at S\$500 per trainee.
- SMEs (Singapore Citizen or Permanent Resident)
  - Up to 90% of the nett payable course and certification fees capped at S\$2,500 per trainee.
  - Up to 70% of the nett payable certification fees capped at S\$500 per trainee.
- Organisation-sponsored Professionals 40 years and above (Singapore Citizen)
  - Up to 90% of the nett payable course and certification fees capped at S\$2,500 per trainee.
  - Up to 70% of the nett payable examination fees capped at S\$500 per trainee.

- Organisation-sponsored Professionals 40 years and above (Permanent Citizen)
  - Up to 70% of the nett payable course and certification fees capped at S\$2,500 per trainee.
  - Up to 70% of the nett payable examination fees capped at S\$500 per trainee.

#### For Self-Sponsored Support

- Professionals (Singapore Citizen and Permanent Resident)
  - Up to 70% of the nett payable course and certification fees capped at S\$2,500 per trainee.
  - Up to 70% of the certification fees capped at S\$500 per trainee.
- Professionals 40 years old and above (Singapore Citizen)
  - Up to 90% of the nett payable course and certification fees capped at S\$2,500 per trainee.
  - Up to 70% of the nett payable examination fees capped at S\$500 per trainee.
- Professionals 40 years old and above (Permanent Resident)
  - Up to 70% of the nett payable course and certification fees capped at S\$2,500 per trainee.
  - Up to 70% of the nett payable examination fees capped at S\$500 per trainee.
- Students and/or Full Time National Service (NSF) (Singapore Citizen)
  - Up to 100% of the nett payable payable course and certification fees, capped at \$2,500 per trainee.
  - Up to 100% of the nett payable payable certification fees, capped at \$500 per trainee.

The Applicant shall not, while being in receipt of the funding support from IMDA, apply for or receive any other funding support or subsidy (whether monetary or in-kind) for the same Course.

The Applicant shall have full understanding of the endorsed Course requirement; syllabus and contents from the Course Provider prior to the commencement of the CITREP endorsed Course. To be eligible for Course and/or Certification Fees Support, the Applicant must ensure full compliance as per the endorsed training and/or certification roadmap obtained from the Course Provider.

**(d) Submission of Claims.** All claims must be submitted together with the following documents (and any others which may be specified by IMDA from time to time) before the claim application is processed:

- Invoice(s) and official receipt(s) issued by the Course Provider for the course and/or certification fees paid by the Applicant.
- A copy of trainee's NRIC
- Direct Credit Authorisation (DCA) Form
- Printout copy of SkillsFuture Credit 'Claim Applications' transaction history (\*only applicable to self-sponsored trainees who are Singaporeans aged 25 and above and courses commencing on 1 January 2016.)
- Printout copy of PSEA statement (\*only applicable to self-sponsored trainees who are Singaporeans aged 30 and below and for courses supported under PSEA.)

- For Sponsoring Organisation eligible for up to 90% Support (SME)
  - Company declaration of SME Status for funding support (Refer to Form 2)
- For Students eligible for up to 100% Support
  - Proof of matriculation
  - Recommendation by the PSEI (Refer to Form 1)
  - Declaration of taking 1st degree awarded through Singapore Public Funded Universities (applicable for University student) (Refer to Form 1)
- For NSF eligible for up to 100% Support
  - Documentation Proof of Enlistment and Operationally Ready Date (ORD) date
  - Copy of trainee's SAF 11B card
- For SMEs eligible for up to 90% Support
  - CITREP+ Company Declaration of SME Status for Funding Support (Refer to Form 2)
- For Course and Certification Fees Support
  - Daily attendance sheet signed by the trainee (applicable to classroom course)
  - Certificate of Course Completion/Achievement confirming the minimum 75% training attendance issued by the Course Provider.
  - Examination Score Report/ Examination Result Slip and Final Certificate for the endorsed certification issued by the Certificate Awarding Body (if the endorsed Course leads to a certification) or,
  - Assessment Result (if the endorsed Course does not lead to any certification) issued by the Course Provider.
- For Certification Fees Support
  - Examination Score Report/ Examination Result Slip
  - Certificate of Achievement for the endorsed certification issued by the Certificate Awarding Body (CAB).

It is mandatory to **upload** the above documents as soft copies during claims submission in ICMS. For documents that are not uploaded successfully, you may **email** to CITREP@IMDA.GOV.SG or submitted **by mail** to IMDA.

Claims must be submitted to IMDA **within three (3) months after the completion of the Course**, unless specified otherwise by IMDA. Subject to verification by IMDA of the satisfactory progress of the Course, the grant will be disbursed if the following conditions are met by the Applicant:

- For Course and Certification Fees Support  
The trainee:
  - must commence the endorsed course between 1 April 2017 to 31 March 2018 (or otherwise stipulated by IMDA);
  - must complete at least 75% of the Course as per endorsed training roadmap within the Qualifying Period defined as twelve (12) months from the commencement date;
  - Must complete and pass the required examinations to achieve the final certification status (certifiable programme) or assessment (non-certifiable programme).
- For Certification Fees Support  
The trainee:
  - must commence with the first examination of the endorsed certification between 1 April 2017 to 31 March 2018 (or otherwise stipulated by IMDA);
  - Must complete and pass the required examinations to achieve the final certification status (certifiable programme) within the Qualifying Period defined as twelve (12) months from the commencement date

**(e) Limitation of liability.** In no event will IMDA be liable to the Applicant for any amounts for any losses or damages, loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with any aspect of CITREP+ or the Course. The

provisions of this clause shall survive any termination of IMDA's endorsement of the Course or of any agreement for such endorsement.

**(f) Representations and Warranties.** The Applicant represents and warrants that:

- (i) It has the right, power and authority to submit the Application, accept any approval thereof and to fully perform its obligations hereunder, and acceptance of the approval does not violate any agreement existing between the Applicant and any other person or entity; and
- (ii) All information submitted by the Applicant to IMDA is complete, true and correct, and the Applicant acknowledges and agrees that IMDA has relied on such information in granting and continuing to grant the approval to the Application.

These representations and warranties by the Applicant shall be treated as continuing representations and warranties by the Applicant who shall be deemed to continue to make these representations and warranties at all times until the expiry or the completion of the Course, or receipt of monies from IMDA, whichever is the later.

**(g) Non-disclosure.** The Applicant undertakes not to divulge or communicate to any person or party any Confidential Information howsoever acquired without first having obtained the written consent of IMDA.

The Applicant hereby acknowledges that any disclosure of Confidential Information by the Applicant, except as and to the extent permitted herein, may result in irreparable injury and damage to IMDA which cannot be adequately compensated in monetary damages alone. The Applicant therefore agrees that IMDA may, in addition to any other legal remedies which may be available, seek such equitable relief as may be necessary to protect itself against any such breach or threatened breach of this clause, including but not limited to obtaining an injunction to prevent any unauthorised disclosure of Confidential Information, and shall be indemnified against any costs (on a full indemnity basis), expenses, losses and damages incurred or sustained as a result of such breach or threatened breach.

**(h) Amendments and Other Terms.** The Applicant shall comply with such additional terms issued by IMDA at its sole and absolute discretion from time to time. IMDA may also vary any existing terms in writing and the Applicant shall comply with the same.

All decisions and acts of IMDA in relation to any matters pertaining to CITREP+, approval or rejection of any Application, exercise of its discretion not to approve the payment of any claims or any other matter affecting or relating to the Applicant shall be conclusive, final and binding on the Applicant and IMDA shall not be obliged to give any reasons or explanations whatsoever.

**(i) Governing Law and Jurisdiction.** The Applicant hereby submits to the exclusive jurisdiction of the Singapore courts. Submission of the Letter of Acceptance by the Applicant shall be deemed that the Applicant has agreed to the terms and conditions set out herein, which shall be governed by and interpreted in accordance with the laws of Singapore.