

## Frequently Asked Questions

### General

#### 1. How do I register for a CET modular course?

Please click [here](#) for the list of CET modular and short courses.

You may click [here](#) to register.

Registration period for CET undergraduate modular courses

January semester	July semester
From 1 October to 15 November	From 1 May to 15 June

Registration period for Postgraduate Modular courses

January semester	July semester
From 1 October to 15 November	From 1 May to 15 June

Please refer to the SUSS [Curriculum Plan](#) for Presentation Term/Semesters, pre-requisites, credit units (CUs), and other details.

#### 2. What are the course fees?

Please click [here](#) for CET Undergraduate Modular course fees.

Please click [here](#) for CET Graduate Modular course fees.

#### 3. How do I know if the courses are eligible for SkillsFuture Singapore (SSG) funding?

Please click [here](#) for all SSG funded courses.

The funding breakdown is shown [here](#).

#### 4. How do I check the Credit unit (CU) value of the selected course?

The CUs are indicated in the respective course webpage, under "Synopsis" Or via [Curriculum Plan](#).

E.g. [Introduction to Psychology 1 \(PSY107\)](#) is 5 CUs

#### 5. When and where will lessons be held?

Timetable will be released to the students in mid-January and mid-July for January and July Semesters respectively via the Student Portal > e-Services > Timetable. Please refer to the Academic Calendar [here](#) and the course day and scheduled term as indicated [here](#).

## 6. How many CET modular courses can I take per semester?

You can take as few as one course or as many as four courses, from 2.5 credit units (CUs) to a maximum of 20 CUs per semester. The number of courses you decide to take should depend on your ability to cope with the demands of a university education.

## 7. I am an existing SUSS Degree Programme student. Can I register for CET modular courses?

Existing Programme students are not allowed to register for CET modular courses. Please contact Student Support at [students@suss.edu.sg](mailto:students@suss.edu.sg) to seek approval from the Head of Programme (HoP). The online application will be opened subject to approval.

The onus will be on the students to manage both their student accounts and timetable clashes for CET courses and degree programme. The total credit units (CU) taken for both accounts must not exceed 20 CUs per semester.

## 8. What happens if I do not complete the graduate programmes (e.g. Graduate Certificate, Graduate Diploma, Master) within the candidature period? Can I apply to take the remaining courses via CET pathway?

Students who have not completed their graduate programmes within the stipulated candidature period will not be eligible for the award of the qualification for such graduate programmes. Such students however may apply to take, via the CET pathway, the remaining courses which they did not complete under their graduate programmes as part of their personal learning and development. Such application will be subjected to the CET admission requirement. However, as such students have exceeded the candidature period for their graduate programmes, they will not be awarded the qualification for such graduate programmes even after taking and completing the remaining courses via the CET pathway ("Condition").

PLEASE NOTE THAT THIS COURSE IS ONE OF THE COURSES UNDER A GRADUATE PROGRAMME. THEREFORE, APPLICANTS FOR THIS COURSE ARE SUBJECT TO THE FOREGOING CONDITION. BY SUBMITTING AN APPLICATION FOR THIS COURSE, THE APPLICANT AGREES TO BE SUBJECT TO THE FOREGOING CONDITION.

## 9. What are the entry requirements for CET modular courses?

### Undergraduate modular courses

- At least 18 years of age;
- GCE 'A' level with two passes (prior to 2006) or two H2 passes (from 2006) or local polytechnic diploma or International Baccalaureate (IB) Diploma or NUS High School Diploma OR
- Diploma from ITE or other Diploma qualifications plus an acceptable SAT or ACT (with Writing) score may be considered for admission on a case-by-case basis OR
- At least 5 GCE 'O' Levels with interview
- Specific courses may have additional requirements. Please check the course pre-requisites and remarks [here](#).

### Post graduate modular courses

- An undergraduate degree or an equivalent qualification from a recognised institution
- Specific courses may have additional requirements

Subject to your eligibility and the approval of the Head of Programme, credits earned (up to a

cap of 30 credit units) from the completion of Graduate CET modular courses from the suite of Graduate Programmes may be recognised when admitted to the relevant Graduate Programmes.

Students who intend to stack their SkillsFuture Singapore (SSG) funded credit-bearing modular courses/certificates towards a graduate qualification (such as Graduate Diploma, Master Degree or Doctorate) will be accorded credit recognition for up to 50% of the credit units in the graduate qualification. If you exceed SSG's 50% modularisation policy for funded courses, you may be required to top up the resulting shortfall in the course fee. Alternatively, you may take up non-funded courses in order to complete the graduate programme.

SUSS reserves the right to cancel, amend or change the terms and conditions under which its courses and programmes are offered without prior notice.

#### **10. What is the application fee for CET modular courses?**

The one-time application fee is \$60.00 (exclusive of GST) and is non-refundable.

##### **Other Fees**

An administrative fee of \$110.00 (exclusive of GST) is payable if you wish to make changes after course approval.

#### **11. What is unique about SUSS' CET courses?**

The uniqueness of our CET courses lies in the SUSS credit recognition scheme which creates a pathway to a degree. When you attend and successfully complete a course at SUSS, you will be awarded academic credit units or CUs. These credit-bearing modules can be stacked towards a degree at SUSS. Admission conditions apply.

#### **12. What are the operating hours of the Centre for Continuing and Professional Education (CCPE) office?**

If you have any enquiries, you may visit Centre for Continuing and Professional Education (CCPE) counter at Blk C Level 1."

Please email us at [cet@suss.edu.sg](mailto:cet@suss.edu.sg) or call 6248 0263 during the following operating hours:  
Monday to Friday (8.30am - 5.30pm)  
Closed on Sat, Sun & Public Holidays

#### **13. The registration for the course I want to attend is now closed. How do I get more information on the next run of the course?**

Please check for details of the courses for next run on our website or write to [cet@suss.edu.sg](mailto:cet@suss.edu.sg).

#### **14. Can I choose the class/ group that I preferred?**

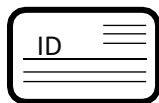
You cannot choose the class/ group you preferred. But you can indicate the preferred mode of course delivery that is available for the module in the semester. However, student will be allocated to another mode of course delivery once the quota for each delivery mode is filled up.

## Application and Payment

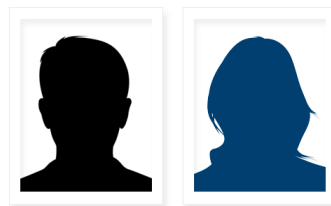
### 1. What are the documents required to upload for online application?



Certificates and Transcripts  
(Maximum 5 files with 4 Mb per upload)



Coloured NRIC/FIN  
(front and back)



Passport-sized photo  
400 pixels x 514 pixels

If you need to resize your passport-size photo, you may use these free resources:

- <https://resizeimage.net/>
- <https://picresize.com/>
- <https://www.img2go.com/resize-image>

### 2. I have submitted my application and the required documents. What should I do next?

If an interview is required, you will be contacted 2-3 weeks after the application closing date. Otherwise, you will receive the application outcome and course fee invoice by early January for the January semester and by early July for the July semester.

For new applicants, the email will be sent to your registered email address.  
For existing CET students, the email will be sent to your SUSS email address.

If you do not hear from us by the 1<sup>st</sup> week of January for the January semester and 1<sup>st</sup> week of July for the July semester, please contact [cet@suss.edu.sg](mailto:cet@suss.edu.sg).

### 3. How do I make payment for course fee?

- **Students are encouraged to make use of online services when making payments to SUSS.**
  - NETS Payment  
The daily limit is S\$2,000 or S\$3,000, depending on the bank and your personal limit.
  - Credit Card Payment  
The limit is subjected to your available card balance at point of payment. Only VISA and MasterCard are accepted.

- **Besides online payment, other payment modes available are:**

- **Cheque and Cashier's Order via Mail**

Please mail your cheque or Cashier's Order together with a copy of the Proforma Invoice to:

Singapore University of Social Sciences  
463 Clementi Road Singapore 599494  
Attention: SUSS Planning & Finance Department

Please write ***your name, PI no, Invoice no and the programme name on the reverse side of the cheque or Cashier's Order*** to be made payable to "Singapore University of Social Sciences". Cheques must not be post-dated.

- **Bank Transfer**

Student who wish to make course fee payment via bank transfer should make the transfer to the SUSS account listed below. Please input your name, PI no and Invoice no in the description when making the bank transfer to SUSS. An official receipt will be issued in 3 working days.

Bank Account Name	Singapore University of Social Sciences
Bank Name	OCBC
Branch Name	North Branch
Bank Code	7339
Bank Branch Code	581
Bank Swift Code	OCBCSGSG
Bank Account No.	581-851672-001

- **AXS**

**Only for existing CET students**

a) AXS Station/AXS m-Station

- Select 'Pay Others'
- Select 'Student Services'
- Select 'SUSS'
- Select 'CET'

Please input PI number in 'Student ID or Account No' field and invoice number in 'Remarks' field

b) AXS e-Station

- Select 'Pay Others'
- Select 'Student Services'
- Select 'SUSS'
- Select 'CET' in 'Student Type' field

Please input PI number in 'Student ID or Account No' field and invoice number in 'Remarks' field. An official receipt will be issued in 3 working days.

#### **4. Can I use Post-Secondary Education Account (PSEA) to pay course fee?**

Yes, you may use your Post-Secondary Education Account (PSEA) to pay for course fee for SSG-funded CET courses only.

Application must be submitted to SUSS by 30 January (for January Semester) and 30 July (for July Semester). Applicants may need to provide additional documents and information if required. Submission of PSEA application form via fax or scanned copies will not be accepted. Late or incomplete application forms may result in rejection of your application.

To check the balance in your PSEA, please call PSEA hotline at +65 6260 0777.

Please click [here](#) for application information.

## **Funding Availability**

### **1. SkillsFuture (SSG) Funding – Am I eligible for this funding?**

This is only for Singapore Citizens (SC) and Singapore Permanent Residents (PR). The subsidy amount/percentage is based on your age and citizenship.

Please click [here](#) for more details (criteria, coverage, types of subsidy, etc.).

### **2. Is there funding subsidy for repeating a course?**

No, funding is not available for repeating a course. In addition, the funding does not cover the below items:

- Resit fee for repeating an examination
- Extra courses taken beyond the requirements for the undergraduate degree programme
- Auxiliary charges and administrative fees (e.g., course choice amendment, deferment, transfer of programme, challenge exam fee, exam appeal, overseas travel expenses, etc.)
- Any penalty charges (e.g., late fee payment)
- Any other miscellaneous fees

### **3. Can I also utilise my SkillsFuture Credit (SFC) for eligible SSG funded courses?**

Yes. Please note that the claimable amount is the balance after SSG funding. The application to use your SkillsFuture Credit (SFC) should be made together with course application. This is so that your final invoice will reflect the SFC before you make payment for course fee.

## SkillsFuture Credit (SFC)

### **1. I want to use my SkillsFuture Credit (SFC). What should I do?**

In order to use your SFC to pay SUSS course fees, please make your SFC application together with your course application. Please note that SFC must be approved by SkillsFuture Singapore (SSG) before SUSS course fee payment.

After you have applied for the CET courses, please proceed to submit the claim via [MySkillsFuture Portal](#).

The undergraduate/postgraduate modular course is conducted on a semester basis. The course commencement date is based on the semester commencement date for SFC claim. Please refer to the SUSS Academic Calendar [here](#).

### **2. What are the approved courses under SFC?**

Please refer to the SFC list of courses [here](#).

*Updated as of 25 October 2023*