

Institution-specific FAQs

COURSE ELIGIBILITY AND REGISTRATION

Can I register for more than one course at a time?

Yes. You can register for more than one course at the same time. However, it is your responsibility to ensure that there is no conflict in the schedule for the courses registered.

Are the courses meant only for seniors?

The courses offered are part time undergraduate modules and you will be joining these classes.

When does registration open and close?

The CET course registration usually commences in April (for July semester courses) and October (for January semester courses) for 2 months. You should register early as places are limited.

When will I be notified if I have secured a place?

Upon registration, you will receive a course registration summary email. Once your application is approved (usually 3 weeks after course registration deadline), a confirmation email will be sent to you to notify you about the application outcome.

Are places allocated on a first-come-first-served basis?

All places are allocated on a first-come-first-served basis subject to the applicant meeting the course entry and /or additional requirements.

Are there minimum entry requirements for your courses?

To read the courses, you should have a minimum of GCE 'A' level with two passes (prior to 2006) or two H2 passes (from 2006), or a local Polytechnic diploma, or an acceptable SAT 1 score, or an International Baccalaureate, or an NUS High School diploma.

Are there any documents that I have to submit with my application?

You will be required to submit the following documents online during application

- 1) Coloured copy of NRIC (front and back)
- 2) Copy of your educational certificates

- 3) Copy of your letter of employment signed by your HR/immediate supervisor, or 1 copy of your latest computerised payslip, or 24 months CPF statement

If you are unable to submit online, please bring the originals and photocopies for verification by the counter officers at the student recruitment department at the University Campus. The hardcopy documents must be received within one week from the date of application.

Will there be a waiting list?

There is no waiting list as the number of seats for each course is limited.

PAYMENT AND REFUNDS

How do I make payment?

All fee payments can be made online using e-Nets or by credit card. You can also make payment at the Finance Counter at the University Campus.

Are there other fees payable on top of the course fee?

All CET course applicants will have to pay an online application fee of \$64.20 upon submitting the course application for the first time. It is a one-time application fee and is non-refundable. Your application will be processed only upon payment of the course application fee and there is no refund in the event that your course application is not successful.

Will there be refunds if I withdraw from the course after payment?

Course fee is non-refundable after 7 days from date of payment or after the course term has commenced.

What if the learning provider cancels the course after I have registered?

Refund will be made accordingly if course fee has been received.

OTHER MATTERS

If I am enrolled in a module as an audit student, can I switch from audit to credit mode mid-way through the course?

Seniors who have registered for UniSIM courses as audit students at the preferential rate will not be allowed to switch from audit to credit mode once payment has been made. If you wish to change to the Credit mode during application, please email CET via cet@suss.edu.sg

Can a student on the Audit mode submit course assignments? What are the assignments that I can attempt?

Audit Students can only attempt the online quizzes, e.g. Pre-Class Quiz, Online quizzes and non-graded quizzes. You are not allowed to submit any assignment for grading by your tutor, e.g. Tutor-marked assignment (TMA), Group-based assignment (GBA), Presentation (PST) or End-of-Course assignment (ECA).

The course has started and I am unable to attend the lessons. Can I withdraw or defer to the next semester?

You can withdraw but not defer to the next semester. There will be no refunds for course fees once the semester/term has commenced. Please inform the administrator if you intend to withdraw.