

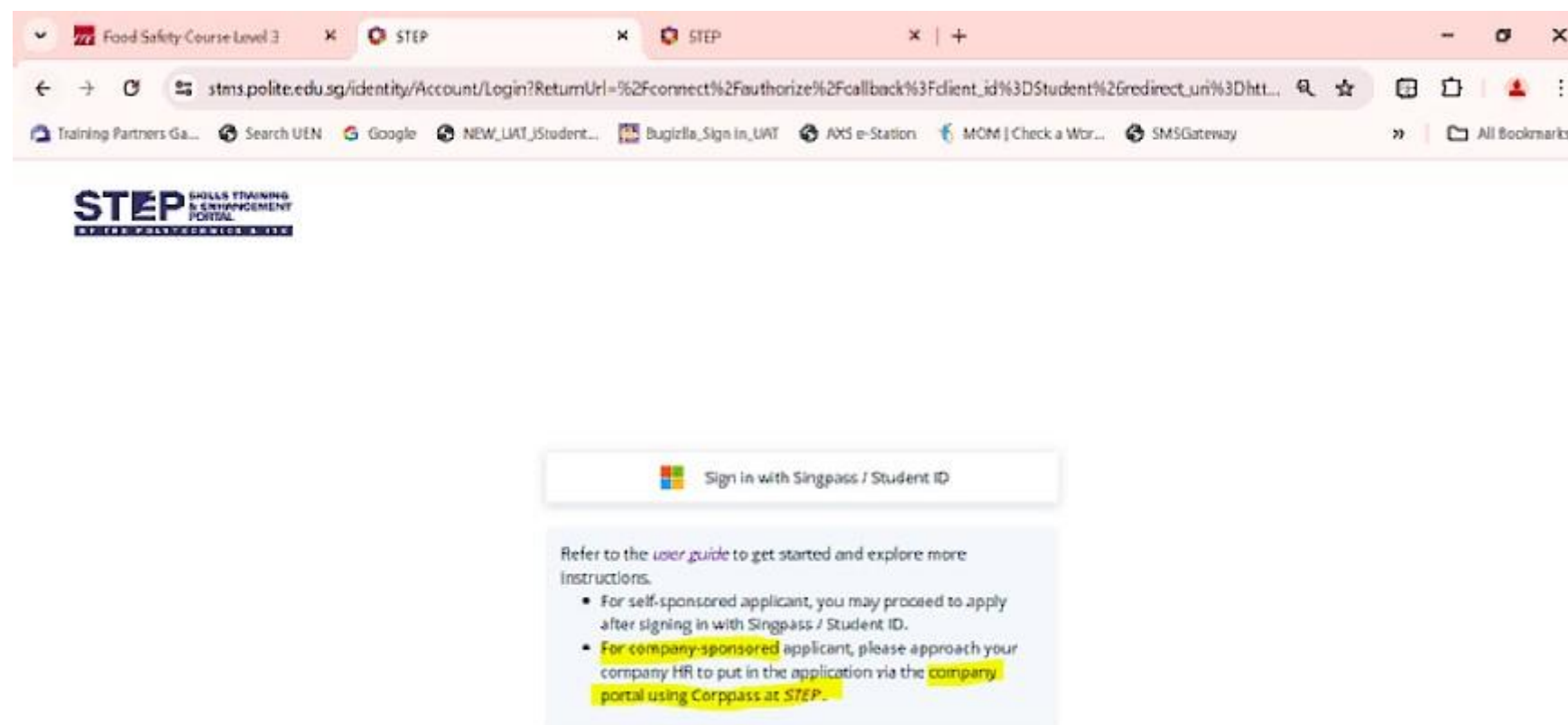
Kindly review the registration process outlined below:

1 View Course Intake in STEP

To apply for the course intake in the STEP portal, you may click on this [link](#) to begin with the registration.

2 Course Intake Registration

Please login with the highlighted link in the screenshot below which you will be re-directed to sign in to the Company portal. Alternatively, please login via this [link](#)



3 Setup Company Profile

For **company sponsorship**, you will need a Corppass to log in to the Portal, please setup the company profile in the **Skills Training & Enhancement Portal (STEP)** Company Portal (if you have not done so) to be able to proceed with the registration process. Refer Step-by-step guide below for reference.

STEP - the new one-stop learning portal to manage all courses and learning needs across the 5 polytechnics and ITE.

Step 1	Step 2	Step 3	Other Annexes
Sign up for Company profile (One time setup)	Setup My profile (One time setup)	Manage My Wallet (One time setup)	Manage Notification, Survey
Find out here how companies can be onboarded to STEP	Create: Primary contact and Primary billing contact information Remarks: These contact people will be notified when the system generates the billing invoices or when there are any other notifications triggered by the institutions.	Setup: Bank and PayNow information Declare: Company's SME status	

4 Generate sponsorship link for Employee

- For public and corporate courses, you can generate sponsorship links which your employees can register for the course application. Email the sponsorship link to the employee.
- The employee will need sign in/create a STEP student account (via Singpass) before they could register for the course intake.

- If the employee is not auto-directed to the application page after creating the account, they will have to click on the sponsorship link again to complete the registration process.

Important Note:

Employee should only register for the course intake with the generated sponsorship link. Application submitted via the public link is only for Self-sponsorship.

- For work pass holder, who don't have a Singpass, they can use their personal email address to sign up for an account. Refer user [user guide](#) to get started.

5 Manage Sponsorship – Approve / Reject sponsorship

After employee submitted the application in the student portal. You will receive a notification in the Company portal as well as via email. Please login to Company portal to verify, Approve / Reject sponsorship of the employee.

6 Useful guide

I have attached some useful guide on the following topics below for quick reference. For detailed user guide, you may visit this [link](#)

Manage Sponsorship – Student Replacement / Cancel sponsorship

Transaction and payment

Grant

Replace a participant

You can replace the verified applicant with other participants by generating and sending another course registration link.

After the approval process, the new participant will replace the original applicant.

Make Payments

View invoices and credit notes

View grant details

Receipt and refund status

Cancel sponsorship

Please note that course fee will impose as below for the cancellation request submitted:

- 2 weeks or more before class start date: No charge
- Less than 2 weeks before class start date: 50% of fee
- On or after class start date: 100% of fee (NO refund)

Please note that the registration will be based on first come first served basis and classes are subjected to formation.

For registration submitted less than 2 weeks before course commencement date, do note that 50% course fee will impose should there be a withdrawal/postponement request.

7 Refund policy for sponsorship cancellation / withdrawal

- If the request is raised 14 days or more before the course start date, your company will not be liable to pay any course fees or any course related costs.
- If the request is raised less than 14 days before the course start date:
 - For sponsorship cancellation, if the applicant chooses not to continue the course as self-sponsored learner, your company will be liable to pay 50% of the course fees and any course related cost.
 - For student withdrawal requests, your company will be liable to pay 50% of the course fees and any course related costs.
- If the request is raised when the course has started, your company will be liable to pay 100% of the course fees and any course related costs for the past and current semesters.

ITE reserves the right to cancel or postpone the course. In the event that a course is cancelled due to unforeseen circumstances, a full refund will be made.

You may contact Ms Belinda Ho at 65902146 or belinda_y_ho@ite.edu.sg if you need further clarification.