



MARITIME CLUSTER FUND (MCF) COURSE FEE SUBSIDY (CFS) FOR CERTIFIABLE COURSES

ELIGIBILITY CRITERIA AND PROCEDURES FOR CLAIM

A. Eligibility Criteria

1. Participants must be Singapore Citizens or Permanent Residents;
2. Participants must be employees sponsored by maritime-related business/organisations registered or incorporated in Singapore and under its employment throughout the course;
3. Participants must attain at least 75% attendance at the course; and
4. Business entities applying for MCF CFS for this course must not be receiving any other forms of financial training assistance [e.g. Skills Development Fund (SDF) or Skills Redevelopment Programme (SRP) etc] administered by other government bodies e.g. WDA or NTUC etc.

Participants and business entities must **strictly adhere** to the eligibility criteria stipulated above. MPA reserves the right to reject any application in the event of failure of participants/businesses to comply or observe any of the eligibility criteria.

B. Funding

1. Disbursement of MCF CFS will be on reimbursement basis upon completion of the course.
2. Eligibility for MCF CFS are as follows :

60% MCF CFS

Participants who meet the eligibility requirements for CFS and have successfully completed the course and awarded with the diploma scroll or professional qualification will be eligible for 60% MCF CFS.

30% MCF CFS

Participants who meet the eligibility requirements for CFS but did not successfully complete the course (not awarded with the diploma scroll) will be eligible for 30% MCF CFS.

C. Procedures for Application and Claim for Sponsoring Businesses

Step 1

Sponsoring organisations are required to submit the **MCF CFS Application Form** upon successful admission of their employee to attend the course to seek in-principle approval for MCF CFS. Application forms are to be submitted to the Course Provider, unless otherwise stated. Sponsoring businesses may refer to column 5 of the list of certifiable approved courses posted in the website.

Step 2

Similarly, upon employee's completion of the course, sponsored organizations are required to submit the **MCF CFS Claim Form** to the Course Provider, unless otherwise stated. The MCF CFS **Claim Form** must be submitted within **6 weeks** after receipt of documentary evidence showing successful completion of the course.

Note : If the MCF Claim Forms are required to be sent to the MCF Secretariat directly, they **must** be accompanied by the following documents :

- a. Copy of Invoices from the Training Service Provider for payment of the fee
- b. Receipt(s) issued by the Training Service Provider to show proof of payment
- c. Copy of evidence of successful completion of course e.g. examination results, polytechnic scroll

D. Procedures for Claim for Training Service Providers

Course Provider will be required to submit the consolidated CFS Claim Form for all eligible participants to the MCF Secretariat. MPA will verify these claims before forwarding the subsidy payable to the Course Provider, who will disburse to the sponsoring business entities of eligible participants.

Courses given CFS will be subject to random audit checks by MPA. Course Providers will therefore be required to keep the necessary documentation i.e. participants' application forms and attendance sheets, for a period of **3 years**.