

How Do I Register?

1. Download the **Application Form**
2. Complete the Application Form attached with NRIC copy (*front & back*) and send to enquiry@asasedu.com
3. Payment of Application fee of **\$30** at ASAS Office via
 - a. Cash
 - b. NETS
 - c. Cheque to **Arium School of Arts and Sciences Pte Ltd**
OR
 - d. **Bank transfer:** Kindly send the *screenshot of the payment summary* to enquiry@asasedu.com.

Bank transfer Info:

Acc. Name:	Arium School of Arts and Sciences Pte Ltd
Bank:	United Overseas Bank (UOB)
Bank Add:	80 Raffles Place, UOB Plaza One, Singapore 048624
Acc. No.:	3833017673
Branch Code:	046
Bank Code:	7375
Swift Code:	UOVBSGSG

4. Once we have received your Application form, NRIC Copy & Application Fee, we will send you the **SkillsFuture Credit Letter**

How Do I Claim My SkillsFuture Credit?

If you had not access the portal before, you will need to update "**My Profile**".

Then you can "**Submit a Claim**"

Please submit the claim by at least 2 weeks before your Course Start Date.

STEP 1 OF 5:

Please search for your course using the course start date and one or more fields below.

Course Start Date: Pick a date

Choose : **Your Course Start Date**

Course Title :

Please look for **the Course you have selected**

Total payable by you (incl. GST): **\$500 (for example)**

Amount of Credit to Claim: **\$500 (for example)**

STEP 2 OF 5: ENTER YOUR PAYMENT DETAILS

- Available Credit: **S\$500.00**
- Fees Payable by You (incl. GST): **S\$500**
- Amount of Credit to Claim: **S\$500**

STEP 3 OF 5: Upload the **SkillsFuture Credit Letter** (*From ASAS*)

STEP 4 OF 5: **Please make sure you select the Pay to Training Provider option.**

STEP 5 OF 5: **Please check back on the status of payment and print the copy of approved payment for us.**

You can click on this link for a more detailed procedure.

<http://www.skillsfuture.sg/credit/submit-a-claim>

Or you can click here when you are ready to submit a claim:

<http://www.skillsfuture.sg/credit>