



UTAP FAQ & CLAIM GUIDE

UTAP

Union Training Assistance Programme

What is the Union Training Assistance Programme (UTAP)?

UTAP is a training benefit for NTUC members/ NTUC Starter members to defray their cost of training. This benefit is to encourage more members to go for skills upgrading and re-skilling. The NTUC Starter Membership gives youth aged 18 to 25 a head start in the workforce and supports their needs as they transition from school to work.

NTUC members enjoy 50% unfunded* course fee support for up to \$250 each year when you sign up for courses supported under UTAP. NTUC members aged 40 and above will get increased funding support from \$250 to \$500. NTUC Starter members can enjoy 50% unfunded course fee support for up to \$200 per year when you attend courses supported under UTAP.

** Unfunded course fee refers to the balance course fee payable after applicable government subsidy.*

Amount Claimable For Different Age Group

NTUC Membership	Full Course Fee (Example)	Claim Amount (50%)	Effective Course Fee
NTUC Starter Member (18-25)	\$788	Up to \$200	From \$588
Below 40 years old	\$788	Up to \$250	From \$538
40 years old & above	\$788	Up to \$394*	From \$394

NTUC members enjoy 50% unfunded* course fee support each year

*50% of the course fee is \$394. Members aged 40+ can claim up to \$500 annually, therefore the full 50% is claimable for this course.

👉 Full payment is required upon registration. UTAP claims are submitted by members **AFTER** **successful course completion.**



UTAP FAQ GUIDE

UTAP FAQ Guide

Do I need to pay the full course fee first?

Yes. You are required to make full payment upfront. UTAP is a post-course reimbursement, not an upfront subsidy.

When can I submit my UTAP claim?

You can submit your claim only after you have successfully completed the course..

What are the requirements to qualify for the claim?

To be eligible, you must:

- ✓ Be an NTUC member before the course start date
- ✓ Achieve minimum 75% attendance
- ✓ Complete the course successfully
- ✓ Submit your certificate of completion
- ✓ Submit your official receipt / proof of payment



UTAP FAQ Guide

How much can I claim?

NTUC members can claim:

- 50% of the unfunded course fee
- Capped at:
 - \$250 per year (below 40 years old)
 - \$500 per year (aged 40 & above)

When must I submit the claim by?

Your UTAP claim must be submitted within 6 months from the course end date.

Where do I submit the claim?

Claims are submitted directly by the member via the **NTUC UTAP portal**.



UTAP FAQ Guide

How long does the reimbursement take?

Processing time is typically about 4–6 weeks, once all required documents are submitted and approved.

What is considered “unfunded course fee”?

It refers to the remaining course fee after any government subsidy (if applicable).

Can I use UTAP if my membership expires soon?

Your NTUC membership must be valid at the point of course registration and before the course starts.

We will guide you step-by-step on how to submit your UTAP claim after you complete the course.



Next





UTAP CLAIM GUIDE

Head to: <https://www.ntuc.org.sg/uportal/E-Services>

The screenshot shows the NTUC E-Services portal. At the top, a red navigation bar contains links for 'About us', 'Our unions', 'Resource hub', 'Help centre', 'Careers', 'E-Services', 'Contact us', and 'Log in'. The 'Log in' link is highlighted with a blue box and an arrow pointing to a callout box that says '1. SIGN IN WITH SINGPASS'. Below the navigation bar is the NTUC logo and a search bar. The main content area is titled 'E-Services' and features six service cards. The first card, 'Union Training Assistance Programme - UTAP', has an 'Apply here' link highlighted with a blue box and an arrow pointing to a callout box that says '2. APPLY HERE'. The other cards are 'Update Particulars', 'NTUC Care Assistance Programmes', 'Membership E-Statement', 'Workplace Advisory', and 'Pay membership fees'. Each card includes a brief description and a link to the service.

1. SIGN IN WITH SINGPASS

2. APPLY HERE

ntuc
National Trades Union Congress

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E-Services

E-Services

Union Training Assistance Programme - UTAP
Apply for UTAP training benefit to defray your training costs.
[Apply here](#) ↗

Update Particulars
Update your personal particulars and employment information to receive updated information.
[Update here](#) ↗

NTUC Care Assistance Programmes
Apply for NTUC Care Assistance Programmes
[Apply here](#) ↗

Membership E-Statement
View your Membership information, UTAP balance and application history.
[View here](#) ↗

Workplace Advisory
Get advice and assistance on workplace issues.
[Submit a case](#) ↗

Pay membership fees
Pay for your outstanding membership fees or change your recurring payment mode.
[Click here](#) >

ADDESTRA®

CHECK YOUR DETAILS

Online Application Details

- ▶ Click 'Cancel' to return to home page.
- ▶ Click 'Reset' to reset the form to initial stage.
- ▶ Click 'Next' will go to online detail confirmation page.

Applicant Details

Name*:

Email*:

Contact No*:

If you wish to update your email or other personal details, please visit [Link](#)

If you wish to check your UTAP balance, please visit [Link](#)

FILL IN COURSE DETAILS

Course Details

Training Provider *:

ADDESTRA LEARNING CENTRE PTE. LTD. ✓

Course Name *:

Select Course Course Title ✓

Start Date *:

Select Course Start Date ✓

End Date *:

Select Course End Date ✓

Nett Fee Paid (exclude MISC fees) *:

Enter Paid Amount (Example: \$788) ✓ 

- I have attended 75% of the total course hours
- I have taken the exam

SELECT ACCORDINGLY

UPLOAD DOCUMENTS

Upload Supporting Documents

Maximum 5MB per file

Proof of Payment (Course Invoice/Receipt) *:

Choose file	No file chosen
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Proof of Completion (Certificate/Result Slip) *:

Choose file	No file chosen
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CHECK BANK DETAILS

Bank Account Information

Please review your bank account details as displayed. If there is a change in bank account or no information displayed, you are required to update your bank account details and upload a copy of your bank account statement (clearly showing both your full name and the bank account number).

Please note that:

1. We do not credit monies into a third party's bank account
2. You are required to provide a valid bank account number that belongs to you. It is your responsibility to ensure that the bank details entered in the application are correct.
3. We will credit payment by Interbank GIRO into your bank account as declared by you.

Bank Name *:

Account Holder Name *:

Account Number *:

Edit

Cancel

Next

Reset

NEXT