

# SITLEARN Website - Account Creation and Course Registration Guide for Corporate HR or Company-Sponsored Participants

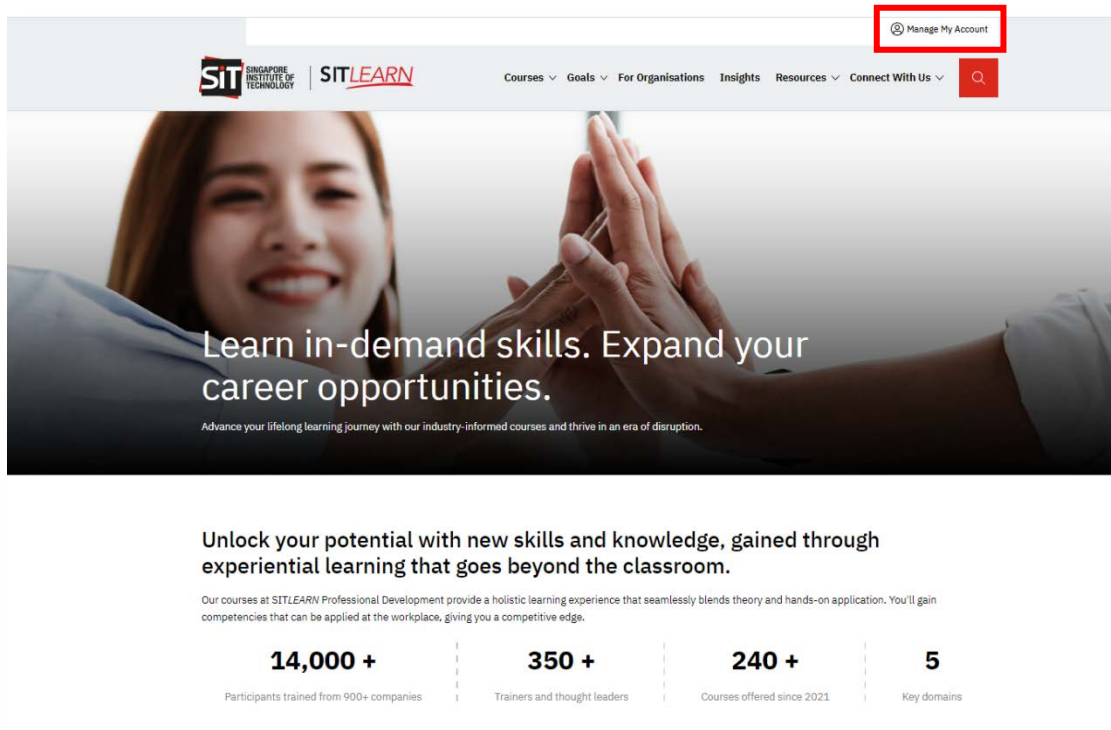
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## 1 Creating an Account

Visit **SITLEARN – Home** ([singaporetech.edu.sg/sitlearn/](https://singaporetech.edu.sg/sitlearn/)) and click “Manage My Account” at the top right of the website. We recommend using a Chrome or Microsoft Edge browser for registrations.

Please note that you are required to have an account with SITLEARN before registering for the course(s) that you are keen to attend.



### 1.1 Sign In

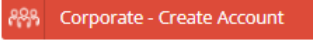
For existing corporate HR or company-sponsored participants, please sign in through “Corporate – Login”.

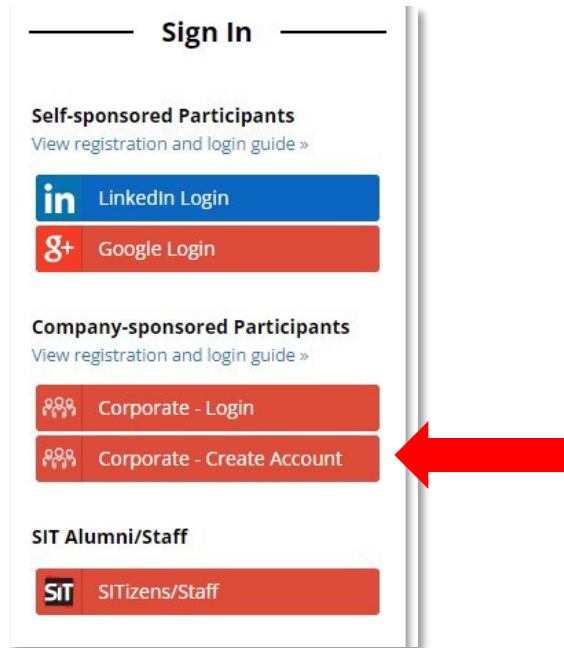
- Corporate HR: You are signing up for courses on behalf of your colleagues.
- Company-sponsored participants: You are signing up for courses yourself and are sponsored by your company.

**Note:**

- All corporate users are now required to log in to corporate accounts with their registered corporate email address for course registration.
- Corporate account user id [EC000\\*\\*\\*@ext.siat.edu.sg](mailto:EC000***@ext.siat.edu.sg) will no longer be valid for corporate account login.
- Please refer to the updated corporate account login guide below.

### 1.1.1 Corporate HR or Company-Sponsored Participants

On the Sign In page, click on  to create a new corporate account.



On the Corporate Sign Up page, you are required to fill in the relevant details: Company Summary, Company Contact Info (Billing Address), and Company Contact Info. Please note that one corporate email address can only be used to register for one company UEN. You may check your company's UEN number here: <https://www.uen.gov.sg/ueninternet/faces/pages/uenSrch.jspx>

**Note:** The correspondences on account creation, billing, and course details will be sent to the email provided in Company Contact Info.

### Corporate Sign Up

If you are a Company HR that is acting on behalf of your company to sign up participants or if you are an individual that is company-sponsored, please proceed with this form.

#### Company Summary

<b>Country *</b> Singapore	<b>Company Registration No / UEN * ⓘ</b> 
<b>Company Name *</b> 	<b>Company Size</b> 
<b>Ownership * ⓘ</b> Please select	<b>Industry Clusters</b> Please select

#### Company Billing Address

Note: Invoice(s) will be billed to the following address. Please verify and ensure the information is accurate.

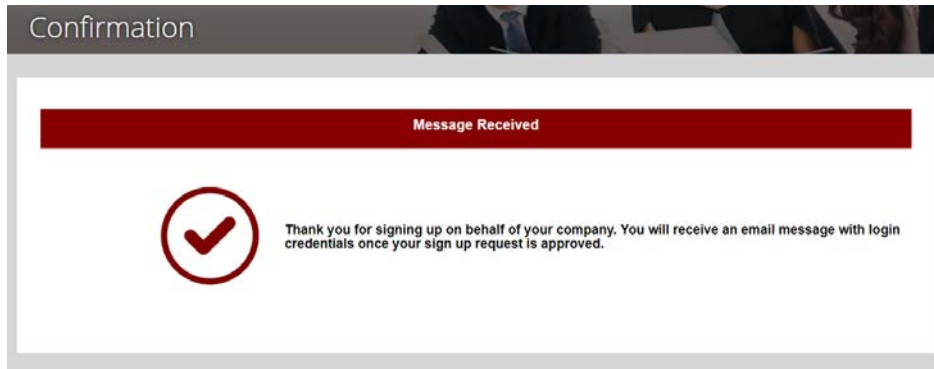
<b>Postal Code *</b> 	<b>Unit</b> Unit Number e.g #08-123	
<b>Billing Address *</b> 		
<b>Country Code *</b> 65	<b>Area Code</b> 	<b>Main Telephone</b> 

#### Company Contact Information

<b>Salutation *</b> Please select	<b>First Name *</b> Given Name as per Identification Card	<b>Last Name *</b> Family Name/Surname as per Identification Card
<b>Official Full Name * ⓘ</b> Official Full Name as per Identification Card	<b>Email * ⓘ</b> 	
<b>Job Title *</b> 	<b>Department *</b> 	
<b>Country Code *</b> 65	<b>Area Code</b> 	<b>Contact Number *</b> Kindly indicate your contact number without country code e.g. 65924326
<b>How did you learn about us ? *</b> Please select -		
<b>Remarks</b> 		

I declare that I am authorised to sign up for my company reflected on this form and to register for courses conducted by SIT. I hereby confirm that all information submitted is true and accurate. My company shall have no claim against SIT for any loss or damage suffered as a result of any untruth or inaccuracy in the information that I have submitted, and shall indemnify SIT against any loss or damage suffered by SIT as a result of any untruth or inaccuracy in the information that I have submitted. I have also read and accepted SIT's terms and conditions, including the section on "Use of Personal Data". Correspondences on account creation, billing and course details will be sent to this email. \*

Upon completion, kindly check the declaration form and click “Submit” to proceed. You will receive the following message upon the submission of the Corporate Sign Up form:



Your account creation request is now under review and the process may take up to five (5) working days. Once your request has been approved by SITLEARN, you will receive the following email:

Reg: Your Account Creation with SITLEARN Professional Development was Successful



Dear Human Resource,

Thank you for creating an account with SITLEARN Professional Development.

Step 1: Click [here](#) to login.

Step 2: Click on 'Corporate - Login' using your Email Address: [HumanResource@company.com](mailto:HumanResource@company.com)

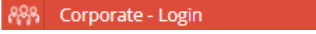
For assistance, please contact us at [SITLEARN@SingaporeTech.edu.sg](mailto:SITLEARN@SingaporeTech.edu.sg)

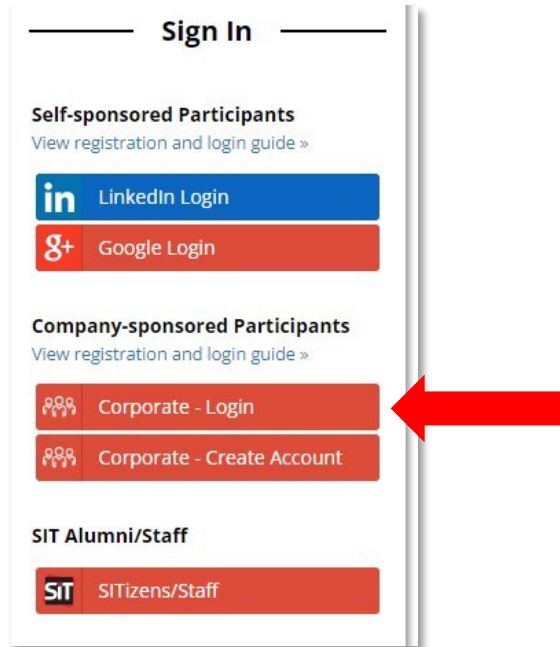
This is an automated notification. Please do not reply to this email.

Thank you.

Regards,  
SITLEARN Professional Development  
[SITLEARN.edu.sg](http://SITLEARN.edu.sg)

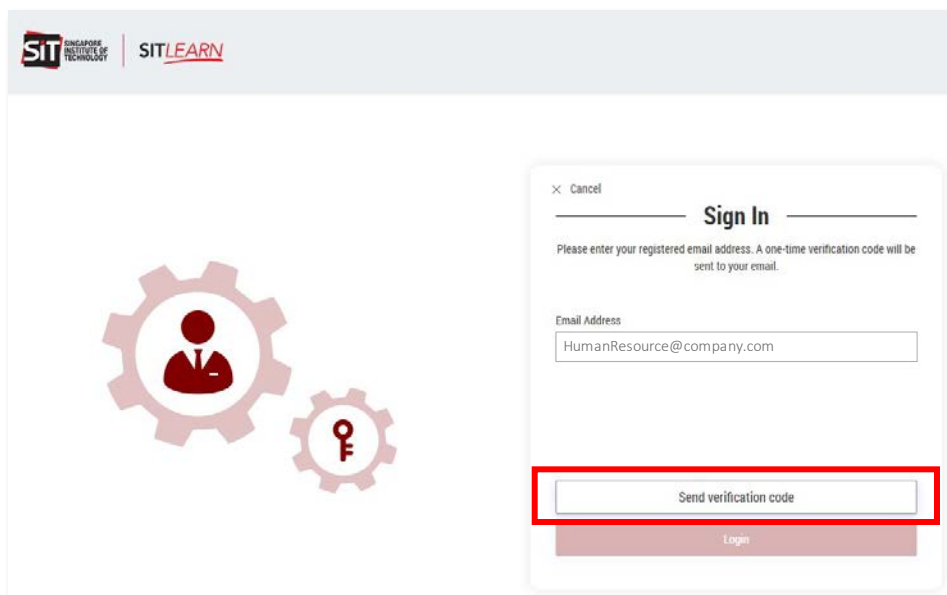
### 1.1.2 Corporate Login

Visit **SIT LEARN – Home** ([singaporetech.edu.sg/sitlearn/](http://singaporetech.edu.sg/sitlearn/)) and click “Manage My Account” at the top right of the website and select  to log in.

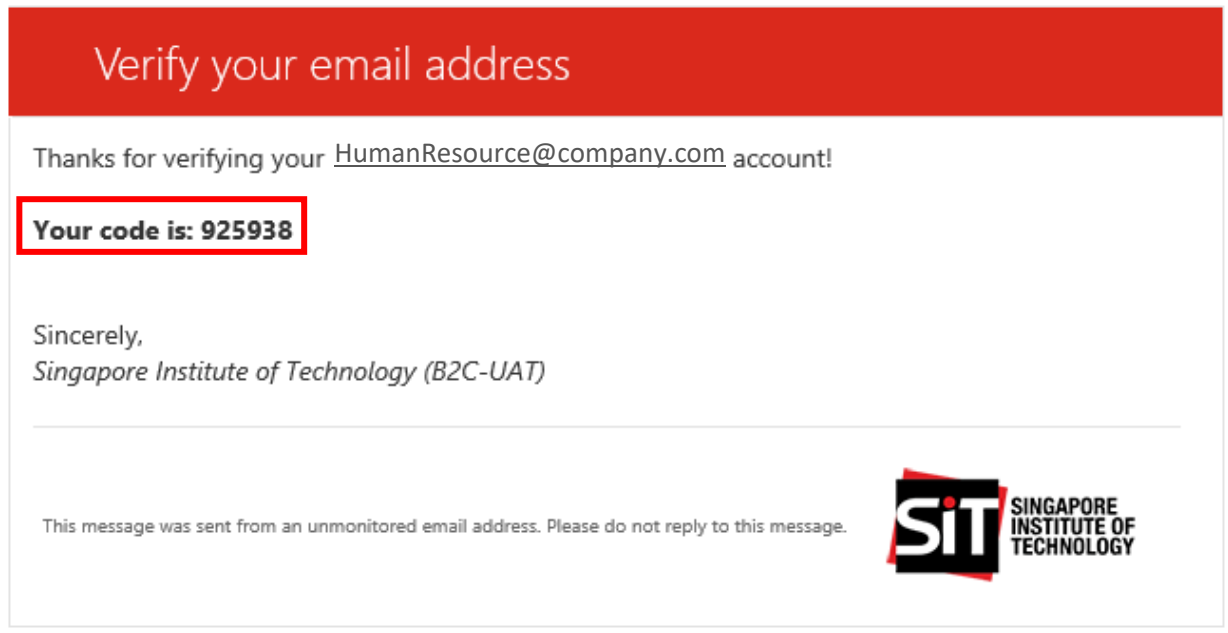


You will be directed to the Sign In page as shown below. Kindly enter your registered email address and click “Send verification code”.

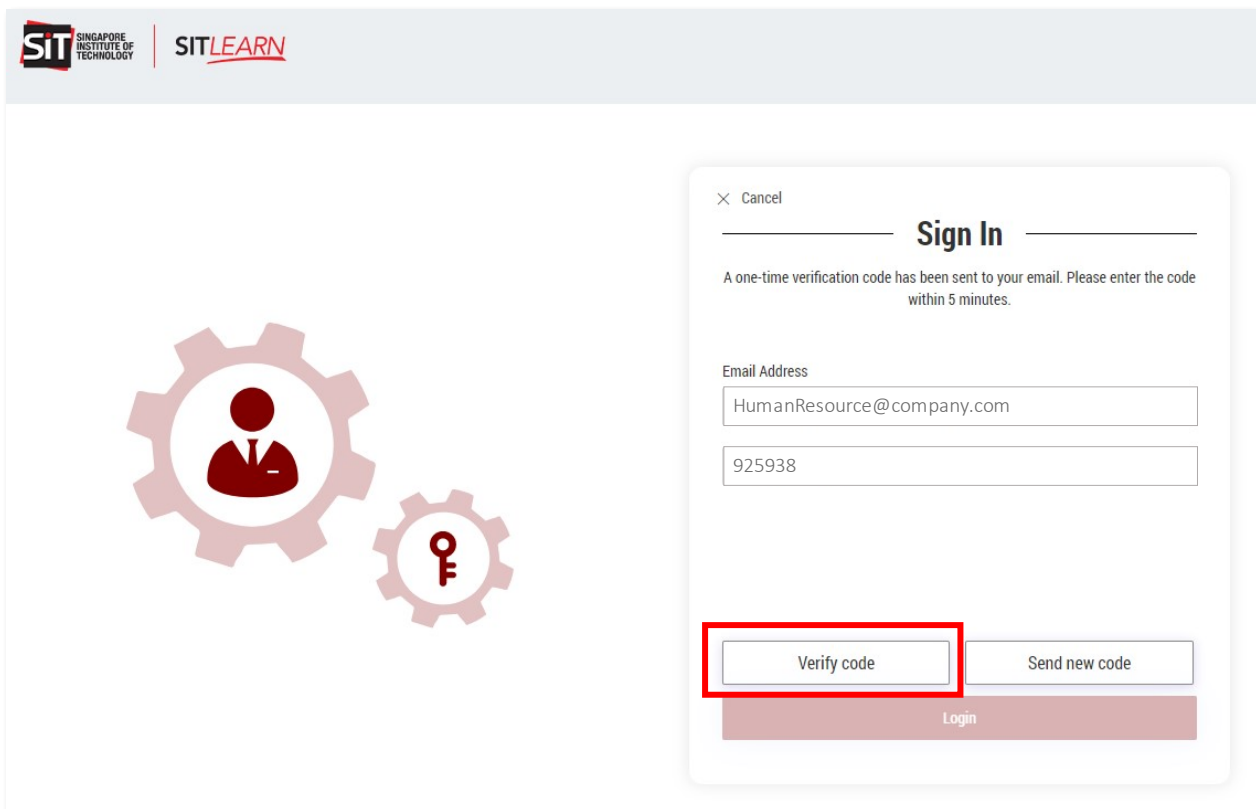
**Note:** If you encounter any issues receiving the verification code, please check your email spam folder and/or ensure that your company VPN connection is disconnected before requesting for the verification code. Otherwise, click “Send new code” to resend the code.



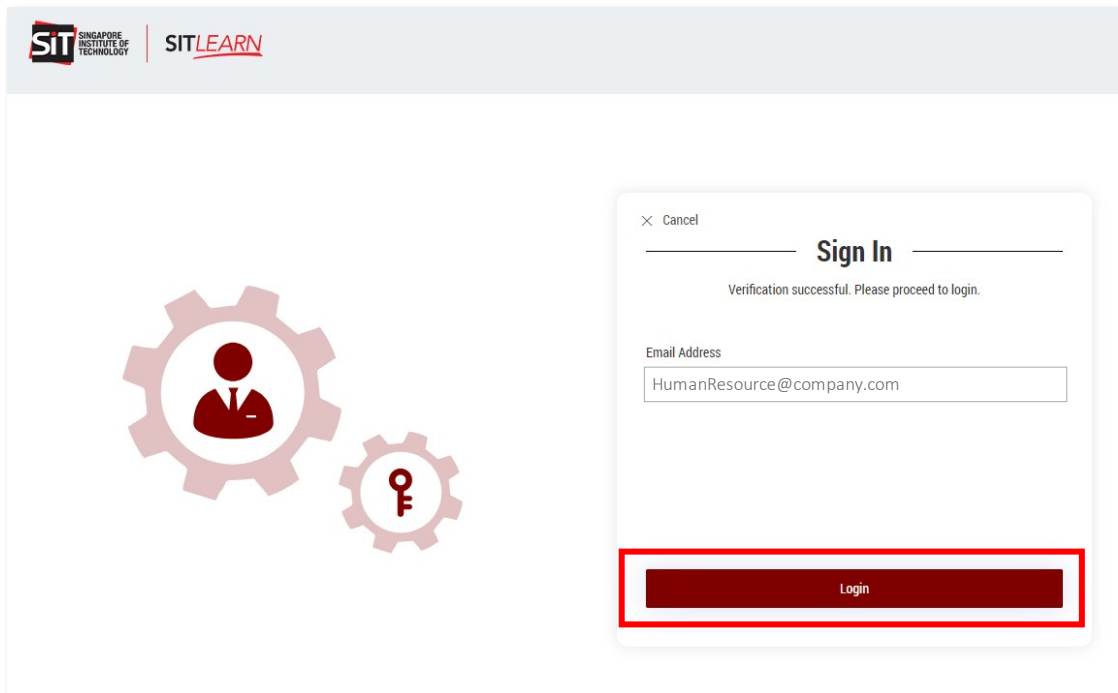
A one-time verification code will be sent to your registered email:



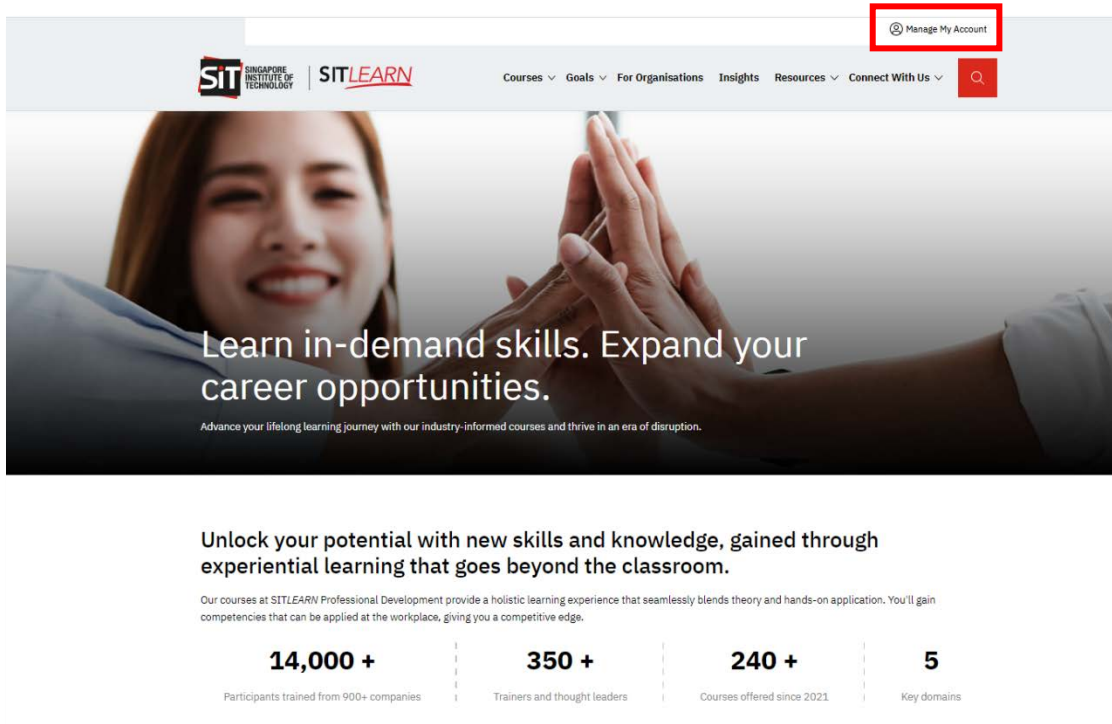
Please enter the verification code on the Sign In page within 5 minutes and click “Verify code”.



Once the code has been verified successfully, click “Login” to proceed, and you will be directed to our homepage.



Click “Manage My Account” at the top right corner of the page to log in.





Kindly fill in your profile details for ease of course registration later.

## Profile

Human Resource

---

Profile

My Courses

Manage Mailing Preferences

---

Security

Manage external authentication

Salutation \*

First Name \*

Official Full Name (as per NRIC/Passport) \*

Company Name \*

Job Title \*

How did you learn about us ? \*

Country Code \*

Contact Number \*  
Kindly indicate your mobile number without country code eg. 96592423

**Interests**  
[Update your mailing preferences.](#)

Last Name \*

Email \*

Department \*

Area Code

Once done, check the declaration box and click “Update” at the bottom of the page.

**I confirm that all information provided is accurate, and that I have read and accepted SIT's terms and conditions, including the section on "Use of Personal Data". \***

Update

Once you have logged in successfully, you will be brought to your Profile page and you can:

- Edit / View Your Profile
- Edit / Cancel / View Your Courses
- Manage Mailing Preferences

## 2 Link Your Social Media Accounts

Click “Manage External Authentication” if you would like to link your other social media platforms to your SITLEARN account for easy access.

Click “Connect” on the social media platform you would like to connect to and log in accordingly.

### 3 Manage Mailing Preferences

To update your mailing preferences, click “Manage Mailing Preferences”.

**Profile**

- Human Resource
- Profile
- My Courses
- Manage Mailing Preferences**
- Security
  - Manage external authentication

Salutation \*  
Dr.

First Name \*  
Human

Last Name \*  
Resource

Official Full Name (as per NRIC/Passport) \* ⓘ  
Human Resource

Email \* ⓘ  
HumanResource@company.com

Company Name \*  
Company

Department \*  
HR

Job Title \*  
Chief of Staff

How did you learn about us ? \*  
SITLEARN Emails -

Select the categories that you are interested in and click “Submit”.

**Mailing Preferences**

Select all

Select at least one area of interest for the email(s) that you would like to receive from SITLEARN.

<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Building Services	<input type="checkbox"/> Chemical Engineering	<input type="checkbox"/> Civil Engineering
<input type="checkbox"/> Communication Skills and People Management	<input type="checkbox"/> Cybersecurity	<input type="checkbox"/> Data Analytics	<input type="checkbox"/> Design Thinking
<input type="checkbox"/> Elder Health and Rehabilitation	<input type="checkbox"/> Engineering	<input type="checkbox"/> Food Technology	<input type="checkbox"/> Health Sciences
<input type="checkbox"/> Hospitality	<input type="checkbox"/> Infocomm Technology	<input type="checkbox"/> Non-Destructive Testing	<input type="checkbox"/> Occupational Therapy
<input type="checkbox"/> Pharmaceutical Engineering	<input type="checkbox"/> Physiotherapy	<input type="checkbox"/> Power and Clean Energy	<input type="checkbox"/> Process Engineering
<input type="checkbox"/> Robotics and Automation	<input type="checkbox"/> Sonography	<input type="checkbox"/> Systems Engineering	<input type="checkbox"/> Telematics

**Submit**

## 4 Register for a Course<sup>1</sup>

### 4.1 Course Registration for HR/Company-Sponsored Participants

Kindly ensure you have an account with SITLEARN and log in before registering for the course(s). Please refer to [1 Creating an Account](#) on the steps of creating a corporate account with us.

Upon successful login, please browse through our courses on our website under “Courses” or “Goals”. Alternatively, you can search for a course via our [Course Finder](#).

The screenshot shows the SITLEARN Course Finder interface. At the top, there is a navigation bar with the SITLEARN logo and a menu with options like 'Courses', 'Goals', 'For Organisations', 'Insights', 'Resources', and 'Connect With Us'. Below the navigation bar, the page title is 'Course Finder' and the subtitle is 'Discover courses that can enhance your skillset, elevate your career, and take it to the next level.' On the left side, there is a search bar with the text 'Find courses, certifications and examinations' and a search button. Below the search bar, there are filter options for 'Domain' and 'Topic'. The main content area displays '110 result(s) found' and a list of courses. Two courses are visible: 'Artificial Intelligence in Broad Strokes' under 'INFOCOMM TECHNOLOGY' and 'Compressed Air System Audit and Analysis' under 'ENGINEERING'. The first course has a start date of 14 Aug 2023, a duration of 2 days, and is in-person. The second course is to be advised, with a duration of 5 days.

<sup>1</sup> Course includes Seminars, Symposiums, Examinations, Workshops etc.

Select and click “Apply Now” and choose the course run you wish to register for.

**Artificial Intelligence in Broad Strokes**

This course demystifies machine learning concepts and helps you gain technical grounding and foresight for digital transformation in business.

Artificial Intelligence

## Course Overview

<b>Domain</b> Infocomm Technology	<b>Format</b> Short Course	<b>Duration</b> 2 days
--------------------------------------	-------------------------------	---------------------------

**Fee Subsidy**  
Up to 90% SF Funding

### Overview

Artificial Intelligence (AI) / Machine Learning (ML) is fast becoming a crucial part of business processes and is touted to be the key to successful digital transformation.

However, these phrases remain buzzwords to many business executives. Without a basic understanding of AI/ML, the participation of these key personnel will be limited, and such digital transformations may fall short.

- Overview
- Who Should Attend
- What You Will Learn
- Teaching Team
- Schedule
- Certificate and Assessment
- Fee Structure
- Course Runs

**APPLY NOW**

▲ Back to top

## Course Runs

**August 2023**

📅 14 Aug 2023 - 21 Aug 2023

🕒 2 days

👤 In-person

📍 SIT@NYP, 172A Ang Mo Kio Avenue 8, S567739

💰 SGD \$1,728.00  
Up to 90% SF Funding

Apply By:  
23 Jul 2023 23:59

**APPLY NOW**

- Overview
- Who Should Attend
- What You Will Learn
- Teaching Team
- Schedule
- Certificate and Assessment
- Fee Structure
- Course Runs

**APPLY NOW**

▲ Back to top

Fill in and verify the relevant details and check the declaration box before clicking “Save & Add Participants”.

**Course Registration**

### Online Application

For the Funding Purposes, you may require to submit the following documents and information to complete this registration:

- Scanned copy of NRIC (Singapore Citizens and Singapore PRs only)
- Scanned copy of Long-Term Visit Pass Plus Green Pass Plus (LTVP+ holders only). For more information on Funding Support for Long-Term Visit Pass Plus Green Pass Plus (LTVP+) holders, please click [here](#)

\*If you have problems completing the application form, you may refer to the [FAQ](#) or contact us at [SITLEARN@SingaporeTech.edu.sg](mailto:SITLEARN@SingaporeTech.edu.sg)

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#### 1. Billing Information

Course Name \*  
Artificial Intelligence in Broad Strokes

Different Billing Information

Salutation \*  
Dr.

First Name \*  
Human

Last Name \*  
Resource

Official Full Name \* ⓘ  
Human Resource

Contact Number \*  
67891234

Email \* ⓘ  
HumanResource@company.com

Country \*  
Singapore

Postal Code \*  
Unit  
Unit Number: e.g. #09-122

Billing Address \*

How did you learn about this course? \*  
Please select -

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#### 2. Professional Information

Company Registration No / UEN  
UEN Number

Company Name  
Company

Ownership  
Company's Ownership

Job Title \*  
Chief of Staff

Supporting Documents  
- You are recommended to submit the supporting documents into a single file (max. 5MB).  
- For LTVP+ Holders, please upload a coloured front and back copy of the Green Visit Pass Card with "Plus" on the back.

No file chosen

## 4.2 Add Participant(s)

It is recommended that you add participant(s) as follows:

1. Single participant – Click “+ Add Participant”
2. Multiple participants – Click “Upload Participants” via an excel file

Registration Participants Information

---

+ Add Participant
Upload Participants

Official Full Name (as per Identification card) ↑	Contact	Residency Status	Personal Email	Mobile Phone	Identification Type	Identification Number	Dietary Concerns	Status
There are no records to display.								

Supporting Documents  
 -You are recommended to submit the supporting documents into a single file (max. 5MB).

Choose Files
No files chosen

Files You Selected:

Delete

### 4.2.1 Upload Single Participant

You may add the participants one by one by clicking on + Add Participant. You will be prompted with another page to fill in the participant’s details. Click “Submit” once all the relevant information has been filled in.

Add Participants

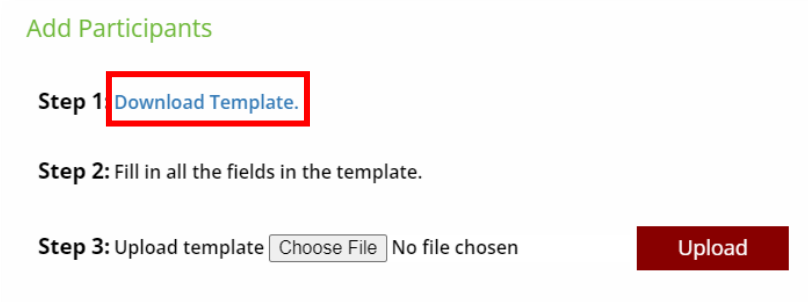
<b>Salutation *</b>	
<input type="text" value="Please select"/>	
<b>First Name *</b>	<b>Last Name *</b>
<input type="text" value="Given Name as per Identification Card"/>	<input type="text" value="Family Name/Surname as per Identification Card"/>
<b>Official Full Name * ⓘ</b>	<b>Gender *</b>
<input type="text" value="Official Full Name as per Identification Card"/>	<input type="text" value="Please select"/>
<b>Date of Birth *</b>	
Note: Please ensure the correct Date of Birth is entered as this may impact your funding eligibility.	
<input type="text" value="DD/MM/YYYY"/>	
<b>Residency Status * ⓘ</b>	<b>Country of Residence *</b>
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>
<b>Identification Type *</b>	<b>Identification Number *</b>
<input type="text" value="Please select"/>	<input type="text"/>
<b>Citizenship Country *</b>	
<input type="text" value="Please select"/>	
<b>Marital Status *</b>	<b>Race *</b>
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>
<b>Dietary Concerns *</b>	
<input type="text" value="Please select"/>	
<b>Highest Qualification Obtained *</b>	<b>Job Title *</b>
<input type="text" value="Please select"/>	<input type="text"/>
<b>Contact Details</b>	
<b>Contact Number *</b>	<b>Email * ⓘ</b>
<input type="text" value="Kindly indicate your mobile number without country code eg. 96552423"/>	<input type="text"/>
<span style="background-color: #800000; color: white; padding: 5px 15px; border: 2px solid red; border-radius: 3px; display: inline-block;">Submit</span>	



### 4.2.2 Upload Multiple Participants

You may bulk upload a list of participants via the excel template by clicking on **Upload Participants** to add multiple course participants.

A pop-up will appear. Follow the steps on the pop-up window and click “Download Template”.

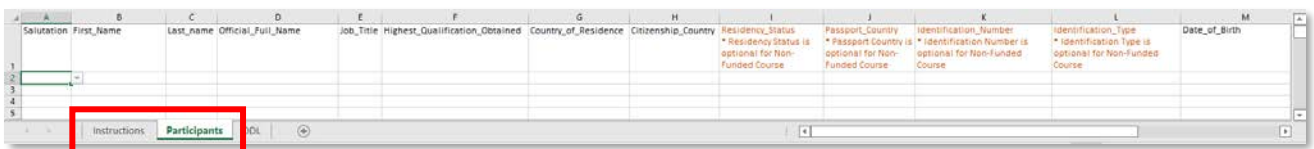


We encourage you to always download the template for each registration, ensuring that you have the latest version and to prevent errors when uploading the list of participants.

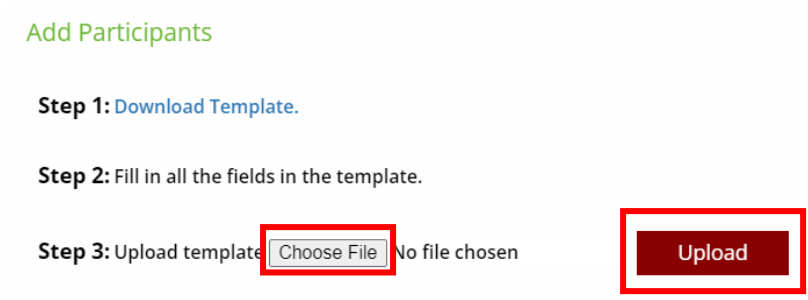
The latest template can also be downloaded here: [Multiple Participants Template](#).

On the template, enable editing and content; and fill in the relevant details on the “Participants” tab. An “Instructions” tab is available to assist you in completing each of the fields.

- For SkillsFuture-funded courses, please fill in all the fields listed.
- For non-funded courses, fields highlighted in orange are non-mandatory.



Choose your completed template and click “Upload”.



You will be able to preview the list of participants you have added. Required information that is missing, duplicate email addresses, or invalid information will be highlighted in red. You may either,

- Click “Edit” to input/edit the individual registrant manually or;

Salutation	First Name	Last name	Official Full Name	Job Title	Highest Qualification Obtained	Country of Residence	Citizenship Country	Residency Status	Passport Country	Identification Number	Identification Type	Date of Birth	Marital Status	Gender	Race	Dietary Concern	Contact Number	Email	Action
Mr.	One	Employee	Employee One	Engineer	Professional Qualification and Other Diploma	Singapore	Singapore	Singapore Citizen (SC)		S5842000Z	NRIC	01/01/1985	Married	Male	Asian	None			<a href="#">Edit</a>
Ms.	Two	Employee	Employee Two	Engineer	Bachelor	Singapore	Argentina	Foreigner (IS)		F7361907Q			Single	Female	Caucasian	Vegetarian	91234567	employee.two@company.com	<a href="#">Edit</a>

[Submit](#)

- Update the relevant information in the template before uploading again. Click “Submit” to save uploaded list of participants.

You can view the list of participants you have added or uploaded under Registration Participant Information. You may click on the dropdown to Edit / Delete the participant too.

### Registration Participants Information

+ Add Participant
Upload Participants

Official Full Name (as per Identification card)	Contact	Residency Status	Personal Email	Mobile Phone	Identification Type	Identification Number	Dietary Concerns	Status	
Employee One	One Employee	Singapore Citizen (SC)	employee.one@company.com	91234567	NRIC	S5842000Z	None	Active	
Employee Two	Two Employee	Foreigner (IS)	employee.two@company.com	91234567	FIN No	F7361907Q	Vegetarian	Active	

Delete  
Edit

Upload the relevant documents under “Supporting Documents”, check the declaration box and click “Next”.

Supporting Documents

-You are recommended to submit the supporting documents into a single file (max. 5MB).

- For LTVP+ Holders, please upload a coloured front and back copy of the Green Visit Pass Card with “Plus” on the back. \*

No fil...osen

**Files You Selected:**

I hereby declare that all information provided is accurate and complete, and that I have read and accepted the following statements below as well as [SIT's Terms and Conditions](#) including the section on "Use of Personal Data".

I declare that I am authorised to, on behalf of the company to register the employee(s) listed above for the course conducted by SIT. My company shall have no claim against SIT for any loss or damage suffered as a result of any untruth or inaccuracy in the information that I have submitted, and shall indemnify SIT against any loss or damage suffered by SIT as a result of any untruth or inaccuracy in the information that I have submitted.

For courses with SkillsFuture Singapore (SSG) funding, I am also aware that, to be eligible for the course fees grant, trainees will need to (a) attain at least 75% attendance, (b) pass the associated assessment for the course, and (c) the company will need to make full payment for the net course fees within the stipulated period by SIT and/or SSG. \*

You will be brought to the Payment Summary Page and view the breakdown of the course fee. Click “Submit” to register for the course.

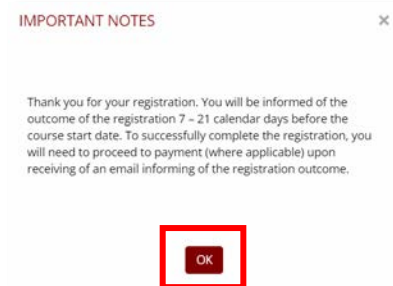
Payment Summary for Course: Artificial Intelligence in Broad Strokes - 12 Oct 2022 to 19 Oct 2022

No payment is required upon submission of this form. Payment is required upon receipt of payment notice.

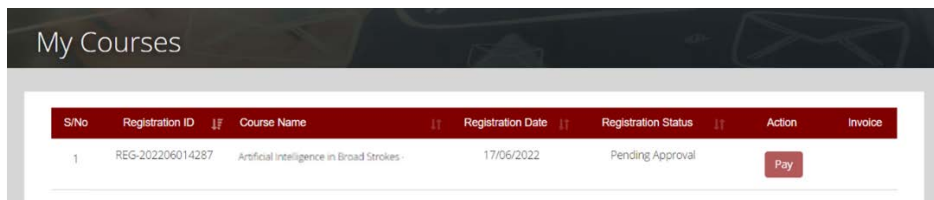
Description	Amount (SGD)
Employee 1	
Course fee (CSE-OP-201908000233)	\$ 1,600.00
Less: SSG Skillsfuture Funding-70%	(\$ 1,120.00)
7% GST on <\$480.00>	\$ 33.60
Employee 2	
Course fee (CSE-OP-201908000233)	\$ 1,600.00
7% GST on <\$1600.00>	\$ 112.00
Promo Code	<input type="text"/> <input type="button" value="Apply"/>
<b>Total Amount Payable</b>	<b>\$ 2,225.60</b>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

(Registration info cannot be edited beyond this point)

A pop-up message will appear to notify you that SITLEARN has received your registration, as shown below. You will receive an email on the outcome of your registration at least 7 – 21 calendar days before the course start date. Click “OK” to complete the registration submission.



Once registration is submitted, your registration will be reflected under “My Courses” and the registration status will be indicated as “Pending Approval”. **Note:** No payment is required at this point. The “Pay” button is not clickable until the registration status is updated to “Pending Payment”.



An auto-generated email (as follows) will be sent to you to notify you of the registration submission.



## 5 Payment for HR/Company-Sponsored Participants

### 5.1 Online and Offline Payment for HR/Company-Sponsored Participants

Once the course is confirmed to run, an email on payment will be sent to you. Please follow the instructions indicated in the email to make payment for the course.

Dear Dr Human Resource,

Thank you for your interest in **Artificial Intelligence in Broad Strokes [CSE-OP-20220600114 12/10/2022 9:00 AM – 19/10/2022 6:00 PM]**

Please find enclosed invoice and payment instructions.

You may login via <https://sitlearn.singaporetech.edu.sg/SignIn?returnUrl=%2F> and proceed to "My Courses" to make the payment. For offline payment, please forward the invoice to your Finance Division for payment processing. Please take note that our payment terms are immediate.

**Withdrawal**  
*No withdrawal is allowed once course has started. Any no-show will be considered as absentee. No portion of the course fees shall be refunded if a participant fails to complete the course for any reason or does not turn up on the first day of the course or after the course start date.*

Notice Period	Withdrawal Charges
More than 14 days before the start of the course	No charge
7–14 days before the start of the course	50% of net course fee payable
Less than 7 days from the start of the course	100% of net course fee payable

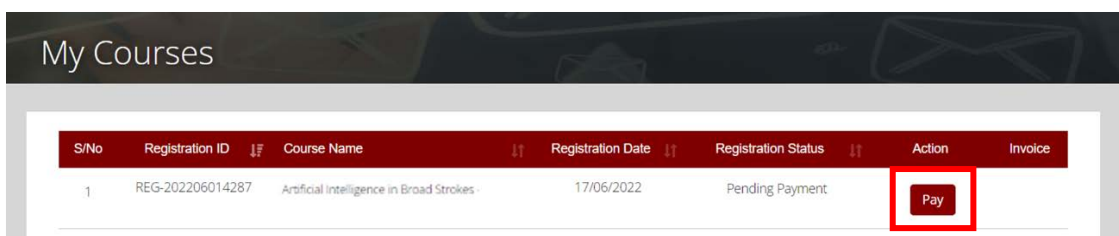
**Pre-course Information**  
 We will email confirmed participants with pre-course administrative information before course commencement.

Kindly contact [sitlearn@singaporetech.edu.sg](mailto:sitlearn@singaporetech.edu.sg) if you require any clarification.

Thank you.

Sincerely,  
 SITLEARN Professional Development  
 Singapore Institute of Technology

Alternatively, you may proceed to log in via **SITLEARN - Home** ([singaporetech.edu.sg/sitlearn](https://singaporetech.edu.sg/sitlearn)) and click "Manage My Account" at the top right of the website. Once you have logged in successfully, select "My Courses" on your profile page. Click "Pay" to proceed with the course fee payment.



The details of the course fees and their breakdown will be displayed on the payment summary page. Select your preferred payment mode and click “Submit”.

Payment Summary

Payment Summary for Course: Optimising Restaurant Performance with Revenue Management  
21 Jun 2019 to 22 Jun 2019

No payment is required upon submission of this form. Payment is required upon receipt of payment notice.

Description	Amount (SGD)
Employee 1	
Course fee (CSE-OP-201902000069)	\$ 1,600.00
Less: SSG Skillsfuture Funding-70%	(\$ 1,120.00)
7% GST on <\$480.00>	\$ 33.60
Less: SSG Enhanced Training Support for SME (SCG2)-20%	(\$ 320.00)
employee 2	
Course fee (CSE-OP-201902000069)	\$ 1,600.00
7% GST on <\$1600.00>	\$ 112.00
Promo Code	<input type="text"/> <input type="button" value="Apply"/>
Total Amount Payable	\$ 1,905.60
Payment Mode	<input type="text" value="Internet Banking"/> <input type="button" value="Submit"/>

Once SITLEARN has received payment, you will receive two emails - one on Course Confirmation and another on Invoice.

Dear Dr Human Resource,

Thank you for the payment.

Enclosed is the invoice copy with the updated payment status for your retention.

For SITizens using SITizen Learning Credits (SLC) to pay for the course fees, SLC is considered as utilised. Please access <https://sitlearn.singaporetech.edu.sg/slcbalance/> to view your SLC balance.

**Withdrawal**  
No withdrawal is allowed once course has started. Any no-show will be considered as absentee. No portion of the course fees shall be refunded if a participant fails to complete the course for any reason or does not turn up on the first day of the course or after the course start date.

Notice Period	Withdrawal Charges
More than 14 days before the start of the course	No charge
7–14 days before the start of the course	50% of net course fee payable
Less than 7 days from the start of the course	100% of net course fee payable

**Pre-course Information**  
We will email confirmed participants with pre-course administrative information before course commencement.

Kindly contact [sitlearn@singaporetech.edu.sg](mailto:sitlearn@singaporetech.edu.sg) if you require any clarification.

Thank you.

Sincerely,  
SITLEARN Professional Development  
Singapore Institute of Technology

Dear Dr Human Resource,

Thank you for your registration for **Artificial Intelligence in Broad Strokes [CSE-OP-202206000114 12/10/2022 9:00 AM – 19/10/2022 6:00 PM]**

Your registration status: **Course Confirmed.**

If you are registering on behalf of others, please access your account to check on the specific individual's registration status and inform them on their status.

**Payment**

We will soon notify you for payment. Please follow the payment instructions in the invoice.

- a. **If you are self-sponsored** and have chosen to utilise SkillsFuture Credits, we may require you to pay in the event of any unsuccessful disbursement of funding from SkillsFuture Singapore.
- b. **If you are company-sponsored**, we will invoice your company directly.

**Withdrawal**

*No withdrawal is allowed once course has started. Any no-show will be considered as absentee. No portion of the course fees shall be refunded if a participant fails to complete the course for any reason or does not turn up on the first day of the course or after the course start date.*

Notice Period	Withdrawal Charges
More than 14 days before the start of the course	No charge
7–14 days before the start of the course	50% of net course fee payable
Less than 7 days from the start of the course	100% of net course fee payable

**Pre-course Information**

We will email confirmed participants with pre-course administrative information before course commencement.

Kindly contact [sitlearn@singaporetech.edu.sg](mailto:sitlearn@singaporetech.edu.sg) if you require any clarification.

Thank you.

Sincerely,  
SIT LEARN Professional Development  
Singapore Institute of Technology

Five days prior to the course start date, you will receive a Pre-course Letter with administrative details.

## 6 Course Status

To check the status of your course, you may visit **SITLEARN – Home** ([singaporetech.edu.sg/sitlearn/](http://singaporetech.edu.sg/sitlearn/)) and click “Manage My Account” at the top right of the website. Once you have logged in successfully, select “My Courses” on your Profile page to view the courses that you have registered for.

**Profile**

Human Resource

Profile

**My Courses**

Manage Mailing Preferences

Security

Manage external authentication

Salutation \*  
Dr.

First Name \*  
Human

Last Name \*  
Resource

Official Full Name (as per NRIC/Passport) \* ⓘ  
Human Resource

Email \* ⓘ  
HumanResource@company.com

Company Name \*  
Company

Department \*  
HR

Job Title \*  
Chief of Staff

How did you learn about us? \*  
SITLEARN Emails -

You will see the list of the courses you have registered for.

S/No	Registration ID	Course Name	Registration Date	Registration Status	Action	Invoice
1	REG-202207014340	Normal Course_SSG - SF Series		Draft	- Action -	
2	REG-202206014291	Sixth: Different Residency Status		Draft	- Action -	
3	REG-202206014287	Sixth: Different Residency Status	17/06/2022	Pending Approval	Pay	
4	REG-202206014286	Sixth: Different Residency Status	17/06/2022	Pending Approval	Pay	
5	REG-202206014248	Fifth: Different Residency Status	14/06/2022	Pending Payment	Pay	
6	REG-202206014247	Fifth: Different Residency Status	14/06/2022	Pending Payment	Pay	



<b>Registration Status</b>	<b>Action Required</b>
Draft	Course registration has not been submitted yet, please complete course registration and submit.
Pending Approval	We have received your course registration, you will receive the outcome of your registration 3 weeks prior to the course start date for non-credit bearing courses and 6 weeks for credit-bearing courses.
Pending Payment	The course has been approved. Please proceed to make payment.
Successful	We have received payment for the course. You will receive a pre-course letter with administrative details 5 days prior to the course start date.

## 7. Course Withdrawal or Course Cancellation

### Withdrawal

No withdrawal is allowed once the course has started. Any no-show will be considered as an absentee. No portion of the course fees shall be refunded if a participant fails to complete the course for any reason or does not turn up on the first day of the course or after the course start date.

Notice Period	Withdrawal Charges
More than 14 days before the start of the course	No charge
7–14 days before the start of the course	50% of net course fee payable
Less than 7 days from the start of the course	100% of net course fee payable

You are allowed to edit/cancel a participant’s registration before the submission. Once you have logged in, you may click on the “Profile” dropdown at and select “My Courses” to view the courses that you have registered for. Click on the “Action” dropdown and select “Edit”/“Cancel”.

Should you wish to withdraw from the course after registration submission, please email us at [sitlearn@singaporetech.edu.sg](mailto:sitlearn@singaporetech.edu.sg) for the withdrawal request (subject to the withdrawal charges). Please refer to our [terms and conditions](#) for more details.

### Course Cancellation

In the event of course cancellation, you will be notified through email that your registration is unsuccessful.

Dear Dr Human Resource,

We regret to inform you that your registration is **unsuccessful**. The course may either have been rescheduled, cancelled or reached maximum class size.

If you are registering on behalf of other individuals, please access your account to check on the specific individual’s registration status and inform them on their status.

Once again, we apologise for the inconvenience caused.

There may be future runs of this course. However, we will not be able to put you on a waiting list nor register on your behalf for future runs of the course. You may wish to subscribe to our mailing list for course announcements and register if a future run of this course is available.

Kindly contact [sitlearn@singaporetech.edu.sg](mailto:sitlearn@singaporetech.edu.sg) if you require any clarification.

Thank you.

Sincerely,  
 SITLEARN Professional Development  
 Singapore Institute of Technology