

SITLEARN Website - Account Creation and Course Registration Guide for Self-Sponsored Participants

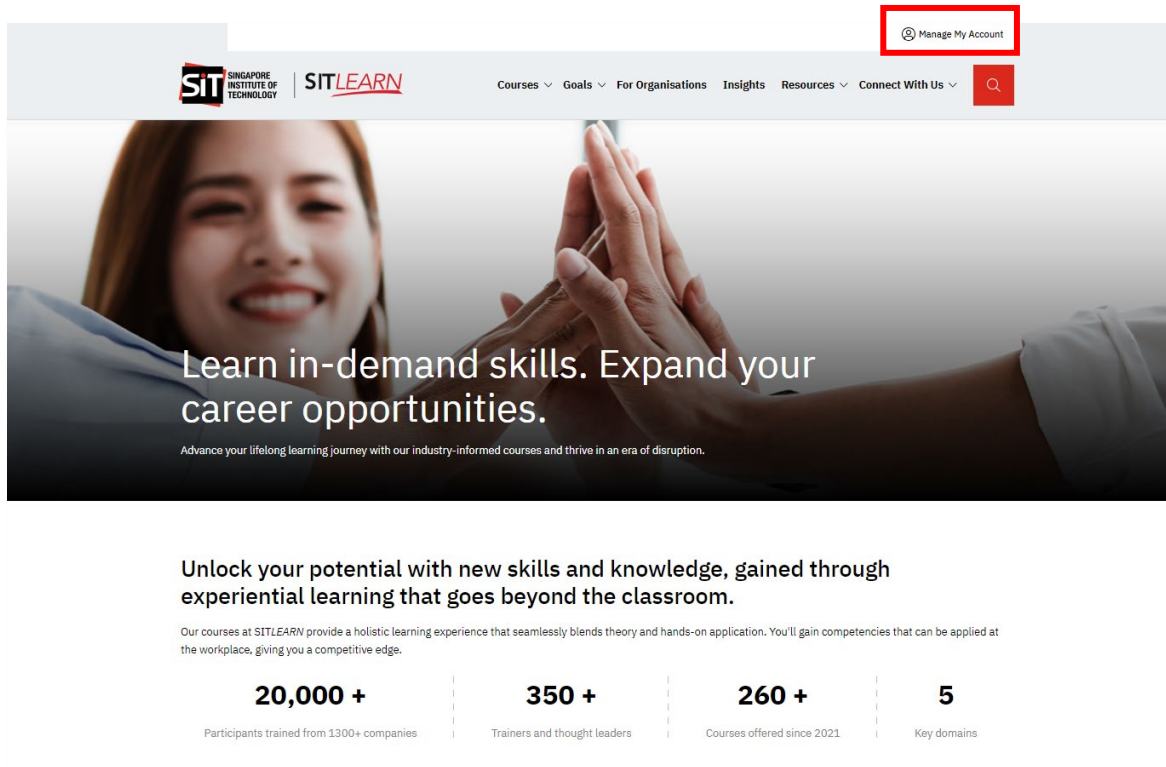
Contents

SITLEARN Website - Account Creation and Course Registration Guide for Self-Sponsored Participants	1
1 Account Creation / Login to SITLEARN Portal	2
1.1 Creating an Account.....	2
1.1.1 Individuals or Self-Sponsored Registrants	3
1.2 Login to SITLEARN Portal (Self-Sponsored)	7
2 Register for a Course.....	8
2.1 Course Registration for Individuals and Self-Sponsored	8
3 Payment for Individuals and Self-Sponsored	13
3.1 Online Payment	14
3.2 Online Payment – Using SkillsFuture Credits	16
4 Course Status	23
5 Course Withdrawal or Course Cancellation	25

1 Account Creation / Login to SITLEARN Portal

Visit **SITLEARN – Home** (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 Creating an Account

Visit **SITLEARN – Home** (singaporetech.edu.sg/sitlearn/) and click “Manage My Account” at the top right of the website.

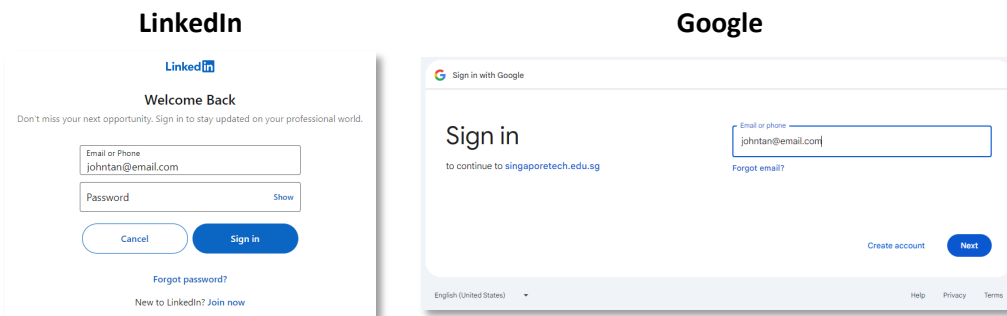
There are 2 categories of Account Creation, they are:

- **Self-Sponsored Participants** refer to the participants who are paying the fee for their own training.
- **Company-Sponsored Participants** refer to the participants who are sponsored by their company/employee for their training.

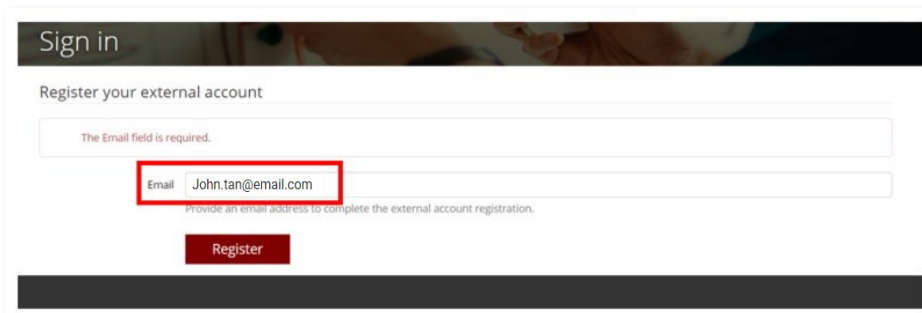


1.1.1 Individuals or Self-Sponsored Registrants

Please select and log in with one of the social media platforms to create an account (LinkedIn or Google) with SITLEARN.



For individuals who select “Google” as your preferred login platform, a “Sign In” page will be prompted. Please enter the same email address as your Google account and click “Register” to proceed.



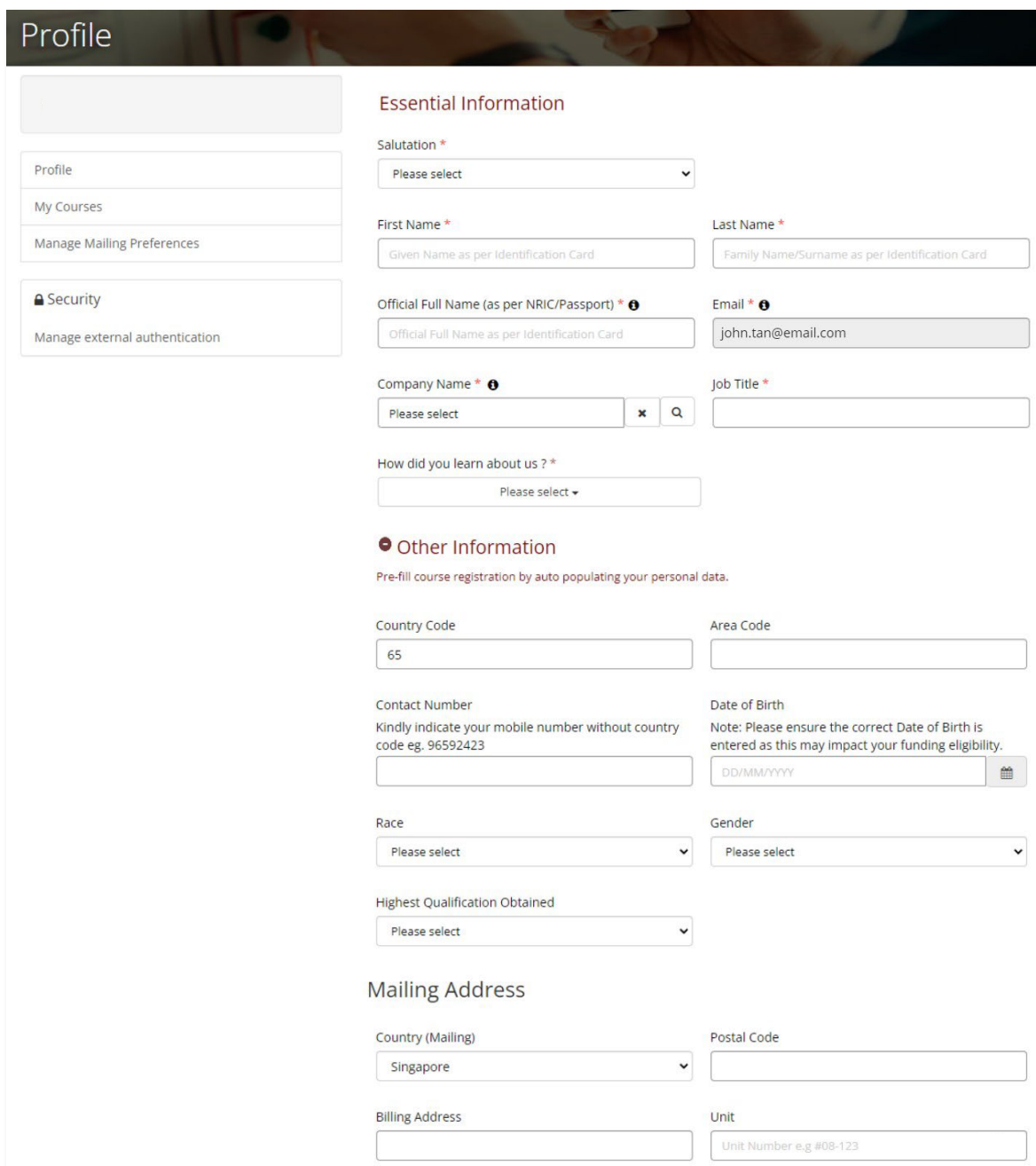
Upon successful login, you will be brought to the Profile page.

A. Profile Page

Fill in your particulars under Essential Information.

You can only proceed to other pages when “Essential Information” on the Profile page has been updated.

Note: The information filled in the Profile page will be auto-filled during course registration. Thus, it is highly recommended to fill in the details under “+ Other Information”.



The screenshot shows the 'Profile' page with a sidebar on the left containing links for Profile, My Courses, Manage Mailing Preferences, Security, and Manage external authentication. The main content area is divided into two sections: 'Essential Information' and 'Other Information'.

Essential Information

- Salutation *: Please select
- First Name *: Given Name as per Identification Card
- Last Name *: Family Name/Surname as per Identification Card
- Official Full Name (as per NRIC/Passport) *: Official Full Name as per Identification Card
- Email *: john.tan@email.com
- Company Name *: Please select
- Job Title *:
- How did you learn about us ? *: Please select

Other Information

Pre-fill course registration by auto populating your personal data.

- Country Code: 65
- Area Code:
- Contact Number: Kindly indicate your mobile number without country code eg. 96592423
- Date of Birth: Note: Please ensure the correct Date of Birth is entered as this may impact your funding eligibility. DD/MM/YYYY
- Race: Please select
- Gender: Please select
- Highest Qualification Obtained: Please select

Mailing Address

- Country (Mailing): Singapore
- Postal Code:
- Billing Address:
- Unit: Unit Number e.g #08-123

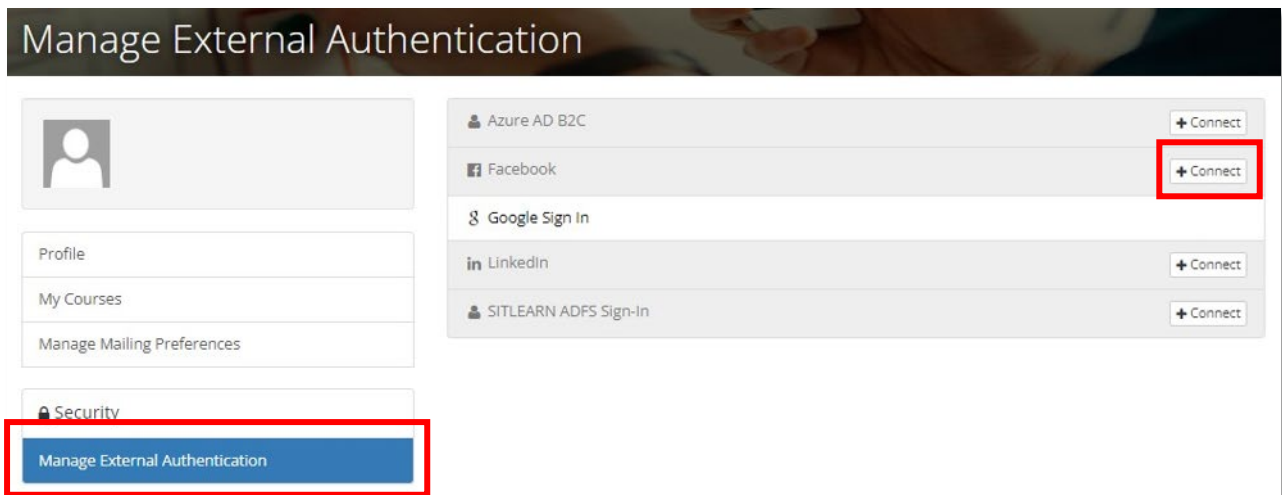
Once completed, click “Update” at the bottom of the page.

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

B. Link Your Social Media Accounts

Click “Manage External Authentication” if you would like to link your other social media profiles to your SITLEARN account for easy access. Click “Connect” on the social media platform you would like to connect to and log in accordingly.



Manage External Authentication

- Profile
- My Courses
- Manage Mailing Preferences
- Security
- Manage External Authentication**

Azure AD B2C	+ Connect
Facebook	+ Connect
Google Sign In	
LinkedIn	+ Connect
SITLEARN ADFS Sign-In	+ Connect

C. Managing Mailing Preferences

To update your mailing preferences, click “Manage Mailing Preferences”. Select the categories that you are interested in and click “Submit”.

Profile

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

Essential Information

Salutation *
Please select

First Name *
Given Name as per Identification Card

Last Name *
Family Name/Surname as per Identification Card

Official Full Name (as per NRIC/Passport) * ⓘ
Official Full Name as per Identification Card

Email * ⓘ
john.tan@email.com

Company Name * ⓘ
Please select

Job Title *

How did you learn about us ? *
Please select

Mailing Preferences

Select all

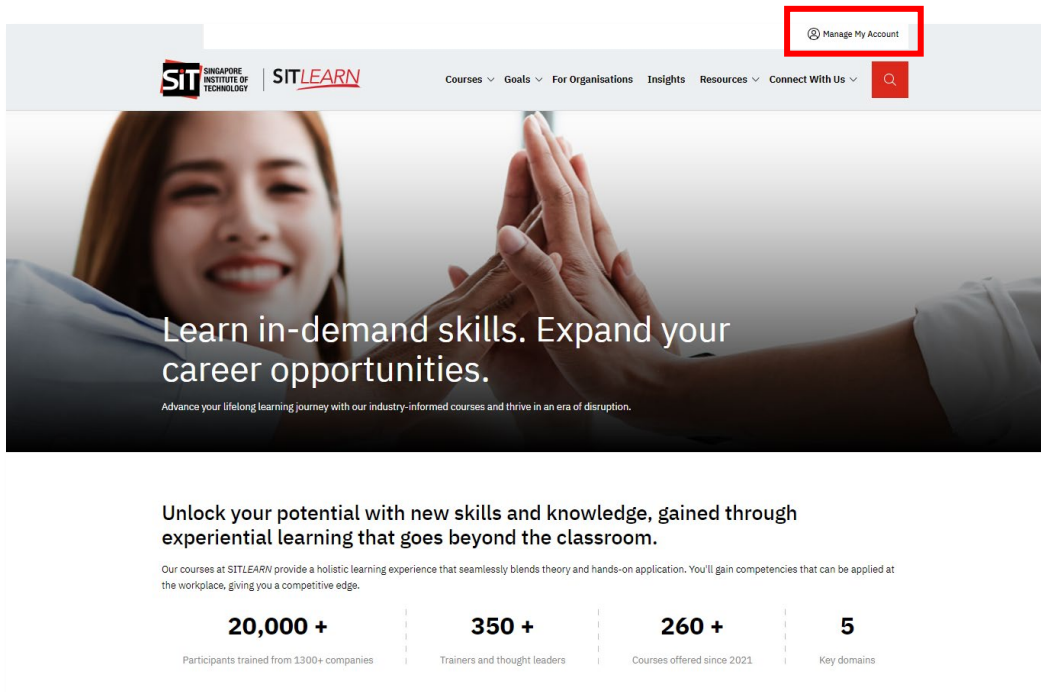
Select at least one area of interest for the email(s) that you would like to receive from SITLEARN.

<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

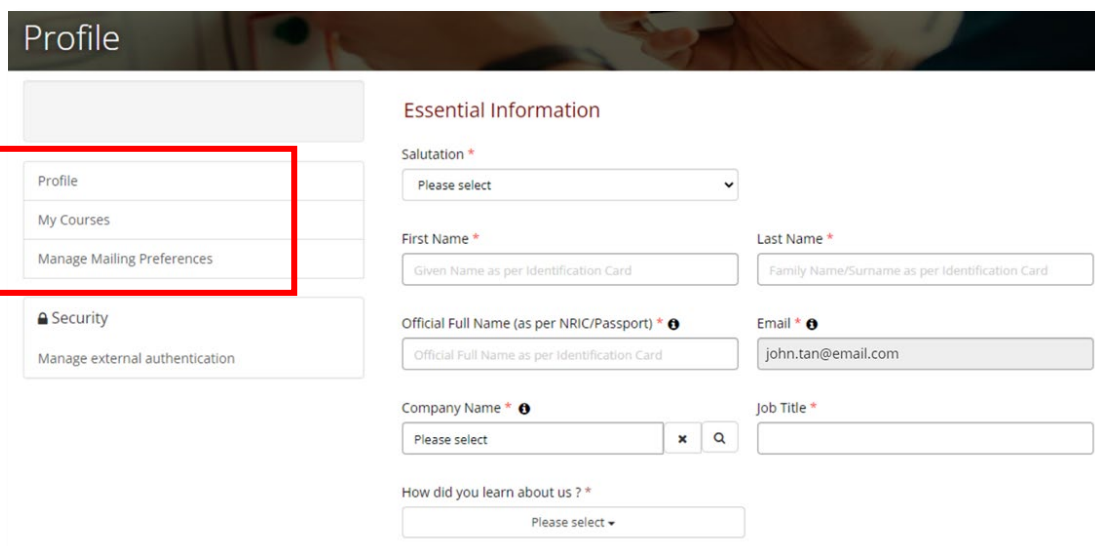
1.2 Login to SITLEARN Portal (Self-Sponsored)

You may visit **SITLEARN - Home** (singaporetech.edu.sg/sitlearn/) and click “Manage My Account” at the top right of the website.



Please select the social media platform that you have used for account creation. Once you have logged in successfully, you will be brought to your Profile page and you can:

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

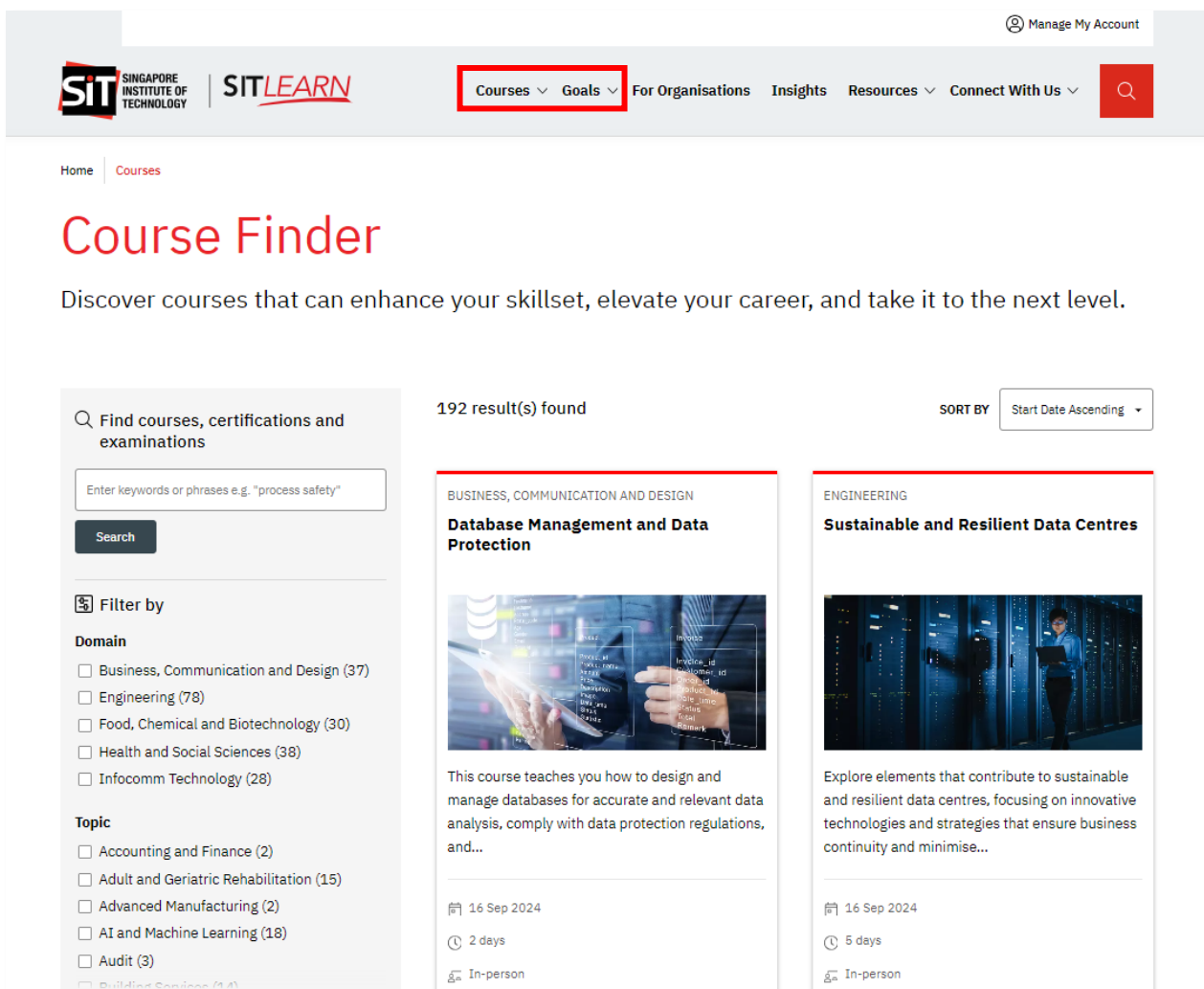


2 Register for a Course¹

2.1 Course Registration for Individuals and Self-Sponsored

Kindly ensure you have an account with SITLEARN and log in before registering for the course(s) you are keen to attend. Please refer to [1.1 Account Creation](#) on the steps of creating an 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](#).



¹ Course includes Seminars, Symposiums, Examinations, Workshops etc

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

On the Course Registration page, please fill in all the relevant details, attach the relevant documents and check the declaration box before clicking “Next” to view the Course Payment Summary.

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 (LTV+ holders only). For more information on Funding Support for Long-Term Visit Pass Plus Green Pass Plus (LTV+) 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

1. Billing Information

Course Name *
Artificial Intelligence in Broad Strokes

Different Billing Information

Salutation *
Mr.

First Name *
John

Last Name *
Tan

Official Full Name *
John Tan

Contact Number *
98765432

Email *
john.tan@email.com

Gender
Male

Company Name (for self sponsored) *
Not Applicable

Job Title *
NA

Country(Billing) *
Singapore

Postal Code *
123456

Supporting Documents
-You are recommended to submit the supporting documents into a single file (max. 5MB).
[Choose Files](#) No file chosen

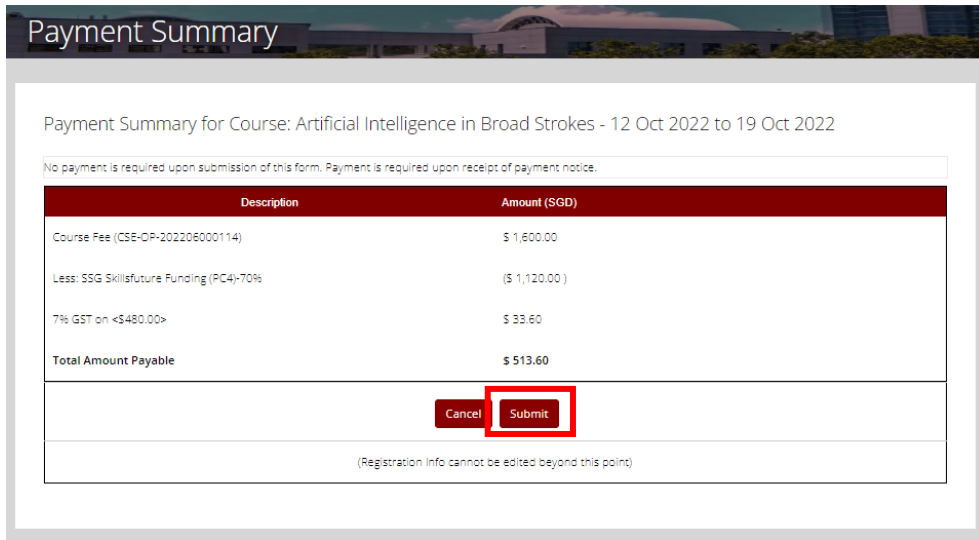
Upon Submission, you acknowledge that you are not a company sponsored participant and will be liable for payment of full net course fees.

I confirm 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".

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

Next Cancel

Upon submission, you will be brought to the Payment Summary page where a breakdown of the course fee is shown. Please verify on the total amount payable and click “Submit”. No payment is required at this point.



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

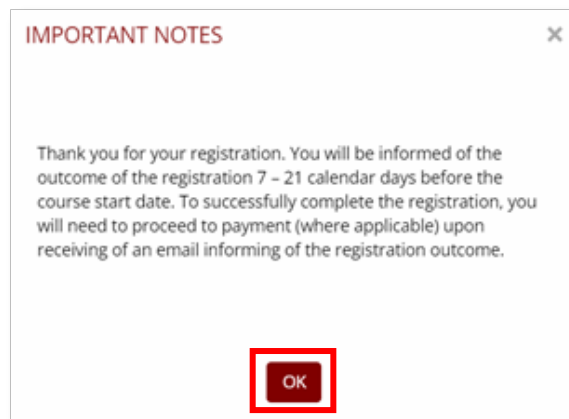
No payment is required upon submission of this form. Payment is required upon receipt of payment notice.

Description	Amount (SGD)
Course Fee (CSE-OP-202206000114)	\$ 1,600.00
Less: SSG Skillsfuture Funding (PC4)-70%	(\$ 1,120.00)
7% GST on <\$480.00>	\$ 33.60
Total Amount Payable	\$ 513.60

Cancel Submit

(Registration Info cannot be edited beyond this point)

A pop-up message will appear to notify you that SITLEARN has received your registration and you will receive an email on the outcome of your registration **7 - 21** calendar days before the course start date. Click “OK” to complete the registration submission.



IMPORTANT NOTES X

Thank you for your registration. You will be informed of the outcome of the registration 7 – 21 calendar days before the course start date. To successfully complete the registration, you will need to proceed to payment (where applicable) upon receiving of an email informing of the registration outcome.

OK

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”.

My Courses

S/No	Registration ID	Course Name	Registration Date	Registration Status	Action	Invoice
1	REG-202206014287	Artificial Intelligence in Broad Strokes	17/06/2022	Pending Approval	Pay	

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

Dear Mr Tan

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 is **Pending Approval**.

We will inform you of the final registration status 7–21 calendar days before the course start date.

Payment
If your registration status is confirmed, we will notify you for payment as a **self-sponsored participant**. If you are company-sponsored, do inform us in writing immediately as the invoicing is different.

Financial Charges
Please take note of applicable financial charges should you withdraw once the course application is confirmed by SIT in writing to you.

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 if you require any clarification.

Thank you.

Sincerely,
SITLEARN
Singapore Institute of Technology

For cancellation or amendment, please refer to [5 Course Withdrawal or Course Cancellation](#).

3 Payment for Individuals and Self-Sponsored

Once the course is confirmed to run, SITLEARN will approve your registration and an email will be sent to notify you of the registration status. You may proceed to make payment for the course.

Dear Mr Tan

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

Your registration status is **Pending Full Fee Payment**.

You may login via <https://sitlearn.singaporetech.edu.sg/SignIn?returnUrl=%2F> and proceed to "My Courses" to make the payment. Please take note that our payment terms are immediate.

For Self-sponsored Registrants Using SkillsFuture Credit (SFC)
 Kindly select "Yes" and click on "Proceed to Apply For SkillsFuture Credit (SingPass Login)" to submit the SFC amount. After your SFC submission, please return to SITlearn Website and submit once again. Upon successful submission, you will receive an invoice with the updated payment status via email once SIT has received the payment from SkillsFuture Singapore (SSG). In the event that you cancel your SkillsFuture Credit application, please make immediate payment. We may require you to pay in the event of any unsuccessful disbursement of funding from SSG.

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

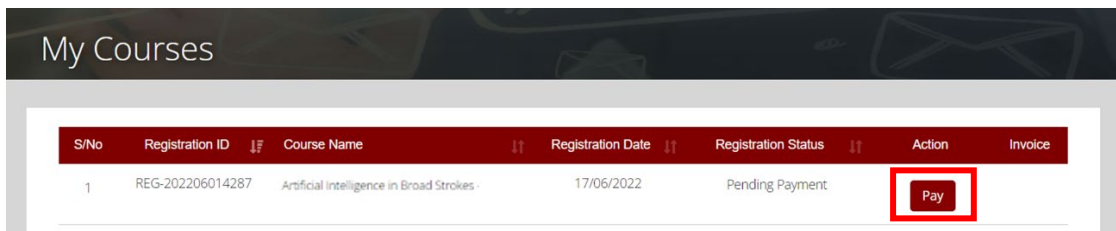
Pre-course Information
 We will email confirmed participants with pre-course administrative information before course commencement.

Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.

Thank you.

Sincerely,
 SITLEARN
 Singapore Institute of Technology

Alternatively, you may proceed to log in via **SITLEARN - Home** (singaporetech.edu.sg/sitlearn/) and click "My Courses" on your Profile page. Click "Pay" to proceed with the course fee payment.

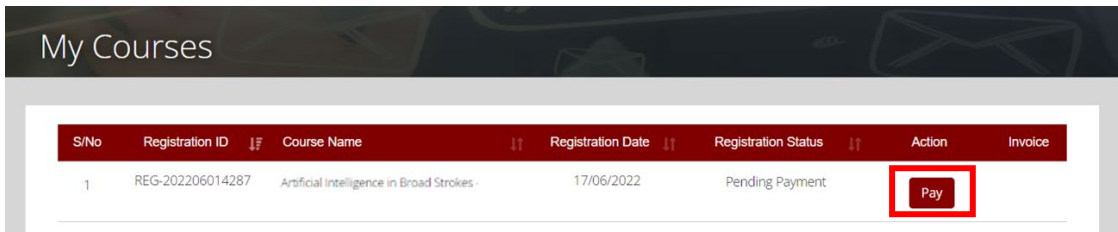


For Individual/Self-Sponsored Participants, you may use the following payment methods:

- **Online Payment**
- **Use SkillsFuture Credits (For Singapore Citizens only)**

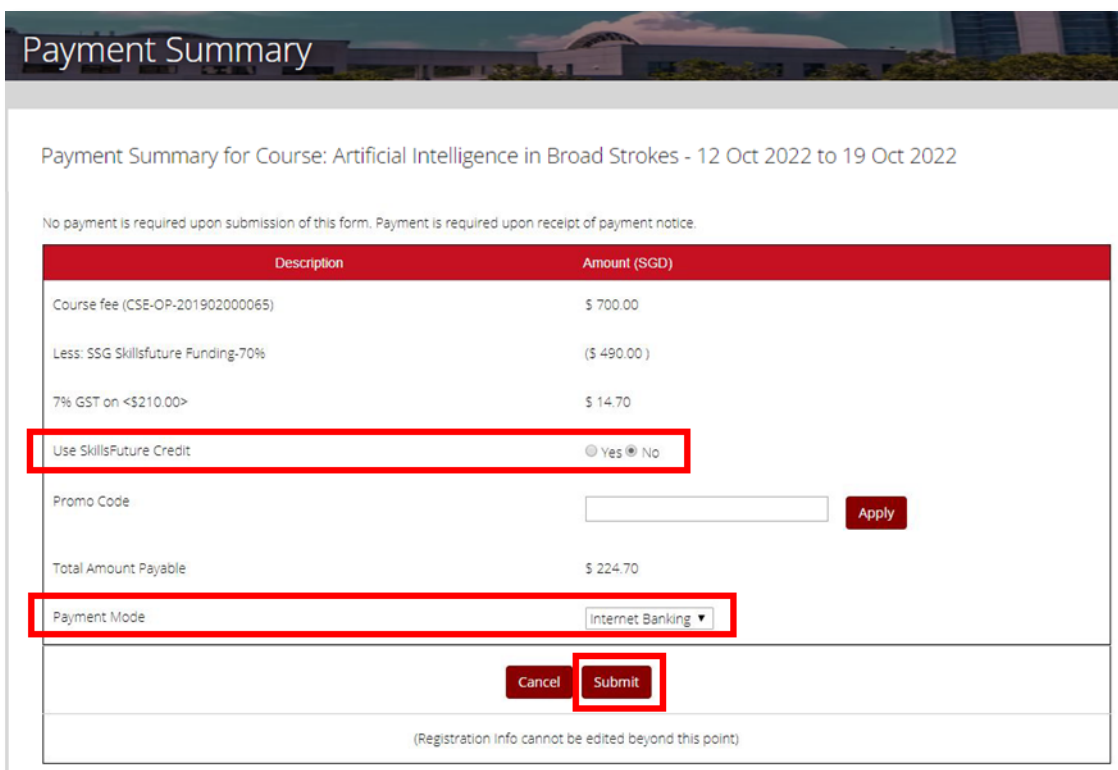
3.1 Online Payment

You may log in by clicking the URL stated in the email. Alternatively, you may proceed to log in via **SITLEARN - Home** (singaporetech.edu.sg/sitlearn/) and click “My Courses” on your Profile page. Click “Pay” to proceed with the course fee payment.



S/No	Registration ID	Course Name	Registration Date	Registration Status	Action	Invoice
1	REG-202206014287	Artificial Intelligence in Broad Strokes	17/06/2022	Pending Payment	Pay	

If you are not using your SkillsFuture Credit to pay, please choose “No” for “Use SkillsFuture Credit” and select your preferred “Payment Mode”. Click “Submit” to proceed to the respective payment gateway for payment.



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)
Course fee (CSE-OP-201902000065)	\$ 700.00
Less: SSG Skillsfuture Funding-70%	(\$ 490.00)
7% GST on <\$210.00>	\$ 14.70
Use SkillsFuture Credit	<input type="radio"/> Yes <input checked="" type="radio"/> No
Promo Code	<input type="text"/> Apply
Total Amount Payable	\$ 224.70
Payment Mode	Internet Banking

Cancel **Submit**

(Registration info cannot be edited beyond this point)

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

Dear Mr Tan

Thank you for the payment.

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

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 if you require any clarification.

Thank you.

Sincerely,
 SITLEARN
 Singapore Institute of Technology

Dear Mr Tan

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.

- 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.
- 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.

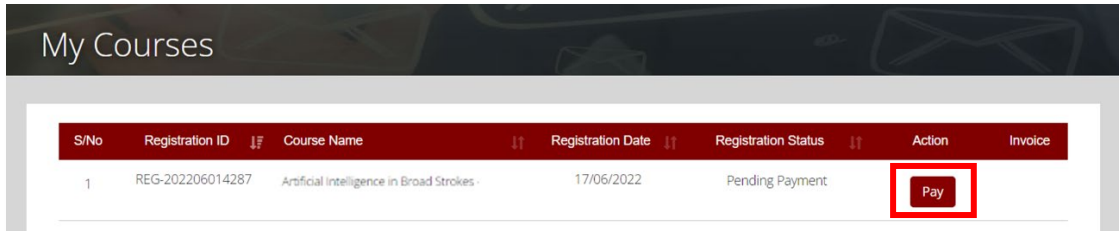
Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.

Thank you.

Sincerely,
 SITLEARN
 Singapore Institute of Technology

3.2 Online Payment – Using SkillsFuture Credits

You may log in by clicking the URL stated in the email. Alternatively, you may proceed to log in via **SITLEARN - Home** (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.

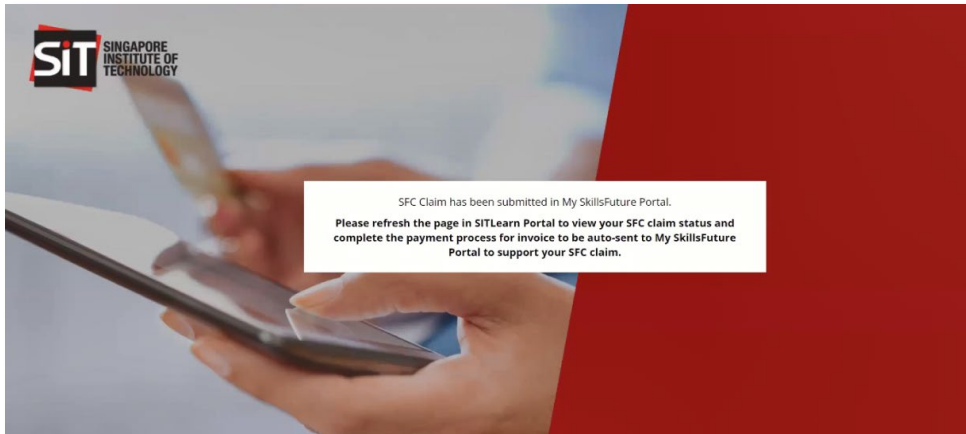


If you would like to utilise your SkillsFuture Credit, please select “Yes” for “Use SkillsFuture Credit”. Click “Proceed to Apply for SkillsFuture Credit (SingPass Login)” and you will be brought to the SkillsFuture Portal Login page.

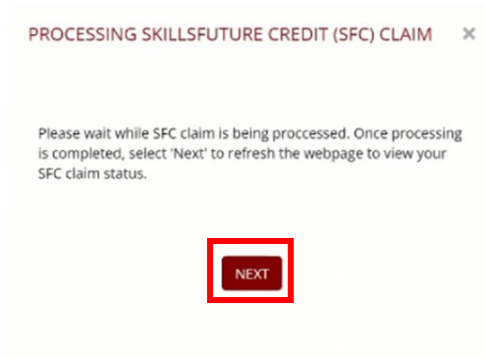


Please log in via your SingPass and input the amount of SkillsFuture Credit (SFC) you would like to utilise and click “Submit”. **Note: Please ensure you have a sufficient amount of SkillsFuture Credit when you key in the amount.**

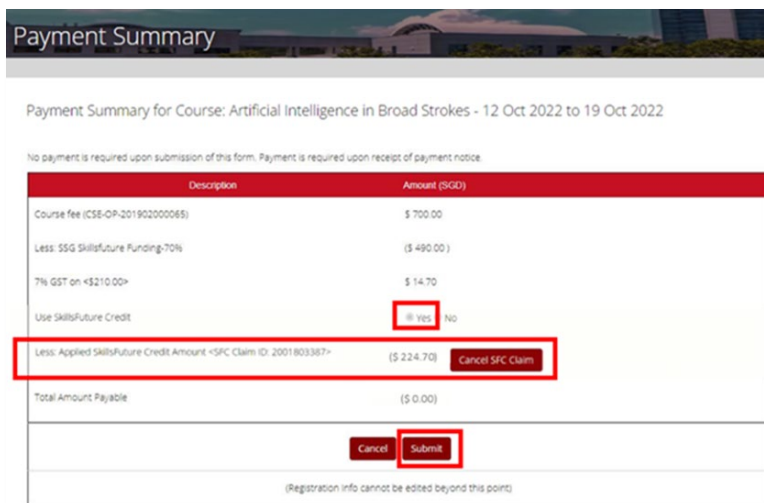
A. Participant using SkillsFuture Credit to pay for the **FULL** amount:



Once the processing is completed, please return to SITLEARN Webpage and click “Next” to refresh the webpage to view your SFC Claim Status.



The payment summary will be updated with an SFC Claim ID and the SFC amount submitted. Kindly verify and click “Submit” to complete the transaction.



Upon submission, an email with the Proforma Invoice will be sent to you.

Dear Mr Tan

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

Your registration status is **Pending SkillsFuture Credit**.

Please find enclosed a proforma invoice for your payment (if applicable). Kindly note that your seat will only be confirmed upon full payment of the course fees.

If you are a self-sponsored registrant utilising SkillsFuture Credit (SFC), a copy of this proforma invoice will be submitted to MySkillsFuture Portal to support your SFC application. You will receive the invoice with the updated payment status via email once SIT has received the payment from SkillsFuture Singapore (SSG). In the event that you cancel your SkillsFuture Credit application, please make immediate payment. We may require you to pay in the event of any unsuccessful disbursement of funding from SSG.

Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.

Thank you.

Sincerely,
SIT LEARN
Singapore Institute of Technology

Note: You will receive the invoice with the updated payment status via email once SkillsFuture Singapore has approved your SFC Application. If you would like to cancel your SkillsFuture Credit Application, please make immediate payment.

Once your SFC application has been approved, you will be notified via email that your SkillsFuture Credit application is approved.

Dear Mr Tan

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

Your SkillsFuture Credit Application is approved.

You will receive the invoice with the updated payment status via email once SIT has received the payment from SkillsFuture Singapore (SSG). In the event that you cancel your SkillsFuture Credit application, please make immediate payment. We may require you to pay in the event of any unsuccessful disbursement of funding from SSG.

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 if you require any clarification.

Thank you.

Sincerely,
SIT LEARN
Singapore Institute of Technology

Once SITLEARN has received payment from SkillsFuture Singapore, you will receive a Course Confirmation email and a Successful Payment email. You will also receive a Pre-course Letter with administrative details **five (5)** days prior to the course start date.

Dear Mr Tan

Thank you for the payment.

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

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 if you require any clarification.

Thank you.

Sincerely,
 SITLEARN
 Singapore Institute of Technology

Dear Mr Tan

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.

c. **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.

d. **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

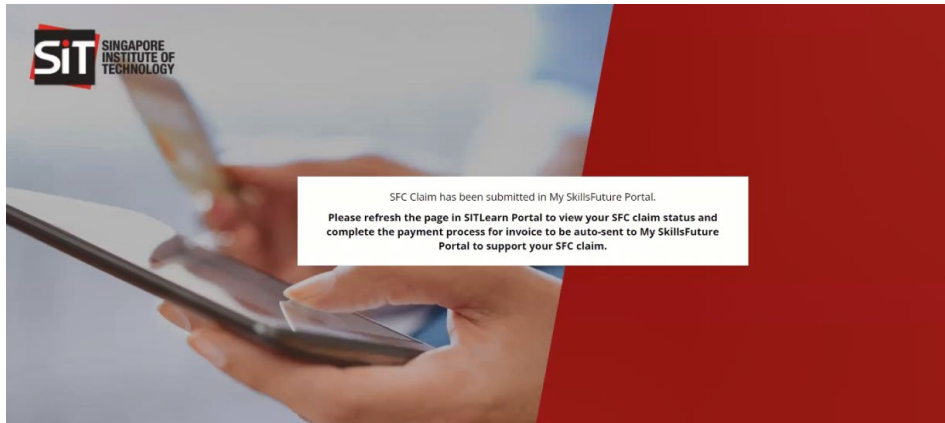
Pre-course Information
 We will email confirmed participants with pre-course administrative information before course commencement.

Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.

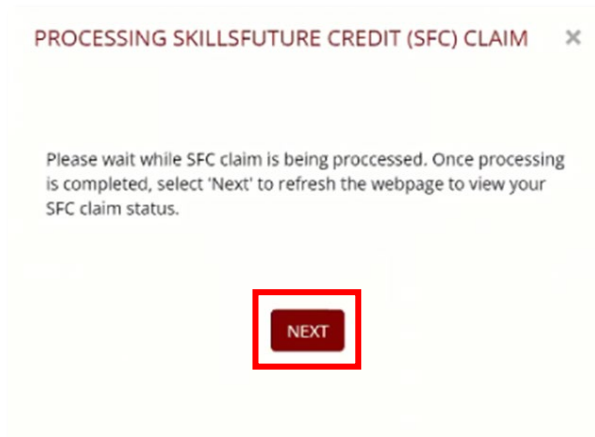
Thank you.

Sincerely,
 SITLEARN
 Singapore Institute of Technology

B. Participant using SkillsFuture Credits to pay for the **PARTIAL** amount:



Once the processing is completed, please return to SITLEARN webpage and click “Next” to refresh the webpage to view your SFC Claim Status.



The payment summary will be updated with an SFC Claim ID and the SFC amount submitted. You may choose to utilise your SkillsFuture Credit fully or partially for the course fee payment. For partial payment using SkillsFuture Credit, please select your preferred “Payment Mode” and click “Submit” to proceed to the respective payment gateway for the balance payable amount.

Payment Summary

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)
Course fee (CSE-OP-201902000065)	\$ 700.00
Less: SSG SkillsFuture Funding-70%	(\$ 490.00)
7% GST on <\$210.00>	\$ 14.70
Use SkillsFuture Credit	<input checked="" type="radio"/> Yes <input type="radio"/> No
Less: Applied SkillsFuture Credit Amount <SFC Claim ID: 2001803387>	(\$ 200.00) Cancel SFC Claim
Total Amount Payable	(\$ 24.70)
Payment Mode	<input type="text" value="Internet Banking"/>

(Registration info cannot be edited beyond this point)

Once you have made the balance payment via the payment gateway, an email with the tax invoice will be sent to you.

Dear Mr Tan

Thank you for the payment.

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

For Self-sponsored Registrants Using SkillsFuture Credit (SFC)
 If you have opted to utilise your SkillsFuture Credit (SFC) to pay for the balance course fees, a copy of this invoice will be submitted to MySkillsFuture Portal to support your SFC application. You will receive the invoice with the updated payment status via email once SIT has received the payment from SkillsFuture Singapore (SSG). In the event that you cancel your SkillsFuture Credit application, please make immediate payment. We may require you to pay in the event of any unsuccessful disbursement of funding from SSG.

Company-sponsored Registrants
 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 if you require any clarification.

Thank you.

Sincerely,
 SITLEARN
 Singapore Institute of Technology

Once SIT LEARN has received payment from SkillsFuture Singapore, you will receive two emails - one on Course Confirmation and another on Invoice. You will also receive a Pre-course Letter with administrative details five (5) days prior to the course start date.

Dear Mr Tan

Thank you for the payment.

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

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 if you require any clarification.

Thank you.

Sincerely,
 SIT LEARN
 Singapore Institute of Technology

Dear Mr Tan

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.

e. **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.

f. **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.

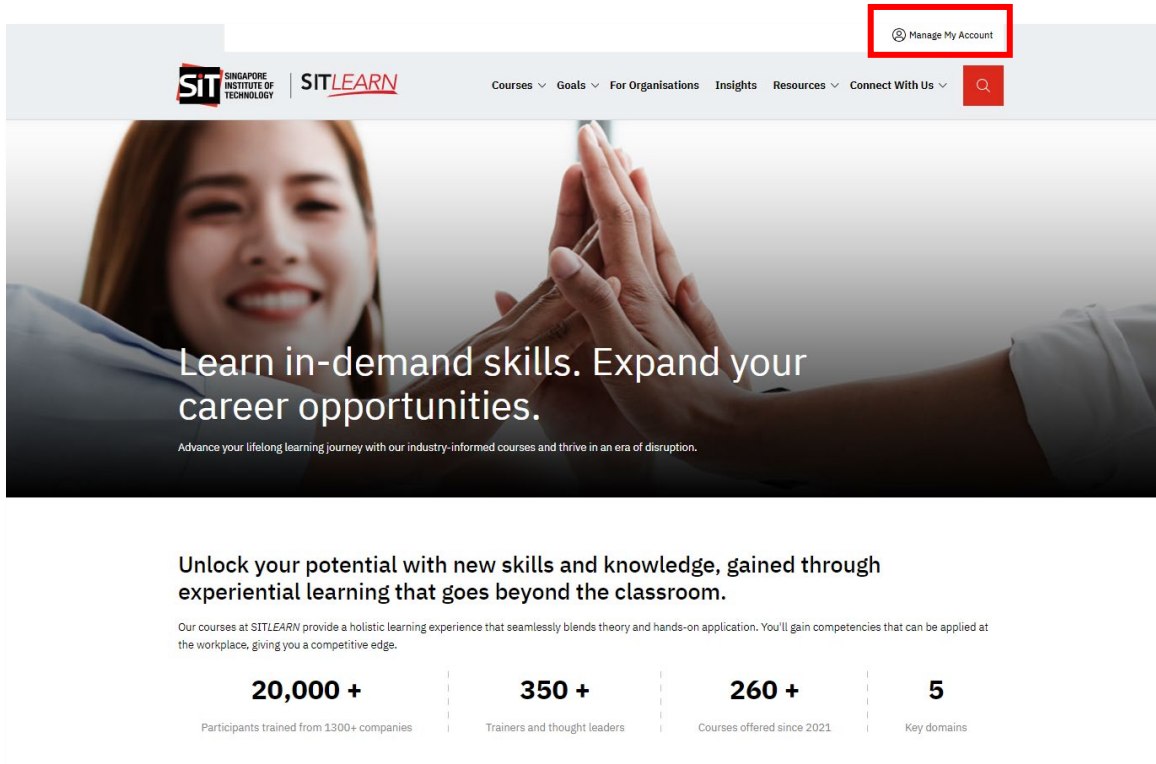
Kindly contact sitlearn@singaporetech.edu.sg if you require any clarification.

Thank you.

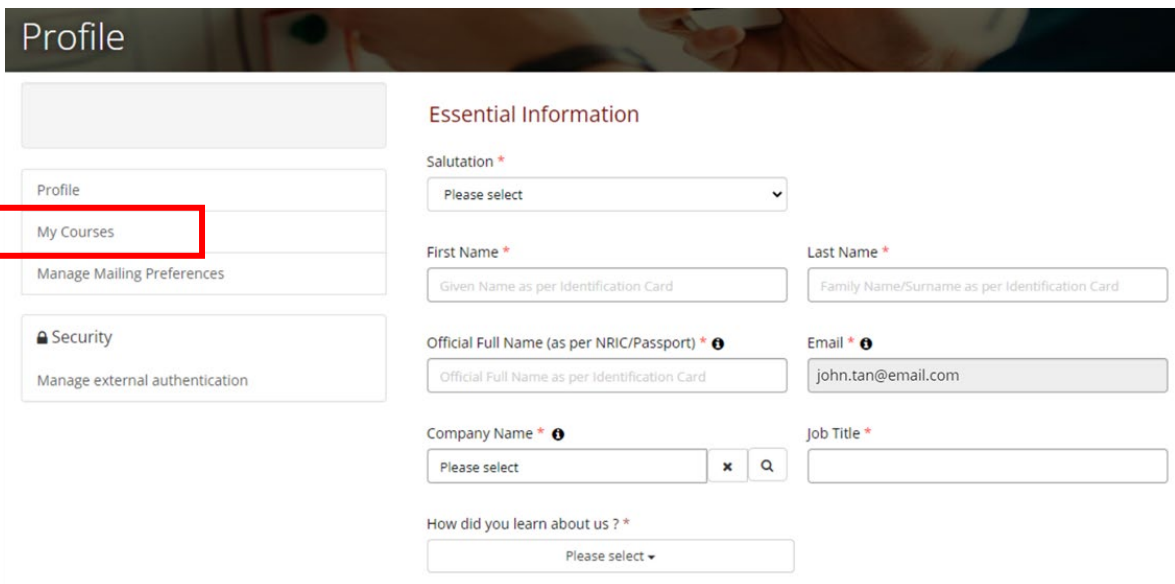
Sincerely,
 SIT LEARN
 Singapore Institute of Technology

4 Course Status

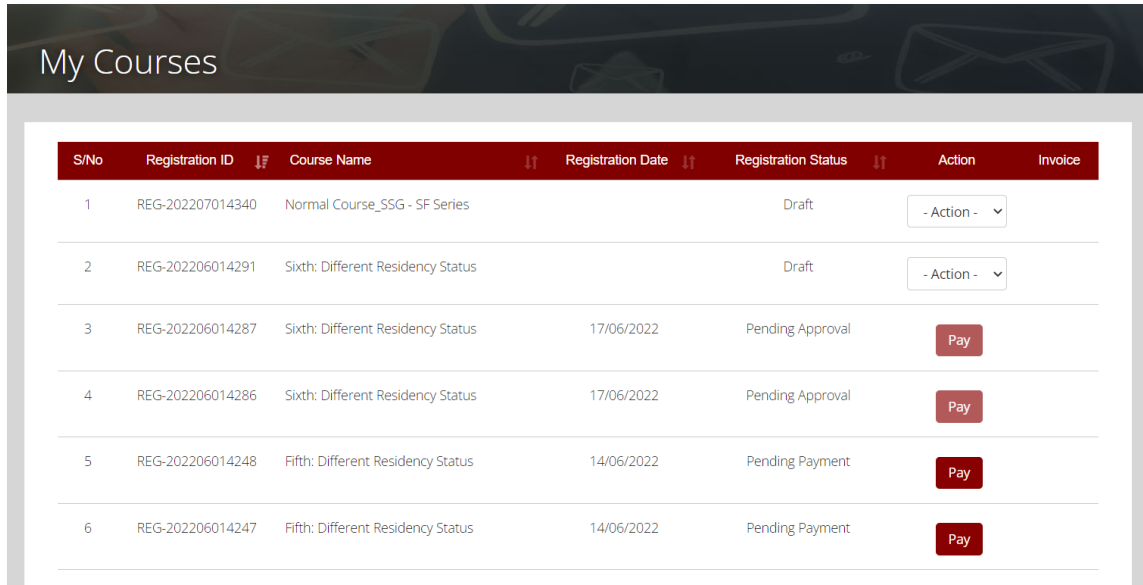
To check the status of your course, please visit **SITLEARN - Home** (singaporetech.edu.sg/sitlearn/) and click “Manage My Account” at the top right of the website.



Please select the social media platform that you have used for account creation. Once you have logged in successfully, select “My Courses” on your Profile page to view the courses that you have registered for.



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	

Registration Status	Action Required
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.

5 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 your registration before the submission. Once you have logged in successfully, you may click on the “Profile” dropdown and select “My Courses” to view on 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 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 Mr Tan

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 if you require any clarification.

Thank you.

Sincerely,
SIT LEARN
Singapore Institute of Technology