

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

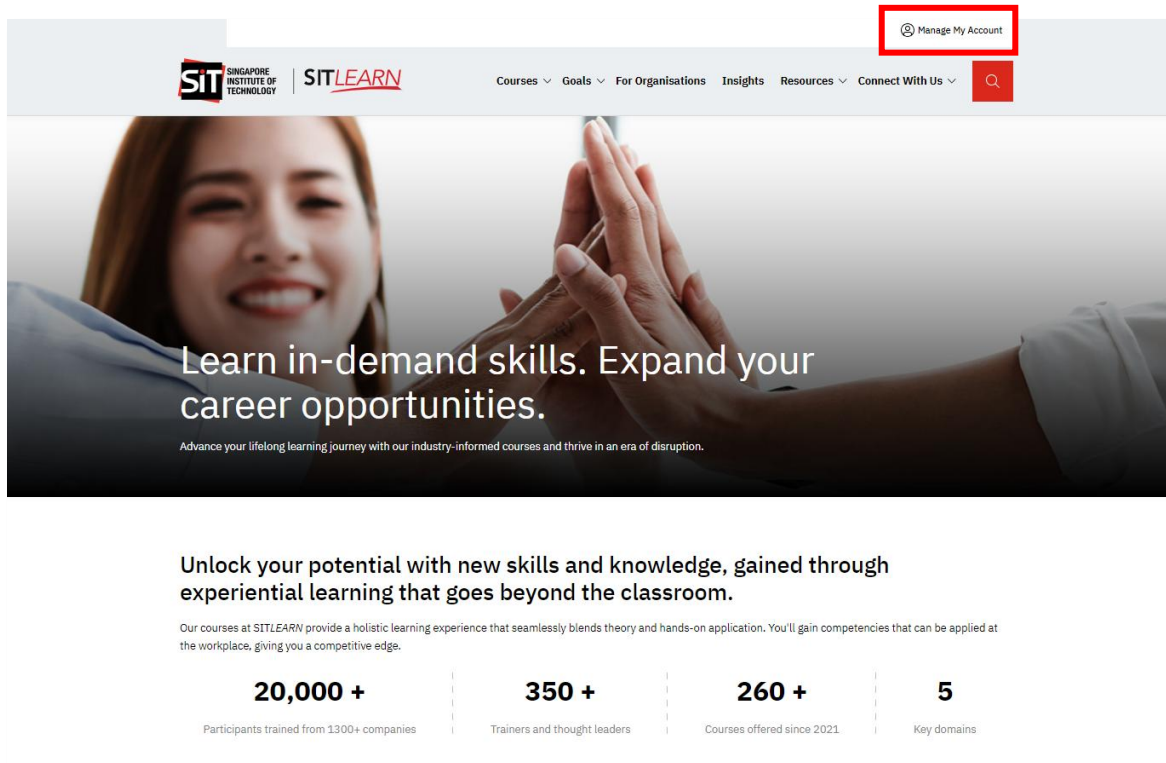
Contents

SITLEARN Website - Account Creation and Course Registration Guide for Corporate HR or Company-Sponsored Participants	1
1. Creating an Account.....	2
1.1 Sign In	2
1.1.1 Corporate HR or Company-Sponsored Participants	3
1.1.2 Corporate Login	6
2. Consent.....	9
3. Manage Mailing Preferences	9
4. Register for a CourseOF.....	11
4.1 Course Registration for HR/Company-Sponsored Participants.....	11
4.2 Add Participant(s)	14
4.2.1 Upload Single Participant.....	15
4.2.2 Upload Multiple Participants	16
4.3 Participants' Consent	19
4.4 Registration Submission.....	19
5. Payment for HR/Company-Sponsored Participants	21
5.1 Online and Offline Payment for HR/Company-Sponsored Participants.....	21
6. Course Status	24
7. Course Withdrawal or Course Cancellation	26

1. Creating an Account

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 Sign In

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

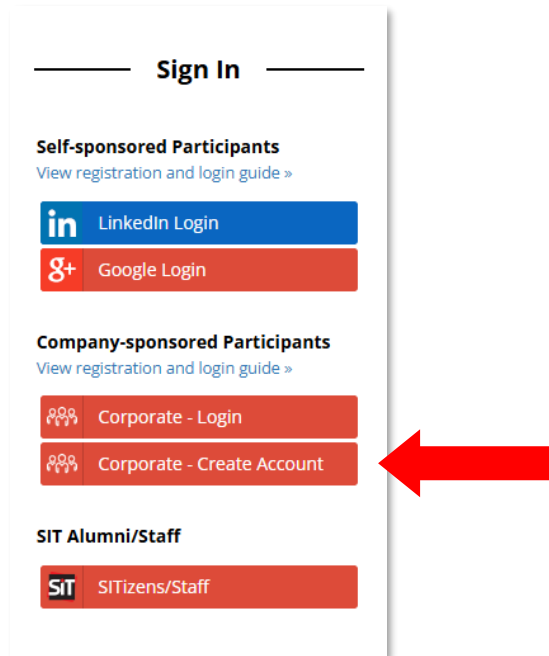
- Corporate HR: You are signing up for courses on behalf of your colleagues.
- Company-sponsored participants: You are signing up for courses yourself and are sponsored by your company.

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 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 for all sections: Company Information, Company Address, and Company Contact. 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.

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 Information

Company Name *	Country of Business Registration *
<input type="text"/>	<input type="text" value="Singapore"/>
Company Registration No./UEN * [?]	Industry Cluster *
<input type="text"/>	<input type="text" value="Please select"/>
Entity Type *	
<input type="text" value="Please select"/>	
Enhanced Training Support for SMEs (ETSS) * [?]	Number of Employees *
<input type="text" value="No"/>	<input type="text"/>
Annual Sales Turnover *	
<input type="text" value="Please select"/>	

Company Address

Block *		Street *	
<input type="text"/>		<input type="text"/>	
Floor * [?]	Unit Number * [?]	City *	
<input type="text"/>	<input type="text"/>	<input type="text" value="Singapore"/>	
State *	Country *	Postal Code *	
<input type="text" value="Singapore"/>	<input type="text" value="Singapore"/>	<input type="text"/>	
Country Code *	Area Code	Company Main Telephone Number *	
<input type="text" value="65"/>	<input type="text"/>	<input type="text"/>	

Company Contact

Salutation *	First Name *	Last Name *
<input type="text" value="Please select"/>	<input type="text"/>	<input type="text"/>
Official Full Name *		Email * [?]
<input type="text" value="Official Full Name as per Identification Card"/>		<input type="text"/>
Designation *		Department/Division *
<input type="text"/>		<input type="text"/>
Country Code *	Area Code	Contact Number *
<input type="text" value="65"/>	<input type="text"/>	<input type="text" value="Kindly indicate your contact number without country code eg 62921189"/>
Country Code	Area Code	Mobile Number
<input type="text" value="65"/>	<input type="text"/>	<input type="text" value="Kindly indicate your mobile number without country code eg 92921189"/>
Remarks		
<input type="text"/>		

Acknowledgement *

- 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.
- I am cognisant 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.

SUBMIT

Upon completion, kindly check the boxes for your Acknowledgement and click “Submit” to proceed. You will receive an email notification upon the submission of the Corporate Sign-up form.

Reg: Your Account Creation Request with SITLEARN was Received



Dear Human Resource,

Thank you for your request to create an account with SITLEARN.

You will receive a confirmation email once your request has been approved within 3 working days.

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

Thank you.

Regards,
SITLEARN
SITLEARN.edu.sg

Your account creation request is now under review and the process may take up to three (3) working days. Once your request has been approved by SITLEARN, you will receive the following email:

Reg: Your Account Creation with SITLEARN was Successful



Dear Human Resource,

Thank you for creating an account with SITLEARN.

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

Step 2: Click on 'Corporate - Login' using your Email Address: HumanResource@yourcompany.com.

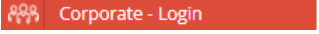
For assistance, please contact us at SITLEARN@SingaporeTech.edu.sg

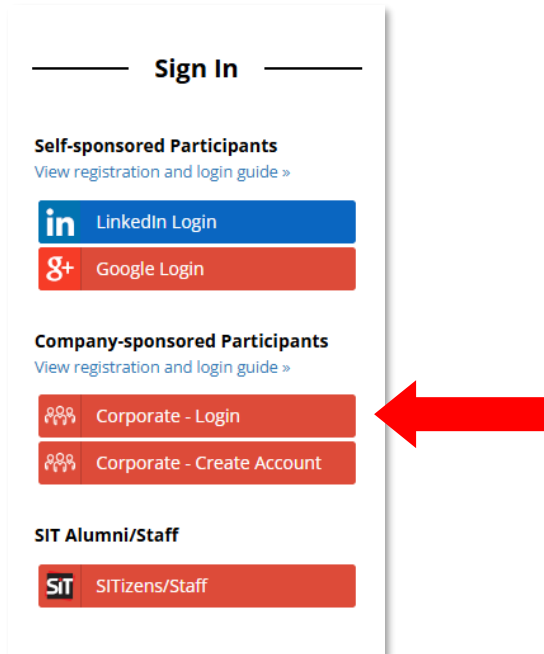
This is an automated notification. Please do not reply to this email.

Thank you.

Regards,
SITLEARN
SITLEARN.edu.sg

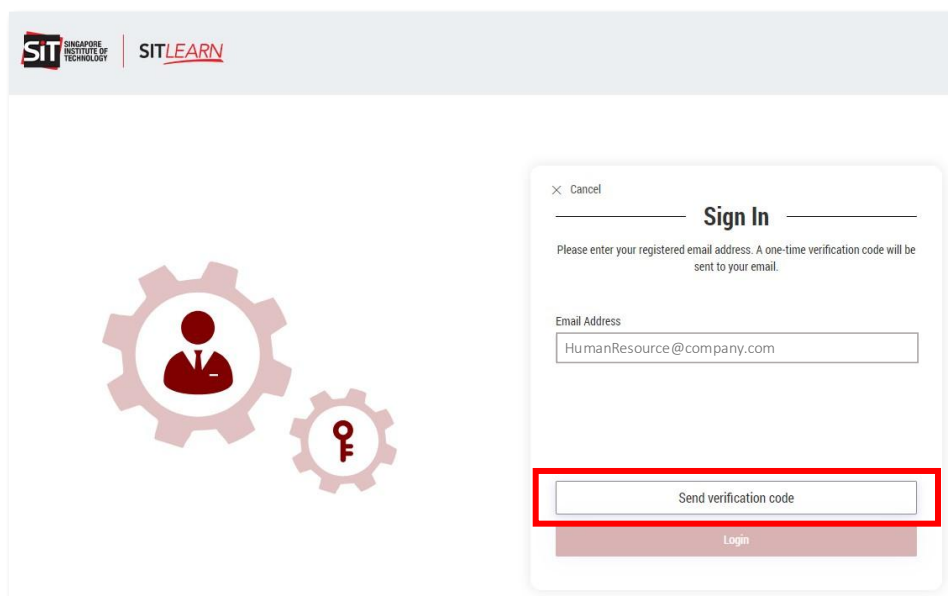
1.1.2 Corporate Login

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

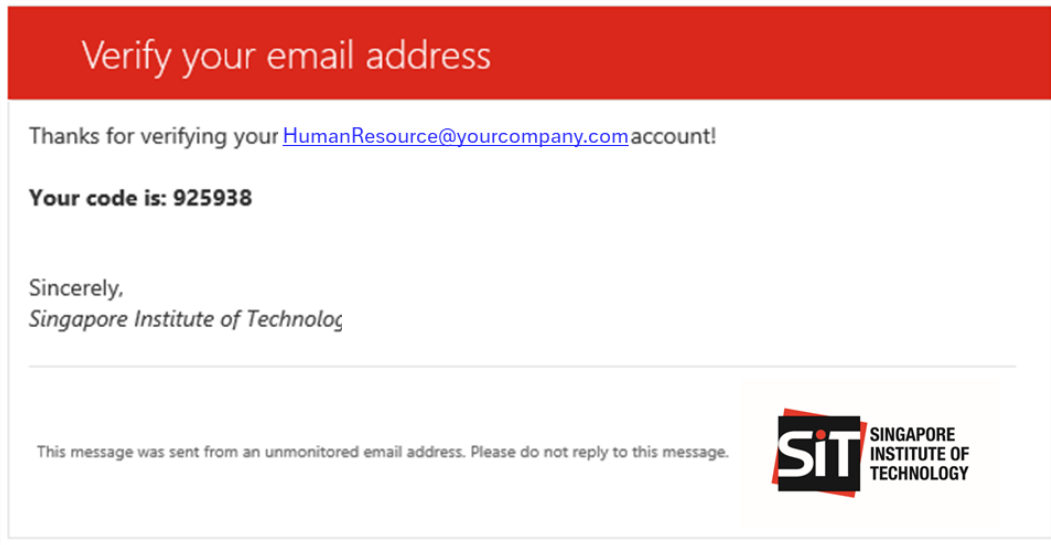


You will be directed to the Sign In page as shown below. Kindly enter your registered email address and click “Send verification code”.

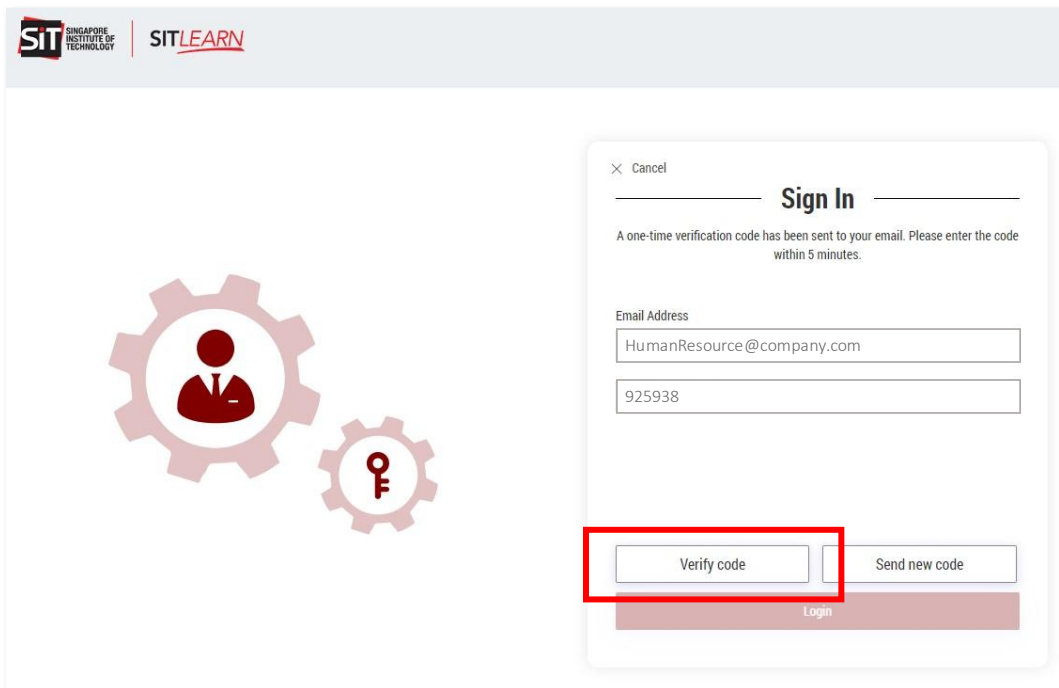
Note: If you encounter any issues receiving the verification code, please check your email spam folder and/or ensure that your company VPN connection is disconnected before requesting for the verification code. Otherwise, click “Send new code” to resend the code.



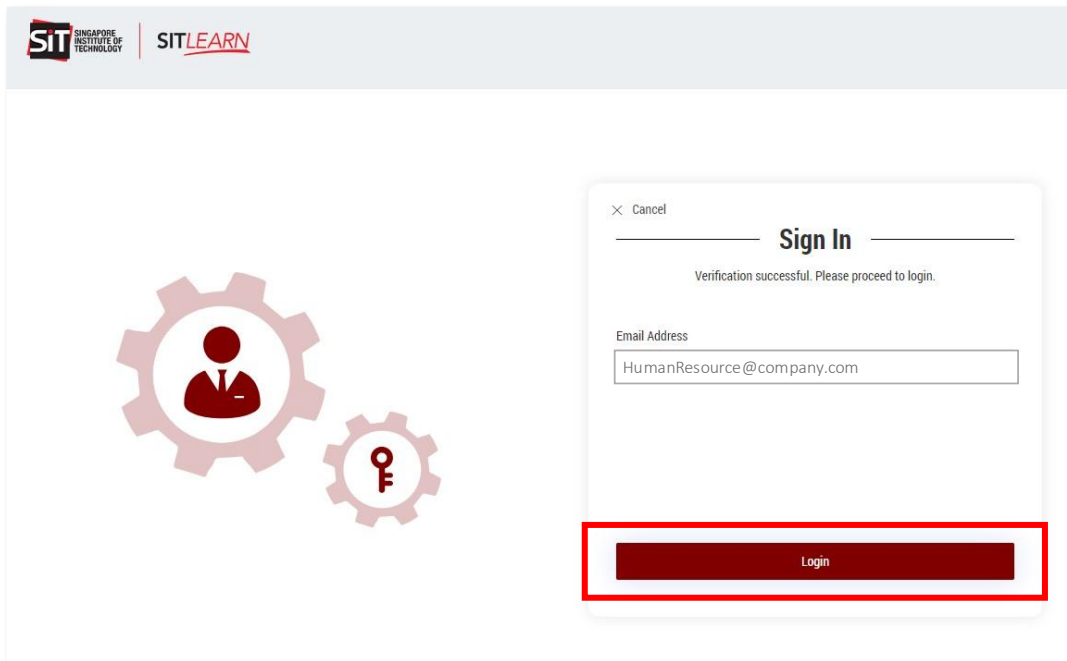
A one-time verification code will be sent to your registered email:



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

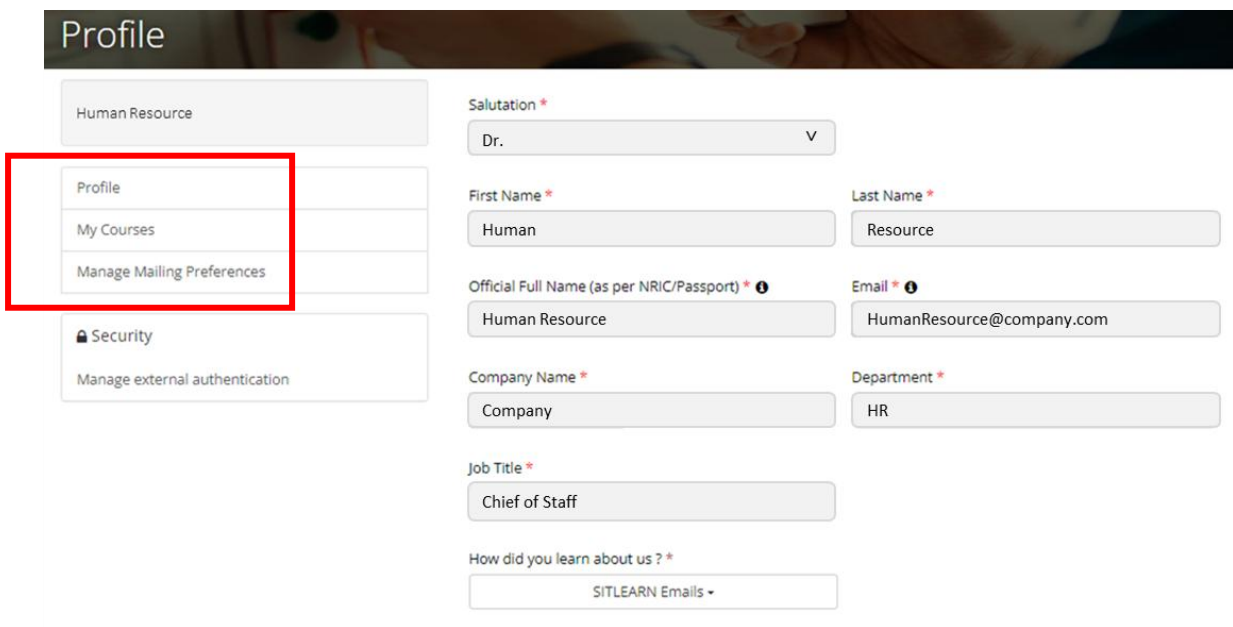


Once the code has been verified successfully, click “Login” to proceed, and you will be directed to our homepage.



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 Your Mailing Preferences



If you would like to update your profile details, please email us at SITLEARN@SingaporeTech.edu.sg.

2. Consent

You can only proceed to other pages and to register for a course when Consent on the Profile page has been updated.

Click to indicate consent(s) for **SIT Terms & Conditions**, **Marketing Communications**, and **Collection and Usage of Personal Data**.

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" and "Communications terms"](#). *

Yes, I wish to receive marketing communications from SIT.

Update

If you have any questions or would like to discuss any aspect of this consent form, please do not hesitate to contact us at SITLEARN@SingaporeTech.edu.sg.

3. Manage Mailing Preferences

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

The screenshot shows the 'Profile' page with a sidebar on the left containing the following menu items: Human Resource, Profile, My Courses, **Manage Mailing Preferences** (highlighted with a red box), Security, and Manage external authentication. The main content area contains the following form fields:

- Salutation *: Dr. (dropdown)
- 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 (dropdown)

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

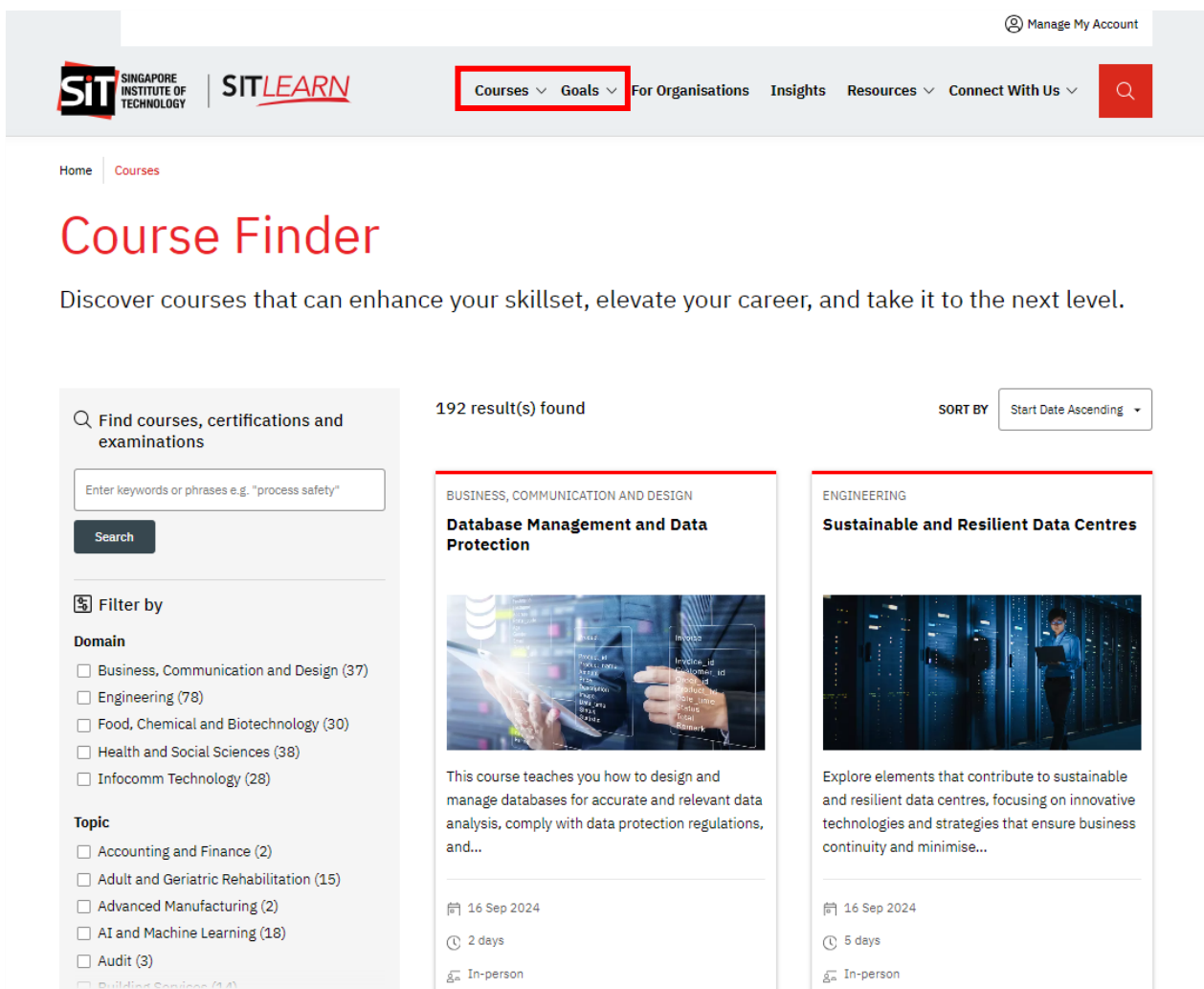
Submit

4. Register for a Course¹

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](#).



¹ 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

Domain	Format	Duration
Infocomm Technology	Short Course	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 (LTVPP+ holders only). For more information on Funding Support for Long-Term Visit Pass Plus Green Pass Plus (LTVPP+) 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 *
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 #05-123

Billing Address *

How did you learn about this course? *
Please select ▾

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 LTVPP+ 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 the 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 fil...osen

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

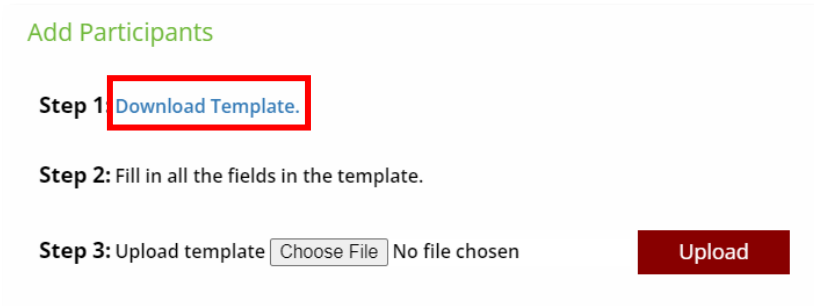
Salutation *	
<input type="text" value="Please select"/>	
First Name *	Last Name *
<input type="text" value="Given Name as per Identification Card"/>	<input type="text" value="Family Name/Surname as per Identification Card"/>
Official Full Name * ⓘ	Gender *
<input type="text" value="Official Full Name as per Identification Card"/>	<input type="text" value="Please select"/>
Date of Birth *	
<small>Note: Please ensure the correct Date of Birth is entered as this may impact your funding eligibility.</small>	
<input type="text" value="DD/MM/YYYY"/>	
Residency Status * ⓘ	Country of Residence *
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>
Identification Type *	Identification Number *
<input type="text" value="Please select"/>	<input type="text"/>
Citizenship Country *	
<input type="text" value="Please select"/>	
Marital Status *	Race *
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>
Dietary Concerns *	
<input type="text" value="Please select"/>	
Highest Qualification Obtained *	Job Title *
<input type="text" value="Please select"/>	<input type="text"/>
Contact Details	
Contact Number *	Email * ⓘ
<input type="text" value="Kindly indicate your mobile number without country code eg. 96592423"/>	<input type="text"/>
Submit	

Please ensure that all information for the participant is accurate, as you will not be able to edit after submission. The only option available is to delete the participant.

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”.

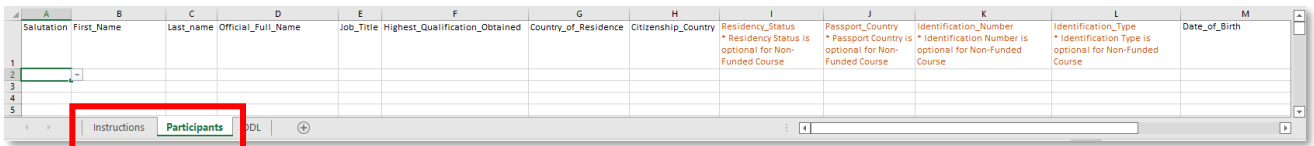


We encourage you to always download the template for each registration, ensuring that you have the latest version and to prevent errors when uploading the list of participants.

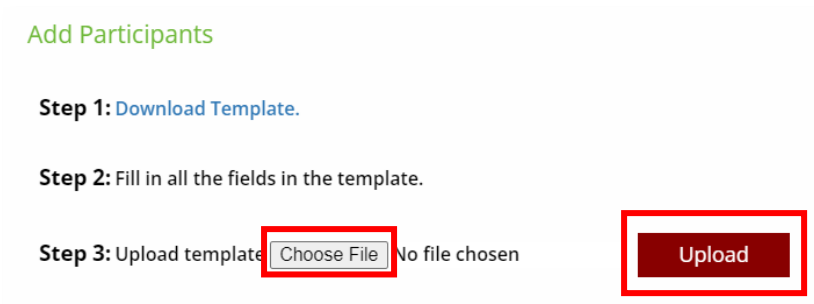
The latest template can also be downloaded here: [Multiple Participants Template](#).

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)		S584200Z	NRIC	01/01/1985	Married	Male	Asian	None	91234567	employee.one@company.com	Edit
Ms.	Two	Employee	Employee Two	Engineer	Bachelor	Singapore	Argentina	Foreigner (IS)		F7361907Q	FIN No	01/01/1973	Single	Female	Caucasian	Vegetarian	91234567	employee.two@company.com	Edit

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 that you have added or uploaded under Registration Participant Information.

Please ensure that all information for the participants is accurate, as you will not be able to edit after submission. The only option available is to delete the participant.

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	S584200Z	None	Active	
Employee Two	Two Employee	Foreigner (IS)	employee.two@company.com	91234567	FIN No	F7361907Q	Vegetarian	Active	

Delete

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. *

Choose Files No fil...osen

Files You Selected:

Delete

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. *

Next
Cancel

A pop-up message will appear to notify you that you are deemed to have accepted the terms on the participants’ behalf and that the registration can only proceed when all Individual Registration Participants have submitted their consent, and that they will receive an email with a consent link.

IMPORTANT NOTICE ✕

As a company representative, you are deemed to have accepted SIT's Terms & Conditions, PDPA policies, and Communications terms on behalf of your users.

After registration, each participant will receive an email with a consent link.

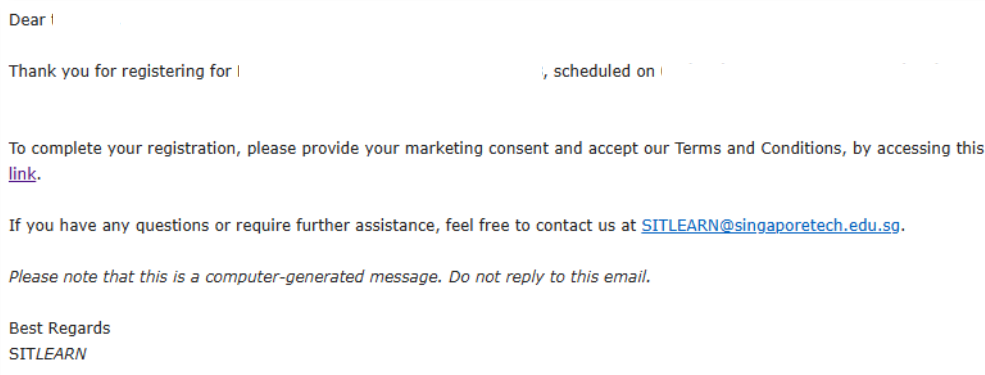
Please remind them to complete it to ensure compliance.

OK

My Courses						
SNo	Registration ID	Course Name	Registration Date	Registration Status	Action	Invoice
1	REG-202304014855	Artificial Intelligence in Broad Strokes	21/09/22	Pending Approval	Pay	
2	REG-202303014771	Artificial Intelligence in Broad Strokes	20/09/22	Pending Consent		

4.3 Participants' Consent

All Individual Registration Participants will receive an email with the consent link for them to provide their consent. Email will be sent to the email provided in the Registration.



4.4 Registration Submission

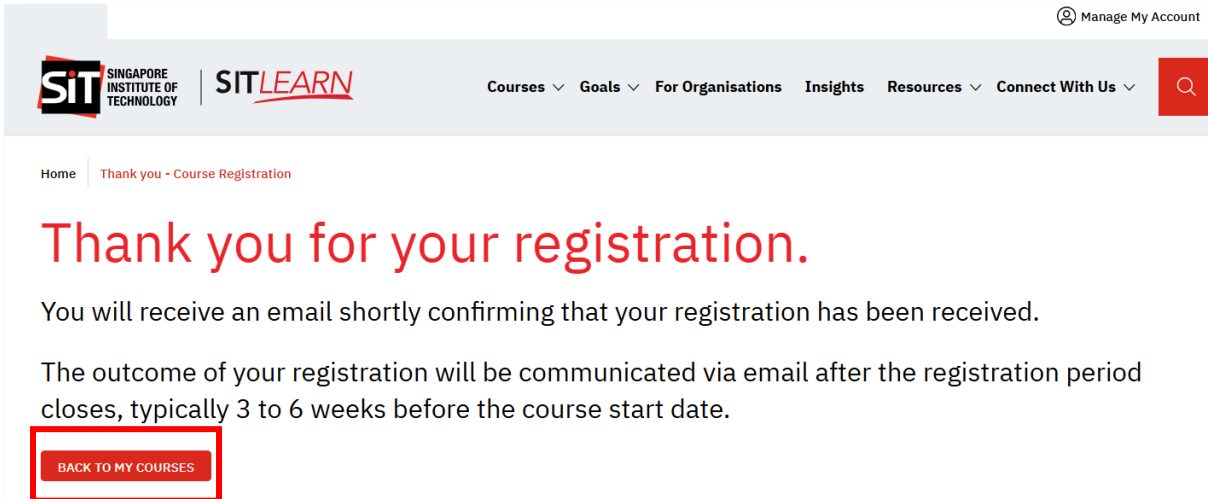
You will be brought to the Payment Summary Page and view the breakdown of the course fee. Click "Submit" to register for the course.

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"/> Apply
Total Amount Payable	\$ 2,225.60
Cancel Submit	
(Registration info cannot be edited beyond this point)	

You will be redirected to an acknowledgment page confirming that SITLEARN has received your registration. The outcome of your registration will be communicated via email after the registration period closes, typically 3 to 6 weeks before the course start date.



You may then click on “Back To My Courses” to view your registration status, which will be shown as 'Pending Approval'.

Note: No payment is required at this point. The “Pay” button will only be made available when the registration status is updated to “Pending Payment”.

My Courses						
S/No	Registration ID	Course Name	Registration Date	Registration Status	Action	Invoice
1	REG-202304014855	Artificial Intelligence in Broad Strokes	21/09/22	Pending Approval	Pay	

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

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 is **Pending Approval**.

The outcome of your registration will be communicated via email after the registration period closes, typically 3 to 6 weeks before the course start date.

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.

Payment
If the registration status is successful, we will notify you for payment as a **company-sponsored participant**. If you are self-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,
SIT LEARN
Singapore Institute of Technology

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-202206000114 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

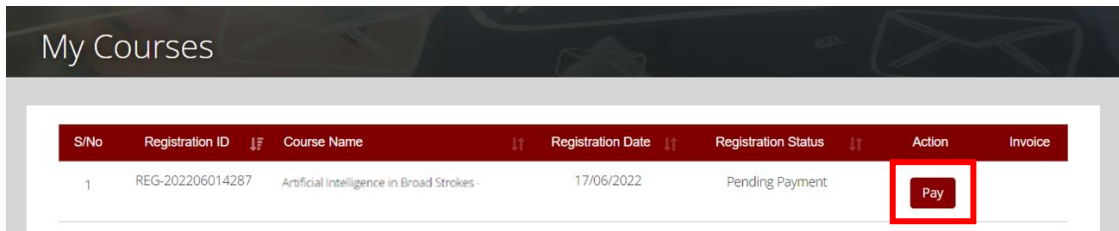
Pre-course Information
We will email confirmed participants with pre-course administrative information before course commencement.

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

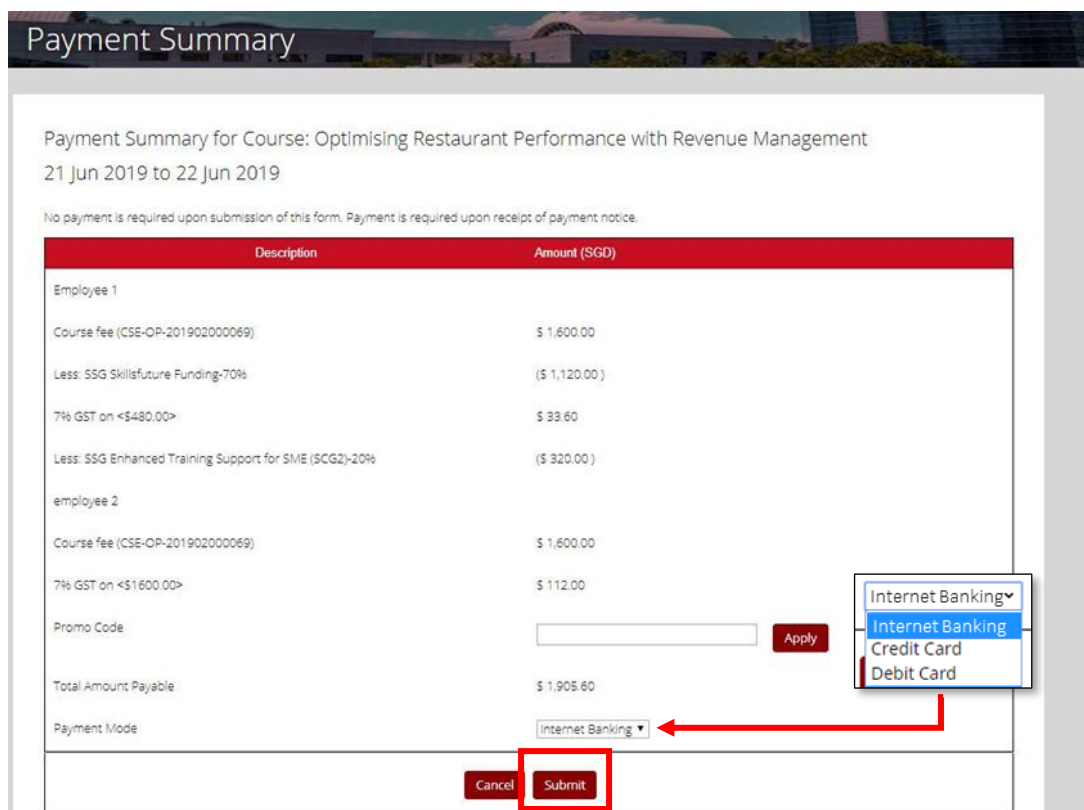
Thank you.

Sincerely,
SIT LEARN
Singapore Institute of Technology

Alternatively, you may proceed to log in via **SIT LEARN - 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.



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”.



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.

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 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.

- 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

Five days prior to the course’s 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 **SIT LEARN - 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 to view the courses that you have registered for.

The screenshot shows the 'Profile' page with a sidebar on the left containing the following menu items: Human Resource, Profile, My Courses (highlighted with a red box), Manage Mailing Preferences, Security, and Manage external authentication. The main content area contains a registration form with the following fields:

- 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? *: SIT LEARN Emails

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

The screenshot shows the 'My Courses' page with a table listing registered courses. The table has the following columns: S/No, Registration ID, Course Name, Registration Date, Registration Status, Action, and Invoice.

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.

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

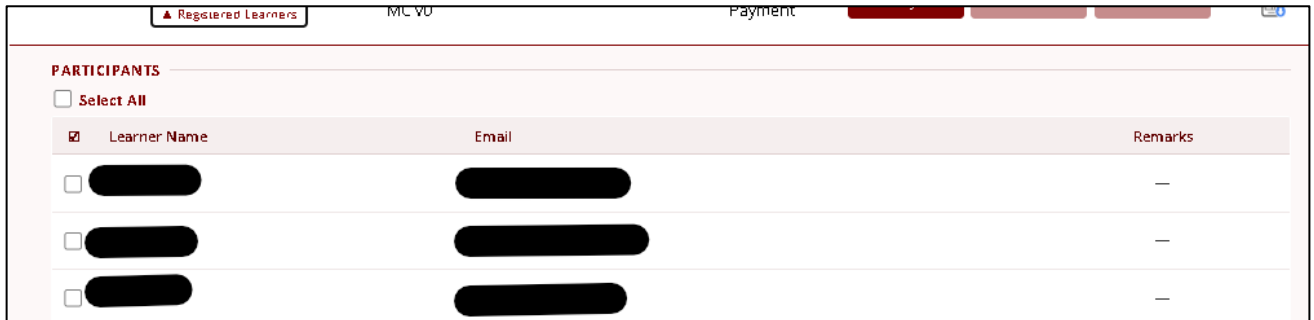
You are allowed to edit/cancel a participant’s registration before the submission. Once you have logged in, you may click on the “Profile” dropdown at and select “My Courses” to view the courses that you have registered for. Click on the “Action” dropdown and select “Edit”/“Cancel”.

Should you wish to withdraw from the course after registration submission, please request through **SITLEARN – Home** (singaporetech.edu.sg/sitlearn/) and click “My Courses” at the top right of the website.

Look for the course you registered, then click on the Withdraw button as shown below:

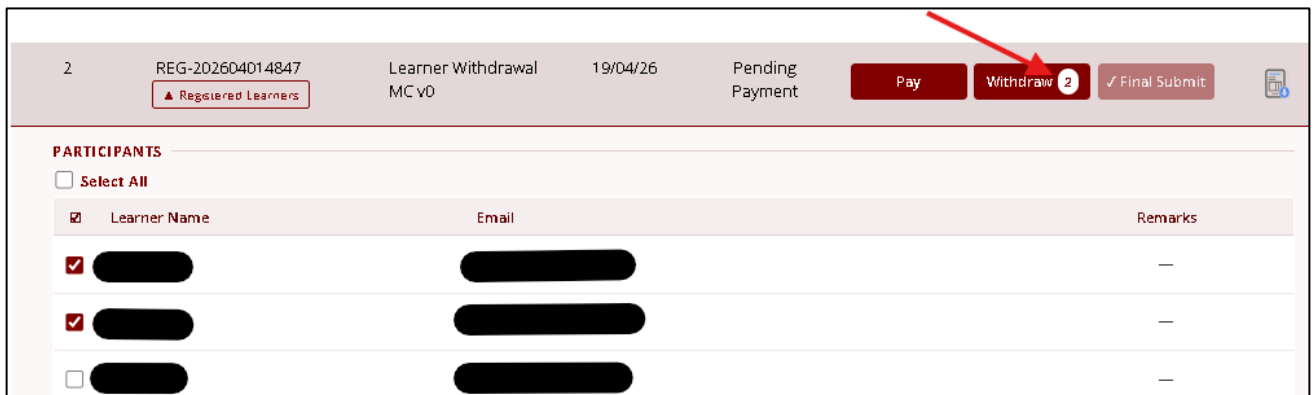
S/No	Registration ID	Course Name	Registration Date	Registration Status	Action	Invoice	Remarks
1	REG-202604014848 Registered Learners	[REDACTED]	19/04/26	Pending Payment	Pay Withdraw Final Submit		—

Click on the Registered Learners to see the list of learners that were registered for the course.

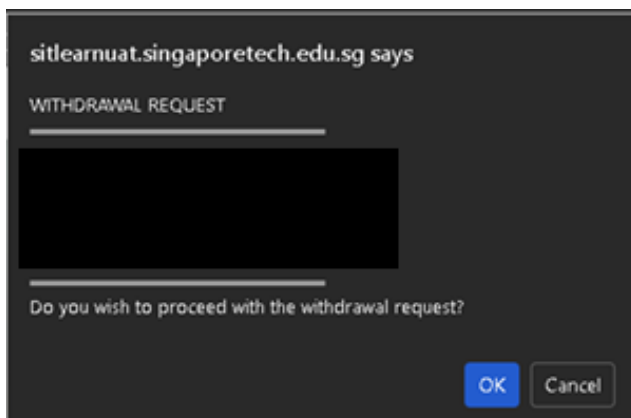


Select the learners you want to withdraw.

Click on the Withdraw button to continue.



A popup window will appear to show the withdrawal charges (if any). Click OK to continue.



Fill up the mandatory fields like Reason for Withdrawal and upload the supporting document.

Bulk Withdrawal Request
✕

BULK WITHDRAWAL REQUEST DETAILS

Course Title: ██████████

Start Date: 27/04/2026

End Date: 20/06/2026

Selected Participants: 2 participant(s) selected for withdrawal

PARTICIPANTS

#	Name	Email
1	██████████	██████████
2	██████████	██████████

Reason for Withdrawal *

Select
▾

Withdrawal charge amount

\$ 1090.00

Supporting Documents

-You are recommended to submit the supporting documents into a single file (max. 20MB). *

Choose File

No file chosen

Click on the Submit button to continue.

Continue to select other learners to withdraw that have a different withdrawal justification and repeat the previous step.

Click on the Final Submit to complete the Withdrawal Request.

2 REG-202604014847 [Redacted] 19/04/26 Pending Payment Pay Withdraw **Final Submit**

PARTICIPANTS

Select All

<input checked="" type="checkbox"/>	Learner Name	Email	Remarks
<input type="checkbox"/>	[Redacted]	[Redacted]	Withdrawal Status: Created Draft
<input type="checkbox"/>	[Redacted]	[Redacted]	Withdrawal Status: Created Draft

sitlearnuat.singaporetech.edu.sg says

Final Submission

This will finalise all withdrawal requests submitted for this registration. Your coordinator will be notified and credit notes will be processed.

Do you wish to proceed?

You will receive an email with the subject “Notification of Withdrawal request submission for registration”

When your withdrawal request is processed, you will receive an email with the subject “Notification of Approved Credit Note/Tax Invoice”

You can check the withdrawal request status via our portal.

Course Cancellation

If a course is cancelled, you will receive an email notification stating that your registration was not successful.

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 if you require any clarification.

Thank you.

Sincerely,
SITLEARN

Singapore Institute of Technology