

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

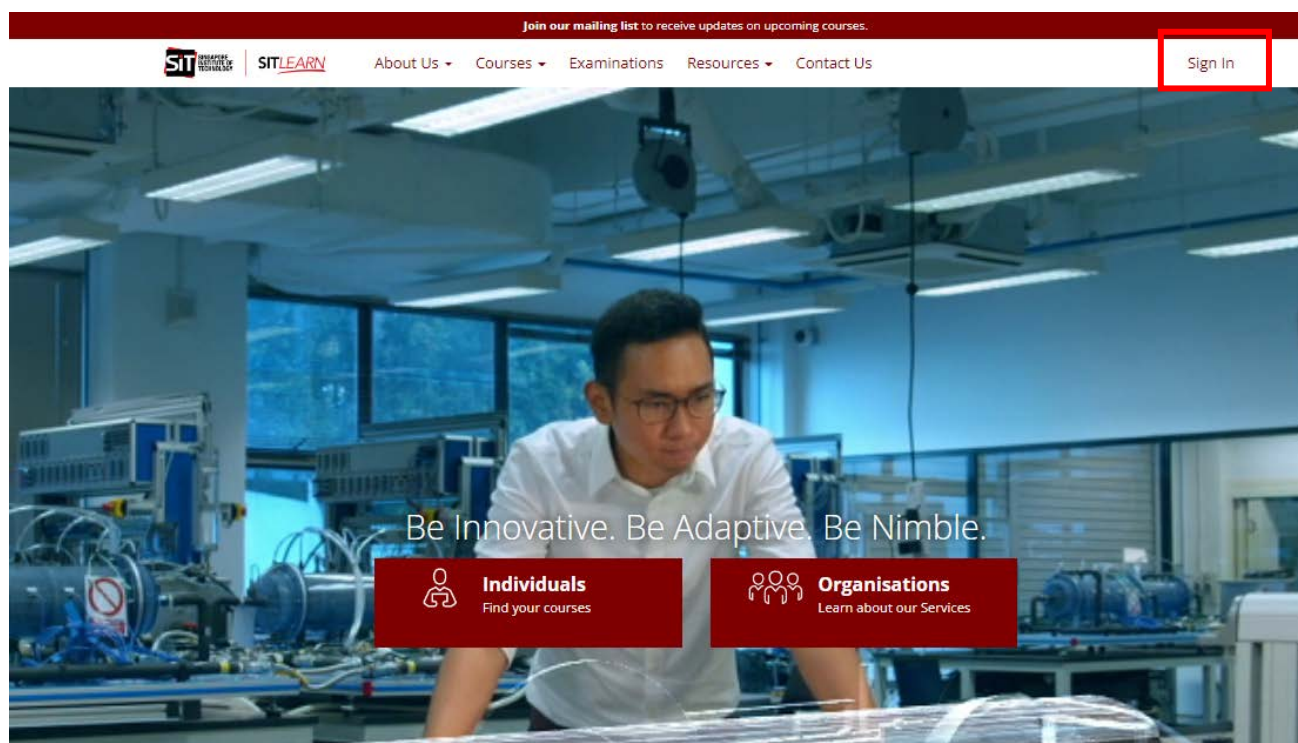
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## 1 Creating an Account

Visit **SIT LEARN – Home** ([sitlearn.edu.sg](https://sitlearn.edu.sg)) and click on the “Sign In” button at the top right of the website.

Please note that you are required to have an account with SIT LEARN 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”.

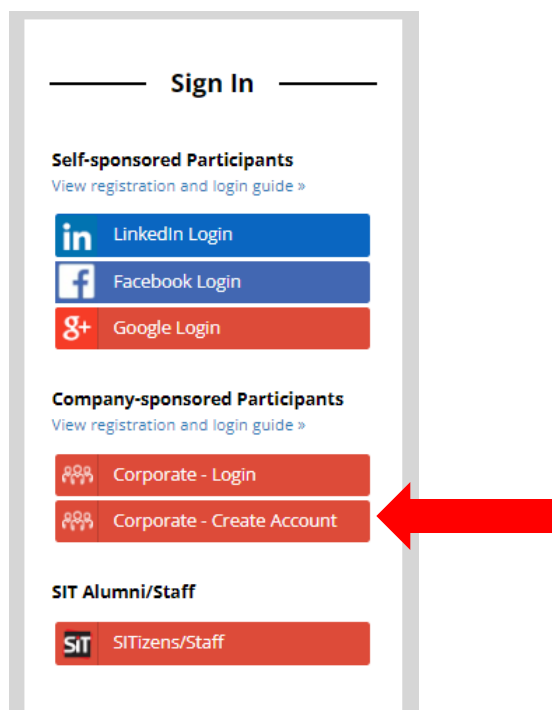
- Corporate HR: You are signing up for courses on behalf of your colleagues.
- Company-sponsored participants: You are signing up for courses yourself and are sponsored by your company.

**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  Corporate - Create Account 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

Country *	Company Registration No / UEN *
Singapore	
Company Name *	Company Size
Ownership *	Industry Clusters

### Company Contact Info (Billing Address)

This is based on information that was submitted previously. To change billing address, this can be provided during course registration.

Postal Code *	Unit Number	
	801-01	
Address *		
Country Code *	Area Code	Main Telephone
65		

### Company Contact Info

Situation *	First Name *	Last Name *
Official Full Name *	Email *	
Job Title *	Department *	
Country Code *	Area Code	Contact Number *
65		
How did you learn about us ? *		
None selected +		
Remarks		


☐ I declare that I am authorized 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". Correspondence on account creation, billing and course details will be sent to this email. \*

Submit
Reset

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:

Confirmation

Message Received



Thank you for signing up on behalf of your company. You will receive an email message with login credentials once your sign up request is approved.

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 HR,

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: [HR@company.com](mailto:HR@company.com)


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

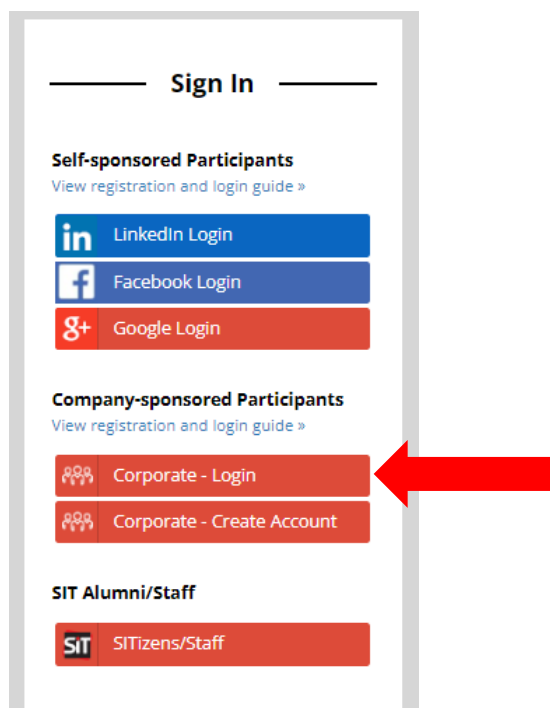
This is an automated notification. Please do not reply to this email.

Thank you.

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



### 1.1.2 Corporate Login


Visit **SITLEARN – Home** ([sitlearn.edu.sg](http://sitlearn.edu.sg)) and click on the “Sign In” button at the top right of the website and select  **Corporate - Login** 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.



× Cancel
**Sign In**

Please enter your registered email address. A one-time verification code will be sent to your email.

Email Address

HR@company.com

Send verification code

Login

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

Verify your email address


Thanks for verifying your HR@company.com account!

Your code is: 925938



Sincerely,  
Singapore Institute of Technology (B2C-UAT)


---

This message was sent from an unmonitored email address. Please do not reply to this message.



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



× Cancel

## Sign In

A one-time verification code has been sent to your email. Please enter the code within 5 minutes.

Email Address

HR@company.com



925938


Verify code

Send new code

Login

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



× Cancel

## Sign In

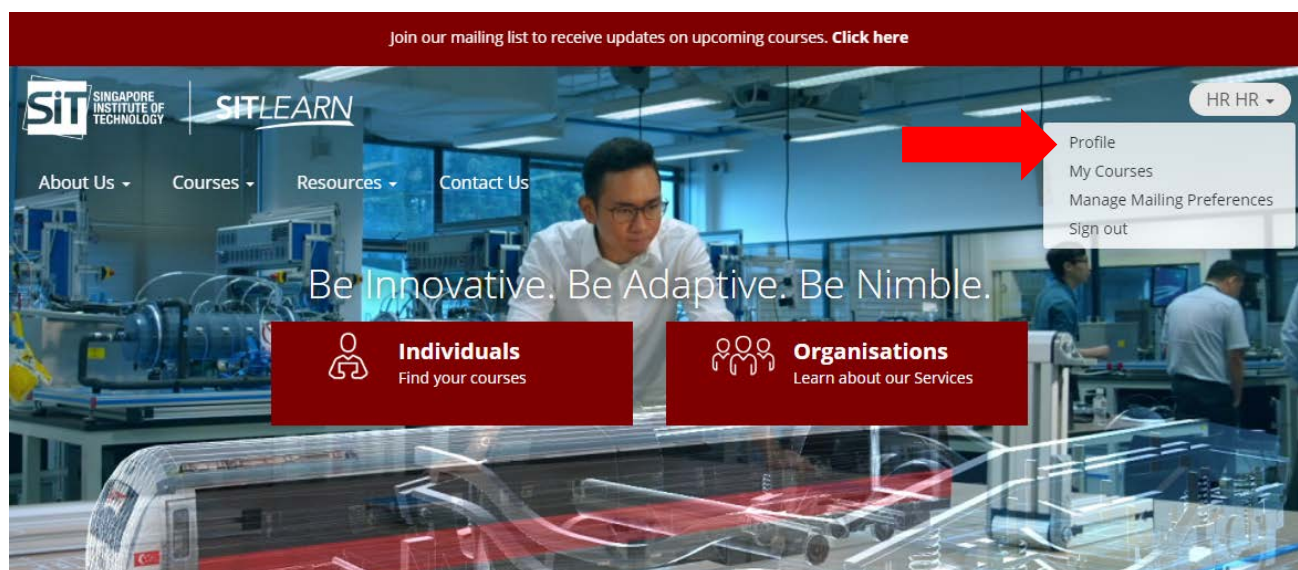
Verification successful. Please proceed to login.

Email Address

HR@company.com

Login

Click your name at the top right corner of the page and click “Profile”.



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

## Profile

HR HR

Profile

My Courses

Manage Mailing Preferences

Security

Manage external authentication

Salutation \*

Ms.

First Name \*

HR

Last Name \*

HR

Official Full Name \*

HR HR

Email \*

HR@company.com

Company Name \*

SINGAPORE INSTITUTE OF TECHNOLOGY

Department \*

Human Resource

Job Title \*

Senior Executive

How did you learn about us ? \*

Company HR, SIT LEARN Emails

Country Code \*

65

Area Code

Contact Number \*

98800037

Interests (Update)



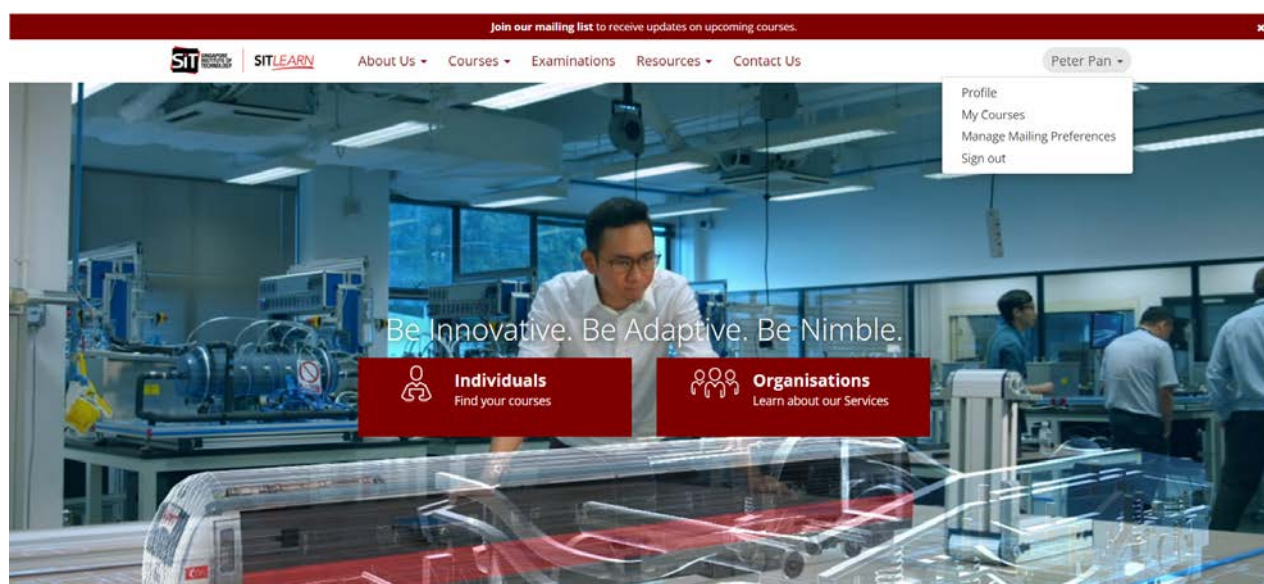
Once done, check the declaration box and click “Update” at the bottom of the page.

☒ 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, click on the “Profile” dropdown and you can:

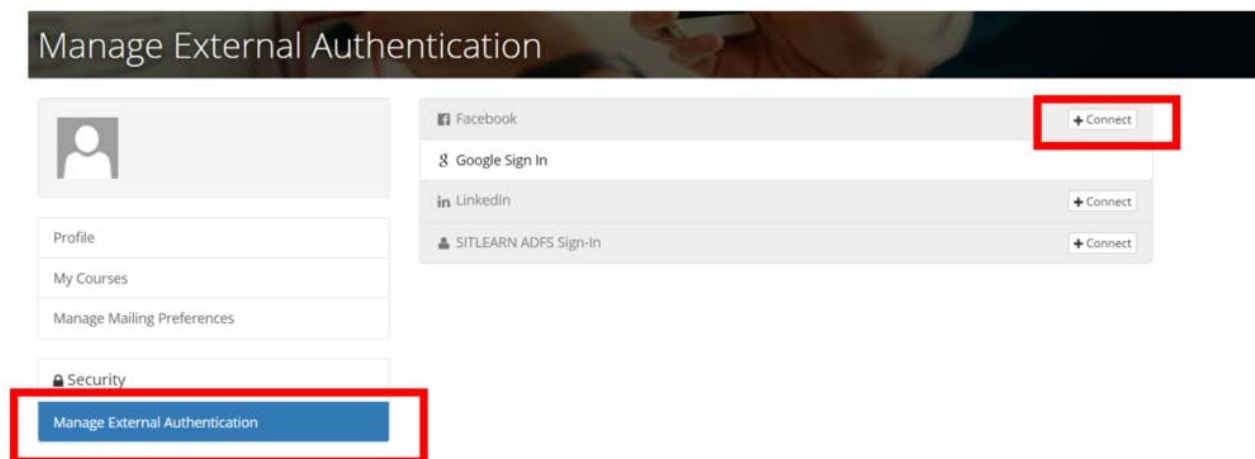
- Edit / View Your Profile
- Edit / Cancel / View Your Courses
- Manage Mailing Preferences



## 2 Link Your Social Media Accounts

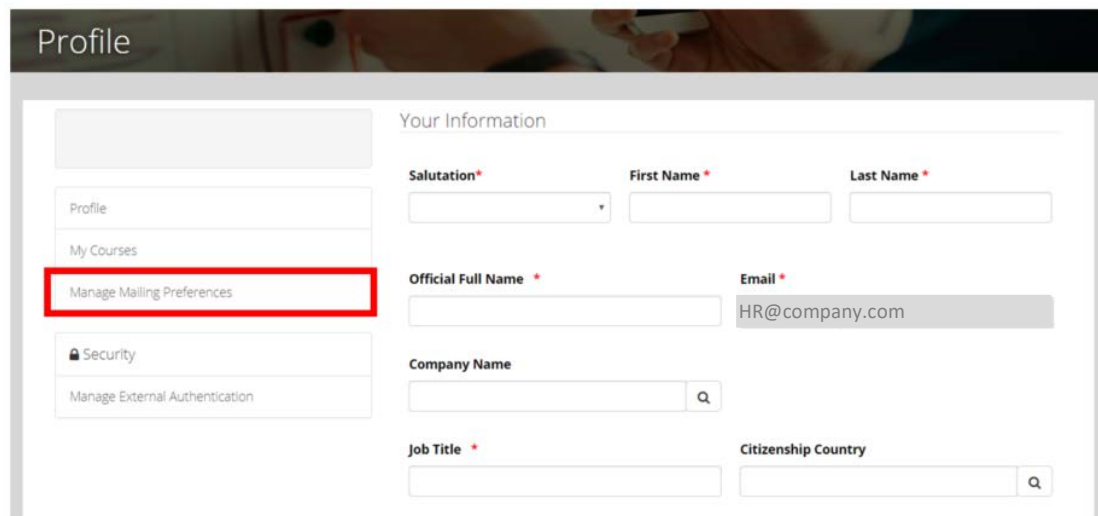
Click “Manage External Authentication” if you would like to link your other social media platforms to your SITLEARN account for easy access.

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**

Profile

My Courses

**Manage Mailing Preferences**

Security

Manage External Authentication

**Your Information**

Salutation\* First Name\* Last Name\*

Official Full Name\* Email\*

Company Name

Job Title\* Citizenship Country

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

Please select your preference for the email that you would like to receive from SIT LEARN.

<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"/> Process Safety
<input type="checkbox"/> Robotics and Automation	<input type="checkbox"/> Sonography	<input type="checkbox"/> Systems Engineering
<input type="checkbox"/> Telematics		

Email

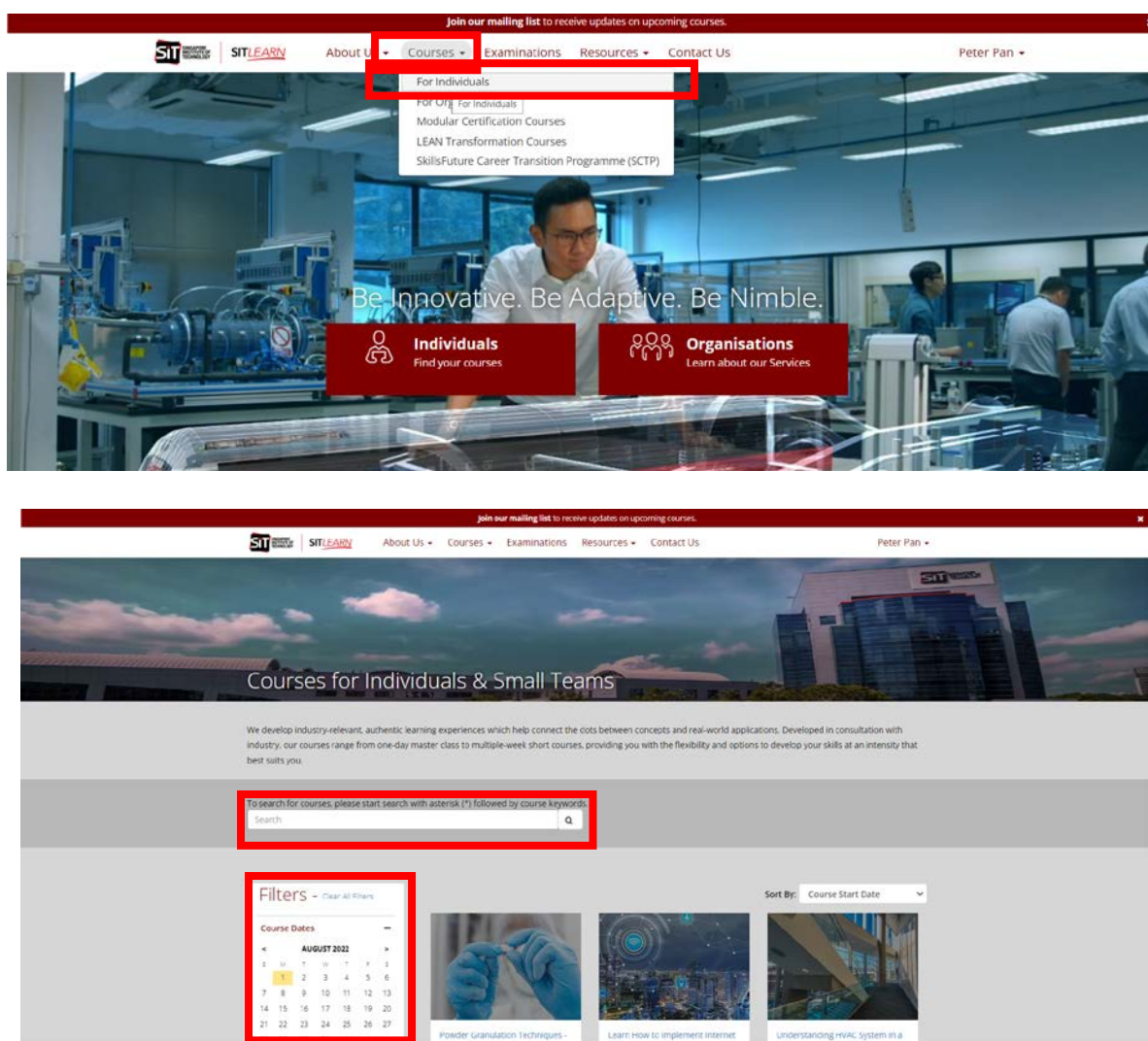
**Submit**

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

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

Kindly ensure you have an account with SIT LEARN 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 find the courses listed under “Courses”, and “For Individuals”. You will be brought to the Course Listing Page where you may search for the course by the Course Title or Course Date.



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

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

## Artificial Intelligence in Broad Strokes


Overview
What You'll Learn
Who Should Attend
Schedule
Fee

### 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.

This 2-day course is for business / non-technical managers or executives, and it seeks to introduce and demystify these machine learning concepts. The objective of this course is to equip business managers and executives with the foresight and relevant technical grounding to transform their businesses digitally.

### Teaching Team



**Dr. Soh Cheng Lock, Donny**

Associate Professor,  
Infocomm Technology,  
Singapore Institute of  
Technology

Prior to joining SIT, Dr Soh Cheng Lock started a firm in Artificial Intelligence, creating their own A.I. Product in sports analytics. He also consulted at a drone company and was instrumental in both creating and launching their A.I. Platform to carry out image classification/recognition of drone images. Another one of the highlights of his career included the development and launch of a nation-wide LPG ordering system, empowered with data analytics for ExxonMobil. Dr Soh also served at I2R, A-Star for three years as part of his PhD bond. There he was the Principle Investigator of several key industrial projects within the Data Mining Department, including projects with a financial MNC, (on Fraud Detection) and a local SME(Customer Analytics). Dr. Soh graduated with a PhD in Computer Science from Imperial College London, Masters from Singapore MIT Alliance and holds a Bachelors (First Class Honours) in Computer Engineering from NUS.

SITizens Learning Credits

### Key Info

Venue
SIT@Dover, 10  
Dover Drive  
S138683

Time
09:00 AM to 06:00 PM

Date
12 Oct 2022 (Wed)  
to  
19 Oct 2022 (Wed)

Registration Closing on: 21 Sep 2022

Apply Now

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 Citizen and Singapore PRs only)
- Scanned copy of Long Term Visit Pass Plus (Green Pass Plus (LTVF+ Holders only)
- For more information on Funding Support for Long Term Visit Pass Plus (Green Pass Plus (LTVF+ Holders), please click [here](#)

**NOTE: Please register maximum of 10 participants per registration**

*If you have problems completing the application form, you may refer to the FAQ or contact us at [SITL&RN@singaporetech.edu.sg](mailto:SITL&RN@singaporetech.edu.sg)*

### 1. Billing Information

Course Name \*

Workplace Learning Project (Certificate in Lean Thinking, and R

☒ Different Billing Information

Solution \*

Mr.

First Name \*

Last Name \*

Official Full Name \*

Contact Number \*

Email \*

Country \*

Singapore

Postal Code \*

Unit

Billing Address \*

How did you learn about this course? \*

None selected

### 2. Professional Information

Company Registration No / UEN

Company Name

Ownership

Job Title \*

Supporting Documents

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

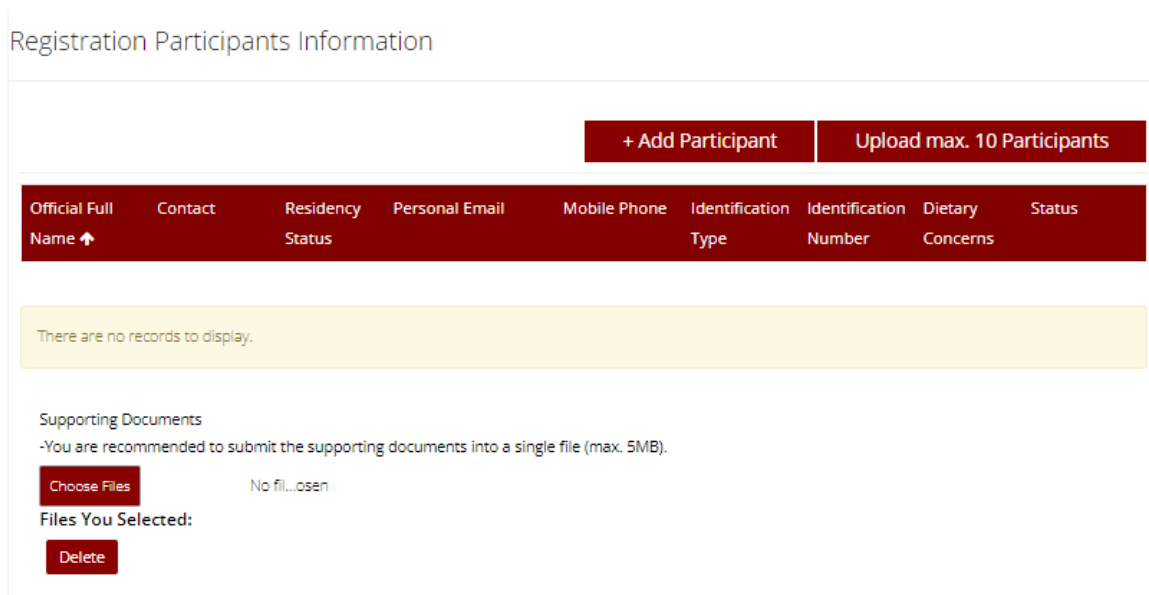
[Choose Files](#) No file chosen

[Save & Add Participants](#) [Cancel](#)

## 4.2 Add Participant(s)

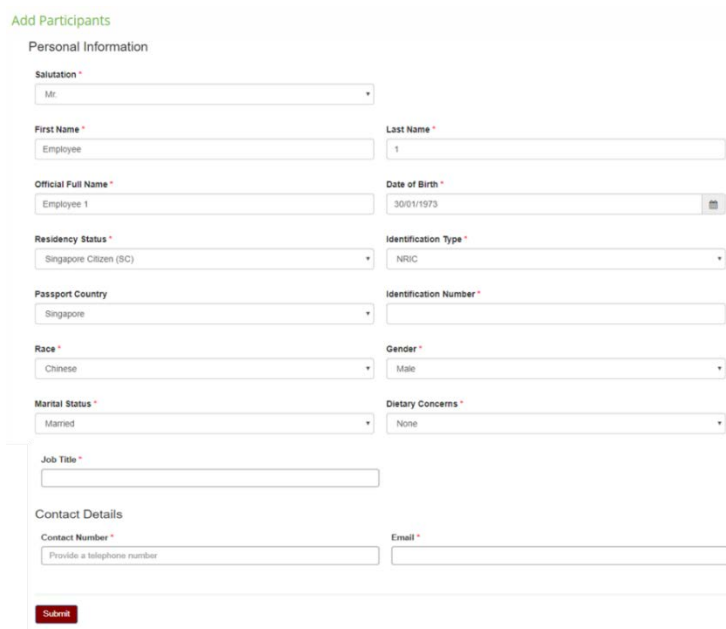
It is recommended that you add participant(s) as follows:

1. Single participant – Click “+ Add Participant”
2. Multiple participants – Click “Upload max. 10 Participants” via an excel file



### 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.





## 4.2.2 Upload Multiple Participants

You may bulk upload a list of participants via the excel template by clicking on **Upload max. 10 Participants** to add multiple course participants. Please note that the maximum number of uploaded participants is capped at 10.

A pop-up will appear. Follow the steps on the pop-up window and click “Download Template” and fill in the relevant details in the template.

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

### Add Participants

**Step 1:** **Download Template** Please DO NOT upload more than 10 participants in the template.

**Step 2:** Fill in all the fields in the template.

**Step 3:** Upload template **Choose File** No file chosen

**Upload**

	A	B	C	D	E	F	G	H	I	J
1	Salutation	First_Name	Last_name	Official_Full_Name	Job_Title	Highest_Qualification	Residency_Status	Passport_Country	Identification_Number	Identification_Type
2	Mr.	Employee	1	Employee 1	Engineer	Bachelor	* Residency Status is optional for Non-Funded Course	* Passport Country is optional for Non-Funded Course	* Identification Number is optional for Non-Funded Course	* Identification Type is optional for Non-Funded Course
3	Mr.	Employee	2	Employee 2	Engineer	Bachelor	Singapore Citizen (SC)	Singapore	S6795663Z	NRIC
4							Foreigner (IS)	Malaysia	G0223123A	Passport No
5										

Choose the saved document and click “Upload”.

### Add Participants

**Step 1:** **Download Template**. Please DO NOT upload more than 10 participants in the template.

**Step 2:** Fill in all the fields in the template.

**Step 3:** Upload template **Choose File** No file chosen

**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	Residency Status	Passport Country	Identification Number	Identification Type	Date of Birth	Marital Status	Gender	Race	Action
Mr.	Employee	1	Employee 1	Engineer	Bachelor	Singapore Citizen (SC)	Singapore	S6795663Z	NRIC	10/10/1985	Married	Male	Chinese	<a href="#">Edit</a>
Mr.	Employee	2	Employee 2		Bachelor		Malaysia	G0223123A	Passport No	15/04/1970	Married	Male	Malay	<a href="#">Edit</a>

**Submit**



- Update the relevant information in the template before uploading again. Click “Submit”

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.

+ Add Participant					Upload max. 10 Participants			
Official Full Name 	Contact	Residency Status	Personal Email	Mobile Phone	Identification Type	Identification Number	Dietary Concerns	Status
Employee 1	Tester One	Singapore Citizen (SC)	test@test.com	999999999	NRIC	S8205115E	None	Active

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 file chosen

**Files You Selected:**

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

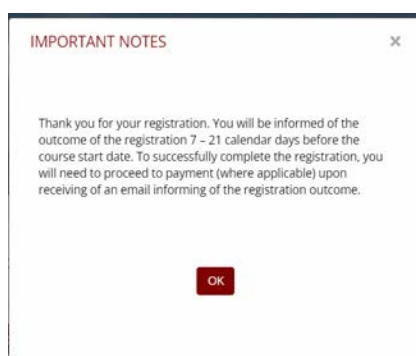
### Payment Summary for Course: Artificial Intelligence in Broad Strokes - 12 Oct 2022 to 19 Oct 2022

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

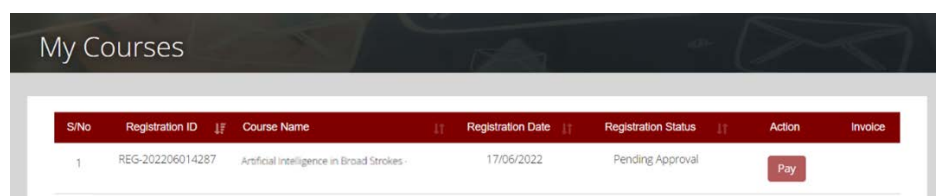
Description	Amount (SGD)
<b>Employee 1</b>	
Course fee (CSE-OP-201908000233)	\$ 1,600.00
Less: SSG Skillsfuture Funding-70%	(\$ 1,120.00 )
7% GST on <\$480.00>	\$ 33.60
<b>Employee 2</b>	
Course fee (CSE-OP-201908000233)	\$ 1,600.00
7% GST on <\$1600.00>	\$ 112.00
Promo Code	<input type="text"/> <input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

(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.

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 on the final registration status 7–21 calendar days 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](mailto:sitlearn@singaporetech.edu.sg) if you require any clarification.

Thank you.

Sincerely,  
SITLEARN Professional Development  
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 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]

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

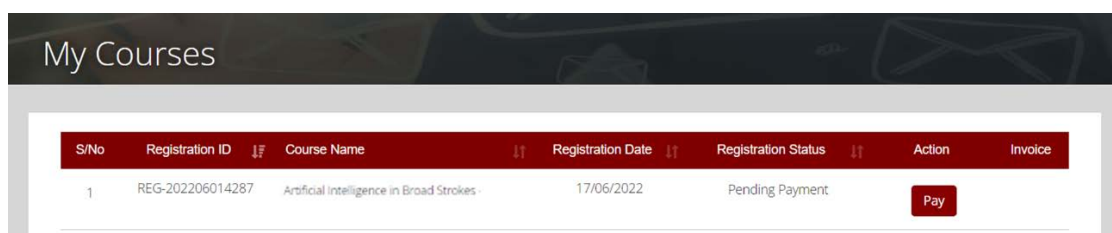
**Pre-course Information**  
 We will email confirmed participants with pre-course administrative information before course commencement.

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

Thank you.

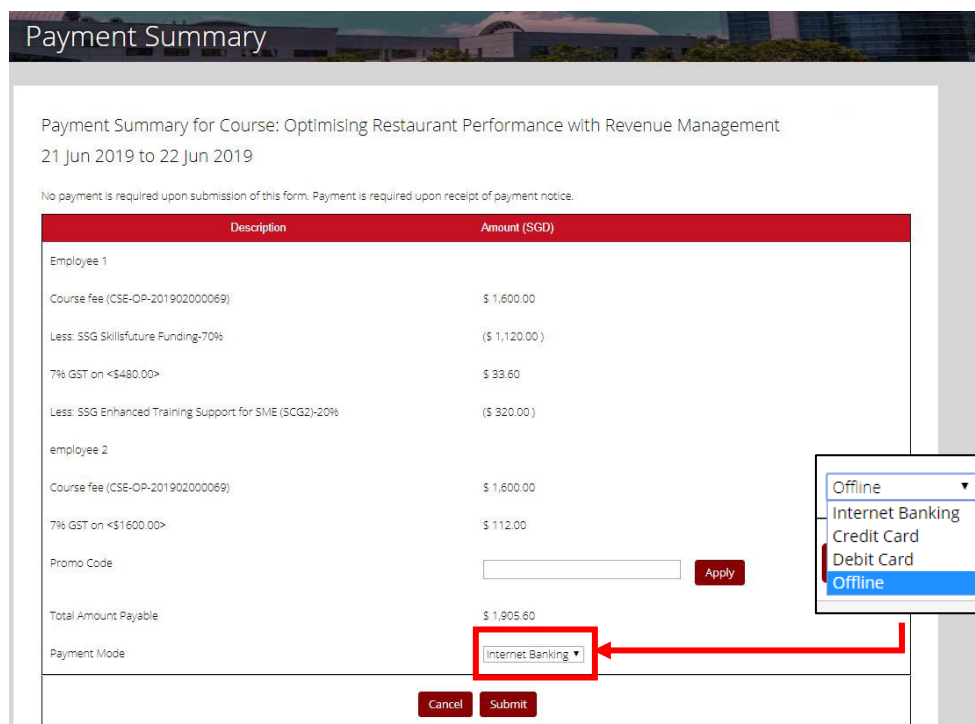
Sincerely,  
 SIT LEARN Professional Development  
 Singapore Institute of Technology

Alternatively, you may proceed to log in via **SIT LEARN - Home** ([sitlearn.edu.sg](https://sitlearn.edu.sg)) and click "My Courses" on the "Profile" dropdown. 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	

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 <\$1,600.00>	\$ 112.00
Promo Code	<input type="text"/>
	<input type="button" value="Apply"/>
Total Amount Payable	\$ 1,905.60
Payment Mode	<input type="button" value="Internet Banking"/>
	<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

Offline  
Internet Banking  
Credit Card  
Debit Card  
Offline

Once SIT LEARN has received payment, you will receive two emails on the course confirmation and invoice.

Dear Mr Tan

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,  
SIT LEARN Professional Development  
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.

- 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

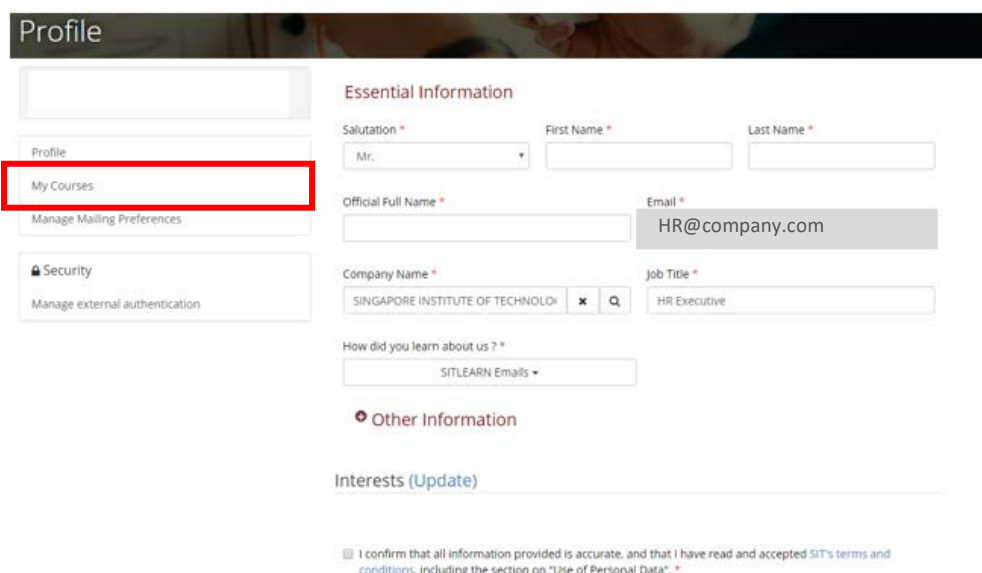
Five days prior to the course start date, you will receive a pre-course letter with administrative details.

## 6 Course Status

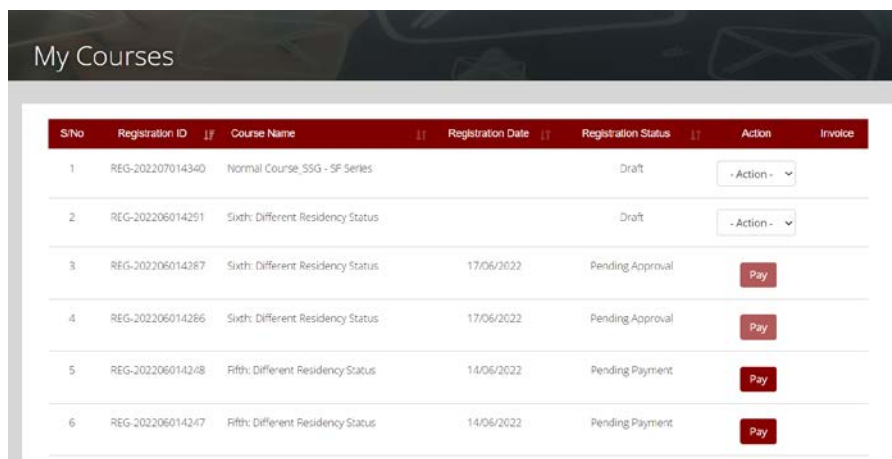
To check the status of your course, you may visit **SIT LEARN – Home** ([sitlearn.edu.sg](https://sitlearn.edu.sg)) and click on the “Sign In” button at the top right of the website. Once you have logged in successfully, click on the “Profile” dropdown and select “My Courses” to view the courses that you have registered for.



Alternatively, you may also view the courses under your Profile and click “My Courses”.



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



SNo	Registration ID	Course Name	Registration Date	Registration Status	Action	Invoice
1	REG-202207014340	Normal Course_SSG - SF Series		Draft	- Action -	
2	REG-202206014251	Sixth: Different Residency Status		Draft	- Action -	
3	REG-202206014267	Sixth: Different Residency Status	17/06/2022	Pending Approval	Pay	
4	REG-202206014266	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 email us at [sitlearn@singaporetech.edu.sg](mailto:sitlearn@singaporetech.edu.sg) for the withdrawal request (subject to the withdrawal charges).

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

Thank you.

Sincerely,  
SIT LEARN Professional Development  
Singapore Institute of Technology