

CERTIFICATE IN ACADEMIC ENGLISH PROGRAMME

The Academic English Programme (AEP) is designed with an academic skills focus. It is for students who have successfully completed their secondary schooling and seek to improve their English language proficiency in order to be competent to further their studies which require English at the tertiary level.

Course Objectives

- To develop skills and abilities to effectively use English for international communication;
- To develop overall competence in the English language with emphasis on the macro-skills of speaking, listening, reading and writing;
- To develop students in the skills and strategies required for their further studies at the tertiary level.

Course Components: Listening, Speaking, Reading & Writing
(Done within a thematic structure)

Mode & Duration: 12 weeks of full-time study

- Learning is mainly in a classroom setting.
- Teaching methods are varied including:
 - ✓ Interactive Tutorials (including use of IT)
 - ✓ Group work
 - ✓ Group discussion
 - ✓ Role plays

Timetable

Mondays – Fridays: 0845 - 1600 hrs

Intakes

January, February, March and April

Age Requirements: 16 years old and above

Course Completion

Student must attain a minimum of 90% attendance to complete the course. A certificate will be awarded upon course completion.

Mode of Internal Assessments

- Written tests/assignments
- Oral Presentations

Course Fees

Course Code	AEP12
Fee Breakdown	
Course Fee	S\$3,600.00
Student Development Fee	S\$850.00
Sub-total after 7% GST	S\$4,761.50
Student Pass Processing Fee (ICA) *	S\$120.00
Total Fees Payable	S\$4,881.50
Application Fees (non-refundable)	S\$535.00

* Fees may be subject to change as determined by the relevant government agencies as at the time of processing.

Important Notes

- S\$120.00* for payment to ICA (student pass processing fee, issuance fee and multiple-entry visa fee) is non-refundable.
- S\$40.00-\$60.00* fee is payable to clinic if medical check-up is required by ICA.
- Mode of payment: Cash, Telegraphic transfer, bank draft and cheque.
- The minimum number of students required for course commencement is 15 although Ascensia may decide to commence the class with a smaller number of students.
- *Students will be informed at the latest, 2 weeks before the scheduled course commencement date should there be no class commencement.* In the event that there is no class commencement as stated at the time of the student's application, except for the Application Fee and all fees to external third parties, e.g. ICA, Medical Institution (for medical check-up), all other fees paid by the student will be refunded.
- Maximum allowed study period is 12 weeks for each course.
- Students who fail to complete the course within the maximum allowed study period will not be entitled to any recourse or refund.
- Students are allowed to repeat the same course subject to approval from the Ascensia Management and ICA.

Terms and Conditions:

- The Application Fee of S\$535 (inclusive of 7% GST) must be paid in full upon the submission of the application form. The Application Fee is non-refundable and non-transferable.
- After the payment for the application is made, the school will verify that the student satisfies the entry criteria before issuing a letter of offer to the student.
- All Fees must be paid one month before the commencement of the course and after signing of the student contract.
- An administration fee of S\$107 (including 7% GST) is applicable upon the request for any change to the date for joining an already registered course.
- A transfer fee of S\$107 (including 7% GST) is applicable upon the request for a course transfer within the school after enrolment into the registered course.

Fee Protection Scheme (FPS)

As stipulated by the Committee for Private Education (CPE), Skillsfuture Singapore - Ascensia Academy has a Fee Protection Scheme (FPS) through an Insurance facility with **Liberty Insurance Pte Ltd**. For more information on the FPS, please refer to www.cpe.gov.sg.

Information is correct as at the time of printing and Ascensia Academy reserves the right to make changes without further notice.

For more information please contact:

ASCENSIA ACADEMY

CPE Registration Number: 198601956R

CPE Registration Period: 20 May 2014 to 19 May 2018

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