

Revision History

Version	Description	Effective Date
00	Initial Released	01 January 2019
01	<ol style="list-style-type: none"> Added Revision History Amended Orientation Program to Follow Operation Manual Amended Demerit Points to Follow Operation Manual Amended Refund Policy to Follow Policy Manual Removed <i>"The school has no deferment policy. Students who fail to commence classes without valid reasons will be deemed to have withdrawn from the course they have registered for."</i> From Transfer / Withdrawn Policy. Amended Transfer / Withdrawn Policy to Follow Policy Manual Added Deferment Policy and Procedure Amended the Appeal Process to Follow Operation Manual 	01 February 2019
02	<ol style="list-style-type: none"> Added Revision History Amended CPE website reference link Amended Refund Policy to Follow Policy Manual Replace the Role of Student Support Executive with V Principal in Deferment Procedure Replace the Role of Principal with V Principal Amended the List of Student Services to Follow Policy Manual Amended the Feedback Procedure to Follow Operation Manual 	01 April 2019
03	<ol style="list-style-type: none"> Amended 'School Counsellors' to 'External Counsellors' Removed expired EduTrust Logo 	01 July 2019
04	<ol style="list-style-type: none"> Amended '... (according to the discretion of the Disciplinary Committee) ...' in Demerit Point section Replace the Role of V Principal to Acting Principal 	01 October 2019
05	<ol style="list-style-type: none"> Added Revision History Amended About Ascensia International School to include Primary Years Programme (PYP) (Year 1-5) Amended Marketing and Grading Scheme to include PYP Amended School Schedule from Cambridge Primary to PYP Updated School Schedule for Cambridge Secondary 1-3, Cambridge Secondary 4, Preparatory for O Levels (Senior), Preparatory for O Levels (Junior) Amended non-refundable fees to include Student Pass Processing Fee 	02 January 2020

	Amended approvals for Transfer / Withdrawals / Deferments and Feedback / Complaints (non- academic) to both V Principal and Operations Manager	
	8. Amended 'External Counsellors' to new Counsellors	
06	1. Updated Fee Protection Scheme as per policy manuals 2. Updated Student Contract as per policy manuals 3. Updated Refund Policy as per policy manuals 4. Updated Transfer / Withdrawal Policy as per policy manuals 5. Updated Deferment Policy as per policy manuals 6. Updated Student Grievance / Complaint / Feedback Procedure as per policy manuals 7. Updated Student Appeal Process as per policy manuals	10 January 2020

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INTRODUCTION

The difference between the ordinary and the extraordinary is the little extra.



About Ascensia International School

Ascensia International School specialises in providing formal education to international students, with programmes ranging from Primary Years Programme (PYP) and IGCSE, preparatory courses for Singapore government schools to GCE O-level and A-level examinations. Formerly known as Hua Business School, Ascensia International School is one of Singapore's well established International schools. It is helmed by a group of highly qualified academicians with the passion for quality education and driven by the mission to transform lives and empower minds.

With a history dating back to 1993, Ascensia International School has over the years built up a reputation in Asia for its proven success in preparing international students for study in the Singapore government schools and for the GCE O-level and A-level examinations conducted by the University of Cambridge. Its consistency in producing good results year after year has transformed many lives and accounted for numerous success stories. Today, Ascensia International School is the recognised name in this region for those wishing to have a good foundation in Singapore's world renowned education system or simply to have a good grounding in the English Language.

Ascensia's success is the result of a commitment to providing a good quality education for every child that passes through its doors. To this end, it invests in technology that allows for interactive curriculum to be developed to make learning more interesting. Our teachers are encouraged to explore innovative ways of delivering lessons, making use of the technology to provide interactive learning in and outside the classrooms. Ascensia International School draws out the best in each student by encouraging him to be curious, to explore and to discover through a well-integrated curriculum of lessons and fun activities.

Since we started international school courses and preparatory courses for international students, a significant percentage of our students have passed through our doors successfully before entering local schools. Similarly, a large number of our students have been successfully prepared for the O-level examinations and then onward to tertiary education both locally and abroad. We are proud to play a role in making available quality Singapore education to thousands of students from our neighbouring countries and from China.

Our Mission

Providing a high quality learning environment where our students are shaped and developed in their minds, hearts, and hands to live in and contribute to tomorrow's world.

Our Vision

A unique international school that inspires, nourishes and celebrates the individual and the community.

Our Values

- **Excellence** – aspiring to provide the best value to students and stakeholders.
- **Unity** – working closely with stakeholders to achieve common goals.
- **Openness** – exploring new frontiers of knowledge and possibilities.
- **Caring** – showing empathy, compassion and respect for the environment and community.
- **Curiosity** – inquiring, reflecting and thinking thoughtfully about the world and our ideas.

Culture Statement

To exemplify our core values whole-heartedly.

Service Guarantee

We are committed to provide the following:

- Full refund in the event that the School is unable to continue business due to insolvency and/or regulatory closure and/or termination of course before completion date.
- Easy access to our pool of teachers and staff.

Milestones

- Established in 1992.
- Located at 304 Tanglin Rd, Phoenix Park, 247972
- Registered with the Committee for Private Education, SkillsFuture Singapore (CPE).
- Started since 1995 to conduct preparatory courses for international students who are enrolling into government schools in Singapore.
- Awarded the Singapore Quality Class (SQC) for Private Education Organisations (PEOs).
- Among the first 13 Private Education Institutions awarded EduTrust Certification in May 2010.
- Won inaugural Singapore Education Awards (Best Enrichment Programme) in 2007.
- Attained the prestigious EduTrust Certification (4-year validity) in June 2011 and subsequently renewed in June 2015 for another 4 years.
- All teachers are registered with CPE and have a wealth of teaching experience.
- Awarded the bizSAFE Level 3 Certification by the Workplace Safety and Health (WSH) Council in September 2013 and subsequently renewed in August 2016 for another 3 years.
- Awarded Cambridge International School status in May 2018.
- Average teacher: student ratio → 1:20.

ASCENSIA INTERNATIONAL SCHOOL, your obvious choice:

- ✓ *A Cambridge International School*
- ✓ *A noted school for 'O' level as well as other preparatory courses.*
- ✓ *A strong team of education professionals*
- ✓ *Well-devised curricula*
- ✓ *A long list of satisfied clients*

website : <http://www.aais.edu.sg>



School Location

Address	304 Tanglin Rd, Phoenix Park, 247972
Contact No.	(65) 6466 5505
Email	enquiry@ascensia.edu.sg
Business Hours	Mon-Fri, 8.00am–5.00pm

Getting to School Location

By MRT

- 10 minutes' walk from Redhill MRT station

By Bus

- SBS Transit Bus Services (111 and 132)

School Facilities

- 15 air-conditioned classrooms (8 classrooms in Blk 304 and 7 classrooms in Blk 318)
- 2 multi-purpose rooms/halls
- Wireless internet
- Hot/Cold Water Cooler
- Vending Machines
- 1 Computer Lab
- 1 Science Room
- 2 Libraries
- 2 Art Rooms
- Music Rooms
- Basketball/Volleyball/Badminton court
- Football field
- Playgrounds
- Garden

Nearby Amenities

- Delta Sports Complex
- NTUC Store
- Hawker Centres: Redhill Food Centre and Bukit Merah View Food Centre
- Giant Express Supermarket
- Tiong Bahru Adventure Playground
- Tiong Bahru Plaza

School Information

The beginning of knowledge is the discovery of something we do not understand.

– *Frank Herbert*



Fee Protection Scheme

Fee Protection Scheme (FPS) Implementation

- a. The School shall ensure that the implementation of the Fee Protection Scheme (FPS) is in line with the requirements stated in the Fee Protection Scheme Instruction Manual by CPE.
- b. The School is required to adopt the FPS to provide protection for all fees paid by all their students.
- c. The School has a Fee Protection Scheme (FPS) through Liberty Insurance Pte Ltd.
- d. The School shall inform all prospective and enrolled students of details of the adopted FPS through its marketing collateral and student handbook.
- e. The School shall ensure that the student is advised of the insurance premium if the premium is borne by the student.
- f. The School shall ensure the students' FPS data (FPS File 1) is readily retrievable for CPE's verification upon request.
- g. The School shall submit the FPS File 1 to CPE based on the stipulated deadlines in the FPS Instruction Manual.

All fees paid by students are protected under FPS

- a. The School is to ensure that the insurance is purchased to protect the course fees paid by each student within 7 working days from the date of receipt of fees.
- b. The insurance coverage shall commence from the fee payment date till the next payment due date or the course end date, whichever earlier.
- c. The FPS details are to be updated accurately from the date of FPS purchase in the FPS File 1.
- d. The student will be notified of the insurance purchase through email.
- e. The School shall retain a copy of the student's Certificate of Insurance (COI) in the student's p-file.

Student Contract

Execution of Student Contract

- a. Execution of the student contract shall be accordance to the process below.
- b. Each enrolled student of the School will sign two copies of the standard Student Contract, where one copy will be given to the student and the other copy will be kept by the School.
- c. Each student contract is meant for admission to one course only and individual student contracts will be entered with each student admitted into the course offered.
- d. The terms and conditions of the student contract are to be explained to each student and it is the responsibility of the School to ensure that each student fully understands them.
- e. Any amendments made to the student contract must be accompanied with an acknowledgement signatory by both the school and the student.
- f. Students are given a 7 working day cooling off period from the date of signing the student contract, whereby should they decide to withdraw from the course, they will be refunded the highest percentage stated in Schedule D.
- g. If a student wishes to repeat a module, a new student contract (or addendum) has to be issued.

Availability of student contract to prospective students

- a. A copy of the student contract is made available for prospective students on the school's website.

Orientation Programme

As part of the School's admission process, all new students will be required to go through an Orientation Programme that includes briefing session(s) on the following (not limiting) information:

- School's History, include its Vision, Mission, Values & Culture
- School's Location, including Physical and Academic Facilities / Resources available to Students
- Organization Chart (Indicating Management Team)
- Introduction of Academic and Examination Board Members
- Fee Protection Scheme
- Dispute Resolution Process
- Appeal Procedures for Academic Results
- Suite of Student Support Services
- Relevant Singapore Laws and Regulations, including ICA Regulations and Attendance Requirements
- Attendance Requirements and Procedures for Taking Attendance
- Leave Application Process
- Course Fees and Duration
- Course Completion and Award Criteria
- Post Course Guidance
- Deferment / Extension Criteria and Procedure
- Other Important Details in Student Handbook

Course & Exam Information

Perseverance is not a long race; it is many short races one after another.

- *Walter Elliot*



Course Assessment Mode

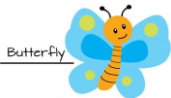
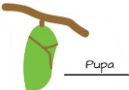
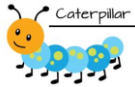

In Ascensia International School, the student's performance is assessed based on written tests and exams. At least one week before the commencement of the test/exam, students will be given a test/exam notice to inform them of the details including the time and venue of the test/exam.

The progress report (detailing the students' performance in the test/exam) will be given out within 14 days from the date of the last paper.

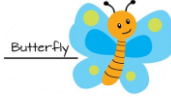

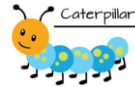

The student's performance in the continuous assessments is also tracked by the teachers. Continuous assessments would include written assessments conducted during lesson time, including (but not limited to): spelling & dictation, short class tests, compositions, presentations and other assignments.

Marking and Grading Scheme

For the PYP, the grading scheme for the tests and examinations is as follows:

Transdisciplinary Themes	Title
	Excellent development (Ex)
	Learnt and Practised (Pr)
	Developed (De)
	Emerging (Em)
NA	Not Assessed Yet

For the PYP, the grading scheme for the standardized tests is as follows:

Grades	Transdisciplinary Themes	Title
A		Excellent development (Ex)
B		Learnt and Practised (Pr)
C		Developed (De)
D		Emerging (Em)
F	NA	Not Assessed Yet

For the Cambridge International General Certificate of Secondary Education (IGCSE), the grading scheme for the tests and examinations is as follows:

Range of Marks	Grades
90 and above	A*
80-89	A
70-79	B
60-69	C
50-59	D
40-49	E
30-29	F
20-29	G
19 and below	Ungraded

For the Preparatory Course for Admission to Government Schools (Primary/Secondary), the grading scheme for the tests and examinations is as follows:

Range of Marks	Grades
80 and above	A
70-79	B
60-69	C
50-59	D
49 and below	F

For the Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination, the grading scheme for the tests and examinations is as follows:

Range of Marks	Grades
75 and above	A1
70-74	A2
65-69	B3
60-64	B4
55-59	C5
50-54	C6
45-49	D7
40-44	E8
39 and below	F9

For the Preparatory Course for Singapore-Cambridge General Certificate of Education (Advanced Level) Examination, the grading scheme for the tests and examinations is as follows:

Range of Marks	Grades
70 and above	A
60-69	B
55-59	C
50-54	D
45-49	E
35-44	S (Sub-pass)
Below 35	Ungraded

SCHOOL SCHEDULE:

Primary Years Programme (Year 1 – 5)

Semester 1 : 6 January – 12 June 2020 (21 weeks)

Semester 2 : 27 July – 27 November 2020 (17 weeks)

School Holidays

Chinese New Year Break	24 January – 2 February 2020
Spring Break	14 – 22 March 2020
Summer Holiday	13 June – 26 July 2020
Youth Day	6 July 2020
Teachers' Day	4 September 2020
Fall Break	26 September – 4 October 2020
Winter Holiday	28 November 2020 – 3 January 2021

Public Holidays

New Year's Day	1 January 2020
Chinese New Year	25 – 27 January 2020
Good Friday	10 April 2020
Labour Day	1 May 2020
Vesak Day	7 May 2020
Hari Raya Puasa	24 May 2020
Hari Raya Haji	31 July 2020
National Day	9 August 2020
Deepavali	14 November 2020
Christmas	25 December 2020

PRIMARY YEARS PROGRAMME (YEAR 1 – 5)
SCHEDULE FOR YEAR 2020
(Semester 1)

Semester	Week	Schedule
Sem-1 (6 Jan – 12 Jun)	Wk 1	Commencement of Course Orientation Programme Confirmation of class allocation for students Class Bonding / Class Outing Registration for S-AEIS Exam
	-	Chinese New Year Break (24 January – 2 February)
	Wk 4	Class Deco cum CNY celebration
	Wk 5	Graded Assessment 1
	Wk 6	S-AEIS Exam (19 – 20 February)
	Wk 9	Graded Assessment 2 School Outing
	-	Spring Break (14 – 22 March)
	Wk 10	Progress reports of students for Mid-Semester
	Wk 12	School Activity (Easter Egg Hunting) (tentative) <i>Good Friday (Public Holiday) (10 April)</i>
	Wk 15	Graded Assessment 3 <i>Labour Day (Public Holiday) (1 May)</i>
	Wk 16	<i>Vesak Day (Public Holiday) (7 May)</i> School Values Arts Festival
	Wk 19	<i>Hari Raya Puasa (Public Holiday) (25 May, in lieu of 24 May, Sunday)</i>
	Wk 20	Standardized Tests 1
	Wk 21	Progress reports of students for Semester Exam Teachers-Parents Meeting Dumpling Festival / Sports Day End of Semester 1
Summer Holiday (13 June – 26 July)		
Summer Holiday Class Programme (29 June – 24 July)		

PRIMARY YEARS PROGRAMME (YEAR 1 – 5)
SCHEDULE FOR YEAR 2020
(Semester 2)

Semester	Week	Schedule
Sem-2 (27 Jul – 27 Nov)	Wk 22	Orientation Programme Confirmation of class allocation for students Registration of AEIS Exams <i>Hari Raya Haji (Public Holiday) (31 July)</i>
	Wk 23	International Friendship Day / National Day Celebration
	Wk 24	<i>National Day (Public Holiday) (10 August, in lieu of 9 August, Sunday)</i> Graded Assessment 1
	Wk 27	Reading Day / Teachers' Day Celebration <i>Teacher's Day (School Holiday) (4 September)</i>
	Wk 28	Graded Assessment 2
	Wk 29	AEIS Exams (tentatively on 16 - 17 September)
	Wk 30	Mid-Autumn Festival Celebration Progress reports of students for Mid-Semester
	-	Fall Break (26 September – 4 October)
	Wk 32	Graded Assessment 3
	Wk 34	Halloween Party
	Wk 36	Standardized Tests 2
	Wk 37	<i>Deepavali (School Holiday) (16 Nov, in lieu of 14 Nov, Saturday)</i> Progress reports of students for Exam
	Wk 38	Teachers-Parents Meeting Thanksgiving Day / Fundraising Event Graduation & Award Ceremony Certificates for Graduating Students Awards for Top Students End of Semester 2 / Completion of Course
Winter Holiday (28 November 2020 – 3 January 2021)		
Winter Holiday Class Programme (30 November – 11 December)		

SCHOOL SCHEDULE:**Cambridge International General Certificate of Secondary Education (IGCSE) (Year-1/2/3) / Preparatory Course for Admission to Government Schools (Secondary)****Semester 1** : 6 January – 12 June 2020 (21 weeks)**Semester 2** : 13 July – 27 November 2020 (19 weeks)**School Holidays**

Chinese New Year Break	24 January – 2 February 2020
Spring Break	14 – 22 March 2020
Summer Holiday	13 June – 12 July 2020
Youth Day	6 July 2020
Teachers' Day	4 September 2020
Fall Break	26 September – 4 October 2020
Winter Holiday	28 November 2020 – 3 January 2021

Public Holidays

New Year's Day	1 January 2020
Chinese New Year	25 – 27 January 2020
Good Friday	10 April 2020
Labour Day	1 May 2020
Vesak Day	7 May 2020
Hari Raya Puasa	24 May 2020
Hari Raya Haji	31 July 2020
National Day	9 August 2020
Deepavali	14 November 2020
Christmas	25 December 2020

**CAMBRIDGE INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY
EDUCATION (IGCSE) (YEAR-1/2/3) / PREPARATORY COURSE FOR ADMISSION TO
GOVERNMENT SCHOOLS (SECONDARY)
SCHEDULE FOR YEAR 2020
(Semester 1)**

Semester	Week	Schedule
Sem-1 (6 Jan – 12 Jun)	Wk 1	Commencement of Course Orientation Programme Confirmation of class allocation for students Class Bonding / Class Outing Registration for S-AEIS Exam
	-	Chinese New Year Break (24 January – 2 February)
	Wk 4	Class Deco cum CNY celebration
	Wk 5	Graded Assessment 1
	Wk 6	S-AEIS Exam (21 February)
	Wk 9	Graded Assessment 2 School Outing
	-	Spring Break (14 – 22 March)
	Wk 10	Progress reports of students for Mid-Semester
	Wk 12	School Activity (Easter Egg Hunting) (tentative) Good Friday (Public Holiday) (10 April)
	Wk 15	Graded Assessment 3 Labour Day (Public Holiday) (1 May)
	Wk 16	Vesak Day (Public Holiday) (7 May) School Values Arts Festival
	Wk 19	Hari Raya Puasa (Public Holiday) (25 May, in lieu of 24 May, Sunday)
	Wk 20	Semester 1 Exam
	Wk 21	Progress reports of students for Semester Exam Teachers-Parents Meeting Dumpling Festival / Sports Day End of Semester 1
Summer Holiday (13 June – 12 July)		
Summer Holiday Class Programme (29 June – 10 July)		

**CAMBRIDGE INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY
EDUCATION (IGCSE) (YEAR-1/2/3) / PREPARATORY COURSE FOR ADMISSION TO
GOVERNMENT SCHOOLS (SECONDARY)
SCHEDULE FOR YEAR 2020
(Semester 2)**

Semester	Week	Schedule
Sem-2 (13 Jul – 27 Nov)	Wk 22	Orientation Programme Confirmation of class allocation for students Registration of AEIS Exams
	Wk 23	Community Service
	Wk 24	<i>Hari Raya Haji (Public Holiday) (31 July)</i>
	Wk 25	International Friendship Day / National Day Celebration
	Wk 26	<i>National Day (Public Holiday) (10 August, in lieu of 9 August, Sunday)</i> Graded Assessment 1
	Wk 29	Reading Day / Teachers' Day Celebration <i>Teacher's Day (School Holiday) (4 September)</i>
	Wk 30	Graded Assessment 2
	Wk 31	AEIS Exams (tentatively on 15 September)
	Wk 32	Mid-Autumn Festival Celebration Progress reports of students for Mid-Semester
	-	Fall Break (26 September – 4 October)
	Wk 34	Graded Assessment 3
	Wk 36	Halloween Party
	Wk 38	Semester 2 Exam
	Wk 39	<i>Deepavali (School Holiday) (16 Nov, in lieu of 14 Nov, Saturday)</i> Progress reports of students for Exam
	Wk 40	Teachers-Parents Meeting Thanksgiving Day / Fundraising Event Graduation & Award Ceremony Certificates for Graduating Students Awards for Top Students End of Semester 2 / Completion of Course
Winter Holiday (28 November 2020 – 3 January 2021)		
Winter Holiday Class Programme (30 November – 11 December)		

SCHOOL SCHEDULE:**Cambridge International General Certificate of Secondary Education (IGCSE) (Year-4)****Semester 1** : 6 January – 12 June 2020 (22 weeks)**Semester 2** : 29 June – 30 October 2020 (18 weeks)**School Holidays**

Chinese New Year Break	24 January – 2 February 2020
Summer Holiday	13 - 28 June 2020
Youth Day	6 July 2020
Teachers' Day	4 September 2020
Fall Break	26 September – 4 October 2020

Public Holidays

New Year's Day	1 January 2020
Chinese New Year	25 – 27 January 2020
Good Friday	10 April 2020
Labour Day	1 May 2020
Vesak Day	7 May 2020
Hari Raya Puasa	24 May 2020
Hari Raya Haji	31 July 2020
National Day	9 August 2020
Deepavali	14 November 2020
Christmas	25 December 2020

**CAMBRIDGE INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY
EDUCATION (IGCSE) (YEAR-4)
SCHEDULE FOR YEAR 2020
(Semester 1)**

Semester	Week	Schedule
Sem-1 (6 Jan – 12 Jun)	Wk 1	Commencement of Course Orientation Programme Confirmation of class allocation for students Class Outing (Polytechnic Open House visit)
	Wk 2	Students' indication of subjects to register for IGCSE Exam
	-	Chinese New Year Break (24 January – 2 February)
	Wk 4	Class Deco cum CNY celebration
	Wk 5	Graded Assessment 1 Confirmation of subjects to register for Mid-Year Exam
	Wk 9	Graded Assessment 2 School Outing
	Wk 11	Progress reports of students for Mid-Semester
	Wk 12	Teachers-Parents Meeting (tentative)
	Wk 13	School Activity (Easter Egg Hunting) (tentative) <i>Good Friday (Public Holiday) (10 April)</i>
	Wk 16	Graded Assessment 3 <i>Labour Day (Public Holiday) (1 May)</i>
	Wk 17	<i>Vesak Day (Public Holiday) (7 May)</i> School Values Arts Festival
	Wk 20	<i>Hari Raya Puasa (Public Holiday) (25 May, in lieu of 24 May, Sunday)</i>
	Wk 21-22	Mid-Year Exam: Malay / Chinese (tentative)
	Wk 22	Semester 1 Exam Progress reports of students for Semester Exam Dumpling Festival / Sports Day End of Semester 1
Summer Holiday (13 – 28 June)		

**CAMBRIDGE INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY
EDUCATION (IGCSE) (YEAR-4)
SCHEDULE FOR YEAR 2020
(Semester 2)**

Semester	Week	Schedule
Sem-2 (29 Jun – 30 Oct)	Wk 23	Orientation Programme Final confirmation of subjects to register for IGCSE End-Year Exam IGCSE End-Year Exam registration
	Wk 24	Youth Day (School Holiday) (6 July) Teachers-Parents Meeting (tentative)
	Wk 26	Community Service
	Wk 27	<i>Hari Raya Haji (Public Holiday) (31 July)</i>
	Wk 28	International Friendship Day / National Day Celebration
	Wk 29	<i>National Day (Public Holiday) (10 August, in lieu of 9 August, Sunday)</i> Class Test
	Wk 31	Career Guidance / Alumnus Talk (tentative)
	Wk 32	Reading Day / Teachers' Day Celebration <i>Teacher's Day (School Holiday) (4 September)</i>
	Wk 35	Mid-Autumn Festival Celebration
	Wk 35-36	Preliminary Exam
	Wk 37-38	Final revision Progress reports of students for Preliminary Exam
	Wk 38	Graduation Celebration cum Lunch Certificates for Graduating Students Awards for Top Students
	Wk 39-40	IGCSE End-Year Written Exam Period
Completion of Course		

SCHOOL SCHEDULE:**Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) and (Advanced Level) Examination (SENIORS)**

Semester 1 : 6 January – 12 June 2020 (22 weeks)

Semester 2 : 29 June – 27 November 2020 (22 weeks)

School Holidays

Chinese New Year Break	24 January – 2 February 2020
Summer Holiday	13 - 28 June 2020
Youth Day	6 July 2020
Teachers' Day	4 September 2020
Fall Break	26 September – 4 October 2020

Public Holidays

New Year's Day	1 January 2020
Chinese New Year	25 – 27 January 2020
Good Friday	10 April 2020
Labour Day	1 May 2020
Vesak Day	7 May 2020
Hari Raya Puasa	24 May 2020
Hari Raya Haji	31 July 2020
National Day	9 August 2020
Deepavali	14 November 2020
Christmas	25 December 2020

**PREPARATORY COURSE FOR SINGAPORE-CAMBRIDGE GENERAL CERTIFICATE
OF EDUCATION (ORDINARY LEVEL AND ADVANCED LEVEL) EXAMINATION
(O-LEVEL & A-LEVEL SENIORS)
SCHEDULE FOR YEAR 2020
(Semester 1)**

Semester	Week	Schedule
Sem-1 (7 Jan – 14 Jun)	Wk 1	Commencement of Course Orientation Programme Confirmation of class allocation for students Class Outing (Polytechnic Open House visit)
	Wk 2	Students' indication of subjects to register for GCE 'O'/'A' Level Exam
	-	Chinese New Year Break (24 January – 2 February)
	Wk 4	Class Deco cum CNY celebration
	Wk 5	Graded Assessment 1 Confirmation of subjects to register for Mid-Year Exam
	Wk 9	Graded Assessment 2 School Outing
	Wk 11	Progress reports of students for Mid-Semester
	Wk 12	Teachers-Parents Meeting (tentative)
	Wk 13	School Activity (Easter Egg Hunting) (tentative) <i>Good Friday (Public Holiday) (10 April)</i>
	Wk 16	Graded Assessment 3 <i>Labour Day (Public Holiday) (1 May)</i>
	Wk 17	<i>Vesak Day (Public Holiday) (7 May)</i> School Values Arts Festival
	Wk 20	<i>Hari Raya Puasa (Public Holiday) (25 May, in lieu of 24 May, Sunday)</i>
	Wk 21-22	GCE 'O'/'A' Level Mid-Year Written Exam: Chinese/Malay (tentative)
	Wk 22	Semester 1 Exam Progress reports of students for Semester Exam Dumpling Festival / Sports Day End of Semester 1
Summer Holiday (15 – 30 June)		

**PREPARATORY COURSE FOR SINGAPORE-CAMBRIDGE GENERAL CERTIFICATE
OF EDUCATION (ORDINARY LEVEL AND ADVANCED LEVEL) EXAMINATION
(O-LEVEL & A-LEVEL SENIORS)
SCHEDULE FOR YEAR 2020
(Semester 2)**

Semester	Week	Schedule
Sem-2 (1 Jul – 29 Nov)	Wk 23	Orientation Programme Teachers-Parents Meeting
	Wk 23-25	GCE 'O' / 'A' Level Oral Exam (Chinese/Malay) (tentative)
	Wk 24	Youth Day (School Holiday) (6 July) Teachers-Parents Meeting (tentative)
	Wk 25	GCE 'O' / 'A' Level Listening Comprehension Exam (Chinese/Malay) (tentative)
	Wk 26	Community Service
	Wk 27	<i>Hari Raya Haji (Public Holiday) (31 July)</i>
	Wk 28	International Friendship Day / National Day Celebration
	Wk 29	<i>National Day (Public Holiday) (10 August, in lieu of 9 August, Sunday)</i> Class Test
	Wk 29-31	GCE 'O' Level Oral Exam (English) (tentative)
	Wk 31	Career Guidance / Alumnus Talk (tentative)
	Wk 32	Reading Day / Teachers' Day Celebration <i>Teacher's Day (School Holiday) (4 September)</i>
	Wk 35	Mid-Autumn Festival Celebration
	Wk 35-36	Preliminary Exam
	Wk 37-38	Final revision Progress reports of students for Preliminary Exam
	Wk 38	GCE 'O' / 'A' Level Science Practical Exam Graduation Celebration cum Lunch Certificates for Graduating Students Awards for Top Students
	Wk 39-44	GCE 'O' Level Listening Comprehension Exam (English) GCE 'O' / 'A' Level Written Exam Period
Completion of Course		

SCHOOL SCHEDULE:**Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) and (Advanced Level) Examination (JUNIORS)**

Semester 2 : 7 July – 27 November 2020 (20 weeks)

School Holidays

Youth Day	6 July 2020
Teachers' Day	4 September 2020
Fall Break	26 September – 4 October 2020
Winter Holiday	28 November 2020 – 3 Jan 2021

Public Holidays

New Year's Day	1 January 2020
Chinese New Year	25 – 27 January 2020
Good Friday	10 April 2020
Labour Day	1 May 2020
Vesak Day	7 May 2020
Hari Raya Puasa	24 May 2020
Hari Raya Haji	31 July 2020
National Day	9 August 2020
Deepavali	14 November 2020
Christmas	25 December 2020

**PREPARATORY COURSE FOR SINGAPORE-CAMBRIDGE GENERAL CERTIFICATE
OF EDUCATION (ORDINARY LEVEL AND ADVANCED LEVEL) EXAMINATION
(O-LEVEL & A-LEVEL JUNIORS)
SCHEDULE FOR YEAR 2020
(Semester 2)**

Semester	Week	Schedule
Sem-2 (7 Jul – 27 Nov)	Wk 1	Youth Day (School Holiday) (6 Jul) Commencement of Course Orientation Programme Confirmation of class allocation for students
	Wk 3	Community Service
	Wk 4	<i>Hari Raya Haji (Public Holiday) (31 July)</i>
	Wk 5	International Friendship Day / National Day Celebration
	Wk 6	National Day (Public Holiday) (10 August, in lieu of 9 August, Sunday) Graded Assessment 1
	Wk 9	Reading Day / Teachers' Day Celebration <i>Teacher's Day (School Holiday) (4 September)</i>
	Wk 10	Graded Assessment 2
	Wk 11	AEIS Exams (tentatively on 15 September)
	Wk 12	Mid-Autumn Festival Celebration Progress reports of students for Mid-Semester
	-	Fall Break (26 September – 4 October)
	Wk 14	Graded Assessment 3
	Wk 16	Halloween Party
	Wk 18	Semester 2 Exam
	Wk 19	<i>Deepavali (School Holiday) (16 Nov, in lieu of 14 Nov, Saturday)</i> Progress reports of students for Exam
	Wk 20	Teachers-Parents Meeting Thanksgiving Day / Fundraising Event Awards for Top Students End of Semester 2 / Completion of Course
Winter Holiday (28 November 2020 – 3 January 2021)		
Winter Holiday Class Programme (30 November – 11 December)		

Regulations for Examinations

1. Students are to be attired in the school uniform matched with jeans / pants or skirts of appropriate and modest length.
2. Students should report **15 minutes before** the start of the paper.
3. No extra time will be given to a candidate who reports late.
4. The student must inform the invigilator immediately if:
 - a. he is issued with the wrong paper
 - b. he is given a question paper that is incomplete
 - c. he is not given all the required materials
5. Write your **name** on the first sheet/cover page of your answer scripts. If loose writing paper is used, you must write your name on every sheet.
6. Students should write their answers legibly in **black or blue ink**. Pencils may be used for diagrams only. For Optical Answer Sheets, 2B pencils must be used.
7. Students caught in dishonest acts which compromise the integrity of the examination will be sent out of the examination room and will receive zero for the paper. He will be given a warning letter and his parents/guardian will be notified. Examples of **dishonesty** are:
 - a. colluding or attempting to collude with other persons;
 - b. copying from other candidates;
 - c. placing your answers or diagrams in positions allowing other persons to copy from you;
 - d. submitting another person's work as your own;
 - e. possessing books, notes, memoranda or any other unauthorised materials including electronic devices.
8. Students should observe **silence** at all times during the examination.
9. The paper will start and end according to the examination timetable. If a student completes the paper before the designated time, he/she will **not** be allowed to submit the paper before the time is up.
10. The maximum allowable time for late-comers to take the examination will be 30 minutes. In addition, these late-comers will be required (after the paper) to write a report to the V Principal explaining his/her lateness. The V Principal will also have the right to decide if the marks of such students should be reflected in the progress reports.
11. Students will not be allowed to leave the examination classroom during the first and last 15 minutes of the paper. However, the invigilator has the discretion to decide otherwise depending on the urgency of the circumstances then.
12. Any student who is absent for a paper will be given zero for that paper.
13. The use of correction fluid is not allowed.

School Rules

If we crave respect in our old age, it may be advisable to begin earning it in our youth.



Code of Conduct for Students

As a student of Ascensia International School, I must always:

- 1. Strive for excellence in my behaviour and studies.**
- 2. Be attentive in class.**
- 3. Observe and comply with the ban on mobile phone in school during school hours.**
 - The teacher of the first lesson will collect all mobile phones from the students at the start of the first lesson every morning and the teacher of the last lesson will return the phones to the students only at the end of the last lesson of the day.
 - Students found in possession of mobile phones during school hours will be penalized, and their mobile phones will be confiscated. The phones may be returned at the discretion of the V Principal.
- 4. Bring all the necessary books including my dictionary for the lessons every day.**
- 5. Complete all assignments and submit them on time.**
- 6. Attend classes regularly.**
 - I must achieve 90% attendance (for STP students) or 75% attendance (for non-STP students) in order to complete the course and be awarded with a certificate.
 - Medical Certificates (MCs) from certified health practitioners must be produced if I am not able to attend school because I am unwell.
 - Sick leave application (without MC) may be approved. Condition must be verified by the Form Teacher or V Principal.
 - Leave application (for reasons other than illness or injury) may be approved. The leave application must be based on genuine reasons and I must seek prior approval from the Form Teacher or V Principal.
 - MCs and leave application forms must be submitted within the same day that I next turn up for school.

My Student's Pass will be cancelled if I fail to:

- attend classes for a continuous period of 7 days or more without any valid reason
- achieve 90% attendance

- 7. Be punctual at all times.**
- 8. Maintain a neat and presentable personal appearance at all times.**
 - Put on the school uniform. Shorts & mini-skirts, slippers, casual sandals, rings, earrings, putting on make-up and dyeing of hair are strongly discouraged.
- 9. Refrain from smoking within the school premises (including the toilets) or in the surrounding areas of the school premises.**
 - No cigarettes should be found in my possession when I am in school.
- 10. Be quiet and orderly at all times.**
 - I will not shout, scream, push or run within or around the school compound.
- 11. Be honest.**
- 12. Be courteous, respect all school authorities, including my teachers, obey their instructions and heed their advice.**
- 13. Uphold the good reputation of my school.**
- 14. Take good care of public and school property.**
- 15. Keep my classroom clean and tidy.**
 - I will not bring any food or drinks into the school compound. Only plain water is allowed.
 - I must not leave my textbooks/course materials and school t-shirt in class at the end of the lesson.
- 16. Refrain from bringing valuables (such as electronic dictionaries, tablets, large sums of money, etc.) to school.**
 - If I do and I lose the item, it is solely my responsibility.

Student Behaviour

Students who break rules that are of a level of severity will be given demerit points and if improvement in a certain area is made subsequently, merit points will be given, according to the following Points System:

Offence / Improved Behaviour	Demerit Points	Merit Points
Cheating during test / exam	30	-
Defying school authorities	30	-
Assault / fighting	30	-
Bullying / Threatening	15	-
Smoking in / near school premises	15	-
Students found with cigarettes within their possessions in school	10	-
Not smoking in / near school premises for whole term after being found smoking in / near school premises	-	15
Vandalism	10	-
Inappropriate Conduct <ul style="list-style-type: none"> Homework not done Not bringing dictionary Sleeping in class Use of vulgar language Using mobile phones during lessons 	2 – 10	-
Absent from school for more than half a day	10	-
Absent from school for 1 to 3 hours	5	-
Absent from remedial lessons	5	-
Present for all other remedial lessons after being absent from remedial lessons	-	5
Late for class	2	-
Punctual for all lessons within a week	-	5
Inappropriate Dress Code <ul style="list-style-type: none"> Wearing slippers, earrings Colored hair Having make-up Polished nails Not wearing school uniform 	5	-
Good learning attitude <ul style="list-style-type: none"> Completing all homework/assignments within a week Bringing all required books for lessons Managing and updating Student Diary effectively Speaking in English during lessons 	-	5
Peer-teaching <ul style="list-style-type: none"> Helping/assisting classmates in need during lessons 	-	3-5
Civic-mindedness <ul style="list-style-type: none"> Helping to keep the classroom clean on one's own initiative Keeping one's study area clean and neat before going home 	-	3-5
School Involvement <ul style="list-style-type: none"> Taking part in school competitions Displaying active involvement in school-organized activities e.g. class outings/mobile learning journeys etc. 	-	3-5
Demonstrating leadership qualities <ul style="list-style-type: none"> Taking on leadership roles in class and executing duties effectively 	-	3-5
Showing respect to teachers <ul style="list-style-type: none"> Being polite to teachers, paying attention during lessons 	-	3-5

Demerit Points

For every 50 demerit points received within a Semester, the student will be issued a warning letter by the V Principal.

When the student accumulated 50 demerit points, a warning letter will be issued and sent to the guardian / parent. Accumulation of 100 demerit points, a warning letter as well as a pre-termination letter will be issued and sent to the guardian / parent.

When the student accumulated a total of 150 demerit points, a termination letter will be issued and sent to the guardian / parent. The school will proceed to cancel his / her Student's Pass with immediate effect.

Should a student commit a very serious offence (according to the discretion of the Disciplinary Committee), the school has the authority to terminate the student and cancel the student's pass.

Students will be liable for disciplinary action by the school or face the possibility of expulsion from the school without any refund of the school fees paid after due counselling by the V Principal if they fail to achieve the **90% attendance (for STP students) or 75% attendance (for non-STP students)** requirement monthly at school, display a negative attitude towards their studies, defy the school authorities or commit serious misconduct.

For students who have accumulated demerit points and warnings or pre-termination letters, they will be reset to zero at the beginning of each semester. Improvement points will also be reset to zero at the beginning of each semester.

Administrative Information

One must fight for a life
of action, not reaction.

- *Rita Mea Brown*



Confidentiality of Student Data

All students' personal information will be kept strictly confidential and will not be divulged to any third party without consultation with the student.

Change of Student Particulars

Students must notify the School of any changes in their personal particulars, including their contact numbers and addresses and the contact numbers of their parents and guardians. This can be done by filling in the "Update of Student Information" form.

Refund Policy

- a) The School's refund policy and procedure are available to all students, including prospective ones, on the following platforms:
- School's website
 - Student handbook
 - Student contract
 - Orientation programme materials
- b) The School shall ensure a fair and reasonable refund policy is detailed for all students.
- c) The maximum processing time from the student's withdrawal / refund request to the issuance of the refund shall not exceed more than 7 working days.
- d) The School adopts the Refund Policy as per the standard Student Contract as set out by CPE. This policy will act as a framework in guiding the implementation of detailed refund processes and procedures in the following areas:
- Refund for Withdrawal Due to Non-Delivery of Course
 - Refund for Withdrawal Due to Other Reasons
 - Cooling off Period
- e) Refund for Withdrawal Due to Non-Delivery of Course:
The PEI will notify the Student within three (3) working days upon knowledge of any of the following:
- It does not commence the Course on the Course Commencement Date;
 - It terminates the Course before the Course Commencement Date;
 - It does not complete the Course by the Course Completion Date;
 - It terminates the Course before the Course Completion Date;
 - It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A of the standard student contract within any stipulated timeline set by CPE; or
 - The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).
- f) The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.
- g) Refund for Withdrawal Due to Other Reasons:
- If the Student withdraws from the Course for any reason other than those stated in Clause 2.1 of the standard student contract, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D of the standard student contract.

h) Refund during Cooling-off Period:

- The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.
- The Student will be refunded the highest percentage (stated in Schedule D of the Standard Student Contract) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

i) Schedule D - Refund Table:

Percentage of total fees paid	If Student's written notice of withdrawal is received:
90%	more than 30 days before the Course Commencement Date
50%	before, but not more than 30 days before the Course Commencement Date
25%	after, but not more than 7 days after the Course Commencement Date
0%	more than 7 days after the Course Commencement Date

j) Non-Refundable Fees: -

- Application Fees
- Fees paid to the Singapore Examinations and Assessment Board (SEAB)
- Fees paid to the Immigration and Checkpoints Authority (ICA)

Transfer / Withdrawal / Deferment Policies

- a. The maximum processing time for transfer, withdrawal, deferment process, from the point of student's request to informing student of the outcome in writing, should not be more than 4 weeks.
- b. All requests must be made in writing through the submission of the Course Transfer Request Form / Course Withdrawal Request Form / Course Deferment Form and any supporting documents. Verbal notice is not accepted.
- c. For students under the age of 18, written consent from the parent / legal guardian must be obtained.
- d. All requests will be reviewed on a case by cases basis and the School will have the final decision on the outcome.
- e. The School's refund policy shall apply for all qualified refunds. Students are to refer to the School's refund policy and the Student Contract for further details.
- f. Communication of the school's transfer, withdrawal, deferment policies and procedures to all students will be through the following platforms:
 - Student Handbook
 - Orientation Programme materials
 - School's official website
- g. Transfer Policy
 - The definition of transfer is when a student changes the course or period of study (from full-time to part-time or vice versa) but remains as a student of the school.
 - Conditions for granting the transfer:
 - i. All outstanding fees must be settled prior to request.
 - ii. Student must fulfil the admission criteria of the new course and will be subjected to the School's student selection and admission procedures.
 - For Student's Pass holder, course transfer is subjected to ICA's approval of the new Student's Pass. ICA will be informed through the application of the new Student's Pass.
 - A student who transfers within the School must have their existing contract terminated. A new student contract will be signed based on the procedures for executing student contracts.
- h. Withdrawal Policy
 - The definition of withdrawal is when a student discontinues all courses with the School.
 - Conditions for granting the withdrawal:
 - i. All outstanding fees must be settled prior to request.
 - ICA will be informed through the cancellation of the student's pass. Student's pass holder is required to submit his/ her student's pass to the school for cancellation of the student's pass with ICA.
 - A student who withdrew will have their student contract terminated.

i. Deferment Policy

- The definition of deferment is when a student delays or postpones the course (or module).
- Conditions for deferment:
 - i. Students can apply for deferment only once.
 - ii. Requests for deferment extension will be considered on a case by case basis.
 - iii. In applying for deferment, student has to take note of the course completion timelines.
 - iv. Students are to note that maximum duration allowed to complete a course should not be more than TWICE the normal registered course duration. For example, if a course is registered as 1-year duration, the maximum time allowed to complete the course successfully is 2 years.
 - v. Deferment is subjected to the availability of units / courses offered. The school reserves the right to offer similar units / courses in replacement of discontinued units / courses.
- ICA will be informed through the application of the new Student's Pass. The course deferment is subjected to ICA's approval of the new Student's Pass.
- If the student contract is still valid, an addendum would be signed to reflect the deferment. For terminated student contracts, a new student contract will be signed based on the procedures for executing student contracts.

Transfer / Withdrawal / Deferment Procedures

- a. Students who would like to transfer, withdraw or defer, submits the **Course Transfer request Form / Course Withdrawal Request Form / Course Deferment Form** to the **Senior Admissions Executive** for processing.
- b. Any supporting documentation that are required to process the request must be submitted along with the **Course Transfer request Form / Course Withdrawal Request Form / Course Deferment Form**.
- c. In addition, the student would also fill in and submit the **Refund Request Form** together with the **Course Transfer request Form / Course Withdrawal Request Form / Course Deferment Form** in case of a refund.
- d. Reasons for the request should also be documented in the **Course Transfer request Form / Course Withdrawal Request Form / Course Deferment Form**.
- e. For students below the age of 18, the parent / legal guardian's written consent must be obtained. Written consent may be obtained through signing on the student request form or a separate email or letter correspondence would suffice. Receipt of Consent must be documented in the **Course Transfer request Form / Course Withdrawal Request Form / Course Deferment Form**.
- f. Upon receipt of the **Course Transfer request Form / Course Withdrawal Request Form / Course Deferment Form**. (including supporting documents), the **Vice Principal / Operations Manager** is to meet with the student to find out further the student's intention of the request. This is to be done **within 2 working days** upon

receipt of the [Course Transfer Request Form / Course Withdrawal Request Form / Course Deferment Form](#) (based on the date of application).

For Course Transfers

The [Vice Principal / Operations Manager](#) is to inform student on the following conditions and information:

- i. Student must meet all minimum entry requirement of the new course they wish to transfer to
 - ii. The standard [student contract](#) of the current course will be voided upon approval of the course transfer
 - iii. A new standard student contract for the new course will need to be signed upon approval of the course transfer
 - iv. All outstanding fees must be paid
 - v. For Student's Pass holder, course transfer is subjected to ICA's approval of the new Student's Pass. ICA will be informed through the application of the new Student's Pass.
- a. After which, the [Senior Admissions Executive](#) is to conduct the pre-course counselling with the student to ensure that relevant course information is communicated to the student.
 - b. Both the [Senior Admissions Executive](#) and the student are required to sign off [Course Transfer Request Form](#) to confirm that the former has fully communicated and the latter has understood all information communicated.
 - c. Upon completion of pre-course counselling, the [Senior Admissions Executive](#) to ensure that the student has met the entry requirements of the course transferred into.
 - d. A Letter to Effect or Reject Transfer Request will be given to the student.
 - e. For approved course transfer requests, student is to proceed with the application process of the new course.

For Course Withdrawals

- If after meeting the student and possible solutions for student retention are not possible, the [Senior Admissions Executive](#) is to seek approval from the [Vice Principal / Operations Manager](#) as part of management approval. Such Approval should be documented in the [Course Withdrawal Request Form](#).
- a. A Letter to Effect Withdrawal Request will be given to the student.

For Course Deferment

- The **Senior Admissions Executive** is to inform student on the following conditions:
 - i. For student's pass holders, their deferment is subject to the approval of their student's pass by ICA.
 - ii. Approval of deferment is also subjected to availability of the course / module offered.
- a. After meeting the student and should he/she decide to proceed with the deferment, the **Senior Admissions Executive** is to seek the approval from a member of the **Management Team**.
- b. For university partner courses, the **Senior Admissions Executive** is to inform the university partner and seek their permission for student to defer studies.
- c. A written notification will be issued to the student to inform them of the student request status.

Follow Up Actions upon Approval of Student Request

Senior Admissions Executive is to complete upon approval student requests are:

- Terminating existing **student contract** (to be done upon signing of new contract) or issue a student contract addendum to existing student contract
- Processing of Refunds if any
- Informing ICA of the change in Student's Pass Status (including cancellation of current Student's Pass). If the application pertaining to transfer is rejected by ICA, the student pass is to be cancelled within 7 days
- Updating FPS Service Provider (Refer to procedure on updating FPS Service Provider)
- Issuing past attendance records to students who are enrolling in another course in another Private Education Institute (for course withdrawals)
- Updating of FPS Service Provider

Circumstances to inform FPS Service Provider

Senior Admissions Executive will update FPS Service Provider within **3 working days** if: -

- i. Student transfers his course of study; or
- ii. Student withdraws from course of study; or
- iii. Student defers or extends his course of study; or
- iv. Student's fee protection status is affected other than the circumstances as listed above.

Immigration Matters

- The Student's Pass is strictly for the purpose of your study in our school. You are not allowed to seek any form of employment, paid or unpaid, or be involved in any business, profession or occupation. You are not to take part in any activity which is detrimental to the security, reputation and well-being of Singapore.
- Upon the completion or termination of your course with our school, your Student's Pass must be cancelled and your Student's Pass card returned to the Immigration and Checkpoints Authority (ICA).
- Upon the cancellation of your Student's Pass card, ICA will approve your stay in Singapore on social visit status for a short period. Please adhere to the validity period of the social visit status granted to you by ICA.
- Loss of Student's Pass
 - Report the loss of your student's pass and any other important documents (e.g. your bank card) to the police immediately. The police will issue you with a police report.
 - Report the loss of your student's pass to Ascensia as soon as possible. A letter of confirmation to state that you are currently a student of our school will be issued to you.
 - You must personally report the loss of your student's pass and obtain a replacement from ICA within seven days of its loss. In order to replace your student's pass, you need:
 - One recent passport-sized photograph
 - The photograph must be taken within the last 3 months.
 - The photograph should be in colour, must be taken against a white background with a matt or semi-matt finish.
 - The photograph image must show the full face (eyebrows cannot be covered by fringe) and the registrant should be without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features)
 - Your passport (as proof of identity)
 - A letter from the school stating that the applicant is currently a registered student (for STP card holders only)
 - An original copy of the police report
 - Replacing your student's pass will cost you \$100 for the first replacement, and \$300 for subsequent replacements.
 - For further information, you can check the ICA website at <http://www.ica.gov.sg>.

Opening a Bank Account

- Different requirements for different banks.
- Need to provide your passport and Student's Pass (green card) for identification.
- Banking hours: Monday to Friday, from 8.30am-4pm and Saturday, from 9.30am-1pm.
- Banks handle travellers' cheques and change foreign currencies.
- Passports are required when cashing travellers' cheques. A nominal commission is charged.

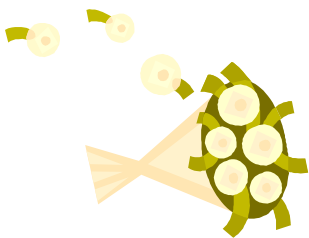
Transfer of funds

- You may receive additional funds from your family using bank drafts made out in Singapore dollars and drawn from a Singapore bank.
- These can be credited to your accounts and drawn in 1-2 days.
- Telegraphic transfers may also be made indirectly through another bank to your bank account. There's a bank charge of S\$10 to S\$30 per transaction.

Useful Information for Foreign Students

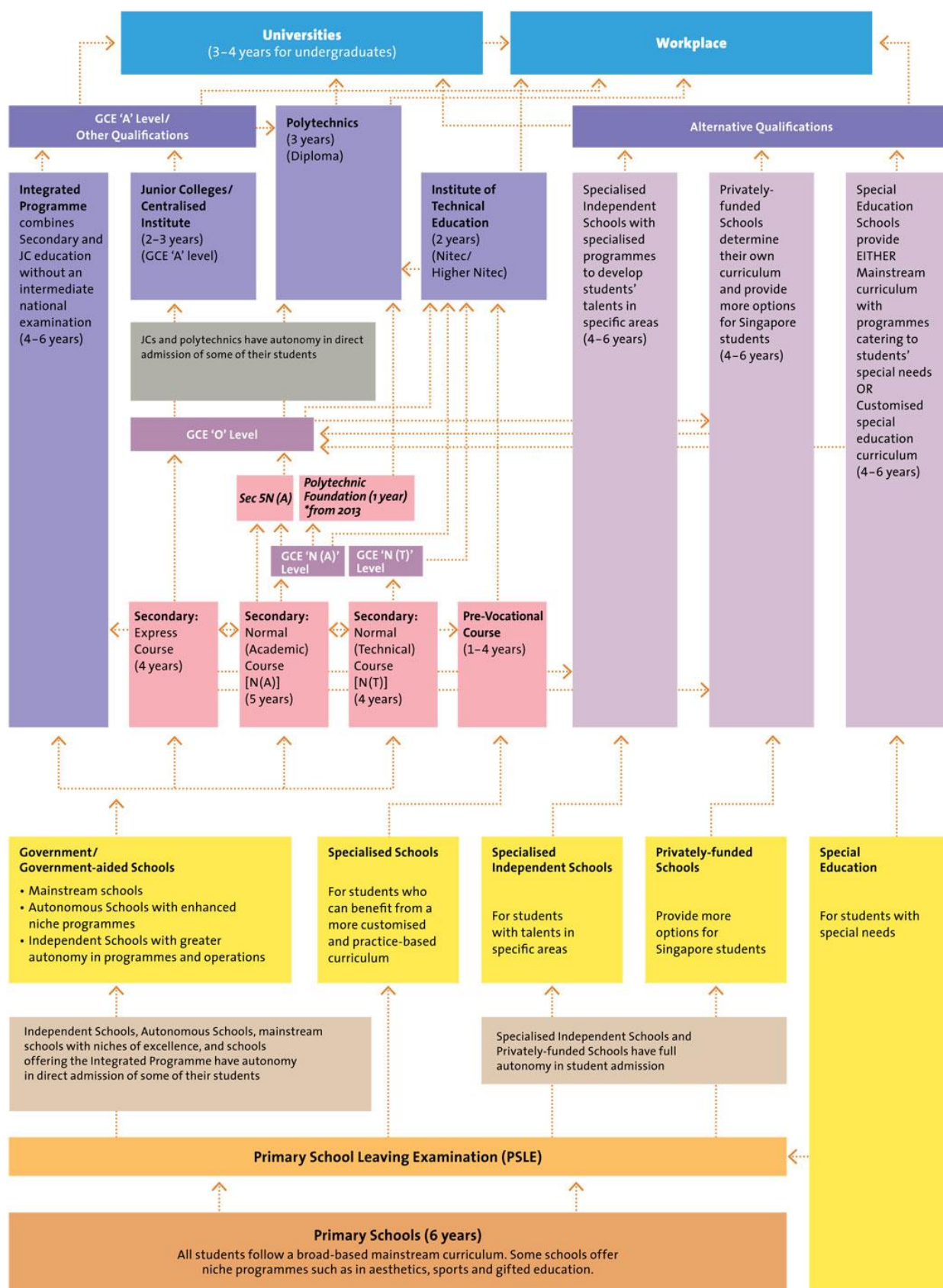
I say try. If we never try,
we shall never succeed.

- *Abraham Lincoln*



Singapore Education System

The Singapore education journey



Age Criteria for Admission of International Students

Level	Permissible Age Range as at 1st January of Year of Admission
Primary 1	6 to 6+
Primary 2	7 to 7+
Primary 3	8 to 8+
Primary 4	9 to 9+
Primary 5	10 to 10+
Primary 6	No direct admission is allowed to this critical level as the students will not have sufficient preparation time for the Primary School Leaving Examination held towards the end of the year.
Secondary 1	12 to 12+
Secondary 2	13 to 13+
Secondary 3	14 to 14+
Secondary 4	No direct admission is allowed to this critical level as the students will not have sufficient preparation time for the GCE 'N' or GCE 'O' Level Examinations held towards the end of the year.
Secondary 5	No direct admission is allowed to this critical level as the students will not have sufficient preparation time for the GCE 'O' Level Examination held towards the end of the year.
Pre-U 1 / JC 1	16 to 16+
Pre-U 2 / JC 2	No direct admission is allowed to this critical level as the students will not have sufficient preparation time for the GCE 'A' Level Examination held towards the end of the year.
Pre-U 3	No direct admission is allowed to this critical level as the students will not have sufficient preparation time for the GCE 'A' Level Examination held towards the end of the year.

Source:

<https://www.moe.gov.sg/admissions/international-students/general-info#age-criteria>

Cost of Living

The standard of living in Singapore is amongst the highest in Asia. Compared to countries in western continents, the cost of living here is relatively low, and basic items like food and clothing are very reasonably priced.

When planning your budget, you will need to cater for these items:

- Accommodation
- Utilities
- Food
- Transport
- Clothing
- Telecommunications
- Books & Stationery
- Medical/Hospitalisation Insurance
- Personal Expenses

An international student in Singapore spends on average about S\$750 to S\$2,000 a month on living expenses. This amount, of course, varies depending on your individual lifestyle and course of study.

These estimated cost ranges in the Table below gives a rough guide of the basic expenditure an international student may incur per month.

<u>Item</u>	<u>Cost per month</u>
Accommodation	<ul style="list-style-type: none"> • \$500 - \$1,500 (rental varies with geographical area, type of accommodation, demand, facilities provided and the number of people sharing)
Utilities	<ul style="list-style-type: none"> • \$50 - \$80 (not applicable for boarding schools)
Food	<ul style="list-style-type: none"> • \$300 - \$450 (Based on \$10-\$15 a day for 3 meals) Note: Included in boarding fees, Boarding Schools usually provide two meals a day. Not included in room rates, Halls of Residence normally offer meals at extra charge.
Public Transport	<ul style="list-style-type: none"> • \$50 - \$100 (varies with types of student concession pass)
Telecommunications	<ul style="list-style-type: none"> • From \$30 (varies with usage and promotional packages subscribed)
Books & Stationery	<ul style="list-style-type: none"> • \$30 - \$100 (varies with course)
Medical Hospitalisation Insurance	<ul style="list-style-type: none"> • \$30 - \$50
Personal expenses	<ul style="list-style-type: none"> • \$100 - \$200 (varies with individuals) (clothes, toiletries, entertainment, haircut, miscellaneous)

*An International student in Singapore spends on average about S\$750-S\$2000 on living expenses, varies depending on individual lifestyle & course of study

(Extracted from Contact Singapore website as of 5 Dec 2014)

Accommodation

Foreign students studying in Singapore can either stay with local guardians or in hostels. The cost of full-board accommodation ranges from S\$1,000 to S\$1,500 per month, inclusive of rent, meals and laundry. For further information, please enquire at our Reception Counter.

Transportation

- You may take your pick from buses, the Mass Rapid Transit (MRT)/Light Rail Transit (LRT), trains or taxis. Bus and MRT routes as well as fares can be found at: <http://www.transitlink.com.sg>
- Fares may be paid in cash or by farecard, which can be used on both the MRT/LRT and buses.
- Bus/MRT/LRT Fares range from SGD1.00 – SGD2.20

Postal Services

Singapore Post operates a network of more than 1,300 postal outlets conveniently located throughout the island. You may fax and send air-parcel post at all outlets.

Singapore Post opens from Monday to Friday, 8:30am to 5pm and until 1pm on Saturday. All outlets are closed on Sunday and Public Holidays.

Destination (first 20 grams)	Minimum charge
Malaysia and Brunei	SGD 0.50
Countries in Asia & the Pacific (except Australia , Japan & New Zealand)	SGD 0.70
Countries in the rest of the world (including Australia, Japan, New Zealand, Africa, America, Europe and the Middle East)	SGD 1.30

Telecommunications

Payphone services

Public payphones are operated by credit card or stored-value phonecards. They can be used to make both local and international calls. Public payphones can be found in most shopping complexes and subway stations. Local calls are charged at 10 cents per 3 minutes.

Stored-value phonecards are available in denominations of Singapore dollars 5, 10, 20, 50 and 100 at post offices and convenience stores.

To make an international call, you have to dial the access code followed by the country code, area code & telephone number.

Different telephone companies use different access codes. Dial 001 or 013 for Singtel, 002 or 021 for M1 and 008 or 018 for StarHub.

International Calling Cards from Singtel and M1 in denominations of Singapore dollars 10, 20, 50 and 100 are available at post offices, ATM's, the airport, 7-Eleven convenience stores and other retail outlets.

Applying For A Handphone:

- Approach any mobile phone provider, Singtel, M1, StarHub to buy a handphone.
- Documents to be produced at the time of application:
 1. Passport
 2. Student's Pass (green card)
 3. A letter from our school, certifying you are a registered student with us.
 4. A deposit of S\$200 (will be refundable when your 2-year plan expires).

Police Posts / Stations

If you need immediate police assistance, dial **999**. The police will answer your call within **10 seconds** and will arrive within **15 minutes** for urgent incidents and within **30 minutes** for non-urgent ones. Alternatively, you can go to the nearest Police Station or Neighbourhood Police Centre to seek assistance or make a report.

Visit www.spf.gov.sg (Singapore Police Force) for more information and full listing of Police Stations and Posts.

Health

If You Need Medical Attention

There are four modes to seek help.

1. visit a polyclinic
2. visit a private clinic near where you stay
3. admit to the Accident and Emergency Section (A&E) of any hospital if you have an emergency
4. Dial 995 if you need an ambulance urgently, otherwise dial 1777

Average Costs of Outpatient Consultation

In general, the consultation fee at a polyclinic is \$41.70 for non-Singaporeans. There are separate charges for screenings, medical examinations and other services.

Consultation fees for private clinics vary and a minimum of \$18 is commonly charged. Dental charges at polyclinic range from \$31.50 - \$93.90.

Personal and Medical Insurance

Although occasional visits to polyclinics and private clinics are affordable to most people, hospitalisation and surgeries can turn out to be extremely costly in Singapore.

International students are therefore advised to purchase a medical insurance during their studies. Hospital and medical insurance can be purchased at insurance companies in Singapore.

All of Ascensia International School's students will be covered by the school's group medical insurance policy with Liberty Insurance.

Do's and Don'ts in Singapore

Fines are imposed if you are caught committing the following offences:

- Spitting, Littering
- The Prohibition on Smoking in Certain Places Act prohibits smoking in public places such as: public transport, clinics, hospitals, public libraries, Changi International Airport, air-conditioned shopping centres, public queues, pedestrian underpasses, bus shelters, bus interchanges, public pools, public toilets and open-air stadiums.
- Trafficking or consuming drugs
- Working illegally
- Jay-walking
- Buying/Selling chewing gum
- Not flushing the toilet after every use.

Public Libraries

You can borrow a book, a magazine, a video or a CD-ROM from any of the public libraries. You can register for membership at the customer service counter at the public libraries.

Membership Registration	
Documents Required	Passport Student Pass
Registration Fee	\$10.50 (Payable again upon renewal of membership, if membership has expired for more than 6 months)
Annual Basic Membership Fee	\$42.80

Membership Privileges	
Basic	8 Books/Magazines for 21 days

Library Services and Facilities

The Library has a collection of English, Chinese, Malay and Tamil books, magazines, references, dictionaries, encyclopedia, fact books, biographies, atlases, music scores and audio-visual collection and a Singapore collection. In addition, the library also provides many other types of services and facilities.

You can return your books or AV materials through Book Drops or borrow using the self-check borrowing stations. Moreover, you can check your library records and make payment at the borrower's enquiry and payment station, and find your books using the catalogue stations. Alternatively, you can do these checks right from the comfort of your home via National Library Board (NLB) website (www.nlb.gov.sg). You may refer to the same website for a full listing of the branches, their services and facilities and their locations.



Student Services

There is nothing on this earth more prized than true friendship.

- *Saint Thomas Aquinas*



Student Services

1. Advice and recommendations for academic / career plans, accommodation options, government school placement services, etc.
2. Medical insurance coverage for hospitalization and related medical treatment for the entire course duration.
3. Activities including community service projects, academic assistance classes to enrich your educational experience.
4. Counselling Services:
Our school counsellors provide counselling service for students who may need help in areas other than that of academic nature.
5. Our school counsellors are:
 - Mr Wong Wai Kong
 - All Form Teachers

Students may also approach their class teachers for counselling on academic issues.

The school also has an agreement to refer to Care Singapore (Children-At-Risk Empowerment Association), any students who are in need of professional counselling.

Our school counsellors may be contacted at **6466 5505** during office hours, Mondays-Fridays. After office hours, students may call the Samaritans of Singapore (SOS) 24-hour hotline at **1800 221 4444**.

6. Students may also refer to the following organizations for support services when necessary:
 - Singapore Mediation Centre (www.mediation.com.sg, 6332 4366)
 - Singapore Institute of Arbitrators (www.siarb.org.sg, 6372 3931)
 - Singapore Small Claims Tribunal (app.subcourts.gov.sg/sct)
7. Orientation programme

The following services are provided in the orientation programme for all the newly-enrolled students of the School:

- a. Disseminating and reiterating important course information, such as timetable, exam schedule and other relevant information (through the student handbook)

- b. Informing students of their rights (including internal and external grievance and dispute resolution procedures, fee protection scheme, reference to CPE's official website)
- c. Informing students of policies/procedures of refund, transfer/withdrawal, and appeal of exam results
- d. Briefing students on the School rules and student support services
- e. Giving details of the organisation awarding the academic certificate (for programmes conducted in conjunction with external partners).

List of Comprehensive Services Available in the School:

- a. For all new students

The School will provide the following services to ensure that students make a smooth transition to Singapore : -

- Individual and personalized long-distance calls to parents / agents to inform them on arrival arrangements
- Accommodation Support Service
- Arrangement for Medical Screening
- Arrangement for Bank Account Opening
- Visa / Student Pass Application
- Student Orientation Programme

- b. For all Current & Enrolled Students

The following facilities and programmes are provided to enrich the students' educational experience in the School:

- E-Library
- Wireless internet access
- Community service projects
- Academic assistance programmes
- Sports and recreation programmes
- Experiential learning through excursions and outings
- Project work covering English, Mathematics and Science
- Graduation celebration events
- Certified Counselor
- Students' Outings and Activities
- Library Access for References
- Personalize updates to parents on admission matters / students' progress which includes:
 - Informing parents on student admission matters / services, including airport pick up, accommodation, etc.
 - Informing parents on student issues, including attendance rate, behavior, academic performance, etc.

- Student Progress Reports (Refer to Operation Manual: Monitoring of Student Learning)
- V-Principal – Student dialogue sessions
- Student Development Committee

c. For enhancing overall Student Experience

In ensuring that the School provides for an exceptional student experience, it undertakes to provide the following services:

- Monthly review of students' attendance (Refer to Manual: Monitoring of Student Learning)
- Student Surveys (Student Satisfaction Survey / Module Evaluation Survey / Graduate Survey / Pre-course Counselling and Orientation Satisfaction Survey / End of Course Survey) (Refer to Manual: Student Satisfaction Survey)
- Feedback forms (Refer to Manual: Feedback and Complaints)
- Dispute resolution process (Refer to Manual: Feedback and Complaints)
- Student intervention (Reference to Manual: Student Learning)

Student Grievance / Complaint / Feedback Procedure

- a. For purpose of the School's Dispute Resolution Policy and procedures, it will cover any students' official complaints that the School receive from any channels and should be communicated to students and aligned with the Private Education Regulations.
- b. All feedbacks and complaints must be properly recorded and /or documented. Any correspondence (including actions taken) between the School and the complainant must be annexed as evidences. This is to ensure that any staffs handling the case are kept aware of the progress / outcomes.
- c. In the event of any appeals for retention, suspension, expulsion and awards, the School's Dispute Policy and Process shall follow.
- d. Admissions Department is to respond to respective students within 3 working days of receipt of any feedbacks / complaints received. This is to ensure that students are aware that the School is aware of the Complaint received and is in the process of handling it.
- e. All feedbacks / complaints must be resolved within 21 working days. In the event that the deadline is not adhered to, respective students must be notified and the reasons with regards to the delay must be made known.

In the event that the School and the student cannot come to an agreement or the student does not accept the final decision made by the School's Management Team, they will be referred to Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through CPE Student Services Centre for mediation.

Student Appeal Process

The Student Appeal Process is defined as the process in place to handle appeals of students' assessment results arising from examinations which require formal invigilation. The window period for students to lodge an appeal will be within 7 days from the release of the assessment results.

Courses with External Partners

- Upon release of results, students who are dissatisfied with the outcome may submit an **Appeal Form** to the **Academic Support Supervisor**. This is to be done **within 7 working days** of the release of examination results.
- The **Academic Support Supervisor** is to acknowledge the receipt of the **Appeal Form** **within 3 working days**, and proceed to submit the appeal to the **External Partner**.
- All decisions made by the **External Partner** are subject to their appeal processes, and approved decisions are final.
- The **Examination Board** is to review and endorse the appeal results before the **Academic Support Supervisor** informs the students of the appeal outcome (to be done **within 8 weeks** of the date of the appeal).
- Should there be changes required, the **Academic Support Supervisor** will make the necessary amendments to the results slip and submit to the **Head of Middle & High School / Head of Junior School / Vice Principal** for approval.

In-house Courses

- Upon release of results, students who are dissatisfied with the outcome may submit an **Appeal Form** to the **Academic Support Supervisor**. This is to be done **within 7 working days** of the release of examination results.
- The **Academic Support Supervisor** is to acknowledge the receipt of the **Appeal Form** **within 3 working days**, and proceed to submit the appeal to the **Head of Middle & High School / Head of Junior School / Vice Principal**.
- The **Head of Middle & High School / Head of Junior School / Vice Principal** is to review the appeal request and decide if it is a valid appeal. If the request qualifies for an appeal, a different marker will be designated to re-mark the paper. Comments in relation to the re-mark must be stated in the **Appeal Form**, which would be circulated to the **Examination Board Chairman** for his/her review and approval.
- All decisions made by the **Examination Board** are final.
- The **Academic Support Supervisor** will inform the student of the final decision **within one month** from the date of the appeal.
- Should there be changes required, the **Academic Support Supervisor** will make the necessary amendments to the results slip based on the appeal result.

Secrets of Academic Success

A. DEVELOP GOOD STUDY HABITS

1. Daily Revision

- ✓ Look through what was taught in class and do assigned homework daily.

2. Be your own teacher

- ✓ Teach yourself. Don't rely too much on your teacher to spoon feed you every time. Get excited about learning. Learn to love your subjects.

3. Develop a super-power memory - one that will astonish your friends and amaze your teacher.

- ✓ Remember that there is no such thing as a poor memory – only an untrained one. Your memory is like a muscle; exercise it and it will become stronger.

4. Make full use of classroom instruction

- ✓ Be prepared for your lessons; come with the appropriate books and equipment you need. Listen and concentrate in class.

5. Develop a routine

- ✓ Organise your room, so that you know exactly where your books, files, writing materials, clothes, uniforms etc. are at all times. Make sure you have a table or at least a desk to sit at and write on. Do your homework straightaway; especially on Fridays when you have the whole weekend to do it.

6. Work co-operatively with your friends

- ✓ Form study groups of four to five persons. These groups will enable you to develop / clarify your ideas, improve your understanding of the topic under discussion and feel less anxious about your work.

B. STUDY SKILLS

1. Understand what you have learnt for the day

- ✓ Read and skim through textbooks or notes for keywords, main ideas and important examples.

2. Organise the information

- ✓ Using mind-mapping or note-taking, organise the topic you have just studied.

3. Recall

- ✓ Write down brief points.
- ✓ Check with your notes to find out which are the points you have missed out.

4. Mastering the information

- ✓ For subjects requiring the application of knowledge, like Mathematics, practise many problems to master the skills.

C. KEEPING A HEALTHY LIFESTYLE

1. Ensure at least 7 to 8 hours of sleep every day.

2. Do not stay up late.

3. Drink at least 6 glasses of water every day.

4. Keep a balanced diet.

- ✓ Eat more vegetables and fruits and avoid oily/fried food. Take vitamins if necessary.

5. Ensure an hour of exercise every day.

Useful Contacts

- **Ascensia International School**
 - Email: enquiry@ascensia.edu.sg
- 6466 5505

- **EMERGENCY**
 - Police
 - Emergency/Ambulance/Fire Brigade
- 999
- 995

- **IMPORTANT**
 - Police Hotline
 - Non-emergency ambulance
- 6225 0000
- 1777

- **INFORMATION**
 - Flight Information (24 hrs)
 - Singapore Tourism Board (24 hrs)
 - Directory Assistance
 - Immigration and Checkpoints Authority
- 1800 542 4422
- 1800 736 2000
- 6777 7777 or 100
- 6391 6100

- **DIAL-A-CAB**
 - Comfort Cablink
 - SMRT Taxis
 - Yellow-top Cab
 - TransCab
 - Silver Cab
- 6552 1111
- 6555 8888
- 6552 2828
- 6555 3333
- 6363 6888

- **COUNSELLING SERVICES**
 - Children-At-Risk Empowerment Association
 - Samaritans of Singapore (SOS)
 - Care Corner Counselling Centre
 - Care Corner Mandarin Counselling Centre
 - Counselling and Care Centre
 - Student Line
 - Tinkle Friend
- 6583 3481
- 1800 221 4444
- 6353 1180
- 1800 353 5800
- 6536 6366
- 6536 1106
- 1800 274 4788

Embassies & Consulates in Singapore



Embassy of the People's Republic of China (Mon -Fri, 9am-12pm and 2.30pm-5pm) 150 Tanglin Road Singapore 247969 Tel: (65) 6418 0251, 6418 0224 Fax: (65) 6734 4737 E-mail: chinaemb_sg@fmprc.gov.cn www.chinaembassy.org.sg	Embassy of the Republic of Indonesia (Mon -Thur, 9.30am-1pm and 2pm-4pm) (Fri, 9.30am-12.30pm and 2.30pm-4pm) 7 Chatsworth Road Singapore 249761 Tel: (65) 6737 7422 Fax: (65) 6737 5037, 6235 5783 E-mail: info@kbrisingapura.com www.kbrisingapura.com
Malaysian High Commission (Mon -Fri, 8am-1pm and 2pm-5.15pm) 301 Jervois Road Singapore 249077 Tel: (65) 6235 0111 Fax: (65) 6733 6135 E-mail: mwspore@singnet.com.sg http://www.kln.gov.my/web/sgp_singapore/home	Embassy of the Union of Myanmar (Mon-Fri, 9am-1pm and 2pm-5pm) 15 St. Martin's Drive Singapore 257996 Tel: (65) 6735 0209 Fax: (65) 6735 6236 E-mail: ambassador@mesingapore.org.sg www.mesingapore.org.sg
Royal Thai Embassy (Mon-Fri, 9.15am-12pm and 2pm-4.30pm) 370 Orchard Road Singapore 238870 Tel: (65) 6737 2158, 6737 2475 Fax: (65) 6732 0778 www.thaiembassy.sg	Embassy of the Socialist Republic of Vietnam (Mon-Fri, 8.30am-12pm and 2.30pm-5.30pm) 10 Leedon Park Singapore 267887 Tel: (65) 6462 5938, 6462 5994 Fax: (65) 6462 5936 www.vietnamembassy-singapore.org/en
Embassy of Japan (Mon-Fri, 8.30am-12pm and 1.30pm-4pm) 16 Nassim Road Singapore 258390 Tel: (65) 6235 8855 Fax: (65) 6733 1039 E-mail: eojsingfv@vsystem.com.sg www.sg.emb-japan.go.jp	Embassy of the Republic of Korea (Mon-Fri, 9am-12.30pm and 2pm-5pm) 47 Scotts Road #08-00 Goldbell Tower Singapore 228233 Tel: (65) 6256 1188 Fax: (65) 6254 3191 E-mail: info@koreaembassy.org.sg www.koreaembassy.org.sg
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