

2018 APPLICATION PACKAGE



ST FRANCIS
METHODIST SCHOOL



STEP BY STEP GUIDE TO ADMISSION

- Step 1 Submit the following documents (in person or via email):
- Application for Admissions Test (Form A)
 - Full 1 year result of the highest level completed both original and English translated copies (notarized translation)
 - Student's Passport
 - Attend Pre-Course Counselling
- Step 2 Book a test date (2 working days in advance)
- Step 3 Pay Admissions Tests Fee (non-refundable)
- Step 4 Sit for Admissions Test in English and Mathematics. Science Test is required for Pre-University programmes
- Step 5 Wait for results (within 7 working days)
- Step 6 Arrange and attend Interview

ELIGIBLE FOR ADMISSIONS

Letter of Offer, Confirmation of Acceptance, Course Fee Quotations will be issued to student/parents/guardian

- Step 7 Sign and return Confirmation of Acceptance together with
- Application for Admissions (Form B)
 - All documents required (Annex 1)
 - Course Application Fees of \$856 (non-refundable)

To be completed within 7 days from Letter of Offer date

PEI-STUDENT CONTRACT

2 sets of the Student Contract will be issued to student/parents/guardian

- Step 8 Sign and return 1 set of the Student Contract. Pay full course fees.

STUDENT PASS APPLICATION

- Step 9 Student Pass application begins
- Step 10 Receive a copy of the IPA from school (by email)
- Step 11 Complete admissions formalities in the school

NOT ELIGIBLE FOR ADMISSION?

You may submit an appeal letter and request for an appointment

REJECTING OUR OFFER?

Inform us in writing

DOCUMENTS REQUIRED – Annex 1

(both original and English translated copies – notarized translation)

- 2 recent passport-sized photographs with white background (If by scanned email, it must be in JPEG Format)
- Student's Pass / Cancellation Slip from previous school (if any)
- Birth Certificate
- Both Parents' Passports
- Parents' Marriage / Divorce Certificate / Death Certificate

Additional Documents required for Countries Requiring Visa (e.g. Bangladesh, China and India)

- Bank Savings statement (Minimum SGD30,000)
(Financial document in the form of bank statement/fixed deposit account/saving account – valid for at least 6 months)**
- Parents' Employment/Statements ** (Company stamp required)
(Declaration of father and mother's monthly salary and position)

NOTE:

- Applications with incomplete documents will delay the admission process
- Original copies of all documents must be produced for verification upon reporting to the School

ADMISSIONS TESTS

The Admissions Tests are conducted every weekday excluding Public Holidays

Term	Term Starting Date	Suggested Test Date
Term 1	2 January	Before 2 December of previous year
Term 2	19 March	Before 20 February
Term 3	25 June	Before 27 May
Term 4	10 September	Before 11 August

Note:

1. Enrolment into SFMS is subject to meeting the course entry or admissions criteria and the placement availability for the specific course at the time of official application.
2. Incomplete submission or inaccurate information during application may affect the outcome of your application and may result in a delay in the processing of the application.
3. Applications received after the suggested test dates may not be processed on time for students to commence their studies on the first week of the new academic term.

REFUND POLICY AND PROCEDURE

1. Refund During Cooling-Off Period

The School 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 PEI-Student Contract Ver. 3.1) 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.

(Note: Below table shows the Schedule D of PEI-Student Contract Ver. 3.1)

% of [the aggregate amount of the fees paid]	If Student's written notice of withdrawal is received
[75%]	("Maximum Refund") More than [14] days before the Course Commencement Date
[50%]	Before, but not more than [14] days before the Course Commencement Date
[30%]	After, but not more than [7] days after the Course Commencement Date
[15%]	More than [7] days after the Course Commencement Date, but not more than [30] days after the Course Commencement Date
[0%]	More than [30] days after the Course Commencement Date

2. Refund Procedure

When a student withdraws from Course, the school will determine if he/she is eligible for a refund. The refund will be processed within 7 working days on receipt of a duly filled 'Withdrawal Application Form' or a Letter of Withdrawal from the parent/guardian.

3. Fee Protection Scheme (FPS)

The FPS serves to protect the international and local students' total school fees in the event the school is unable to continue operations due to insolvency, and/or regulatory closure. In addition, the FPS also protects the students if the school fails to pay penalties or return fees to the students arising from judgments made against it by the Singapore courts.

SFMS adopts FPS in the form of insurance facility and the insurance cover will be purchased from **Liberty Insurance Pte Ltd**. The protected total school fees comprise the following:

1. Course Fee
2. Student pass Processing fee
3. Examination / Moderation fee
4. Course Material fee

4. Medical Insurance Scheme

Under EduTrust requirements, all students need to purchase medical insurance throughout their course of studies.

At SFMS, all international and local students are covered under a Group Medical Insurance Coverage of not less than \$20,000 per student, B2-ward hospital treatment in government and restructured hospitals and 24-hour coverage in Singapore and overseas (if the student is involved in school-related activities) throughout the course duration.

SFMS has appointed **Liberty Insurance** to be the medical insurance provider.

All students are given a copy of the Medical Insurance Cover when they enroll with SFMS.

5. Modes of payment

The following are acceptable payment modes:

Cash (Except for School Fees) / Nets / VISA / MasterCard / Cheque

Cheque payable to: **ST FRANCIS METHODIST SCHOOL LTD**

Telegraph Transfer

Name of Bank : Standard Chartered Bank (Singapore) Limited
Address : No. 6 BATTERY ROAD SINGAPORE 049909
Swift Code : SCBLSG22
Bank Code : 7144
Branch Code : 001
Tel : 1-800-743-3000
Account Names : ST FRANCIS METHODIST SCHOOL LTD
Account No. : 0102308144 (SGD)

Note:

1. All Credit Card payments will incur an administrative charge of 1.85%
2. Please indicate the name of the student in your remittance advice
3. All Local and Overseas bank charges are to be borne by remitter

GUARDIANSHIP SERVICE

St Francis Methodist School requires all International students enrolled at the School, under the age of 18 years old and not residing with a parent, to have a guardian for the duration of their enrolment, who can act on behalf of the student's parent and assist with all aspects of the student's welfare while in Singapore. The guardian should either be:

- A Singapore Citizen / Singapore Permanent Resident / Employment Pass Holder and above 25 years old, or
- The parent or an adult family member of the International student if the parent / family member is working / staying in Singapore.

All Guardians have to be appointed and approved by the parents of the International students.

St Francis Methodist School requires the following documents from the parents' approved Guardian:

1. Completed and signed Guardian Nomination Form
2. A copy of Guardian's NRIC and Passport

St Francis Methodist School recommends responsible professional guardianship for our International students who choose to live in the hostels. The fee payable to the appointed guardian is to be borne by the International students.

How To Apply

1. Inform Admissions Office
2. Make payment for the Admin Fee of \$107 (inclusive of GST, non-refundable) to the School.
3. Meet Guardian in the School
4. Pay guardianship fee of \$1200 per year directly to the Guardian
5. Submit the completed Guardianship Agreement to Admissions Office

ACCOMMODATION SERVICES

Students studying at St Francis Methodist School who require accommodation can be housed in hostels at either ACS Oldham Hall or Nanyang Girls' Boarding School with supervised care by a housemaster/housemistress. A school bus provides daily transfer from the hostel to the school.

Facilities and Services Available at ACS Oldham Hall

Fully air-conditioned dormitory rooms, study rooms, recreation rooms, tennis rooms, gym, music room, swimming pool, broadband internet access (usage charge may apply) and laundry room.

How to Apply

1. Contact Admissions Office
2. Complete and return the Application Form
3. Make payment for Accommodation Service Fee of \$214 (inclusive of GST, non-refundable)
4. Attend interview at an arranged date
5. Move in on a stipulated date

Note:

Arrival date in Singapore is required at least 1 (one) week in advance.