



# 2021 APPLICATION PACKAGE

# STEP BY STEP GUIDE TO ADMISSION

- Step 1  Submit the following documents (via <https://sfms.openapply.com>)
- Application for Admissions Test (Form A)
  - 1 full year result of the highest level completed. They must be both the original and English translated copies (notarized translation)
  - Student's Passport
  - Student's recent passport size photograph (in JPEG Format)
  - Attend Pre-Course Counselling
- Step 2  Book a test & interview 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-Tertiary programmes.
- Step 5  Arrange and attend Interview

## ELIGIBLE FOR ADMISSIONS

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

- Step 6  Sign and return Confirmation of Acceptance together with:
- Application for Admissions (Form B)
  - All documents required for Student's Pass Application (Annex 1)
  - Course Application Fees of \$963 (GST inclusive) (non-refundable)
- To be completed within 7 days from Letter of Offer date
- Student's Pass Application Begins

## STUDENT'S PASS APPLICATION IS APPROVED

### PEI-STUDENT CONTRACT

*2 sets of the Student Contract, Advisory Note and Letter of Undertaking will be issued*

- Step 7  Sign and return 1 set of the Student Contract, Advisory Note and Letter of Undertaking
- Step 8  Pay full course fee within 7 days from IPA date
- Step 9  Sign and return a copy of the Terms and Conditions of Student's Pass
- Step 10  Receive a copy of the IPA from school (by email)
- Step 11  Complete admissions formalities in the school, verification of original document

## NOT ELIGIBLE FOR ADMISSION?

*You may submit an appeal letter and request for an appointment via email*

## REJECTING OUR OFFER?

*Inform us in writing via email*

# DOCUMENTS REQUIRED – Annex 1

(both original and English translated copies – notarized translation)

- Student's Pass / Cancellation Slip from previous school (if any)
- Birth Certificate
- Student and Both Parents' Passports

## **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)

## **Additional Documents required for applicants below 12 years old**

- Immunisation Registration Form certified by medical doctor  
(<https://www.nir.hpb.gov.sg/fcine>)
- Student's immunisation records from country of origin

## **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

# HPB Vaccination Registration Fee

Foreign-born children aged 12 years old and below, who are first-time applicants for Student's Pass (STP) issued by the Immigration and Checkpoints Authority (ICA), are required to submit documentary proof of vaccination to the Health Promotion Board (HPB) for verification before they can proceed with their application to ICA.

From 23 March 2020 onwards, SFMS will be charging SGD \$214 (GST inclusive) for each HPB Vaccination Registration that is submitted by the school.

Alternatively, parents can choose to complete the registration on their own and provide us the HPB Approval Certificate to proceed with STP application.

## ADMISSIONS TESTS

The Admissions Tests are conducted every weekday excluding Public Holidays.

Term	Term Starting Date	Suggested Test Date
Term 1	4 January	Before 1 December of previous year
Term 2	22 March	Before 21 February
Term 3	28 June	Before 3 May
Term 4	13 September	Before 9 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

SFMS provides 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)

<b>% of [the aggregate amount of the fees paid]</b>	<b>If Student's written notice of withdrawal is received</b>
[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 'Clearance Form' or a Letter of Withdrawal from the parent/guardian.

- For additional information or queries, please feel free to refer to our SFMS website for further clarification, latest updates or contact the school directly.

## 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 fees
4. Course Material fees
5. Enrichment Programme 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.

## 5. Modes of payment

The following are acceptable payment modes:

1. Cash (except for course fees)
2. PayNow (Please scan QRcode)
3. Cheque should be crossed and made payable to:  
**St Francis Methodist School Ltd**
4. NETS
5. Credit cards VISA/MasterCard<sup>1</sup>
6. Bank Transfer or Telegraphic Transfer<sup>2</sup>



**PayNow**

**Name of Student**      **Please indicate name of student (as reflected in the passport) for the remittance advice**

Name of Bank	Standard Chartered Bank (Singapore) Limited
Address	No 6 Battery Road Singapore 049909
Tel	18007433000
Swift BIC	SCBLSG22
Bank Code	7144
Branch Code	001
Account Name	St Francis Methodist School Ltd
Account No	0102308144

### **Please take note on the following:**

1. All Credit Card payment will incur an administrative charge of 1.85%
2. All Singapore Local bank charges (about SGD \$30) and Overseas bank charges (if applicable) are to be borne by remitter.

# GUARDIANSHIP SERVICE

St Francis Methodist School requires all International students enrolled at the School, regardless of age 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 be either:

- Singapore Citizen / Singapore Permanent Resident Holder and above 25 years old, or
- adult family member of the International student if the family member is working / staying in Singapore

The guardian must:

- resides in Singapore, contactable at all times by the student and the school
- comply with school expectations
- **Not** exceed the cap of being a guardian to more than 10 SFMS 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. Guardianship fees payable will be borne by student.

## How To Apply

1. Inform Student Admissions and Services 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 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.

## **How to Apply**

1. Contact Student Admissions and Services 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:**

Students should arrive in Singapore at least 1 (one) week before they start school so that they will have the time to settle down comfortably at the hostels.