

## PRE-COURSE COUNSELLING INFORMATION

### A SCHOOL INFORMATION

#### 1. Brief School's History

2 January 1960 saw the founding of St Francis Girl's School by Mrs Harriet Doraisamy, who also became its first principal. The school was named after St Francis Road on which it was built. In 1995, Mrs Doraisamy retired and donated the licence to the Methodist Church in Singapore. The school was then renamed St Francis Methodist School (SFMS). Relocated to Mt Sophia, it became co-educational and also expanded regionally to recruit International students from the pan-Asian region. At its current premises at Upper Bukit Timah Road, the school enrolls students all the way from Primary 1 (Grade 1) to Year 12 High school.

#### 2. School's Vision, Mission and Core Values

##### Vision

A vibrant international learning community where lives are inspired and changed through the Word of God.

##### Mission

To provide a nurturing environment where students grow in wisdom, build strength of character and develop competencies to thrive in and contribute to this ever-changing world.

##### Core Values

###### *Purpose-Driven*

Living our lives with passion, perseverance and meaning, guided by the Word of God

###### *Courage*

Having the drive and determination to overcome challenges in pursuing our dreams

###### *Integrity*

With our moral compass, acting bravely and honourably, and doing the right things even when no one is looking

###### *Humility*

Having a teachable and generous spirit, to recognise that we are all part of a greater cause and to seek to serve the school and the community

###### *Respect*

Showing care and compassion for the community and the environment, and appreciating that everyone, including ourselves, is unique and special

### 3. School's Location, Facilities and Infrastructure

SFMS is located along Upper Bukit Timah Road, an upscale private residences area amidst lush greenery and peaceful surroundings. Hillview MRT Station is just next to our school.

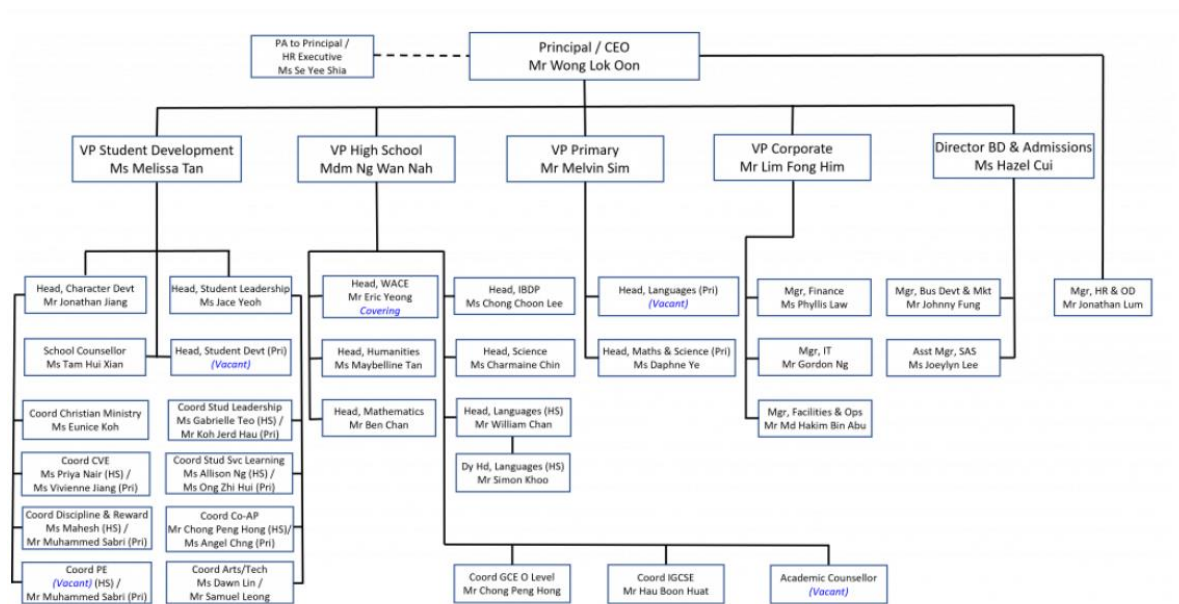
SFMS has a safe and conducive environment, equipped with facilities, such as air-conditioned classrooms, Science Laboratories, school canteen, Multi-purpose Hall and Learning Resource Centre (Library) etc.. to meet the learning needs of our students.

Description	Floor Area	Maximum Capacity	Description	Floor Area	Maximum Capacity
Classroom	43.6	29	Classroom	36.2	24
Classroom	59.9	40	Classroom	36.2	24
Classroom	60.6	40	Classroom	36.2	24
Classroom	66.6	44	Classroom	36.2	24
Classroom	66.6	44	Classroom	36.2	24
Classroom	66.6	44	Classroom	36.2	24
Art Studio	66.6	44	Classroom	66.1	44
Music Studio	66.6	44	Classroom	66.1	44
Classroom	51.5	34	Classroom	33	22
Classroom	53.7	36	Classroom	33	22
Classroom	78.5	52	Classroom	82.8	55
Computer Lab	43.6	29	Classroom	26.8	18
Classroom	59.9	40	Classroom	24.79	17
Computer Lab	60.6	40	Others	66.6	44
Classroom	66.1	44	Classroom	66.6	44
Classroom	66.1	44	Classroom	66.6	44
Classroom	66.6	44	Classroom	66.6	44
Classroom	66.6	44	Classroom	25	17
Classroom	66.6	44	Classroom	25	17
Classroom	58.6	39	Classroom	27	18
Classroom	59.9	40	Classroom	30	20
Science Lab	78.5	52	Classroom	35	23
Science Lab	78.5	52	Classroom	72	48
Science Lab	78.5	52	Classroom	80	53
Science Lab	78.5	52			

### 4. Teacher-Student Ratio

Teacher-Student ratio: 1:10

## 5. School's Organizational Chart, Academic and Examination Board



Approved on 11 April 2022

### Academic & Examination Board Members

1. Mrs Tan-Kek Lee Yong (Chairperson)
2. Dr Stephen Yeo Kiang Nguan
3. Ms Yap Wah Choo
4. Mrs Kam-Lo Kum Wone
5. Mr Lim Chew Hiong Richard
6. Mr Wong Lok Oon
7. Mr Sim Keat Hui Melvin
8. Mdm Ng Wan Nah
9. Mr Lim Fong Him
10. Ms Melissa Tan Mei Shi

## B COURSE INFORMATION

### 1. Application requirements and procedures (application fee, admission requirements, exemptions and English language proficiency requirement)

- 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 with white background (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)
- Student's Pass Application Begins
- ] To be completed within 7 days from Letter of Offer Date

#### STUDENT'S PASS (STP) 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 In-Principle Approval (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?

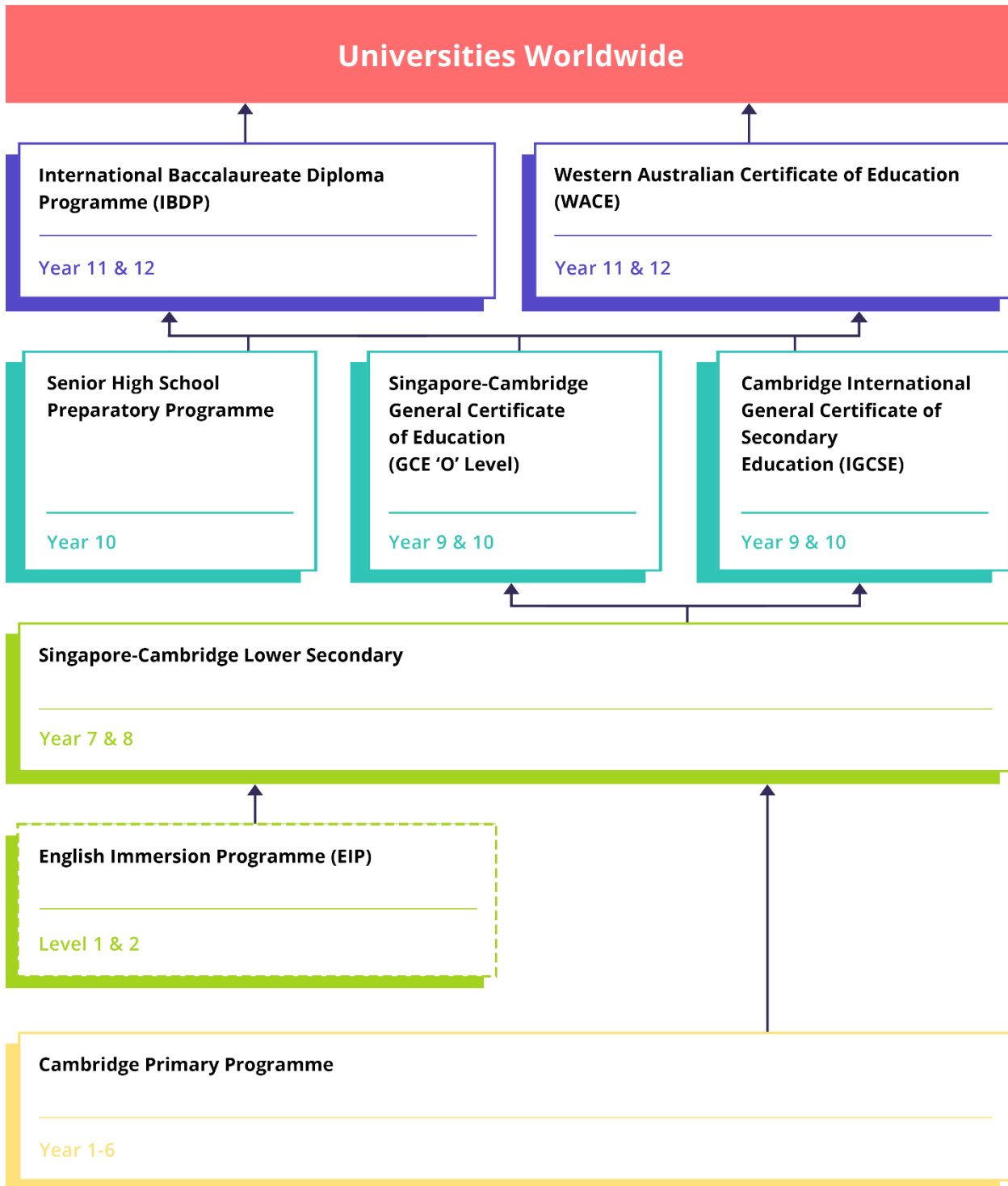
*Inform us in writing via email*

## 2. Course information (Please refer to course guide for latest information)

Course Title	Course Awarded by	Full Time (months)
CAMBRIDGE INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE)	CAMBRIDGE INTERNATIONAL EXAMINATIONS	24
CAMBRIDGE PRIMARY (YEAR 1)	CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION	12
CAMBRIDGE PRIMARY (YEAR 2)	CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION	12
CAMBRIDGE PRIMARY (YEAR 3)	CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION	12
CAMBRIDGE PRIMARY (YEAR 4)	CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION	12
CAMBRIDGE PRIMARY (YEAR 5)	CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION	12
CAMBRIDGE PRIMARY (YEAR 6)	CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION	12
ENGLISH IMMERSION PROGRAMME - HIGHER ADVANCED <b>*currently suspended*</b>		3
ENGLISH IMMERSION PROGRAMME - LEVEL 1		12
ENGLISH IMMERSION PROGRAMME - LEVEL 2		12
ENGLISH IMMERSION PROGRAMME - LEVEL 3 <b>*currently suspended*</b>		12
INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (YEAR 11 & 12)	THE INTERNATIONAL BACCALAUREATE	24
PEARSON BTEC LEVEL 5 HIGHER NATIONAL DIPLOMA IN BUSINESS <b>*currently suspended*</b>	PEARSON EDUCATION LIMITED	24
PEARSON EDEXCEL INTERNATIONAL ADVANCED LEVELS (IAL) (YEAR 11 & 12) <b>*currently suspended*</b>	PEARSON EDUCATION LIMITED	24
SENIOR HIGH SCHOOL PREPARATORY PATHWAY		12
SINGAPORE-CAMBRIDGE GENERAL CERTIFICATE OF EDUCATION (ORDINARY LEVEL)	MINISTRY OF EDUCATION, SINGAPORE AND CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION	24
SINGAPORE CAMBRIDGE LOWER SECONDARY - SECONDARY 1 (YEAR 7)		12
SINGAPORE CAMBRIDGE LOWER SECONDARY - SECONDARY 2 (YEAR 8)		12
UPPER SECONDARY AUSTRALIAN MATRICULATION PROGRAMME (YEAR 9 & 10) <b>*currently suspended*</b>		<b>24</b>
WESTERN AUSTRALIAN CERTIFICATE OF EDUCATION (WACE) (YEAR 11 & 12)	SCHOOL CURRICULUM AND STANDARDS AUTHORITY	<b>24</b>

Note: All full-time courses are taught face-to face.

### 3. SFMS Academic Pathways



## **C STUDENT SUPPORT SERVICES**

### **1. Student's Pass (STP) application, procedures and documents required**

SFMS submits the application of STP for the students.

Required Documents for STP Application

- 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 applicable)
- Birth Certificate\*\*
- Passport of student and both parents

#### **Additional Documents to be submitted for Countries Requiring Visa (Bangladesh, China and India) [Only applicable to new STP applicants]**

- 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

**\*\* All documents must be translated and notarized**

## 2. **Counselling, accommodation options, guardianship and cost of living**

### **Counselling**

The School Counsellor helps students to adjust to life at primary school and secondary school, to mature, to cope with problems and to make decisions.

SFMS often invites various representatives from the various institutes of higher learning to give necessary information about the courses they offer, entry requirements, and other pathways for our students. These sessions are not only informative but also motivates the students to a large extent so that they have a clear plan about the available educational pathways before they graduate from SFMS.

The Head WACE also arranges for talks about studies in Australian Universities. Academic Counselor arranges talks and Education Fairs for the students about studies in other parts of world such as UK, US and also in Singapore.

### **Accommodation options**

Students studying at SFMS 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.

### **Guardianship**

SFMS 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



### Cost of Living (Approximately)

- Accommodation \$700 onwards
- Food \$300 – \$450 (Based on \$10-\$15 a day for 3 meals)
- Personal Expenses \$100 – \$200
- Utilities \$50 – \$80 (Not applicable for hostel)
- Books & Stationery \$0 – \$1,100
- Public Transport \$20 – \$100
- Telecommunications from \$30

### 3. General healthcare services and relevant Singapore Laws

Singapore is renowned for its world-class healthcare system. Both private and government hospitals are equipped with up-to-date diagnostic technology.

All students studying in Singapore have to strictly adhere to Laws in Singapore – especially those in relation to Immigration & Checkpoints Authority (ICA) and Ministry of Manpower (MOM) – which include, but are not limited, to the following:

Immigration	All international students studying in Singapore must have a valid passport and a Student's Pass from the ICA (Immigration and Checkpoint Authority)
Employment	International students are not allowed to work in Singapore without a 'Work Pass Exemption' from the MOM (Ministry of Manpower)
Driving	All drivers must be in possession of a valid Singapore driving license and the vehicle must be insured
Drugs	Possession of Controlled Drugs is presumed to be for trafficking, an offence which can carry the death penalty
Alcohol Abuse	Any offense committed while being intoxicated (drunk) is punishable under the law. Drunk driving is a serious offence
Smoking	Smoking in specific public places, private educational institutions and indoor restaurants is prohibited
Traffic	Jay walking is an offence
Littering	Littering, spitting and vandalism (with graffiti) in public areas are serious offences
Chewing Gum	Import, sale and possession of chewing gum are banned.
Other areas of Singapore Law	Singapore Law Website: <a href="http://singaporelaw.sg">http://singaporelaw.sg</a>
<p><b>Please Note</b>            Ignorance of the law is no excuse to break the law, the responsibility lies on everyone to know the law. If in doubt, check with the relevant authorities or seek legal counsel.</p>	

#### 4. Student Accident and Medical insurance Scheme

All international and local students are covered under a Group Medical Insurance Coverage of not less than \$20,000 per student, B1-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.

#### D FEES PAYABLE and PAYMENT METHODS

##### 1. 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



<b>Name of Student</b>	<b>Please indicate name of student (as reflected in the passport) for the remittance advice</b>
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 2.50%
2. All Singapore Local bank charges (about SGD \$30) and Overseas bank charges (if applicable) are to be borne by remitter.

## 2. Total payable fee throughout the course duration

An example of the fee schedule is shown below. Please refer to our School's website for the latest version.

2022 ANNUAL SCHOOL FEES LISTING FOR LOCAL & INTERNATIONAL STUDENTS  
(ACADEMIC YEAR COMMENCING 7 JANUARY 2022)

	Course Title	Level	Course Application Fee (\$S)	Course Fee (\$S)	Enrolment Fee (\$S)	Course Material Fee (\$S)	Fee Protection Scheme Insurance Fee (\$S)	Medical Insurance Fee (\$S)	Student Pass Processing Fee (\$S)	Examination / Moderation Fee (\$S)	Enrichment Programme Fee (\$S)	Total School Fee (\$S)
Found. / Ibin	English Immersion Programme (12 months)	Level 1	963.00	17,120.00	428.00	353.10	160.50	160.50	321.00	-	695.50	20,201.60
		Level 2										
Lower Secondary	Singapore Cambridge Lower Secondary (12 months)	Sec 1	963.00	17,120.00	428.00	353.10	160.50	160.50	321.00	-	695.50	20,201.60
		Sec 2										
Upper Secondary	Singapore-Cambridge GCE O-Level (12 months)	Year 9	963.00	18,190.00	428.00	353.10	160.50	160.50	160.50	-	695.50	21,111.10
		Year 10 (Note 3)							321.00			21,271.60
	Cambridge IGCSE (12 months)	Year 9	963.00	18,190.00	428.00	353.10	160.50	160.50	160.50	385.20	695.50	21,496.30
		Year 10 (Note 3)							321.00	599.20		21,870.80
Pre-University	Western Australian Certificate of Education (WACE) (12 months)	Year 11	963.00	19,260.00	428.00	353.10	160.50	160.50	160.50	952.30	695.50	23,133.40
		Year 12 (Note 3)							321.00	1,219.80		23,561.40
	International Baccalaureate Diploma Programme (12 months)	Year 11	963.00	25,252.00	428.00	802.50	160.50	160.50	160.50	963.00	695.50	29,585.50

2022 ANNUAL SCHOOL FEES LISTING FOR LOCAL & INTERNATIONAL STUDENTS  
(ACADEMIC YEAR COMMENCING 7 JANUARY 2022)

	Course Title	Level	Course Application Fee (\$S)	Course Fee (\$S)	Meal Plan (\$S)	Enrolment Fee (\$S)	Course Material Fee (\$S)	Medical Insurance Fee (\$S)	Fee Protection Scheme Insurance Fee (\$S)	Student Pass Processing Fee (\$S)	Examination / Moderation Fee (\$S)	Enrichment Programme Fee (\$S)	Total School Fee (\$S)											
Primary	Cambridge Primary (12 months)	Primary 1	963.00	13,910.00	1,070.00	428.00	353.10	160.50	160.50	321.00	-	695.50	18,061.60											
		Primary 2																						
		Primary 3																						
		Primary 4																						
		Primary 5												963.00	13,910.00	-	428.00	353.10	160.50	160.50	321.00	-	695.50	16,991.60
		Primary 6 (Note 3)																				160.50		

**Notes (applicable to Primary, Secondary and Pre-Tertiary):**

- All fees quoted are in Singapore dollars (\$SGD or \$S) & inclusive of 7% GST, subject to annual review.
- Fees quoted are on a one-week to one-year basis.
- Direct Admission into Year 6, Year 10 & 12 can be granted based on good academic results and fulfilling other admission criteria, or for student who have completed the year and repeating.
- This Sibling discount is a one-off, 10% discount on the First Year Course Fees. It is applicable to the sibling who joins later. If 2 siblings join at the same time, it will be applicable to the older one. Terms and Conditions apply.
- For other Miscellaneous Fees and Refund Policy, please refer to School website/Student Handbook.
- School Fees do not include school uniforms and textbooks.
- Course Application Fee (non-refundable) is payable upon the acceptance of Letter of Offer. It is non-refundable.
- Students who are applying for admission later than the stipulated start of term, their fees may be pro-rated \$325 (Pri)/\$400 (Junior & Senior High) per week. Terms and conditions apply.
- At any time, only ONE discount is given whichever is the higher.
- Student Medical Insurance Fee is a new fee from 1 Jan 2022 onwards. It includes coverage for COVID-19 hospitalisation expenses. Not pro-rated.

Updated as of 25 Oct 2021

## **E FEE PROTECTION SCHEME (FPS), STUDENT CONTRACT AND CPE WEBSITE**

### **1. FPS adopted by the School, payment methods and schedule**

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:

- a. Course Fee
- b. Meal Plan
- c. Enrolment Fee
- d. Student Medical Insurance Fee
- e. Student's Pass Processing Fee
- f. Examination/Moderation Fee
- g. Course Material Fee
- h. Enrichment Programme Fee

### **2. Student Contract clauses**

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.
- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

### **3. Reference to CPE official website for more details**

<https://www.ssg.gov.sg/cpe/pei.html>

## F INTERNAL AND EXTERNAL GRIEVANCE AND DISPUTE RESOLUTION PROCEDURES

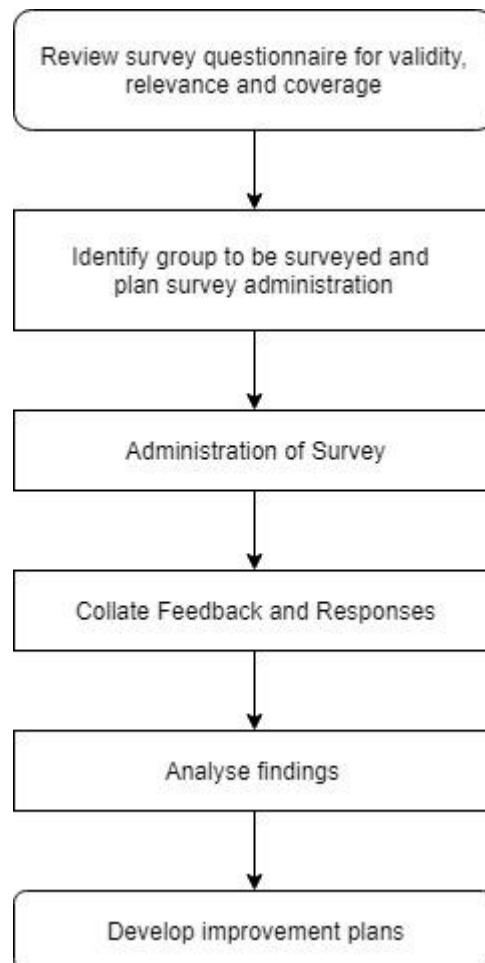
### 1. Dispute resolution system

All feedback, including complaints, can be directed to the Student Services Office at Level 4. Students can fill in a Feedback Form or Appeal Form (academic), email or make an appointment to see the Care Teacher, Subject Teacher, Course-Coordinator, Division Head, Academic Head, Non-Academic Head Managers or Heads, Vice Principals or Principal.

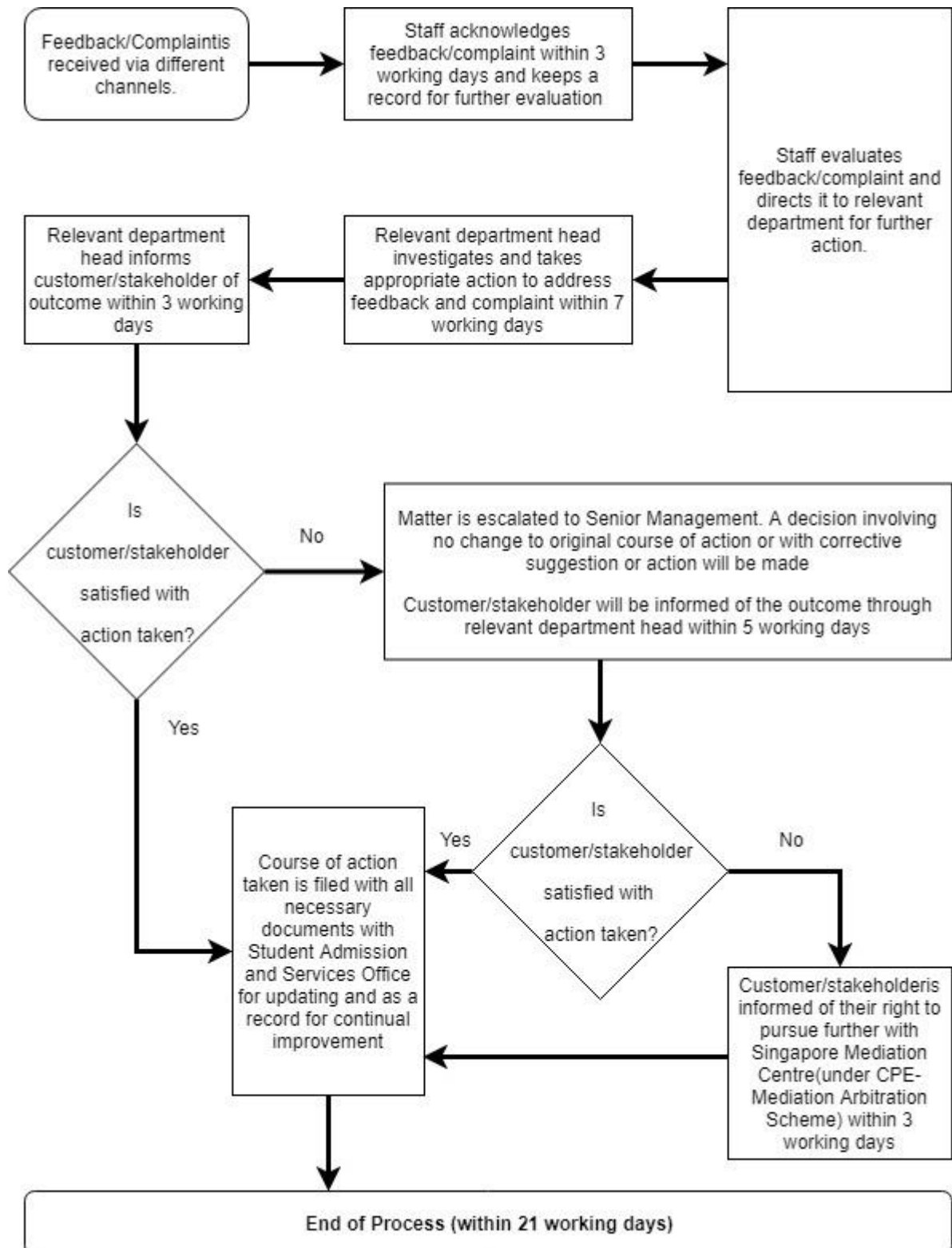
All feedback/complaints will be attended to within 7 working days. The school will inform the complainant or person giving the feedback of the action(s) to be taken where feasible and that it is committed to work towards a resolution within 21 working days

SFMS Feedback management is conducted via Proactive eliciting (Solicited feedback), Responsive resolving (Unsolicited feedback), as well as escalation via external Dispute resolution processes (including CPE Mediation-Arbitration Scheme). These are described via the flowcharts below.

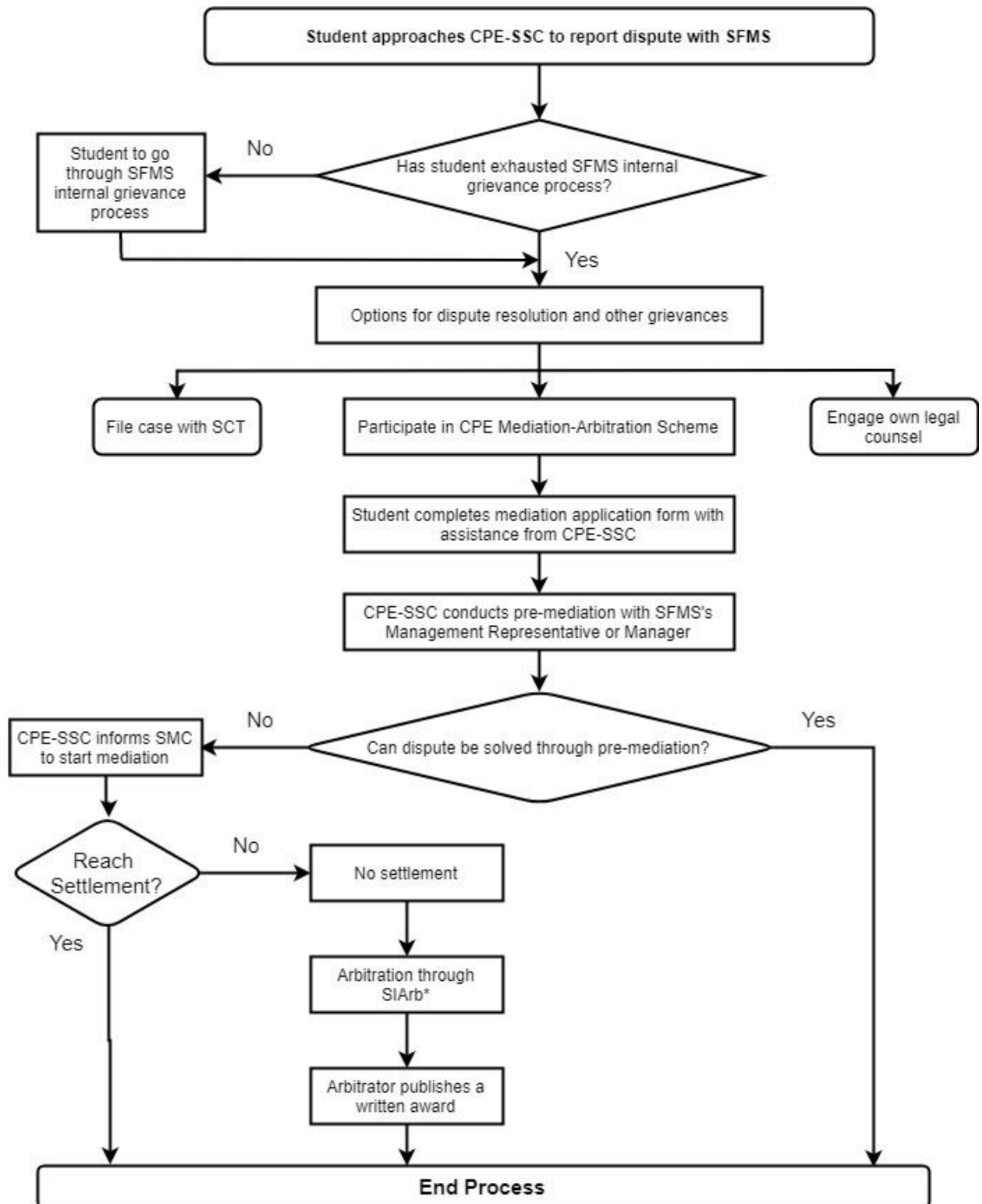
#### 1) *Proactive eliciting feedback process*



2) *Responsive resolving feedback process*



**3) Dispute resolution process (including CPE Mediation-Arbitration Scheme)**



\* If the parties fail to reach a settlement through mediation, the student may opt to progress to Stage 2 - arbitration for a resolution

## **G POLICY AND PROCEDURE OF TRANSFER / WITHDRAWAL / REFUND**

### **1. Transfer and Withdrawal Policy**

Course transfer means a student changes the course of study but remains as a student of SFMS. The request for transfer from one course to another within SFMS will only be considered if the Transfer of Course Application Form is duly completed and signed by the Student and Parent/Guardian (applicable for student below age 18 years old). The transfer of course application will be assessed and the outcome will be made known to the student within 14 working days. Additional fees may be incurred.

Withdrawal refers to a student whose student contract would be terminated and the student ceases to be a student of SFMS. The request to withdraw will only be considered if the Clearance Form is duly completed and signed by the Student and Parent/Guardian (applicable for student below age 18 years old). The request to withdraw can also be made in writing. The time frame to assess or process the withdrawal request will be completed within 14 working days.

### **2. Course Deferment**

SFMS does not cater to deferment of studies

### **3. 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)



% of [the aggregate amount of the fees paid]	If Student's written notice of withdrawal is received
[75%]	( <b>"Maximum Refund"</b> ) 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

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 SMFS website for further clarification, latest updates or contact the school directly