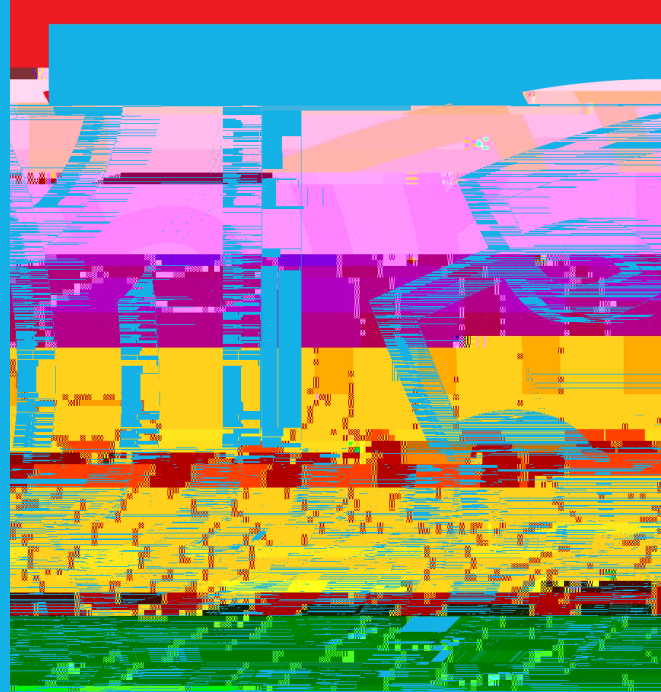


Pre-course Counselling Information Deck





Content Page

Pre-course Counselling Form

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[Fee Protection Schemes\(FPS\) & Student Contract](#) – Section D

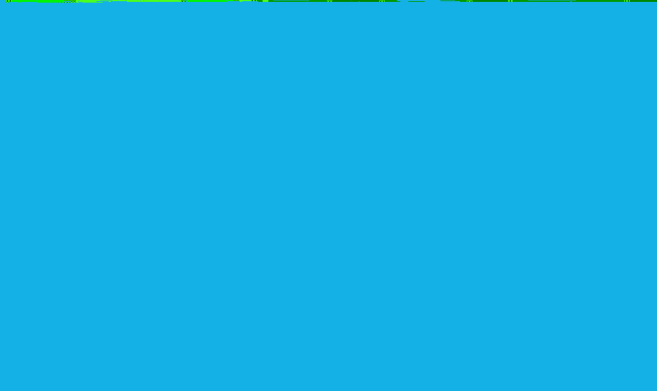
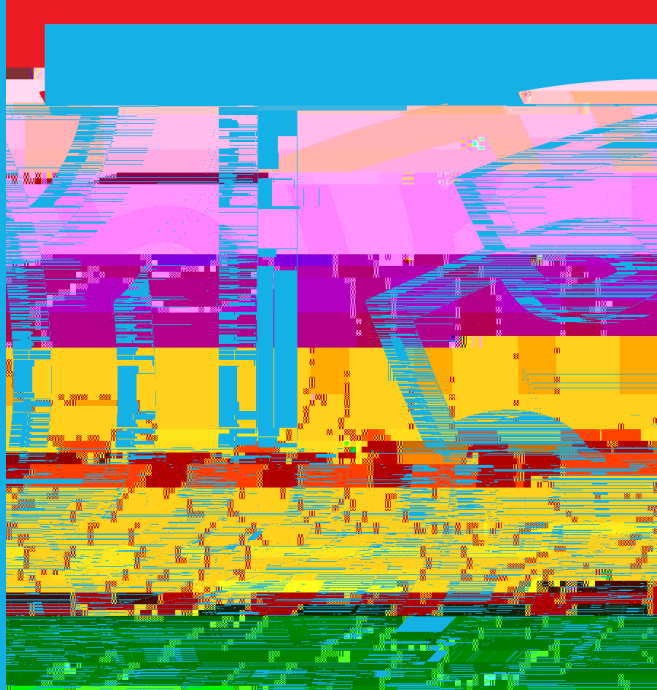
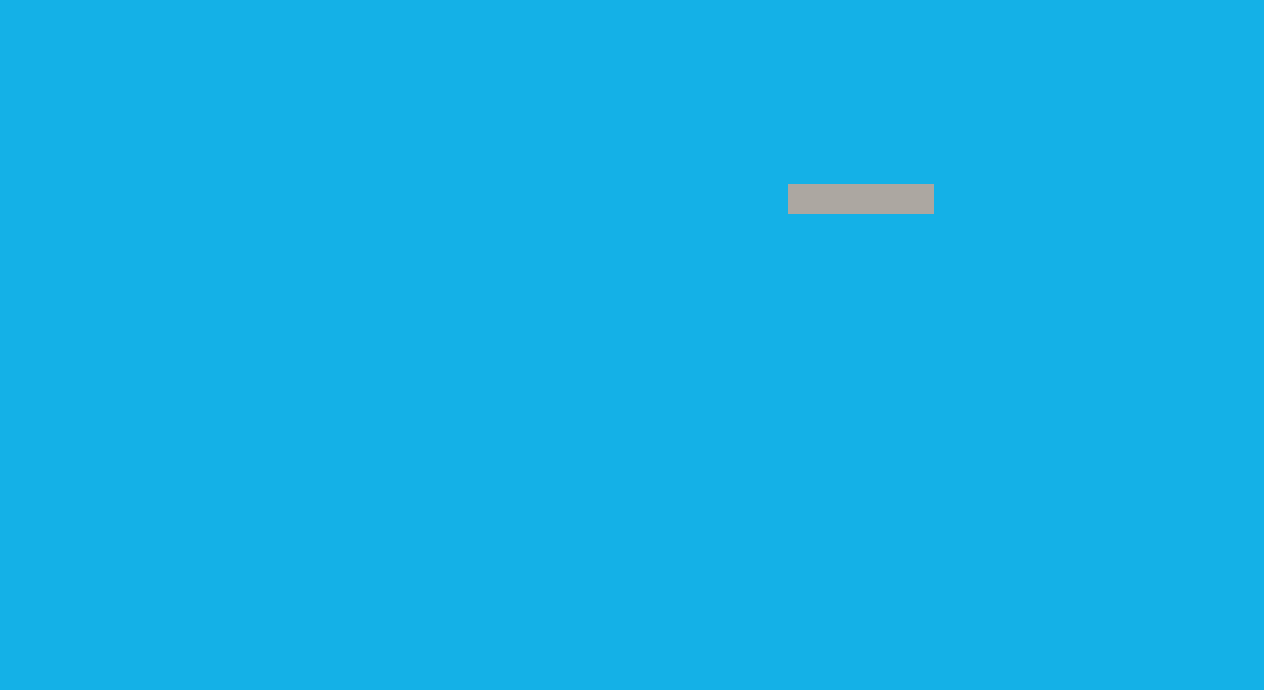
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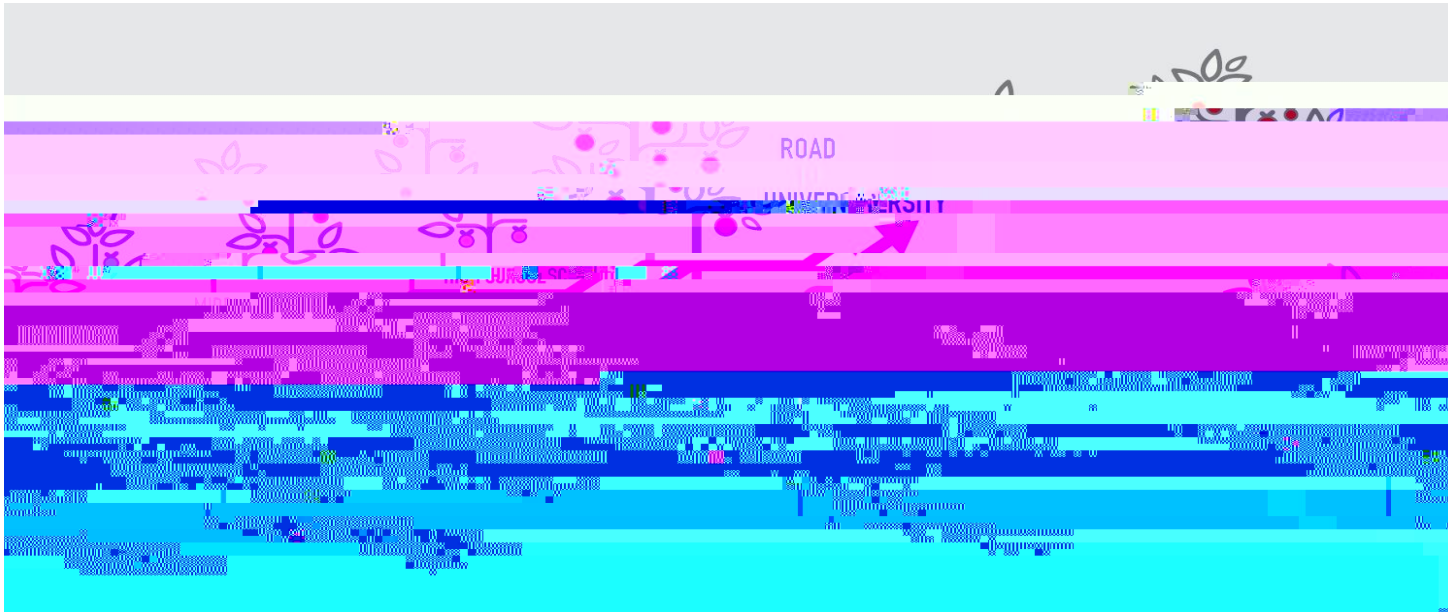






Stamford American International School – Course Information

Opportunities for Further Education



A Stamford American learning journey is a pathway which is grounded in the International Baccalaureate (IB) Programme underpinned by American Standards. We carefully plan each and every step, so students are set up for success here in Singapore, and in the wider world

<https://www.sais.edu.sg/class-of-2024/>



Application Procedures and Requirements

Stamford American International School accepts applications on a rolling basis throughout the year, subject to availability of spaces. We aim to make the application process a pleasant, straightforward experience. The application form and supporting documents can be submitted online through our [online application system](#) and by following the steps below. Please note, we do not hold spaces and places are not confirmed until you receive an official letter from our enrollments team.

To inquire about availability or to visit Stamford, please contact the Admissions Department at +65 6602 7247 or fill out our [inquiry form](#).

To apply, please follow these steps:

1. Complete and submit the [online application form](#) and attach the required documents.
2. Complete payment of Application fee (\$851 SGD per applicant). Please note this is non-refundable under any circumstances



Admissions Procedures and Requirements

After acceptance into Stamford, and before starting school you will need to provide the following:

1. Signed Student Contract**
 - Once an offer is made, a link will be emailed to sign the student contract which secures the student's space. This must be completed within seven (7) days of receipt of the email or priority will be given to other applicants and the space may be forfeited.
2. Settlement of remaining Enrollment, Facility and Tuition fees
 - Fees must be paid within seven calendar (7) days of receipt of the invoice or as per fee schedule.
3. Photocopy of V



Admissions Procedures and Requirements

Wait List

We are currently at capacity in some grade levels. If a place is not available at the time you wish to join, you will be invited to go on our waitlist. Payment of the \$3,860 enrollment fee will secure your space on the list. Please note that this fee is fully refundable if at any time you wish to be removed from the list. If you are offered a space and decide not to accept, the fee is non-refundable.

Sibling Priority

Stamford aims to welcome all family members into our community. As such, admissions priority is given to families with siblings. Siblings will also be given priority should there be a waitlist in their grade level.

Singapore Nationality/Singapore Passport Holders

Approval is required from the Ministry of Education (MOE) before a Singaporean student (6 years old and above) is allowed to attend classes at Stamford. The application for approval from the MOE will be sent as soon as a student is accepted. Please note that Singaporean applicants who are 6 years old and above will be accepted onto our waitlist and no place will be reserved for the student until formal approval has been granted by the MOE.



Admissions Procedures and Requirements

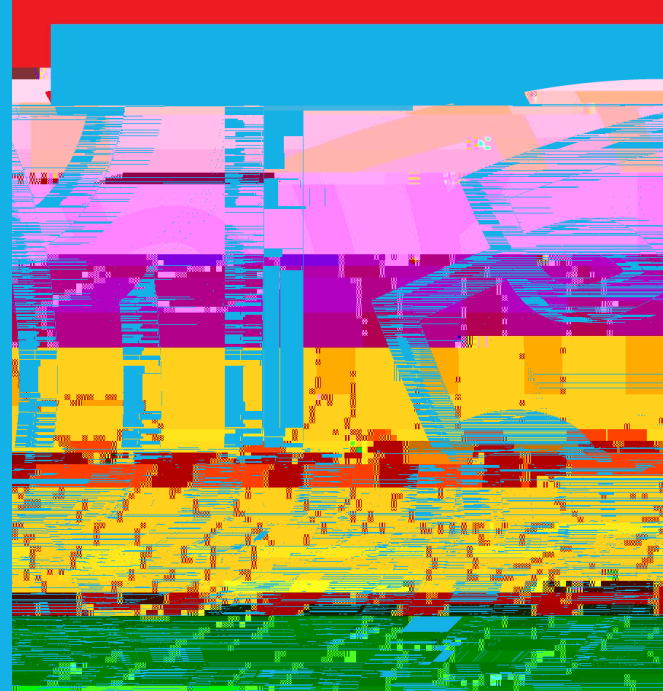
Vaccination Requirements (for age 12 years and below)

The Ministry of Health (MOH) of Singapore has introduced diphtheria and measles vaccination requirements as a prerequisite for foreign-born children applying for long-term immigration passes to Singapore, with effect 1 February 2019. Foreign-born children aged 12 years old and below, who are first-time applicants for Dependent's Pass (DP), Long Term Visit Pass (LTVP), and Student Pass (STP) are required to submit documentary proof of vaccination or evidence of immunity for diphtheria and measles to the Health Promotion Board (HPB) before they can proceed with their visa or pass application. Further details and the application form can be found on the [HPB website](#).

Specialized Support Program

Stamford offers a Specialized Support Program for students who require support for learning differences. The needs of eligible students will be assessed on an individual basis and parents should discuss their situation with the Admissions Office prior to making an application.

Fee Payable and Payment Methods





Fees Payable and Payment Methods

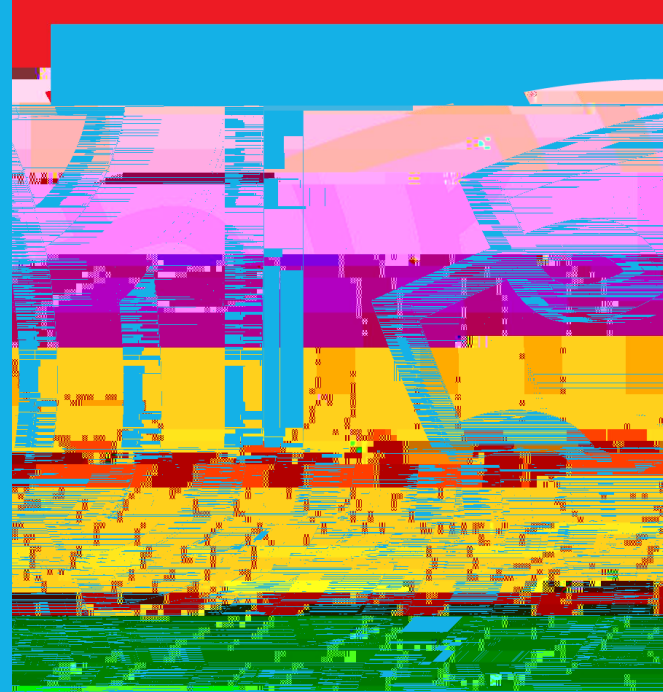
Fees Information:

<https://www.sais.edu.sg/admissions/fees/>

Payment Instruction:

<https://www.sais.edu.sg/wp-content/uploads/sites/14/2022/08/Payment-Option-2021--Final-V1-1.pdf>

Fee Protection Scheme(FPS) and Student Contracts





Fee Protection Scheme





Student Contract

Stamford is required to execute a contract with each and every student prior to being enrolled in the school. As most of our



Student Contract

SAIS returning contracts must be completed for progression into the following course group:

Pre-Nursery to Nursery

Pre-Kindergarten to Kindergarten 2

Grade 1 to Grade 5

Grade 6 to Grade 10

Grade 11 to Grade 12

Preparatory Course for Secondary School Grade 6

Preparatory Course for Secondary School Grade 7

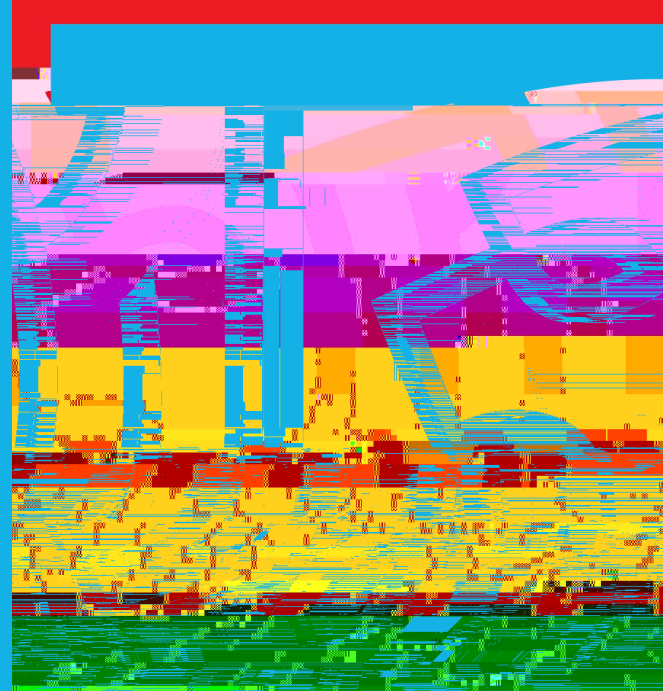
Preparatory Course for Secondary School Grade 8

Preparatory Course for Secondary School Grade 9

Preparatory Course for Secondary School Grade 10

Returning contracts for the next course group will be sent to you upon current course completion. It must be signed before your child begins a new course commencement.

Refund/Transfer & Withdrawal Policy and Procedure





Refund Policy and Procedure

1. Refund for Withdrawal Due to Non-Delivery of Course:

The PEI will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a “Refund Event”):

- (a) It cannot commence the provision of the Course on the Course Commencement Date;
- (b) It cannot complete the provision of the Course by the Course Completion Date;
- (c) The Course will be terminated before the Course Completion Date;
- (d) The Student does not meet the course entry or matriculation requirements as stated in Schedule A; or
- (e) The Immigration & Checkpoints Authority of Singapore (the “ICA”) rejects the Student’s application for the Student Pass.

2. Where any of the Refund Events in Clause 1(a) to (c) above has occurred:

- (a) The PEI shall use reasonable efforts to make alternative study arrangements for the Student and shall propose such alternative study arrangements in writing to the Contracting Party, within ten (10) working days of informing the Contracting Party of the Refund Event.
- (b) If the Contracting Party accepts such alternative study arrangements, the PEI shall set forth such alternative study arrangements in a written contract and this Contract shall automatically terminate on the date that such new written contract comes into effect.
- (c) If the PEI does not propose alternative study arrangements to the Contracting Party within the time stipulated in Clause 2(a) above, or the Contracting Party does not accept such alternative study arrangements, the Contracting Party may forthwith terminate this Contract by way of a written notice to the PEI.

Refund Policy and Procedure

3. Where any of the Refund Events in Clauses 1(d) to (e) has occurred, the PEI shall forthwith terminate this Contract by way of a written notice to the Contracting Party.
4. If the Contract is terminated pursuant to Clause 2(b) read with Clause 1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
5. If the Contract is terminated pursuant to Clause 2(b) read with either Clause 1(b) or Clause 1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.
6. If the Contract is terminated pursuant to Clause 3 or Clause 2(c) read with Clause 1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
7. If the Contract is terminated pursuant to Clause 2(c) read with either Clause 1(b) or Clause 1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.

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Refund Policy and Procedure

Dispute Resolution

If the Student and the PEI cannot resolve a dispute through the PEI's prescribed methods, they may seek redress via the SSG Mediation-Arbitration Scheme, the Small Claims Tribunals (SCT), or their own legal counsel. For more details, please visit the [SkillsFuture Singapore \(SSG\) website](#).

Response Time for Feedback/Complaint

The PEI shall respond to any feedback or complaint, received in writing, within 21 days of the date of such feedback/complaint.




Student Transfer and Withdrawal Policies

Withdrawal requests may come from various forms from the parent community; however, the Community Engagement Team will direct families to submit an official Withdrawal Form found on the School Portal. Please email to help@sais.edu.sg to submit a withdraw request.

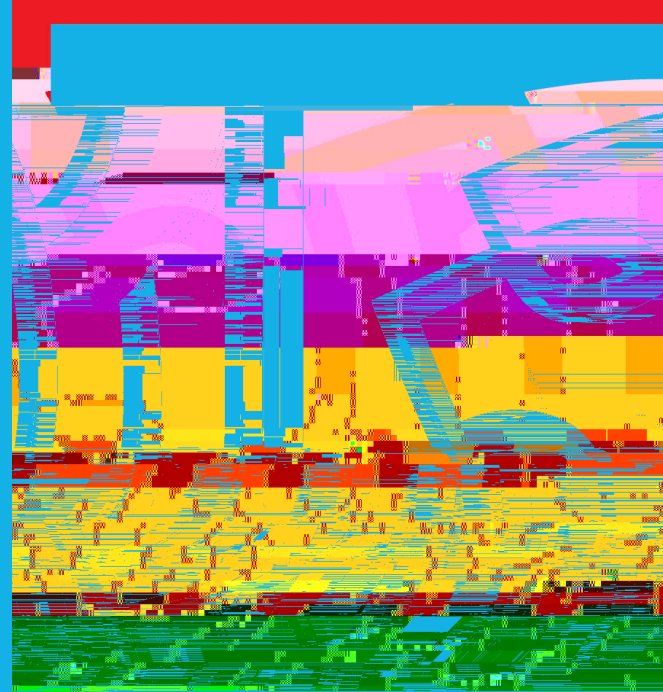
Once the withdrawal form is completed and received by the Community Engagement Team, a confirmatory email will be sent to the parent. Maximum processing time of not more than 4 weeks from the point of student's request to informing the parent of the outcome in writing.

Finance works directly with the family and follows the "Finance refund process."

The Community Engagement Team will then advise the offboarding process via email for the following to be returned:

- Return of borrowed items such as iPad, laptops, musical instruments, library books and sporting equipment.
 - Return of wristbands, ID cards and Car Decals
 - Student and family card balances are managed with Sodexo and refund made directly by Sodexo.
 - Parents will be asked to provide future contact details –in the event SAIS needs to contact them after departure.
- 

Singapore Regulations For International Students





Student Pass Application Procedure

Stamford will register a child requiring a Student Pass with the Immigration and Checkpoints Authority (ICA) **after acceptance**



Useful Information and Links on Singapore Laws and Regulations

Immigrations and Checkpoints Authority of Singapore: www.ica.gov.sg

Working and Employment in Singapore: www.mom.gov.sg

*International students without a valid work pass or work pass exemption, are not be allowed to seek employment to cover their living expenses in Singapore.



Medical Insurance

Stamford American International School Ltd Pte has a medical insurance scheme in place for all students. The student's parent/guardian is encouraged to seek advice on whether more comprehensive insurance cover is required or desired. This scheme provides a basic annual coverage limit of not less than \$20,000 per student in B1 ward in government and restructured hospitals and up to overall maximum limit per policy year, with 24 hours coverage in Singapore and overseas (if the student is involved in the school-related activities) throughout the course duration as required by the SkillsFuture Singapore (SSG) under the EduTrust certification scheme. Stamford has appointed Sime Darby Insurance Brokers (Singapore) Pte Ltd. as the medical insurance provider for our students.

Please download the following documents for more information on the Stamford Medical Insurance Scheme:

- [Medical Insurance Claim Form](#)
- [Medical Certificate of Insurance and Policy](#)
- [Medical Policy & Benefit Schedule](#)



General Healthcare Service in Singapore

Primary Healthcare Services:

<https://www.moh.gov.sg/home/our-healthcare-system/healthcare-services-and-facilities/primary-healthcare-services>

All Healthcare Services and Facilities:

<https://www.moh.gov.sg/home/our-healthcare-system/healthcare-services-and-facilities>





Estimate of the cost of living in Singapore

Transportation costs

Public transport - Bus and train (MRT and/or LRT) fares in Singapore are charged according to the total distance travelled in a journey and this is known as the Distance Fares system. It lets you make transfers without paying a charge each time you board a bus or train during a journey.

Taxi (or Grab/Gojek) rides - **\$15 to \$35** per trip usually depending on distance and varies surcharges

Daily expenses

If you cook at home every day, an estimate of \$210 a month on groceries per pax.

Hawker food and casual dining—On one end of the scale, a meal at a suburban hawker centre can cost as little as \$3 to \$6 (not including drinks). When it comes to casual dining, budget about \$20.



Estimate of the cost of living in Singapore

Daily expenses

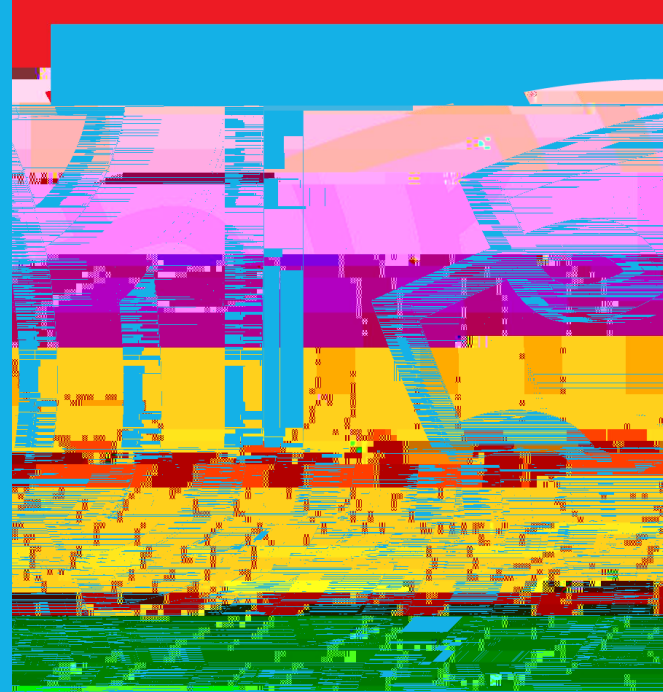
Utility cost - A 4-room HDB flat incurs an average electricity bill of [\\$104.40 as of Jan 2023](#) and an average [water bill of \\$50](#), to give you an idea.

Mobile data - You should budget about **\$20 a month** for a basic [SIM-only plan](#).

Cost of health and personal care

Doctors' visits - Should you get sick and need to visit the doctor, a trip to a General Practitioner (GP) clinic in Singapore will set you back by about \$20 to \$40 in consultation fees. Private clinics charge around \$80 and up for consultation. Of course, these prices are before any weekend surcharges and costs of medication.

Student Support Services





Student Support Services

Students may sometimes need extra support as they navigate through school, social life and the other aspects of growing up. The Student Support Department at Stamford American offers a helping hand to all students in managing any academic, emotional, physical or developmental challenges that come their way.

Through a Response to Intervention (RTI) approach, we seek to identify learning and behavioral needs early. We then work towards offering the appropriate support services to our students through our team of counselors, therapists and teachers. Our areas of support are:

Early Intervention

This powerful and proactive student support service program addresses social-emotional, language, cognitive and motor development concerns among young learners at the Early Learning Village.

Academic Support

Students who face academic performance issues have access to remedial lessons to bring them up to par with their peers. Academic support teachers work closely with classroom teachers to design weekly small-group sessions that give students a boost in mastering their subject areas.



Student Support Services

Math Extension

For students who are not yet numbers-oriented, additional small-group instruction is available to give them a better grasp of mathematical concepts taught at their grade level.

Counseling

The Student Support Department runs a comprehensive program to help students overcome social and emotional hurdles. Counseling services are both preventative and responsive, and are administered through individual and group counseling, Check-In/Check-Out (CICO) intervention and school-wide awareness drives.

Speech and Language Therapy

Speech therapists are available for students who experience difficulty in communicating with others. Through a language



Student Support Services

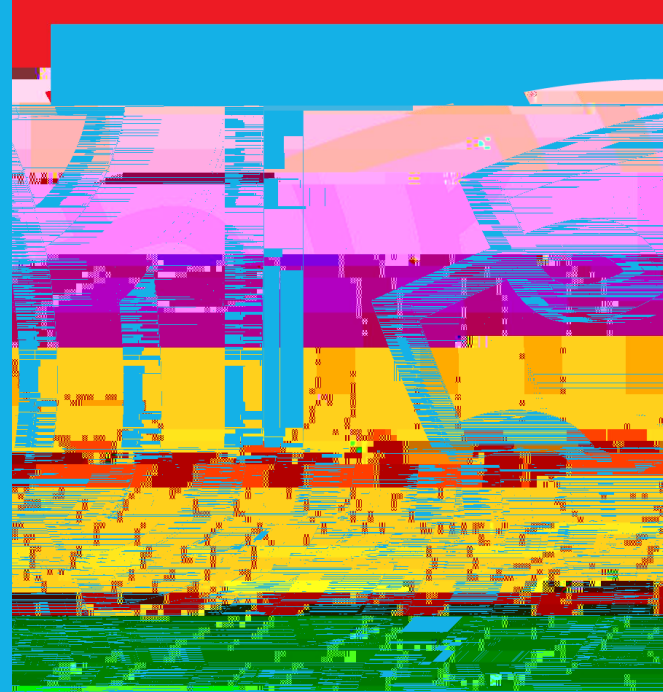
Occupational Therapy

Whether a student has trouble holding a pencil or paying attention in class, our occupational therapists are on hand to guide students in effectively and happily participating in all areas of school life.

Intensive Support

In cases where students need exceptional support services, Special Education teachers get involved in designing individualized programs. These programs will tap on the expertise of a range of education specialists depending on the needs and progress of each student.

SKILLSFUTURE SINGAPORE (SSG)





SkillsFuture Singapore (SSG)

on private education

sector

In alignment with the Private Education Act 2009, SkillsFuture Singapore (SSG) has been responsible for overseeing the private education Sector in Singapore. All Private Education Institutes (PEIs) are 'Priv'

