

CERTIFICATE IN ENGLISH LANGUAGE COURSES INFORMATION (Elementary to Advanced)

Objectives: These courses are specially designed for non-native English speakers, aiming to enhance students' English conversational skills, allowing them to adapt to the English-speaking environment as soon as possible. It also aims to improve students' listening, speaking, reading and writing skills, so that students will be able to meet the language requirement to further their studies in various professional certification courses in future. This course is also extremely useful to students who wish to take the International English Language proficiency examinations (e.g., IELTS, TOFEL).

Duration: These are full time courses.

Level of Courses	Name of Courses	Course Duration (Month)	Course Duration (Week)
Elementary	Elementary 1	3	12
	Elementary 2	3	12
	Elementary	6	24
Intermediate	Intermediate 1	3	12
	Intermediate 2	3	12
	Intermediate	6	24
Advanced	Advanced 1	3	12
	Advanced 2	3	12
	Advance	6	24

We recommend students enroll in all the courses from Elementary to Advanced level. There will be no classes conducted during public holidays and school holidays.

Lesson Time: Monday to Friday, morning class: 9 am-12 pm, or afternoon class: 1pm-4 pm, 3 hours a day.

Course Intake: Every month throughout the year

Admission Requirements:

- Age : 6 years old & above
- A placement test is required to determine a suitable level for applicants

Mode of Assessment:

- Internal Assessment: Placement test, quizzes, end-of-term examinations, homework, and general performance.

Course Completion & Certification:

- Local students (Singaporeans & PR) and students with Dependent Pass, attendance rate must be no less than 75% and unexcused absence over 7 days is not permitted.
- International students' (Student's Pass holders) attendance must be no less than 90% and unexcused absence over 7 days is not permitted.
- A certificate will be awarded by SCI upon course completion for students who have completed the course, attained the required attendance rate and passed all the assessments.

Charges:

Items	3 months Course (after 7% GST)	6 months Course (after 7% GST)	Remark
Application Fee	\$535 (For those who need student's pass)	\$535 (For those who need student's pass)	Non-refundable
	\$214 (For those who do not need student's pass)	\$214 (For those who do not need student's pass)	
Course Fee	\$3531.00	\$6099.00	3 months subtotal : \$4205.10 6 months subtotal : \$7136.90
Material Fee	\$278.20	\$535.00	
Examination Fee	\$107	\$214.00	
FPS Admin Fee	\$160.50	\$160.50	
Medical Insurance Fee	\$107.00	\$107.00	
Certificate Producing Fee	\$21.40	\$21.40	
Total	\$4740.10 (inclusive of GST, exclusive of International Students Service Fee)	\$7671.90 (inclusive of GST, exclusive of International Students Service Fee)	

International Students Service Fee of \$535 (including : arrangement of accommodation, airport pick-up, sending to hostel, sending to school for the first time, sending for medical checkup (students who are 15 years and above), collection of Student Pass at ICA, opening of bank account, purchasing of transport card, familiarizing of Singapore's environment)

Fee Protection Scheme (FPS):

As required by the CPE, SCI has set up an "FPS Insurance Account" with "Etika Insurance Berhad" as assigned by CPE. For more information on the FPS, please log on to <http://www.cpe.gov.sg/for-students/fee-protection-scheme>

Information to be provided by the applicant:

1. One copy of the duly completed student enrollment application form
2. Photocopy of the student's passport (First page)
3. One passport-sized photograph of the student (white background)
4. The following notarized documents with English translation (To be prepared first. After the approval of student's pass, relevant information will have to be provided according to ICA's requirements)
 - 1) Notarized copy of the student's Birth Certificate
 - 2) Notarized copy of the student's highest educational certificates (students who are currently studying may request the school to produce a verification letter before the notarization)
 - 3) Notarized copy of the student's transcripts (students who are currently studying may request the school to produce a verification letter before the notarization)
 - 4) Notarized copy of students' or his/her parents' bank account (saving period must be above 3 months, and above one hundred and fifty thousand RMB inside the account)- only applicable to students holding China passport)

Students of 19 years above holding China Passport should provide the following documents:

1. Four notarized documents as mentioned to be authenticated by the Ministry of Foreign Affairs in China or any authorized Foreign Affair Bureau of any provinces. (A non-refundable service charge of \$535 inclusive of 7% GST should the college be entrusted on this matter)
2. Verification of student's parents' annual income in both English and Chinese.
3. If the parents are self-employed, relevant business license should be provided.
4. Study plan stating the purpose of studying overseas in both English and Chinese.

Remark: China students who are 19 years & above applying for student pass might need to go to the China Embassy in Singapore for interview.

Applicants should know:

1. The application fee of \$513.60 or \$107 is non-refundable and non-transferable.
2. After paying for the application fee, the school will verify if the student fulfills the admission requirements. Next, the letter of offer will be issued and the students are required to pay for the outstanding fees.
3. ICA will request for an Issuance Fee of \$60 - \$90 upon the approval of student pass.
4. Students might be required by ICA to go for medical check-up, at a fee of \$40 - \$60.
5. Students who are 16 years and above, a Security Deposit of \$1000 - \$5000 will be required by ICA. For more information, please log on to www.ica.gov.sg. Student can purchase bank insurance to act as the security deposit. The insurance charges are from S\$224.70 to 481.50.
6. Students have to sign the student contract and make full payment of all fees one month before the commencement of the course.
7. Local students (Singaporean & PR) and international students who do not need to apply for student's pass, and have already possessed own medical insurance, they have an option not to purchase the medical insurance from the school, but are required to submit the purchased insurance documents to the school.
8. Payment method: Cheque/Telegraphic Transfer (TT)/NETS/Cash. For every remittance, an extra \$30 must be added for bank commission.