



STUDENT HANDBOOK 2015
Version 8

PERSONAL PARTICULARS

Name: _____ Class: _____

Email Address: _____

Address in Singapore: _____

Date of Birth: _____ NRIC/Passport No.: _____

Gender: _____ Blood Group: _____ Allergy: _____

Form Teacher: _____

In Case Of Emergency, Please Notify:

Name: _____

Relationship to Student: _____

Address: _____

Contact No.: _____ (mobile) _____ (office / home)

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SINGAPORE'S NATIONAL ANTHEM

(Written in Malay, one of the mainstream languages in Singapore, besides English, Mandarin and Tamil.)

Mari kita rakyat Singapura

(Let us the people of Singapore)

Sama sama menuju

(Together march towards happiness)

Bahagia cita-cita kita yang mulia

(our noble aspiration is to make)

Berjaya Singapura

(A success of Singapore)

Marilah kita bersatu

(Let us all unite)

Dengan semangat yang baru

(With a new spirit)

Semua kita berseru

(Together we proclaim)

Majulah Singapura

Majulah Singapura

(Onward Singapore)

THE PLEDGE

**We, the citizens of Singapore, pledge ourselves as
one united people regardless of race, language or religion,
to build a democratic society based on justice and equality
so as to achieve happiness, prosperity and progress for our nation.**

MAKE ME A CHANNEL OF YOUR PEACE

1. Make me a channel of your peace;
Where there is hatred let me bring your love,
Where there is injury, your pardon, Lord
And where there's doubt, true faith in you.

Chorus:

*O Master, grant that I may never seek
So much to be consoled as to console;
To be understood as to understand,
To be loved, as to love with all my soul!*

2. Make me a channel of your peace;
Where there's despair in life let me bring hope
Where there is darkness, only light,
And where there's sadness, ever joy:
3. Make me a channel of your peace;
It is in pardoning that we are pardoned,
In giving of ourselves that we receive,
And in dying that we're born to eternal life

使我作你和平之子（圣法兰西斯的祷告文）

1. 使我作你和平之子，
在憎恨之处播下你的爱。
在伤痕之处播下你宽恕，
在怀疑之处播下信心。

副歌：

哦，主啊！使我少为自己求，
少求受安慰，但求安慰人；
少求被了解，但求了解人；
少求爱，但求全心付出爱。

2. 在绝望之处播下你盼望，
在幽暗之处播下你光明，
在忧愁之处播下欢愉。
3. 使我作你和平之子，
在舍去时我们便有所得，
在赦免时我们便蒙赦免，
迎接死亡时我们便进入永生。

OUR MISSION

YMCA School is a School of Excellence providing a holistic education based on Christian values to nurture active, socially responsible individuals of distinction.

OUR VISION

YMCA School is an International School of Choice providing a holistic education and inculcating Christian values to nurture global citizens of distinction.

OUR ORGANISATIONAL VALUES – YMCA CORE VALUES

COMPASSION

- To recognise the needs of the others especially the last, and the least, then take action to help.

SERVANT LEADERSHIP

- To desire to serve first, then to make the conscious choice to take the lead to act.

HONESTY

- To tell the truth, to act in such a way that you are worthy of trust, to have integrity; making sure your choices match your values.

ACCOUNTABILITY

- To be accountable for our behaviour and our actions in meeting our obligations.

RESPECT

- To treat others as you would have them treat you; to value the worth of every person, including yourself.

EXCELLENCE

- To strive for best practices.

OUR CULTURE STATEMENT

At YMCA Education Centre we believe in a culture of Compassion, Servant Leadership, Honesty, Accountability, Respect and Excellence – our shared values. We are passionate about what we do and we continually improve the way we do things to add value to our customers and stakeholders. Our success is based on our shared values and commitment of our staff who believe in developing individuals for the future; in building strong relationships with our stakeholders and in seeking excellence in everything we do. We share our expectations with each other and we strive to maintain a workplace built on our core values, trust and goodwill.

Dear Student,

Welcome to YMCA School!

Your teachers and I are delighted to be given this opportunity to journey with you in your academic and personal development. We will provide you with an all-rounded education to develop you in body, mind and spirit. The varied programme of activities will develop you to excel academically, physically and spiritually. Apart from gearing you for academic excellence, we will also equip you with life-skills of leadership, teamwork, creativity, communication and time management which will stand you in good stead for the future.

At YMCA School, there is a strong emphasis on positive character values such as compassion, servant leadership, honesty, accountability, respect and excellence. These are the core values of the school. The teaching of life-skills and core values form the basis of our character development programme. You will have opportunities for self-development and discovery. Besides the daily academic lessons, you will have opportunities to participate in the various learning journeys, Community Involvement Projects (CIP) and co-curricular activities.

Preparing to sit for your exams at the end of the year is not something to be taken lightly. We would like to encourage you to do the following:

Take personal responsibility for your own education and self-study. While your teachers will be there to help and encourage you, whether you succeed or not will depend largely on your personal effort in school attendance and diligence in daily revision of school work.

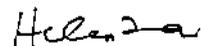
Start early with your preparations. Revise your school work on a daily basis and do not leave your exam preparations until it is too late. "Develop a passion for learning. If you do, you will never cease to grow" (Anthony J. D'Angelo).

Persevere in your studies. Do not be distracted by others; do not give up halfway. Prepare well for every test and term examination. Clarify topics / concepts with your subject teachers.

Your future is in your hands. We hope that you will study hard, do well in your studies and enjoy the time that you spend here with us. Make the best of your time in YMCA School. Your teachers and I will journey with you to provide you with an enriching and enjoyable experience.

So study well and enjoy your stay in Singapore!

God Bless,



Helen Tan (Mrs)
Principal
YMCA School

OUR HISTORY

Education service has always been an integral part of the YMCA movement worldwide. In each of the 1,700 YMCAs around the world, there are assorted education courses, enrichment programmes and professional workshops.



YMCA Education Centre (YEC) began in 1913 as the YMCA Technical Education unit. Courses in Building Construction, Architecture, Mathematics, Theoretical Mechanics, Surveying, Electrical Engineering, Machine Construction and Drawing were arranged to train recruits for the Government's Engineering Department and Posts and Telegraphs.

Six years later in 1919, the YMCA Commercial Education unit started with courses in Shorthand, Typewriting, Book-keeping and Accountancy. In 1931, both units were merged to form the YMCA Classes. Standard V to School Leaving Certificate classes and London Chamber of Commerce Examinations preparatory courses were also introduced as part of new education initiatives. By the time war broke out in 1941, YMCA Classes enrolment was well over 800.

With the end of the war, demand for office administration skills rose and pushed annual intake to 1500 Students in 1950. With technical classes no longer organised, the school was renamed as the YMCA Commercial Classes. Throughout the 1960s and 1970s, the school was at the forefront of education innovation. It expanded its education offerings with professional and management seminars and talks, foreign language courses, and self-improvement courses, such as Starting a Business, Public Speaking, and Import and Export Procedures.

In 1985, YMCA Commercial Classes changed its name to Education Centre and was officially registered with the Ministry of Education of Singapore. An IT education unit, Computer Training Centre, was added to the school in 1988 to provide Singaporeans a good foundation programme for IT learning. The school started the Singapore-Cambridge General Certificate of Education (GCE) 'A' Level classes with an enrolment of 155 Students in 1989, followed by GCE 'O' Level classes in 1990, and GCE 'N' Level classes in 1993. A Master of Arts in International Relations Degree programme was introduced in 2000.

A year later, Early Childhood Care and Education Certificate and Diploma programmes jointly accredited by the Ministry of Education and the Ministry of Community Development, Youth and Sports commenced. Student enrolment in GCE courses exceeded 495 in 2002.

YMCA worked out plans in late 2003 to integrate the student care services and child development services with the Education Centre. At the end of 2004, the Education Centre, Student Care Centres and Child Development Centres amalgamated under the umbrella of YMCA Education, which aims to offer every child that passes through programmes and activities at YMCA a holistic education experience from early-years to post-graduation. With a view to further expansion, the Education Centre changed its

name to YMCA School in 2005. At the same time, YMCA School was also in-principle approved to conduct Edexcel (London) GCE courses and International Baccalaureate (IB) Middle Year Programme (IBMYP) and Diploma Programme (IBDP) (on trial implementation basis).

In 2010, YMCA School changed its name to YMCA Education Centre (YEC) to encompass the Tertiary Arm. It is a not-for-profit education service of the Young Men's Christian Association (YMCA) of Singapore. YMCA School comes under the umbrella of the YEC.



The YMCA Student body is broadly diverse in nationality and economic background. It caters to Singaporeans and foreigners who desire to learn good values, to acquire skills and to develop their fullest academic potential so as to succeed in life and to contribute to society in the future.

*Cast all your anxiety on Him because He cares for you.
1 Peter 5:7*

FACILITIES

Rooms:

Room	Floor Area (m ²)	Room Type	Capacity (pax)
205	64.34	classroom	43
206	65.32	classroom	44
207	69.46	classroom	46
208	32.94	classroom	22
209	29.04	classroom	19
210	37.57	classroom	25
211	33.97	classroom	23
Learning Hub	105.79	classroom	71

Gross Classroom Floor Area: 438.43 m²

Other Facilities:

- Library
- Lounge
- Swimming Pool (Level 9)
- Auditorium
- Gym
- Y-Café (Canteen)
- Dance Studios
- Computers with Internet Access

COURSE INFORMATION

Courses Offered:

- Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination (Intensive)
- Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination
- Tuition for Secondary Schools (Secondary 2)
- Preparatory Course for Admission to Government Schools (Secondary 1)
- Preparatory Course for Admission to Government Schools (Secondary 2)
- Preparatory Course for Admission to Government Schools (Secondary 3)

Teacher-Student Ratio:

<ul style="list-style-type: none"> • Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination (Intensive) • Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination • Tuition for Secondary Schools (Secondary 2) 	1 : 30
<ul style="list-style-type: none"> • Preparatory Course for Admission to Government Schools (Secondary 1) • Preparatory Course for Admission to Government Schools (Secondary 2) • Preparatory Course for Admission to Government Schools (Secondary 3) 	1 : 20

ACADEMIC BOARD

Chairman: Mr Andrew Chew, Training Consultant
Members: Mrs Christina Ratnam, Senior Teaching Fellow, NIE / NTU
Dr Lim Cheng Hwa, CEO, Trans-I Consulting Group Pte Ltd
Mrs Irene Tay-Koh Chye Choo, Associate Consultant and Lecturer
Ms Lynette Yeo, Director, YMCA Education Centre
Mrs Helen Tan, Principal, YMCA School

EXAMINATION BOARD

Chairman: Mr Andrew Chew, Training Consultant
Members: Mrs Christina Ratnam, Senior Teaching Fellow, NIE / NTU
Dr Lim Cheng Hwa, CEO, Trans-I Consulting Group Pte Ltd
Mrs Irene Tay-Koh Chye Choo, Associate Consultant and Lecturer
Ms Lynette Yeo, Director, YMCA Education Centre
Mrs Helen Tan, Principal, YMCA School
Mr Abraham Ho, Senior Teacher / Examination Coordinator

FACULTY MEMBERS

Ms Lynette Yeo	Director
Mrs Helen Tan	Principal
Ms Annmarie Lee	Senior Executive, Compliance
Mr Sean Tan	Senior Executive, Marketing
Mr Stanley Tang	Senior Executive, Marketing
Ms Zhang Qin, Rita	Senior Executive, Marketing
Ms Adeline Koh	Executive, Marketing
Ms Niki Shen	Executive, Marketing
Ms Loh Chea Sheun, Janna	Senior Executive, Administration
Ms Katherine Ng	Senior Executive, Administration
Ms Chen Liming	Executive, Administration
Ms Serene Wong	Officer, Administration

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.

1 Tim 4:12

TEACHERS

Full-Time Teachers:

Mr K Gunaseelan	Senior Teacher, Science
Ms Lin Jinyu, Dawn	Senior Teacher, Art
Mdm Xiao Wen Xin	Senior Teacher, Chinese
Mr Abraham Ho	Senior Teacher, English
Mr Amos Lee	Teacher-in-Charge, Mathematics

Associate Teachers (Part-Time):

Mr Jarrod Lim	Science
Mr Hendra Wong	Science
Ms Nur Atiqah Bte Mekrat	English and Humanities
Ms Donna Rose Bado	English
Mr Joseph Tan	English
Ms Charlene Ng	English
Mr Cheang Kok Ming	English
Mr Nicholas Ooi	English and Art
Mr Desmond Lee	Mathematics
Mr Allan Tan	Mathematics
Mr Dennis Chew	Mathematics and Principles of Accounts
Mr Jack Chew	Mathematics

We, in YMCA School, believe that...

1. we should honour God in all that we do.
2. God has blessed us richly with different gifts and no two individuals are alike.
3. God has a rich and positive purpose for every individual to live a fulfilling life.
4. God will grant us wisdom, enabling us to share meaningfully with those around us.
5. God will enable us to rightly nurture and admonish every Student to develop each of them to their fullest potential.
6. we can be good communicators, at both the spiritual and human levels, to positively touch lives by sharing the love of God.
7. all of us can live a life full of integrity, peace and joy when we make God the centre of our lives.
8. the experience in YMCA School will provide a strong platform for building a rich and meaningful life.
9. the environment in YMCA School will be conducive for all-rounded education and valued by all staff and Students alike.
10. we would provide a forum for every Student to express his or her thoughts and feelings.

1. SERVICE COMMITMENT

Our Goal

Our constant goal is to deliver quality programmes to all our Students through both local and native graduate teachers with teaching experience in government or private institutions, and/or real world experience in their respective field of expertise.

Our Teachers

Our teachers are:

- highly committed to assist the Students in achieving their highest potential.
- registered with the Council of Private Education (CPE).
- sent to training courses.
- mentored under the care of existing teachers when they are new.

Accreditation

YMCA School's courses are registered with CPE. All course brochures and publicity materials are regularly updated to reflect the most current and accurate information.

Credibility

Information is shown in our brochures, website and publicity materials.

Students

YMCA School provides courses to both International and Local Students.

International Students require a Student Pass (STP) from the Immigration and Checkpoints Authority (ICA) to study in Singapore.

Local Students do not need to apply for an STP from ICA to study in Singapore.

2. STUDENT POLICIES

2.1. Refund Policy – Fee-paying local and international Students

Notification and Arrangement:

YEC will inform the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A of the student contract within any stipulated timeline set by CPE; or
- (vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees

already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

2.2. Refund for Withdrawal Due to Other Reasons

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D of the student contract.

2.3. Refund During Cooling-off Period

YEC 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 the student contract) 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.

SCHEDULE D IN STUDENT CONTRACT REFUND TABLE

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
100%*	more than 60 days before the Course Commencement Date
75%	before, but not more than 60 days before the Course Commencement Date
25%	on and after, but not more than 7 days after the Course Commencement Date
10%	more than 7 days after the Course Commencement Date, but not more than 14 days after the Course Commencement Date
0%	more than 14 days after the Course Commencement Date

*For refund during cooling-off period, percentage indicated less any course fee consumed by the Student if the withdrawal date is later than the Course Commencement Date and the Student has started the Course.

Refund Procedure:

The Student can obtain the Student Request Form from the Education Counter. The completed form will be forwarded to the Management for review. If the refund request is approved, a cheque will be processed. The Student can collect the cheque from the Education Counter. If the refund request is not approved, the Student will be informed.

2.4. Transfer / Withdrawal Policy

Transfer

- Transfer of course between programmes refers to change from one programme to another programme within the school. This may be possible depending on the pre-requisites of the respective course of study. Student must satisfy the pre-requisites of the requested programme.
- If student satisfies the pre-requisites of the requested programme, a minimum standard would need to be achieved in the current programme to be considered for transfer (e.g. test scores; attendance). Otherwise, the transfer request will be treated as withdrawal from existing course (refer to withdrawal terms and conditions). Student then applies as new student for the new intended course.
- The student agrees that his / her transfer from one course to another course shall NOT, for the purposes of the Refund Policy, be deemed to be a withdrawal from the course and the provision of refunds shall not apply in such transfer.
- Transfer is strictly on a case-by-case basis and subject to the Principal's / Vice Principal's approval.
- Transfer is not allowed for academic courses after the last day of Term 1.
- Upon the Principal's / Vice Principal's approval, the transfer request will be processed within 4 weeks.
- The student will not be allowed to receive lessons for the requested programme until receipt of the new Student Pass (STP).
- For international students, the School will assist to apply for transfer of the Student's Pass to the new course, subject to ICA's approval.
- New course fees and related expenses are payable upon successful transfer and after acceptance of Letter of Offer.
- In the case of rejection of transfer request, the student will be issued a Rejection Letter with notification that the transfer request is rejected and the reasons for the decision.
- If not satisfied with the outcome, the student can appeal in writing in accordance with the Academic Grievance Policy and Procedure.

Withdrawal

A withdrawal is defined as:

- Withdrawing from the YMCA School course (completed or partial) and applying for transfer to another course.
- Withdrawing from the YMCA School course (completed or partial) and applying to another school in Singapore.
- Withdrawing from the YMCA School course (completed or partial) and returning to his/her native country.
- Student must submit notice to withdraw in writing and adhere to the terms and conditions of refund.
- In the case of any withdrawal, the School's staff will speak to the student to understand the reasons for withdrawal and where appropriate to offer alternative courses to the student. Student makes the final decision on whether to remain in the school or to proceed with the withdrawal or transfer.
- Student's FPS will be cancelled within 3 working days and STP within 7 working days.

- All requests pertaining to withdrawal matters are to be approved by the Principal / Vice Principal.

Transfer / Withdrawal Procedure

Student can obtain the Transfer / Withdrawal Form from the Education Counter. The completed form will be forwarded to the Management for review. Upon approval, Student is to surrender Student Pass to Education Counter, which will be cancelled. (For details pertaining to the Transfer / Withdrawal Policy, please refer to the website or main notice board outside the classrooms.)

2.5. Deferment / Extension Policy

There is no deferment or extension of courses.

3. COURSE INFORMATION

3.1. Enrolment – Pre-requisites and Requirements

YEC has a policy clearly stating the pre-requisites and requirements (such as academic qualification and age, as well as, work experience requirements) pertaining to the enrolment of the various courses.

The pre-requisites and requirements for the courses are as follows:

Preparatory Course for Admission to Government Schools (Secondary 1)

- Student must be at least 12 years of age as at the date of enrolment
- Students must have a minimum of 6 years of prior education
- All foreign Students must sit for English and Mathematics placement tests

Preparatory Course for Admission to Government Schools (Secondary 2)

- Student must be at least 13 years of age as at the date of enrolment
- Students must have a minimum of 7 years of prior education
- All foreign Students must sit for English and Mathematics placement tests

Preparatory Course for Admission to Government Schools (Secondary 3)

- Student must be at least 14 years of age as at the date of enrolment
- Students must have a minimum of 8 years of prior education
- All foreign Students must sit for English and Mathematics placement tests

Tuition for Secondary Schools (Secondary 2)

- Student must be at least 13 years of age as at the date of enrolment
- Students must have a minimum of 7 years of prior education
- All foreign Students must sit for English and Mathematics placement tests

Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination

- Student must be at least 14 years of age as at the date of enrolment
- Students must have a minimum of 8 years of prior education
- All foreign Students must sit for English and Mathematics placement tests

Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination (Intensive)

- Student must be at least 15 years of age as at the date of enrolment
- Students must have a minimum of 9 years of prior education
- All foreign Students must sit for English and Mathematics placement tests

3.2. Course Completion and Awards

Students will be awarded the Certificate of Completion at the end of the course when they satisfy the requirements as follows:

Preparatory Course for Admission to Government Schools (Secondary 1), Preparatory Course for Admission to Government Schools (Secondary 2) and Preparatory Course for Admission to Government Schools (Secondary 3)

- 90% Attendance

Tuition for Secondary Schools (Secondary 2)

- 90% Attendance
- 50% Pass in English Language and another subject or
- 50% Pass in three subjects other than English Language

Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination and Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination (Intensive)

- 90% Attendance
- 50% Pass in English Language and another subject or
- 50% Pass in three subjects other than English Language

3.3. Course Application Fee

Please refer to our Student Support staff for our current Course Application Fees.

3.4. Course Fee and Duration

Please refer to our Student Support staff for our current Course Fees and Duration.

3.5. Grading System

GCE 'O' Level standard grades:

GRADES	MARKS
A1	75 and above
A2	70 – 74
B3	65 – 69
B4	60 – 64
C5	55 – 59
C6	50 – 54
D7	45 – 49
E8	40 – 44
F9	39 – below

3.6. Pertinent Information Relating to our Courses

YEC provides clear and accurate information in our brochures on the School and the courses offered to assist Students and their guardian(s) to make informed decisions.

In addition to providing information relating to our organisation's profile, pre-requisites and requirements for course programs as well as fees payable, YEC also provides other relevant information including:

Student Services

- Details of orientation and support programmes
- Details of Student Pass Application process

School Policies

- Student withdrawal and non-attendance policy as stated in the Student Handbook
- School Refund Policy on terms and conditions of course fee and refunds due to course termination by the School

Communication

- Language specific Student Application Form (such as Chinese), if necessary.
- Students' feedback procedures
- Mode of notification by telephone, email, letter or face-to-face meeting in the event of any changes

The respective staff from our Singapore Office will speak to and counsel Students to inform them of any changes should the need arise.

3.7. Examination Appeal Process

After marking all examination papers, teachers will go through the answers with the students to ensure that the marks awarded are accurate. Any appeals should be made at this time. Once the marks are submitted for the preparation of result slips, they are deemed final.

4. STUDENT CONTRACT

It is the standard operating procedure of YEC to enter into a Standard PEI-Student Contract with the Student prior to confirmation of Enrolment and this policy is communicated to the Student through our various communication channels, including the YEC website.

YMCA School adopts the CPE Standard PEI- Student Contract format with variation to information on the course and its fees. Students may refer to the CPE website <http://www.cpe.gov.sg/> for more information on the Standard PEI-Student Contract.

5. FEE PROTECTION SCHEME

The Fee Protection Scheme (FPS) serves to protect Students' fees in the event a Private Education Institution (PEI) is unable to continue operating due to insolvency

and/or regulatory closure. The FPS also protects Students if the PEI fails to pay penalties or return fees to the Students arising from judgment made against it by the Singapore Courts. Edutrust-certified PEIs are required to adopt the FPS to provide full protection to all fees paid by their Students. All fees refer to all monies paid by the Students to be enrolled in a PEI, excluding the course application fee, agent commission fee (if applicable), miscellaneous fees (non-compulsory and non-standard fee paid only when necessary or where applicable, for example, the re-exam fee or charges for credit card payment etc.) and GST.

The Council for Private Education (CPE) has a list of appointed FPS service providers. Students may refer to the CPE website www.cpe.org.sg for more information. YEC has made arrangements with **Lonpac Insurance Bhd** to provide insurance cover for fee protection. Students may wish to contact Lonpac Insurance Bhd for more information at Tel No. (02) 6250 7388, Fax No. (02) 6296 3767, website <http://www.lonpac.com>.

6. MEDICAL INSURANCE

YEC has in place a medical insurance scheme for all foreign Students as required by CPE. The medical insurance scheme shall provide for an annual coverage limit of not less than \$20,000 per Student, at least B2 ward in government and restructured hospitals and 24 hours coverage in Singapore and overseas (if Student is involved in school-related activities) throughout the course duration. The Student is encouraged to seek advice on whether a more comprehensive insurance cover is required or desired. YEC has appointed **AIA Singapore Private Limited** to provide medical insurance. Students will have to pay for the medical insurance.

Singapore Citizens, Permanent Residents and non-Student Pass International Students who are protected by their own medical insurance coverage in Singapore can opt out from the medical insurance scheme arranged for by the PEI.

7. PRICING POLICIES

YEC has a fixed fee policy. The prices are prominently displayed in the school premises, Standard Student Contract and communication materials.

7.1. Payment Scheme

Payments are to be made in full according to the Standard PEI-Student Contract. There is an application fee to be paid upon enrolment.

7.2. Payment Mode

Payments by Students may be made via CUP, TT, bank draft, internet transfer, cash, cheque or credit card. All payments have to be made out in Singapore Dollars.

7.3. Pricing Accuracy

YEC is committed to the avoidance of over or undercharging. To ensure accuracy of charging, all course fees including total amount payable and its breakdown are clearly listed.

7.4. Receipts

Receipts issued by YEC to Students to acknowledge payment made shall contain the following information:

- ✓ YEC's name
- ✓ Student's name and identity no.
- ✓ Payment intention
- ✓ Date of payment
- ✓ Course identification no.
- ✓ Payment amount
- ✓ Name and signature of staff collecting the money and issuing the receipt
- ✓ Receipt no.
- ✓ Outstanding amount (where applicable)

8. COURSE FEES

Course fees means the gross fees paid by or on behalf of the Student to YEC for a given course, excluding all incidental fees and charges.

Course Fees may comprise:

- Administration Fee
- Course Fee
- Application Fee
- Science Practical Fees, where applicable
- Course Material Fee
- FPS Insurance Fee
- Medical Insurance Fee
- Uniforms

Time of Fee Payment:

- For all new Students, application fees have to be paid upon enrolment.
- For local Students, outstanding fees as written in the invoice have to be paid by the due date.
- For international Students, outstanding fees have to be paid upon STP approval.

Apart from the Course Fees, there are other Fees, which a Student may, from time to time, incur. These come under Miscellaneous Fees.

Miscellaneous Fees may comprise:

- Student's Pass Card
- Medical Examination
- Learning Journeys

The following Fees are imposed by and **are paid directly to** the government and other external parties and may include:

- Student Pass Application Processing Fee
- Payment to ICA for Student Pass and Visa
- Security Deposit to ICA
- External examination fees to:
 - SEAB for GCE 'O' Level
 - MOE for AEIS and S-AEIS
- As required by Foreign Education Institutions

9. RULES AND REGULATIONS

9.1. Attire

- 9.1.1 All Students must be neatly and appropriately attired while in school and at all official functions and activities. School uniform should meet standards and be of an appropriate size - not overly tight or oversized. Please refer to pictures below.
- 9.1.2 The school attire consists of the school uniform (school shirt, school pants - for male Students, school skirt - for female Students). Shorts, torn jeans, overalls, slippers and sandals are not allowed in the school premises.
- 9.1.3 Girls are expected to wear their skirts at knee length.
- 9.1.4 Before the collection of the school uniform, the proper attire in the school premises shall be plain collared white top with blue/black pants/jeans.
- 9.1.5 Uniforms that have been altered and do not comply with the school's guidelines will have to be replaced at the student's expense.
- 9.1.6 Body piercing, tattoos, make-up, nail polish (clear or coloured), and all other accessories deemed inappropriate for Students are **strictly prohibited**.
- 9.1.7 Earrings and ear studs are **strictly prohibited** for male Students. Only one pair of earrings or ear studs is allowed for female Students.
- 9.1.8 **Caps and sunglasses are not allowed** during lessons.

9.2. Hair Styles

- 9.2.1 Hair colour deemed unfit for Students are **not allowed** (examples of which include fluorescent colours, red, purple, green, blue, gold, blond etc.) for all Students.
- 9.2.2 Female Students must keep their hair neat and simple. Those with hair touching their shoulders must plait it or tie it up neatly.
- 9.2.3 Male Students must keep their hair 1 inch above the collar, above their eyebrows and ears and sloped at the back and sides.
- 9.2.4 No long fringe is allowed.
- 9.2.5 Hair must be kept neat at all times and no artificial hair pieces are allowed.



- Female:
- neat hair, fringe not touching eyebrow, tied up if shoulder length
 - knee-length skirt
- Male:
- hair not touching eyebrows or ears, 1 inch above collar, sloped back and sides
- General:
- blouse / shirt not tucked in
 - white trainers / sneakers and socks
 - no sandals or slippers



9.3. Smoking

SMOKING IS STRICTLY PROHIBITED within the school premises which include the classrooms, corridors, staircases, lobby, washrooms, terrace, pool deck and the walkway outside the YMCA building. The YMCA building has been declared a smoke-free building with effect from 1 January 2009.

9.4. Attendance

- 9.4.1. **ATTENDANCE IS COMPULSORY** for all lessons and pastoral care sessions.
- 9.4.2. Students must attend lessons punctually otherwise they will be marked as late. There is no grace period given.
- 9.4.3. Students who wish to change / drop subjects must continue to attend lessons until written approval is given.
- 9.4.4. Students are **not** allowed to leave or loiter around the school premises during lesson hours without the official permission from the Teacher, Principal or Vice-Principal.
- 9.4.5. Notice of absence from school must be supported by official documents i.e. a medical certificate or a letter from parent / guardian. Only 5 excuse letters will be allowed in a year.
- 9.4.6. **Students are required to maintain a minimum of 90% attendance.**
- 9.4.7. **Absences of 3 consecutive days without valid reasons will be dealt with severely (this includes foreign students who leave Singapore without permission from the School).**
- 9.4.8. **Leave will not be granted for special school activities (eg. Orientation, Learning Journeys, Adventure Camp, etc). For Academic students, leave will not be granted during term time or for Science practical.**
- 9.4.9. Students can take **up to 7 consecutive days (including 19 - 20 Feb 2015)** of overseas leave to celebrate Chinese New Year with their families.
- 9.4.10. Students requesting Student Pass application or Deferment letter must meet the **minimum attendance of 90%**.

- 9.4.11. **YMCA School reserves the right to expel any Student who is in default of any school fees or does not meet with the minimum attendance requirement.**

9.5. Examinations

- 9.5.1. Students are to report for examination at least **10 minutes** before the paper commences. Students **will not be allowed to enter the examination room 30 minutes after the paper has started.**
- 9.5.2. Students are not allowed to leave the examination room until the end of the paper.
- 9.5.3. Students who disobey instructions will be **barred from taking the examinations.**
- 9.5.4. Students are to comply with all Examination Instructions that are issued.

9.6. Behaviour

- 9.6.1. **Students are to abide by the school rules and are liable for immediate dismissal upon serious misconduct or violation of the rules and regulations.**
- 9.6.2. Students who obtain possession of any property illegally will be expelled immediately.
- 9.6.3. Students must **not** threaten or endanger the health, safety or well-being of any school personnel or Student.
- 9.6.4. Students must **not** litter in the school grounds or commit acts of vandalism to school property.
- 9.6.5. No consumption of food and drinks is allowed in the classrooms.
- 9.6.6. Listening to an iPod, MP3 player, mobile phone or other audio gadgets is not allowed during lesson time.
- 9.6.7. Students are required to switch their mobile phones to silent mode during lesson time and surrender them for safe-keeping in the baskets provided. Otherwise, these gadgets will be confiscated.
- 9.6.8. **Students are not allowed to hold hands or behave intimately while in their school uniform.**
- 9.6.9. Students are responsible for the safe-keeping of their own property.

9.7. Discipline

- 9.7.1. **Please refer to the Discipline notice board outside Room 209 for the Discipline Policy Flowchart.**
- 9.7.2. Students will be put on **academic probation** and / or **in-house suspension**, at the discretion of the School Management, if they fail to adhere to the above mentioned rules and regulations.
- 9.7.3. Students are liable for **immediate expulsion** for serious misconduct (such as fighting, threatening to use violence, etc.) or violation of the rules and regulations.
- 9.7.4. Students who deface or damage school property will be charged for any repair, placement cost or face both expulsion and a fine.
- 9.7.5. Repeat offenders may be required to attend counselling sessions during which parents may be required to attend.
- 9.7.6. If a Student fails to improve his/her behaviour after the counselling sessions, the School reserves the right to expel him/her with **no refund** of any school fees.

9.8. Visitors

- 9.8.1. All visitors are to report to the YEC Education Counter.
- 9.8.2. Students are not to invite visitors without approval of the YEC Director, YEC General Manager, School Principal or Vice-Principal.
- 9.8.3. Students are to inform the School Office of the presence of any unauthorised person.
- 9.8.4. Trespassers will be prosecuted.

9.9. Choosing Electives

- 9.9.1. Academic students must have a minimum of 5 subjects.
- 9.9.2. There is a minimum English Placement Test requirement for the following Electives:
 - Principles of Accounts 50%
 - Combined Humanities 60%

Students who do not meet the English Language requirement may appeal and approval will be given on a case-by-case basis.

- 9.9.3. Students who wish to change / drop Electives must do so before 31 Jan 2015 otherwise they will be expected to attend all lessons and sit for all tests and examinations.

10. FEEDBACK

We welcome your feedback anytime and should you have any concerns, please contact us immediately. We will respond to feedback within **2 working days**.

10.1. Student Support Services

YEC provides support services to all its Students and these services include:

Student Admission Related Services

- Medical check up
- Application and renewal of STP

Hospitality Services

- Airport pick up
- Advice and information on accommodation

Student Induction and Pastoral Care

- Orientation programme for Students
- Assistance to Students facing difficulties adapting to the new environment
- Advice to Students on internal grievance procedures

Education Support Services

- Advice on courses and post-graduation opportunities
- Placement in government or overseas schools
- Registration of external examinations e.g. GCE 'O' Level and AEIS

Documentation

- Student Handbook which provides Students with concise and complete information as well as guidelines in preparation for their academic pursuits with YEC

10.2. Student Helpline

Students can seek advice from any of our senior staff. Alternatively, Students with problems or concerns may wish to contact our hotline at 6586 2222, Mon to Fri from 9 am to 6 pm, or Sat from 9 am to 1 pm.

11. EMERGENCY EVACUATION

In the event that there is a need to evacuate the building, procedures are in place. All students will be briefed during their Orientation and an evacuation drill will be conducted in the first and third terms of the academic year. Plans for escape routes can be found in each classroom.

12. DISCLAIMER

YEC reserves the right, where appropriate, to include, delete or change any of the above-mentioned policies with prior notice of at least 1 month.

13. GRIEVANCE PROCEDURE

Students with grievances may obtain a Student Feedback and Service Recovery Form from the Education Counter. The completed form will be forwarded to the Principal or Vice-Principal for review and appropriate action will be taken.

If the resolution is not acceptable, the student may escalate the grievance to CPE for mediation.

14. MEDIATION AND ARBITRATION

For more details on the mediation and arbitration procedure with CPE, students can visit the CPE website <http://www.cpe.gov.sg>.

15. FORCE MAJEURE

In the event that any party shall be rendered unable to carry out the whole or any part of its obligations in the Standard PEI-Student Contract for any reason beyond the control of that party, including but not limited to acts of God, force majeure, strikes, war, riot and any other causes of such nature, then the performance of the obligations hereunder of that party or all the parties as the case may be and as they are affected by such cause shall be excused during the continuance of any inability so caused, but such inability shall as far as possible be remedied with all reasonable despatch. For the avoidance of doubt, this Clause shall not apply to cases where:

- (i) YEC is declared to be insolvent and/or a winding-up order made or bankruptcy issued by the Singapore court against YEC (or, any partner of YEC if YEC is a partnership); and
- (ii) The relevant authority(ies) issue(s) an order to cease and/or terminate the operations of YEC, or the happening of anything of a similar nature under the laws of Singapore.

*So in everything, do to others what you would have them do to you.
Matthew 7:12*

SINGAPORE LAWS

The Maintenance of Religious Harmony Act

It is an offence to:

- a) cause feelings of enmity, hatred, ill-will or hostility between different religious groups
- b) carry out activities to promote a political cause or a cause of any political party while, or under the guise of propagating or practising any religious belief
- c) carry out subversive activities under the guise of propagating or practising any religious belief
- d) Exciting disaffection against the President or the Government, while or under the guise of propagating or practising any religious belief

Environmental Public Health Act

It is an offence to:

- a) deposit, drop, place or throw any dust, dirt, paper, ash, carcase, refuse, box, barrel, bale or any other article or thing in any public place;
- b) keep or leave any article or thing in any place where it or particles there from have passed or are likely to pass into any public place;
- c) dry any article of food or any other article or thing in any public place;
- d) place, scatter, spill or throw any blood, brine, noxious liquid, swill or any other offensive or filthy matter of any kind in such manner as to run or fall into any public place;
- e) beat, clean, shake, sieve or otherwise agitate any ash, hair, feathers, lime, sand, waste paper or other substance in such manner that it is carried or likely to be carried by the wind to any public place;
- f) throw or leave behind any bottle, can, food container, food wrapper, glass, particles of food or any other article or thing in any public place;
- g) spit any substance or expel mucus from the nose upon or onto any street or any public place; or
- h) discard or abandon in any public place any motor vehicle whose registration has been cancelled under section 27 of the Road Traffic Act (Cap. 276), any furniture or any other bulky article.

Rapid Transit Systems Regulations

It is an offence to consume or attempt to consume any food or drinks while in or upon any part of the railway premises in such places as are designated for this purpose.

Miscellaneous Offences {Public Order and Nuisance (Assemblies and Procession) Rules}

It is an offence for any public assembly or procession of 5 or more persons in any public place.

Other Offences

It is an offence to:

- a) possess or buy a stolen mobile phone.
- b) possess or use a cloned telephone card.
- c) import Chinese herbal medicine without a licence.
- d) import a CDROM without approval.
- e) use other subscriber's wireless Internet for free.
- f) photocopy an entire book.
- g) confine another person from leaving.
- h) use money to buy influences.
- i) use another person's internet account without permission.
- j) own and use a TV without a licence.
- k) hack into a computer account.
- l) possess or view pornographic materials.
- m) abuse the use of drugs or consume drugs without prescription.
- n) slander and libel another person without proof.
- o) vandalise a wall or property.
- p) cycle against traffic flow.

Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.

Philippians 2:3-4

IMPORTANT DATES

Academic Classes	Preparatory Classes
CA1: 23 Feb – 27 Feb Marking Day : 2 Mar Meet-the-parents / guardians: 13 Mar Term 1 break: 14 – 22 Mar	Term 1 tests: 26 Jan – 30 Jan 23 – 27 Feb S-AEIS: 25 and 26 Feb (Tentative)
SA1 Eng Oral :4 May SA1: 7 – 8 May, 11 – 14 May Marking day: 15 May Term 2 break: 30 May – 28 Jun	Term 2 tests: 6 – 10 Apr 4 – 8 May Term 3 tests: 15 – 19 Jun 13 – 15 Jul
Prelim Eng Oral: 7 Aug Teachers' Day: 4 Sep Term 3 break: 5 – 13 Sep	Term 4 tests: 24 – 28 Aug 21 – 25 Sep AEIS: TBA
Prelim: 17 - 23 Sep Marking day: 25 Sep	Term 5 tests: 2 – 6 Nov 30 – 4 Dec
SA2 English Oral :16 Oct SA2: 19 – 23 Oct Marking Day: 26 Oct Term 4 break: from 10 Oct ('O' Intensive) from 14 Nov ('O' & Sec 2)	Break: 19 – 31 Dec

** Dates are accurate at time of printing.*

CONTACTS

CPE Student Services Centre

1 Orchard Road #01-01
Singapore 238824
(YMCA International House)
Tel: +65 6592 2108
(Nearest MRT Station: Dhoby Ghaut, Exit A)

Immigration and Checkpoints Authority (ICA)

ICA Building
10 Kallang Road
Singapore 208718
Tel: +65 6391 6100
(Located next to Lavender MRT station)

Helplines

- Emergency – Dial 999 or report to the nearest Police Station / Neighbourhood Police Post
- Ambulance / Fire Brigade – Dial 995
- Non-emergency ambulance – Dial 1777

*Someone once said, when you share a problem with a friend, the problem is halved.
So, share with us, if you need a listening ear.*

**At YMCA School, you are NEVER alone...
We'll be there for you...**

Where to find help when...

Afraid

Ps 34:4
Mt 10:28
2 Tim 1:7

Defeated

Rom 8:31-39

Facing a Crisis

Ps 121
Mt 6:25-34
Heb 11

Needing Peace

Jn 14:1-4
Jn 16:33
Rom 5:1-5

Sick or In Pain

Ps 38
Mt 26:39
Rom 5:3-5
2 Cor 12:9-10
1 Pet 4:12-13,19

Anxious

Mt 6:19-34
Phil 4:6

Depressed

Ps 34

Friends Fail

Ps 41:9-13
Lk 17:3-4
2 Tim 4:16-18

Needing Rules

For Living
Rom 12

Sorrowful

Ps 51
Mt 54
Jn 14
2 Cor 1:3-4
1 Thes 4:13-18

Weary

Ps 90
Mt 11:28-30
1 Cor 15:58
Gal 6:9-10

Backsliding

Ps 51
1 Jn 1:4-9

Disaster

Threatens
Ps 91
Ps 118:5-6

Lonely

Ps 23
Heb 13:5-6

Tempted

Ps 1
Ps 139:23-24
Mt 26:41
1 Cor 10:12-14
Phil 4:8
Jam 4:7

Worried

Mt 6:19-34
1 Pet 5:6-7

Bereaved

Mt 5:4
2 Cor 13

Discouraged

Ps 23
Mt 42:6-11
Ps 55:22

**Needing God's
Protection**

Ps 27:1-6
Ps 91

Overcome

Ps 6
Rom 8:31-39
1 Jn 1:4-9

Travelling

Ps 121
Mt 10:16-20

In Trouble

Ps 16
Ps 31
Jn 14:1-4
Heb 7:25

*And we know that in all things, God works for the good of those who love Him, who
have been called according to His purpose
Romans 8:28*



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