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APPLICATION FOR ADMISSION



ACS (International)

A Methodist Institution

FOR OFFICIAL USE ONLY

Test Scheduled

Interview Scheduled

ADM/HSE

RCT/SRN

Before you complete this application, please read the accompanying Prospectus and the rules and regulations governing enrolment as well as the conditions of admission. Please print in black ink and return the completed form to the Admissions Department.

Enrolment Year

Enrolment Term T1 T2 T3 T4

Date of Application

Is this your first application? Yes No – Date of Last Application:

Seeking admission to Year / Level: 1 2 3 4 5 6 1B Pre IGCSE Pre IB Foundation IB

PART 1A: APPLICANT DETAILS

Name (as in Passport/NRIC) *(Please underline surname)*

Preferred Name

Date of Birth

Age

Gender Female Male

Citizenship Singapore Citizen Singapore PR Dependent Pass Student Pass *Please tick ONE box only.*

FIN / NRIC

Date of Expiry (for FIN only)

Nationality

Country of Birth

Passport No.

Date of Issue

Date of Expiry

Country of Passport

Mobile No.

Residential Tel. No.

Email Address

Ethnic Group Chinese Indian Malay Eurasian Others:

Language Spoken

Religion Christian (Methodist) Christian (Others) Buddhist Hindu Muslim Taoist No Religion Others:

PART 1B: APPLICANT'S ACADEMIC HISTORY

Present School Name

Country

Previous Academic Programme Followed *Please attach academic transcripts and certificates for the last two years of study including PSLE certificate.*

GCSE / IGCSE: ___ A*, ___ A, ___ B, ___ C PSLE: Aggregate ___ GCE 'O' Level: L1R5 ___ Others: _____

PART 1C: PARENTS CONTACT DETAILS

Primary Parental Contact *(Please tick ONE box only.)* Father Mother

Father Alumni Mr Dr Others:

Name (as in Passport/NRIC) *(Please underline surname)*

Nationality

Singapore PR Yes No

FIN / NRIC

Passport No. & Country of Passport

Profession & Company

Mobile No.

Residential Tel. No.

Email Address

Current Address & Postal Code

Mother Alumni Ms Mrs Dr Others:

Name (as in Passport/NRIC) *(Please underline surname)*

Nationality

Singapore PR Yes No

FIN / NRIC

Passport No. & Country of Passport

Profession & Company

Mobile No.

Residential Tel. No.

Email Address

Current Address & Postal Code

PART 1D: SIBLINGS DETAILS

Other children at ACS family of schools Yes No *If Yes, please provide details below.*

Name (as in Passport/NRIC) (Please underline surname)	Enrolment Year	Enrolment Term	House
Child 1			
Child 2			
Child 3			

PART 1E: FAMILY DETAILS

Family Information Parents Married Parents Divorced Parents Separated Father Deceased Mother Deceased

Student Lives with/at Father Mother Step Father Step Mother Guardian ACS (Independent) Boarding School Oldham Hall

Students are not allowed to live unsupervised. Students living with parents who travel regularly must have a guardian appointed for emergency purpose. International students must board with a school-certified accommodation and must have a parent-appointed guardian.

PART 1F: OTHER INFORMATION ABOUT APPLICANT

Please tick accordingly.

Please answer the questions below accurately. Failure to disclose relevant information and/or documentation may result in your child being withdrawn after enrolment.	Yes	No	If Yes, please provide details below and attach with documents.
Does the applicant have any special educational needs which affect or have affected his/her education? (If Yes, please provide a full psycho-educational assessment report.)			
Has the applicant ever been enrolled in a learning support programme?			
Has the applicant ever been seen by a school counsellor for emotional and behavioral support?			
Has the applicant ever been granted access arrangements (i.e. extra time, enlarged font size, use of prompter and/or word processor, etc.) during tests and/or examinations?			
Is the applicant fit to participate in all games and other physical activities?			
Does the applicant have any medical or physical conditions that require special attention or medication?			
Does the applicant have any medical and/or dietary allergies?			
Has the applicant ever had a long-term absence from school (more than 10 days) because of ill-health?			
If the applicant feels unwell in school, do you agree to the school nurse giving the following? <input type="checkbox"/> Paracetamol <input type="checkbox"/> Antacid <input type="checkbox"/> Antihistamine <input type="checkbox"/> Antidiarrheal <input type="checkbox"/> Lozenges			
For Singapore Citizens and PRs – Has the applicant previously been granted exemption from Mother Tongue Language? (If Yes, please provide MoE Letter on MTL Exemption for Chinese/Malay/Tamil.)			
For Singapore Citizens and PRs – Has the applicant previously studied an in-lieu language other than Mother Tongue?			
<i>Please note that all Singapore Citizens/PRs are required to enroll in a MTL unless they have been granted a waiver by MOE. They can elect to study an in-lieu language if they have NOT studied a MTL previously. Their application is subject to MOE's approval.</i>			

PART 1G: COMMUNICATION WITH SCHOOL

To ensure good communication that meets appropriate levels of security, privacy and safety, please tick ONE box only.

Who is the emergency contact? <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian	Who will access the Parent Portal? <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <i>The school uses a parent portal that gives access to attendance data, academic progress details, reports and notices over the Internet.</i>
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PART 2A1: GUARDIAN 1 CONTACT DETAILS

Name (as in Passport/NRIC) (Please underline surname)	Relationship to Student	
Nationality	Singapore PR <input type="checkbox"/> Yes <input type="checkbox"/> No	FIN / NRIC
Passport No. & Country of Passport	Mobile No. + Country code	Residential Tel. No. + Country code
Email Address	Current Address & Postal Code	

PART 2A2: GUARDIAN 2 CONTACT DETAILS

Name (as in Passport/NRIC) (Please underline surname)	Relationship to Student	
Nationality	Singapore PR <input type="checkbox"/> Yes <input type="checkbox"/> No	FIN / NRIC
Passport No. & Country of Passport	Mobile No. + Country code	Residential Tel. No. + Country code
Email Address	Current Address & Postal Code	

PART 2C: GUARDIANSHIP

All parents who live overseas, or who are not immediately accessible whilst their child is at school, are required to have a guardian who is a resident in Singapore. The guardian's role is a vital one. They are to support the student and to deputise for the parents when they are not available.

A guardian may be a relative or close friend of the parents but they must know the student who must be comfortable in having them deputise as a parent. As guardians are in a responsible position, they should be at least thirty years of age. Same sex or female gender is preferred.

A guardian should be aware of all the relevant aspects of the school operation and the education of the student for whom they are responsible. They should communicate regularly with the school, initially through Housemasters / mistresses, or through the International Student Pastoral Care Coordinator (ISPCC). Similarly, a guardian must be readily contactable by the school. The school will seek to keep in-touch with the guardian on a regular basis.

The school requires all guardians to complete a registration form and to update the school about any changes to their particulars. All guardians will be monitored by the school. Should problems emerge in the guardianship arrangements, the ISPCC's help can be enlisted.

For more information, contact the ISPCC at ispcc@acsinternational.com.sg. Please refer to Guardianship Policy of ACS (International) for more details.

Specific Guidelines

- Contact parents directly to establish personal working relationship and to understand the student better
- Check on flight details and to work on pick-up arrangement of the student
- Arrange for viewing and interview with the Hall (either ACS Independent Boarding School or Oldham Hall)
- Help the student get essential things
- Accompany the student to school for orientation and to attend briefing for new parents/guardians
- Assist with student pass matters
- Ensure that the student has international health insurance coverage
- Check in with the student at least once a week via text message
- Catch up with the student in person at least once a month
- Update the parents regularly (at least once a fortnight or as arranged with the parents)
- Sign consent forms
- Alert the school on medical issues/absences/late-coming of the student
- Assist with the student's overseas travel arrangements
- Liaise with the school on the ward's discipline matters
- Ensure that the student is properly attired and reports to the school on time
- Keep communication lines with the school open through email, SMS or telephone
- Monitor the student's progress in school, both in academic and co-curricular activities
- Monitor the student's computer and internet usage
- Monitor the student's weekend activities
- Monitor the student's expenditure
- Acknowledge the receipt of communications from school through email
- Read the monthly newsletter
- Attend all Parent-Teacher Meetings with the student

Parent's / Guardian's Signature

Date

PART 3: HOW DID YOU FIND OUT ABOUT ACS (INTERNATIONAL)? *Please tick accordingly.*

- Previous ACS (International) Students
 Friends
 Current ACS (International) Parents
 Agent
 Referred by ACS family of schools
 Internet
 Newspaper/Magazine
 Others:

PART 4A: PAYMENT TERMS AND CONDITIONS

Enrolment Fees			Additional Fees		
Purpose	Fee (S\$)	Payment	Purpose	Fee (S\$)	Payment
Test Fee (Academic and Aptitude)	550	Upon Application	IB Enrichment & Induction Fee	1,000	Prior to Year 5
Test Fee (Aptitude)	200	Upon Application	PEAKS Psychometric Test	481.50	Prior to Years 1 & 5
Registration Fee	3,210	Upon Offer	Overseas Trips (Optional)	1,500 – 5,500	Prior to Trip
Development Fund	1,070	Upon Offer	Medical Insurance (International Students)	300+	Prior to Enrolment
Deposit	6,000	Upon Offer	Examination Fees, IGCSE	1,500 – 2,000	In Year 4
			Examination Fees, IBDP	2,000 – 2,400	In Year 6
Annual Fees			Notes		
Purpose	Fee (S\$)	Payment	<i>All fees are non-refundable, except for the Deposit, and are GST inclusive unless otherwise stated.</i> <i>Parents/Guardians are responsible for the payment of uniform, school bus, meals, textbooks, and other special co-curricular activities at school.</i> <i>Parents must purchase for their child a health insurance policy or the school's recommended package from Honan Insurance Group, a reputable insurance company, which has a school group discount rate of SGD\$300 per annum for all international students. This cover includes SGD\$50,000 for hospitalisation which the school considers to be the minimum required for each international student.</i>		
School Fees – Years 1 to 4	27,720	Term 1 – 50%, Term 3 – 50%			
School Fees – Year 5	36,960				
School Fees – Year 6	25,410				
School Fees – Pre-IB and FIB	31,185				
International Student Pastoral Care	550 (12 months)	Prior to Academic Year			
	300 (6 months)	Prior to Term 3			
Miscellaneous Fee	850	Prior to Academic Year			
Parent School Partners (PSP) Fee	50				
Term 1 Camp Fee – Years 1 to 3	500 - 1,500	Prior to Camp			
Parent's / Guardian's Signature			Date		

PART 4B: PAYMENT PROCEDURE AND CONDITIONS

Payments are to be made in cash, cheque, cashier's order or inter-bank transfer. No credit card facilities are available.

Cheque payments are to be crossed and made payable to ACS (International) with the applicant's name written on the back of the cheque.

Overseas payments by cashier's order or telegraphic transfer are to be made payable to ACS (International) with the applicant's name listed.

All bank charges must be borne by the applicant.

All fees are payable one month in advance before the commencement of each semester on a half yearly basis.

Students cannot commence or continue schooling whilst fees are unpaid.

Account Details for Cashier's Order of Telegraphic Transfer

Name of Bank: DBS Bank Ltd, Singapore

Address: 12 Marina Blvd Level 3 MBFC Tower 3 S (018982)

Account No.: 033-900959-8

Beneficiary Name: ACS (International)

Bank Code: 7171

Branch Code: 033

SWIFT Code: DBSSSGSG

PART 4C: WITHDRAWAL AND REFUND PROCEDURE

WITHDRAWAL PROCEDURE

Notice within each academic year must be given in writing to the Principal by:

- **By 31 October:** for students leaving in December
- **By 31 March:** for Years 1 to 4 students leaving in Term 3

Students without notice of withdrawal will be deemed to be progressing to the next academic year, and shall pay school fees according to the terms of the Student Contract and/or official invoice. Places will be reserved only upon receipt of school fees within the stipulated deadline.

REFUND PROCEDURE

School Fees

- 100% refund if notice is received more than 30 days before course commencement.
- 50% refund if notice is received less than 31 days before course commencement.
- 25% refund if notice is received 1–60 days after course commencement.
- NO refund if notice is received 61 days after course commencement.

Deposit

- 100% refund if notice is received (but course fees are non-refundable).
- NO refund if notice is NOT received.
- NO refund for Years 5 or 6 students.
- Any balance is refunded automatically by cheque to the original payee three months after the student's last day at school, and after deductions of all outstanding administrative costs (e.g. school camps, examination fees, and any losses or breakages of school property) have been made.

Parent's / Guardian's Signature

Date

PART 5A: CHECKLIST FOR ATTACHED DOCUMENTS

- | | |
|---|---|
| <input type="checkbox"/> Two recent passport-sized photographs of the applicant | <input type="checkbox"/> Copy of applicant's Singapore Passport / Birth Certificate / NRIC |
| <input type="checkbox"/> Copy of applicant's school reports for last two years | <input type="checkbox"/> Copy of applicant's Examination Certificates |
| <input type="checkbox"/> Copy of applicant's speech / language / psycho – educational / psychologist reports or evaluation record for applicants diagnosed with learning disability condition (if applicable) | <input type="checkbox"/> Copy of applicant's Foreign Passport / Dependent Pass / PR (identity card – please indicate "blue" on the copy) / Student Pass (if applicable) |
| <input type="checkbox"/> Copy of Mother Tongue Language Exemption Letter from MOE (if applicable) | |

PART 5B: DECLARATION

Failure to declare the following could result in the withdrawal of the offer of a place at the school. Please note that it is important to declare all significant academic, emotional and medical problems. In the case of special educational needs, the school will assess carefully whether it can manage the needs of your child/ward. Kindly attach copies of relevant medical reports, if applicable.

- I declare that all information provided in this application form is correct and true.
- I agree that my child/ward and family will endeavour to support the ideals of the school.
- I understand that my child's/ward's place in the school may be withdrawn for failure to comply with the requirements outlined above.
- I have read and accept the payment, withdrawal, accommodation and guardianship terms and conditions listed on the previous page.
- I have read and accept the Policy and Procedures on Guardianship, Accommodation and Medical Insurance.
- I consent to my child's/ward's name and/or photo being used by the school for school publicity purposes.
- I give permission for my child/ward to participate in offsite school-run activities and field trips during the school day knowing that the school staff will act in loco-parentis.

Parent's / Guardian's Signature

Date