

APPLICATION FOR ADMISSION



ACS (International)

A Methodist Institution

Recent
Passport
Photo

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 <input type="checkbox"/> T1 <input type="checkbox"/> T2 <input type="checkbox"/> T3 <input type="checkbox"/> T4
Date of Application	Is this your first application? <input type="checkbox"/> Yes <input type="checkbox"/> No – Date of Last Application:
Seeking admission to Year / Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 1B <input type="checkbox"/> Pre IGCSE <input type="checkbox"/> Pre IB <input type="checkbox"/> Foundation IB	

PART 1A: APPLICANT DETAILS

Name (as in Passport/NRIC) <i>(Please underline surname)</i>		Preferred Name	
Date of Birth	Age	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	
Citizenship <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore PR <input type="checkbox"/> Dependent Pass <input type="checkbox"/> Student Pass <i>Please tick ONE box only.</i>			
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 <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Eurasian <input type="checkbox"/> Others:			Language Spoken
Religion <input type="checkbox"/> Christian (Methodist) <input type="checkbox"/> Christian (Others) <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Taoist <input type="checkbox"/> No Religion <input type="checkbox"/> Others:			

PART 1B: APPLICANT'S ACADEMIC HISTORY

Present School Name	Country
Previous Academic Programme Followed <i>Please attach academic transcripts and certificates for the last two years of study including PSLE certificate.</i>	
<input type="checkbox"/> GCSE / IGCSE: ___ A*, ___ A, ___ B, ___ C <input type="checkbox"/> PSLE: Aggregate ___ <input type="checkbox"/> GCE 'O' Level: L1R5 ___ <input type="checkbox"/> Others: _____	

PART 1C: PARENTS CONTACT DETAILS

Primary Parental Contact <i>(Please tick ONE box only.)</i> <input type="checkbox"/> Father <input type="checkbox"/> Mother		
Father <input type="checkbox"/> Alumni <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Others:		
Name (as in Passport/NRIC) <i>(Please underline surname)</i>		
Nationality	Singapore PR <input type="checkbox"/> Yes <input type="checkbox"/> No	FIN / NRIC
Passport No. & Country of Passport	Profession & Company	
Mobile No.	Residential Tel. No.	Email Address
Current Address & Postal Code		
Mother <input type="checkbox"/> Alumni <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Others:		
Name (as in Passport/NRIC) <i>(Please underline surname)</i>		
Nationality	Singapore PR <input type="checkbox"/> Yes <input type="checkbox"/> No	FIN / NRIC
Passport No. & Country of Passport	Profession & Company	
Mobile No.	Residential Tel. No.	Email Address
Current Address & Postal Code		

PART 1D: SELF/SIBLINGS WITH ACS STUDY DETAILS

Self/siblings at ACS family of schools Yes No *If Yes, please provide details below.*

Name (as in Passport/NRIC) (Please underline surname)	ACS Department	Enrolment Period	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, MEDICAL INSURANCE AND ACCOMMODATION

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 to, with a strong understanding of the school operations and regular communications with the school staff, 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 be Singaporeans (Citizens/Permanent Residents) and speak English fluently**. As guardians are in a responsible position, they should be **at least thirty (30) years of age**. Male guardians for female wards are **NOT permitted**. Parents are to use only guardians registered and endorsed by the school. **THE SCHOOL RESERVES THE RIGHT TO NOT ENDORSE GUARDIANS IT DEEMS UNFIT.**

HOSPITALISATION AND SURGICAL INSURANCE - International students requiring student pass are required to maintain a valid medical insurance (with a coverage SGD\$50,000) while they are studying with ACS (International). This insurance must be purchased through the school and will be charged with the first semester fees each year.

SCHOOL BOARDING AND HOMESTAYING - International students requiring student pass are required to board with ACS Hostels for the first year of study at ACS (International). International students who plan to subsequently move out to private boarding (from second year onwards) must apply through the International Pastoral Coordinator (IPC) and must only use homestay families endorsed by ACS (International). **THE SCHOOL RESERVES THE RIGHT TO NOT ENDORSE HOMESTAY FAMILIES IT DEEMS UNFIT.** No students are permitted to reside in un-supervised privately rented properties.

Specific Guardianship Guidelines

- Work directly with parents and wards to establish a personal working relationship; and with school on ward's abnormalities outside school/absenteeism/ medical attention/withdrawal from school/any issues rendering the school's attention;
- Assist with airport pick-up, viewing of the school and interview with dormitory for the parents and/or ward; as well as ward's student pass, health insurance and school trips travel arrangements;
- Monitor and liaise with school and parents on the ward's health and well-being, academic progression, disciplinary and social behaviour;
- Accompany parents and/or wards to school events (Orientation, Parent-Teacher Meetings etc.) where needed;

Specific Accommodation Guidelines

- Provide meals to boarder, appropriate level of laundry service;
- Provide sufficient areas and supervision to ensure a safe and conducive environment for living and studies in the evenings and weekends;
- Monitor and liaise with guardians and parents on the ward's health and well-being, academic progression, disciplinary and social behaviour;
- Work with guardians to provide regular update on boarder behaviours/progression as well as abnormalities outside school/absenteeism/ medical attention/withdrawal from school/any issues rendering the school's attention;

I have read, understood and agreed with the school's policy on guardianship, medical insurance and accommodation. For more details, contact the IPC at ipc@acsinternational.edu.sg. Please refer to Guardianship and Accommodation Policy of ACS (International).

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	Upon Offer
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.

I have read, understood and agreed with the school's policy on withdrawal and refund.

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 images 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