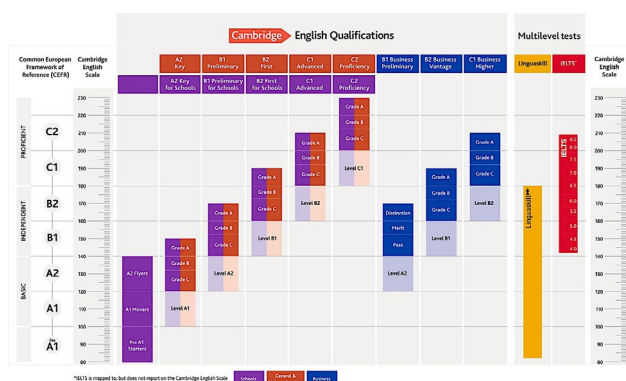


## CERTIFICATE IN GENERAL ENGLISH

### Introduction

The Certificate in General English course is designed for non-native speakers of the language who wish to build up their foundation in English from the basic level. Thereafter, students may opt to enter other courses in Stalford or other courses which require a certain level of proficiency in the English language, especially for courses which use English as the medium of instruction.



There are 3 tiers in this course (Elementary, Intermediate, and Advanced). Each tier is divided into 2 levels: a lower level (Level 1) and an upper level (Level 2). Students are strongly recommended to progress to either the Advanced tier or the IELTS or TOEFL preparatory courses (which readies our students for the respective tests) to further their mastery of the English Language.

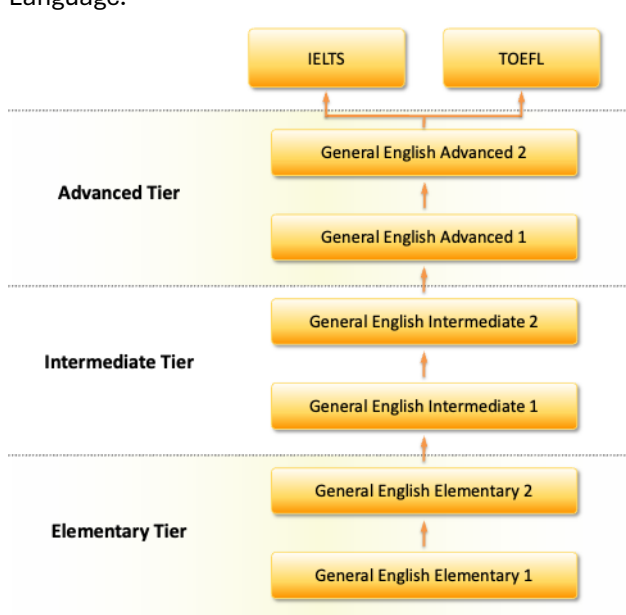


Figure 1. The recommended educational pathway upon completion of each tier of General English course.

### General Information

Course Intake	: Monthly
Course Duration	: 12 Weeks (Full-Time) or 24 Weeks (Full-Time)
Course Level	: Certificate
Course Developed By	: Stalford Academy
Course Delivery Method	: Classroom Teaching
Lesson Hours	: Mondays to Fridays 8.30am to 11.30am 12.30pm to 3.30pm
Lesson Venue	: Depending on Intake Please refer to "Contact Us" section for venue details
Total Contact Hours	: 360 contact hours (12-wk) 720 contact hours (24-wk)

### Admission Pre-requisites

Applicants must:

- be above 12 years of age as of 1st January of the year of enrolment
- sit for a placement test to determine a suitable tier and level for them.

*Note: Students who do not meet the prerequisite admission criteria must obtain approval from the school's Principal prior to admission*

### Teaching Staff

The teacher to student ratio is less than 1:25, subject to room capacity. All of our teachers are dedicated and experienced, possessing at least GCE A-Level Certificate and are registered with the SkillsFuture Singapore (SSG).

### Mode of Assessment

All internal examinations will be in the form of written papers. A total of 2 Continual Assessments will be conducted.

### Requirements for Completion of Course

- **Certificate of Completion** awarded by Stalford Academy, after fulfilling attendance requirements for completion of course.
- International Students (Student's Pass holders) must achieve **at least 90% attendance** and must not be absent for more than 7 consecutive days without valid reasons.
- Local Students (Singaporeans and Singapore Permanent Residents), Dependent's Pass and Long-Term Visit Pass holders must achieve at least 75% attendance and must not be absent for more than 7 consecutive days without valid reasons.

## Course Details

### Certificate in General English Elementary 1 and 2

This course is suitable for students with no or little background in English. The course will cover:

- Basic conversational skills and expressions
- Basic listening comprehension
- Reading and writing of simple vocabulary and phrases for interaction purposes

By the end of the course, students would be able to attain an assessed English proficiency equivalent to IELTS 1 – 2.

### Certificate in General English Intermediate 1 and 2

This tier is for students who have completed the Elementary level or have prior knowledge of the English language. The course will cover:

- Clear communication skills
- Reading and writing
- Basic text, information, and comprehension
- Sentence construction
- Grammar
- Building up of vocabulary bank

By the end of the course, students would be able to attain an assessed English proficiency equivalent to IELTS 3 – 4.

### Certificate in General English Advanced 1 and 2

This course is for students who have a higher level of English proficiency. The course will cover:

- Fluent and effective communication of ideas
- Interpretation of complex text
- Effective writing skills
- Honing of grammar skills
- Building up of vocabulary bank

By the end of the course, students would be able to attain an assessed English proficiency equivalent to IELTS 5 – 6.

Tier	Course Title	Course Level	Duration (Months)	Duration (Weeks)
Elementary	CERTIFICATE IN GENERAL ENGLISH ELEMENTARY 1 (3 MONTHS)	Certificate	3	12
	CERTIFICATE IN GENERAL ENGLISH ELEMENTARY 2 (3 MONTHS)	Certificate	3	12
	CERTIFICATE IN GENERAL ENGLISH ELEMENTARY LEVEL (6 MONTHS)	Certificate	6	24
Intermediate	CERTIFICATE IN GENERAL ENGLISH INTERMEDIATE 1 (3 MONTHS)	Certificate	3	12
	CERTIFICATE IN GENERAL ENGLISH INTERMEDIATE 2 (3 MONTHS)	Certificate	3	12
	CERTIFICATE IN GENERAL ENGLISH INTERMEDIATE LEVEL (6 MONTHS)	Certificate	6	24
Advanced	CERTIFICATE IN GENERAL ENGLISH ADVANCED 1 (3 MONTHS)	Certificate	3	12
	CERTIFICATE IN GENERAL ENGLISH ADVANCED 2 (3 MONTHS)	Certificate	3	12
	CERTIFICATE IN GENERAL ENGLISH ADVANCED LEVEL (6 MONTHS)	Certificate	6	24

*Note: All courses are conducted on a Full-Time basis.*

## Course Intake Schedule

3-Month (12-Week) Programme	
Commencement Date	Completion Date
06/01/2025	30/03/2025
03/02/2025	27/04/2025
03/03/2025	25/05/2025
07/04/2025	29/06/2025
05/05/2025	27/07/2025
02/06/2025	24/08/2025
01/07/2025	22/09/2025
04/08/2025	26/10/2025
01/09/2025	23/11/2025
06/10/2025	28/12/2025
03/11/2025	25/01/2026
01/12/2025	22/02/2026

6-Month (24-Week) Programme	
Commencement Date	Completion Date
06/01/2025	22/06/2025
03/02/2025	20/07/2025
03/03/2025	17/08/2025
07/04/2025	21/09/2025
05/05/2025	19/10/2025
02/06/2025	16/11/2025
01/07/2025	15/12/2025
04/08/2025	18/01/2026
01/09/2025	15/02/2026
06/10/2025	22/03/2026
03/11/2025	19/04/2026
01/12/2025	17/05/2026

## Refund Policy (Extracted from Stalford Academy Standard PEI- Student Contract Version 4.0)

[https://www.tpgateway.gov.sg/docs/default-source/default-document-library/edutrust-certification-scheme/9a\_standard-pe-i-student-contract-version-4-0.docx]

### 3. TERMINATION AND REFUND POLICY (Please refer to the diagram in Schedule E)

- 3.1** 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.
- 3.2** Where any of the Refund Events in Clause 3.1(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 3.2(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.
- 3.3** Where any of the Refund Events in Clauses 3.1(d) to (e) has occurred, the PEI shall forthwith terminate this Contract by way of a written notice to the Contracting Party.
- 3.4** If the Contract is terminated pursuant to Clause 3.2(b) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
- 3.5** If the Contract is terminated pursuant to Clause 3.2(b) read with either Clause 3.1(b) or Clause 3.1(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.
- 3.6** If the Contract is terminated pursuant to Clause 3.3 or Clause 3.2(c) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
- 3.7** If the Contract is terminated pursuant to Clause 3.2(c) read with either Clause 3.1(b) or Clause 3.1(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.
- 3.8** **Refund for Withdrawal During the Cooling-Off Period:**  
Notwithstanding anything herein contained, the Contracting Party shall be entitled to, without any liability whatsoever to the PEI, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to the PEI. The PEI shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.
- 3.9** **Refund for Withdrawal Outside the Cooling-Off Period:**  
Without prejudice to Clauses 3.1 to 3.8 above, the Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written notice to the PEI. Upon receipt of such notice, the PEI shall within seven (7) working days, refund to the Contracting Party such amount (if any) as determined in accordance with Schedule D.

#### SCHEDULE D REFUND POLICY

% of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C]	If the Contracting Party's written notice of withdrawal is received:
[75]	more than [30] working days before the Course Commencement Date
[50]	on or before, but not more than [30] working days before the Course Commencement Date
[10]	after, but not more than [7] working days after the Course Commencement Date
[5]	more than [7] working days but not more than [14] working days after the Course Commencement Date
[0]	more than [14] working days after the Course Commencement Date

## EduTrust Certification Scheme

The EduTrust Certification Scheme (EduTrust) is a quality assurance scheme administered by the SSG for PEIs in Singapore. It aims to distinguish private schools that are able to consistently maintain a high standard of quality in the overall provision of education services and make continual improvements that lead to positive student outcomes. Stalford Academy has been awarded 4-year EduTrust since 2013. Please refer to the SSG Training Partners Gateway website for more details.

[[https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/edutrust-certification-scheme/about-edutrust-certification-scheme](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/edutrust-certification-scheme/about-edutrust-certification-scheme)]

## Fee Protection Scheme

To comply with the requirements of EduTrust, the Fee Protection Scheme (FPS) is implemented for all students for course fees payment. The FPS serves to protect the students' fees in the event a Private Education Institution (PEI) is unable to continue operations due to insolvency, and/or regulatory closure, or if the PEI fails to pay penalties or return fees to the student arising from judgments made against it by the Singapore courts. Stalford Academy uses The Lonpac Insurance Bhd for our FPS (Group) Insurance.

Stalford Academy FPS (Group) Insurance Policy No.: Z/22/BM00/001068

For more information on the FPS, please contact Stalford Academy or refer to the SSG CPE website at [[https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/protection-of-course-fees](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/protection-of-course-fees)].

## Admission Procedures

### Step 1: Presentation of Course Information and Pre-Course Counselling

Applicants will be presented with the following information

- Course Information
- Course Pre-requisites
- Course Admission Requirements

A Pre-course counselling session will be conducted with the applicant for them to find out more about studying with Stalford Academy and a list of important information will be presented to them.

### Step 2: Placement Test

Stalford Academy will arrange for the applicant to undergo a Placement Test to assess their proficiency and recommend suitable course options. The test will include written examinations in English and Mathematics, as well as an oral assessment.

### Step 3: Submission of Application Forms

Applicants enrolling for Stalford Academy's course will have to submit the following documents in soft copy:

- Completed Application Form with Application Fee S\$545

### • Applicant's Documents

- 1) Birth Certificate (translated or notarised copy if it is not in English)
- 2) Passport Data Page (with at least 6 months validity)
- 3) Recent passport-sized colour photograph (plain white background, showing all facial features clearly)
- 4) Highest Qualification Certificate and Transcripts (translated or notarised copy if it is not in English)
- 5) Change-of-Name Deed Poll (if any, translated or notarised copy if it is not in English)
- 6) HPB verification of vaccination for foreign-born children aged 12 years old and below

### • Parents' Documents

- 7) Data Page of Parents' Passports
- 8) Parents' proof of financial ability, e.g. deposit letter
- 9) Parents' letters of employment (stating date of commencement, designation and salary per month)
- 10) Parents' business licence certificates (if any, translated or notarised copy if it is not in English)

Note: Please send all scanned copies of documents by email to [[enrol@stalfordacademy.com](mailto:enrol@stalfordacademy.com)]. Once the student pass application is approved, the applicant may have to bring all original application documents when entering Singapore to collect the Student's Pass. Please refer to [<https://www.ica.gov.sg/reside/STP/apply/pei>] for more details.

## Immigration & Checkpoints Authority (ICA) Regulations

**For International Students, Stalford Academy can only provide assistance to submit the Student's Pass application, and that the granting of student's pass is subject to ICA's approval.**

All Student's Pass holders must comply with the following:

- 1) You are required to attend classes regularly and achieve a minimum of 90% attendance. If you fail to attend classes for a continuous period of 7 days, your Student's Pass is liable to be cancelled with effect from the 8th day.
- 2) Refrain from activities violating the "Terms & Conditions of Student's Pass (STP)" (including those stated in the Student's Pass application form and In-Principle Approval letter). **The student is not permitted to engage in any form of employment or attend an industrial attachment/internship programme, whether paid or unpaid, without a valid work pass issued by Ministry of Manpower.**
- 3) A student must not remain in Singapore without proper authority after the expiry of the Student's Pass. Stalford will inform the ICA of his/her means and date of departure.
- 4) A student is permitted to attend the course only after the Student's Pass approval has been given by the ICA.
- 5) A student must not be retained as a student in any other school(s) or course(s) other than the one indicated in the Student's Pass application form.
- 6) A student must surrender the Student's Pass for cancellation within seven days from the date of cessation or termination of his/her studies or course(s).

## Course Fees for Certificate in General English Courses

### 3 Months (12 Weeks)

Fees Breakdown	Amount (S\$)
<b>Application Fee</b> <sup>1</sup> (non-refundable)	<b>545.00</b>
<b>Course Fees</b>	
Course Fee <sup>2</sup>	5,760.00
Academic Services Fee	1,080.00
Medical Insurance Fee <sup>3</sup>	135.00
Student's Pass Fee <sup>4</sup>	135.00
School Uniform	415.00
Sub-total before GST	7,525.00
GST 9%	677.25
<b>Total Fees Payable</b>	<b>8,202.25</b>
<b>Total Amount (Incl. Application Fee)</b>	<b>8,747.25</b>

### 6 Months (24 Weeks)

Fees Breakdown	Amount (S\$)
<b>Application Fee</b> <sup>1</sup> (non-refundable)	<b>545.00</b>
<b>Course Fees</b>	
Course Fee <sup>2</sup>	10,660.00
Academic Services Fee	1,600.00
Medical Insurance Fee <sup>3</sup>	135.00
Student's Pass Fee <sup>4</sup>	135.00
School Uniform	415.00
Sub-total before GST	12,945.00
GST 9%	1,165.05
<b>Total Fees Payable</b>	<b>14,110.05</b>
<b>Total Amount (incl. Application Fee)</b>	<b>14,655.05</b>

### Miscellaneous Fees (only when applicable)

Miscellaneous Fees Breakdown <sup>6</sup>	Amount (S\$)
Visa Application Fee	147.15
Student's Pass Renewal Fee <sup>7</sup>	147.15
External Exam Application Fee <sup>8</sup>	65.40
HPB Verification Processing Fee	261.60
School Uniform	452.35
School Uniform (itemised)	Refer to Price List
Online Payment Processing Fee	Additional 3%
Co-Curricular Activity Fee	Subject to
Excursion Fee	Specific Activity

Note: All the above fees take effect from 1 Jan 2025. Miscellaneous fees refer to any non-compulsory fees payable only when applicable.

### Modes of Payment

All fees are to be paid by SGQR PayNow, cash, cheque, or remittances (T/T) to Stalford Academy. An additional 3% would be levied for online payment methods using Alipay and Wechat Pay.

### Terms and Conditions

- The Application Fee of S\$545.00 (inclusive of 9% GST) must be paid in full upon the submission of the application form. The Application Fee is non-refundable and non-transferable. After the payment for the application is made, the school will verify that the student satisfies the entry requirements before issuing a Letter of Offer and Course Fees Notice to the student.
- Course Fee is for one (1) subject: English.
- Medical Insurance Fee is for Group Hospital & Surgical Insurance scheme arranged by the school (annual claim limit of S\$20,000.00 per student, T&C apply; refer to [www.sa.edu.sg](http://www.sa.edu.sg) for more details). Local student (Singapore Citizen/Permanent Resident/non-Student's Pass International Student) who is protected by his/her own medical insurance coverage in Singapore can opt out from this medical insurance scheme.
- Local students (Singapore Citizen/Permanent Resident/non-Student's Pass International Student) do not have to pay Student's Pass Fee.
- All Fees must be paid after signing of the student contract and before course commencement.** We consider payment made 30 days after the scheduled due date(s) as late. We do not charge late payment fee.
- Miscellaneous Fees paid are non-refundable.
- Fees may be subjected to changes as determined by the relevant government agencies as at the time of processing.
- Fees must be paid before external exam registration will be processed.**

### Contact Us

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 Campus : #02-102/103/104  
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