

## PREPARATORY COURSE FOR INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (TOEFL)

### Introduction

English is more than just a language—it's a passport to global success. Recognized as an official or second language in many countries, it is spoken by over one-sixth of the world's population. From international politics to global business and higher education, English serves as a universal language that opens doors to career advancement and academic achievements. A strong foundation in English is an invaluable asset for those aiming to excel in today's interconnected world.

The Test of English as a Foreign Language (TOEFL) evaluates the English proficiency of non-native speakers, ensuring they are equipped for success in colleges and universities. Accepted by over 6,000 institutions across 130 countries—including universities, government agencies, and businesses—it is the gold standard in English-language testing. Our Preparatory Course for TOEFL is ideal for students seeking international recognition of their language skills, especially those who have completed our Certificate in General English (Intermediate or Advanced). This course provides a competitive edge, paving the way for academic and professional success worldwide.

### Multilevel tests

### IELTS, TOEFL iBT & TOEIC

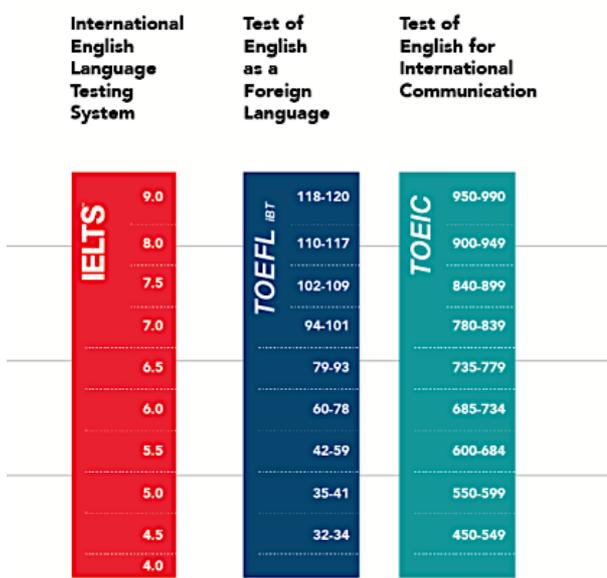


Figure 1. IELTS, TOEFL and TOEIC scale comparison.

### General Information

Course Intake	: Monthly
Course Duration	: 12 Weeks (Full-Time)
Course Level	: Preparatory
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

### Admission Pre-requisites

Applicants must:

- be above 15 years of age as of 1st January of the year of enrolment
- sit for a placement test to determine suitability.

*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.

- Student will need to register and sit for the external TOEFL examination [<http://www.ets.org/toefl/>].

### Type of Qualification

- **Certificate of Completion** awarded by Stalford Academy, after fulfilling attendance requirements for completion of course.
- TOEFL Score Report awarded by Educational Testing Service (ETS), after successful completion of TOEFL exam.

## 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 & Intake Schedule

**Preparatory Course for TOEFL**

The complete course consists of 4 modules which cover the basic aspects of the language, targeting at each individual section of the TOEFL paper; namely reading, listening, speaking and writing.

Students will attend a series of lectures where the teacher (who is a native English speaker) will go through the 4 modules.

We have a custom-designed curriculum based on analysis of papers from the past years to familiarise the students with different types of passages which have a high chance of appearing in the exam.

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

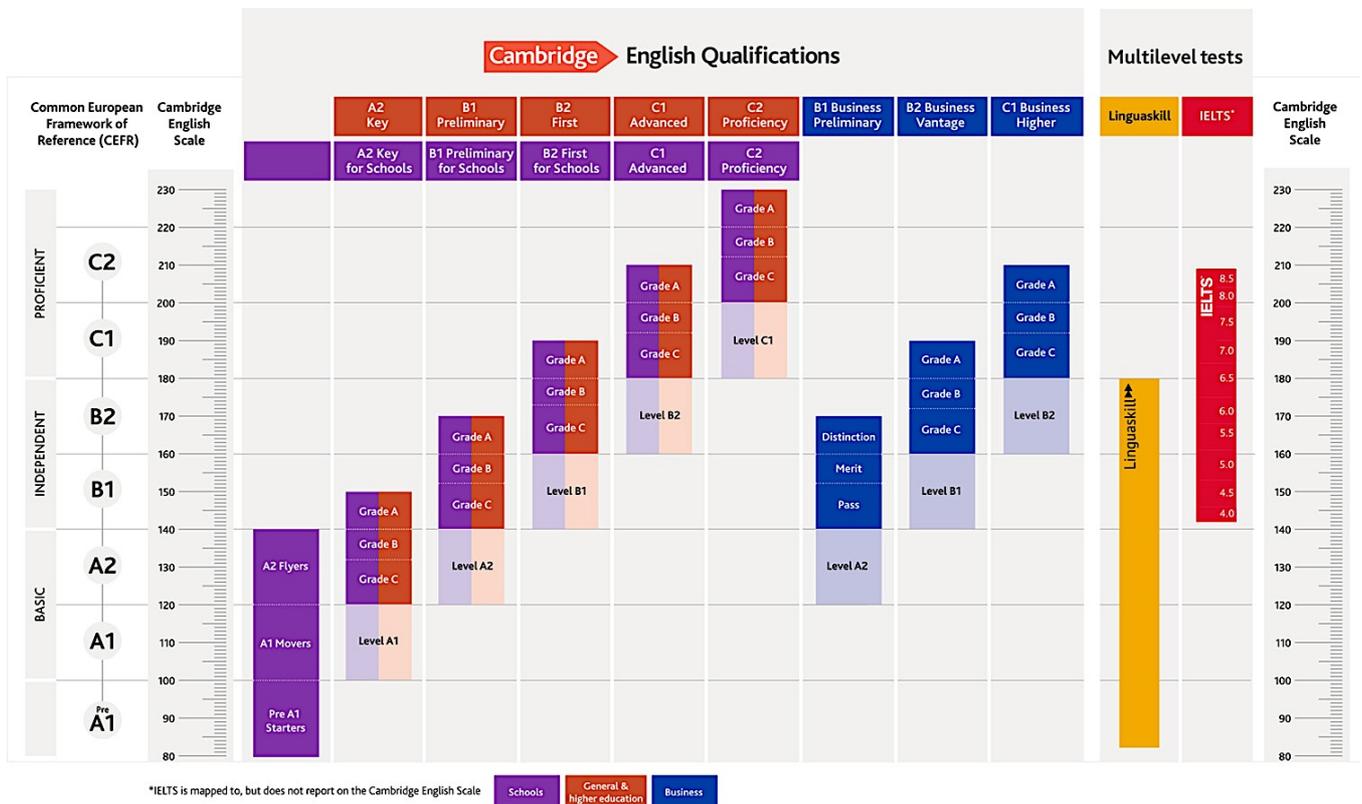


Figure 2. The Cambridge English Scale.

## 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-pei-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-\(peis\)/edustrust-certification-scheme/about-edustrust-certification-scheme](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/edustrust-certification-scheme/about-edustrust-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 Preparatory Course for Test of English as a Foreign Language (TOEFL)

### 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>

### 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

Telephone : +65 6222 3233  
 Email : [enrol@stalfordacademy.com](mailto:enrol@stalfordacademy.com)  
 Website : [www.sa.edu.sg](http://www.sa.edu.sg) | [cn.sa.edu.sg](http://cn.sa.edu.sg)  
 one-north : 11 Slim Barracks Rise  
 Campus : #08-02 & #09-02  
 Singapore 138664  
 Tiong Bahru : 302 Tiong Bahru Road  
 Campus : #02-102/103/104  
 Singapore 168732