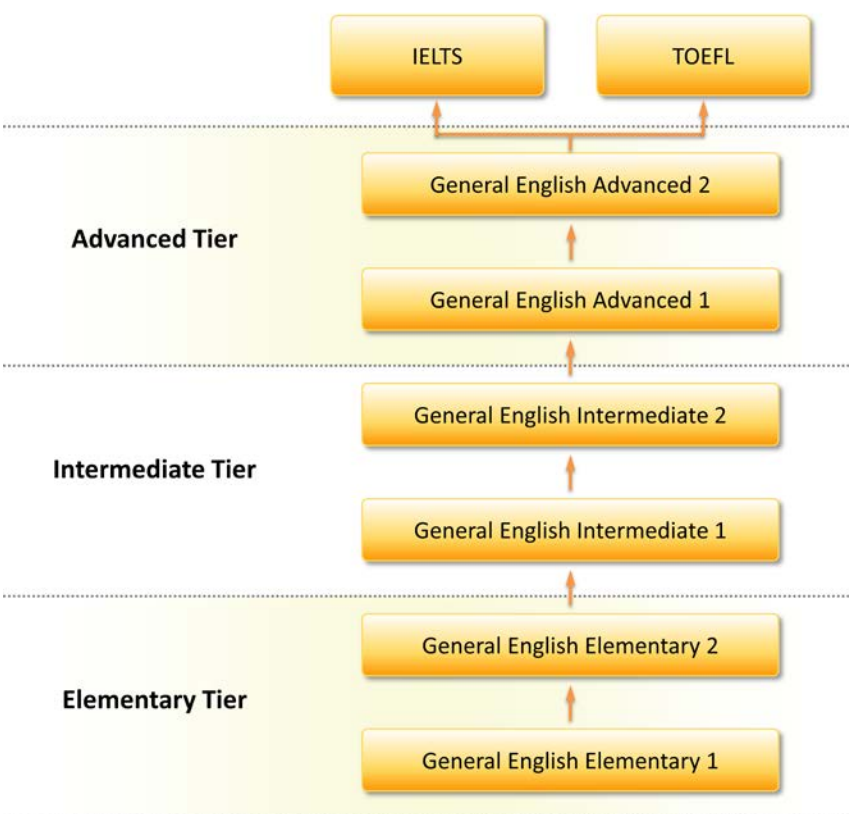


<div> <div>STALFORD</div> <div>ACADEMY</div> <div> Registered with the Committee for Private Education (CPE)  CPE is part of SkillsFuture Singapore (SSG)  UEN: 200914573H Period: 14/09/2020 to 13/09/2024 </div> </div>	<div>COURSE INFORMATION 2024</div> <div> <div> <div>Tel</div> <div>: +65-6222-3233</div> </div> <div> <div>Email</div> <div>: <a href="mailto:enrol@stalfordacademy.com">enrol@stalfordacademy.com</a></div> </div> <div> <div>Website</div> <div>: <a href="http://www.sa.edu.sg">www.sa.edu.sg</a></div> </div> <div> <div>Address</div> <div>: 12 Kallang Avenue #03-12</div> </div> <div> <div>Aperia</div> <div>Singapore 339511</div> </div> </div>	
	<div>  <div> <div>Cert No.: EDU-2-2050</div> <div>Validity : 02/04/2022 - 01/04/2026</div> </div> </div>	

# PREPARATORY COURSE FOR TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

## Introduction

The English Language is used as an official language and, at times a second language, in most countries. More than one-sixth of the world’s population is able to understand and communicate in basic English. It is not only used in the field of international politics but also a lingua franca among international businesses and institutes of higher education. Therefore, for one to become employed or further their studies, having a solid foundation in English is a highly significant advantage.



The Test of English as Foreign Language (TOEFL) measures a non-native English speaker's ability to communicate in English in colleges and universities. Accepted by 6,000 over institutions in more than 130 countries, including universities, government agencies, businesses, or even scholarships, it is the most widely accepted English-language test in the world.

This Preparatory Course for TOEFL is strongly recommended for students who wish to have international recognition of their language proficiency, particularly and preferably those who have completed the Certificate in General English Intermediate or Advanced (Fig. 1).

**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)
Course Level	: Preparatory
Course Developed By	: Stalford Academy
Course Delivery Method	: Classroom Teaching
Lesson Hours	: Mondays to Fridays, 8.30am to 11.30am and 12.30pm to 3.30pm
Total Contact Hours	: 360 contact hours
Lesson Venue	: 12 Kallang Avenue #03-11/12/13/14 Aperia, Singapore 339511

## Course Details

### 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
02/01/2024	25/03/2024
05/02/2024	28/04/2024
04/03/2024	26/05/2024
01/04/2024	23/06/2024
06/05/2024	28/07/2024
03/06/2024	25/08/2024
01/07/2024	22/09/2024
05/08/2024	27/10/2024
02/09/2024	24/11/2024
01/10/2024	23/12/2024
04/11/2024	26/01/2025
02/12/2024	23/02/2025

## Admission Pre-requisites

Applicants must:

- be at least 15 years of age
- sit for a placement test to determine suitability

*Note: Students who are unable to meet the prerequisite admission criteria would need the 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 Committee for Private Education, Singapore.

## 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

1. Local Students (Singaporeans and Singapore Permanent Residents) and Dependent's Pass holders must achieve at least 75% attendance and not be absent for more than 7 consecutive days without valid reasons.
2. International Students (Student's Pass holders) must achieve **at least 90% attendance** and not be absent for more than 7 consecutive days without valid reasons.

## EduTrust Certification Scheme

The EduTrust Certification Scheme (EduTrust) is a quality assurance scheme administered by CPE 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 at [[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)] for more details.

## 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. Furthermore, the FPS protects the student 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, one of the FPS service providers appointed by the CPE, for our FPS.

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

Stalford Academy will issue the printed Certificate of Insurance to the student when course fees payment is made. For more information on the FPS, please refer to the SSG CPE website at [<https://www.ssg.gov.sg/cpe/pei.html>]. With effect from 1 July 2015, to check whether you are already under the FPS, please contact Stalford Academy or our FPS insurance provider Lonpac Insurance Bhd directly.

## Refund Policy

The following clauses are extracted from Stalford Academy's Student Contract, which is based on the Standard PEI-Student Contract Version 3.1 that can be downloaded from SSG Training Partners Gateway website at

[[https://www.tpgateway.gov.sg/docs/default-source/default-document-library/edutrust-certification-scheme/7a\\_cpe-pei-student-contract-version-3-1.docx?sfvrsn=a4f84527\\_2](https://www.tpgateway.gov.sg/docs/default-source/default-document-library/edutrust-certification-scheme/7a_cpe-pei-student-contract-version-3-1.docx?sfvrsn=a4f84527_2)].

<b>2.</b>	<b>REFUND POLICY</b>
<b>2.1</b>	<p><b><u>Refund for Withdrawal Due to Non-Delivery of Course:</u></b></p> <p>The PEI will notify the Student within three (3) working days upon knowledge of any of the following:</p> <ul style="list-style-type: none"> <li>(i) It does not commence the Course on the Course Commencement Date;</li> <li>(ii) It terminates the Course before the Course Commencement Date;</li> <li>(iii) It does not complete the Course by the Course Completion Date;</li> <li>(iv) It terminates the Course before the Course Completion Date;</li> <li>(v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or</li> <li>(vi) The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).</li> </ul> <p>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.</p>
<b>2.2</b>	<p><b><u>Refund for Withdrawal Due to Other Reasons:</u></b></p> <p>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 <u>Schedule D</u>.</p>
<b>2.3</b>	<p><b><u>Refund During Cooling-Off Period:</u></b></p> <p>The PEI will provide the Student with <u>a cooling-off period of seven (7) working days</u> after the date that the Contract has been signed by both parties.</p> <p>The Student will be refunded the highest percentage (stated in <u>Schedule D</u>) 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.</p>
<b>SCHEDULE D</b> <b><u>REFUND TABLE</u></b>	
% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[75]	more than [30] days before the Course Commencement Date
[50]	before, but not more than [30] days before the Course Commencement Date
[10]	after, but not more than [7] days after the Course Commencement Date
[5]	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

## 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 sit for a Placement Test to determine the suitable course level and duration for the applicant.

### Step 3: Submission of Application Forms

Applicants enrolling for the Stalford Academy's course will have to submit the following items in person or via email:

#### For Local Students (Singapore Citizen and Permanent Resident)

- Completed Application Form with Application Fee and obtained prior approval from MOE (for Singaporean only)
- Supporting Documents:
  - NRIC and Passport
  - Highest Qualification Certificate and Transcripts

#### For International Students

- Completed Application Form with Application Fee
- Supporting Documents Required for Student's Pass Application
  - Please refer to the following section "*Important Information for International Students*" for the list of documents required for Student's Pass application
- Processing and Approval of Student's Pass
  - For International Students, processing and approval of the Student's Pass by ICA will take 4-6 weeks after submission of application. Stalford Academy will notify the student with the In-Principal Approval (IPA) letter from ICA once the Student's Pass application is approved. The school will also arrange with the student to collect their Student's Pass.
- Medical Check-up
  - Students above 15 years of age are required to undergo a Medical Check-up in Singapore. Results of the medical check-up can be obtained within 3 – 5 days.

**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.**

### Step 4: Acceptance of Course and Payment

Applicants will be issued with the Letter of Offer by Stalford Academy and they accept the offer through the submission of the signed Standard Student Contract and Advisory Note. Payment of the course fees will also be made. Items to submit to Stalford Academy include:

- Advisory Note
- Standard Student Contract
- Course fees payment according to Course Fees Notice

The original supporting documents should be submitted to the school for verification checks when student reports to school. If the originals differ from the scanned copies, the school fully reserves the right to rescind the Letter of Offer and terminate the Student Contract.

### Step 5: Fee Protection Scheme Insurance Scheme

Upon receiving all the required documents and payment, Stalford Academy will purchase FPS insurance protection from Lonpac Insurance Bhd. Stalford Academy will issue the Certificate of Insurance to the student within the same day.

### Step 6: Orientation and Course Commencement

Stalford Academy will hold an orientation programme for students before their course commences and introduce them to the school and its policies, rules and regulations. Critical course information will be reiterated to the students again. International students can also get acquainted with Singapore's culture and customs.

## Important Information for International Students

### 1. Documents required for Student's Pass Application

All documents should be original and translated into English. A copy should be scanned and emailed to Stalford Academy for Student's Pass application. Please refer to [\[https://www.ica.gov.sg/reside/STP/apply/pei\]](https://www.ica.gov.sg/reside/STP/apply/pei) for more details.

- Applicant's Documents
  - o Birth Certificate (translated or notarised copy if it is not in English)
  - o Data Page of Passport
  - o 1 recent passport-sized colour photograph (plain white background, showing all facial features clearly)
  - o Highest Qualification Certificate and Transcripts (translated or notarised copy if it is not in English)
  - o Change-of-Name Deed Poll (if any, translated or notarised copy if it is not in English)
  - o **HPB verification of vaccination for foreign-born children aged 12 years old and below**
- Parents' Documents
  - o Data Page of Passports
  - o Parents' letters of employment (Letter should state date of commencement, designation and salary per month)
  - o Proof of financial ability, in the form of bank statements/fixed deposit accounts/savings

### 2. Immigration and Checkpoints Authority (ICA) Regulations

All students with a Student's Pass are to meet all of the following requirements:

- 1) A student holding Student's Pass must attend a minimum of 90% of scheduled course hours and not be absent from the course for 7 consecutive days.
- 2) A student must not engage in any form of activities that may contravene the stipulated "Terms & Conditions of Student's Pass (STP)" (including those stated In the Student's Pass application form, In-Principle Approval letter and Student's Pass Card) upon which a Student's Pass is issued. **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 approval of the Student's Pass 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).

### 3. Interview at the Singapore Embassy in Beijing

New applications by PRC nationals who are above 19 years old (i.e., passed their 19<sup>th</sup> birthday at the time their applications are submitted to ICA) will be routed to the Singapore Embassy in Beijing (where an interview with the applicant may be required) for processing before routing to ICA for assessment. The applications will be routed directly to ICA for assessment if the PEI is awarded the 4 years EduTrust award.

### 4. Security Deposit

When the application for a Student's Pass is approved, an In-Principle Approval (IPA) letter will be issued for the applicant to complete the formalities and collect the Student's Pass card at ICA. If the Security Deposit is required, it would be indicated in the IPA letter to the applicant. The amount of Security Deposit (if required) will be furnished in the form of a Banker's Guarantee<sup>#</sup> as listed in the table below:

Country	Rate per Person
Bangladesh, Myanmar, People's Republic of China & India	S\$5,000.00 <sup>#</sup>
Indonesia, Philippines and Thailand	S\$1,000.00
Others	S\$1,500.00

<sup>#</sup> The Banker's Guarantee Insurance Fee is about S\$600.00 for 16 months based on S\$5,000.00 Security Deposit. The amount is non-refundable at the end of the course.

Applicants are not required to furnish a Security Deposit if they are:

- Nationals from Malaysia and Brunei;
- Holders of valid Dependant's Pass, Long Term Visit Pass and Work Pass;
- Children/Spouse of Singapore Citizens /Permanent Residents ;
- Foreign students who attend a full-time course at an approved PEI that is awarded the 4 years EduTrust Star/EduTrust status;
- Foreign students who pursue a full-time university degree (Graduate/Post-Graduate) programme, except for the University of London (UOL) tuition programme, at an approved PEI; and
- Below 16 years old at the point of application

## Course Fees for Preparatory Course for Test of English as a Foreign Language (TOEFL)

Fees Breakdown	Amount (S\$)
<b>Application Fee<sup>1</sup> (non-refundable)</b>	<b>\$ 545.00</b>
<b>Course Fees</b>	
Course Fee <sup>2</sup>	\$ 6,480.00
Books and Materials Fee	\$ 480.00
Internal Assessment Fee	\$ 480.00
Medical Insurance Fee <sup>3</sup>	\$ 120.00
Student's Pass Fee <sup>4++</sup>	\$ 120.00
School Uniform (1 Sweater, 2 T-shirt)	\$ 120.00
Sub-Total before GST 9%	\$ 7,800.00
GST 9%	\$ 702.00
<b>Total Course Fees Payable</b>	<b>\$ 8,502.00</b>
<b>Total Amount (including Application Fee)</b>	<b>\$ 9,047.00</b>

Note: The fees quoted above are valid with effect from 01/01/2024 and shall supersede existing fees.

### Modes of Payment:

- All fees are to be paid by cash, NETS, cheque, or remittances (T/T) to Stalford Academy.

### 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-Acceptance and Course Fees Notice to the student.
- Course Fee* is for one English subject.
- 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 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 <sup>+</sup>	Amount (S\$) <sup>^</sup>
Remittance Fee	\$ 32.70
Visa Application Fee	\$ 130.80
Student's Pass Renewal Fee <sup>++</sup>	\$ 130.80
Banker's Guarantee Insurance Fee <sup>+++</sup>	\$ 600.00
External Examination Application Fee <sup>++++</sup>	\$ 54.50
School Sweater	\$ 65.40
School T-shirt	\$ 32.70
HPB Verification Processing Fee	\$ 261.60
Online Payment Processing Fee	Additional 3%

<sup>^</sup> Fees are inclusive of 9% GST.

<sup>+</sup> Miscellaneous Fees paid are non-refundable.

<sup>++</sup> Fees may be subjected to changes as determined by the relevant government agencies as at the time of processing.

<sup>+++</sup> \$600.00 is the estimated BG Insurance Fee for 16 months based on S\$5,000.00 Security Deposit required by the Immigration and Checkpoints Authority. Fees may be subjected to change as determined by the relevant bank at the time of processing. In the event that Banker's Guarantee Insurance Fee is collected by Stalford Academy, it will be protected by FPS.

<sup>++++</sup> Fees must be paid before external exam registration will be processed.