

# Pre-course Counselling Information Deck



Stamford American  
INTERNATIONAL SCHOOL

*Updated January 2025*

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# School and Course Information



Stamford American  
INTERNATIONAL SCHOOL

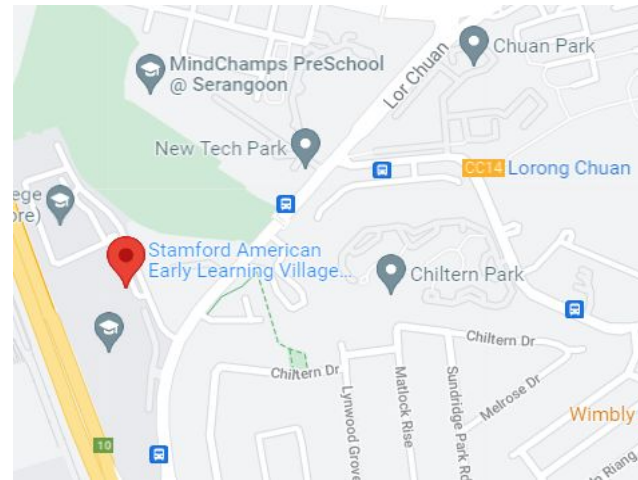


## Location and Facilities

International students from more than 77 countries learn together at Stamford American's stunning, bespoke campuses. Located just 10 minutes from popular Orchard Road, the Woodleigh Campus and Chuan Lane Campus welcome students from infant care to Grade 12. The campuses are conveniently linked by a shuttle bus service, making their unique facilities accessible to both parents and students.



Woodleigh Campus: 1 Woodleigh Lane (Off Upper Serangoon Road), Singapore 357684



Early Learning Village: 3 Chuan Lane, Gate 4, Singapore 554350

# Location and Facilities

## Early Learning Village Campus: Chuan Lane

### Infant Care to Kindergarten 2



6 expansive ultraviolet-protected outdoor campus areas to spark discovery and experiential learning



Infant Care Pod with spacious rooms and secure sensory play areas



20-meter pool with adjustable lanes and resting benches for safe water activities



The Hive—an air-conditioned multipurpose gymnasium for sports and performances

## Elementary & Secondary School Campus: Woodleigh Lane

### Grade 1 to Grade 12



Global mentorship programs, field trips abroad and community service initiatives



3 swimming pools, 2 air-conditioned indoor sports arenas, rooftop tennis courts, dance studios, rock-climbing walls, multipurpose sports field and a golf academy



Innovation Center and Makerspace kitted out with 3D printers, robots and other advanced electronics



500-seat Reagan Theater with oversized LED backdrop screen, and professional sound and lighting equipment

<https://www.youtube.com/watch?v=fqnMxwVdOqc&t=9s>



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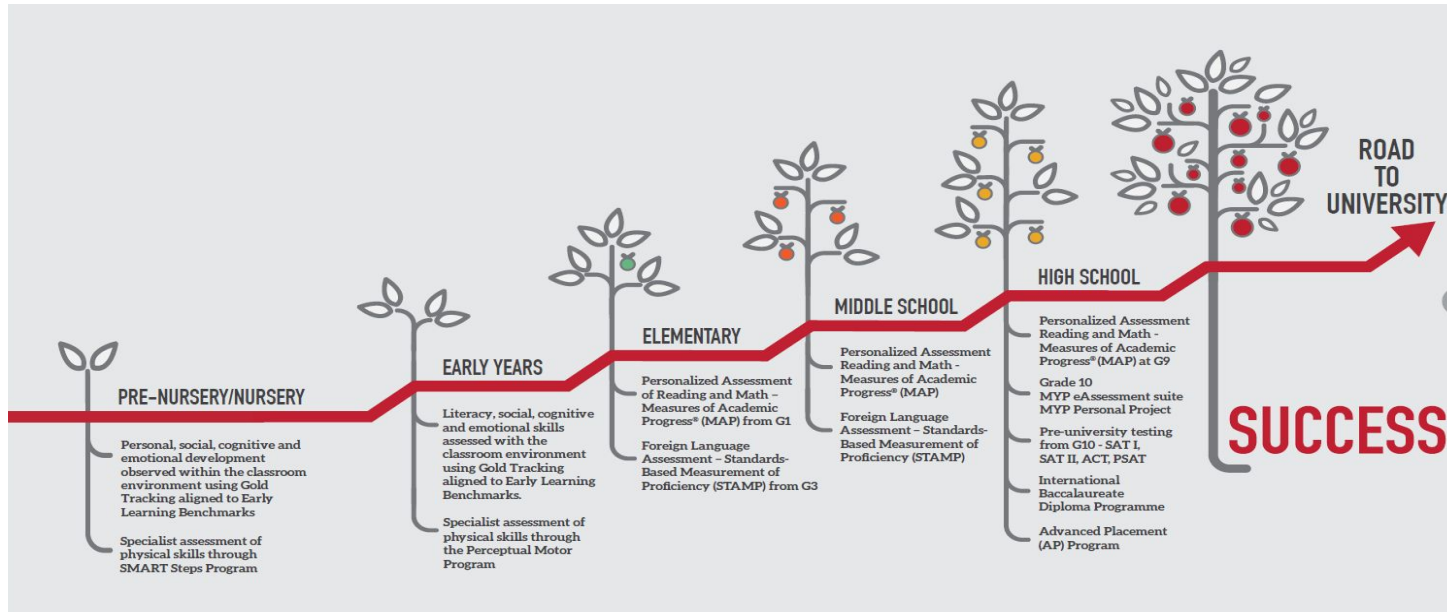
# Stamford American International School – Course Information

School Divisions	Curriculum	Course Certificates	Programme Structure and Duration	Promotion Criteria
Early Years Pre-N to KG 2	IB Primary Year Programme(PYP)	N.A	<a href="#">Early Years</a>	Continuous assessments Attendance fulfilment
Elementary School Grade 1 to Grade 5	IB Primary Year Programme(PYP)	IB PYP Certificate	<a href="#">Elementary School</a>	Continuous assessments Attendance fulfilment
Middle School Grade 6 to Grade 10	IB Middle Year Programme(MYP)	IB MYP Certificate	<a href="#">Middle School</a>	Continuous assessments Attendance fulfilment

# Stamford American International School – Course Information

School Divisions	Curriculums	Course Certificates	Programme Structure and Duration	Promotion Criteria
High School Grade 11 to Grade 12	Advanced Placement, International Baccalaureate, BTEC, Stamford Course	IBDP APDP BTEC Stamford DP	<a href="#">High School</a>	<a href="https://www.sais.edu.sg/curriculum/secondary-school/">https://www.sais.edu.sg/curriculum/secondary-school/</a>
Preparatory Course for Secondary School (PCS) Grade 6 to Grade 10	Stamford Preparatory Course for Secondary School	PCS Completion Certificate	<a href="#">PCS</a>	<a href="https://www.sais.edu.sg/pcs/">https://www.sais.edu.sg/pcs/</a>

# Opportunities for Further Education



A Stamford American learning journey is a pathway which is grounded in the International Baccalaureate (IB) Programme underpinned by American Standards. We carefully plan each and every step, so students are set up for success here in Singapore, and in the wider world

<https://www.sais.edu.sg/class-of-2024/>



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# Application Procedures and Requirements

Stamford American International School accepts applications on a rolling basis throughout the year, subject to availability of spaces. We aim to make the application process a pleasant, straightforward experience. The application form and supporting documents can be submitted online through our [online application system](#) and by following the steps below. Please note, we do not hold spaces and places are not confirmed until you receive an official letter from our enrollments team.

To inquire about availability or to visit Stamford, please contact the Admissions Department at +65 6602 7247 or fill out our [inquiry form](#).

## To apply, please follow these steps:

1. Complete and submit the [online application form](#) and attach the required documents.
2. Complete payment of Application fee (\$851 SGD per applicant). Please note this is non-refundable under any circumstances



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# Admissions Procedures and Requirements

**After acceptance into Stamford, and before starting school you will need to provide the following:**

1. Signed Student Contract\*\*
  - Once an offer is made, a link will be emailed to sign the student contract which secures the student's space. This must be completed within seven (7) days of receipt of the email or priority will be given to other applicants and the space may be forfeited.
2. Settlement of remaining Enrollment, Facility and Tuition fees
  - Fees must be paid within seven calendar (7) days of receipt of the invoice or as per fee schedule.
3. Photocopy of Valid Visa
  - Students must be in possession of a valid visa before starting school.



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# Admissions Procedures and Requirements

## Wait List

We are currently at capacity in some grade levels. If a place is not available at the time you wish to join, you will be invited to go on our waitlist. Payment of the \$3,860 enrollment fee will secure your space on the list. Please note that this fee is fully refundable if at any time you wish to be removed from the list. If you are offered a space and decide not to accept, the fee is non-refundable.

## Sibling Priority

Stamford aims to welcome all family members into our community. As such, admissions priority is given to families with siblings. Siblings will also be given priority should there be a waitlist in their grade level.

## Singapore Nationality/Singapore Passport Holders

Approval is required from the Ministry of Education (MOE) before a Singaporean student (6 years old and above) is allowed to attend classes at Stamford. The application for approval from the MOE will be sent as soon as a student is accepted. Please note that Singaporean applicants who are 6 years old and above will be accepted onto our waitlist and no place will be reserved for the student until formal approval has been granted by the MOE.



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# Admissions Procedures and Requirements

## Vaccination Requirements (for age 12 years and below)

The Ministry of Health (MOH) of Singapore has introduced diphtheria and measles vaccination requirements as a prerequisite for foreign-born children applying for long-term immigration passes to Singapore, with effect 1 February 2019. Foreign-born children aged 12 years old and below, who are first-time applicants for Dependent's Pass (DP), Long Term Visit Pass (LTVP), and Student Pass (STP) are required to submit documentary proof of vaccination or evidence of immunity for diphtheria and measles to the Health Promotion Board (HPB) for before they can proceed with their visa or pass application. Further details and the application form can be found on the [HPB website](#).

## Specialized Support Program

Stamford offers a Specialized Support Program for students who require support for learning differences. The needs of eligible students will be assessed on an individual basis and parents should discuss their situation with the Admissions Office prior to making an application.

<https://www.sais.edu.sg/admissions/application-process/>



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# Fee Payable and Payment Methods



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# Fees Payable and Payment Methods

## **Fees Information:**

<https://www.sais.edu.sg/admissions/fees/>

## **Payment Instruction:**

[https://www.sais.edu.sg/wp-content/uploads/sites/14/2022/08/Payment-Option-2021-\\_-Final-V1-1.pdf](https://www.sais.edu.sg/wp-content/uploads/sites/14/2022/08/Payment-Option-2021-_-Final-V1-1.pdf)

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# Fee Protection Scheme(FPS), Student Contracts and Terms & Conditions



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## Fee Protection Scheme

The Fee Protection Scheme (FPS) serves to protect students' fees in the event a private education institution is unable to continue operating due to insolvency, and/or regulatory closure.

The FPS is applicable to all students regardless of nationality and the type of passes held by the students, i.e. dependent's pass, student's pass, work permit etc.

In compliance with the new regulations under the Private Education Act 2009, all students' fees must be insured under the Fee Protection Scheme (FPS). All Stamford students are now covered by way of Insurance Protection as stipulated by the SkillsFuture Singapore. The Fee Protection Scheme serves to protect the course fees that are paid to Private Education Institutes in Singapore. Fees are only considered protected once they are paid to Stamford. Stamford then activates the insurance policy with the appointed provider. The provider will then issue a certificate to the family indicating the amount covered and the period of coverage. Stamford has appointed LONPAC Insurance Bhd to be the FPS provider for our students.

For more information on the Fee Protection Scheme please email [finance@sais.edu.sg](mailto:finance@sais.edu.sg).





## Student Contract

Stamford is required to execute a contract with each and every student prior to being enrolled in the school. As most of our students are under 18 years of age, a parent or the legal guardian is required to execute the contract on behalf of the student.

The Stamford-Student Contract is an important legal agreement between Stamford and parents. Students are not considered fully enrolled at Stamford until a duly-executed contract and Advisory Note (Form 12) is submitted on-line by the parent to the school.

You should only sign this contract if you fully understand and are satisfied with all of the terms and conditions detailed therein. If you have any doubts about the contents of the contract, you should seek advice and clarification before signing. Detailed sections within the Stamford-Student Contract include course information and fees, refund policy, fee protection scheme, medical insurance scheme and additional information relating to the governing law and dispute resolution. Should you require any additional information, do not hesitate to contact Stamford at +65 6602 7247 or by email at [contracts@sais.edu.sg](mailto:contracts@sais.edu.sg)



## Student Contract

SAIS returning contracts must be completed for progression into the following course group:

- Pre-Nursery to Nursery
- Pre-Kindergarten to Kindergarten 2
- Grade 1 to Grade 5
- Grade 6 to Grade 10
- Grade 11 to Grade 12
- Preparatory Course for Secondary School Grade 6
- Preparatory Course for Secondary School Grade 7
- Preparatory Course for Secondary School Grade 8
- Preparatory Course for Secondary School Grade 9
- Preparatory Course for Secondary School Grade 10

Returning contracts for the next course group will be sent to you upon current course completion. It must be signed before your child begins a new course commencement.



# Terms & Conditions

Detailed SAIS Terms & Conditions can be found in <https://www.sais.edu.sg/terms-and-conditions/>

- A. Introduction
- B. Terminology
- C. Admissions and Entry to the School
- D. Student Welfare
- E. Health and Medical Matters
- F. Educational Matters
- G. Behavior and Discipline
- H. Provisions about Notice
- I. Fees
- J. Events beyond the control of the Parties
- K. General Contractual Matters
- L. Personal Data Collection Statement

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# Refund/Transfer & Withdrawal Policy and Procedure

# Refund Policy and Procedure

## **Non-Refundable Application and Enrollment Fee**

The Application Fee is strictly non-refundable and non-transferable.

The Enrollment Fee is non-refundable and non-transferable except in the following circumstances:

1. Stamford is unable to offer a place to a student applicant due to denial of student pass or approval by the relevant Singapore authorities.
2. Stamford is unable to offer a place to a student applicant due to waitlist for the relevant year level and the student applicant elects not to be placed on the waitlist.
3. Student applicant does not meet the eligibility criteria for enrollment at Stamford.
4. Stamford is unable to offer a place to a student applicant due to sibling priority policy as published by Stamford.

The Enrollment Fee will be refunded in full in the event a student applicant cannot be accepted at Stamford for the reasons set out in 1) to 4) as determined by Stamford in its sole discretion.

## **Non-Refundable Facility Fee**

The Facility Fee is payable in full at the time of acceptance in order to secure a place. If payment is not received within 7 calendar days of receipt of the school's invoice, priority will be given to other applicants. The Facility Fee is a one-time administrative fee that is non-refundable. The full amount applies regardless of enrolment date.

<https://www.sais.edu.sg/about-us/accreditation/ssg/>



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# Refund Policy and Procedure

## 1. Refund for Withdrawal Due to Non-Delivery of Course:

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.

## 2. Where any of the Refund Events in Clause 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 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.



## Refund Policy and Procedure

3. Where any of the Refund Events in Clauses 1(d) to (e) has occurred, the PEI shall forthwith terminate this Contract by way of a written notice to the Contracting Party.
4. If the Contract is terminated pursuant to Clause 2(b) read with Clause 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.
5. If the Contract is terminated pursuant to Clause 2(b) read with either Clause 1(b) or Clause 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.
6. If the Contract is terminated pursuant to Clause 3 or Clause 2(c) read with Clause 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.
7. If the Contract is terminated pursuant to Clause 2(c) read with either Clause 1(b) or Clause 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.

*Please refer to the diagram in Schedule E of the student contract for detailed information on Refund Events.*



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## Refund Policy and Procedure

### 8. Refund for Withdrawal Due to Other Reasons:

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.

### 9. Refund During Cooling-Off Period:

Without prejudice to Clauses 1 to 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.

*Please refer to Schedule D in the student contract for detailed information.*





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# Refund Policy and Procedure

## Dispute Resolution

If the Student and the PEI cannot resolve a dispute through the PEI's prescribed methods, they may seek redress via the SSG Mediation-Arbitration Scheme, the Small Claims Tribunals (SCT), or their own legal counsel. For more details, please visit the [SkillsFuture Singapore \(SSG\) website](#).

## Response Time for Feedback/Complaint

The PEI shall respond to any feedback or complaint, received in writing, within 21 days of the date of such feedback/complaint.



## Student Transfer and Withdrawal Policies

Withdrawal requests may come from various forms from the parent community; however, the Community Engagement Team will direct families to submit an official Withdrawal Form found on the School Portal. Please email to [help@sais.edu.sg](mailto:help@sais.edu.sg) to submit a withdraw request.

Once the withdrawal form is completed and received by the Community Engagement Team, a confirmatory email will be sent to the parent. Maximum processing time of not more than 4 weeks from the point of student's request to informing the parent of the outcome in writing.

Finance works directly with the family and follows the "Finance refund process."

The Community Engagement Team will then advise the offboarding process via email for the following to be returned:

- Return of borrowed items such as iPad, laptops, musical instruments, library books and sporting equipment.
- Return of wristbands, ID cards and Car Decals
- Student and family card balances are managed with Sodexo and refund made directly by Sodexo.
- Parents will be asked to provide future contact details –in the event SAIS needs to contact them after departure.



# Singapore Regulations For International Students



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# Student Pass Application Procedure

Stamford will register a child requiring a Student Pass with the Immigration and Checkpoints Authority (ICA) **after acceptance** and parents will process the application from there. Student Pass holders can commence classes after the student ID has been issued. Student Pass holders must meet the minimum 90% monthly attendance requirements stipulated by the ICA.

Click on the link for more information on STP Application procedures:

## ICA – Student Pass Application portal with list of documents required

<https://eservices.ica.gov.sg/esvclandingpage/solarplus>

## Terms and Conditions

[Student Pass \(SP\)](#)

<https://www.sais.edu.sg/admissions/application-process/>



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## Useful Information and Links on Singapore Laws and Regulations

Immigrations and Checkpoints Authority of Singapore: [www.ica.gov.sg](http://www.ica.gov.sg)

Working and Employment in Singapore: [www.mom.gov.sg](http://www.mom.gov.sg)

**\*International students without a valid work pass or work pass exemption, are not be allowed to seek employment to cover their living expenses in Singapore.**

Traffic Laws and Driving in Singapore: [www.lta.gov.sg](http://www.lta.gov.sg)

Singapore Drug Law: <https://www.mha.gov.sg/what-we-do/keeping-singapore-drug-free>

Alcohol Abuse: Purchase and consumption of alcohol is prohibited for people below 18 years of age

## Useful Information and Links on Singapore Laws and Regulations

Smoking Laws In Singapore:

Smoking and use of tobacco products are prohibited for people below 18 years of age. It is an offence for a person to smoke in non-smoking areas and indoor premises listed under the Smoking (Prohibition in Certain Places) Act. (refer to the Section on “Smoking Prohibition”). Possession, purchase, sale and distribution of Contraband cigarettes is an offence in Singapore. (<https://www.nea.gov.sg/our-services/smoking-prohibition/overview>)

**Littering and Spitting in public places are serious offences that could lead to a fine and community work.**

Laws on Littering: <https://sso.agc.gov.sg/Act/EPHA1987#pr17->

## Medical Insurance

Stamford American International School Ltd Pte has a medical insurance scheme in place for all students. The student's parent/guardian is encouraged to seek advice on whether more comprehensive insurance cover is required or desired. This scheme provides a basic annual coverage limit of not less than \$20,000 per student in B1 ward in government and restructured hospitals and up to overall maximum limit per policy year, with 24 hours coverage in Singapore and overseas (if the student is involved in the school-related activities) throughout the course duration as required by the SkillsFuture Singapore (SSG) under the EduTrust certification scheme. Stamford has appointed Sime Darby Insurance Brokers (Singapore) Pte Ltd. as the medical insurance provider for our students.

Please download the following documents for more information on the Stamford Medical Insurance Scheme:

- [Medical Insurance Claim Form](#)
- [Medical Certificate of Insurance and Policy](#)
- [Medical Policy & Benefit Schedule](#)



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# General Healthcare Service in Singapore

Primary Healthcare Services:

<https://www.moh.gov.sg/home/our-healthcare-system/healthcare-services-and-facilities/primary-healthcare-services>

All Healthcare Services and Facilities:

<https://www.moh.gov.sg/home/our-healthcare-system/healthcare-services-and-facilities>



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# Estimate of the cost of living in Singapore

## Accommodation

**Housing Development Board (HDB) flats** are public housing in Singapore. The advantage of these is that they are cheaper, albeit also more basic in design and amenities.

Based on [HDB's rental statistics](#), it costs about **\$1,500** to rent a 2-room HDB flat, and **\$2,500 to \$3,500** to rent a 5-room HDB flat. However, we've also seen some 5-room HDBs being rented out for as high as **\$6,000+** in prime locations.

Private housing options available for rental are usually **condominium ("condo") apartments**. These will come with a bigger price tag, but are also swankier and sometimes come with amenities like gyms and pools.

If you're looking to rent a condo unit, expect to pay anything from **\$1,800 (non-prime location) to \$8,000 (prime location)** for a studio apartment.

# Estimate of the cost of living in Singapore

## Transportation costs

Public transport - Bus and train (MRT and/or LRT) fares in Singapore are charged according to the total distance travelled in a journey and this is known as the Distance Fares system. It lets you make transfers without paying a charge each time you board a bus or train during a journey.

Taxi (or Grab/Gojek) rides - **\$15 to \$35** per trip usually depending on distance and varies surcharges

## Daily expenses

If you cook at home every day, an estimate of \$210 a month on groceries per pax.

Hawker food and casual dining—On one end of the scale, a meal at a suburban hawker centre can cost as little as \$3 to \$6 (not including drinks). When it comes to casual dining, budget about \$20.

# Estimate of the cost of living in Singapore

## Daily expenses

**Utility cost** - A 4-room HDB flat incurs an average electricity bill of [\\$104.40 as of Jan 2023](#) and an average [water bill of \\$50](#), to give you an idea.

**Mobile data** - You should budget about **\$20 a month** for a basic [SIM-only plan](#).

## Cost of health and personal care

**Doctors' visits** - Should you get sick and need to visit the doctor, a trip to a General Practitioner (GP) clinic in Singapore will set you back by about \$20 to \$40 in consultation fees. Private clinics charge around \$80 and up for consultation. Of course, these prices are before any weekend surcharges and costs of medication.



# Device Use Policy

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## Device Use Policy

All students in grade KG2 - Grade 12 are expected to abide by the rules outlined in the following One to One (1:1) Device Program Participation Agreement.

Please read through the policy here:

<https://www.sais.edu.sg/wp-content/uploads/sites/14/2022/08/Device-Use-Policy-Document-1.pdf>



# Student Support Services



## Student Support Services

Students may sometimes need extra support as they navigate through school, social life and the other aspects of growing up. The Student Support Department at Stamford American offers a helping hand to all students in managing any academic, emotional, physical or developmental challenges that come their way.

Through a Response to Intervention (RTI) approach, we seek to identify learning and behavioral needs early. We then work towards offering the appropriate support services to our students through our team of counselors, therapists and teachers. Our areas of support are:

### Early Intervention

This powerful and proactive student support service program addresses social-emotional, language, cognitive and motor development concerns among young learners at the Early Learning Village.

### Academic Support

Students who face academic performance issues have access to remedial lessons to bring them up to par with their peers. Academic support teachers work closely with classroom teachers to design weekly small-group sessions that give students a boost in mastering their subject areas.



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# Student Support Services

## Math Extension

For students who are not yet numbers-oriented, additional small-group instruction is available to give them a better grasp of mathematical concepts taught at their grade level.

## Counseling

The Student Support Department runs a comprehensive program to help students overcome social and emotional hurdles. Counseling services are both preventative and responsive, and are administered through individual and group counseling, Check-In/Check-Out (CICO) intervention and school-wide awareness drives.

## Speech and Language Therapy

Speech therapists are available for students who experience difficulty in communicating with others. Through a language and communication program, students learn strategies for effective communication inside and outside the classroom.





# Student Support Services

## Occupational Therapy

Whether a student has trouble holding a pencil or paying attention in class, our occupational therapists are on hand to guide students in effectively and happily participating in all areas of school life.

## Intensive Support

In cases where students need exceptional support services, Special Education teachers get involved in designing individualized programs. These programs will tap on the expertise of a range of education specialists depending on the needs and progress of each student.





# SkillsFuture Singapore (SSG)



## SkillsFuture Singapore (SSG)

In alignment with the Private Education Act 2009, SkillsFuture Singapore (SSG) has been responsible for overseeing the private education Sector in Singapore. All Private Education Institutes (PEIs) are required to comply with the regulations under the new Act in order to operate. Through the SSG, private schools are invited to apply for EduTrust certification. EduTrust is a voluntary certification scheme that helps to distinguish higher quality educational institutions in Singapore's private education industry. Private Education Institutions (PEIs) need to be EduTrust certified before being able to offer placement for international students who require Student Passes from the Immigration and Checkpoints Authority (ICA).

For more details about the EduTrust Certification Scheme or Private Education in Singapore, please visit website of SkillsFuture Singapore (SSG): <https://www.skillsfuture.gov.sg/pei>

