BRIGHTON COLLEGE
(SINGAPORE)

Pre-course Counselling Information Deck

Content Page

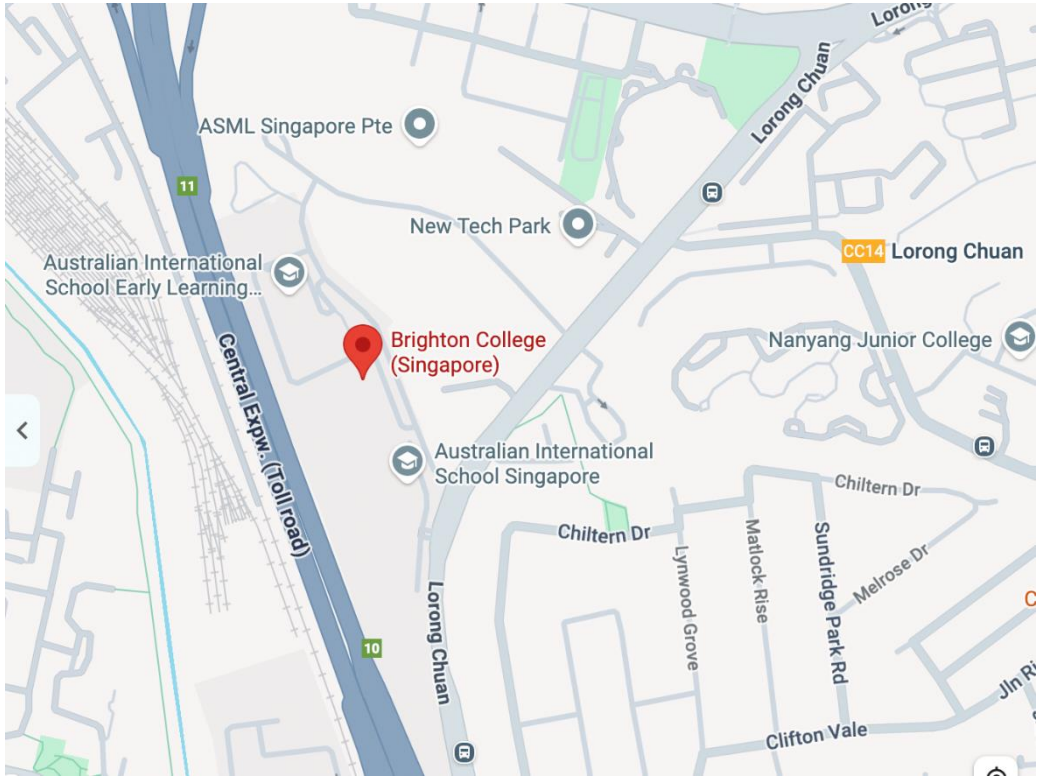
- School and Course Information – Section B
- Admissions Procedures and Requirements – Section C
- Transfer and Withdrawal Policy and Procedure – Section D
- Fees Payable and Payment Methods – Section E
- Fees Protection Schemes (FPS), Student Contract & Terms and Conditions – Section F
- Refund Policy – Section G
- Singapore Regulations for International Students – Section H
- Student Support Services – Section I
- Skills and Workforce Development Agency – Section J

BRIGHTON COLLEGE
(SINGAPORE)

School and Course Information

Location

Brighton College (Singapore) is located in the heart of Singapore, on Chuan Lane in District 19 in Serangoon area adjacent to the CTE. We are a 10-minute walk from Lorong Chuan MRT, on the Circle Line. Our campus is a 15-minute drive from Orchard Road.



1 Chuan Lane, Singapore 554299

Facilities

Early Learning Village Campus: Chuan Lane

Pre Nursery to Year 3

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

Infant Care Pod, spacious classrooms with natural light, art room, dance studio, library

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

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

Upper Prep & Senior School: Chuan Lane

Year 4 to Year 13

25 metre swimming pool, football pitches, 300 seat theatre, tennis courts, 3 indoor gymnasium

Music rooms, dance and drama black box theatre, art rooms, D&T lab, senior common and study spaces, senior school dining hall and common room

Design & Technology CAD suite & workshop, Makerspace, Computer Science learning spaces with Robotics, 4 specialist Science Labs

Prep and Senior common rooms spaces, Sixth Form Centre, The Study and The Club

Sub-School Names

Sub-School	Year Groups
Early Years Foundation Stage (EYFS)	Pufflings (Pre-Nursery), Puffins (Nursery) & Reception
Lower Prep	Years 1, 2 and 3
Upper Prep	Years 4, 5 and 6
Senior School	Key Stage 3 – Years 7, 8 and 9 Key Stage 4 – Years 10 and 11 Key Stage 5 – Years 12 and 13

All Classroom staff email addresses follow the format firstname.lastname@brightoncollege.edu.

School and Course Information

Our curriculum is based on the Brighton College UK, Pre-Prep, Prep, and Senior curriculum.

- In the important foundation years from Pre-Nursery to Year 6, we focus on supporting our pupils as they develop a natural curiosity and passion for learning, as well as providing an academic grounding that will be the key to their success in Secondary School and beyond

- Children in Pre-Nursery to Reception are taught by early years specialist teachers who follow the Early Years Foundation Stage programme

- Children in Year 1 to Year 9 follow the English National Curriculum, progressing to IGCSE in Years 10-11 and A-levels in Years 12-13, taught by highly qualified, passionate and experienced teachers.

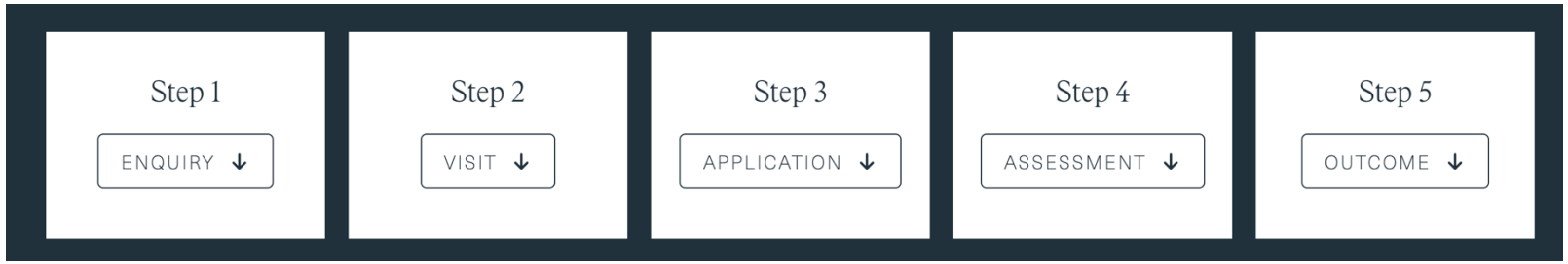
For further details on our curriculum, please refer to our website and our full course list here.

BRIGHTON COLLEGE
(SINGAPORE)

Admissions Procedure and Requirements

Application Procedures and Requirements

Brighton College (Singapore) accepts applications on a rolling basis throughout the year, subject to availability of spaces. We aim to make the application process a pleasant and straightforward experience through a 5-Step process. Please click on the image below for more details. You may submit the application form and supporting documents online by following the steps.



Please note, we do not hold spaces and places are not confirmed until the Enrolment Fee has been received.

Please reach out to our Parent Experience & Admissions team at admissions@brightoncollege.edu.sg or call them on +65 6505 9791 to help with any questions as well as to support you through the process.

Admissions Procedures and Requirements

After receiving an offer from the school, and before starting school you will need to provide the following:

- **Student Contract** - Once an offer is made, you will receive the student contract which must be signed and returned within seven (7) days of receipt to secure the pupil's place. Priority will be given to other applicants and the space may be forfeited if we do not receive the signed contract within this time.

- **Immunisation Schedule** – Please read notes in the next section regarding Singapore requirements relating to vaccinations.

- **Enrolment, Facility and Tuition fees** - Fees must be paid within seven calendar (7) days of receipt of the invoice or as per fee schedule.
- **Immunisation Schedule** – Please read notes in the next section regarding Singapore requirements relating to vaccinations.

- **Valid Visa** - All pupils must be in possession of a valid visa before starting school and present this for verification.

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 CDA website.

CDA Vaccinations Link Here

Admissions Procedures and Requirements

Wait List

If the pupil meets the admissions entry requirements but the year group is at capacity, the family will be offered a place on the College waitlist. In order to confirm a place on the waitlist the enrolment fee should be paid, this is non-refundable. If the family does not wish to join the waitlist then the enrolment fee is not due, the application fee is non-refundable.

Sibling Priority

Admissions priority is given to families with siblings. Siblings will also be given priority should there be a waitlist in their year level

Singapore Nationality/Singapore Passport Holders

Approval is required from the Ministry of Education (MOE) before a Singaporean pupil (6 years old and above) is allowed to attend classes at Brighton College (Singapore). The application for approval from the MOE will be sent after the pupil 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 pupil until formal approval has been granted by the MOE.

BRIGHTON COLLEGE
(SINGAPORE)

Transfer and Withdrawal Policy and Requirements

Transfer, Deferment and Withdrawal Policies

Transfer

- Allowed only from part time to full time days in Pre-Nursery or Nursery groups and only by term.
- Only one transfer is allowed per academic year.
- The school does not allow a transfer from full to part time.

Deferment

- Once the student contract is signed no deferment is allowed.

Transfer, Deferment and Withdrawal Policies

Withdrawal

- If you are planning to withdraw your child from the School, it is highly encouraged for you to inform us as soon as possible. Our Senior Leadership Team may reach out to you to gather your feedback.
- You should complete a Pupil Withdrawal Form available in the Parent Portal. The completion of which will be deemed as official notice to the school.
- The official notice date will begin from the receipt of the withdrawal form.
- Please remember that sufficient notice of withdrawal is required, to avoid the forfeit of school fees. The withdrawal deadlines are detailed on the next slide.
- In the event that the required notice period is not met, please note that one full term of fees will be payable in lieu of notice.

The school will process your request and notify you on the outcome in writing within 5 days from the point of request.

Transfer, Deferment and Withdrawal Policies

Withdrawal deadlines

School Tuition fees and Facility fees are pro-rated to the month the pupil begins tuition. Tuition Fees and Facilities fees are not prorated if a pupil withdraws prior to the conclusion of the term.

School Fee Refund Policy

% of the amount of fees paid	If Pupil's written notice of withdrawal to the Admissions Department is received:
100% Course (Tuition), Facility and ELS Fees	On or before 30 April in relation to pupils due to commence during Term 1 (August to December); or On or before 9 September for pupils due to commence in Term 2 (January to March); or On or before 13 January for pupils due to commence in Term 3 (April to July).
0% Course (Tuition), Facility and ELS Fees	After 30 April in relation to pupils due to commence during Term 1 (August to December); or After 9 September for pupils due to commence in Term 2 (January to March); or After 13 January for pupils due to commence in Term 3 (April to July).

BRIGHTON COLLEGE
(SINGAPORE)

Fees Payable and Payment Methods

Fees Payable and Payment Methods

Fees Payable and Payment Methods Fees Information:

School Fees

Payment Terms

- School Tuition fees are pro-rated to the month the pupil begins tuition.
- Facility fee payments are termly for all new and all returning pupils, payable in full along with the Tuition Fees.
- Tuition and Facilities Fees are not pro-rated if a pupil withdraws prior to the conclusion of the term.
- All other fees are payable in full and are not pro-rated.

We encourage parents to read our Fee Schedule to ensure a clear understanding of our refund policy.

Find out more about payment options HERE.

BRIGHTON COLLEGE
(SINGAPORE)

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

Fee Protection Scheme

In compliance with the new regulations under the Private Education Act 2009, all tuition/course fees must be insured under the Fee Protection Scheme (FPS). All Brighton College (Singapore) pupils are covered by insurance protection as stipulated by SkillsFuture Singapore (SSG).

The Fee Protection Scheme serves to protect the course fees that are paid to Private Education Institutes in Singapore. Fees are considered protected only once they are paid to Brighton College (Singapore). Brighton College (Singapore) then activates the insurance policy with the appointed insurance provider. The provider will then issue a certificate to the family indicating the amount covered and the period of coverage.

Brighton College (Singapore) has appointed LONPAC Insurance Bhd to be the FPS provider for our pupils. You can view our insurance certification and policy details by downloading the following:

- FPS Insurance Certificate

If you have any questions about our FPS please contact our team at finance@brightoncollege.edu.sg

Student Contract

Brighton College (Singapore) is required to execute a contract with each pupil prior to being enrolled in the school. As most of our pupils are under 18 years of age, a parent or the legal guardian is required to execute the contract on behalf of the pupil. The Student Contract is an important legal agreement between Brighton College (Singapore) and parents. Pupils are not considered fully enrolled at Brighton College (Singapore) until a duly-executed contract and Advisory Note (Form 12) is submitted by the parent to the school.

You should only sign the 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 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.

- Sample Student Contract
- Terms & Conditions

BRIGHTON COLLEGE
(SINGAPORE)

Refund Policy

Refund Policy

The School will notify the pupil 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 Student's Pass, Dependant's Pass, or other required immigration pass (or, where applicable, the Ministry of Education waiver) is declined by the relevant Singapore authority in respect of the Pupil, provided the Parents applied for the same in a timely manner and in accordance with the requirements notified by the School

Refund Policy

Refund Requests are allowed only for:

- Withdrawals
- Change in Commencement Date for new starters
- Ad hoc requests due to overpayment of course fee / course transfer

For withdrawals falling outside of the refund policy or involving non-refundable fees, parents may appeal to the School for consideration. Such appeals will be evaluated on a case-by-case basis and take into consideration any exceptional circumstances presented.

Refund payment will be issued within 7 working days from the refund request if the complete bank details are provided along with the refund request. If however, there is a delay in the provision of the required bank details, refund payments will then be processed within 7 working days from the receipt of complete bank details.

Please note the Application Fee, Enrolment Fee and Development Fund are strictly non-refundable unless otherwise stated.

BRIGHTON COLLEGE
(SINGAPORE)

Singapore Regulations for International Students

Student Pass Application

Brighton College (Singapore) 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 links 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:

https://www.ica.gov.sg/docs/default-source/ica/files/docs/terms_-_conditions_stp.pdf

Useful Information and Singapore Laws/Regulations

Reside, Study and Work in Singapore:

Immigrations and Checkpoints Authority of Singapore

Working and Employment in Singapore:

Ministry of Manpower

Pupils are 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

Traffic Law and Driving in Singapore:

Land Transport Authority

Keeping Singapore Drug Free:

Ministry of Home Affairs **and** Central Narcotics Bureau

Alcohol Abuse, Smoking and Vaping Laws In Singapore:

Purchase and consumption of alcohol is prohibited for people below 18 years of age. 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. Vaping is illegal in Singapore (refer to the Tobacco and Vaporisers Control Act (TVCA))

Littering and Spitting in public places

These are serious offences under the law that could lead to a fine and community work.

BRIGHTON COLLEGE
(SINGAPORE)

Student Support Services

Medical Insurance

Brighton College (Singapore) Pte. Ltd. has a medical insurance scheme in place for all pupils. The pupil'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 $20,000 per pupil in B1 ward in government and restructured hospitals and up to the overall maximum limit per policy year, with 24 hours coverage in Singapore and overseas (if the pupil is involved in the school-related activities) throughout the course duration.

Download the documents below to find out more:

- Medical Insurance Claim Form
- Certificate of Medical Insurance
- Medical Policy FAQs
- Benefits Schedule

General Healthcare Service in Singapore

Primary Healthcare Services:
https://www.moh.gov.sg/seeking-healthcare/find-a-facility-or-service/types-of-medical-facilities-and-services/primary-care-services/

All Healthcare Services and Facilities:
https://www.moh.gov.sg/seeking-healthcare/find-a-facility-or-service/types-of-medical-facilities-and-services/

BRIGHTON COLLEGE
(SINGAPORE)

Skills and Workforce Development Agency (SWDA)

Skills and Workforce Development Agency (SWDA)

- In alignment with the Private Education Act 2009, Skills and Workforce Development Agency (SWDA) has been established in Singapore to regulate the private schools in Singapore.

- All Private Education Institutions (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 place.