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## **Application Procedure for International Students**

1. Complete the official Enrolment Form IN FULL .
  2. All documents in foreign languages must be officially translated into English. The submission of this completed Enrolment Form must be accompanied by the following documents:
    - Applicant's certified/notarized copy of Birth Certificate
    - Applicant's certified/notarized copies of ALL educational qualifications, transcripts, awards and certificates
    - Evidence of applicant's English Language Proficiency  
All students who apply for admission to SCI must submit evidence of their English Language ability. They may do this either by submitting an IELTS, certificate or similar certificate such as TOEFL or TOEIC. If students have an alternative English qualification then they may obtain guidance from the Academic Registrar as to whether this is acceptable. Students who cannot show evidence of English language attainment must take the SCI English Language Assessment Test (ELAT)  
The SCI English Language Assessment Test may be taken at any of the approved SCI test centres by prior appointment. A list of approved centres may be obtained from the Academic Registrar, SCI.
    - Applicant's personal particulars page copy from passport
    - 6 recently taken passport-sized photographs
    - For visa-required countries ONLY, documentary proof of bank deposit of at least S\$30,000 for the last 6 months
    - Advisory Note to Students, to be signed by either the applicant, or if the applicant is below the age of 18, his parent or guardian. (Please refer to [www.cpe.gov.sg](http://www.cpe.gov.sg) for Advisory Note to Students.)
    - Hostel Application Form (if required)
  3. Return with payment of Application Fee of S\$565 (non-refundable) to Shelton College International, 1 Telok Blangah Rise, Singapore 098888 or email to: [enquiries@sheltonsc.com](mailto:enquiries@sheltonsc.com)  
The Application Fees can be paid via the alternatives below:
    - (i) By demand draft (in Singapore Dollars only) made payable to Shelton College International, or
    - (ii) By direct payment to the College's Singapore Bank Account:  
Name : Shelton College International  
A/C no: 501-818074-001  
Bank : Overseas Chinese Banking Corporate Ltd - OCBC  
Branch: North Bridge Branch, OCBC Centre 65, Chulia Street Singapore 049513
- \*Your application should be submitted at least 40 (FORTY) days before the commencement of the course.**
4. Conditional Offer / Offer Letter to the course applied for will be sent to the applicant after evaluation, together with Acceptance Form. Return the Acceptance Form to SCI if you accept the offer.
  5. Upon receipt of completed Acceptance Form, pro-forma invoice and 2 copies of Standard PEI-Student Contract will be sent to the applicant. (Please refer to [www.cpe.gov.sg](http://www.cpe.gov.sg) for the Standard PEI-Student Contract.)
  6. Complete and sign the Standard PEI-Student Contract by the applicant, parents or legal guardian (if the student is under 18 years of age) and witnesses. Return 1 ORIGINAL copy of the Standard PEI-Student Contract to SCI and retain the other original copy.
  7. Upon receipt of the original and complete copy of the contract, SCI will apply for Student's Pass for the applicant.
  8. All fees due are to be paid/telegraphically transferred to the College's Singapore bank account upon receipt of the applicant's in-principle approval letter of Student Pass by ICA or on or before the dates set out in Schedule 2.1, whichever is later.

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9. The College has in place a Fee Protection Scheme as stipulated by the Council for Private Education (CPE) (the "FPS") by way of insurance facility to provide fee protection to all its local and international students. Under the insurance scheme, the College is allowed to collect the total fees from the students directly.

The College, as stipulated under the FPS will collect course fees in equal instalment amounts from the Student with each collection not exceeding the collection cap calculated according to the following formula for EduTrust-certified PEI:  $\frac{X}{Z} \times 12$  (X is the total amount of the payable Course Fees; and Z is the total duration of Course in months).

All Course fees paid (except GST) are protected under FPS by way of an insurance facility. The appointed FPS provider is Lonpac Insurance Bhd. The certificate of insurance is to be sent to the Student via email on the same day the Student pays the fee. The insurance coverage commences from the date of payment of the fees till the due date of the next payment or the course end date whichever is earlier. The original COI will be given to the Student to retain.

Please refer to CPE's website ([www.cpe.gov.sg](http://www.cpe.gov.sg)) for more details of the FPS and to verify that you are protected under FPS.

A copy of the master insurance agreement between CPE and Lonpac Insurance Bhd (the "Master Insurance Agreement") and acceded to by the PEI for the purpose of insuring, among other things, the Student is available on the College website at [www.sheltoncollege.edu.sg](http://www.sheltoncollege.edu.sg). The Master Insurance Agreement sets out, among other things, the events under which Lonpac Insurance Bhd shall indemnify the Student for Fees paid to the College. FPS Insurance Premium is based on Total Course Fees x 0.015 + 7%GST.

10. The College has in place a medical insurance scheme for all its students as required by CPE under EduTrust certification scheme. This medical insurance scheme provides for the following throughout the course duration:

A. Hospitalisation and Surgical Insurance

1. An annual coverage limit of S\$20,000;
2. B1 ward in government and restructured hospitals
3. Intensive Care Unit
4. Hospital Miscellaneous Expenses
5. Anesthetist's Fee
6. Surgeon's/Surgical Fee
7. In-Hospital Physician's Visits
8. Post-Hospitalisation Treatment up to 100 days from discharge
9. Emergency Outpatient Treatment (due to Accident only)
10. Pre-Hospitalisation/Surgery Specialist's Consultation
11. Pre-Hospitalisation/Surgery Diagnostic Services
12. AXA Assistance Fee
13. 24 hours worldwide cover for hospitalization due to illness or injury, not applicable when travels expressly for treatment outside of Singapore.

B. Personal Accident Insurance

1. Accidental Death: S\$10,000
2. Permanent Disablement: S\$10,000

The College appointed medical insurance provider is AXA INSURANCE SINGAPORE PTE LTD.

A SC/PR or a non-Student's Pass international student who is protected by his own medical insurance coverage in Singapore can opt out from the medical insurance scheme arranged for by the College.

Please refer to the College website [www.sheltoncollege.edu.sg](http://www.sheltoncollege.edu.sg) for more details of the medical insurance.

11. Students are required to arrive in Singapore at least 1 week before the course commencement date.

## 国际学生申请程序

1. 请完整填写申请注册表格。
  2. 申请者需要准备下列文件，所有中文的文件需要翻译成英文(连同申请表格一起提交):
    - 出生公证正本及复印件
    - 学历公证和成绩公证正本及复印件
    - 学生英文水平证明  
学生必须提供英语水平鉴定考试成绩(如IELTS, TOEFL)或者其他受承认的英语水平证明, 或者参加莎顿的英语测试。测试可以安排在新加坡或者在其他国家指定的中心进行。
    - 有效的护照复印件(有个人资料和有效期)
    - 6 张护照用的近照
    - 需要签证国家的学生还要具备: 银行固定存款相等于\$30, 000新币证明, 存期不少于6个月
    - 由学生, 学生家长或监护人(如学生不满18岁)签署的Advisory Note to Students (请上网[www.cpe.gov.sg](http://www.cpe.gov.sg)下载)
    - 宿舍报名表格(若学生不满18岁需要家长或监护人签名)
  3. 请将上述表格及所有文件与申请费\$565新币(不可退还) 邮寄到: Shelton College International, 1 Telok Blangah Rise, Singapore 098888.  
申请费可以通过以下方式:
    - (i) 通过国际汇票(只接收新币) 的方式支付给Shelton College International, 或者
    - (ii) 直接电汇至学院的新加坡帐户:  
帐户名: Shelton College International  
帐号: 501-818074-001  
开户行: Overseas Chinese Banking Corporate Ltd - OCBC  
支行地址: North Bridge Branch, OCBC Centre 65 Chulia Street, Singapore 049513
- \*申请必须在课程开始**40**天之前提交。
4. 学院在审核完毕后, 将发出课程录取通知书, 并附上回执。如果接受被学院录取的课程, 请填妥回执, 并交回学院。
  5. 学院在收到上述回执后, 将发出收费通知书及两份标准学生合同。(学生可上网[www.cpe.gov.sg](http://www.cpe.gov.sg)下载标准PEI-学生合同。)
  6. 请将合同填写完整, 并由学生, 学生家长或监护人(如学生不满18岁)及证人签名。将其中一份签署后的标准学生合同原件寄回学院, 另一份由学生妥善保管。
  7. 学院一旦收到完整的合同原件后, 将为学生申请学生准证。
  8. 学生在收到移民厅批准信后或在规定日期之前(视何者为后), 要缴清所有应交费用, 可以用国际汇票或将费用以电汇形式汇到学院帐号。

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9. 学院实施私立教育理事会 (CPE) 所规定的保险措施来执行“学费保障计划” (以下称“FPS”)，以保障所有本地及国际学生。在此计划下，学院可直接收取学生学费。学院会依照 FPS 规定收取学生缴纳的均等分期付款金额，而且每笔收款均不超过按以下公式计算的收款限额 (获得教育信托认证的学院)： $\frac{X}{Z} \times 12$  (X 代表总学费；Z 代表课程总持续时间 (按月计))。

所交学费 (除了消费税) 都将受到学费保障计划 - 学费保险的保障。学院指定的保险公司为 Lonpac Insurance Bhd. 保险证书将在学生交付学费的同一天发到学生的电子邮箱。保险有效期从交付学费之日起至下次交费日期或课程结束之日止 (视何者为先)。保险证书原件将交由学生保管。

有关学费保障计划的详情及查询是否被保，请查询 CPE 网页 ([www.cpe.gov.sg](http://www.cpe.gov.sg))。

学生可上学院网站 [www.sheltoncollege.edu.sg](http://www.sheltoncollege.edu.sg) 了解 CPE 及 Lonpac Insurance Bhd 签订的且学院特别出于投保目的同意加入的主保险协议。“主保险协议”特别阐明了在哪些情况下 Lonpac Insurance Bhd 应向学生赔偿其已付的费用。FPS 保费的计算是根据学费总额  $\times 0.015 + 7\% \text{GST}$ 。

10. 学院已按照私立教育理事会 (CPE) 的教育信托保障计划 (EduTrust) 规定下安排了医疗保险计划以保障所有的学生。该医疗保险计划为每位学生在整个课程持续期间提供：

A. 住院和手术保险

1. 每年承保限额 20,000 新元
2. 政府及重组医院 B1 病房
3. 加护病房
4. 医院杂费
5. 麻醉师费用
6. 外科医生/手术费用
7. 住院内科医生问诊
8. 出院后治疗 (出院后 100 天之内)
9. 紧急出诊 (只限意外事故)
10. 住院/手术前专科门诊
11. 住院/手术前诊断费用
12. AXA 协助费用
13. 24 小时全球住院保险 (疾病或受伤, 不包括专程出国治疗者)

B. 个人意外保险

1. 意外死亡: S\$10,000
2. 永久伤残: S\$10,000

学院指定的医疗保险提供方: AXA INSURANCE SINGAPORE PTE LTD.

若 SC/PR 或非持学生准证的国际学生已在新加坡自行参加医疗保险，该学生可选择不参加由学院安排的医疗保险计划。

学生可上学院网站 [www.sheltoncollege.edu.sg](http://www.sheltoncollege.edu.sg) 阅读有关保险计划。

11. 学生需在开课至少一周前到达新加坡。