

**Application Procedure for Local Students**

1. Complete the official Enrolment Form IN FULL .
  2. The submission of this completed Enrolment Form must be accompanied by the following documents:
    - Applicant's original and photocopies of ALL educational qualifications, transcripts, awards and certificates
    - Applicant's original and photocopy of NRIC
    - 6 recently taken passport-sized photographs
    - 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.)  
(All documents in foreign languages must be officially translated into English.)
  3. Return with payment of Application Fee of S\$53.50 (non-refundable) to Shelton College International, 1 Telok Blangah Rise, Singapore 098888  
The Application Fees can be paid via the alternatives below:
    - (i) By cheque (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 15 (FIFTEEN) days before the commencement of the course.
4. Conditional Offer / Offer Letter to the course applied for will be issued to the applicant after evaluation, together with Acceptance Form and proforma invoice. Return the Acceptance Form to SCI if you accept the offer.
  5. Sign two original copies of the Standard PEI-Student Contract (Please refer to [www.cpe.gov.sg](http://www.cpe.gov.sg) for the Standard PEI-Student Contract), to be signed by the applicant, parents or legal guardian (if the student is under 18 years of age) and witnesses.
  6. Retain one original copy of the above signed Standard PEI-Student Contract.
  7. All fees due are to be paid on or before the dates set out in Schedule 2.1.
  8. 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

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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.

9. 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 on the medical insurance.