



**TRINITY
INTERNATIONAL
COLLEGE**
三一国际学院

Student Handbook

Updated on 23 January 2022

Principal's Message

A warm welcome!

At Trinity International College, we are committed to nurturing life-long learners and leaders of tomorrow. We work with all stakeholders to provide quality education in a conducive environment. The College encourages students to take responsibility for their learning and empowers everyone to be agents of change. To do so, our teachers will work closely together, maintaining a culture of harmony, care, creativity, professionalism and cultural sensitivity in all areas of interaction with students.

We look forward to seeing all of you through in your journey to achieving your academic goals and dreams.

Yours truly,



Hazel Daraman Veloso (Ms.)

Principal

Trinity International College

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Our Vision

Premier Institution

Leaders of Character

Our Mission

Nurture life-long learners to have an innovating and global outlook
and empower them to be agents of change

Our Core Values (T.H.R.I.C.E)

Teamwork	We promote teamwork in our daily operations and partnerships
Honour	We accord the essence of this value to others before self as our deep respect to every individual we meet and deal with
Resilience	We maintain great courage to resolve every difficult situation
Integrity	We are fair and honest in all our interactions
Commitment	We provide quality and service excellence to all stakeholders to achieve customer satisfaction
Empathy	We exercise utmost abilities to understand the feelings and perspectives of all persons we contact with

Our Culture

We strive towards maintaining a culture of harmony, care, creativity,
professionalism and cultural sensitivity in all areas of interaction

Organisational Chart



The College

Profile

Trinity International College was established in 2003 as a premium private school. It provides quality academic courses for various ages. In 2009, it was converted into a private limited company. The College is registered with the Committee for Private Education (CPE), and is awarded the EduTrust Provisional to conduct full-time and part-time courses for local as well as foreign students.

The courses offered include preparatory and language courses, including AEIS and IELTS. Besides these, the school conducts Certificate, Diploma, Advance Diploma as well as Post Graduate Diploma programmes such as Certificate in Hospitality Management, Diploma in Business and Administration, Diploma in Education and Training, Advance Diploma in Business and Management, Post Graduate Diploma in Sales and Marketing Management, etc.

Location

Trinity International College is conveniently located within a 5-minute walking distance from the Jurong East MRT station and the Jurong East Bus Interchange. Covered walkways provide shelter for most of the walking route. The Jurong Regional Library is also a stone's throw away.

Address

Blk 135 Jurong Gateway Road,
#04-343/357
Singapore 600135

Contact

+65 6567 9078 (General Enquiries)
<http://www.trinitycollege.edu.sg>
Email: enquiry@trinitycollege.edu.sg

Operation Hours

Monday – Friday: 8.30am – 6.00pm
Saturday, Sunday & Public Holidays: Closed

Facilities

The College boasts 6 classrooms, each equipped with whiteboards, desks, and chairs. In addition, air-conditioners and fans have been installed to provide greater comfort and to create a conducive environment for learning.

Student Support Services

Student Orientation Programme

The college gives new students an orientation to help them to learn about the College, its services and operations better. The orientation covers areas such as fee matters, college policies, procedures and rules, attendance requirements, leave application, etc.

Pastoral Counselling

The College provides basic pastoral counselling to help students deal with and manage personal challenges and difficulties. If problems are complicated, students may be referred to professional counsellors in external agencies.

Parent-Teacher Meetings

The College regularly organises Parent-Teacher Meeting to provide parents and/or guardians with feedback on the student's or ward's performance.

Academic Assistance to Students

Academic assistance may be provided to students who are weak in their subjects in the form of free one-to-one coaching after school hours. If deemed necessary, additional lessons may be scheduled.

Exam Registration and Results Checking

For all external exams, the college will help the student to register for their examination. Due notification will be given. The college can also assist in retrieving the examination results for the students.

Students Pass Application

Having a valid Student Pass allows an international student to remain in Singapore for a sufficient period to complete his course of study. The College will handle all documentation for the Student Pass application.

Medical Insurance Coverage

The college provides medical insurance coverage for full-time students. Visit our website for more information on this.

Excursions and Field Trips

The College may periodically organise excursions, field trips or other events to provide students with a holistic education, develop social responsibility or contribute to community involvement.

Internship Briefing

For students who have completed the theory for their courses, an internship briefing will be organized to inform them about the requirements for the Industrial Attachment.

Attendance Requirement

- Students need to be regular and punctual for their daily classes.
- Note the attendance requirement and leave application guidelines below:
 - ✓ Student Pass holder: minimum attendance of **90%** per month
 - ✓ Non-Student Pass holders: minimum attendance of **75%** per month
 - ✓ Absence must be supported by medical certificates and/or approved leave.
 - ✓ The school will inform Immigration and Checkpoints Authority of Singapore (ICA) whenever a student's attendance falls below the minimum requirement.
 - ✓ Students who absent themselves for 7 consecutive days will be liable to have their student pass **cancelled**.
 - ✓ A termination letter will be sent to the student's place of residence in Singapore, as was registered with the School.

Percentage of absences	Reminder
95%	1st reminder
90%	2 nd reminder
<90%	Warning letter from school
	+ School informs ICA

Daily Zoom Attendance Criteria

- a) 100% (attended)
 - Full present throughout the whole class
- b) 50%
 - Student did not answer when the teacher called upon his/her name
 - Student joined the zoom meeting after 10:10am
 - Student leave the zoom meeting for more than 40 minutes without any valid reason(s)
- c) 0% (absent)
 - Student attended class lesser than 30 minutes
 - Student did not attend his/her classes at all

Absence

This refers to students who are absent from school without prior approval or consent from the College.

Absent with Valid Reason

Medical Leave

- If unwell, call the school by phone before the class commences to apply for in-principle approval of medical leave.
- See a doctor.
- Produce a medical certificate upon return to school.

*The number of days on the medical certificate must reflect the number of days the student is absent.

If the number of days taken > what is covered by the doctor,
the difference = *Absent Without Valid Reason*.

Personal Leave

- Complete a form to apply for leave to attend important personal matters that cannot be re-scheduled to after-school hours, such as trips to ICA, medical check-ups, etc.
- This must be done at least 1 day in advance.
- All leave of this nature require approval from the Principal.

Hometown Leave

- International students may apply for Hometown Leave to attend to family matters.
- Hometown Leave is subject to the approval of the Principal.
- All Hometown Leave forms will have to be submitted along with a photocopy of return air tickets, as well as any other relevant documents.
- The course materials and assignments will be given to the student in advance, for the student's period of absence.

Continuous Absences

- Note that all students are required to attend class regularly.
- If you fail to attend classes for a continuous period of 7 days, your Student Pass is liable to be cancelled with effect from the 8th day.
- The letter of cancellation will be sent to your place of residence as was registered with ICA and the school.
- *After the cancellation of your Student Pass, it is an offence to remain in Singapore under Section 15 of the Immigration Act, and you would be liable for prosecution.

Applying for Leave

Personal Leave

1. Get Leave Form from Administration officer or Front Desk.
2. Complete form.
3. Submit form (and relevant supporting documents) for approval at least 1 day in advance.
4. Inform trainer/teacher ahead of time.
5. If leave is approved, school will inform.
6. Then proceed for leave.

Medical Leave

1. Consult a general practitioner or doctor.
2. Inform the school of your condition.
3. Submit the medical certificate upon return to school.

NOTE:

There will be NO replacement lesson or refund of school fees during the period of leave.

Late-coming and Detention

1. Latecomers will have to sign in on a logbook.
2. Once students accumulate up to 30 minutes
 - 1st time: Serve **30 minutes** detention
 - 2nd time: Serve **1 hour** detention + counselling
 - 3rd time: Serve **1.5 hours** detention + interview with the Principal
3. During detention, students will have to complete an assignment set by the teacher. This **MUST** be submitted at the end of the detention session to an administration officer, and student to acknowledge that detention had been served.

Student Discipline

Disciplinary Enquiry

If a student is suspected of committing an offense, the Principal may set up a Disciplinary Committee to investigate the matter and to recommend appropriate disciplinary measures. These measures may include the following:

- Counselling
- Issuance of warning letters
- Confiscation of items
- Reduction of marks or given zero mark for an assessment
- Suspension
- Cancellation of Student Pass and repatriation to the home country

NOTE:

The offender may also have to pay for damages, liabilities or legal charges.

Suspension

The College may decide to suspend the student in the following situations:

- Possession/consumption of prohibited product or drugs
- Vandalism
- Forgery or cheating/cheating in test and/or examinations
- Physical or verbal abuse
- Misconduct related to abuse or misuse of school furniture or equipment

Expulsion/Termination

The College may decide to expel or terminate the student in the following situations:

- Stealing
- Fighting, hooliganism and extortion
- Absent without valid reason for more than 7 consecutive days
- Willful defiance of the College's rules and regulations, after having received warning letter(s)
- Serious infringements of the laws of Singapore

NOTE:

There is NO refund to the student for the course fees that are consumed during the period of suspension; and whether consumed or otherwise if a student is expelled or terminated.

Dress Code

Type	Male	Female
Hair	<ul style="list-style-type: none"> ● Short and Neat 	<ul style="list-style-type: none"> ● Short and neat ● Long hair must be tied up
For ALL students	<ul style="list-style-type: none"> ● Tucked in full-sleeved shirts ● Collared T-shirts ● No T-shirts with vulgar, obscene or offensive prints ● No torn or worn-out T-shirts ● No translucent or body-hugging outfits 	<ul style="list-style-type: none"> ● T-shirts and blouses with or without sleeves ● No T-shirts with vulgar, obscene or offensive prints ● No torn or worn-out T-shirts ● No translucent or body-hugging outfits ● No midriff-baring tops ● No spaghetti straps or singlets
Bottom	<ul style="list-style-type: none"> ● Pants or jeans ● No bermuda or shorts ● No torn or worn-out pants 	<ul style="list-style-type: none"> ● Pants or jeans ● No mini skirts ● No hipsters and tights
Footwear	<ul style="list-style-type: none"> ● Covered shoes ● No slippers 	<ul style="list-style-type: none"> ● Covered shoes ● No slippers

Course Assessment

Mock Exam

Each course will have a Mock Examination or Preliminary Examination before the actual external examination date. The objective is to give students a better understanding on their current capacity to take the actual examination and prepare better.

The grading scheme is as follows:

Grade	Range of Marks
A1	≥ 75
A2	70 - 74
B3	65 - 69
B4	60 - 64
C5	55 - 59
C6	50 - 54
D7	45 - 49
E8	40 - 44
F9	≤ 39

Module Exams

Monthly exams are conducted at the end of every module. The purpose of these is for evaluating students' learning ability and the understanding of the topic(s). These tests are formative assessments (class tests) on a specific topic(s). Teachers will then mark the assessments and submit the results to the Academic Board. The results will be stored in the student database for reference.

Course Completion Criteria

Graduation Criteria

For all preparatory courses, student must meet the minimum attendance requirements set by the College. Graduates may move on to a new course or module of a higher level. For graduation criteria of individual course(s), please refer to the school website.

Retake of Module Exams

- A student who fails in any required module may choose to retake the module exam.
- There will be additional examination fee for retaking an exam.
- A student who fails in any prescribed module may choose not to re-sit.

NOTE:

In this case, students are considered to have NOT graduated, and will only receive a transcript.

Termination

A student shall be terminated from the course if he/she:

- fails to settle all payments due to Trinity International College
- has committed serious act(s) of discipline , or
- fails to maintain the minimum attendance requirement as per ICA regulation.

NOTE:

The Management Team or Academic Board in its place may, in its absolute discretion, alter or waive any or all the conditions stated above when determining a student's termination from Trinity International College.

Promotion and Graduation Requirements

1. Attendance requirement
 - a. 90% for all learners who are under student pass (STP).
 - b. 75% for learners without STP.
2. Pass all modules.
3. Course fees fully paid.
4. Learners will be awarded a Certificate of Attendance if they meet the attendance requirement but did not pass all the modules.

Corporate Content - IA Program

Among the courses, Diploma in Hospitality and Tourism Management is currently being offered with Industrial Attachment (IA) program.

All students must successfully complete and pass the industrial attachment (IA) program before their graduation.

The purpose of IA is to supplement TIC in-house module teaching and to instil in the students the right work attitudes and professionalism so that they could become effective and productive worker. IA is a learning process which by exposing the students in real life working environment as part of an academic curriculum helps the students to develop and enhance academic, personal, and professional competencies.

Purpose of IA policy

This policy is created to achieve the following:

- Establishing a permanent and effective system that would provide valuable work experience to student.
- Providing a clearly defined framework that will guide and give direction in management of IA program at TIC.

Learning Objectives of IA

The learning objectives for the IA component are listed below. Student will

- apply what they have learnt from their course of study in the workplace.
- acquire life-skills on the job. (e.g. communication skills, interpersonal skills, teamwork, etc.)
- gain practical experience in the working environment.
- explore their areas of interests.
- acquire valuable experience in the hospitality or tourism industries.
- create opportunities for future employment with attached company upon graduation.

IA Roles & Responsibilities

i. Role of Student	The student is required to report to the company to which he/she is attached. <ul style="list-style-type: none">- to abide with the company's operating hours, dress code and any other human resource/operational requirements.- accountable to the IA Supervisor from the company throughout the duration of the project.- to demonstrate his/her professionalism, good attitude, and skills that he/she had learnt.- to maintain an Industrial Attachment (IA) Logbook
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	<p>throughout the duration of the project. He/she is responsible in filling the summary of work done with regards to his/her tasks and assignments given during attachment, and it must be endorsed to the IA Supervisor.</p> <ul style="list-style-type: none"> - To submit IA logbook signed off by supervisor and stamped with company stamp for submission to the college.
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Criteria for Industrial Attachment (IA)

All students who are enrolled in courses that have IA as a pre-requisite will be eligible for IA once they have completed all modules of studies. TIC will arrange a company for their attachment.

Criteria for Transition Assignment (TA)

There are situations where student may not perform IA:

1. Student has already done IA in their previous school and submitted proof to the college for the exemption during enrolment.
2. Unable to secure IA company for the student after up to 3 attempts due to company rejection of the student.
3. Due to medical reasons unable to perform IA. Medical proof needs to be submitted to the college during the course of studies.

Student shall apply for transition assignment (TA) in lieu of Industrial Attachment with supporting evidence and seek approval from Exam Board (EB).

Code of Conduct for IA Students

- Strictly comply with the rules and regulations of the company you are attached to
- Strictly observe and comply with safety rules and regulations
- Be regular in your attendance
- Be punctual in reporting for work
- Be ready and willing to accept any reasonable task assigned
- Do your best in your work
- Do not wait for work, consult your supervisor for work
- Be courteous and helpful to your fellow workers
- Be a good listener and ask if you do not understand
- Follow instructions issued by your supervisor
- Do not remove any item from the organisation unless written approval is given by your supervisor
- Do not negotiate for any increase in your training allowance. You may,

however, accept any increase in the allowance given by the organisation on its own initiative.

Completion of IA

Student is expected to report back to college within 1 week after end of IA to submit IA Logbook. Student shall ensure Supervisor signed off with the company stamp on the logbook.

Medical Insurance

Trinity International College provides medical insurance coverage for hospitalisation and related medical treatment (while in hospital) for all its full-time students for the entire course duration.

Exemptions may be made for Singaporeans and/or Permanent Residents if they are already covered by their own medical insurance plan.

*The claim is subject to the approval of the Insurance company.

*Claims may not be 100% claimable.

The College uses the Liberty Insurance Singapore. You may ask for a copy of this Certificate from the school's administration officer, or visit our website to view the certificate.

FPS (Fee Protection Scheme)

EduTrust-certified PEIs (schools) are required to adopt the Fee Protection Scheme to provide proper protection to the course fees paid by their students. Course fees exclude the application fee and miscellaneous fees.

It serves to protect the fees students paid in the event the school is unable to continue operating due to insolvency, and/or regulatory closure.

It protects students if the school fails to pay penalties or has to return fees to the students arising from judgement made against it by the Singapore courts.

Transfer & Withdrawal Policy

A student who requests for an internal course transfer within the College must have their existing contract terminated. This includes students who change the course or period of study (from full-time to part-time or vice versa). A new student contract will be signed based on the procedures for executing student contracts. The Refund Policy shall apply unless as otherwise agreed between the College and the Student.

All requests must be made in writing. Verbal notice is not accepted.

The student must also fulfil all the admissions criteria of the new course and will be subjected to the College's student selection and admission procedures.

A student who withdraws from the College to enroll with another school (i.e. Discontinues all its courses with the college) shall be deemed to have withdrawn from the College and the refund policy and procedures shall apply.

For students that are under 18 years of age, written consent from the parent / legal guardian must be obtained.

Conditions for Granting Transfer and Withdrawal:

All outstanding fees must be settled prior to request for withdrawal and/or transfer

Student to fill in Student Request Form, including submission of any supporting documents and adhering to the process as stated in the Course Transfer and Withdrawal Procedures.

Student's Pass Status

For Course Transfers

For Student's Pass holder, course transfer is subject to ICA's approval of the new Student's Pass.

In the event that an application pertaining to transfer is rejected by ICA, the student pass is to be cancelled within 7 days.

For Course Withdrawals

Student's Pass holder is required to submit his/her passport and Student's Pass to the College for cancelation of Student's Pass with ICA.

Timeframe for assessing and processing transfer/withdrawal cases

The entire transfer/ withdrawal process, from point of application to the final outcome, should not be more than 4 weeks. If the final outcome is not in favour of the applicant respective staffs are to handle each situation according to the College's dispute resolution policy and procedure.

Transfer Procedure

1. In the event that a student would want to proceed with a Course Transfer, he/she is to fill up the Student Request Form and hand it to the Administration Officer for further processing. In addition, the student would also indicate in the Student Request Form in case of a refund.
2. Any supporting documentations that are required to process the Student request must also be submitted along with the Student Request Form.
3. Supporting documents for Course Transfers should minimally include any documents that show that the student meets the minimum entry requirements for the new course that he / she is applying to, if this document is different from the one used to enroll the student to his/her original course.
4. Reasons for the Course Transfer should also be documented in the Student Request Form.
5. Upon receipt of any Student Request Form (including supporting documents if any), Administration Officer is to meet up with the student.
6. Upon approval, a Notification for Course Transfer Request will be given to the student.

Withdrawal Procedures

1. In the event that a student would want to proceed with a Course Withdrawal, he / she are to fill up the Student Request Form and hand it to the Administration Officer for further processing. In addition, the student would also fill in 'Refund' section in the Student Request Form in case of a refund.
2. Any supporting documentations that are required to process the Course Withdrawal must also be submitted along with the Student Request Form.

3. Reasons for the Course Withdrawal should also be documented in the Student Request Form.
4. Upon receipt of any Student Request Form (including supporting documents if any), Administration Officer is to meet up with the student.
5. An interview session with the Administration Officer will then be arranged to establish the reasons for the application of a course withdrawal.
6. Upon approval, a Withdrawal from Course of Study Letter will be given to the student

Policy on Deferment/Extension

Students who join the College from the period within the first two weeks of course commencement will be considered late enrolment.

Students who join the College from the 3rd week onwards following the course commencement will be considered as deferred enrolment.

Students who are considered as deferred enrolment will need to write a letter stating the reasons for deferment to the Principal/Management team for approval. Students will only be allowed to join the new course in the following month after approval from the Principal/Management team.

As students are given a certain time limit to enter Singapore (usually 2 months after issuance of the In-Principle Approval (IPA) letter, in sync with the validity stated on the IPA letter), students are considered as deferred enrolment should they join the College between the 3rd week of the classes and the time limit.

If there is no appearance of the students after the time limit of 2 months and there is no request of withdrawal from the students, they will be automatically deemed as withdrawn from the College. The Administration Executive will proceed to carry out the withdrawal procedures for the student.

Intellectual Property Rights

- The rights of works and materials created by the students during the course of study belong to Trinity International College Pte Ltd.
- These works may be used in advertisements, promotions and/or other areas without the authorization of creators. However, information of these creators will remain confidential.
- Trinity International College reserves the rights to use photos, videos, audio and other media of group and individual events of students, teachers and staff to promote our school.

Personal Data Protection Policy

We respect the confidentiality of the personal data you have provided to us. In that regard, we will not disclose any of your personal data to any third parties (unless otherwise for the purposes stated above) without first obtaining your expressed consent permitting us to do so. However, please note that we may disclose your personal data to third parties without first obtaining your consent in certain situations, including without limitation, the following:

- The disclosure is required based on the applicable laws and/or regulations.
- The purpose of such disclosure is clearly in your interests and consent cannot be obtained in a timely way.
- The disclosure is necessary for any investigation or proceedings.
- The personal data is disclosed to any officer of a prescribed law enforcement agency, upon production of written authorization signed by the head or director of that law enforcement agency of a person of a similar rank, certifying that the personal data is necessary for the purposes of the functions or duties of the officer: and/or
- The disclosure is to public agency and such disclosure is necessary in the public interest.
- The instances listed above are not intended to be exhaustive. For an exhaustive list of exceptions, you are encouraged to peruse the PDPA, which is publicly available at <http://statues.agc.gov.sg>.
- For full details of the PDPA, kindly refer to the school website at <http://trinitycollege.edu.sg>.

Withdrawal of Consent

You may withdraw your consent to any or all use of Personal Data for any or all the purposes set out in the College's policy in writing. If you withdraw your consent to the use of your Personal Data for any or all purposes, depending on the nature of your request, the school may not be able to continue to provide our services to you or administer any contractual relationship in place, in which case the College reserves the right to cease providing the services and/or terminate the contractual relationship with you.

Without prejudice to the foregoing, you agree and acknowledge that any withdrawal of your consents in accordance with the terms set out in this notice will not affect any consent which you may have provided to the College in respect of the use of your Singapore telephone number(s) for the receiving of marketing or promotional information.

Administration & Management of Personal Data

As the College relies on your Personal Data to provide services to you, you shall always ensure that the information provided by you to us are correct, accurate and complete. Students shall update us in a timely manner of all changes to the information provided to us through the relevant form from the Staff Office, Alumni and Stakeholders shall update their Personal Data to our relevant departments as and when necessary or through our annual update.

You can view your personal data, which the College has collected and stored at any time. In order to do so, you will need to submit in writing for access to view your personal data. Your

right to view your personal data is limited to your personal data only. The College is not permitted to reveal any personal data about any other individual. The College reserves the right to refuse access to your personal data if it will reveal or lead to the revelation of another individual's personal data, cause harm to you or another individual or is contrary to the national interest.

If you have any feedback or enquiries relating to our PDPA related policies and procedures or would like to obtain access and make corrections to your personal data, please do not hesitate to contact our Data Protection Officer (DPO).

Address: Blk 135, Jurong Gateway Road #04-343/357, Singapore 600135

Telephone: +65679078

Email: enquiry@trinitycollege.edu.sg

NOTE:

The College reserves the right to amend this Policy with or without notice from time to time.

Notice

Please note that this Policy does not derogate from the terms and conditions governing your relationship with the College and its related corporations. The College's rights under this Policy shall be without prejudice to other rights or collection, use and disclosure available pursuant to the terms and conditions or under the law and nothing herein is to be construed as limiting any of these other rights.

Feedback and Complaint Procedures

- If the student is not satisfied with the proposed resolution, he/she can escalate the matter up to the Principal (for both academic and non-academic matters). The Principal will investigate the case and take necessary actions to resolve it.
 - If the student is still not satisfied with the outcome/decision, he/she will be referred to the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the Committee for Private Education Student Services Centre.

NOTE:

The entire process should not take more than 21 working days

1. As feedback may be generic and/or positive, the College will have the discretion of the need to reply to student.
2. If the process takes more than 21 working days to resolve, students need to be informed of the reason as to why it is so, and justification needs to be provided by the College. These need to be recorded on the *Feedback Form* under the Remarks section.

Immigration Matters

Student Pass Application and Procedures

1. To apply for a Student Pass from the Immigration & Checkpoints Authority (ICA), international students must provide **accurate and the most updated information** relating to their
 - personal particulars
 - educational qualifications
 - financial status
2. Students may apply for visa entry at <http://www.ica.gov.sg>.
3. ___For Student Pass collection from ICA, the student must bring his/her
 - IPA letter
 - School letter
 - Passport
 - Passport-sized photograph
 - Medical report
 - Printout of E-forms 16 and V36
 - Banker's Guarantee
 - Security Bond
 - *Terms and Conditions of Student Pass*
4. Student Pass granted **strictly forbids students from working, whether for a payment or without payment**. All international students are required to abide by this regulation. You are NOT allowed to seek any form of employment, paid or unpaid, or be involved in any business, profession or occupation. You are not to take part in any activity which is detrimental to the security, reputation and well-being of Singapore.
5. Prior to entry into Singapore, do seek advice from the Admissions Office regarding Student Pass application and/or immigration matters. According to the immigration law, some international students are required to pay a certain amount of Security Deposit to ICA. This information is available on the ICA website at <http://www.ica.gov.sg>.
6. For Student Pass renewal, students must inform the school to assist to renew the Student Pass one month before the expiry date. There will be no renewal of student passes after the expiry date.
7. Upon the completion, withdrawal or termination of your course with the school, students will surrender the Student Pass.
8. Upon the cancellation of your Student Pass, ICA will approve your stay in Singapore on social visit status for a short period. *Please adhere to the validity period of the social visit status granted to you by ICA.
9. No foreign student may stay in Singapore after his/her pass expires.

Living in Singapore

Accommodation (for reference only)

- Room, dual-shared – S\$600 per person/month
- Tri-shared – S\$500 per person/month
- Quad shared – S\$450 per person/month
- Typical cost of meal – S\$3–5 per person/meal

NOTE:

Actual cost may vary subject to Singapore current market price change.

General Healthcare Services in Singapore

For further information about healthcare services in Singapore, please refer to <http://www.singhealth.com.sg>.

Overstaying

Overstaying is a punishable offence under the Immigration Act. Take note of the expiry dates of your Social Visit Pass and Student Pass.

Relevant Singapore Laws

Areas	Relevant Law
Immigration	All international students studying in Singapore must have a valid passport and a Student Pass from the ICA (Immigration and Checkpoint Authority).
Employment	International students are NOT allowed to work in Singapore.
Driving	All drivers must have a valid Singapore driving license and the vehicle must be insured.
Drugs	Possession of Controlled Drugs is an offence punishable by Law.
Alcohol Abuse	Anyone below 18 years old are NOT allowed to purchase and consume alcohol. Drunk driving is a serious offence.
Smoking	Anyone below 20 years old are NOT permitted to purchase cigarettes. No smoking is allowed in public places.
Traffic	Jay walking is an offence.
Littering	Littering, including spitting in public areas are serious offences.
Vandalism	Any form of vandalism, including graffiti, is punishable by Law.
IMPORTANT: IGNORANCE OF THE LAW IS NO EXCUSE TO BREAK THE LAW, THE RESPONSIBILITY LIES ON EVERYONE TO KNOW THE LAW.	

Reference to CPE

The Committee for Private Education (CPE) was appointed by Skills Future Singapore (SSG) in October 2016 to carry out its functions and powers relating to private education under the Private Education Act. The CPE is supported by a team of dedicated staff from SSG to regulate the sector, provide student services, consumer education and facilitate capability development efforts to uplift standards in the local private education industry.

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Opening hours:
Monday – Friday: 9.00am to 5.00pm
Saturday, Sunday and Public Holidays: Closed

Disclaimer

Trinity International College reserves the right to alter any information in this Handbook in relation to procedures, fees and regulations and to discontinue or vary courses and services at any time without notice. Students will be informed of the updates and changes through the release of the new edition or via the College's website.