

PREMIER INSTITUTION • LEADERS OF CHARACTER



**TRINITY
INTERNATIONAL
COLLEGE**

三一国际学院

STUDENT HANDBOOK

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1. Introduction

1.1 Principal's Message

Dear Students,

I embark on this new journey as the principal of Trinity International College. It is truly an honour to be a part of this remarkable institution, where dedication to academic excellence and a nurturing environment go hand in hand. At Trinity International College, we believe in the power of education to transform lives and make a positive impact on society. As the principal, I am committed to fostering an environment that promotes critical thinking, creativity, and innovations. We will continue to prepare our students for the challenges and opportunities of a rapidly changing world. Let us embrace commitment, resilience, honour, integrity, and teamwork. Working together to strengthen our curriculum, enhance our teaching methodologies, and create an inclusive environment where everyone can thrive. Together, through unity, we can achieve greatness. Looking forward to witnessing the incredible achievements that lie ahead. Together, let us make this academic year one to remember!



Ms Judy Qiu
Principal
Trinity International College

1.2 The College

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). It is awarded the EduTrust Provisional to conduct full-time and part-time courses for local as well as foreign students.

The college is currently located at Jurong East. The campus at Block 135 Jurong Gateway Road, #04-343, Singapore 600135 is strategically located in the western part of Singapore and is easily accessible via the Jurong East MRT station (NS1/EW24/JE5).

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

Facilities

The College boasts 5 classrooms, each equipped with whiteboards, desks, and chairs.

In addition, air-conditioners and fans have been installed to provide greater comfort and create a conducive learning environment.

Vision and Mission

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

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

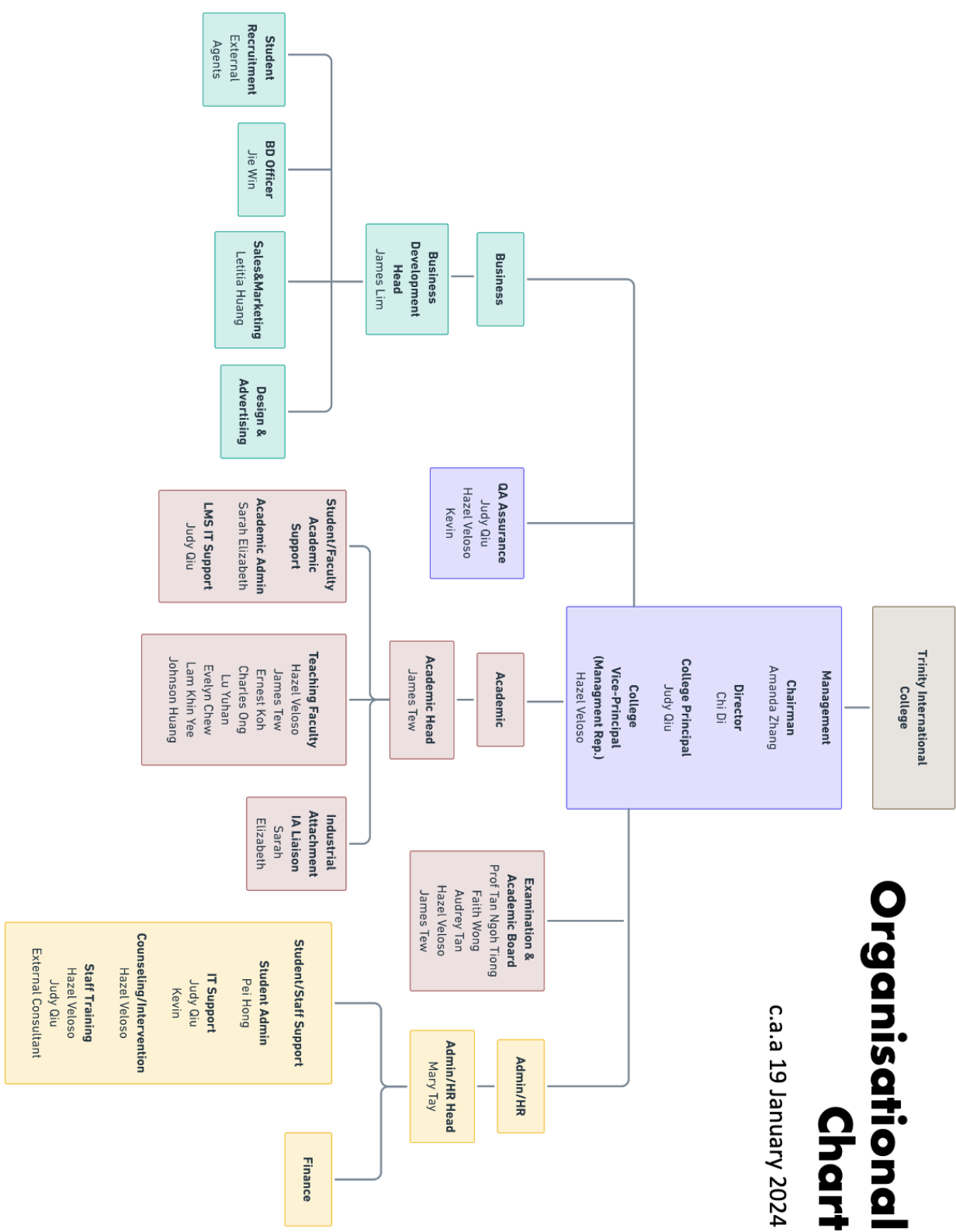
We are fair and honest in all our interactions.

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.



2. Academic Life

2.1 Student Support Services

Student Orientation Programme

All new students joining the College will undergo Orientation with one of our staff – they will cover important areas for a new student such as academic course requirements, college policies, attendance policies fee payment and leave application, etc.

Student Counselling

The College provides basic student counselling to help students deal with and manage personal challenges and difficulties. Please make an appointment with the Head of Academics.

Parent-Teacher Meetings [for AEIS program only]

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

Academic Assistance to Students

Academic assistance will be extended to students who need help. Please make an appointment with the Head of Academics or the respective lecturer of the module.

Exam Registration and Results Checking

The College will provide Examination Dates and will be made known to students in the calendar of the student portal. Due notice will be given prior via email and WhatsApp. Students can retrieve the examination results in the student portal.

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

An internship briefing will be organized on the 3rd module/mid-term, to inform them about the requirements for the Industrial Attachment. Subsequent briefings will be conducted as follow-up and information sharing.

2.2 Attendance Policy

Students at the College are expected to be punctual for their daily classes.

Student Pass Holders are required to attain 90% attendance per month.

Non-Student Pass Holders are required to attain 75% attendance per month.

Unaccounted absences from the College will be raised in the following way:

1st Absence

- 1st Warning Letter via Email
- 1st Warning Message via WhatsApp

2nd Absence

- 2nd Warning Letter via Email
- 2nd Warning Message via WhatsApp

3rd Absence

- 3rd Warning Letter via Email – student is required to acknowledge the email and meet with the Academic Head.
- Letter will be copied to their Parent/Guardian (if applicable)
- ICA will be notified – student will be copied in the email.

4th Absence

- Principal will review the case to determine whether Student Pass will be cancelled.
- Agent/Parent/Guardian will be informed of the cancellation.

Zoom Attendance Criteria

- a) 100% (Present)
 - a. Full presence throughout the whole class with non-static face shot.

- b) 50%
 - a. Student did not answer when lecturer called their name
 - b. Student joined Zoom meeting 20 minutes after class started
 - c. Student left Zoom meeting for more than 40 minutes without a valid reason

- c) 0% (Absent)
 - a. Student attended class less than 30min.
 - b. Student did not attend their class at all.

2.3 Absence

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

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, and produce a Medical Certificate upon return to school.

The Medical Certificate **must** reflect the number of days the student is absent.

If there is a difference in the number of days absent and the period of the medical certificate, you will be considered **absent** for the difference in days.

To apply for Medical Leave,

1. Consult a Doctor or General Practitioner (GP).
2. Inform the school of your condition.
3. Submit the MC when you return to school.

Personal Leave

Complete a form to apply for leave to attend to 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 leaves of this nature require approval from the Principal

To apply for Personal Leave,

1. Obtain and fill up the Leave Form from the Admin Officer.
2. Submit the form (with supporting documents, such as appointment dates) for approval with **at least 1 day** in advance.
3. Inform your teacher ahead of time.

4. If leave is approved, the school will inform you.
5. Your leave is now approved.

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.

WARNING ON OVERSTAYING WITHOUT A PASS

After the cancellation of your Student Pass, it is an offence to remain in Singapore under Section 15 of the Immigration Act, and you will be liable for prosecution.

2.4 Student Discipline

Disciplinary Enquiry

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

1. Counselling;
2. Issuance of warning letters;
3. Confiscation of items;
4. Reduction of marks or given zero mark for an assessment;
5. Suspension; or
6. Cancellation of Student Pass and repatriation.

The offender may also be liable for damages or legal costs associated.

2.5 Suspension

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

1. Failure to hit a warning letter directives due to absenteeism
2. Possession/consumption of the prohibited product or drugs
3. Vandalism
4. Forgery or cheating/cheating in tests and/or examinations
5. Physical or verbal abuse
6. Misconduct related to abuse of school furniture or equipment

2.6 Expulsion / Termination

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

- Repeated reminder by Academic Department over attendance issue
- Stealing
- Fighting, hooliganism and extortion
- Absent without valid reason for accumulated days of absenteeism
- Willful defiance of the College's rules and regulations, after having received warning letter(s)
- Serious infringements of the laws of Singapore
- Repeated failure to settle payments due to the College

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.

2.7 Academic Misconduct

Cheating during Test/Examination

The College does not tolerate cheating during tests or examinations in any way or form. Cheating is interpreted as any attempt by a student to gain an unfair advantage in an assessment by any dishonest means. Cheating includes (but is not limited to):

- communicating or trying to communicate in any way, with another candidate in an examination;
- Introducing unauthorized material into an examination (e.g. books and crib notes);
- Obtaining an examination paper in advance of its authorized release;
- Stealing another student's essay and passing it off as your own.

Plagiarism/Copying Assignments

The College does not tolerate any academic dishonesty for completed assignments. Plagiarism includes (but is not limited to):

- Doing
- Copying a percentage of someone else's work without attribution

Actions by Disciplinary Committee

If you are caught for any academic dishonesty, either through cheating during exam or plagiarism, you may be subject to the following actions:

- Failing Exam
- Stern Warning and/or Dismissal (for recalcitrant offenders)
- Writing to Parents and/or to Sponsor
- Re-Exam with full fee

2.8 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

2.9 Course Assessment

Grade Scheme

The college runs on the following grading scheme.

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

Mock Exam [For AEIS only]

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 of their current capacity to take the actual examination and prepare better.

Module Exam

Monthly exams are conducted at the end of every module. The purpose of these is for evaluating students' learning ability and 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.

Application of National Examination (AEIS)

Trinity Academic department will assist students to apply for the national examination as the stipulated date released by MOE. All application fees and charges shall be borne by the student.

Students, by their own onus, shall make their way to the examination centres according to the instruction fact sheet sent out by MOE.

The College is not responsible for the examination date misses or results released.

2.10 Course Completion Criteria

Promotion and Graduation Criteria

For all preparatory courses, students must meet the minimum attendance requirements set by the College. Graduates may move on to a new course or module of a higher level.

Generally:

- Attendance Requirement
 1. 90% and above (STP)
 2. 75% and above (non-STP)
- Pass all modules
- Course fees fully paid

Retaking of Module Exams

A student who fails any required module may choose to retake the module exam. Every attempt at re-examination has an additional examination fee. A student who fails in any prescribed module may choose not to re-sit, by doing so, the student agrees that he will not graduate.

2.11 Industrial Attachment (For Courses with IA Module)

For course with an IA Module, all students must successfully complete and pass the IA Module to be eligible to graduate. The IA module is the same as any other module.

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 enabled in the workforce. IA is a learning process which allows full integration of learned knowledge into practicum and boards students to a real-life working environment as part of an academic curriculum. The learning journey helps the students in their personal development by enhancing academic, and professional competencies.

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

Learning Objectives of IA Module

1. Apply what they have learnt from their course of study in the workplace.
2. Acquire life skills on the job. (e.g. communication skills, interpersonal skills, teamwork, etc.)
3. Gain practical experience in the working environment.
4. Explore their areas of interest.
5. Acquire valuable experience in the hospitality or tourism industries.
6. Create opportunities for future employment with an attached company upon graduation.

Role of Student during IA

The student is required to report to the company to which he/she is attached. They are expected to:

- to abide by 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 throughout the duration of the project. He/she is responsible for 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.
- To submit an IA logbook signed off by the supervisor and stamped with a company stamp for submission to the college.

Students are expected to report back to the College within 1 week after the end of their IA to submit their IA Logbook.

To complete the IA module, students need to submit to the Academic Department a completed logbook filled and signed with the IA Partners' company stamp. The Academic Department will check and confirm the logbook result, and submit to Examination Board (EB) for review and approval. Once EB approves the IA Module result, the student will be awarded a PASS grade for their IA Module.

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.

2.12 Transition Assignment

When a student is unable to do an IA, in instances such as:

1. The student has already done an IA in their previous school and submitted proof to the college for exemption;
2. IA Partner rejected student up to three times;
3. Inability to perform IA due to medical reasons (must be supported with valid medical documents)

Students will then apply for transition assignment (TA) in lieu of an IA. The application will then be considered for approval by the Exam Board (EB)

The onus is on the student to inform the College as early as possible if they cannot do IA.

For TA, once student completes the assignment, the Academic Department will mark and moderate the result and submit to EB for review and approval. Once EB approves the TA, the student is awarded a PASS grade for the IA module.

3. Student Policies

3.1 Medical Insurance

The 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 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.

3.2 What is Fee Protection Scheme (FPS)?

EduTrust-certified PEIs (schools) are required to adopt the Fee Protection Scheme to provide proper protection for 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.

3.3 Transfer and Withdrawal Policy

A student who requests 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 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 enrol with another school (i.e. Discontinuing 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.

3.4 Conditions for Granting Transfer and Withdrawal

All outstanding fees must be settled prior to the request for withdrawal and/or transfer student's pass status.

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

3.5 Information for Course Transfers

For Student's Pass holders, 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.

3.6 Information for Course Withdrawals

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

3.7 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 documentation that is 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 enrol the student on 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.

3.8 Withdrawal 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 documentation that is 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 enrol the student on 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.

3.9 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.

3.10 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, the information of these creators will remain confidential.

Trinity International College reserves the right to use photos, videos, audio and other media of group and individual events of students, teachers and staff to promote our school.

3.11 Personal Data Protection (PDPA)

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 or 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 a 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://statutes.agc.gov.sg>.
- For full details of the PDPA, kindly refer to the school website at <http://trinitycollege.edu.sg>.

3.12 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 is 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 rights 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.

3.13 Feedback and Complaint Procedures

Dispute Resolution

The College accepts written forms for ease of providing feedback. In any case, the college will acknowledge the dispute within three working days after the submission of the dispute.

Dispute Archive

All feedback and complaints must be properly recorded and/or documented.

It is the responsibility of the Administration Department to notify relevant departments of any feedbacks and complaints.

Any correspondence (including actions taken) between the College and the complainant will be annexed as evidence. This is to ensure that any staffs handling the case are kept aware of the progress / outcomes.

The complainant must be kept informed of the status of their feedback / complaints and should be responded to in a timely manner.

Alternative Remedies in Dispute Resolution

In the event that the College and the student cannot come to an agreement or the student does not accept the final decision made by the College's Management Team, they will be referred to Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through CPE Student Services Centre for mediation.

3.14 Payment Methods

Payments can be made to the College in cash, cheque, NETS, PayNow or bank transfers. All course fees paid will be covered under FPS insurance within 7 days in accordance with the Edutrust requirements set by the Committee for Private Education (CPE).

4. For Students' Information

4.1 Immigration Matters

Student Pass Application Procedure

To apply for a Student Pass from the Immigration & Checkpoints Authority (ICA), international students must provide accurate and the most updated information regarding their:

1. personal particulars
2. educational qualifications
3. financial status

Students may apply for Visa Entry at <http://www.ica.gov.sg>.

Student Pass Collection

After entering Singapore with your STP IPA, report to the College and we will assist you with the next steps regarding your Student Pass Collection. When the documents are ready, the College will pass you the relevant documents.

You will need to bring the following physical documents to ICA to collect your Students' Pass.

1. IPA letter
2. Passport
3. Passport-sized photograph
4. Medical report
5. Banker's Guarantee Certificate
6. Security Bond
7. Terms and Conditions of Student Pass

Additional Information for Student Pass Holders

Student Pass granted strictly forbids students from working, whether for 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. Additionally, you are not to take part in any activity which is detrimental to the security, reputation, and well-being of Singapore.

Security Bond

Prior to entry into Singapore, do seek advice from the Admissions Office regarding Student Pass application and/or immigration matters. According to immigration law, some international students are required to pay a certain amount of Security Bond to ICA. This information is available on the ICA website at <http://www.ica.gov.sg>.

Student Pass Renewal

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.

Surrendering of Student Pass

Upon the completion, withdrawal or termination of your course with the school, students will surrender the Student Pass.

Cancellation of Student Pass and Social Visit Pass

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.

NOTICE AGAINST OVERSTAYING

No foreign student may stay in Singapore after his/her pass expires.

4.2 Living in Singapore

Below are some **estimates** of what costs of living in Singapore are like for an average student studying at the College.

Accommodation

- Room, dual-shared – S\$800 per person/month
- Tri-shared – S\$400-500 per person/month
- Quad shared – S\$450 per person/month
- Typical cost of the meal – S\$4-6 per person/meal

Healthcare Services

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

4.3 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 is NOT allowed to purchase and consume alcohol. Drunk driving is a serious offence.
Smoking	Anyone below 21 years old is NOT permitted to purchase cigarettes. No smoking is allowed in public places.
Traffic	Jaywalking is an offence.
Littering	Littering, including spitting in public areas is a serious offence.
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.	

4.4 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, and consumer education and facilitate capability development efforts to uplift standards in the local private education industry.

Committee for Private Education

SkillsFuture Singapore

1 Paya Lebar Link

#08-08 Paya Lebar Quarter 2

Singapore 408533

Tel: (65) 6785 5785

Fax: (65) 6512 1322

Feedback Portal: <https://service-portal.skillsfuture.gov.sg/s/feedback/>

Website: <https://www.ssg.gov.sg/cpe/pei.html>

Opening hours:

Monday – Friday: 8.30 am to 5.30 pm

Saturday, Sunday and Public Holidays: Closed

4.5 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.

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End of Student Handbook



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