



**since 1993**

# Student Handbook

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## CEO/Director Message



Dear Students,

Welcome to Nanyang Asia College (NYAC)!

Education is more than lessons and grades—it's about unlocking your potential with care and dedication. At NYAC, we've built a community of passionate educators and learners who believe in the transformative power of education. Together, we strive to create an environment where every student, regardless of background, can thrive and chase their boldest dreams.

In a world shaped by rapid change and technology, human connection remains our greatest strength. Here, you'll find teachers who champion your growth, peers who inspire you, and a culture that values love of learning, unity, integrity, creativity and excellence. This handbook is your guide to navigating NYAC's resources, opportunities, and community—so you can focus on what matters most: becoming the best version of yourself.

Let's embark on this journey together.

Yours sincerely

Mr Teng Jiashu

Principal

Nanyang Asia College

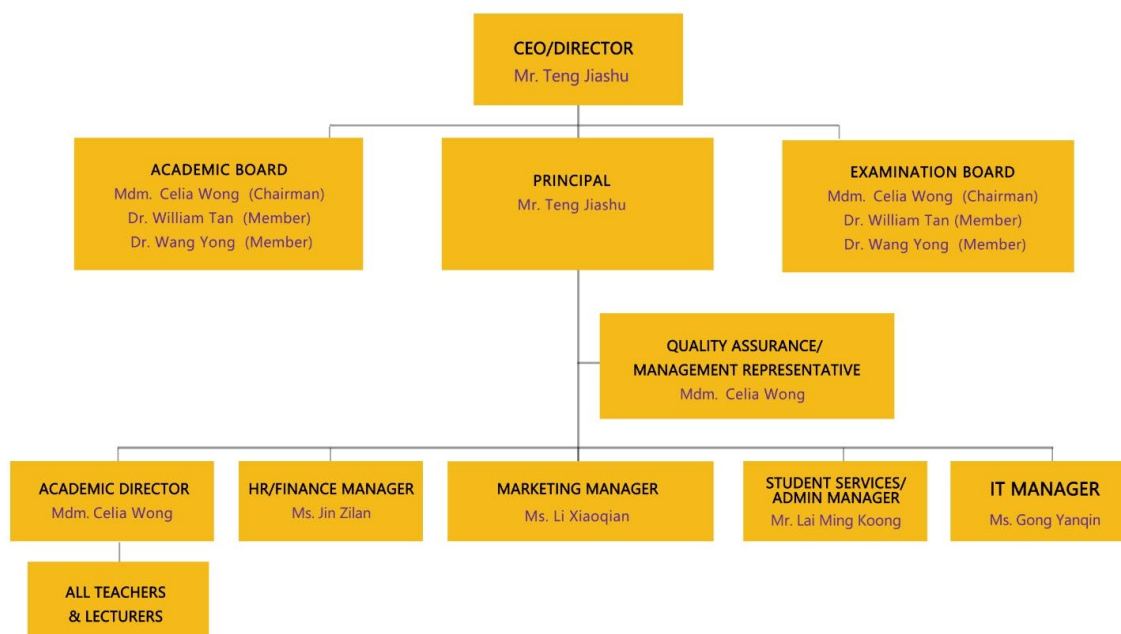
## 2 VMV STATEMENTS

The VMV Statements to be set are based on the following:

- Vision:  
To be a Leading and Innovative Global Education Institution
- Mission:  
To Nurture the Next Generation of Innovators
- Organizational Values:
  - i. Love of Learning
  - ii. Unity
  - iii. Integrity
  - iv. Creativity
  - v. Excellence

## 3 ORGANIZATION CHART

### Nanyang Asia College Organisation Chart



updated on August 2025

## 4 LOCATION AND CONTACT

Address : Blk 135 Jurong Gateway Road # 03-333 / 335 Singapore 600135  
Operating Hours : 9am to 6pm (Monday – Sunday)  
Public Holiday (Closed)  
Contact : +65 6899 0828 / +65 6899 0881  
Email : [ny@nycollege.edu.sg](mailto:ny@nycollege.edu.sg)

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## 5 COURSES AT NANYANG ASIA COLLEGE

The courses at Nanyang Asia College can be found on the college's website ([www.nycollege.edu.sg](http://www.nycollege.edu.sg)).

## 6 DISPUTE RESOLUTION POLICY AND PROCEDURES

Students who wish to provide official complaints to the College must adhere to the following procedure:

- Students must approach the Student Services/Admin Department to request and submit a Feedback Form. Alternatively, students can submit the Feedback Form via email.
- The Student Services/Admin Department must acknowledge the feedback / complaint received, within 3 working days.
- The respective departments will review the feedback / complaint and discuss it with relevant parties. A formal investigation will be carried out, if necessary.
- Relevant parties will propose a solution for the issue raised and the Student Services/Admin Department will communicate the solution to the student. This should be done within 7 working days upon receipt of the Complaint.
- The student should acknowledge within 14 working days whether they accept or is satisfied with the proposed solution. Should the student accept, the follow up action will be deemed as effective.
- If the student is not satisfied with the proposed solution, they can escalate the issue to the CEO/Director. The decision of the CEO/Director is final.
- The entire process, including the final outcome, should not take more than 21 working days, unless otherwise specified.
- If the student is still not satisfied with the outcome / decision, they will be referred to the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb).
- Students need to be informed of the reason for the delay, and justification needs to be provided. Justifications need to be recorded on the Feedback Form under the Outcome Acknowledgement (If Applicable) – Remarks (if any) section.

## 7 FEE PROTECTION SCHEME

**The Fee Protection Scheme (FPS)** serves to protect students' fees in the event a private education institution is unable to continue operating due to insolvency and/or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgement made against it by the Singapore courts.

In line with EduTrust requirement, private education institutions are required to adopt the Fee Protection Scheme to provide full protection to all fees paid by their students. All fees refer to all monies paid by the students to be enrolled in a private education institution, excluding the course application fee, agent commission fee (if applicable), miscellaneous fees (non-compulsory and non-standard fee paid only when necessary or where applicable, for example, the re-exam fee or charges for credit card payment etc) and GST.

Nanyang Asia College adopts LONPAC Insurance Bhd as insurance company. It is applicable to all local and international students.

### Insurance Scheme

Under insurance scheme, Nanyang Asia College is allowed to collect the total fees from the students directly. Insurance will be purchased on the same day upon receipt of the fees from the student. In the case of e-banking/telegraphic transfer/cheque payment, the insurance effective date must be the same as the date when the money is credited to the

Nanyang Asia College's bank account. Students under the insurance protection scheme, to purchase the insurance within 7 working days when the course fee is received. In the case of e-banking, the insurance effective date shall be the same as the date the money is credited to NYAC's bank account. The insurance coverage shall commence from the date of payment of the fees till the due date of the next payment or the course end date whichever is earlier.

\*Status of FPS protected fees can be checked and monitored under the Fee Protection Monitoring Module

For more information, please visit SSG's webpage - [https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/protection-of-course-fees](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/protection-of-course-fees)

## 8 PAYMENT MODES

### Digital & Cash Payments

- Cash
- Apple Pay / Google Pay
- PayNow / GrabPay / Alipay / WeChat Pay

### Bank Instruments

- For payments via cheque, bank draft, or telegraphic transfer, please make them payable to:
  - Bank Account Name: Nanyang Asia College Pte Ltd
  - Name of Bank: United Overseas Bank Limited Co.
  - Account Registration Address: 148 Upper Bukit Timah Road #01-01 UOB Centre
  - Branch Code: 159
  - Swift Code: UOVBSGSG
  - Bank Code: 7375
  - Bank Account No.: 347-303-088-6

### Late Payment Policy

Students and/or parents are required to make payment for Course Fees and Miscellaneous Fees by the scheduled due dates as stated in the PEI Standard Student Contract. NYAC considers any payment made more than 7 days after the due date(s) in Schedule B for Course Fees, or more than 7 days after the due date(s) in the invoices for Miscellaneous Fees, as late. A late payment fee may be imposed for such cases. Failure to settle outstanding Course Fees, Miscellaneous Fees, and late charges may result in NYAC exercising its right to cancel the student's registration and suspend related student services.

## 9 COURSE TRANSFER, WITHDRAWAL AND DEFERMENT

### 9.1 DEFINITION AND CONDITIONS

- The College will base the student requests on the following definitions: -
  - i. Transfer: Student changes the course or period of study (from full-time to part-time or vice versa) but remains as a student at the College.
  - ii. Withdrawal: Student discontinues all courses with the College.
  - iii. Deferment: Student delays or postpones of the course (or modules).

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- Conditions for granting **Course Transfer**:
    - i. All outstanding fees must be settled prior to approval of request.
    - ii. Student must fulfil the admission criteria of the new course and will be subjected to the College's student selection and admission procedures.
    - iii. For Student's Pass Holder, Course Transfer is subject to ICA's approval of the new Student's Pass. ICA will be informed through the application of the new Student's Pass.
  - Conditions for granting **Deferment**:
    - i. Any deferment granted would ordinarily be up to a maximum of one year. If necessary and upon a fresh request, the deferment may be further extended. However, if the deferment has been more than 3 months, the Student Pass will be cancelled, and student will need to re-apply a new Student Pass when they return.
    - ii. Requests for extension can be considered on a case-by-case basis.
    - iii. Deferment is subject to the availability of courses offered. The College reserves the right to offer similar courses in replacement with discontinued courses.
    - iv. The course must be on-going such that by the time the student returns at the end of the deferment period, he is still able to study all the required courses and successfully complete the requirements for graduation. Acceptable reasons (but not limited to) may include:
      - Family members who are very sick or dying where the student's presence at home is required.
      - Traumatic family circumstances (e.g. death of a parent in an accident) where the family needs to be together to support each other.
      - Sickness or poor health where the student needs to have an extended period of rest.
  - Conditions for granting **Withdrawal**:
    - i. All outstanding fees must be settled prior to approval of request.
    - ii. ICA will be informed through the cancellation of the Student's Pass. Student's Pass Holder is required to submit his/her Student's Pass to the college for cancellation of the Student's Pass with ICA.
    - iii. A student who withdrew will have their contract terminated.

## 9.2 POLICIES AND PROCEDURES

- For any requests on Transfer, Deferment and Withdrawal, students are to fill in the Transfer Request Form / Withdrawal Request Form / Deferment Form and submit it to the Student Services /Admin Department. For eligible refund cases, the Refund Request Form will be completed as well.
- Students should state the reasons for the request.
- Upon receipt of the Transfer Request Form / Withdrawal Request Form / Deferment Form, the Student Services/Admin Department is to contact the parents/guardians/students to find out further the intention of the request. This is to be done within 5 working days upon receipt of the Transfer Request Form / Withdrawal Request Form / Deferment Form (based on the date of application).
- For any refund cases, the Student Services/Admin Department would need to explain and document down in the Refund Request Form how the refund amount is being computed.



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- The Student Services/Admin Department would also need to inform External Academic Partners and seek permission for deferment of studies for students that are enrolled in courses with External Academic Partners (If applicable).
  - The Management Team would need to approve (Course Transfer, Deferment and Withdrawal) all requests in the Transfer Request Form / Withdrawal Request Form / Deferment Form.
  - For students under the age of 18 Years Old, evidence of consent from the parent / legal guardian would be documented in the Transfer Request Form / Withdrawal Request Form / Deferment Form.
  - Upon Management Team approval, the Student Services/Admin Department would need to notify students in writing of the outcome via letter.

## 10 REFUND

### 10.1 REFUND TABLE IN STUDENT CONTRACT

- As the Refund Table can differ based on which periods that they are signed, and that each Student Contract is a legally binding document, reference should be made to each Student Contract that is signed with the College with regards to the % of refunds as stated in the Refund Table (Schedule D of the Student Contract).
- Schedule D - Refund Table:

<b>% of [the amount of Course fees and Miscellaneous Fees paid under Schedules B and C]</b>	<b>If the Contracting Party's written notice of withdrawal is received:</b>
[75%]	more than [30] working days before the Course Commencement Date
[60%]	on or before, but not more than [30] working days before the Course Commencement Date
[40%]	after, but not more than [7] working days after the Course Commencement Date
[0%]	More than [7] working days after the Course Commencement Date

### 10.2 POLICIES AND PROCEDURES

- To request a refund, students must submit the Refund Request Form to the Student Services/Admin Department and will be acknowledged by the staff who received it. After that, it will be passed to HR/Finance Department for processing.
- Eligible students who are withdrawing from a course will have their refund processed by the HR/Finance Department.
- All necessary supporting documents must be submitted along with the Refund Request Form. The reason for the refund must be clearly stated on the form.
- The Student Services/Admin Department will acknowledge receipt of the request within 2 working days and verify the student's contract to determine if a refund is applicable.
- The HR/Finance Department will calculate the refund amount based on the refund policy in the student contract and indicate it on the form.
- Approval from the Management is required before issuing the refund amount.
- The Management's approval will be documented on the Refund Request Form.
- Once approved, the HR/Finance Department will issue the refund according to the student's preferred method.
- The Student Services/Admin Department will inform the student of the refund status and instructions for collecting the payment if approved.

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- The Student Services/Admin Department will explain to the student how the refund amount was calculated during the collection process.
  - The student will acknowledge receipt of the refund amount and the explanation of the calculation on the Refund Request Form.
  - For any Refund, the College would need to obtain the student's parent / legal guardian's written consent if they are under 18 years of age.

## **11 STUDENT SUPPORT SERVICES**

The College aims to provide all students with an academic education of the highest standards through the provision of these services. The comprehensive list of student support services and programmes that are provided by the College to meet the needs of students, enhance overall educational experience and promote career guidance and/or employability skill is as follows (but not limited to):

- Airport Pickup
- Accompany the students to the exam venue
- Special help in the form of extra lesson time or counselling for students who face difficulties in class
- Field Trip
- External Professional Counselling Services
- Career Guidance Workshop
- Fire Drill
- Library Access for References
- Festive Celebrations

The College's adopted Five Ways of Life Framework for Student Holistic Framework Development; its implementation and elements are explained in the operational guidelines as follow: -

- Moral Education (德)
- Intellectual Education (智)
- Physical Education (体)
- Aesthetic Education (美)
- Labor Education (劳)

## **12 STUDENT CONDUCT AND ATTENDANCE**

### **12.1 DISCIPLINARY POLICY**

The College takes student disciplinary issues very seriously and the following would constitute a student misconduct:

- Possession / consumption of prohibited product or drugs.
- Absence without a valid reason for more than seven (7) consecutive days.
- Stealing
- Fighting, hooliganism and/or extortion
- Physical assault and/or verbal abuse
- Vandalism
- Cheating in examinations or assessments
- Plagiarism

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- Wilful defiance of NYAC's rules and regulations
  - Serious infringements of the laws of Singapore

Depending on the severity of the situation, actions taken against the student can include:

- Student Counselling Sessions as part of early intervention measures
- Verbal warnings
- Official warning letter
- Immediate suspension / expulsion
- Reporting of the matter to local authorities
- Confiscation of items
- Reduction of marks for a test or assessment
- Cancellation of student pass and repatriation to home country

## **12.2 ATTENDANCE POLICY AND PROCEDURE**

- All students on Student Pass should meet the minimum monthly attendance requirement of 90%.
- All Non-Student Pass Holder should meet the minimum monthly attendance requirement of 75%.
- All absence should be supported by medical certificates / approved student leave application.
- All students on Student Pass whose attendance fall below the monthly requirement, will be reported to Immigration Checkpoint Authority (ICA).
- Students on Student Pass who miss 7 consecutive days of classes will have their student pass cancelled, with effect from the 8th day. The Letter of Cancellation will be sent to student's local address as registered with the College.
- The lecturer/teacher marks student attendance on a daily basis. For e-learning courses, students are required to keep their cameras turned on throughout the session, except during break time. Each session is recorded, and a screenshot of the students will be taken within the first 30 minutes of the class. Additionally, lecturers/teachers are required to take attendance on the Attendance Sheet.
- At the end of each month, the teacher/lecturer submits the Attendance Sheet to the Student Services/Admin Department. The Student Services/Admin Department informs the Academic Director of those students whose attendance for the month has dropped below 90% (for Student Pass Holder) and 75% (for Non-Student Pass Holder).
- The College will monitor student attendance monthly, and intervention actions (academic / pastoral counselling) will be taken to help students with poor conduct or poor attendance.

## **12.3 BEHAVIOR IN COLLEGE PREMISES**

Students are to abide by the Classroom Rules and Regulations as follows:

- Do not speak loudly or walk around in class.
- No eating or drinking. Only bottled water is allowed.
- Do not litter. Keep the classroom clean and neat.
- No vandalism of the school properties.
- Students are not allowed to adjust any electrical appliances (air-condition, fans etc).
- There is no need for companion to the washroom. Please go alone.
- Before leaving the classroom, bring along your valuables to prevent any loss.
- Arrange all tables and chairs back to the orderly arrangement before leaving the classroom.

- Kindly ensure that all electrical appliances in the classroom are off if you are the last to leave the classroom.
- Do not use handphones, computers, iPads and other electronic devices in the classrooms.
- Only electronic dictionaries are allowed.

#### 12.4 BEHAVIOR OUTSIDE OF COLLEGE

- Students are to adhere to the Singapore Law.
- Acts of misconduct such as stealing, fighting, may lead to prosecutions by the police.
- In such events, NYAC may suspend the student to facilitate further investigations.
- If the student is found guilty, he/she will be subjected to disciplinary actions.

#### 12.5 DRESS CODE AND APPEARANCE

- Students are to be properly dressed for their lessons in school.
- NYAC reserves the right to bar students from entering if they are improperly dressed.
- Ragged clothes, mini-skirts, revealing clothing and slippers are deemed as improper.

### 13 STUDENT ASSESSMENT

#### 13.1 STUDENT ACADEMIC HONESTY POLICY

- All students must adhere to the College's Code of Conduct (Students), which are communicated to them before the scheduled assessment.
- Students are expected to be authors of their own work, and to cite and credit when they use other authors'/artists' work or ideas.
- In the event of proven use of others' work in place of your own, without citing and crediting the original source, will be penalised. Failure to understand and follow protocol on academic conduct may ultimately result in a student being subjected to disciplinary actions or terminated from their course.
- Academic misconduct can be broken down into the four categories below:
  - Plagiarism  
Plagiarism is presenting another person's work or ideas as your own, with or without their consent. In addition, when student incorporates it into their work, without citing and crediting the original source. Plagiarism may be intentional or reckless, or unintentional.
  - Collusion  
Copying another student's work with their knowledge and consent.
  - Commission  
Paying another person to prepare and complete the assignment or coursework.
  - Cheating during examination  
Any form of communication with other students or external sources. Bringing unauthorised materials/technology into the examination venue.
- Due diligence will be performed to determine if the above academic misconduct has taken place. The following are examples of evidence of plagiarism:
  - Text from a known source, without citing or crediting

- ii. Inconsistent writing structure
- iii. Changes in font
- iv. Work not in keeping with the student's usual standard
- v. Inappropriate referencing convention
- vi. Web addresses still attached to the copied text
- vii. Irrelevant content
- viii. Lack of personal voice
- ix. In a viva voce, student unable to defend and clarify questions raised by the Academic Department.

## 13.2 GRADING SCHEME

- For internally developed courses, criteria for Grading and Awards would need to encompass the different Grades, Range of Marks associated with each Grade and the Course Award Completion Requirements.

Grade	Grading Scheme	General Descriptors
<b>A+</b>	85 - 100	Excellent
<b>A</b>	75 – 84	Distinction
<b>B</b>	65 – 74	Credit
<b>C</b>	55-64	Good Pass
<b>D</b>	50 – 54	Pass
<b>F</b>	0 – 49	Fail
<b>RP</b>	50 - 100	Passed at the Supplementary

General Descriptors	Descriptors
Excellent	Demonstrates exceptional application and comprehensive understanding of techniques and materials.
Distinction	Consistently good application and understanding of techniques and materials.
Credit	Adequate application and understanding of techniques and materials.
Good Pass	Above average application and understanding of techniques and materials.
Pass	Below average application and understanding of techniques and materials.
Fail	Inadequate use of techniques and materials, no communication, no understanding, no professionalism.
Passed at supplementary	Candidate did not initially meet the minimum passing criteria during the main assessment, but demonstrated sufficient competency through a supplementary paper.

- Students who receive an 'F' on their first attempt may be eligible for a reassessment or resubmission of the module. Those who fail to resubmit or fail the second attempt will be required to retake the entire module.
- For courses with External Academic Partner, the grading and award criteria would adhere strictly to those of the College's External Academic Partner.

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### 13.3 APPEAL POLICY AND PROCEDURE

#### Courses with External Academic Partners

- Upon release of results, students may submit an Appeal Request Form together with the payment of the required fee to Academic Department. Students are given 7 working days to submit an appeal after the release of exam results.
- The Academic Department must acknowledge the receipt of the Appeal Request Form within 3 working days and proceed to submit the appeal to the External Academic Partner.
- All decisions made by the External Academic Partner are deemed final and subject to their appeal processes.
- The Examination Board reviews and endorses the appeal results before the Academic Department informs the students of the outcome (to be done within 4 weeks from the date of the appeal).
- Should there be changes required, the Academic Department will make the necessary amendments to the results slip.

#### In-house Courses

- Upon the release of results, students may submit an Appeal Request Form together with the payment of the required fee to the Academic Department. Students are given 7 working days to submit an appeal after the release of exam results.
- The Academic Department must acknowledge the receipt of the Appeal Request Form within 3 working days and proceed to submit the appeal to the Academic Director.
- The Academic Director reviews the appeal and decides the validity of the appeal. If the request qualifies for an appeal, a different marker will be deployed to re-mark the paper. Comments from the re-marking, must be stated in the Appeal Request Form, which would be circulated to the Examination Board for their approval.
- All decisions by the Examination Board are final.
- The Academic Department will inform the student of the final decision within 4 weeks from the date of the appeal.
- Should there be changes required, the Academic Department will make the necessary amendments to the results slip based on the final result.

## 14 NYAC FACILITIES AND EQUIPMENT

### 14.1 FACILITIES AND EQUIPMENT

Nanyang Asia College also has the necessary facilities and equipment to meet the students' needs.

#### **Facilities**

- 6 Classrooms
- 1 Library

#### **Equipment**

- Printer
- Computers/Laptops
- Projector
- Telephones
- ClassIn

### 14.2 LIBRARY RESOURCES

- Students are free to read the books within School premises.
- Books should be returned to the original rack after reading.
- Silence should be observed all the time.

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- Vandalism is strictly prohibited.

## **15 INTELLECTUAL PROPERTY RIGHTS**

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

## **16 DATA PROTECTION NOTICE & CONSENT / PDPA**

- By providing the Personal Data, including those related to a third party (e.g.: information of students' parents) to us through the various channels (e.g, written form, webpage, email, etc.), students represent and warrant that consent, including that of the third party, has been obtained for collection, use and disclosure of the Personal Data for the respective purposes. In the event the personal data is to be used for a new purpose, the College will notify the students and seek their consent.
- The College ensures that students Personal Data held by us shall be kept confidential. When transferring personal data to our third-party service providers, agents and/or our affiliates or related corporations whether in Singapore or elsewhere in order to carry out one or more of the purposes listed above, we will require them to ensure that students Personal Data disclosed to them is kept confidential and secure.
- 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\*)

## **17 OTHER INFORMATION**

### **17.1 STUDENT PASS APPLICATION AND PROCEDURE**

- To apply for a Student Pass from the Immigration & Checkpoints Authority of Singapore (ICA), international students must provide accurate and the most updated information relating to their:
  - i. personal particulars;
  - ii. educational qualifications;
  - iii. financial ability;
  - iv. family background;
- Students may apply for a Student Pass via the Student's Pass Online Application & Registration (SOLAR) system, accessible at <http://www.ica.gov.sg>. Login details for SOLAR will be provided by the institution.
- For Student Pass collection from ICA, the student has to bring his/her IPA letter, and the documents that stated in the IPA letter. (E.g. passport, passport-sized photograph, medical report, printout of E-forms 16 and V36)  
Note: ICA has transitioned to issuing digital Student Passes. Students will no longer receive physical cards. Instead, the pass will be available via the Singpass app or FileSG platform.



- Students may be required to attend an interview in person in order to substantiate your application for a Student Pass. This pass grants the student permission to stay in Singapore and pursue their studies approved by the Singapore government. It states the period of time that the student is allowed to stay.
- 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. Students are not allowed to seek any form of employment, paid or unpaid, or be involved in any business, profession or occupation. Students are not to take part in any activity which is detrimental to the security, reputation and well-being of Singapore.
- Prior to the students pass or immigration status in Singapore, do seek advice from the Admission Office as soon as possible. Also, according to immigration law, some international students are required to pay a certain amount of Security Deposit to ICA. This information is available on ICA's official website at <http://www.ica.gov.sg>.
- For student pass renewal, students must inform PEI to renew their student passes one month before the expiry date. There will be no renewal of student passes after the expiry date. Renewal is also done via the SOLAR system and may require updated documents.
- Upon the completion, withdrawal or termination of student's course with our College, their Student Pass must be cancelled.
- Upon the cancellation of their student pass, ICA may grant a short-term visit pass upon cancellation, subject to approval. Please adhere to the validity period of the social visit status granted to student by ICA. Students must return their student passes to ICA within seven (7) days after the end of their courses. No foreign student may stay in Singapore after their pass expires. Student Pass cancellation is also done online, and students must ensure that their digital pass is properly terminated.

## 17.2 ADVICE ON A ACCOMODATION AND COST OF LIVING IN SINGAPORE

- Singapore offers a wide variety of accommodation to suit different needs and budgets. Students are advised to make their own arrangements prior to arriving in Singapore but temporary accommodation can be arranged while finding something more suitable for the remainder of the stay. Lodging is relatively easy to find in Singapore. These are some places students can choose to stay in:

Type of Accommodation	Description
Hostel	Hostel accommodations specially catered to the needs of international students, providing a cozy environment conducive to learning and after-school study. Costs approximately <b>\$500–\$1,200</b> per month.
Homestay	Local Singaporean families' welcome students into their homes, treating them as part of the family.
HDB (Public Housing)	Renting an HDB flat costs approximately <b>\$2,400–\$3,000</b> per month (price varies by location, size, and condition). Flats near MRT stations are typically more expensive. Students may live alone or share with peers. Lease terms usually require a <b>minimum commitment of 1 year</b> .

- Typical cost of meal: S\$5-6 per pax per meal. Dining at mid-range restaurants may cost S\$20–30 per meal.
- NYAC assists students to settle down comfortably in Singapore by offering complimentary accommodation placement service. We have developed a pool of reliable hostel accommodation providers in Singapore to suit students' budget.

## 17.3 GENERAL HEALTHCARE SERVICE IN SINGAPORE

For further information about healthcare services in Singapore, please refer to [www.singhealth.com.sg](http://www.singhealth.com.sg)

## 17.4 RELEVANT SINGAPORE LAWS

Immigration	All international students studying in Singapore must have a valid passport and a Student Pass from ICA (Immigration and Checkpoint Authority)
Employment	International students 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
Driving	All drivers must be in possession of a valid Singapore driving license and the vehicle must be insured.
Drugs	Possession of Controlled Drugs is presumed to be for trafficking, an offence which can carry the death penalty.
Alcohol Abuse	Any offence committed while being intoxicated (drunk) is punishable under the law. Drunk driving is a serious offence.
Smoking	Smoking in specific public places and indoor restaurants is prohibited.
Traffic	Jay walking is an offence.
Littering	Littering, spitting and vandalism (with graffiti) in public areas are serious offences.

#### 17.5 IMPORTANT CONTACT NUMBER FOR STUDENTS

- Emergency/Important Phone Numbers are pasted on the Notice boards:
- NYAC Office Phone No: +65-6899 0828/ +65-6899 0881
- Police: 999 (toll-free)
- Emergencies/Ambulance/Fire Brigade: 995 (toll-free)
- Non-emergency ambulance: 1777
- Committee for Private Education: 6512 1140 (Operating hours: 9:00 AM – 5:00 PM (Mondays – Fridays) (Closed on Saturday, Sunday, and Public Holidays)
- Immigration and Checkpoints Authority (ICA) Hotline: (65) 6391 6100 (24-hour automated hotline for information on their services and procedures. Customer service officers are available from 8am - 5pm, Mon to Fri and 8am- 1pm, Sat)
- Samaritans of Singapore (SOS) 24-hour Hotline: 1767 24-hour CareText: 9151 1767 (via WhatsApp)

#### 18 ALTERATIONS

The College reserves the right to alter all the above said from time to time. Changes (if any) will be notified in writing.