INFORMATION KIT 2010

Message from the Chairman

Genetic Computer School is registered with the Ministry of Education, Singapore and was established in 1986 to be a leading force in the promotion of Information Technology culture by producing professionals for the Information Technology industry through the provision of quality IT training and educational opportunities.

We strive to be visionary and academically driven, to achieve our aims. Our focus is thus student oriented, as they are the reason for our existence thus we strive to continue to ensure that the management faculty ant the administration continue to create a conducive academic environment that helps students like yourself to realize your potential. We have installed a suitable students' redress policy for students who may have doubts.

We provide the following Service Guarantee for our Courses

1. All courses shall commence on the scheduled date as stated in our Students Handbook and communication materials that are prominently displayed in our premises. It there should be unavoidable delay in the commencement date, we shall give advance notice of seven (7) days.
2. A Certificate of completion for the respective courses will be awarded for the respective courses to the students on attaining the required proficiency level and who have at least 90% classroom attendance.
3. We make careful assessment of the students needs and proficiencies in matching with the courses offered at our school and where necessary we conduct test to ascertain their suitability.
4. Our teachers have the required experience, qualification and competency to conduct the courses.
5. The total hours of teaching instruction shall adhere to the timetable provided to all students on enrollment.
6. We give an appropriate refund of tuition fee/non-tuition, depending on circumstance and merit in accordance with the Agreement entered with the student.
7. We have procedures to deal with any student’s grievances and complaints and undertake to resolve them within the maximum period of 21 days.
8. We shall provide to the best of our ability, a conducive learning environment with the necessary support staff to enable our student’s full attention to their studies.

9. We will honour all terms and conditions printed in the Student Hand-book as well as terms and conditions of the Contract between Genetic Computer School and the Student with regards to course delivery, pricing and student services.

In December 2004, the school had in place the Student Protection Scheme as stipulated by the Consumers Association of Singapore (CASE) (the "SPS") by way of a Student Tuition Fee Insurance with NTUC Insurance. We have since December 2009, engaged Lonpac Berhad for Insurance under the Fee Protection Scheme (FPS) in order to meet all the new requirements of the Enhanced Registration Framework and the voluntary Edutrust Requirements. Hospitalization Insurance is also provided to all students. We have gone a step further to only collect fees on a 6 monthly basis, thus leaving students with no risk.

Prior to enrollment, student or legal guardian signs the CPE-recommended Student Contract with Genetic Computer School and we adhere with full integrity the Refund Policy that is communicated in all of our marketing brochures and website.

It is Genetic Computer School's policy that all applicants will be given full details regarding the' curriculum, academic marking guidelines, disciplinary matters, fee refund policies, education pathway and career opportunity prior to the signing of the Student Contract.

It is thus, our standard operating procedure to enter into a Student Contract with both International and local students prior to confirmation of enrollment and this policy is communicated to the student through our various communication channels, including our website. It is also standard procedure to protect the fees of all students with the Fee Protection Scheme (FPS).

Welcome to Genetic Computer School.

William Goh
CEO & Principal

GENETIC COMPUTER SCHOOL

Genetic is a Singapore based international computer training school that researches, develops and teaches computing.

Vision

To be a leading education provider in developing Knowledge Professionals for the global IT industry

Mission

- Provide well-designed up-to-date curriculum
- Prepare students with the right computing skills
- Promote independent learning through projects and real-life case studies
- Plan and promote innovative teaching to achieve maximum learning outcomes
- Pursue close collaboration with academics and industry-experts

Values and Culture

Student Satisfaction
Meeting or exceeding student expectations through excellence in service and delivery, each and every time

Human Resource
Top Management recognizes that human resource is the vital asset of the company and aims to develop them to their fullest potential

Innovation
Creating an environment that encourages innovative ideas in promoting continual improvement and developing best-in-class practices

Professionalism
Maintain the highest level of professionalism and integrity in everything we do

Worldwide Operations

Operating in over 35 countries and regions together with partners from both Industry as well as academic institutions and conducting Business Information Technology programmes to Degree level programmes. Genetic Computer School, has develop a strong presence and reputation in the countries it operate.

Why study at Genetic?

Because our course is vocationally designed and at the same time enables you to pursue further study should you so choose.

Tested and Proven Teaching System

Over the years we have perfected the delivery of our courses to ensure our students understanding the material being delivered.

Conducive Environment

All our class rooms follow Ministry of Education guidelines and are well equipped. All class rooms have broadband connectivity. There is also 1 fully networked Computer Lab and 1 Student study room with broadband Internet access.

Strategic Location

We are located with near public transport, Mass Rapid Transit (MRT) and buses.
The National Library is a mere 8 minutes stroll away.
Food and Drink shops within 2 minutes from the school.
Accommodation as close as 5 minutes walk from the class rooms.
The swimming pool is and multipurpose sports hall are just 5 minutes walk as well.
Similarly government run medical centre is also a mere 5 minutes stroll away from the class rooms.

Progression Path

The International Diploma in Computer Studies leads to the International Higher Diploma in Computer Studies. It also has advance standing in to various undergraduate programmes at Murdoch University in Perth, Australia.

International Recognition

The International Diploma in Computer Studies is recognized in several countries, namely, the United Kingdom, the United States of America, and Australia.

International Diploma in Computer Studies

This course is designed as a vocational course that gives you a sound proactical and up to date foundation in the use of Information Technology within a business context. The course covers the essential structured Systems Analysis and Design Skills needed by the IT Professionals of Today. This is a well rounded courses programme that also includes important soft skills such as interpersonal skills to complement the technical skills as preparation for professional work.

Duration of this course is 24 months.

CONTENT:

Year 1

Office Application with Web
VB.Net Programming
Data Design using SQL Server
Interpersonal Skills
Systems Analysis and Design
Mathematics – Algebra & Calculus
Mathematics – Discrete Maths
Computer Systems – Fundamentals
Computer Systems – Architecture

Year 2

Programming Techniques using Java
Management Information Systems
Windows 200 Server
DHTML & Java Script
Web & Multimedia Development
Network +
A+
ASP . NET

OPTIONS – Choose One Specialization

Programming Specialization

Object Oriented Design
Programming using C #

E-Commence Specialization

E-Commerce
iNet +

Business Specialization

Business – Business Organisation
Business Accounting

Course Pre- requisite – GCS "A" level or Equal and GCS "O" level English or equal

ACADEMIC ADVANCEMENT :

Holders of this Diploma may proceed to the

International Higher Diploma in Computer Studies conducted by Genetic Computer School

Apply for advance standing into various Undergraduate programmes at Murdoch University, Australia.

Course Fees : Please seen fee table on Website: www.genetic.edu.sg for latest fees and refund policy.

International Higher Diploma in Computer Studies

This programme is designed to equip the students with necessary skills to participate in more complex software system engineering projects. The programme covers individual modules of network operating systems, server administration, data communication and mobile technologies, distributed computing, system architecture and hardware design, artificial intelligence systems, advanced programming and software engineering. That will empower the students' ready-for-jobs knowledge and skills in current emerging technology trends

Duration of this course is 24 months.

Course Outline:

CS310 LINUX System Administration
CS311 Computer Ethics and Security
CS312 Knowledge Based Systems
CS313 Operating Systems
CS314 Data Communication
CS315 Computer Architecture
CS316 Software Engineering
CS317 Distributed Systems
CS318 Programming Languages
CS319 Artificial Intelligence
CS320 Hardware Systems Design

Choose any one specialization

Programming Specialization
CS321 Enterprise Solution Architecture

E-Commerce Specialization
CS322 Internet Technologies

Business Specialization
CS325 Project
CS326 Team Project
CS327 Industrial Placement

Course Pre- requisite – Genetic Computer School's International Diploma in Computer Studies or Equal and GCS "O" level English or equal

ACADEMIC ADVANCEMENT :

Holders of this International Higher Diploma may proceed to the apply for advance standing into various Undergraduate programmes at Murdoch University, Australia.

Course Fees : Please seen fee table on Website: www.genetic.edu.sg for latest fees and refund policy.

Professional Diploma in Software Technology

Professional Diploma in Software Technology (PDST) course is designed to meet the needs of current job market for database programmers and web developers.

Duration of this course is 12 months.

Course Outline

CS180	Office Application with Web
CS183	VB.Net Programming
CS182	Database Design using SQL Server
CS331	Advanced VB.Net
CS188	Computer Systems – Fundamentals
CS189	Computer Systems – Architecture
CS190	Programming Techniques using Java
CS231	ASP.Net

Course Pre- requisite – GCS "O" Level or Equal and GCS "O" level English or equal

This is a vocational course.

Course Fees : Please seen fee table on Website: www.genetic.edu.sg for latest fees and refund policy.

Course Fee Table :

Course Name	Amount From February 2010 onwards	Due
International Diploma in Computer Studies (IDCS)	Tuition Fee $8000	
Year 1 - Semester 1 - Semester 2	$2,000 $2,000	Two weeks before starting of course Two weeks before the 7th month from signing contract
Year 2 - Semester 3 - Semester 4	$2,000 $2,000	Two weeks before the 13th month from signing contract Two weeks before the 19th month from signing contract
International Higher Diploma in Computer Studies (IHDCS)	Tuition Fee $8816	
Year 1 - Semester 1 - Semester 2	$2,204 $2,204	Two weeks before starting of course Two weeks before the 7th month from signing contract
Year 2 - Semester 1 - Semester 2	$2,204 $2,204	Two weeks before the 13th month from signing contract Two weeks before the 19th month from signing contract
Professional Diploma in Software Technology (PDST)	Tuition Fees: $4500	
Year 1 – Semester 1 - Semester 2	$2,250 $2,250	Two weeks before starting of course Two weeks before the 7th month from signing contract

Other Fees Table

Other Fees	Amount	When
Registration Fees	$50	On application
Administration Fees	$250	Two weeks before starting of course
Book Fees / Course Material Due on Orientation day	PDST: $400 IDCS: $500 IHDCS: $550	On First day of class or Before Collecting Student Pass which ever comes first
Late Tuition Fees	$10	Where applicable
Replacement of Student ID	$18	Where applicable
Retake of Module – Examination Fess	$63	Where applicable
Fee Protection Scheme (FPS) processing Fee	$150	Two weeks before starting of course
ICA processing fee (solar application)	$30	On Student Pass Application
ICA Security Deposit (refundable)	(depends on nationality)	On Collection of Student pass
ICA visa fees every 6 months	$90	On Student pass collection
Late Student Pass renewal processing fee:		
Less than 14 days but more that 7 days before renewal due Less than 7 days to renewal date	$10 $50	On renewal

PAYMENT DETAILS

All payments are to be made to Genetic Computer School Pte Ltd.

All tuition fees are due schedule of payment set out in the student PEI contract, all fees are in Singapore dollar only.

Payments can be made in the following forms: Cash, Telegraphic Transfer, Bankers Cheque

Our Banking Details are as follow:

Bank Name: Development Bank of Singapore (DBS),Shenton Way Branch

Bank Address: 6, Shenton Way, Singapore

Bank Tel: (65) 6878-8888 Bank Fax: (65) 6445-1267

Account Name : Genetic Computer School Pte Ltd

Account No.: 0001-006-211-01-2-022

Internatioanl Students must apply for a students pass
Frequently asked Questions about Student Pass

Q. Which documents need to be certified or notarised at the time of application?
Applicant's highest academic educational certificate and result transcripts need to be certified/notarised. For People's Republic of China (PRC) nationals, they may submit the notarised copies of the supporting documents.

Q. Who can certify true copy of supporting documents?
The Singapore school that accepts a foreign student would have looked through the student's educational certificate and results transcripts before accepting him/her. Therefore, the school can certify the photocopies of educational certificate and result transcripts. The authorised personnel from the school should sign on the certified copy and endorse the schools stamp on the certified copies. Nonetheless, the foreign student is required to produce the original copies of the certified educational certificates and result transcript at the time of collection of the Student's Pass if he/she is an approved Student's Pass holder.

Q. Must my medical examination be done in Singapore?
If you are a new applicant and not in Singapore, the medical examination can either be done in your home country or in Singapore by a qualified doctor. However, the medical examination required for subsequent renewal of the Student's Pass must be done in Singapore. The doctor must record and certify the results of the medical examination in the designated medical report form. The medical report should not be issued more than 3 months from the submission date of your application or renewal. If a medical report was submitted to ICA or MOM not more than 2 years from your submission date, there is no need to re-submit a fresh medical report. (The above requirement is not applicable to applicants who are below 15 years old.)

Q. Is the security deposit refundable?
The security deposit is refundable provided the student has not breached any of the conditions stated in the security bond executed by the local sponsor and his/her departure from Singapore is confirmed by ICA.

Q. When can my security deposit be refunded?
Generally, it takes about 6 weeks to process the refund or release of the cash deposit or banker's guarantee upon the cancellation or expiry of your Student's Pass and/or after the applicant has left Singapore.

Q. Am I allowed to work?
No. You are strictly not allowed to engage in any form of employment, whether paid or unpaid, or in any business, profession or occupation in Singapore during the validity of your Student's Pass unless you have the consent in writing of the Controller of Immigration. Violators will be prosecuted by law.

Q. What are the ICA regulations?

Eligibility
A foreigner is required to apply for a Student's Pass if he/she wishes to pursue full-time studies in Singapore in a CaseTrusted / CaseTrust- Exempted private education organization (PEO) that:
is registered with Ministry of Education (MOE); or
is not required to be registered with MOE but had obtained permission from the Commissioner, Immigration & Checkpoints Authority (ICA) to submit Student's Pass applications for international students intending to take up its courses.

With the Economic Development Board (EDB)'s launch of the new initiatives under the Education Excellence Framework, from 1 September 2005, all PEOs will need to be awarded with the CaseTrust for Education to offer school placement for international students.

With effect from 1 September 2005, Student's Pass applications will be accepted only if they are for international students who are enrolled in a CaseTrusted/CaseTrust-Exempted PEO. Please see details on the CaseTrust for Education scheme and the list of CaseTrusted institutions.

A foreigner is exempted from applying for a Student's Pass if he /she is a:
Immigration Exemption Order holder; and
Visitor who has been granted a short term Visit Pass at the Singapore Checkpoint and wish to attend a short course that can be completed within the validity period of the initial Visit Pass granted to him/her at the Singapore checkpoint or 30 days, whichever is shorter. It must also satisfy two other criteria, that is, the course:
Must be a complete and stand-alone module of its own. Courses with multiple programme modules are excluded from this Student's Pass exemption scheme; and
Must not involve hands-on practical occupational training and/or industrial attachment which have interaction with walk-in customers or be conducted at premises that are also the places of business, e.g. hair salons and beauty salons.

New Applications
New applications must be submitted at least two months and not more than six months from the course commencement date.

Applicants are not required to be present in Singapore while their applications are being considered. Hence, applicants are advised to apply for a Student's Pass outside of Singapore as no extension of stay will be considered while the applications are under processing.

Applicants are advised to enter Singapore to complete the formalities for the issuance of a Student's Pass only after their applications have been approved. They will be issued with Student's Passes within one month from the course commencement date.

Submission
With effect from 1 June 2007, new applications are to be submitted via the Student's Pass OnLine Application & Registration+ (SOLAR+) system.

New applications by PRC nationals, who are above 19 years old (i.e, passed their 19th birthday at the time their applications are submitted to ICA) and wish to attend a language, commercial, vocational or fine arts non-graduate/postgraduate degree course [including the University of London (UOL) tuition programmes], will be routed to the Singapore Embassy in Beijing (where an interview with the applicant may be required) for processing before routing to ICA for assessment. The applications will be routed directly to ICA for assessment if the PRC nationals are intending to take up a full-time course at an approved PEO that is awarded the Singapore Quality Class for

Private Education Organization [SQC(PEO)] by SPRING, Singapore.

If your school has yet to register with ICA for the use of SOLAR+, your school can download the SOLAR+ registration form from ICA's website and mail the complete form to ICA (Attention: Student's Pass II Unit) for registration.

Processing Time
The general processing time for a new application is about four weeks [two weeks for PEOs that are awarded the SQC(PEO) status] upon the receipt of a duly completed application by ICA. Some applications may however take a longer time to process. The local sponsor and PEO will be notified of the outcome by post.

Renewal of Student's Passes
This section applies to students who are renewing their Student's Passes so as to continue the same course in the same school.

Applications to renew a Student's Pass must be submitted two weeks before the expiry of the current Student's Passes.

Submission
With effect from 1 June 2007, applications to renew Student's Passes are to be submitted via the Student's Pass OnLine Application & Registration+ (SOLAR+) system.

Processing Time
The general processing time for the renewal of a Student's Pass is three working days (excluding the day of submission and collection) upon the receipt of a duly completed application by ICA. Some applications may however take a longer time to process.

Transfer of Schools / Courses of Study
This section applies to students who are applying for a new Student's Pass to take up a different course or to study in a different PEO.

Applications for a transfer of school/course of study must be submitted at least four weeks before the course commencement date.

Documents Required for Transfer of School from a non-PEO to a PEO only

Basic Documents
From Applicant,
Two copies of Form 16, Form V36 and Form V39S duly completed and signed by applicant and local sponsor at the relevant sections (The first set of forms must be original. The second set may a photocopy of the original set);
Disembarkation/Embarkation Card [IMM 27] (white) duly completed;
Applicant's travel document, Student's Pass card, Visit Pass and Disembarkation / Embarkation (green) Card.

From School,
One copy of Form V36A duly completed and signed by the school.

The following additional documents are required to be submitted if:
Applicant is a national from the visa-required countries:
Documentary proof of financial ability in the form of bank statements/ fixed deposit accounts/ saving accounts (photocopy).

Submission
With effect from 1 June 2007, applications for a transfer of school/course of study are to be submitted via the Student's Pass OnLine Application & Registration+ (SOLAR+) system.

Security Deposit
Where applicable, a security deposit may be required from the local sponsor upon approval of the application. The security deposit is not required from the applicant, unless otherwise stated. Applicants are advised to request for a receipt for any payment made to the school.

The amount of security deposit can be seen in the table below:

Countries:
Bangladesh, Myanmar, People's Republic of China & India S$5,000/=
Banker's Guarantee from any established bank in Singapore or Cashier's Order

Indonesia, Philippines & Thailand S$1,000/=
Banker's Guarantee from any established bank in Singapore or Cashier's Order or NETS

Others Countries S$1,500/=
Banker's Guarantee from any established bank in Singapore or Cashier's Order or NETS

Exemption from the requirement to furnish a security deposit: Malaysians/ Brunei nationals; Holders of valid Dependant's Pass, long term Visit Pass and work pass; Children/Spouse of Singapore Citizens/Permanent Residents; Foreign students who study in kindergartens registered with MOE/childcare centres licensed by MCYS; Foreign students who attend a full-time course at an approved PEO that is awarded the SQC(PEO) status by SPRING, Singapore; and Foreign students who pursue a full-time university degree (Graduate/Post-Graduate) programme, except for the University of London (UOL) tuition programme, at an approved PEO.

Fees (please see ICA website for latest fees >> www.ica.gov.sg)
The fee for a Student's Pass is $40/= per year or part thereof. If an applicant requires a visa to enter or stay in Singapore beyond the visa-free period, he/she will need to pay an additional fee of $30 for a single-entry visa. A further $30 may also be payable for a multiple-entry visa with the issue of the Student's Pass. The fee is payable when the successful applicant completes the formalities to for the issuance of a Student's Pass.

Please make payment by NETS or CashCard.

Cancellation of Student's Passes
Foreign students are required to surrender their Student's Passes for cancellation within seven days from the date of cessation or termination of their study. The student/local sponsor/school is to submit the following documents to the Student's Pass Unit, with a queue ticket obtainable at the Self Service Kiosk at Visitor Services Centre, 4th storey of ICA Building, from Mon to Fri (8am to 4.30pm), Sat (8am to 12.30pm):
A duly completed cancellation form;
Student's valid travel document;
The Student's Pass Card;
Student's Visit Pass and Disembarkation/Embarkation Card; and
A duly completed Disembarkation/Embarkation Card (IMM Form 27A), where applicable (will be provided at ICA counters).

Change of Local Address
In accordance with the Immigration Regulations 19(3)(b), the foreign student is required to report any change in his/ her address in Singapore within 14 days of such change. The student or the local sponsor who wish to report the change of their local address are required to submit their request with the following documents to effect the change of address:
Valid travel document and a photocopy of the personal particulars page;
Student's Pass card;
Visit Pass and Disembarkation/Embarkation card; and
Report of Change of Address form duly completed and signed by the student (available at the Information Counter).

Applications for change of local address will not be accepted at the counters. Such applications can be deposited into the drop-box located at the Student's Pass Unit. The processing time for such requests will be 2 weeks. Applicants will be notified of the outcome of their applications by post.

Replacement of Loss Student's Pass
Foreign students who have lost their Student's Pass and/or the Visit Pass and Disembarkation / Embarkation card are required to apply for a replacement within 7 days from the date of loss. The student is required to call in person at ICA Student's Pass Unit, with a queue ticket obtainable at the Self Service Kiosk at Visitor Services Centre, 4th Storey of ICA Building, from Mon to Fri (8am to 4.30pm), Sat (8am to 12.30pm), with the following documents:
Valid travel document and a photocopy of the personal particulars page;
A letter from the school stating that the applicant is currently a registered student of the school;
Form 16 duly completed and signed by the applicant; and
Police report (original)

The processing time for first time replacement of lost cards will be two weeks while the processing time for second of subsequent losses will be 4 weeks.

Other Important Information
For the application of a Student's Pass, an applicant must be accepted into an approved full-time course. An applicant who wishes to take up a part-time course or a course conducted in the evening or weekend will NOT be eligible for a Student's Pass.
The applicant, local sponsor and school will have to furnish additional documents and information whenever necessary.

Official/Notarised translation of the documents is required if they are not in the English language.
All forms are to be duly completed and signed by the applicant, the local sponsor and the school. No part of the form should be left blank or incomplete. If any section or part of the form is not applicable, it should be filled as 'Nil' or 'Not applicable (N.A.). Applications with incomplete forms or documents will NOT be accepted for processing.
Applicant needs to call in person with a valid immigration pass to collect the Student's Pass only after the application has been approved. Student's Pass will only be issued if the conditions as stipulated in the In-Principle Approval letter, where applicable, are fulfilled.
The student shall not enter or be retained as a student in any other school or course other than that indicated on the Student's Pass.
ICA may share your personal information with other government agencies to process any applications you have made or to render you a service, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by legislation.
ICA reserves the rights to verify the authenticity of the documents submitted in the application with the relevant issuing authorities or through the affiliated government agencies.

Study in Singapore

Singapore is poised to scale new heights in the 21st century. It is a city that pulsates unceasingly with life. Singapore aims to be known not only for its top schools and excellent scholarship, but also for endorsing a strong culture of innovation and entrepreneurship.

Total land area: 682.3 sq km.
Comprises one main island (604.2 sq km) and a number of islets scattered off its northeast and south.
Location: Between latitudes 1° 09 N and 1° 29 N and longitudes 103° 36 E and 104° 25 E.
Climate: Singapore is an equatorial country with relatively uniform temperature, high humidity and abundant rainfall.
Average daily temperature: 26.8°C - 31°C
Educational services are the new growth industry in Singapore s drive towards remaking its economy. This move underpins continuous efforts to attract and train skilled professionals from all over the world.

Singapore enjoys 11 Public Holidays a year:

New Year 1st January
Chinese New Year 2 days; usually in January or February
Hari Raya Puasa 1 day; varies from year to year
Hari Raya Haji 1 day; varies from year to year
Good Friday 1st or 2nd Friday of April
Labour Day 1st May
Vesak Day 1 day; May
National Day 9th August
Deepavali 1 day; usually in October or November
Christmas 25th December

What to consider:
Cost: Work out the amount of money you are setting aside to invest in your studies. "

How Specialised: What are trends in your industry?
Work out your strengths with degrees in IT, E-Commerce, Finance, Law or Biological Sciences.

MOE Registered Schools: For added assurance, look out for schools that are registered with Ministry of Education, Singapore.

Estimated Cost of Living in Singapore

These figures are based on the average spending by students at Genetic Computer School. The actual cost will depend on the life style that the student wishes to enjoy.

It is our advice that students should have additional funds at their disposal in case of emergency.

Students should also not expect to get any funds from employment in Singapore. Working in Singapore is illegal while on a "student visa" and will result in prosecution as well as deportment. Students are advised not to depend on their Immigration Security Deposits for travel return tickets and should have sufficient additional funds.

You should contact Housing Agent who will find you accommodation. Please feel free to make your own accommodation arrangements.
The following website may be helpful: < www.Singaporerentals.com >

Cost of Living

The standard of living in Singapore is amongst the highest in Asia. Compared to countries in western continents, the cost of living here is relatively low, and basic items like food and clothing are very reasonably priced.

When planning your budget, you will need to cater for these items :

- Accommodation
- Utilities
- Food
- Transport
- Clothing
- Telecommunications
- Books & Stationery
- Medical/Hospitalisation Insurance
- Personal Expenses

An international student in Singapore spends on average about **S$750 to S$2,000** a month on living expenses. This amount of course, varies depending on your individual lifestyle and course of study.

These estimated cost ranges in the Table below gives a rough guide of the basic expenditure an international student may incur per month.

Item	Cost per month
Accommodation	$400 - $1,500 (rental varies with geographical area, type of accommodation, demand, facilities provided and the number of people sharing)
Utilities	$80 - $100 (not applicable for boarding schools)
Food	$300 - $450 (Based on $10-$15 a day for 3 meals) Note: Boarding schools usually provide 2 meals a day and Halls of Residence provide meals at extra charge.
Public Transport	$20 - $150
Telecommunications	From $30 (varies with usage and promotional packages subscribed)
Books & Stationery	$30 - $100 (varies with course of studies)
Medical Hospitalisation Insurance	$5 - $300 (depending on insurance policy)
Personal expenses	$100 - $300 (varies with individuals) (clothes, toiletries, entertainment, haircut, miscellaneous)

Please note that the average estimates were derived based on prices as at Jan 2010 and they serve as a reference only.

Last updated on 02 January 2010.

Money Matters

Currency

The local currency is Singapore dollars and cents. Other than the Singapore dollar, the US and Australian dollar, Yen and British pound are also widely accepted, at major shopping centres and restaurants.

A **Goods and Services Tax (GST)** is imposed on all purchases. Tipping is not practised in Singapore as most hotels and restaurants already levy a 10% service charge on bills.

Major credit cards are generally accepted by establishments, including American Express, Diners Card, JCB, MasterCard and Visa.

Another widely-used method of payment is NETS, which allows you to make payment with your Automated Teller Machine (ATM) card.

Banking

Most banks handle travellers' cheques and change foreign currencies. Passports are required when cashing travellers' cheques. A nominal commission may be charged. Apart from banks and hotels, you may change money at outlets which display the sign "Licensed Money Changer".

Most banking hours are usually from Mondays to Fridays, 9.30am - 3pm and Saturdays, 9.30am - 11am/1pm. Some banks offer late night banking and have extended hours on Saturdays. Some banks in Orchard Road even open on Sundays. It is best to check with individual banks on their operating hours.

You may need to open a savings or checking account while in Singapore. You will need to bring a minimum initial deposit (usually $100) if you are below 21 years of age, as well as your passport and Student's Pass/ letter of admission to your educational institution. Upon opening your account, you will be given an ATM card which gives you the added convenience of being able to withdraw money from any ATM machine operated by your bank. The ATM card also entitles you to make payment via NETS (Singapore's cashless payment system).

You may receive additional funds using bank drafts made out in Singapore dollars and drawn from a Singapore bank. These may be credited to your account and withdrawn in one to two days. Cheques drawn on banks with no branches in Singapore may take up to three weeks to clear.

Last updated on Jan 2010.

Transport

Public Transport

Singapore has one of the most extensive and efficient public transportation systems in the world. Traveling in the city and suburbs is typically a quick and affordable affair.

The **Mass Rapid Transit (MRT)** operates a network of trains serving 51 stations. Trains operate from 5.30am -12.30am daily, every three to eight minutes. A ride on the MRT from Singapore Changi Airport to the city takes less than half an hour. A copy of A Quick Guide to MRT Travel can be obtained from the Station Control Rooms at all MRT stations.

Public buses run daily from 5.30am - midnight. Extended night services cost slightly more.

Rides on the MRT cost from 80 cents to S$1.80. For travel on the MRT, you need to purchase a one-trip farecard. Public buses accept cash. The recommended mode of payment for both the MRT and public buses is using the **EZ-link card** which is a stored-value card giving discounted fare for multiple rides. The EZ-link card may be purchased and topped up at most MRT stations and bus interchanges. Each adult card is sold with a minimum value of S$10 plus a deposit of S$5. The Transitlink Guide gives detailed information on both the MRT and bus services and is available at $1.50 from most MRT stations, bus interchanges and major bookstores.

Telecommunications

Singapore is one of the most connected cities in the world.

More than 71% of Singapore's population subscribe to mobile services and dial-up Internet subscribers comprise almost 48% of the population. Singapore's fixed telephone lines exceed 1.9 million or a penetration rate of 48.5%.

There are three services operators, namely SingTel, MobileOne, and StarHub, each offering a wide range of communication services at competitive rates, including :

- Telephone services
- Mobile communications services, including cellular and paging services mobile phone operators in Singapore operate networks such as GSM900, GSM1800, W-CDMA (under development).
- Internet access services
- International telephone services, including IDD services, calling cards, facsimile services.

To make international calls, the access codes are 001, 013 or 019 for SingTel, 002 or 021 for MobileOne and 008 or 018 for StarHub.

Public payphones are located at most shopping malls and public places, and operate by credit card or stored-value phonecards. Local calls from public payphones cost 10 cents per three-minute block. Besides local calls, all cardphones provide International Direct Calling services and subscriber Trunk Dialling for Malaysian calls. Stored-value phonecards are found in denominations of S$2, S$5 S$10, S$20 and S$50 and can be purchased from post offices and phonecard agents. International Calling Cards are also available at all post offices, 7-Eleven (24-hours) stores and other retail outlets.

Post Office

Singapore Post (SingPost) has more than 60 main branches and over 80 authorised agencies throughout Singapore. SingPost's retail counters serve as one-stop centres for postal, telecommunication and agency services. Most outlets are open Mondays to Fridays, 8.30am - 5pm and until 1pm on Saturdays.

For updated information on location and opening hours, please click here.

SingPost has a wide network of **Self-service Automated Machines (SAMs)** located at post offices, supermarkets, shopping complexes and major MRT stations. The 24-hour SAMs offer postal services, including the purchase of postage labels, payment of bills, fines, renewal of licences and even top up Hi! Cards (mobile phone pre-paid cards).

Letters to local addresses cost 23 cents for the first 20 grams and aerogrammes to all parts of the world cost 50 cents. For details on local and overseas postal rates, please click here.

Last updated on Jan 2010.

What to Wear

Singapore is the quintessential tropical island, with a warm and humid climate all year round. Save the woollies for back home - light and summer clothing rule! Casual dress is accepted for most situations but some establishments like restaurants and clubs may require a more formal dress code. It is advisable to check for dress regulations beforehand.

Some educational institutions have a minimum dress regulation, such as no shorts and slippers in lecture theatres. Students at primary and secondary schools as well as junior colleges have to wear uniforms which should be purchased before the commencement of classes.

Many indoor places are air-conditioned to provide relief from the heat, so if you are going to be indoors for a long period of time and find the temperature slightly chilly, you may wish to bring a sweater or jacket

Work / Employment

International students are generally not allowed to engage in any form of employment, whether paid or unpaid, or in any business, profession or occupation in Singapore during the validity of their Student's Pass unless they have the consent in writing from the Controller of Immigration. Violators will be prosecuted by law.

Useful Telephone Numbers

You should always keep a list of useful telephone numbers handy. Here are some crucial ones:

Police
999 (toll-free)

Emergencies/Ambulance/Fire Brigade
995 (toll-free)

Student Services Hotline
(65) 6831 3764
(operating hours 9am - 7pm, Mon to Fri)

Ministry of Education Hotline
(65) 6872 2220
(operating hours 8am - 6pm, Mon to Fri and 8am - 1pm, Sat)

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)

STB Touristline

Tel: 1800 736 2000 (toll-free in Singapore only)
(operating hours 8.30am - 9.30pm, Mon to Fri ; 8.30am - 10pm, Sat ; and 11am - 10pm, Sun)

CitySearch (operator-assisted Yellow Pages)
Tel: (65) 1900 777 7777

International Calls
Tel: 104

Time of day
Tel: 1711

Trunk Calls to Malaysia
Dial 109 for operator assistance or 02 for direct dial.

Toll-free lines
Dial 1800 followed by the toll-free line number (in Singapore only).

Weather
Tel: (65) 6542 7788

Samaritans of Singapore (SOS)
1800-221-4444
(24hours Emergency Counselling)

Last updated on 5 December 2006.

General Information

Airport Tax
A passenger service charge of SGD21 should be incorporated in the air ticket (including tickets issued outside of Singapore). If this has not been done, you may be required to pay the SGD21 during check-in. In some cases, the airline may absorb the service charge. Passengers who are in transit for less than 24 hours may leave the airport without having to pay the service charge upon departure from Singapore.

Drinking Water
It is perfectly safe to drink water straight from the tap in Singapore. However, for those who prefer bottled mineral water, local supermarkets and grocers always have ample stock.

Electricity
The electrical current in Singapore is 240 volts AC, 50 cycles per second. Singapore uses the square-shaped three-pin plug. You may need an adapter or transformer for foreign appliances, which are available at most hardware stores.

Drug Abuse
Drug abuse is viewed seriously in Singapore. Illicit traffic of narcotic drugs and psychotropic substances is strictly prohibited.

SARS Preventive Measures
Resilient and determined to protect her people and visitors, Singapore has taken the lead in containing the virus through swift, proactive measures. From temperature checks with thermal imaging scanners at the airport, to rigorous precautionary measures such as temperature checks and sanitation at workplaces, schools, community venues and public transportation, Singapore has spared no effort to beat SARS.

To give added reassurance and peace of mind to visitors, the Cool Singapore Award was launched on 20 May 2003 to recognise tourism establishments who have gone the extra mile in implementing stringent SARS preventive measures.

This diligent, hands-on and transparent approach to the epidemic is winning the country praise from around the world.

Safety
Travellers across the world are understandably more concerned about personal safety and security issues today than ever before. The Singapore Tourism Board would like to assure all our visitors that the situation in Singapore remains calm and stable and it is business as usual.

The Singapore Government has and will continue to be vigilant in ensuring that Singapore remains safe. It has stepped up security measures at key installations and other sensitive places. The Government has also made it known that extremism originating from religion or race has no place in Singapore and it will not hesitate to take action against any extremist or terrorist groups or individuals.

The swift and definite actions of the Singapore Internal Security Department over the arrests of the 15 terrorists in January 2002 is testimony to this.

Smoking
Smoking is not permitted in public service vehicles, museums, libraries, lifts, theatres, cinemas, air-conditioned restaurants, hair salons, supermarkets, department stores and government offices. Offenders can be fined up to SGD 1,000. While it is an offence to smoke in air-conditioned eating places, smoking is permitted in air-conditioned pubs, discos, karaoke bars and nightspots.

Spitting
Spitting in public places is an offence.

Tipping
Tipping is not encouraged as most hotels and restaurants in Singapore already levy a 10% service charge on customers' bills. Tipping is not a way of life in Singapore and is prohibited at the airport.

Last updated on 5 December 2006.

Library Services

The **National Library Board (NLB)** operates 39 public libraries and 1 National Library around Singapore, providing a vast information resource of books, periodicals, videos, CD-roms and other materials. Equipped with the latest technology, online catalogues, electronic databases, and other services are readily accessible at all times.

Besides the community and regional libraries offering a general collection of books, the **library@esplanade** boasts a distinctive collection of arts-focused materials, including musical scores, DVDs and audio CDs.

Singapore's only National Library -Lee Kong Chian Reference Library houses a collections of over 500,000 items in various formats to serve the research and information needs of researchers, professionals and general public. It also offers on-site advisory service for research assignments, business ventures and personal interests. The reference librarian will guide you to relevant and useful resources available in the library. Alternatively, you can submit your enquiry to our Reference Point or email to ref@nlb.gov.sg.

Singapore Permanent Residents and non-citizens may apply for membership to NLB and enjoy its many facilities at all branches.

Places of Worship

Being a multi-racial and multi-religious society, you will find the places of worship of different ethnic communities co-existing harmoniously all across the island. Mosques, temples, churches, and synagogues are open to all those seeking meditation and worship

ORIENTATION PROGRAMME

There will be an orientation programme which you are expected to attend.

Orientation Programme will cover the following

1. **Welcome**
2. **Course Overview**
3. **Student Handbook**
4. **Singapore Do's and Don't**
5. **Emergency Numbers**
6. **Getting Around – Walk about**

PAYMENT DETAILS

All payments are to be made to Genetic Computer School Pte Ltd.

All tution fees are due by the 6th day of every month.

Payments can be made in the following forms:

1. **Cash**
2. **Telegraphic Transfer**
3. **Bankers Cheque**

Our Banking Details are as follow:

Bank Name	**:**	**Development Bank of Singapore (DBS), Shenton Way Branch**
Bank Address	**:**	**6, Shenton Way, Singapore**
Bank Tel	**:**	**(65) 6878-8888**
Bank Fax	**:**	**(65) 6445-1267**
Account Name	**:**	**Genetic Computer School Pte Ltd**
Account No	**:**	**0001-006-211-01-2-022**

Application for Admission Procedures (international)

Applicant submits :-
Academic Application Form
together with all supporting documents and
Registration fee together
fee totaling SG$50

GCS process application

Approved :- issue Offer Letter

Student accepts

GCS makes online ICA application for Students & provides applicant with reference number to complete ICA online application

Application Approved ICA issues Approved in Principle Letter (AIP)

Applicant comes to Singapore at least 7 days earlier with AIP letter and documents and signs Standard CPE student contract, pays all First Fee due under contract schedule, get medical certificate, and goes to collect student pass and complete other formalities eg accommodation

Attend Classes

Genetic Computer School
No 118, Aljunied Ave 2 # 02-100, Singapore 380118
Tel: +65 63397588 Fax: +65 63381442
Website: www.genetic.edu.sg Email: gcs@genetic.edu.sg

Passport Sized Photograph

ACADEMIC APPLICATION FORM

Please complete this form in **BLOCK LETTERS** using **black ink** and return it to your local representative or direct to the School with the application fee, supporting documents and **6** recent passport-sized photographs.

APPLICANT'S PARTICULARS

O Mr. O Miss O Mrs. € Others_____ Full Name (as printed in Passport) Underline Family name		Name in Chinese Characters, if applicable	
Other Name (if any)		Passport No.:	
Sex O Male O Female	Date of Birth Day Mth Yr	Passport Date of Issue	Passport Date of Expiry
Race	Religion	Occupation, if any	
Nationality	Country & Place of Birth	Marital Status O Single O Married O Divorced O Widowed	

Current Mailing Address:

_____

_____

_____Country: _____Postal Code: _____

Home No.:	Office No.:	Handphone No.:
Fax No:	Email:	

List Countries in which you have resided for one year or more during the last 5 years

Country	Address	Period of Stay	
		From	To

PARENT'S PARTICULARS

Relationship	Identity No.	Full Name	Date of Birth	Country of Birth	Nationality	Occupation
Father						
Mother						

Parents' Correspondence Address:

_____

_____Country _____ Postal Code _____

Home No.:	Office No.:	Handphone No.:
Fax No:	Email:	

PARTICULARS OF BROTHERS & SISTERS

Relationship	Identity No.	Full Name	Date of Birth	Country of Birth	Nationality	Occupation

APPLICANT'S FINANCIAL SUPPORT DETAILS
(TO BE COMPLETED BY APPLICANT WHO REQUIRE AN ENTRY VISA TO ENTER SINGAPORE)

Applicant	Average Monthly income for past 6 months		Applicant's Spouse	Average Monthly income for past 6 months	
	Current Saving (e.g. Fixed Deposit)			Current Saving (e.g. Fixed Deposit)	
Applicant's Father	Average Monthly income for past 6 months		Applicant's Mother	Average Monthly income for past 6 months	
	Current Saving (e.g. Fixed Deposit)			Current Saving (e.g. Fixed Deposit)	
Other Financial Supports from immediate family members:		❒ Yes ❒ No (If yes, please furnish details on separate sheet)			

OTHER INFORMATION

Have you ever been deported from any country? If yes, please state when, which country and reasons.

Have you ever been rejected by any school? If yes, please state name of school and country.

Please list down hobbies/sports that you would be interested to pursue during your studies at [school].

ACADEMIC QUALIFICATIONS OBTAINED

Please give details of your schools/colleges/university (in chronological order)

Name of School	Country	State/ Province	Language of Instruction	Period of Study		Degree, Diploma or Certificate Awarded
				From	To	

ENGLISH LANGUAGE PROFICIENCY

❒ Excellent ❒ Good ❒ Fair ❒ Poor Have you taken TOEFL, IELTS Test or GCE 'O' level English? ❒ Yes ❒ No

If yes, please provide details: ❒ TOEFL Year _____ Score _____ ❒ IELTS Year _____ Score _____

❒ GCE 'O' level English Year _____ Score _____

ACADEMIC COURSE SELECTION

COURSE APPLIED:

_____

ACCOMMODATION & AIRPORT TRANSFERS

Please note that all overseas students are advised to have their own accommodation arrangement before coming to Singapore. If you are unable to arrange for your own accommodation, we will introduce you to housing agents to service you. We will introduce you to the following paid services at you request.

Please indicate is you want any of these services:
1 Airport Pick-up : Yes / No (circle) 2. Housing Agent : Yes / No (circle) 3. Personal or Emergency Insurance : Yes / No (circle)

EDUCATION & CAREER PLANS

What are your plans after studying at this school? If applicable, which university degree course and country do you hope to progress to?

_____

HOW DID YOU KNOW US?

I come to know about [school] through:

❒ Advertisement ❒ Seminar ❒ Friends / Relatives ❒ Website ❒ Schools ❒ Email

❒ Newsletter ❒ Exhibition ❒ Others _____

MEDICAL HISTORY

Are there any special medical circumstances that we should be aware of? ❒Yes ❒ No If yes, please state below:

UNDERTAKING by the parent, legal guardian or sponsor

Name _____ Relationship: _____

Home No.: _____ Office No.: _____ Handphone no.:_____

Email: _____ Fax No.: _____

Home Address

_____

_____ Country _____ Postal Code _____

I undertake to pay all tuition fees in full and accommodation fees incurred (if applicable) by the student as they become due. I also undertake to give the required notice of cancellation or payment of fees in lieu of notice and that all instalment payments are made in full up to published completion date of the programme.. I understand and abide by the terms and conditions stated herein.

_____ _____

Signature of parent, legal guardian or sponsor Date

CHECKLIST

- ❒ A non-refundable Registration fee totaling S$50 in the form of an international bank draft made payable to Genetic Computer School
- ❒ 6 recent passport size photographs
- ❒ Photocopy of full set of certified / notarised school results/transcripts (if original transcripts are in other language, please provide the English translated copies)
- ❒ Photocopy of full set of school testimonial or school leaving certificates (if original copies are in other language, please provide the English translated copies)
- ❒ Photocopy of International Passport
- ❒ Letter of Intent from applicant
- ❒ Latest financial statements / documentary proof of financial support from sponsor
- ❒ Affidavit of support from sponsor

DECLARATION

I declare that:
- I have read, understood and agree to be bound by the Terms and Conditions as stated in this application form.
- I have read the Cancellation and Refund Policy and agree to abide to these terms.
- I hereby declare that the information supplied by me is true and correct.
- I agree to pay all fees owing and by the due date.
- I agree that on acceptance of the Application by the School, the Application for Admission Form will become the Contract of Enrolment.

_____

_____

Signature of applicant Date_____

_____

Signature of parent/guardian Date_____
(if applicant is below 21 years of age)

TERMS AND CONDITIONS OF ENROLLMENT

Admission Policy
Admission of students who require a Student pass conditional on their receiving approval for a student pass from the Immigration & Checkpoints Authority (ICA) of Singapore . The school may reject enrollment, enforce periodic monitoring of students' progress and terminate any courses at its own discretion. Genetic Computer School reserves the right to dismiss any students who fail to abide by the school's regulation and maintain credible financial standing.

Refund Policies

- *Notice of withdrawal must be given in writing with the consent of parents/legal guardian if the student is below 21 years old.*
- *The school standard refund policy applies and can be found at our website: www.genetic.edu.sg*
- *Our school practices a 7 day cooling period for student contracts.*

All fees payable are according to the Fee Table in Display at the schools website, and defer only to the content of your student contact with the school.

All The terms and conditions are detailed in the student handbook. The following are only extracts for your information.

Withdrawals and Transfers

Genetic Computer School shall be notified in writing, for all withdrawal cases.

For transfer cases, students will be counseled to ensure that the next course is in the interests of the students and preferably of higher learning in nature. Genetic Computer School will submit the students' attendance, letter of cancellation, original student pass and passport to ICA to facilitate the transfer. All successful transfer cases will be deemed as complete withdrawals from the course and the refund policy mentioned above will apply unless there are prior agreements.

All withdrawal and transfer requests must reach the school at least 2 weeks from the effective date of withdrawal or transfer.

Academic Criteria
Students are accepted into the School on the strict understanding that progression through the course is conditional upon satisfactory attendance and successful attainment of prescribed performance targets. Students are formally assessed at least twice a year. The assessment will take into consideration:

1. Course work
2. Good Attendance
3. Effort in class and in homework

Failure to make satisfactory attendance and to meet prescribed performance targets may lead to expulsion.

Disciplinary Procedures
Disciplinary procedures will be subject to the following steps:

11. Verbal caution by Personal Tutor
12. Written caution by the Head of Subject or the Principal
13. Final written caution by the Principal
14. Suspension by the Principal
15. Expulsion by the Principal

At all hearings, the student will be invited to be present and to explain or give reasons for any alleged breach of the Code. The School or the student may call witnesses. A record of disciplinary warnings, suspensions, etc will be entered onto student's file and will form part of any reference or report issued by the School. In any case of expulsion, the School will not refund the tuition fee and deposit.

Payments
Payment should be made payable to Genetic Computer School by International bank draft or telegraphic transfer in Singapore Dollars (S$). Please ensure that the student's name is always included on the transfer document, indicating that the transfer is in respect of school fees. The sender of funds should pay bank charges and commission for both the sending and receiving banks as only the net founds received in our bank accounts is applied to the student's account. The School does not undertake to send reminders for fees, or any responsibilities should you decide to pay any fees in cash via the Agent or other third party. All accounting documents will be sent to the person responsible for paying the fees.

Credits
In the event that the student change course in mid-term, any subsequent credit will be applied to the student's account. The credit will only result in a refund if the student's account is fully paid. Refunds are made at the end of each relevant term.

Breakages, Loss and Damage
Students are responsible for payment for any damage caused by them to School property, the household property or the host family, and should take particular care to respect such properties.

Insurance
It is compulsory for all foreign students to purchase insurance for the duration of their studies at Genetic Computer School.

Data Protection
Any information provided to Genetic Computer School may be held on computer and may be retained even after the application has been considered for the course, which may have ended. The School may also disclose such information to third parties for any purpose, which the School considers to be relevant to the continuing education of the student, the provision of the course or where the interests of the student require.

BLANK ON PURPOSE

BLANK ON PURPOSE