



Student Guide

**This information sheet serves as a general reference. For the most updated and detailed information, please visit the official Brentvale College International (BCI) website or refer to the Student Handbook.
The Chinese translation provided is for reference purposes only. In the event of any discrepancy or inconsistency, the English version shall prevail.

**本资料仅供参考。有关最新及详细的信息，请访问 博林国际高中 (BCI) 官方网站或查阅学生手册。
文译文仅供参考，如有任何歧义或不一致之处，以英文版本为准。

1. School Information

a. Brentvale College International (BCI) Introduction

Brentvale College International (BCI), previously known as Barclayne College International, is a private education institution located in Singapore with **over 30 years of experience** supporting international students through structured, high-quality academic programmes. We are committed to nurturing every student's potential through a balanced learning experience that promotes academic excellence, personal growth, and character development.

Conveniently located in the central region of Singapore, BCI offers a holistic educational pathway from Primary School to Grade 12, including preparatory courses for AEIS, GCE O-Level, and A-Level examinations. Our programmes are designed to equip students with the knowledge, skills, and confidence they need to progress into mainstream education or further studies.

Through BCI's structured programmes and Singapore's reputable education system, students are well-prepared for progression to mainstream schools and further studies both locally and globally.

博林国际高中（简称 BCI）是一所位于新加坡的私立教育学院，拥有超过 30 年支持国际学生学习与成长的丰富经验。学院致力于通过系统化、高质量的学术课程，培养学生在学业与品格上的全面发展，帮助他们在未来取得成功。

BCI 位于新加坡市中心地带，地理位置优越。学院提供从小学至 12 年级的完整教育路径，包括 **AEIS 预备课程**、**GCE O-Level（剑桥“O”水准）预备课程** 和 **GCE A-Level（剑桥“A”水准）预备课程**。所有课程旨在为学生提供扎实的知识基础、学习技能及自信心，以顺利衔接主流学校教育或进一步深造。凭借 BCI 的系统教学及新加坡享誉全球的教育体系，学生能够充分准备进入主流学校，并在本地或海外继续升学。

b. Vision, Mission, Core Values, and Culture 愿景、使命、核心价值与文化

Vision 愿景

To be a premium international institution empowering individuals and transforming lives.

Mission 使命

Prime every learner for success through value-driven education.

成为一所卓越的国际教育机构，赋能学生、改变人生。

Core Values 核心价值

• **Being Respectful 相互尊重**

We conduct ourselves in a manner worthy of respect from others and treat our peers, family, and the community with the respect they deserve. 我们以值得他人尊敬的方式行事，并以尊重的态度对待同学、家庭与社区。

• **Driven to Succeed 追求卓越**



We believe that there is always room for improvement, so we persevere in our journey towards growth and excellence. 我们坚信持续改进的重要性，不断努力追求成长与卓越。

- **Adaptable to Change 灵活适应**

We engage in continuous learning and collaboration to adapt to new challenges and discover better pathways for progress. 我们通过持续学习与合作，积极应对挑战，探索更优的前进方向。

Culture 文化

At BCI we celebrate diversity, equity, and inclusion. Our community is built on mutual respect, adaptability, and a shared drive for knowledge and success. We cultivate an inclusive environment where all students, faculty, and staff are welcomed, valued, and motivated to grow.

BCI 崇尚多元、平等与包容 (Diversity, Equity & Inclusion) 的校园文化。我们的社区以相互尊重、适应力与求知精神为基础，鼓励所有学生、教师与员工在包容的环境中共同成长，发挥潜能。

c. Location, Facilities, and Infrastructure 校址、设施、基础建设

- **Location 校址**

BCI is located in Tanglin, one of Singapore's most elegant and historically rich neighbourhoods. Just 10 minutes from Orchard Road, Tanglin offers tree-lined avenues and green spaces that provide a conducive environment for learning. BCI 位于新加坡市中心的 **Tanglin** 区，这是一个历史悠久、环境优雅的小区。学院距乌节路 (Orchard Road) 仅数 10 分钟路程，周边绿树成荫、环境宁静，为学生提供了理想的学习氛围。



Address 地址: 1 Kay Siang Road, #01-02 Singapore 248922

Operating Hour 营业时间: 0830am – 1730pm

Website 网站: www.bci.edu.sg

- **Facilities and Infrastructure 设施与基础建设**

BCI offers a range of state-of-the-art facilities designed to support both academic excellence and student well-being. These include fully air-conditioned classrooms that provide a conducive learning environment, versatile multifunctional rooms for a variety of educational and extracurricular activities, and a well-stocked library featuring books in multiple languages to support our multilingual community. Additionally, we have dedicated recreational and study areas that foster a balanced and enriching student experience.



BCI 提供一系列现代化设施，以支持卓越的学术发展与学生的全面身心健康。学院的所有教室均配备全空调系统，为学生提供舒适、安静且高效的学习环境。此外，学院设有 多功能活动室，可灵活用于教学、讲座、讨论及课外活动。学院图书馆藏书丰富，提供多语种书籍与学习资源，充分满足我院多语言、多文化社区的学习需求。同时，BCI 还设有 专门的休闲区与自习区，为学生营造平衡且充实的校园体验，鼓励他们在学习与生活之间找到健康的节奏。

Level 1

Room No. 房间编号	Description 用途	Capacity 容纳人数
1-01	Meeting Room 会议室	-
1-02	Meeting Room 会议室	-
1-03	Classroom 课室	12
1-04	Classroom 课室	8
1-05	Multi-Functional Room 多功能教室	60

Level 2

Room No.	Description	Capacity
2-02	Classroom 课室	26
2-05	Art Room 美术室	28
2-06	Classroom 课室	28
2-07	Classroom 课室	28
2-08	Classroom 课室	28

d. Course Information 课程信息

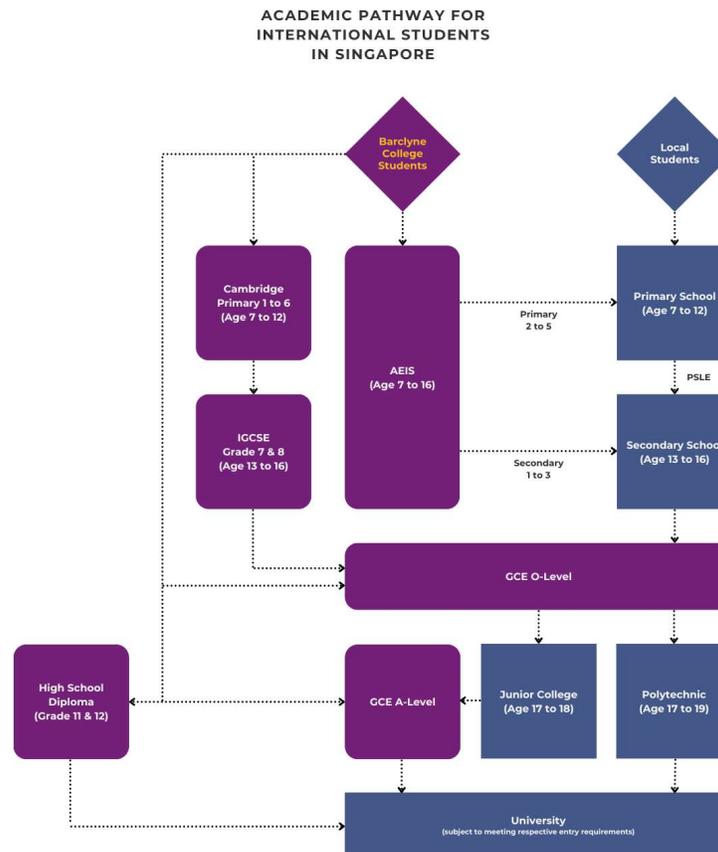
(Please refer to BCI's official website for the latest information. 如需了解最新课程信息，请参阅 BCI 官方网站。)

Course Title 课程名称	Awarded By 授予机构	Course Duration (FT) 课程时长 (全日制)
Cambridge Primary 1	Cambridge Assessment International Education	12 months
Cambridge Primary 2	Cambridge Assessment International Education	12 months
Cambridge Primary 3	Cambridge Assessment International Education	12 months
Cambridge Primary 4	Cambridge Assessment International Education	12 months
Cambridge Primary 5	Cambridge Assessment International Education	12 months
Cambridge Primary 6	Cambridge Assessment International Education	12 months
Preparatory Course for Admissions Exercise for International Students (AEIS) Primary 2		6 months
Preparatory Course for Admissions Exercise for International Students (AEIS) Primary 3		6 months
Preparatory Course for Admissions Exercise for International Students (AEIS) Primary 4		6 months
Preparatory Course for Admissions Exercise for International Students (AEIS) Primary 5		6 months



International General Certificate of Education (IGCSE) Grade 7	Cambridge Assessment International Education	12 months
International General Certificate of Education (IGCSE) Grade 8	Cambridge Assessment International Education	12 months
Preparatory Course for Admissions Exercise for International Students (AEIS) Secondary 1		6 months
Preparatory Course for Admissions Exercise for International Students (AEIS) Secondary 2		6 months
Preparatory Course for Admissions Exercise for International Students (AEIS) Secondary 3		6 months
Preparatory Course For Singapore-Cambridge General Certificate Of Education (Ordinary Level)	MOE Singapore and Cambridge Assessment International Education	24 months
High School Diploma Grade 11	Barclyne College International	12 months
High School Diploma Grade 12	Barclyne College International	12 months
Preparatory Course For Singapore-Cambridge General Certificate Of Education (Advanced Level)	MOE Singapore and Cambridge Assessment International Education	24 months
Certificate in General English (Elementary)		6 months
Certificate in General English (Intermediate)		6 months
Certificate in General English (Advanced)		6 months

e. BCI Academic Pathways 升学路径





f. Application Procedures & Requirements 课程申请与要求

At BCI, we are dedicated to providing clear and transparent information to all prospective students. We make sure that applicants are fully aware of the prerequisites and requirements for each of our programs, and we take responsibility for protecting students from non-compliance with program guidelines. All prerequisites and entry requirements for admission are clearly stated in the Student Contract and BCI marketing collaterals. 在 BCI, 我们致力于向所有潜在学生提供准确且透明的入学信息。学院确保每位申请者在报名前充分了解各课程的入学条件与要求, 并承诺保障学生权益, 防止任何违反课程指引的情况。

- Applications will only be processed once all required documents, including payment of the Application Fee, are submitted. Incomplete applications may result in rejection. **Please note that the Application Fee is strictly non-refundable and non-transferable.** 所有课程的入学条件与先决要求均清楚列明于《学生合同》及 BCI 的招生宣传资料中。学院将在收到完整的申请文件 (包括报名费缴付证明) 后, 方开始处理申请。若资料不全, 申请可能被拒绝。 **请注意, 报名费一经缴付, 概不退还且不可转让。**
- BCI accepts applications on a rolling basis throughout the year, subject to space availability. BCI 全年接受报名, 录取视名额情况而定。
- To make the application process a pleasant and straightforward experience, you can submit the application form and supporting documents online through our online application system. 为使申请过程简便顺畅, 申请人可通过学院的 线上报名系统 提交申请表与相关文件。
- Successful applicants will receive an Offer Letter from our admission team. 录取成功者将由招生团队发出 录取通知书 (Offer Letter)。
- To inquire about the application process, please get in touch with the Admissions Department at student_admission@bci.edu.sg / or your respective course consultant/ recruitment agent. For more information, please visit BCI's official website. 如需咨询报名流程, 请联系招生部 (Admissions Department): student_admission@bci.edu.sg / tiffany@bci.edu.sg, 或联系您的招生顾问 / 招生代理。更多信息请访问 BCI 官方网站。

Documents Required 所需文件:

*Official notarised English translations must accompany all non-English documents. Original copies of all documents must be produced for verification upon reporting to the School.

所有非英文文件须附有正式公证的英文翻译件。所有文件原件须在报到时提交以供核验。

- Copy of applicant's Passport biodata page (with at least 1 year of validity)
申请人护照资料页扫描件 (有效期不少于一)
- Copy of applicant's Birth Certificate
出生证明扫描件
- Notarised / Certified true copies of the applicant's Academic Transcript and Certificates
申请人的学历成绩单与毕业证书公证件
- Copy of parents' Passport / ID (if applicant is under 18 years old)
父母护照、身份证扫描件 (若申请人未满 18 岁)
- Proof of applicant's English Proficiency (at least one of the following) 英文能力证明 (以下任一项)
 - IELTS/TOEFL results 雅思/托福成绩
 - Pass the BCI's English Placement Test 通过 BCI 内部测试
- Application Fee payment of S\$500 before GST (non-refundable) 申请费 S\$500, 未含税。 (不予退款)

*Additional Documents to be submitted for Visa-Required Countries for New STP applicants (e.g., China, India, Kazakhstan...) 来自需办理学生准证 (Student's Pass) 的国家 (如中国、印度、哈萨克斯坦等) 的申请者, 须额外提交以下文件:

- Parents' Employment Letters (stating designation, salary, and duration of employment)



父母的在职证明信（须注明职称、月薪及工作年限）

- Proof of financial support (bank statement showing minimum S\$30,000)
财务证明（银行存款证明，最低余额 S\$30,000）

***Additional Documents required for applicants below 12 years old 12 岁以下申请人需提交的额外文件:**

- Verification of Vaccination Requirements (for entry to Singapore) document issued by HPB
由新加坡卫生促进局（HPB）签发的《疫苗接种要求验证文件》
- Applicant's immunization records from the country of origin. 申请人原籍国的免疫接种记录

****Vaccination Requirements (for age 12 years and below) 12 岁及以下儿童的疫苗接种要求**

The Ministry of Health (MOH) of Singapore has introduced vaccination requirements for diphtheria and measles as a prerequisite for foreign-born children applying for long-term immigration passes to Singapore, effective 1 February 2019. Foreign-born children aged 12 years old and below, who are first-time applicants for Dependent's Pass (DP), Long Term Visit Pass (LTVP), and Student Pass (STP) are required to submit documentary proof of vaccination or evidence of immunity for diphtheria and measles to the Health Promotion Board (HPB) for before they can proceed with their visa or pass application. Further details and the application form can be found on the HPB website.

自 2019 年 2 月 1 日起，新加坡卫生部（MOH）规定，所有 12 岁及以下的外国儿童在首次申请以下长期居留证件时，必须符合白喉（Diphtheria）和麻疹（Measles）疫苗接种要求。申请人须向新加坡卫生促进局（Health Promotion Board, HPB）提交有效的疫苗接种证明或免疫证明，方可继续办理相关签证或准证申请。更多详情及申请表格可在 HPB 官网查询。（<https://www.nir.hpb.gov.sg/fcine>）

2. Fee Payable and Payment Method 应缴费用与付款方式

- a. At BCI, we are committed to ensuring transparency and accuracy in all course fee charges. Course fees will be clearly listed, including a full breakdown of the total amount payable, before and after the inclusion of GST. 在 BCI，我们致力于确保所有课程费用的透明与准确。所有课程费用将在收取前明确列出，包括未含消费税（GST）与含消费税后的总金额明细。

BCI reserves the right to adjust fees or impose additional charges arising from statutory changes, administrative errors, or government revisions without prior notice. All fees are reviewed periodically and may be subject to change. BCI 保留在法律法规调整、行政错误或政府修订导致费用变动的情况下，不经事先通知即可调整费用或征收额外费用的权利。学院将定期审查所有收费标准，费用可能随时进行调整。

The following categories of fees are applicable at BCI. 以下为 BCI 适用的费用类别:

- **Application Fee 申请费:** Payable upon submission of the application. 在提交报名申请时缴交。
- **Tuition Fee 学费:** Payable according to the course enrolled. 根据所注册课程的收费标准缴交。
- **Non-Tuition Fee 非学费:** Refer to charges that support the student's learning experience and school services. These may include items such as insurance premium fees, administrative fees, course materials fees, examination fees, and other related charges. 指除课程学费以外，用于支持学生学习体验及校园服务的相关费用。此类费用可能包括 保险费、行政管理费、教材费、考试费 等其他相关费用。
- **Miscellaneous Fees 杂费:** Payable where applicable (e.g., Re-Module Fee, Deferment Administration Fee, etc.). Please refer to the *Miscellaneous Fees List in the Student Contract* or contact the Admissions Office for further information. 如适用（例如：重修费、延期行政费等）。具体项目请参阅《学生合同》中的《杂费清单》（Miscellaneous Fees List）或向招生办公室（Admissions Office）查询。
- All fees are subject to prevailing Goods and Services Tax (GST), unless otherwise stated.



b. Fee Payment Scheme 付款计划

In compliance with the Private Education Regulations under SkillsFuture Singapore (SSG), students may pay their fees in full (for courses of 12 months or less) or by instalments (for courses longer than 12 months), following the predetermined payment schedule. 根据 **SkillsFuture Singapore, SSG** 制定的《私立教育条例》(Private Education Regulations), 学生可选择一次性缴清课程费用 (适用于 课程时长 12 个月或以下的课程) 或根据预定的付款计划 (Predetermined Payment Schedule) 分期缴纳 (适用于 课程时长超过 12 个月的课程)。

c. Fee Payment Policy 付款政策

- i. Course fee payment should be made only after the student has signed the Student Contract and Advisory Note. 学生应在签署《学生合同》(Student Contract) 与《学生须知》(Advisory Note) 后方可缴交课程费用。
- ii. All payments are in Singapore currency. 所有付款均须以 新加坡币 (SGD) 结算。
- iii. Both local bank charges in Singapore (approximately SGD 30) and Overseas bank charges (if applicable) are to be borne by the remitter. 所有 本地银行手续费 (约 SGD 30) 及 海外银行手续费 (如适用) 均由汇款人承担。
- iv. A transaction fee of 2.5% will be applied to payments made via WeChat Pay, Alipay, and UnionPay. The payer shall bear this fee. 通过 微信支付 (**WeChat Pay**)、支付宝 (**Alipay**) 或 银联 (**UnionPay**) 支付的交易将收取 **2.5%** 的交易手续费, 该费用由付款人承担。

d. Available Payment Methods 支付方式:

1. Telegraphic Transfer 银行转账

Beneficiary Name	Barclyne College International
Beneficiary Account No.	379-341-091-1
Beneficiary Address	1 Kay Siang Road, # 01-02 Singapore 248922
Bank Name	United Overseas Bank
Bank Address	80 Raffles Place, Singapore 048624
Bank SWIFT Code	UOVBSGSG

2. Flywire
3. WeChat Pay 微信支付
4. Alipay 支付宝
5. UnionPay 联银
6. Online Visa/Master
7. Paynow (UEN: 201001604K)





3. Student Contract, SSG Website, and Fee Protection Scheme (FPS) 学生合同、SSG 网站与学费保障计划 (FPS)

a. Student Contract 学生合同

It is a mandatory requirement by the **SkillsFuture Singapore (SSG)** that all students sign the **Standard Student Contract** with **Brentvale College International (BCI)** upon accepting an offer of admission. Before signing the Student Contract, students should carefully read the **Advisory Note to Students** and ensure the following information is accurate and clearly stated:

根据 **SkillsFuture Singapore, SSG** 的规定, 所有学生在正式接受 **Brentvale College International (博林国际高中)** 的录取前, 必须签署标准版《学生合同》(Standard Student Contract)。

在签署学生合同之前, 学生应仔细阅读《学生须知》(Advisory Note to Students), 并确保以下信息准确无误且清晰列明:

- Course duration, including holidays and examination schedules, and contact hours per day and week 课程时长 (包括假期及考试安排)、每日及每周上课时数;
- Total fees payable 应支付的总费用;
- Payment schedule and due dates. 各阶段付款时间与截止日期;
- Refund Policy 退款政策;
- The Fee Protection Scheme (FPS) you are subscribed to and its coverage. 学费保障计划 (FPS) 的内容及保障范围;
- Available dispute resolution procedures. 可用的争议解决程序;
- BCI's academic and disciplinary policies. 学术及纪律相关政策;
- The qualification (certificate, diploma, or equivalent) is awarded upon successful completion of the course. 完成课程后将获颁发的资格证书 (Certificate、Diploma 或同等学历)。

The Student Contract is a critical document designed to safeguard both students and the College by minimising potential disputes. It must be fully understood before enrolment. Students must note that no course fee payments should be made until the Student Contract has been signed. A sample of the Standard PEI-Student Contract is available on the official BCI website.

学生合同是一份具有法律效力的重要文件, 旨在保障学生与学院双方的权益并减少潜在纠纷。

学生必须在完全理解合同条款后方可注册, 并须注意: 在签署学生合同之前, 严禁支付任何课程费用。标准版《私立教育机构学生合同 (PEI-Student Contract)》样本可在学院官方网站查阅。

b. SSG Website SSG 官方网站

BCI fully complies with the Private Education Act and the requirements of the EduTrust Certification Scheme, which regulate private education in Singapore. Since the revision of the Act in December 2011, all Private Education Institutions (PEIs) must operate in accordance with the standards set by the Committee for Private Education (CPE).

With effect from 1 October 2024, the functions and powers of CPE are now exercised directly by SkillsFuture Singapore (SSG) under the Private Education Act 2009 and its subsidiary legislations. Please refer to SSG's official website for more information at <https://ssg.gov.sg/cpe/pei.html>.

BCI 完全遵守《私立教育法案》(Private Education Act) 以及 EduTrust 认证体系的相关要求, 以确保学院的运作符合新加坡私立教育行业的规范与质量标准。自 2011 年 12 月《私立教育法案》修订以来, 所有私立教



育机构 (Private Education Institutions, PEIs) 均须按照 私立教育理事会 (Committee for Private Education, CPE) 所制定的标准运营。

自 2024 年 10 月 1 日起, CPE 的职能与权力已由 新加坡技能未来署 (SkillsFuture Singapore, SSG) 直接行使, 依据《2009 年私立教育法案》(Private Education Act 2009) 及其附属法规执行监管职责。欲了解更多信息, 请访问 SSG 官方网站: <https://ssg.gov.sg/cpe/pei.html>

c. **Fee Protection Scheme 学费保障计划 (FPS)**

The **Fee Protection Scheme (FPS)** is a compulsory safeguard for students and is a requirement for EduTrust certification. FPS protects both international and local students in the unlikely event that a PEI is unable to continue operations due to insolvency, closure, or is unable to fulfil its financial obligations to students. The insurance coverage extends to the entire course fee, including any additional fees should the study period be extended beyond the originally planned duration (if applicable).

学费保障计划 (FPS) 是新加坡私立教育机构必须执行的学生保障机制, 也是 **EduTrust 认证** 的核心要求之一。该计划旨在极少数情况下, 当私立教育机构 (PEI) 因破产、停业或无法履行对学生的财务义务而停止运作时, 保障本地及国际学生已支付的学费安全。此保险覆盖整个课程费用, 包括当学习期限因特殊原因延长时所需支付的额外费用 (如适用)。

Definition of Fees 费用定义

1. Fees refer to all monies paid by a student to BCI for enrollment. The following fees are exempted from the Fee Protection Scheme (FPS) if collected by BCI:
“费用” (Fees) 指学生为注册课程而支付给学院的所有款项。以下几类费用若由 BCI 收取, 将豁免于学费保障计划 (FPS) 保护范围之外:
 - Course Application Fee 课程报名费
 - Prevailing Goods and Services Tax (GST) 现行消费税
 - Miscellaneous Fees 杂费
 - FPS Insurance Premium FPS 保险费
 - Examination Fees collected less than two (2) months before the examination date 距离考试日期少于两个月所收取的考试费用
2. Re-module fees, if collected, will be protected under the FPS.
若学生需重修课程, 相关费用将纳入 FPS 保障范围。
3. The Course Application Fee refers specifically to the fee paid by a student for the processing of their application, which enables BCI to assess whether the applicant meets the admission requirements of the chosen course. This fee must not include any component that offsets course tuition fees.
“课程报名费”指学生为处理入学申请所支付的费用, 用于 BCI 评估学生是否符合所选课程的入学要求。该费不得包含任何用于抵扣课程学费的成分。
4. Miscellaneous Fees refer to non-compulsory fees that may be chargeable by BCI in relation to, or arising from, the student's participation in the course. Such fees are detailed in Schedule C of the Student Contract and are typically collected only when required.
“杂费”指学生在课程学习过程中可能产生的非强制性费用, 这些费用的具体项目已列于《学生合同》附件 C (Schedule C) 中, 并仅在实际需要时收取。
5. As an EduTrust-certified Private Education Institution (PEI), BCI is required to adopt the FPS to safeguard fees paid by both local and international students. The list of SSG-appointed FPS insurers can be found at <https://www.tpgateway.gov.sg/>.
作为获得 EduTrust 认证的私立教育机构 (PEI), BCI 必须执行学费保障计划 (FPS), 以保障所有本地及国际学生已支付的学费。学生可访问以下网站查询由 新加坡技能未来署 (SSG) 指定的 FPS 保险公司名单: <https://www.tpgateway.gov.sg/>
6. BCI is permitted to collect up to twelve (12) months of course fees at any one time.



BCI 每次最多可收取不超过 12 个月课程学费。

BCI has appointed Liberty Insurance as the FPS provider for our students.

BCI 已委任 Liberty Insurance 为本院学生提供 FPS 保险服务。



Master Certificate of Insurance

Fee Protection Scheme (FPS) Group Insurance

BARCLYNE COLLEGE INTERNATIONAL PTE LTD

Policy No. FPS029Y16

1 January 2025 to 31 December 2025

We certify that the Policy to which this certificate relates is issued to the above Private Education Institution (PEI) for its students under the Fee Protection Scheme (FPS) Group Insurance administered by SkillsFuture Singapore Agency (SSG)

Ho Toon Wan
Head of Non-Motor

This Certificate of Insurance is subjected to the terms and conditions of the Fee Protection Scheme (FPS) Group Insurance Policy issued by Liberty Insurance Pte Ltd



4. Group Medical Insurance & Singapore General Healthcare Services 团体保险新加坡一般医疗服务

a. Group Medical Insurance 团体保险

In accordance with the requirements set by Skills Future Singapore (SSG), Barclayne College International (BCI) provides all enrolled students with medical insurance coverage under a Group Medical Insurance Scheme arranged with NTUC. This coverage ensures protection for hospitalisation and related medical treatment during the student's course of study in Singapore.

Details of the policy, including benefits and claim procedures, will be explained to students during the Orientation Programme. Students who already have valid medical insurance coverage in Singapore (e.g., through employment or other equivalent policies) may request an exemption by providing documentary proof.

根据 SSG 的相关规定，BCI 为所有注册学生提供由 **NTUC Income** 承保的 团体医疗保险计划 (Group Medical Insurance Scheme)。该保险计划为学生在新加坡学习期间提供 **住院及相关医疗治疗** 的保障。

保险详情 (包括 保障范围、理赔程序及协助联系方式) 将在学生参加的 迎新活动 (Orientation Programme) 中详细说明。如学生已在新加坡拥有其他有效的医疗保险 (例如: 通过雇主或其他等效保单), 可凭有效文件证明向学院申请豁免本保险计划。

b. Singapore General Healthcare Services

Singapore has a well-established and efficient healthcare system that provides both public and private medical services. Students can visit **polyclinics** for affordable general medical care, health screenings, and vaccinations, or opt for **private clinics and hospitals** for faster and more personalized treatment. In case of emergencies, students should call **995** for an ambulance or proceed to the nearest hospital's emergency



department. Pharmacies are widely available in shopping malls and neighborhood centers for prescription and over-the-counter medications.

新加坡拥有完善且高效的医疗体系，提供公立与私立医疗服务。学生可前往 **综合诊疗所 (Polyclinic)** 接受价格合理的一般门诊、体检及疫苗接种，也可选择**私立诊所与医院**，获得更快捷及个性化的治疗服务。如遇紧急情况，可拨打 **995** 求助救护车，或直接前往最近的医院急诊室。各大商场及邻里中心均设有药房，可购买处方药及非处方药。

5. Student Support Services – The A.C.E.S Programmes 学生支持

At BCI, we support every learner through our **A.C.E.S Programme**, which stands for Academic, Community, Enrichment, and Support. This framework reflects our belief in nurturing well-rounded individuals who grow academically, socially, and personally.

Through **A.C.E.S.**, students receive academic guidance, including remedial sessions and study clinics, as well as community engagement through service learning and volunteering. Additionally, they participate in personal development activities, such as leadership and well-being initiatives. The emphasis on community and experiential learning not only enhances students' personal growth but also strengthens their university applications, giving them a competitive edge in both local and international contexts.

Ultimately, A.C.E.S empowers BCI learners to become confident, compassionate, and future-ready individuals with a global outlook.

在 BCI，我们通过 A.C.E.S 学生支持计划 为每一位学习者提供全面的成长支持。A.C.E.S 代表 学术 (Academic)、社区 (Community)、拓展 (Enrichment) 与支持 (Support)，体现了学院培养全面发展人才的教育理念，帮助他们在学业、社交及个人成长方面全面进步。

通过该计划，学生可获得包括 学术辅导 (补习课程与学习诊所)、社区参与 (志愿服务与公益活动)、以及 个人发展 (领导力与身心健康活动) 在内的多层次支持。该项目注重社区与体验式学习，不仅促进个人成长，也增强了大学申请竞争力，使学生在本地与国际升学中更具优势。

最终，A.C.E.S 计划致力于培养 自信、有爱心、具备国际视野与未来竞争力的人才。

6. Grievance and Dispute Resolution Procedures 申诉与争议解决程序

Dispute resolution system 争议解决机制

All feedback, including complaints, may be directed to the **Student Admission Office** located at Level 1. Students can submit their feedback using the *Feedback Form*, by sending an email, or by arranging an appointment with the relevant staff — including the Subject Teacher, Student Admission or Academic Support staff, Academic Head, Non-Academic Managers or Heads, Vice Principals, or the **Principal**. 所有反馈 (包括投诉) 可提交至 **一楼的学生招生办公室 (Student Admission Office)**。学生可通过填写《反馈表》(Feedback Form)、发送电子邮件，或预约与相关人员会面，包括 任课教师、招生或学术支持人员、学术主管、非学术部门主管、副校长或校长。

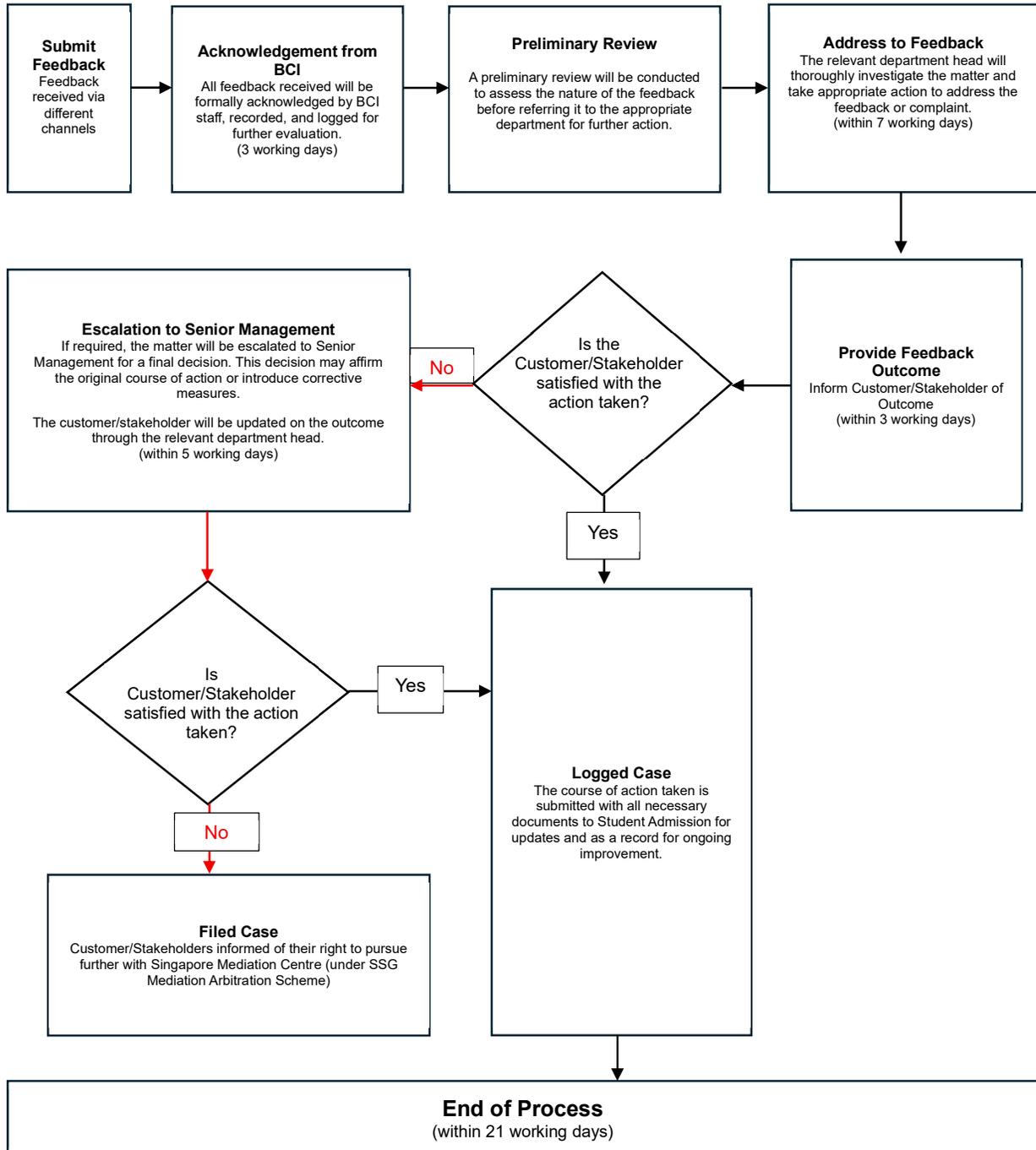
All feedback and complaints will be acknowledged and addressed within **seven (7) working days**. 学院将在 **7 个工作日内** 对所有反馈或投诉进行回复与处理。

Whenever possible, the school will inform the individual of the actions taken and aims to fully resolve the matter within **twenty-one (21) working days**. 如有可能，学院将通知学生已采取的措施，并力求在 **21 个工作日内完成问题的处理与解决**。



If a student's feedback or grievance cannot be resolved within 21 working days, the matter may be referred to the SSG Mediation–Arbitration Scheme, SkillsFuture Singapore (SSG) for independent review and resolution. 若学生的反馈或申诉在 **21 个工作日内** 仍无法解决，学生可将此事提交至由 SSG 管理的调解–仲裁机制 (**Mediation–Arbitration Scheme**) 进行独立审理与处理。 <https://www.ssg.gov.sg/resources/pei/dispute-resolution>

Responsive resolving feedback process





7. Transfer / Withdrawal / Refund Policy 转课、退学、退款政策

a. Transfer and Withdrawal 转课与退学

Course transfer refers to a student changing their course of study while remaining a student of BCI. The request for transfer from one course to another within BCI will only be considered if the Transfer of Course Application Form is properly completed and signed by the student and their Parent/Guardian (applicable for students under the age of 18). “转课”指学生在仍为 BCI 学生的情况下，申请更换所就读课程。学生须完整填写并签署《课程转移申请表》，未满 18 岁的学生需由其家长或监护人共同签署。

The transfer application will be reviewed, and the result will be communicated to the student within 14 working days. Additional fees may apply. 学院将在 **14 个工作日内** 完成申请的审核，并通知学生结果。若涉及额外费用，学院将另行通知。

Withdrawal refers to the situation where the student contract would be terminated and the student is no longer a student of BCI. The request to withdraw will only be considered if the Clearance Form is duly completed and signed by both the Student and the parent/Guardian (applicable for students under the age of 18 years old). The request to withdraw can also be made in writing. The timeframe for assessing and processing the withdrawal request will be completed within 14 working days. “退学”指学生与学院的学生合同终止，学生不再属于 BCI 学生。退学申请须由学生填写《离校清算表》，并由学生及其家长或监护人（如未满 18 岁）签署确认。退学申请亦可通过书面方式提出。学院将在收到完整申请后 **14 个工作日内** 完成审核与处理。

For Student's Pass Holders 学生证持有人: BCI will manage and coordinate with the relevant government authority (such as ICA) for the issuance or cancellation of Student's Passes for international students. All applicable regulations regarding the Student's Pass must be complied with by BCI. BCI 将协助并协调相关政府机构（如 ICA）办理国际学生的学生准证（Student's Pass）签发或注销事宜。所有与学生准证相关的规定，学院及学生均须严格遵守。

b. Course Deferment 延期入学

BCI does not offer deferment of studies. BCI **不提供延期入学 (Deferment) 服务。**

c. Refund 退款

When a student withdraws from a course, the school determines whether they are eligible for a refund. The refund will be processed within seven working days after receiving a properly completed course withdrawal form from the student, parent, or guardian. 当学生退学时，学院将根据情况判断其是否符合退款条件。若符合条件，退款将在学院收到完整退学申请表后 **7 个工作日内** 处理完成。

For more information or questions, please visit the BCI website for further clarification, the latest updates, or contact the school directly. 学生或家长/监护人可向学院咨询最新退款政策，或访问学院官方网站以获取更多信息。

i. During Cooling-Off Period 冷静期内退款

BCI provides the student with a cooling-off period of seven (7) working days after the date the contract is signed by both parties. 学院为学生提供自双方签署学生合同之日起 7 个工作日的冷静期。

The student will receive a refund of the highest percentage (listed in Schedule D of the PEI-Student Contract, ver. 4.0) of the fees paid if they submit a written withdrawal notice to PEI within the cooling-off period, regardless of whether they have begun the course. 若学生在冷静期内提交书面退学通知，即可获得合同附件 **Schedule D (第四版标准学生合同)** 中所列的最高退款比例，无论课程是否已开始。



(Note: The table below shows the Schedule D of the PEI-Student Contract ver. 4.0)

(下表为 PEI-Student Contract Version 4.0 附件 D 退款标准表)

Standard PEI-Student Contract Version 4.0

SCHEDULE D REFUND POLICY 退款标准表

Table with 2 columns: % of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C] / 课程与杂费退款比例; If the Contracting Party's written notice of withdrawal is received: / 若收到学生书面退学通知的时间为:.

ii. Withdrawal Due to Other Reasons 因其他原因退学:

The refund of the course fees, except for the Refund for Withdrawal Due to Non-Delivery of Course above, would be in accordance with Schedule D of the Student Contract above. 除非因课程取消或未能开课而导致退款, 否则学生退学的退款比例均应按照 学生合同附件 D (Schedule D) 的规定执行。

8. Accommodation & Cost of Living 新加坡住宿生活开销

Infographic with three columns: Accommodation (住宿), Food & Groceries (餐饮与食品杂货), Transportation (交通). Includes cost ranges for dorms, flats, meals, and transport options.



9. Opening a Bank Account in Singapore 在新加坡设立银行账户

International students with a valid **Student's Pass** may open a local bank account in Singapore for daily use, such as tuition fees, transportation, or personal expenses. 持有有效 **学生准证** 的国际学生可在新加坡开立本地银行账户，以便缴纳学费、交通及日常消费。

Recommended Banks 推荐银行

DBS / POSB, OCBC, UOB, Standard Chartered, HSBC

Documents Required 所需文件

- Valid Passport 护照
- Student's Pass 学生准证
- Proof of local address (e.g., rental agreement, phone or utility bill) 本地住址证明 (如租房合同、水电账单)
- Student Enrolment Letter 入学证明信

Account Opening Options 开户方式

International students with a valid Student's Pass may open a local bank account either online or by visiting a bank branch. Most major banks (e.g., DBS/POSB, OCBC, UOB) allow online applications via their official websites or mobile apps. Some banks, however, may require you to visit a branch in person for identity verification or document checking.

持有有效 **学生准证 (Student's Pass)** 的国际学生可通过 **线上申请** 或 **前往银行分行** 开立本地账户。多数主要银行 (如 DBS/POSB、OCBC、UOB) 提供官网或手机应用线上开户服务。个别银行可能要求学生 **亲临分行** 办理身份验证与文件核对。

Operating Hours 银行营业时间

Most bank branches operate Monday to Friday: 9:30am – 3:00pm. Selected branches open on Saturdays: 9:30am – 12:30pm, and some branches open on Sundays: 11:00am – 4:30pm. All banks are closed on public holidays.

新加坡银行通常营业时间为 **星期一至星期五：上午 9:30 – 下午 3:00**。部分分行在 **星期六：上午 9:30 – 中午 12:30** 营业，个别分行在 **星期日：上午 11:00 – 下午 4:30** 开放。所有银行在公共假期休息。

**** Please Check each bank's website for updated branch hours before visiting.**

在前往银行前，请先查看银行官网以确认最新的营业时间。

10. Student's Pass (STP) Terms and Conditions 学生准则条款

- The Student's Pass (STP) is issued by the Immigration & Checkpoints Authority (ICA) of Singapore and allows the holder to study full-time at Brentvale College International (BCI) only. The pass is strictly **non-transferable and non-renewable** for use at another institution. 学生准证 (STP) 由新加坡 移民与关卡局 (Immigration & Checkpoints Authority, ICA) 签发，仅允许持有人在博林国际高中 全日制学习。该准证严格禁止转让或用于其他院校。
- The STP is valid for the approved duration of study and will expire upon completion of the course, withdrawal, or termination of the program. 学生准证的有效期以批准的课程时长为准，并将在课程结束、退学或被终止学籍时自动失效。
- Renewal applications must be submitted through BCI **at least 8 weeks before expiry**. 学生需在准证到期前至少 **8 周** 通过学院提交续签申请。
- Students must hold a valid STP at all times during their studies in Singapore. 学生在新加坡学习期间必须始终持有有效的学生准证。



- ICA requires all STP holders to maintain a **minimum attendance of 90%** each month. ICA 规定所有持学生准证的学生每月出勤率必须达到 **90%** 以上。
- Students must make satisfactory academic progress in their registered programme. 学生须在所注册课程中保持令人满意的学业进展。
- Poor attendance or performance may result in **cancellation or non-renewal** of the STP. 若出勤率或学业表现不达标，学生准证可能被 **取消或不予续签**。
- Students must notify BCI immediately of any change in personal details (e.g., passport number, address, contact number) so that ICA records can be updated accordingly. 学生若个人信息有变更（例如护照号码、地址、联系方式等），须立即通知学院，以便 ICA 更新相关记录。
- Holders of a Student's Pass are **not permitted to work** or engage in any form of paid or unpaid employment, business, or internship unless authorized explicitly by ICA. 学生准证持有人 **不得从事任何有偿或无偿的工作、商业活动或实习**，除非已获得 ICA 的书面许可。
- Students who withdraw, are suspended, or dismissed from the College will have their STP **cancelled within 7 days** from the date of cessation. 若学生 退学、停学或被学院开除，其学生准证将于离校日期起 **7 天内** 被取消。
- Students must surrender the STP card to ICA upon cancellation and leave Singapore within the permitted grace period. 学生在取消准证后，必须向 ICA 交还学生准证卡，并在宽限期内离开新加坡。
- In the event of loss, damage, or theft of the STP card, the student must report to ICA immediately and apply for a replacement. 若学生准证卡 遗失、损坏或被盗，须立即向 ICA 报告并申请补办。
- Students must comply with all ICA regulations and Singapore laws at all times. 学生须随时遵守 ICA 的所有规定及新加坡法律。
- Misuse or violation of STP conditions will result in cancellation and may lead to legal or immigration consequences. 任何滥用或违反学生准证条件的行为，可能导致准证被取消，甚至引发法律或移民后果。

BCI will assist students in applying for, renewing, or cancelling their STP in accordance with ICA guidelines. However, the final decision on all applications rests solely with the Immigration & Checkpoints Authority (ICA). 学院将协助学生 按照 ICA 的规定进行学生准证的申请、续签及取消手续。惟所有学生准证相关申请的最终决定权均由新加坡移民与关卡局 (ICA) 全权决定。



11. Singapore Relevant Law 新加坡法规

	Relevant Law
Immigration 移民	All international students studying in Singapore must have a valid passport and a Student Pass from the ICA (Immigration and Checkpoint Authority). 所有在新加坡留学的国际学生，必须持有有效护照和移民局签发的学生准证。
Employment 工作	International students are not allowed to work in Singapore 国际学生在新加坡不允许工作。
Driving 驾驶	All drivers must be in possession of a valid Singapore driving license and the vehicle must be insured. 所有司机必须持有有效的新加坡驾驶执照，车辆也必须购买保险。
Drugs 药品	Possession of Controlled Drugs is presumed to be for trafficking, an offence which can carry the death penalty. 在新加坡持有管制毒品，可被判定为贩卖毒品，这种罪行可判处死刑。
Alcohol Abuse 酒精滥用	Any offense committed while being intoxicated (drunk) is punishable under the law. Drunk driving is a serious offence. 醉酒时所犯的任何罪行都要受到法律的惩罚，酒后驾车是一种严重的违法行为。
Smoking 抽烟	Smoking in specific public places and indoor restaurants is prohibited. 禁止在特定的公共场所和室内餐厅内吸烟。
Traffic 交通 / 马路	Jay walking is an offence. 违章横穿街道是一种违法行为。
Littering 丢垃圾	Littering, spitting and vandalism (with graffiti) in public areas are serious offences. 在公共场所乱扔垃圾、随地吐痰和乱涂鸦是一种的违法行为。
Vandalism 破坏	Under the Vandalism Act of Singapore, it is an offence to commit any act of vandalism to public and private property without the property owner's written consent. 根据新加坡的破坏公物法，在未经业主书面同意的情况下，对公私财产进行任何破坏都是犯罪行为。

12. Emergency Contact Number (Singapore) 紧急热线

Service 服务	Contact Number 联系号码	Remarks 备注
Police 警察 http://www.spf.gov.sg/	999	For emergencies, crimes, or immediate police assistance 紧急情况、犯罪事件或需要立即警察援助时拨打。
Ambulance & Fire 救护 车与消防	995 / 1777	If it's a true emergency, call 995. If you need medical transport but the situation is not life-threatening, or if you have been advised by paramedics that you do not require an ambulance after their arrival at the scene, call 1777. 若为紧急医疗或火灾情况，请拨打 995。 如需非紧急医疗运输，或现场评估后被告知无需救护车服务，请拨打 1777。
ICA (Immigration & Checkpoints Authority) 移民与关卡局 https://www.ica.gov.sg/	+65 6391 6100	Student's Pass and immigration matters 学生证与移民相关事项
BCI 博林国际高中 www.bci.edu.sg	+65 6100 1995 Student_admission@bci.edu.sg contact@bci.edu.sg	For student support, general inquiries, & welfare 学生支持、一般咨询、福利