



27 August 2024

Dear Parent / Guardian,

**APPLICATION FOR 2025 ACADEMIC YEAR**

The 2024 academic year is coming to an end and we want to express our heartfelt gratitude for your continued support for San Yu Adventist School (SYAS). We also hope your child/ward has enjoyed and benefited from his/her studies with us. As we prepare for another year of learning, we invite you to register your child/ward for the new academic year 2025 by **09 September 2024**. Please

1. Indicate below in the acknowledgement slip whether your child/ward wishes to continue his/her studies and reserve a place with us for the 2025 academic year.
2. Confirm the reservation by submitting the **Online** Application for Returning Students via the **SYAS Student Portal**. Log in to the **SYAS Student Portal** with your child's/ward's SYAS Student ID number (e.g., 202408123) via the link below to access the account. For students who have not logged in before, both the User ID & Password will be the same as the Student ID.  
URL: <https://syas.aimsapp.com/studentportal>
3. Read carefully the attached instructions and important notes to ensure a smooth registration process.

If you are uncertain of your child/ward's plan for the 2025 academic year, you may tick option 1 to reserve a place and submit the online application form. No payment is required at this moment.

Thank you once again for being part of our school and we look forward to your continuous support. Should you need any assistance or clarifications, you may contact us via WhatsApp at 8878 5008.

Yours Faithfully,

Theresa Ang

Assistant Registrar

----- ✂ Acknowledgement Slip ✂ -----

Attention: Assistant Registrar

Please detach this portion and submit it to the form teacher by **09 September 2024**

**APPLICATION FOR 2025 ACADEMIC YEAR**

I hereby acknowledge and understand the content of the letter dated 27 August 2024 and (please tick accordingly):

- 1)  I wish to reserve a place for my child/ward for enrolment in the new academic year 2025 and I will submit the **online** application form for returning students via the SYAS student Portal.
- 2)  I wish to register my child/ward's sibling(s) for the 2025 academic year (\* Please circle where applicable)  
 Name of Sibling \_\_\_\_\_ for \* PRI \_\_\_/ SEC \_\_\_ (Date of Birth: \_\_\_\_\_)  
 Name of Sibling \_\_\_\_\_ for \* PRI \_\_\_/ SEC \_\_\_ (Date of Birth: \_\_\_\_\_)
- 3)  My child/ward **will not** be returning for the 2025 academic year.

Name and Signature of \*Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Instructions and Important Notes



三育中小学  
SAN YU  
ADVENTIST  
SCHOOL

### I. INSTRUCTION FOR ONLINE APPLICATION VIA SYAS STUDENT PORTAL

Follow the steps in the SYAS Student Portal accordingly.

- Check** that the particulars (student, parent and guardian) are correct and **update accordingly** if there is a change;
- Upload a recent passport sized photo (with white background)** and any required items for submission (where applicable); and
- Read, understand and accept all declarations (student, parent, and guardian) mentioned in the online application form (Please refer to our Download Centre (refer to quick link) for the sample of the application form).
- Important note: the online application form **must only be signed by the appointed guardian/parent mentioned**.

If you encounter any issues, please contact us via WhatsApp at 8878 5008. Refer to the school's website at <https://syas.edu.sg/pages/new-academic-year-application-for-returning-students> for more information.

### II. STUDENT CONTRACT SIGNING DURING PREFERENTIAL PERIOD

The Student Contract is renewed annually and your child/ward is officially enrolled only after the Student Contract is signed and all course fees and miscellaneous fees are paid during the preferential period stated below.

The student/parent/guardian will be able to sign the new student contract either in person at SYAS or to sign electronically via DocuSign. More information and detailed instructions will be **given at a later date**.

Preferential Period for Student Contract Signing and Course Fees Payment	
Secondary	Primary
04 November to 08 November 2024 (Monday to Friday)	18 November to 22 November 2024 (Monday to Friday)
8:30 am to 12.00 noon	

***\*After the preferential period is over, the reservation made as indicated in the acknowledgement form will be forfeited.***

Kindly note that enrolment to the next course level is not automatic. All students have to meet the Promotion Criteria of each course to be offered the student contract accordingly. Please refer to the Student Handbook for more details.

### III. CHANGE OF GUARDIANSHIP (SUBMIT GUARDIAN'S APPOINTMENT AND DECLARATION)

If there is a change in guardianship for the student, please submit the **Guardian's Appointment and Declaration Form (AO FORM 054)** duly signed by the parent(s) and the newly appointed guardian. This form is available on the school's website (Download Centre) or on the SYAS Student Portal (Document library) or the General Office.

**Note:** All international students, whose parents are not residing in Singapore and/or do not have a valid pass (eg LTVP, DP, EP, IEO), must appoint a local guardian to act on behalf of them with regard to all school matters concerning their child. This is to ensure effective communication between the guardian and parents with the school and to ensure that parents know the roles and responsibilities of the appointed guardian.

### IV. SIBLINGS REFERRAL DISCOUNT AND PRIORITY REGISTRATION FOR 2025 ACADEMIC YEAR

The school offers sibling referral discounts for our students. This discount is a **one-off** 10% discount on the first-year course fee for any new sibling(s) referred to SYAS. Therefore, the school gives priority to your child/ward's sibling(s) to join SYAS for the 2025 academic year. Please fill in the sibling(s) details in the acknowledgment form below to register. For more information on sibling referral discounts and eligibility, please contact SYAS directly at [info@syas.edu.sg](mailto:info@syas.edu.sg) or refer to the school's website at <https://syas.edu.sg/pages/school-fees#discount>.

# REGISTRATION PROCESS FOR RETURNING STUDENTS

Appendix A

## Application for 2025 New Academic Year in August/September 2024

- Student/Parent/Guardian submit **online** the Application for Admission for Returning Students (FORM C) and upload the following documents via the SYAS student portal (where applicable)
    - A Recent Passport-Sized Photograph - **Compulsory**
    - \* STP / DP / LTVP / IEO or Re-entry Permit (SPR) or NRIC / Student Concession Card (Singapore Citizens only)
    - \* Student's Passport (required for all except Singapore Citizens)
    - \* Parent/Guardian's Valid Pass or NRIC (Singapore Citizens/SPR)
    - \* Parent/Guardian's Passport (required for all except Singapore Citizens)
    - \* Duly signed Guardian's Appointment and Declaration Form (AO FORM 054)
  - Indicate preference for Student Contract signing (In-person or electronically via DocuSign) during preferential period.
- \*Compulsory if there is any change of guardianship or renewal of Student's/Parent's/Guardian's Pass and Passport

Not returning for New Academic Year

Submit application for admission for Returning Student online via **SYAS student portal**

## Preparation of Student Contract (September - October 2024)

The school prepares the student contract based on the particulars provided in the online application form (FORM C)

**Important Note:** For any **change of passport or change of guardian**, after submission of application form (FORM C), student/parent/guardian must inform the school **before** the Student Contract signing period to avoid delay.

## Sign Student Contract and make payment during preferential period (November 2024)

For in-person contract signing, Student Contract will be given on the last day of school together with the student's result slip. For online contract signing via DocuSign, the Student e-Contract will be emailed to the parent/guardian during the preferential period.

- Student/Parent/Guardian submits AO FORM 050 - Student Contract/Student's Pass Renewal for Returning Student Form and Conditional Letter, if applicable, to Admission Office.
- Proceed to signing of Student Contract and make payment of course fees and miscellaneous fees, ICA application fee (if applicable)
- Collect booklist, purchase materials (if applicable)

Sign Student Contract and make payment of course fees

Withdraw

## ICA Application (Applicable for students holding STP) (November - December 2024)

### Option 1 - For students who have appointed the school to apply STP on their behalf

- School submits the STP application to ICA.
- School follows up with student/parent/guardian for any additional requirements by ICA

### Option 2 - For students who will apply STP on their own

- School sends SOLAR+ reference number to student/parent/guardian via email
- Parent/Guardian submits STP application via ICA website

Upon STP Approval

## Complete formalities with ICA

- Fulfil the requirements by ICA (if any, eg Terms and Conditions /Medical Check Up)
- Book ICA appointment (if applicable)
- Report to ICA for issuance of digital STP (IPA letter, ICA appointment letter, etc)

Issuance of digital STP

For SC / SPR / DP / LTVP / IEO holder

## Start school on the appointed date of commencement stated in the Student Contract (02 January 2024)

Student/Parent/Guardian submits a copy of digital STP to the General Office

End of Process



# Appendix B - 2025 Course Fees & Miscellaneous Fees

**Note:** SYAS does not accept installment payment

## Course Fees

Course Level	Local Students		SPR Students		International Students	
	Primary	Secondary	Primary	Secondary	Primary	Secondary
Course Fee (4 Terms)	\$6,460	\$7,640	\$10,498	\$12,415	\$16,150	\$19,100
Meal Plan (4 Terms)	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Enrolment Fee*	\$300	\$300	\$300	\$300	\$700	\$700
Fee Protection Scheme Insurance (FPS)*	\$100	\$110	\$150	\$170	\$200	\$220
Hospitalization & Surgical Insurance (H&S)*	\$70	\$70	\$70	\$70	\$70	\$70
Personal Accident Insurance (PA)*	\$15	\$15	\$15	\$15	\$15	\$15
Enrichment & Technology Fee	\$400	\$400	\$400	\$400	\$400	\$400
Materials Fee*	\$200	\$200	\$200	\$200	\$200	\$200
<b>Total Course Fees (Yearly)</b>	<b>\$8,745</b>	<b>\$9,935</b>	<b>\$12,833</b>	<b>\$14,770</b>	<b>\$18,935</b>	<b>\$21,905</b>

\*Non-refundable

## Miscellaneous Fees

Purpose of Fee	Amount	
Document Request (eg. Replacement of Student ID, Certified True Copy of Result slip or School Transcript, etc)	\$5 to \$10	
Orientation Camp (compulsory for new students only)	For P2 to P5	\$100
	For PS1F to S3	\$160

All fees are inclusive of Goods & Services (GST)

## Application Fees (Non-refundable)

Purpose of Fee	Amount
ICA Application (International students)	\$300

All fees are inclusive of Goods & Services (GST)

## Sibling Referral Discount

SYAS offers sibling referral discounts for SYAS students. This sibling referral is a **one-off** 10% discount on the **first-year** course fee for the sibling(s) referred.

### To be eligible for the discount:

1. The applicant must have a sibling enrolled in SYAS,
2. The applicant must not be registered under an SYAS agent, and
3. The applicant must not be a subsidized SDA member.

## Mode of Payment

The course fees are payable using the following **mode of payment** only:

1. Cheque crossed and made payable to **SAN YU ADVENTIST SCHOOL LIMITED**
2. Cashier's Order payable to **SAN YU ADVENTIST SCHOOL LIMITED**
3. Online Transfer via Flywire (**please get in touch with Business Office for more details**)

### Note:

1. Course fees **must be paid on the same day** upon signing the Student Contract
2. **Course fees and miscellaneous fees should not be paid through the Agent.**
3. Payment is to be made in **Singapore Currency** only.



# Refund Policy and Table

## Refund Policy

The school adopts the refund policy according to the CPE's Standard PEI-Student Contract Version 4.0 for:

1. Refund due to the specific Refund Events stated in the Schedule E of the Student Contract
2. Refund for Withdrawal During the Cooling-off Period
3. Refund for Withdrawal Outside the Cooling-off Period

## Refund Table

% of [the amount of fees paid under Schedule B & C of the Student Contract]	Course Commencement Date: 02 January 2025 If Student's written notice of withdrawal is received	For 2025 Academic Year (Withdrawal submitted on below dates)
<b>Course Fee *</b>		
[75%] of course fee paid	more than [14] days <b>before</b> the Course Commencement Date	Before & on 18 December 2024
[50%] of course fee paid	<b>before</b> , but not more than [14] days <b>before</b> the Course Commencement Date	Between 19 December 2024 & 2 January 2025
[15%] of course fee paid	<b>after</b> , but not more than [14] days <b>after</b> the Course Commencement Date	Between 3 January 2025 & 16 January 2025
[0%] of course fee paid	more than [14] days <b>after</b> the Course Commencement Date	On 17 January 2025 & after
<b>Enrichment &amp; Technology Fee*</b>		
[100%] of enrichment & technology fee paid	<b>before</b> the Course Commencement Date	Before & on 2 January 2025
<b>No refund</b>	<b>after</b> the Course Commencement Date	On 3 January 2025 & after
<b>Meal Plan*</b>		
The remaining unconsumed term(s)		

\* The total refund amount is inclusive of GST

## Refund during the Cooling-Off Period

SYAS provides the student **with a cooling-off period of ten (10) calendar days** after the date that the Student Contract has been signed by both parties.

The student will be refunded all Course Fees and Miscellaneous Fees (stated in **Schedule B and C** of the Student Contract) paid if the student submits a written notice of withdrawal to SYAS during the cooling-off period, regardless of whether the student has started the course or not.

Please refer to the Student Contract and our school website ([www.syas.edu.sg](http://www.syas.edu.sg)) for more information on the refund policy