28 August 2026

APPLICATION FOR 2027 ACADEMIC YEAR

Dear Parent/Guardian,

As the 2026 academic year approaches its final term, we want to express our sincere appreciation for your continued support throughout the year. We hope that your child/ward has grown not only in knowledge and learning, but also in character, and that his/her journey at San Yu Adventist School (SYAS) has been positive and fulfilling.

We hope that your child/ward will continue his/her educational journey with us in 2027. To reserve a place for the 2027 academic year, kindly complete the following by **14 September 2026**:

1. Indicate your child's/ward's intention to continue studies in the acknowledgement slip.
2. Confirm the reservation by submitting the *Online Application for Returning Students* via **SYAS's Student Portal**:
   - https://syas.aimsapp.com/studentportal
   - Please do not use a mobile phone to submit the application.
   - Log in using your child's/ward's SYAS Student ID (e.g., 202608123).
   - For first-time users, both the User ID and Password are the same as the Student ID.
3. Refer to the attached instructions and important notes to ensure a smooth registration process.

If you are uncertain of your child's/ward's plans for 2027, you may tick *Option 1* to reserve a place and submit the online application form. **No payment is required** at this stage of the reservation.

Thank you once again for being part of our school community. Should you need any assistance or clarification, please contact us via WhatsApp at **8878 5008**.

+ 65 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 **14 Sept 2026***

APPLICATION FOR 2027 ACADEMIC YEAR

I, parent/guardian of _____ (*student's name) and* _____ *(class*), acknowledge the letter dated 28 August 2026 and indicate my decision below (please tick accordingly):

1) ☐ I wish to reserve a place for my child/ward for enrolment in the new academic year 2027, 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 2027 academic year *(* Please circle where applicable*)

Name of Sibling _____ applying for * PRI ____ / SEC ____

Name of Sibling _____ applying for * PRI ____ / SEC ____

3) ☐ My child/ward **will not** be returning for the 2027 academic year.

Name and Signature of *Parent/Guardian_____Date _____

Instructions and Important Notes

I. INSTRUCTIONS FOR ONLINE APPLICATION VIA SYAS STUDENT PORTAL

Follow the steps in the SYAS Student Portal accordingly.

a. **Check** that the particulars (student, parent, and guardian) are correct and **update accordingly** if there is a change;
b. **Upload a recent passport-sized photo (with white background)** and any required items for submission (where applicable); and
c. Read, understand, and accept all declarations (student, parent, and guardian) mentioned in the online application form (Please refer to our Download Centre (Scan QR for link) for the sample of the application form).
d. Important note: the online application form **must only be signed by the appointed guardian/parent mentioned**.
e. Please **use a computer** to complete and submit the application online. Kindly do not use a mobile phone to submit the application.

SCAN ME

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 PERIOD (THE WEEK AFTER LAST DAY OF SCHOOL)

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 for the next academic year. Please refer to the Student Handbook for more details.

Hence, the student contract is **signed annually** according to the course offered for the next academic year. The enrolment will be confirmed only after the new Student Contract is signed and all course fees and miscellaneous fees are paid.

The student/parent/guardian will receive and sign the student contract for the new academic year **electronically via DocuSign** during the contract signing period stated below. After this period is over, the reservation made as indicated in the acknowledgement form will be forfeited. More information and detailed instructions for contract signing will be **given at a later date**.

Period for Student Contract Signing and Course Fees Payment	
Secondary	Primary
10 November to 13 November 2026 (Tuesday to Friday) **Note: 9 November (Monday) is a School Holiday in lieu of Deepavali*	23 November to 27 November 2026 (Monday to Friday)

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 you can scan the QR code.

SCAN ME

***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 2027 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 2027 academic year. Please fill in the sibling(s) details in the acknowledgment form on page 1 to register. For more information on sibling referral discounts and eligibility, please contact SYAS directly at **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 2027 New Academic Year in September 2026

1. 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. A Recent Passport-Sized Photograph - **Compulsory**
   b. * STP / DP / LTVP / IEO or Re-entry Permit (SPR) or NRIC / Student Concession Card (Singapore Citizens only)
   c. * Student's Passport (required for all except Singapore Citizens)
   d. * Parent/Guardian's Valid Pass or NRIC (Singapore Citizens/SPR)
   e. * Parent/Guardian's Passport (required for all except Singapore Citizens)
   f. * Duly signed Guardian's Appointment and Declaration Form (AO FORM 054)

*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

Application for admission for Returning Student submitted online via **SYAS student portal**

Preparation of Student Contract (September - October 2026)

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 online application form (FORM C), student/parent/guardian must inform the school **before** the Student Contract signing period to avoid delay.

Student Contract Signing and Fees Payment during Contract Signing Period (November 2026)

1. The Student e-Contract together with any relevant forms (eg., Conditional letter, Student's Pass Renewal form, etc) will be emailed via DocuSign to the parent/guardian periodically within the contract signing period.
2. Parent/Guardian will be **given 7 (seven) days from the day the e-Contract is sent** to complete the contract signing and fees payment.
3. Proceed to sign of Student Contract (via DocuSign) and make payment of course fees and miscellaneous fees, ICA application fee (if applicable)
4. Download/View the booklist on the school's website , purchase materials from SYAS bookstore* (if applicable)

Please take note of opening hours

Student Contract signed and course fees payment made

Withdraw

For SC / SPR / DP / LTVP / IEO holder

ICA Application (Applicable for student's pass holders) (November - December 2026)

Option 1 - For students who have appointed the school to apply STP on their behalf
1. School submits the STP application to ICA.
2. School follows up with student/parent/guardian for any additional requirements by ICA

Option 2 - For students who will apply STP on their own
1. School sends SOLAR+ reference number to student/parent/guardian via email
2. Parent/Guardian submits STP application via ICA website

Upon receiving STP In-Principal Approval (IPA)

Complete formalities with ICA
1. Fulfil the requirements by ICA (if any, eg Terms and Conditions /Medical Check Up)
2. Book ICA appointment (if applicable)
3. Report to ICA for issuance of digital STP (IPA letter, ICA appointment letter, etc)

Issuance of digital STP

Start school on the appointed date of commencement stated in the Student Contract (04 January 2027)

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

End of Process

ICA: Immigration & Checkpoints Authority *LOC: Letter of Consent* *SPR: Singapore PR* *LTVP: Long Term Visit Pass* *IEO: Immigration Exemption Order*
IPA: In-Principal Approval *SC: Singaporean* *STP: Student Pass* *DP: Dependent Pass*

Appendix B - 2027 Course Fees & Miscellaneous Fees

Note: SYAS does not accept installment payments

Course Fees

	Local Students		SPR Students		International Students	
Course Level	**Primary**	**Secondary**	**Primary**	**Secondary**	**Primary**	**Secondary**
Course Fee (4 Terms)	$7,050	$8,300	$11,300	$13,400	$17,550	$20,750
Meal Plan (4 Terms)	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300
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
Total Course Fees (Yearly)	**$9,435**	**$10,695**	**$13,735**	**$15,855**	**$20,435**	**$23,655**

*Non-refundable

Miscellaneous Fees (Non-refundable)

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
After School English Empowerment Programme	For P1 to P4	$1,500
	For PS1F to S2	$300

All fees are inclusive of Goods & Services (GST)

Application Fees (Non-refundable)

Purpose of Fee		Amount
Registration Fee (for new applicants)		$500
Entrance Test Fee	In-Person	$300
	Online	$500
ICA Application (International students)		$300
Administrative Fee (For change of level or change of entrance test date)		$50

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. Cashier's Order payable to **SAN YU ADVENTIST SCHOOL LIMITED**
2. 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 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: 04 January 2027 If Student's written notice of withdrawal is received	**For 2027 Academic Year (Withdrawal submitted on below dates)**
Course Fee *		
[75%] of course fee paid	more than [14] days before the Course Commencement Date	Before & on 20 December 2026
[50%] of course fee paid	before, but not more than [14] days before the Course Commencement Date	Between 21 December 2026 & 4 January 2027
[15%] of course fee paid	after, but not more than [14] days after the Course Commencement Date	Between 5 January 2027 & 18 January 2027
[0%] of course fee paid	more than [14] days after the Course Commencement Date	On 19 January 2027 & after
Enrichment & Technology Fee*		
[100%] of enrichment & technology fee paid	before the Course Commencement Date	Before & on 4 January 2027
No refund	after the Course Commencement Date	On 5 January 2027 & after
Meal Plan*		
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) for more information on the refund policy.