

Student Handbook

School Contact Information & Office Opening Hours

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Website: zhicheng.edu.sg

Opening hours: Mondays to Fridays 8.00am - 8.00pm

We are closed on Sundays, public holidays, New Year's Eve, Chinese New Year's Eve and Christmas Eve.

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Issued together:

School Rules
 School Calendar
 Medical Insurance Policy and Claim Form
 Course Test Schedule

1 About Us

Zhicheng Private School is founded to meet the growing demand of foreign students seeking an effective bilingual education in Singapore. We are managed by a group of professionals who have vast experience in the Singapore education field.

Our Preparatory Courses are tailored to the Singapore syllabus and are very examination focused. Throughout the course, we will equip you with the skills that are necessary to face the schools' entrance examinations. We will cover the essential subjects required by the AEIS/S-AEIS and the Singapore-Cambridge GCE (O Level) Examinations.

We hope you will enjoy your stay here with us and we wish you all the best in your learning journey.

2 School Organisational Chart

Refer to **School Website** and **School Notice Board** .

3 Our Vision

To be a school community that demonstrates respect for self and others, perseveres in the pursuit of excellence, and enables students to fulfil their academic aspirations.

4 Our Mission

Our mission is to create an environment that nurtures respect for self and others, fosters innovation in education, and motivates students to succeed academically.

5 Our Values

- 1) Respect for Self and Others
- 2) Perseverance
- 3) Pursuit of Excellence

6 Our Culture of Respect and Collaboration

In Zhicheng Private School, we aspire to cultivate an environment where staff and students collaborate as members of a school community. This requires mutual respect among individuals who are happy with themselves and are able to work with others in a manner that facilitates team bonding and synergy.

7 Student Code of Conduct 学生行为守则

I respect myself and others 自尊自爱, 相互尊重

- I speak, act, and dress appropriately. 言行举止文明、穿着得体。
- I am well-mannered / polite. 有素养, 懂礼貌。
- I follow instructions and rules. 遵守各项规章制度。
- I am punctual. 不迟到早退。
- I am considerate of others' feelings and needs. 尊重他人的感受及需要, 与人为善。
- I listen thoughtfully when others are speaking. 恭谦礼让, 倾听他人的发言。
- I show appreciation for the efforts and contributions of others. 肯定及尊重他人的努力及成就。
- I manage my time well. 合理安排作息 时间。
- I exercise regularly. 坚持锻炼。
- I get enough rest. 劳逸结合, 保证充足的睡眠时间。

I give my best effort in class 勤奋学习, 全力以赴

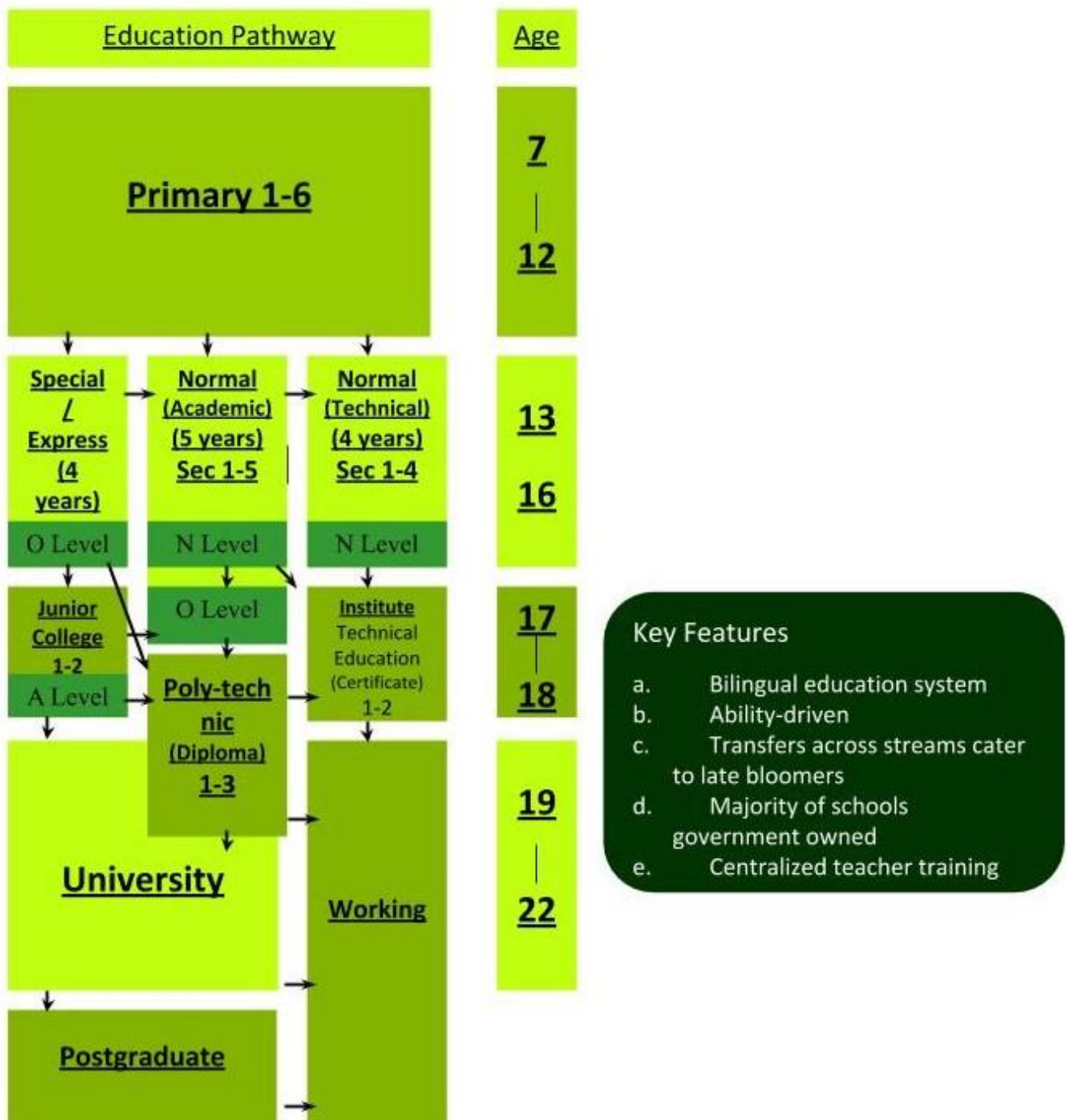
- I do my best to speak in English at all times. 在校用英文交流。
- I pay attention and take notes. 上课专心听讲, 认真做好笔记。
- I ask questions when I need to. 不懂提问, 提问前需举手获得老师的同意。
- I participate actively. 积极回答老师的提问, 积极参加课堂的讨论。
- I take pride in my work. 我为自己的作业感到自豪。
- I do my work carefully and neatly. 认真完成作业。
- I file my work properly. 作业整齐, 分类明确。
- I prepare myself for my lessons. 认真预习。
- I prepare my homework and supplies. 课前准备充分, 安静等待老师上课。
- I am keen to learn, sometimes beyond what is taught in class. 热爱学习, 勇于探索。
- I ask for more work when I need to. 自主学习, 勤于思考, 主动要求作业。

I am a good member of my school community 热爱学校, 遵守公德

- I take pride in my school. 以学校为荣, 爱惜学校的名誉。
- I have a positive attitude. 态度积极。
- I help others. 乐于助人。

- I encourage others to do their best. 善于鼓励。
- I am considerate and kind. 真诚待人, 理解宽容。
- I keep the school, my class, and my work area, clean. 热爱卫生, 保持教室、校区整洁。
- I share my materials and equipment as needed. 资源共享。
- I wait for my turn. 遵守秩序。

8 The Singapore Education System



9 Service Commitment

Zhicheng Private School undertakes to use best efforts to assist the Student to achieve the course objectives in the courses that he/she is enrolled in.

This includes, without limitations, the following:

- Providing the Student with properly equipped classrooms in conformance to the recommendations of CPE¹;
- Providing teachers who are NIE/TTC certified, or with relevant teaching experience and who are registered with CPE;
- Ensuring that lessons are taught in accordance with the subject syllabuses;
- Ensuring course assignments are completed, corrected and discussed on a timely basis;
- Ensuring lessons start and end on time;
- Ensuring that class attendance and discipline is properly maintained; and
- Doing all such things as may be necessary to ensure that learning objectives are met.

10 Student Support Services

A comprehensive list of student support services provided by the School is found in Annex A of this Handbook.

11 Standard Student Contract

The student has to enter into the Standard Student Contract prior to the commencement of the Course. Please inform any school staff immediately if you have started your Course without signing the Standard Student Contract.

12 Fee Protection Scheme (FPS)

Zhicheng Private School declares that we have in place a Fee Protection Scheme (FPS), as stipulated by CPE, by way of Insurance with **Liberty Insurance**. The FPS serves to protect students' course fees (excluding application fees and GST) in the event a school is unable to continue operations due to insolvency, and/or regulatory closure. The FPS also protects the student if the school fails to pay penalties or return fees to the student arising from judgments made against it by the Singapore courts. The School will issue to you or your parent/guardian the Certificate of Insurance upon purchase of the fee insurance.

Under the Fee Protection Scheme, fees paid by students shall be protected within 7 working days of payment.

¹The Committee for Private Education (CPE) is part of SkillsFuture Singapore (SSG).

13 Compulsory Medical Insurance

The private education institution must purchase medical insurance coverage that meets the minimum requirements set by CPE for all the students' hospitalisation and treatment throughout their course duration.

Zhicheng Private School will help students purchase this insurance which is provided by Liberty Insurance for all our students. The premiums payable are already included in the total fees payable to the school. A copy of the details of the **Medical Insurance Policy** and **Claim Form** is issued together with this handbook. A copy is also found on the **School Website** and **Notice Board**.

International students holding passes other than the Student's Pass, and students who are Singapore citizens or permanent residents, who are already covered by their own medical insurance plans, can opt out of the medical insurance scheme.

14 Payment of Course and Other Fees

All fees are to be paid into Zhicheng Private School's Operating Account given below:

SGD Crossed Cheque/Cash/Telegraphic Transfer payable to:

Bank Account Name: Zhicheng Private School Pte Ltd

Bank Account No.: 003-901628-0

Name of Bank: DBS Bank

Swift code: DBSSSGSGXXX

15 Accuracy of Charging

Zhicheng Private School is committed to the accuracy of the charging of all fees. A list of the breakdown of all Course Fees, Miscellaneous Fees and payment schedules can be found in Schedule B & C of the Standard Student Contract, our website and in our communication materials.

16 Course Information

Course information can be found on **5.2.1 Course Information (AEIS/S-AEIS)** or **5.2.1 Course Information (O-Level)** on the **School Website** and **Notice Board**. Course deferment is not available. Strictly speaking, course extension is not available. Students who wish to "extend" your studies may sign another contract with the School when you meet the entry requirements of the next course. Procedures: Please approach our admin staff to sign a new contract. Admissions procedures apply, with some exceptions such as submission of documents required.

17 Confidentiality of Student's Particulars

Zhicheng Private School is committed to maintaining the confidentiality of the Student's personal information and undertakes not to divulge any of the Student's personal information to any third party without the prior written consent of the Student. A copy of the **Privacy Policy** is found on the **School Website**.

18 Admission Criteria for our Courses

Course Title	Minimum age	Remarks / Other requirements
Preparatory Course for Admission to Government Schools (Primary 2)	7	This course is also open to the following students: 1. Students who wish to improve their English and Mathematics but are not planning or eligible to take the AEIS / S-AEIS. 2. Students who are preparing to take the Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination (Intensive) in the following year can take the Preparatory Course for Admission to Government Schools (Secondary 3) to improve their English and Mathematics.
Preparatory Course for Admission to Government Schools (Primary 3)	8	
Preparatory Course for Admission to Government Schools (Primary 4)	9	
Preparatory Course for Admission to Government Schools (Primary 5)	10	
Preparatory Course for Admission to Government Schools (Secondary 1)	12	
Preparatory Course for Admission to Government Schools (Secondary 2)	13	
Preparatory Course for Admission to Government Schools (Secondary 3)	14	
Preparatory Course for Singapore-Cambridge General Certificate of Education Ordinary Level (18 Months)	14	Applicants to the 18-month course are required to attain at least an adjusted score of 140 (out of 325) in the English Diagnostic Test.
Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) Examination (Intensive)	15	Applicants to the 12-month course are required to attain at least an adjusted score of 160 (out of 325) in the English Diagnostic Test.

Preparatory Course for Admission to Government Schools (Pri 2 to 5, Sec 1 to 3):

An English Diagnostic Test (DT) will be administered at the beginning of the Course. The results, together with the student's age, will be taken into account when determining which level the student is to be placed in.

19 Exams to be Taken

A)	Admissions Exercise for International Students (AEIS)	Supplementary Admissions Exercise for International Students (S-AEIS)
When	Usually in September (pending MOE's announcement)	Usually in February (pending MOE's announcement)
Results	Around December	Around April
Subjects tested	English and Mathematics	
Costs	S\$672 (Subject to changes by MOE)	
Choice of schools	No choice of specific schools, only choice of area	
School posting	Ministry will do the Posting of schools for successful students	
Reporting to schools	Students are expected to report to schools one working day after the release of results if successful	
Transfer / rejection	No transfer or rejection of the school assigned to the student	
Appeal of results	No appeal is allowed	
Release of marks	No release of actual marks for the tests	
For more information, refer to the Ministry of Education website at http://www.moe.gov.sg/education/admissions/international-students/supplementary-admissions-exercise/		

B)	Singapore-Cambridge GCE O-Level Examinations
When	Written papers are usually conducted in October and November. Practical and Oral examinations are usually conducted earlier.
Results	Around January in the following year.
Subjects tested	English, Mathematics, Additional Mathematics, Physics, Chemistry, Principles of Accounts
Optional subjects	Students may choose to self-study these subjects and offer them in the O Level examinations Chinese, Higher Chinese, Chinese Literature, Bahasa Melayu, Thai, Combined Humanities
IGCSE	Students may opt to offer the above subjects at the IGCSE examinations instead of the Singapore-Cambridge O Level examinations or both (as long as exam dates do not coincide) at their own cost.
Costs	Please refer to www.seab.gov.sg
Appeal	Please refer to www.seab.gov.sg

20 Admission Process & Procedures

Information on the School’s admission process and procedures can be found on the **School Website**.

21 Student Complaints Resolution Procedure

Information on the school’s complaints resolution procedures can be found on the **School Notice Board** and **Website**.

22 Reference to Committee for Private Education (CPE)

The Committee for Private Education (CPE) was appointed by SkillsFuture Singapore (SSG) Board in October 2016 to carry out its functions and powers relating to private education under the Private Education Act. The CPE is supported by a team of dedicated staff from SSG to regulate the sector, provide student services, consumer education and facilitate capability development efforts to uplift standards in the local private education industry.

Students can refer to the CPE’s website (www.cpe.gov.sg) to find out about the Compulsory Student Contract and Medical Insurance as well as other important matters.

Committee for Private Education / CPE Student Service Centre	
Opening Hours	Mondays to Fridays: 9.00am to 5.00pm Closed on Saturdays, Sundays and Public Holidays Visitors by appointment only. To make an appointment, please email to CPE_Contact@cpe.gov.sg . When making an appointment, please share the purpose of your visit.
Address	1 Marina Boulevard #18-01 One Marina Boulevard Singapore 018989
Contact	Tel: 6512 1140 Email: CPE_CONTACT@cpe.gov.sg Website: www.cpe.gov.sg

23 School Rules and Regulations

You are required to obey the School Rules at all times.

Please refer to the **School Rules** that are issued together with this Handbook. A copy is also found on the **School Notice Board**.

24 Student Leave Applications

If you intend to be absent from school due to a planned event (eg returning to your home country for medical treatment, taking external tests or exams), you are required to submit a **Student Leave Application Form**, together with any necessary supporting documents, before proceeding with your arrangements.

Approval of leave is on a case by case basis, and the submission of your form does not imply approval.

25 Relevant Singapore Laws

1. You need a Student Pass to study full time in Singapore.
2. You may study on a social visit pass if you intend to take a short course that starts and ends within the validity of the initial social visit pass or 30 days.
3. ICA requires that you cannot miss lessons for a continuous period of 7 days or more without any valid reason.
4. You are not allowed to work while holding a Student Pass.
5. Singapore has very strict laws on drug trafficking, unauthorized drug consumption and other capital crimes, which may carry the death penalty.
6. Smoking in buses or trains, museums, libraries, lifts, cinemas and air-conditioned places in general are prohibited. Smoking is not allowed for students below 18 years of age.
7. Buying and selling of alcohol is prohibited for students below 18.
8. Buying and selling of chewing gum, working illegally and jay-walking are prohibited and offenders can be fined.
9. Spitting, littering and not flushing the toilet can be punished with a fine if you are caught.

For more information on living in Singapore, please visit www.gov.sg.

26 Accidents and Emergencies

In the event of any accidents or emergency cases, Zhicheng Private School will try our best to contact the Guardian or Parent of the student, failing which we will proceed to send the student to a nearby clinic or hospital, and the Parent or Guardian will have to reimburse the School for whatever expenses have been incurred.

27 Refund Policy

Refer to School Website & Notice Board for latest version

Abbreviations:

- PEI** Private Education Institution
CPE Committee for Private Education, which is part of SkillsFuture Singapore (SSG)
ICA Immigration and Checkpoints Authority

Refund for Withdrawal Due to Non-Delivery of Course:

- 1 The PEI will notify the Student within three (3) working days upon knowledge of any of the following:
- (i) It does not commence the Course on the Course Commencement Date;
 - (ii) It terminates the Course before the Course Commencement Date;
 - (iii) It does not complete the Course by the Course Completion Date;
 - (iv) It terminates the Course before the Course Completion Date;
 - (v) It has not ensured that the Student meets the course entry or matriculation requirement as set
 - (vi) The Student’s Pass application is rejected by ICA.

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees¹ and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

¹Application fees are non-refundable.

Refund for Withdrawal Due to Other Reasons:

- 2 If the Student withdraws from the Course for any reason other than those stated in paragraph 1, the PEI will, within seven (7) working days of receiving the Student’s written notice of withdrawal, refund to the Student an amount based on the table below:

% of [the amount of fees paid under Schedules B and C of the Standard PEI-Student Contract (Version 3.0)]	If Student’s written notice of withdrawal is received:
[100] ¹	more than [28] days before the Course Commencement Date
[50] ¹	before, but not more than [28] days before the Course Commencement Date
[0]	after, but not more than [28] days after the Course Commencement Date
[0]	more than [28] days after the Course Commencement Date

Refund During Cooling-Off Period:

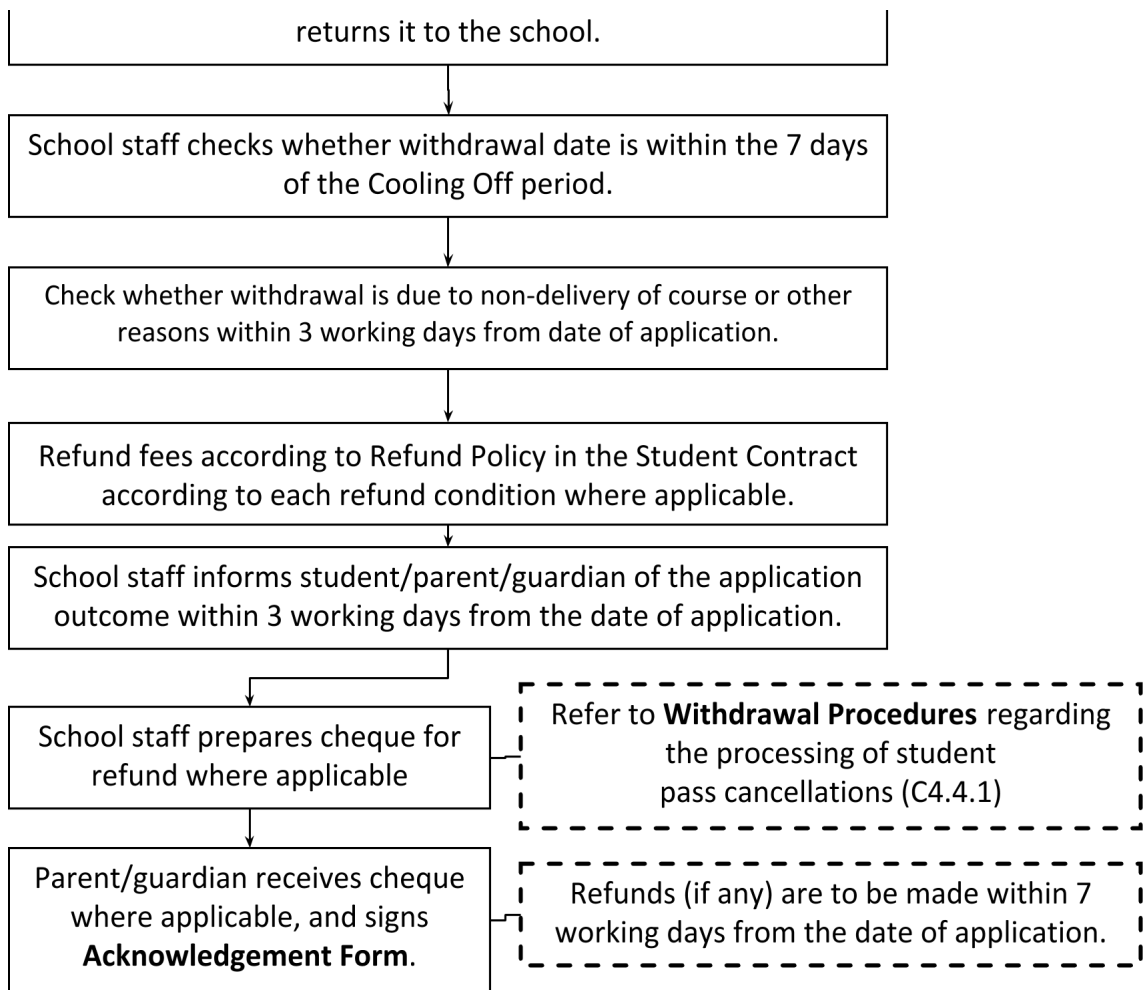
- 3 The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (stated in the table above) of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

28 Refund Procedures

Refer to School Website & Notice Board for latest version

Parent / Guardian fills up the **Transfer or Withdrawal Form** and



29 Transfer or Withdrawal Policy and Procedures

Refer to School Website & Notice Board for latest version

Transfer means the student changes the course of study but remains as a student of Zhicheng Private School.

Withdrawal means that the student is no longer a student in the school and the student contract is terminated.

Transfer

The School will consider a transfer of the student upon receiving a written application on the **Transfer or Withdrawal Form** , taking into consideration the daily performance of the student and advice of the class teachers where necessary. Any transfer is subject to the student meeting **Admission Criteria** for the new course and the transfer application shall be handled according to the procedures in the **Selection Process** .

Any transfer will also be subject to approval by ICA in regards to the issue of a new Student Pass. Any fees chargeable by ICA in the application and issue of a new Student Pass will be borne by the student. All transferred students must sign a new contract and advisory note. The original contract shall be terminated.

Any fees that are already paid will be transferred to the new course, subject to:

- the duration of the new course is the same as the existing course
- the course fees of the new course is the same as the existing course
- The student will have to pay the additional course fees if he/she transfers to a course with a longer duration or one with higher course fees. This will be charged at the prevailing rate per week.
- For students who transfer to a shorter course, any refunds will be subject to the Refund Policy of the school.

There will be no additional fees payable to the school in relation to the transfer of the student.

The School shall inform the student or parent/guardian of the outcome within 14 working days after the application for transfer is submitted to the School.

For approved transfer applications, the School shall determine the quantum of any unconsumed fees from the previous course and inform parent/guardian of the balance to pay. A new student contract has to be signed before fee payment.

The School shall cancel the student pass and apply for a new student pass with ICA, and admit the student according to the admission procedures.

Withdrawal

The School will generally approve applications for withdrawal.

The student shall make an application for withdrawal on the **Transfer or Withdrawal Form**. Refunds will be made according to the Refund Policy as stated in the Student's Contract. There will be no additional fees payable to the school in relation to the withdrawal of the student.

The School shall inform the student or parent/guardian of the outcome within 14 working days after the application for withdrawal is submitted to the School. The School shall inform the student that his/her student pass will be cancelled within 1 day of application outcome or when the student is forced to withdraw from the School (e.g. caught for breaking Singapore's law).

The School shall issue the student with the Short Term Visit Pass (STVP) issued by ICA within 1 working day after receiving the STVP from ICA.

For approved withdrawal applications, the School shall determine if there are any refunds according to the Refund Policy. Refunds, if any, shall be processed according to Refund Procedures.

The School shall cancel student pass with ICA within 1 day of application outcome, and issue the student with the Short Term Visit Pass (STVP) issued by ICA within 1 working day after receiving the STVP from ICA.

The School shall issue attendance records, together with the STVP, upon request, including requests by ICA.

Annex A: Student Support Services

1 Introduction

- 1.1 Zhicheng Private School provides student support services (except for services provided by our partners) to enhance the school experiences of our students. Besides the listed support services below, students can approach the front desk for any request and we will support wherever we can to ensure that needs of students are well looked after.
- 1.2 Generally a holistic approach is adopted in caring for the student. Areas of assistance may lie in the physical domain or the psychological socio-emotional domain. There is also the intellectual and academic domain which is dealt with under Academic criteria. For ease of handling, if the issue(s) faced by a student is not many layered or multifaceted, it is dealt with as described below.



2 Physical well-being

- 2.1 Comprehensive medical insurance coverage by school appointed insurer. This will cover hospitalization and related medical treatment throughout the course duration. Details of the coverage are available on our School Website, the School Notice Board and a copy is also given to students during Orientation. This is a compulsory requirement by the Committee for Private Education (CPE) and the cost of the premium has been included within the course fee.
- 2.2 International students holding other passes (not Student Pass issued by ICA) and who are already covered by their own medical insurance plan may inform the school and will be given the option to opt out of this medical insurance scheme.
- 2.3 All classes are conducted in air-conditioned rooms to provide a conducive environment for our students. A common area has also been set aside for students to interact during lesson breaks.
- 2.4 Physical exercises are conducted by staff or appointed sports leaders.
- 2.5 Free snacks will be provided after school between 4 pm and 4.15 pm to cater to the physical well-being of our students.
- 2.6 Hot and cold water is provided for students throughout the day at the pantry area.
- 2.7 First aid supplies and equipment such as thermometers, are also available at our front desk to meet the urgent needs of students.
- 2.8 The School's staff will also monitor the condition of students who are feeling unwell until a clear decision can be made with regard to them seeking medical help or returning home to rest. In all cases, guardians /parents are notified when students inform the School that they feel unwell. Our administrative staff also accompany students who are ill to the appointed clinics to seek medical help.

3 Social well being

- 3.1 Assemblies are conducted on average once a month throughout the semester. Assemblies bring the school community together and help to forge a climate of care, trust and friendliness between the school management and students. These sessions may include:
 - a) Motivation talks;
 - b) Educational talks (such as study skills, time management, exam matters);
 - c) Bonding activities;

d) Learning points that may be drawn from disciplinary cases.

3.2 To encourage interaction between students, board games are available for loan during lunch breaks or after school hours for students to engage in meaningful recreation activities. For example, game sets are available to improve their English language.

3.3 The School recognises students' academic success in their external examinations by issuing them with a Certificate of Achievement and book vouchers.

3.4 The School recognises student improvement in English, and student leadership, by issuing them with a Certificate of Recognition and book vouchers.

4 Psychological and Emotional well being

4.1 We provide various counselling services to meet the needs of our students including but not limited to the following:

- a) Pastoral counselling by trained staff to look after the psychological and emotional needs of our students. Students may also be referred for professional counselling at Child Guidance Clinic on a needs basis at their own expense;
- b) Academic-related counselling for underperforming students;
- c) Post-discipline counselling for misbehaving students;
- d) Pre-course counselling for prospective students;
- e) Post-course counselling by school management to understand possible educational pathways available in Singapore after the end of the course. Information on educational pathways is also available in Chinese language.

4.2 Teachers are asked to be aware of students in their classes, and to report any behaviour which may signal that a student is having issues. Guidelines for identifying emotionally troubled students, as well as those who may have special needs, are included in the Discipline Handbook, which is issued to all permanent teachers.

4.3 We maintain high discipline standards to ensure that students have a safe, secure and conducive study environment so that they can excel academically.

4.4 The School maintains a strong parent-school relationship that will enable overseas parents to get up-to-date information about their child's progress regularly. This is done through WeChat, WhatsApp and email. This provides strong emotional support to students as they adjust to life in Singapore.

4.5 Motivational posters are also placed around the School premises to encourage students to excel in whatever they do.

4.6 The buddy system pairs up young students (below 12 years old) with a responsible senior student to provide emotional support during the first month of school as they settle down in Singapore.

5 Others

5.1 An Orientation Programme is conducted before course commencement to welcome students enrolled in our course, and to help them familiarize themselves with Singapore and the School. A Student Handbook, that provides critical information needed throughout the course, is also issued to all students. The Student Handbook is also readily available on the School Website (www.zhicheng.edu.sg).

5.2 The School provides safekeeping service for handphones and electronic devices except electronic dictionaries. This not only ensures that students do not misplace their handphones and electronic devices while in school, but also that these devices do not distract students in their academic pursuit.

5.3 Study areas after school hours between 4.00pm to 6.30pm (Mondays to Fridays) to provide a conducive learning environment for students to revise their work.

5.4 To help students to improve their English proficiency, story books are available for loan between 8.45am to 6.30pm from Monday to Friday.

5.5 Laptops, tablets and handphones loaded with educational apps such as dictionaries are available for loan within the school premises during and after school hours for students to do word processing, Powerpoint presentations and word checking. Limited Internet access to white-listed websites is available on these devices.

5.6 The School has dedicated administrative staff to provide one-stop service for all administrative needs, e.g. Student's Pass application. We also provide administrative support for students to register for AEIS / S-AEIS and O Level examinations.

5.7 The School also provides training on the reasoning test component in the AEIS / S-AEIS Mathematics Test for all AEIS / S-AEIS students to help them perform better in their examination.

5.8 The School provides remedial lessons free of charge for underperforming students within pre-selected English Diagnostic Test (DT) bands. Additional lessons may be provided from time to time for students to improve their chances of passing their examinations.

6 Optional services

- 6.1 The following optional services are also available to both our prospective students and students through our business partners. All related costs for such optional services are paid directly to our partners if students decide to engage the services listed. These costs are not included as part of the course fee.
- 6.2 Through the services provided by our business partners, Zhicheng Enrichment Centre Pte Ltd, as well as hostel operators, we hope to provide a one-stop service for the basic needs of our students to enrich their experiences while studying with us in Singapore. However, there is no obligation for students to engage the services provided by our partners.
- 6.3 Prospective students and current students who wish to enquire about hostelling services may do so through the School. The services provided by our selected hostel partners include but are not limited to the following:
- a) Providing guardianship throughout the course to look into the well being of the student after school hours;
 - b) 24-hour housekeeping to ensure a comfortable place to stay;
 - c) Two meals (breakfast and dinner) to meet dietary needs;
 - d) Transport to and from school and Chemistry laboratories (selected hostels only);
 - e) Laundry services;
 - f) Tuition services for English and Mathematics for AEIS / S-AEIS students; and English, Mathematics, Additional Mathematics, Physics, Chemistry and Principles of Accounts for O Level students, to enhance their academic performance;
 - g) Internet access with controlled timings in the hostel;
 - h) Conducive and dedicated study areas;
 - i) Vending machines for drinks and snacks;
 - j) Recreation facilities such as basketball courts, table tennis tables, karaoke room and music room;
 - k) Outings on selected weekends as bonding sessions.
- 6.4 Services provided by Zhicheng Enrichment Centre Pte Ltd include but are not limited to the following:
- a) Tuition classes after school hours between 4.15 pm and 6.15 pm (Monday to Friday);
 - b) Short courses for students who are waiting for their student pass approval by ICA to have a head start for those enrolling in the AEIS course;
 - c) Study tour for prospective students who want to experience what it is like to study at the School before deciding to enrol in the courses offered by the School;
 - d) Weekend outings or activities for students to bond and forge friendships;
 - e) Submission of application for AEIS/S-AEIS or O Level examination to the Ministry of Education (MOE);

f) Subscription to Reading Assistant® and Fast ForWord® programmes.