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## OUR ACADEMY'S PHILOSOPHY

“**PIBCA** aims to foster a harmonious training atmosphere for our trainees to learn; while maintaining the environment conducive for study. Trainees are also always welcome to express imitative and creativity in their work.”

## OUR ACADEMY'S MISSION

“Our academy seeks to establish **Perfect Image Beauty & Cosmetology Academy (PIBCA)** as a leading training provider in the region.”

## OUR ACADEMY'S COMMITMENT

“Our courses are tailored through flexible learning periods (contact times) and counseling hours (additional hours) for trainees from all walks of life. Full-Time and Part-Time Courses are made to meet trainee’s needs with different learning objectives. Our course fees are also reasonably priced and installment fee payments are available upon request from budget conscious trainees.”

## MESSAGE FROM THE MANAGER

Welcome to **Perfect Image Beauty & Cosmetology Academy**.

PIBCA in the 21<sup>st</sup> Century is moving towards becoming a global beauty education provider. PIBCA was established in 2005 and aims to foster a harmonious training atmosphere for our trainees to learn; while maintaining the environment conducive for study. Trainees are also always welcome to express imitative and creativity in their work.”

PIBCA strives to be visionary and academically driven to achieve our goals. We place great emphasis and focus on our students and endeavor in providing a transparent refund/withdrawal, redress and grievances procedures for our students.

PIBCA upholds the service guarantee for our courses and commits in bringing total quality education and support to all our students.

Our subsidiaries have achieved the Quality Management System (ISO9001:2000) denoting that our delivery in operations, services and marketing are of the highest standard. PIBCA subscribe to The Industry-Wide Course Fee Protection Insurance Scheme. Through this scheme, students’ course fees are protected in accordance with CPE’s requirements.

Our student handbook serves to inform our students of the guidelines, procedures and policies that they need to follow.



Zhang Min  
Perfect Image Beauty & Cosmetology Academy

## ABOUT US

**Perfect Image Beauty & Cosmetology Academy (PIBCA)** is a well-known institute in Beauty and Cosmetology industry since its inception in year 2005.

We are dedicated to our industry and committed to providing high quality education. We are internationally accredited to ensure we meet high standards and are members of professional organization to remain on top of the latest industry and professional trends.

And to ensure that our students are able to take advantage of the booming Day Beauty and Spa businesses, we offer highly specialized and advanced courses in therapy, aesthetics, and manicure & pedicure, nail art, make-up and etc.

We provide you with the training you need to achieve a glamorous career in less than a year!

## FACTS ABOUT SINGAPORE

Land Area	685 sq km (265 sq mi)
Temperature(Average)	27.2° C (81° F)
Language(Official)	English, Malay, Mandarin, Tamil
Religion	Christianity, Islam, Buddhism, Hinduism
Currency	Singapore Dollar
Public Transportation	Bus, Taxi, MRT, LRT

<b>Public Holidays in Singapore</b>	
New Year	1 January
Chinese New Year	Date varies, based on Lunar Calendar
Good Friday	Date varies, this is the Friday before Easter Sun
Labour Day	1 May
Vesak Day	Date varies, based on Buddhist Calendar
National Day	9 August
Hari Raya Puasa	Date varies, based on Islamic Calendar
Deepavali	Date varies, based on Hindu Calendar
Hari Raya Haji	Date varies, based on Islamic Calendar
Christmas	25 December

- Singapore –Where a Public Holiday falls on a Sunday, the subsequent Monday will be substituted as a Public Holiday.

## **ENTRY REQUIREMENTS FOR COURSES**

Applicants must have:

- Possessed at least 6 years of Primary Education Level
- Mature candidates 16 years of age, and able to demonstrate proficiency in Mandarin language.
- Otherwise, applicants should sit for PIBCA Entrance Evaluation Test to show proficiency in Chinese languages.

### **Student Card**

Upon initial registration, each student is issued a student card. This card serves as the Student Identification card. The card's validity will be based on the duration of each course that the student enrolled and it is the property of the school. The student is required to produce his/her student card upon the request of the school.

## **Modes of Payment**

- Cash, Nets or Credit Cards
- All transactions must be in Singapore Dollars ONLY.

## **Installment Plans**

Process Order Criteria:

### **Category A – Student’s age below 21 years old**

- Photocopy of I/C and work permit (other identification card or documents).
- Reference’s particulars.
- Guarantor (LOG – Letter of Guarantee).
- Full particulars of the guarantors (are required to fill in 2 LOG forms).
- All Guarantors must provide office telephone numbers (and either residential telephone no. or mobile phone no. or pager no.). As for Malaysian, residential telephone is a MUST.
- Salary must be above S\$750.00(applicable in Singapore) and RM800.00 (applicable in Malaysia).
- Guarantor’s photocopy of ICs / Work Permits / Passports.
- Unless holding work permit, the guarantors must produce a letter from company (as prove of place of employment).

### **Category B – Students of ages above 21 years old**

- Photocopy of I/C and Work Permit or Passport.
- Must provide referee’s particulars (minimum of 2 contact number’s).
- Personal and office particulars (e.g. company’s name, address, telephone no., occupation, salary).
- Unless holding work permit, students must produce a letter from company (as prove of place of employment).
- If students are engaged in outdoor job, he/she must provide a guarantor who does not involve in outdoor job.

### **Category C – Students from China / South East Asia**

- He/she must provide valid work permit or employment pass.

## **Category D – Students Unemployed**

- Students who are not working (e.g. housewives, retirees and students) or particulars not complete must provide a guarantor.
- Guarantor’s photocopy of IC/Work Permit / Passport.
- Unless holding work permit, the guarantor must produce a letter from company (as prove of employment).
- Students holding student’ visas also need to provide guarantors.

## **Category E – Installment schedule is beyond the expiry date of the work permit or employment pass or social visit pass.**

## **REFUND / WITHDRAWAL POLICIES AND PROCEDURES**

### **1.1 Notification and Arrangement**

In accordance with the refund policy as stated in the “Standard PEI - Student Contract” between the School and the Student, the School shall inform the Student immediately within three (3) working days if:

- I. School fails, for any reason, to commence the course on the stipulated commencement date;
- II. School terminates the course for any reason prior to the course commencement date
- III. School fails, for any reason, to complete the course by the course completion date
- IV. School terminates the course, for any reason, prior to course completion date or
- V. The student pass application is rejected by Immigration and Checkpoint Authority (ICA)

There shall be no refund for PIBCA sponsored students.

The school shall, within seven (7) working days of notifying the Student in writing of above circumstances (I) to (V), provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.

### **1.2 Withdrawal for a Cause:**

Subject to clause 2.2 of the “Standard PEI - Student Contract”, A student shall be entitled to immediate withdraw from their course by giving written notice to the school of his /her intention to do so if the School is in breach of any of its obligations under the agreement or fails to perform its obligation(s) under the circumstances in clause 2.1 (I) to (IV).

### **1.3 Refunds for Withdrawal for Cause:**

For circumstances under Clause 2.1, the School, shall within seven (7) working days after notifying the student, refund to the student:

- The entire amount of the course fees and
- The Miscellaneous Fees

The School shall also, as soon as practicable after receiving the student’s notice of withdrawal under 2.2 of “Standard PEI - Student Contract” (and in any event no later than seven (7) working days after receiving such notice) refund to the student the amounts stated in clause 2.3 of the “standard student contract”

#### **1.4 Refunds for Withdrawal without Cause:**

When a student withdraws from a course for any reason other than those set out in clause 2.2 or clause 9, the School shall, subject to clause 3.5, as soon as practicable, after receiving the student's written notice of withdrawal (and in any event no more than seven (7) working days after receiving such notice) refund to the student the following sums (less any applicable bank administration charges properly paid / payable under clause 3).

<b>Refund Policy</b>	
<b>% of [the aggregate amount of the fees]</b>	<b>If Student's written notice of withdrawal is received</b>
100%	(Maximum Refund) More than 14 days before the Course Commencement Date.
75%	Before, but not more than 14 days before the Course Commencement Date.
25%	After, but not more than 7 days after the Course Commencement Date.
10%	More than 7 days after the Course Commencement Date, but not more than 14 days after the Course Commencement Date
0%	More than 14 days after the Course Commencement Date

**Cooling-Off Period:**

1. There will be a 7 working-days Cooling-off Period from the date of signing of the Student Contract which will allow for a Maximum Refund should the students decide to withdraw within this Period.
2. Refunds will be made to students within 7 working days upon receipt of written notice and complete submission of all required documents.
3. Refund Processing Administrative charges apply. In addition, bank charges will be borne by the student.
4. If the course applied for is cancelled by Perfect Image Beauty and Cosmetology Academy, the students may:
  - Defer the course to the next in-take without any additional charge
  - Withdraw from the course and obtain full refund of all fees paid (and without need to pay the Refund Processing Administrative Fee

**Deemed Withdrawal:**

A student who transfers from one course to another course within the school shall, for the purposes of this clause 2, be deemed to have withdrawal from the course, and the provisions of clause 2.4 Contract" shall apply save as otherwise agreed between the school and the student.

**Change of Course:**

Further to clause 2.6 a fresh PEI-Student Contract under this format shall be executed between the PEI and the student for any changes of course, whether with the same school or otherwise.

## **STUDENT PASS APPLICATION PROCEDURES**

Student will receive this Student Handbook upon inquiry or the commencement of a course. This Handbook will contain the following information: Course Details, Application/Registration forms, Student Pass Application forms and Immigration Escrow Details.

Overseas applicants requiring a Student's Pass must follow the following steps:

### **Step 1:**

Applicant must complete the Application / Registration Forms and send them to us along with Notarized or Certificate copies of the following supporting documents:

- High School & Highest Qualification Certificate
- Mark Sheet / Transcript of Record of High School & Highest Standard
- Passport (if any)
- Applicant's recent Passport Photograph 2(two) Copies (37mm×37mm)
- Birth Certificate (Indicating both father's and mother's name & their date of birth)
- Marriage Certificate (If applicant is married or Parent's Marriage Certificate)
- Proof of sufficient funds (e.g. Bank solvency certificate)

### **Step 2:**

Once the school receives the above mentioned application material, the school will go through all the documents and issue the Confirmation of Acceptance Letter & Acceptance, Reply, Bank Permission Letter (for payment of fees) & invoice, Student Contract, Student Pass Application forms from Immigration to the eligible applicants.

### **Step 3:**

Applicant needs to sign the Student Contract (if minor, the Parent / guardian) and send it back to us together with the filled up Immigration Forms as well as the Registration and Administrative fee totaling S\$300.00.

**Step 4:**

Upon receipt of the Registration and Administrative Fee, the school will process the FPS – “ESCROW” and make an application for a Student Pass to the Immigration and Checkpoints Authority (ICA). (Processing takes between 4 to 6 weeks and may be longer in some cases).

Application for Student Pass is subjected to the approval of the ICA.

**Step 5:**

Upon receipt of the Student Pass Approval Letter from the ICA, the applicant will be informed and at this stage the applicant needs to pay his/her Tuition Fee (IDCS) (before arrival) under Full Payment. (Please note that Student Pass may need to be renewed periodically and its renewal is at the discretion of ICA).

**Step 6:**

Security Deposit must be in a form of Banker’s Guarantee or Cashier’s Order from any bank in Singapore in favor of ICA and is submitted to them prior to collection of Student Pass upon arrival in Singapore.

**Important Notes:**

Please note that all original documents must be presented for verification. An official translation in English is required for all documents not in the English Language. Please ensure that all forms are duly signed and completed by the applicant, the local sponsor and the school. Any incomplete forms or documents may result in non-acceptance by the ICA. Applicant and local sponsor will have to furnish additional information and documents whenever necessary.

**RENEWAL OF STUDENT PASS**

All foreigners must hold a valid Student’s Pass and be enrolled in a course on a full-time basis. The Student’s Pass is issued by Immigration & Checkpoints Authority.

Students must be responsible for their own passports and Student’s Pass. The completed forms for the renewal of Student’s Pass must be submitted to the School’s administrative staff two (2) weeks before the expiry date of the Student’s Pass.

No Service/Administrative Charge is levied for renewals. However, students are responsible for their own student’s pass validity.

## ICA'S RULES & REGULATIONS

- Students are not allowed to study without a valid Student Pass. Students should approach the school for any matters concerning Student Pass. On Completion of a Course, if a student ceases to study in our school, he /she is required to complete a “Cancellation of Student Pass Form – CSP - Id” and surrender his/her student pass and disembarkation / embarkation card at ICA 14 days before expiry of his/her student pass or termination of studies.
- Student Pass holders are not to travel from Singapore to any third country without the prior approval from the school. Student are to inform the school of any intention for travel, and a written application must be submitted to the school for necessary clearance. Students wishing to return to their home country during or after term / examination breaks are to submit their applications in writing to the school at least two (2) weeks prior to traveling. Our school will provide such documents to ICA as required. All travel period must not affect class attendance. The school must be notified of any emergency leaves. Student is to submit a written notice to the school with documents (where applicable). The school will then forward such documents to ICA as required.
- The student shall comply with the provisions of the Immigration Act and any regulations made hereunder presently or any statutory modification or re-enactment thereafter in Singapore.
- The purpose of stay in Singapore is solely for study and no other pass, extension of stay or permanent stay will be sought in Singapore.
- The student shall not be adopted by any Singapore citizen or Permanent Resident in Singapore.
- The student shall not be engaged in any form of employment paid or unpaid, or in any business, profession or occupation or occupation, or in any activity which, in the opinion of the Controller of Immigration, is detrimental to the security, reputation and well-being of Singapore.
- The student shall not smoke, administer to himself/herself or otherwise consume or be in anyway engaged in the trafficking of any controlled drug as defined in the Misuse of Drugs Act.
- The student shall not be involved in any criminal offences in Singapore.

- The student shall not remain in Singapore after the expiry of the Student Pass.
- The student shall surrender the Student Pass for cancellation within 7 days of the date of cessation or termination of studies.
- Cases in which students are in violation(s) of any of the above immigration rules will be reported to the Student Pass Division, ICA.
- That a Security Deposit of a said amount in the form of Cashiers Order/Bank Guarantee is placed with the ICA as a condition for the duration of approval of Student's Pass and that a breach of any or all of the aforesaid conditions will render the Security Deposit being forfeited.

## **TERMINATION/EXPULSION OF STUDENT PASS**

A student may be expelled from the school under the following circumstances:

**Violation Of ICA Regulation** – Student Pass holders who have been caught working in Singapore may lead to expulsion and deportation as well as the forfeiture of Security Deposit.

**Misconduct** – Fighting, gambling, smoking or behaving disorderly.

**Defamation** – Spreading untruth and damaging remarks about the school, its staff, or fellow students which are deemed to be detrimental to the good name and reputation of the school.

**Vandalism, Mischief and/or Theft** – Students who have been found to participate in any willful or negligent acts that cause damage to, loss, removal or theft of, or any other wrongful interference with any property of the school.

**Students Found Cheating During Examinations** – Any form of plagiarism or cheating in tests and examinations may result in disciplinary action, not excluding expulsion from the course.

**Students Attendance** – Students whose do not meet the criteria for attendance of 90% may result in expulsion. (See Clause 4) Should any student be expelled from the course, no refund on fees paid will be made.

## **TRANSFER POLICY FOR STUDENT PASS HOLDERS**

Student intending to transfer must complete the Course Transfer Form obtainable from the administration office and must settle all outstanding fees. The school will consider allowing a transfer to another institution after the student have completed at least six (6) months of study with the school. However, a transfer may be considered for the first six months if such a transfer is considered to be in the interest of the student e.g. students meeting full requirements of government schools/institutions.

## **SECURITY DEPOSIT (FOR STUDENT PASS APPLICATION)**

Upon release of the Security Deposit by Singapore Immigration & Checkpoints Authority, which may take 8 to 12 weeks, the School will refund the money to the student or to the authorized person within one month from the date of receipt of the monies from ICA, However, the school reserves the right to deduct any amount from the security deposit for payment of outstanding, course fees and/or any other monies owed to the school.

The security deposit will be forfeited if any of the conditions stated in the security bond is breached. The school is required to inform ICA if: The student has failed to attend classes for a continuous period of 7 days or more without any valid reason; or has not attended classes regularly i.e. where the percentage of the attendance of 90% or lower in any month (more than 3 days in a month)of the course without valid reason; The student's studies in the school has been terminated; or the student who is undergoing quarantine has flouted the quarantine rules or has flouted any of the immigration rules.

<b>Countries</b>	<b>Amount</b>
Malaysia and Brunei	Nil
Indonesia, Philippines and Thailand	S\$1000 in the form of Cashier's Order
Bangladesh, China, India and Myanmar	S\$5000 in the form of Cashier's Order
Others	S\$1500 in the form of Cashier's Order

For latest Singapore Immigration regulations please visit their website: [www.ica.gov.sg](http://www.ica.gov.sg)

## **REFUND OF SECURITY DEPOSIT (FOR STUDENT PASS APPLICATION)**

REFUNDS OF Security Deposit – Students are to cancel their student passes before they can get a refund of their Security Deposit. If the school is your sponsor you will need to fill in the “Authorization Letter for Refund of Security Deposit – Form BKG la” at least a week before you are scheduled to leave.

## **FEE PROTECTION SCHEME (FPS) APPLICATION**

### **PEI’S undertaking to have FPS:**

The school hereby confirms and undertakes to all the students that it has in place a Fee Protection Scheme as stipulated by the Council for Private Education (CPE) (the FPS) by way of an insurance facility.

PEI appointed FPS provided: LONPAC INSURANCE BHD

### **No Double Claim**

For the avoidance of doubt, if the student and/or his/her parent/guardian receives any payment from the school or the Escrow Bank pursuant to a provision of his Agreement or the Master Escrow Agreement in respect of any matter or damage, then the student and his/her parent/guardian shall not be entitled to claim against the school or the Escrow Bank for the same payment in respect of the same matter or damage pursuant to any other provision of this Agreement or the Master Escrow Agreement.

## **GRIEVANCES PROCEDURES AND FLOWCHART**

To ensure that students understand how to pursue appropriately a grievance. Although a student may seek such advice from any teacher, lecturer or staff member, the school has customer service officers, administrators and education consultants trained to assist students who have grievances. Students are encouraged to seek assistance from the Administration Office in pursuance of any type of grievances.

Procedures:

### **Step 1**

If a complainant feels that he/she has been discriminated against, the student must first bring the problems to the attention of the school within five (7) school days of the knowledge or alleged cause for occurrence of grievances.

### **Step 2**

The complainant, coordinator, and other involved parties will work informally to negotiate a solution within seven (7) school days or a total of ten (10) school days from the day the grievances were reported.

### **Step 3**

If the grievances cannot be satisfactorily resolved informally, the student may want to proceed to file a formal grievance to the Management within seven (7) school days or a total of fifteen (15) school days from filing the grievances of the complainant within twenty-one (21) school days time frame. In the event that the student and the Management are unable to resolve a dispute in accordance with the grievances procedures within the given time frame, the dispute will be referred to 3<sup>rd</sup> Party for mediation as stipulated under clause 4.3 in the "Standard Student Contract".

### **Step 4**

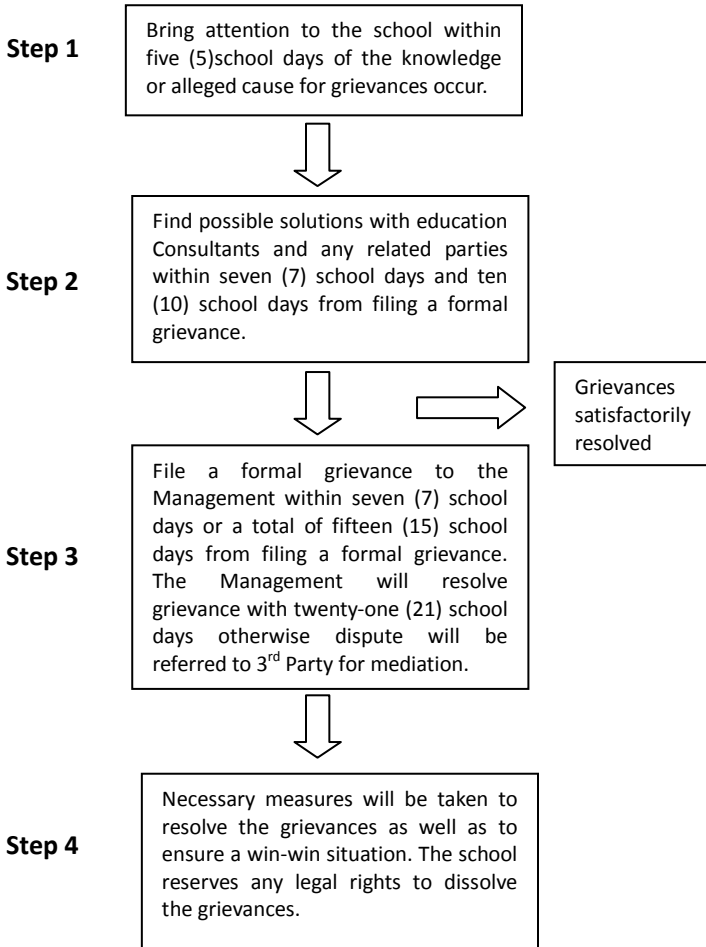
Personal counseling services are provided for students and teachers/lecturers. The Management reserves any legal rights to resolve the above matters.

Note: Days given are to keep the process moving and can be changed with the agreement of all parties.

### Flowchart

For students who wish to file a formal grievance with the school, the flowchart summarises the procedures:

### FLOWCHART



## **OTHER INFORMATION**

### **Accommodation**

Private accommodation is available in single/double rooms or apartments. More information on student accommodation can be obtained from the Education Consultants.

### **Students' Attire**

This is NO dress code for students while in attending lessons in classrooms or auditoriums. Nonetheless, students are expected to dress appropriately. Should you be dressed inappropriately [e.g. singlets, athletic shorts, clothes with indecent words or pictures], you can be asked to return only when appropriately attired.

### **Smoke-Free**

The Smoking (Prohibition in Certain Places) (Amendment) Notification of 1997 came into operation on 15 August 1997. With the prohibition, smoking will not be allowed in the entire compound of the school. This is a directive from the Ministry of Education, Singapore.

### **Student Orientation**

Student Orientation will be conducted for new students to get acquainted with the school environment and to meet the teachers. The orientation is to prepare the new student emotionally for the commencement of classes.

### **Student's Activities**

Learning experience should not just revolve around attending lectures and attaining good grades. Much learning takes place outside the classroom and in informal situations. Being involved in extra-curricular activities such as karaoke session, essay writing competition, picnic etc is one way to balance one's education and get the most out of school life.

### **Attendance**

Our school is obliged to report to the immigration & Checkpoints Authority on International students who have failed to attend classes for a continuous period of 7 days or more without any valid reason and/or have not attended classes regularly i.e. where the percentage of attendance is 90% or lower in any month of the course without any valid reason. This may lead to the cancellation of the student pass.

Attendance is compulsory and students are required to attend a minimum of seven (7) hours of classes per day from Monday – Friday. In the event of absenteeism due to unforeseen or medical reasons, a letter from the parent/guardian or a doctor’s medical certificate or an excuse letter must be submitted to the School on the following day.

Students who are unable to attend regular classes with valid reasons are required to submit the Request for Authorized Leave of Absence Form together with relevant supporting documents to the Administration Office at least one week before the date of absence. No one is allowed to sign the register on behalf of other students. Those caught doing so will be penalized. Students must be punctual for lessons or other school’s activities.

Students must be attentive in class and all assignments must be handed in on time and must be adequately prepared for their lessons. No student may leave a lesson without the prior permission of the teacher-in –charge.

Students are required to be punctual for classes. The class schedule is given at the commencement of each term/level. Any changes thereafter, the student will be notified by the school through notices, and any other means available at the time. Students are given 30minutes break daily for full-time classes.

Students arriving after 15 minutes of class starting time will be considered late and after 30 minutes of class starting time will not be allowed to sign their attendance for the lesson. Any student leaving before the end of class or before class is formally dismissed by the teacher will be treated as having been absent for the day.

### **School’s Regulations**

Students are advised not to bring any valuable items to school. School will not be liable for any loss or theft. Use of mobile phone is not allowed when attending classes. No food & drinks are allowed inside the classroom.

Loyalty, integrity and honesty are qualities expected of all students. All students should be courteous, polite and well-behaved at all times. Orderliness must be observed at all times.

Students are required to dress appropriately while attending lessons; no slippers, shorts or mini-skirts are allowed. It is recommended that a jacket or sweater be worn in class.

## **EXAMINATION SCHEDULES**

The dates and times of the examinations are determined by the school. A notification will also be issued one month prior to the examination. Examination dates cannot be changed to cater to individual requests.

<b>EXAMINATION SCHEDULES</b>	
<b>EXAMINATION</b>	<b>DATE</b>
Diploma In Professional Beauty Therapy	March, June, September, December
Diploma In Professional Body Therapy	May, November
Diploma In Professional Make Up	January, April, July, November
Diploma In Professional Nail Art	January, April, July, November

## **STUDENT FEEDBACK**

Evaluations will be conducted periodically to evaluate the effectiveness of the teachers/lecturers and the course coverage and to gather the students' feedback on other aspects of the course. Students may also channel their feedback on the course or the services provided by contacting the management or filling up the Feedback Form obtained at the counter stand. Students' feedback is valuable as such information will be used to help the school to improve its courses and services. All evaluation and feedback will be treated in strictest confidence.

## **CONFIDENTIALITY AND SECRECY POLICY**

All personal information collected will be used mainly for evaluating an application, for internal business and administrative purposes which includes billing, program and service offerings, updating of records, notifying of upcoming events and customer service. Our school will restrict access for personal information to authorized personnel and/or partner Universities and/or Colleges and external agencies on a need to know basis according to what school's administrative office determines to be official and educational interest. Personal Information means personally identifiable student information received from the student or arising in the course of the student's time in our school.

Our school will disclose personal information to external parties in the following cases:

- Council for Private Education requests of information;
- Data sharing with Government agencies or statutory bodies or non-government agencies authorized to carry out specific Government services, in order to provide more effective and efficient services to a student;
- When it is customary to release or publish information by Universities or Colleges or other educational Institutions, including but not limited to prizes, medals, scholarships, classes of honours and other marks of distinction, and student or graduation status;

Besides official and educational interest, when the school wishes to use student's particulars for purposes other than internal marketing and billing, we make this known to the student before obtaining their particulars and obtain the consent of the student using Consent Form for Using Students' Particulars.

## **ESTIMATED COSTS OF LIVING IN SINGAPORE**

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

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

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

<b>Type of Expenses</b>	<b>Per Month</b>	<b>Per Year</b>
Housing *	S\$500	S\$6,000
Transport #	S\$150	S\$1,800
Food	300	S\$3,600
Others	S\$50	S\$600
Total	S\$1,000	S\$12,000

\* Twin Sharing basis (common room / central area)

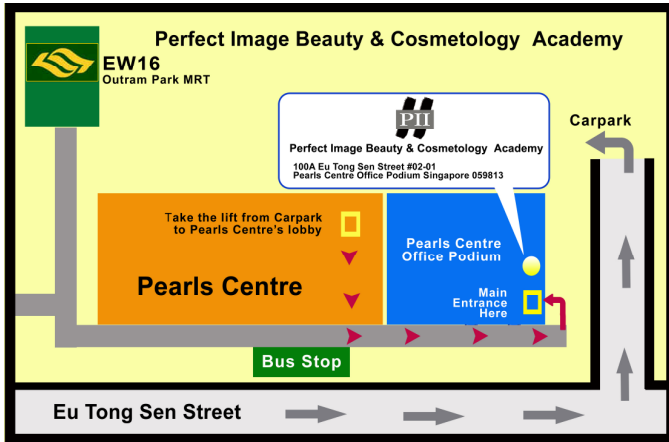
\* Bus/MRT Train (public transport)

## USEFUL CONTACT NUMBERS

<b>DURING SCHOOL OPERATING HOURS</b> (10.00AM TO 10.00PM-MONDAY TO FRIDAY EXCEPT PUBLIC HOLIDAYS) (10.00AM TO 9.00PM-SATURDAY EXCEPT PUBLIC HOLIDAYS) (10.00AM TO 8.30PM-SUNDAY EXCEPT PUBLIC HOLIDAYS)	
<b>Perfect Image Beauty &amp; Cosmetology Academy</b>	<b>Contact Number</b>
Head of Department	(65) 6223 7073
Administrator	(65) 6223 7073

<b>AFTER SCHOOL OPERATING HOURS</b> (10.00PM TO 10.00AM- MONDAY TO SUNDAY AND PUBLIC HOLIDAYS)	
Police(Toll - Free)	999
Fire & Ambulance (Toll- Free)	995
International Calls Operator	104
Weather Forecast	(65) 6542 7788
Samaritans of Singapore (SOS)	1800-221 4444
Residential Telephone Enquiries	1609
Raffles Hospital – 24 Hours	(65) 6311 1555
Emergency Assistance	

## MAP TO



### SMRT / SBS BUS NUMBERS

54,124,143,147,166,190,851,970,CT8,CT18,CT28