

ADMISSION DETAILS FOR STUDENTS
(ANNEX TO PROGRAMME BROCHURES)

ENTRY REQUIREMENTS

SHATEC Programme / Course Code	Entry Requirements	
	#Singaporean/Singapore PR Applicant	International Applicant
Higher Diploma in Hospitality Management/ HDHM Duration: 30 months	<ul style="list-style-type: none"> • Preferably 2 GCE 'A' Level passes including a pass in GCE "O" Level English. • Students with good 5 GCE 'O' level passes including a pass in GCE 'O' Level English may also apply. • Successful interview 	<ul style="list-style-type: none"> • Successfully completed minimum 12 years of formal education. • At least <u>one</u> of the following proficiency levels in English: <ul style="list-style-type: none"> ○ Band 5.5 in IELTS ○ Minimum score of 79 points (internet-based total) OR ○ 213 points (computer-based total) in TOEFL ○ Pass in SHATEC English Test ○ Pass in Certificate in Hospitality English (CHE) • Successful interview
Higher Diploma in Hospitality Management / HDHMU Duration: 6 months (with approved subject exemptions)	<ul style="list-style-type: none"> • Graduates of the SHATEC Diploma in Hotel Management or SHATEC Diploma in Tourism Management (minimum GPA of 2.8 or equivalent). • Pass a selection interview for admission into the programme. 	
	<ul style="list-style-type: none"> • Graduates of the following polytechnic diplomas (with a minimum accumulated GPA of 2.8 or equivalent): <ul style="list-style-type: none"> ○ Diploma in Hospitality & Tourism Management (Temasek Polytechnic) ○ Diploma in Hotel & Leisure Facilities Management (Singapore Polytechnic) ○ Diploma in Hospitality & Tourism Management with Hotel Management Specialisation (Nanyang Polytechnic) ○ Diploma in Restaurant and Culinary Operations (Republic Polytechnic) ○ Diploma in Hotel and Hospitality Management (Republic Polytechnic) • Successful interview 	
Diploma in Hotel Management / DHM Duration: 24 months	<ul style="list-style-type: none"> • Minimum 3 GCE 'O' Level / Pass in NITEC • Pass in GCE 'O' Level English* • Successful interview 	<ul style="list-style-type: none"> • At least 16½ years old at point of application • Successfully completed minimum 11 years of formal education. • At least <u>one</u> of the following proficiency levels in English: <ul style="list-style-type: none"> ○ Band 5.5 in IELTS ○ Minimum score of 79 points (internet-based total) or 213 points (computer-based total) in TOEFL ○ Pass in SHATEC English Test ○ Pass in CHE • Successful interview
Diploma in Hotel Management / DHMU Duration: 12 months (with approved subject exemptions)	<ul style="list-style-type: none"> • Pass in SHATEC WSQ Higher Certificate in Food and Beverage Service / WSQ Advanced Certificate in Food and Beverage Service / WSQ Advanced Certificate in Food and Beverage Supervision / WSQ Advanced Certificate in Hotel and Accommodation Services • Attain minimum GPA of 2.5 • Pass all core modules • Pass industrial attachment 	

*Local students who do not possess a pass in English for GCE 'N' Levels or GCE 'O' Levels, will be required to obtain a pass in the SHATEC English Test.

#All local students must be at least 16 years old at the point of application for any full time course in SHATEC which carries an Industrial Attachment component.

ENTRY REQUIREMENTS (CONTD)

SHATEC Programmes	Entry Requirements	
	#Singaporean / Singapore PR Applicant	International Applicant
Diploma in Culinary Skills / DCS Duration: 18 months	<ul style="list-style-type: none"> Minimum 3 GCE 'N' Level / Pass in Certificate in Basic Food Production / Pass in Certificate in Basic Culinary Skills / Pass in NITEC Pass in GCE 'N' Level English* Successful interview 	<ul style="list-style-type: none"> At least 17 years old at point of application Successfully completed minimum 10 years of formal education. At least <u>one</u> of the following proficiency levels in English: <ul style="list-style-type: none"> Band 5.0 in IELTS Minimum score of 61 points (internet-based total) or 173 points (computer-based total) in TOEFL Pass in SHATEC English Test Pass in CHE Successful interview
Diploma in Culinary Skills / DCSU Duration: 6 months (with approved subject exemptions)	<ul style="list-style-type: none"> Pass in SHATEC WSQ Higher Certificate in Culinary Skills / WSQ Higher Certificate in Culinary Arts Attain minimum GPA of 2.0 Pass all core modules Pass industrial attachment 	
Diploma in Pastry and Baking / DPB Duration: 18 months	<ul style="list-style-type: none"> Minimum 3 GCE 'N' Level / Pass in Certificate in Basic Baking / Pass in NITEC Pass in GCE 'N' Level English* Successful interview 	<ul style="list-style-type: none"> At least 17 years old at point of application Successfully completed minimum 10 years of formal education. At least <u>one</u> of the following proficiency levels in English: <ul style="list-style-type: none"> Band 5.0 in IELTS Minimum score of 61 points (internet-based total) or 173 points (computer-based total) in TOEFL Pass in SHATEC English Test Pass in CHE Successful interview
Diploma in Pastry and Baking / DPBU Duration: 6 months (with approved subject exemptions)	<ul style="list-style-type: none"> Pass in SHATEC WSQ Higher Certificate in Pastry and Bakery Attain minimum GPA of 2.0 Pass all core modules Pass industrial attachment 	

*WPLN Level 5 may be accepted as equivalent for pass in GCE 'N' Level English. Local students who do not possess a pass in English for GCE 'N' Levels or GCE 'O' Levels, will be required to obtain a pass in the SHATEC English Test.

#All local students must be at least 16 years old at the point of application for any full time course in SHATEC which carries an Industrial Attachment component.

ENTRY REQUIREMENTS (CONTD)

WSQ Programmes	Entry Requirements	
	#Singaporean/ Singapore PR Applicant	International Applicant
WSQ Diploma in Tourism / DTE Duration: 21 months	<ul style="list-style-type: none">Minimum 3 GCE 'O' Level / Pass in NITECPass in GCE 'O' Level English*Successful interview	<ul style="list-style-type: none">At least 16½ years old at point of applicationSuccessfully completed minimum 11 years of formal education.At least <u>one</u> of the following proficiency levels in English:<ul style="list-style-type: none">Band 5.5 in IELTSMinimum score of 79 points (internet-based total) or 213 points (computer-based total) in TOEFLPass in SHATEC English TestPass in CHESuccessful interview
WSQ Diploma in Tourism / DTEU Duration: 9 months (with approved subject exemptions)	<ul style="list-style-type: none">Pass in SHATEC Advanced Certificate in MICE and EventsAttain minimum GPA of 2.0Pass all core modulesPass industrial attachment	
WSQ Advanced Certificate in Food and Beverage Supervision / AFS Duration: 12 months	<ul style="list-style-type: none">Minimum 2 GCE 'N' Level including English*Successful interview	<ul style="list-style-type: none">At least 18 years old at point of applicationSuccessfully completed minimum 10 years of formal education.At least <u>one</u> of the following proficiency levels in English:<ul style="list-style-type: none">Band 5.0 in IELTSMinimum score of 61 points (internet-based total) or 173 points (computer-based total) in TOEFLPass in SHATEC English TestPass in CHESuccessful interview
WSQ Advanced Certificate in MICE and Events / AME Duration: 12 months		
WSQ Higher Certificate in Culinary Arts / HCA Duration: 12 months		
WSQ Higher Certificate in Pastry and Bakery / HPY Duration: 12 months		
Certificate in Hospitality English / CHE Duration: 6 months	<ul style="list-style-type: none">Successfully completed minimum 10 years of formal educationMinimum score of 30% in the SHATEC English TestSuccessful interview	

*WPLN Level 5 may be accepted as equivalent for pass in GCE 'N' Level English. Local students who do not possess a pass in English for GCE 'N' Levels or GCE 'O' Levels, will be required to obtain a pass in the SHATEC English Test.

#All local students must be at least 16 years old at the point of application for any full time course in SHATEC which carries an Industrial Attachment component.

ADMISSION INTERVIEW

The interview component allows us to assess your suitability as an applicant based on our education philosophy as well as industry requirements. It is also a good opportunity for you to speak to our trainers, share your concerns and gain insights into challenges of the industry.

APPLICATION PROCEDURE

1. Download the application form from <http://www.shatec.sg> and complete all sections. Kindly insert 'NA' for fields which are not applicable.
2. Submit the completed form together with copies of the following:
 - **Locals**
 - i. Identity card (front and back)
 - ii. 1 passport size photograph of the student
 - iii. Result slip(s) and/or academic transcripts and testimonials from school(s) and /or employers
 - **Internationals**
 - i. passport (particulars page)
 - ii. Result slip(s) and/or academic transcripts*
 - iii. 2 passport size photos of students (w/ white background)#
 - iv. Birth Certificate*#
 - v. Parents & Siblings Birth Certificates*#
 - vi. Parents' Proof of employment/ income*#
 - vii. Bank statement/Certificate of Deposit*#

*Notarized and translated copies needed.
#Required for Student Pass Application
3. You may submit your application by:
 - Mail** Student Administration
 Shatec Institutes Pte Ltd
 21 Bukit Batok Street 22
 Singapore 659589
 - Fax** Attn: Student Administration - +65 64153530
 - Email** Attn: Student Administration - enrolment@shatec.sg
4. Upon receipt of your application our consultants will contact you for further arrangements

DEFERMENT OF NATIONAL SERVICE

For Singaporean males, SHATEC will provide assistance to apply for deferment of National Service but application is subject to approval by the Ministry of Defence.

COURSE FEES IN SGD

SHATEC Programmes		
Programme	Singaporean / Singapore PR (Inclusive GST)	International (Inclusive GST)
Certificate in Hospitality English	6,099.00	6,099.00
Higher Diploma in Hospitality Management	21,000.00	28,490.00
Higher Diploma in Hospitality Management (upgrader from DHM programme)	8,313.90	11,630.90
Diploma in Culinary Skills	9,800.00	13,910.00
Diploma in Culinary Skills (upgrader from HCS or HCA programme)	2,705.90	4,280.00
Diploma in Hotel Management	17,600.00	26,429.00
Diploma in Hotel Management (upgrader from AFS programme)	8,432.24	13,054.00
Diploma in Hotel Management (upgrader from AHA programme)	8,323.10	13,054.00
Diploma in Pastry and Baking	9,800.00	13,910.00
Diploma in Pastry and Baking (upgrader from HPY programme)	2,487.62	4,280.00

WSQ Programmes				
Programme		Singaporean / Singapore PR		International
		Course Fee	Course Fee after WDA Funding ¹	
WSQ Diploma in Tourism (upgrader from AME programme)	Course Fees	10,400.00	3,120.01	12,200.00
	GST	728.00	218.40	854.00
	Nett Course Fee	11,128.00	3,338.41	13,054.00
WSQ Diploma in Tourism	Course Fees	19,070.00	4,055.62	24,700.00
	GST	1,334.90	283.89	1,729.00
	Nett Course Fee	20,404.90	4,339.51	26,429.00
WSQ Advanced Certificate in Food and Beverage Supervision	Course Fees	8,568.00	930.30	12,500.00
	GST	599.76	65.12	875.00
	Nett Course Fee	9,167.76	995.42	13,375.00
WSQ Advanced Certificate in MICE and Events	Course Fees	8,670.00	935.60	12,500.00
	GST	606.90	65.50	875.00
	Nett Course Fee	9,276.90	1,001.10	13,375.00
WSQ Higher Certificate in Culinary Arts	Course Fees	6,630.00	682.60	9,000.00
	GST	464.10	47.78	630.00
	Nett Course Fee	7,094.10	730.38	9,630.00
WSQ Higher Certificate in Pastry and Bakery	Course Fees	6,834.00	693.20	9,000.00
	GST	478.38	48.51	630.00
	Nett Course Fee	7,312.38	741.71	9,630.00

¹ Singaporeans and Singapore PRs aged 21 and above will be eligible for up to approximately 90% WDA funding for all WSQ programmes. Funding is subjected to WDA's prevailing corporate policies and final approval.

MISCELLANEOUS FEES IN SGD¹ (PRICES INCLUDE GST)

Purpose	When Payable	Amount*		HDHM	DHM	DCS	DPB	DTE	AFS	AME	HCA	HPY	CHE
		Local	Int'l										
Application Fees ^A	Upon application (Non refundable)	130	350	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
iPASS	Upon admission (Non refundable)	NA	400	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
SHATEC English Test	Upon admission (if applicable)	60		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Re-Examination (Theory/ subject)	Upon registration of re-exam	80.25		✓	✓	✓	✓	✓	✓	✓	✓	✓	
Re-Examination (Practical)		214		✓	✓	✓	✓	✓	✓	✓	✓	✓	
Re-Examination (Tutorial)		321		✓	✓	✓	✓	✓	✓	✓	✓	✓	
Review / Remarking of Examination Paper (theory / Subject)	Upon registration for review / remarking	53.50		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Late Payment Fee	Upon exceeding the instalment due date	1% per month on amount outstanding, payable together with the amount outstanding		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Replacement of Student ID	Upon provision of service	5.35		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Replacement of Industrial Attachment Log Book ²		10.70		✓	✓	✓	✓	✓	✓	✓	✓	✓	
Replacement of Student Name tag		8.60		✓	✓				✓				
Wine Opener		10.00			✓				✓				
Course Manuals		Refer under programme			160	110	110	160	100	100	80	80	20
Knife and Pastry Set		Refer under programme			NA	250	250	NA	NA	NA	250	250	NA
Medical Related Expenses	Upon provision of service	32.10	Under iPASS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Textbooks		Refer under programme			880	168	168	880	100	100	100	100	NA
School / Training Uniform		Refer under programme		95/ set	95/ set	60/ set	60/ set	55/ set	95/ set	55/ set	60/ set	60/ set	55/ set
Black Polo T-Shirt		14/ pc		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lockers		Refer under programme		75	58	69	69	42	28	28	42	42	28
Safety Shoes		25				✓	✓				✓	✓	

* All prices quoted are accurate at time of print but may be subjected to changes.

^AA discount of \$50 (price includes GST) will be given to applicants who have successfully completed a full-time programme with SHATEC previously.

¹Miscellaneous Fees refer to any non-compulsory and non-standard fees which the student will pay only where applicable.

²Not applicable to students exempted from industrial attachment.

NOTES:

iPASS: Fees for international students' Pre-Admission Settling-in Services.

SHATEC English Test: Registered only if the student does not fulfil the English requirements required by SHATEC during application.

Medical Related Expenses: Estimated costs of pre-enrolment medical check-up and related X-rays provided by a third party service provider.

Textbooks: Estimated cost of textbooks that the student will require in the course of studies from a third party vendor.

Uniforms: Estimated cost of uniforms from a third party vendor for standard sizes. Additional charges will be imposed for made-to-measure pieces.

Rental of Locker: Estimated cost of locker rental from a third party vendor. Actual cost depends on duration of rental and size of locker selected.

Knife and Pastry Set: Estimated cost of knife/pastry.

Safety Shoes: Estimated cost of safety boots from a third party vendor.

MODES OF PAYMENT

- Cash
- Cashier's order (payable to "Shatec Institutes Pte Ltd")
- Cheque (payable to "Shatec Institutes Pte Ltd")
- NETS
- Credit Card (Visa or Master)
- Internet banking
- Telegraphic Transfer
- Payment for textbooks, uniforms, safety shoes and lease of lockers will be made directly to third party vendors.

THE COUNCIL FOR PRIVATE EDUCATION AND EDUTRUST CERTIFICATION

Council for Private Education

The Council for Private Education (CPE) is established under the Private Education Act, which was gazetted in October 2009. CPE is a statutory board that is empowered with legislative power to regulate the private education sector in Singapore. All Private Education Institutions (PEIs) are required to comply with the regulations under the Private Education Act in order to continue operations.

SHATEC is registered with the Council for Private Education as a Private Education Institution. Registration period is valid from 16 July 2014 to 15 July 2018. (Reg.No.: 198301550C).

EduTrust Certification

EduTrust is a voluntary certification scheme that helps to distinguish higher quality players in Singapore's private education industry.

SHATEC has attained the EduTrustAward, valid from 10October 2013 to 9October 2017. (Cert. No: EDU-2-2051)

Fee Protection Scheme

EduTrust - certified private education institutions are required to adopt the Fee Protection Scheme to provide full protection to all fees paid by their students. All fees refer to all monies paid by the students to be enrolled in a private education institution, excluding the course application fee, agent commission fee (if applicable), miscellaneous fees (non-compulsory and non-standard fee paid only when necessary or where applicable, for example, the referral exam fee or charges for credit card payment etc,) and GST.

The Fee Protection Scheme (FPS) is applicable to Singaporean students as well as International students and serves to protect students' fees in the event a private education institution is unable to continue operating due to insolvency, and/or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgement made against it by the Singapore courts.

The actual premium amount to be paid for both international and local students will be calculated from the day the first instalment payment is made by the student.

SHATEC adopts the Fee Protection Scheme provided by Lonpac Insurance Bhd.

Master Policy No.: Z/13/BM00/000449

Period of Insurance: 13 December 2013 to 12 December 2016

For more information, please visit www.cpe.gov.sg.

PEI-Student Contract

As stipulated by CPE with the aim of enhancing the confidence of students and their parents in the quality of education in Singapore, SHATEC will enter into a standard Private Education Institution (PEI)- Student Contract with our students. Upon enrolment into a programme, SHATEC students will receive an official letter of offer and a copy of the Standard PEI-Student Contract. In this set of documents, students will be informed of the terms and conditions of acceptance and the amount of fees they are required to pay to secure the placement offered. The contract lays out the important terms and conditions governing the relationship between the student and SHATEC. We will honour all terms and conditions spelt out in the contract and in all communication materials.

Medical Insurance

SHATEC has in place a group medical insurance scheme for all its students (local and international) for the entire course duration, including Industrial Attachment.

Insurance provider : AXA Insurance Singapore Pte Ltd
Type of Coverage : Group Student Medical Insurance
Group Personal Accident Insurance

Coverage for Student Medical Insurance

B1 ward (in government and restructured hospitals)

Annual overall limit of S\$20,000 per student

24-hour coverage in Singapore and overseas (if student is involved in school-related activities)

Policy No.: Q0046841

Period of Insurance: 15 March 2015 to 14 March 2016

Refund Policy and Procedure

Refund for Withdrawal Due to Non-Delivery of Course

SHATEC shall inform the student within 3 working days upon knowledge of any of the following:

- It does not commence the course on the course commencement date
- It terminates the course before the course commencement date
- It does not complete the course by the course completion date
- It terminates the course before the course completion date
- The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA)
- It has not ensured that the student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A of the SHATEC -Student within any stipulated timeline set by CPE
- The student's request for NS deferment is rejected by MINDEF

SHATEC shall, within seven (7) working days of notifying the student in writing of above circumstances, 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.

The student will be entitled to immediately withdraw from the course by giving written notice with a duly completed Pre-Course Commencement Withdrawal & Refund Form / Post Course Commencement Withdrawal & Refund Form. SHATEC shall within seven (7) working days after notifying the student, refund to the student the entire amount of the course fee paid.

Refunds for Withdrawal due to Other Reasons

Where the student withdraws from the Course for any reason other than those set out in item 3.1.1 (as listed above), SHATEC shall, within seven (7) working days of receiving the student's written notice of withdrawal by completing either the Pre-Course Commencement Withdrawal & Refund Form / Post Course Commencement Withdrawal & Refund Form, refund to the student an amount based on the table below:

% of [the amount of fees paid under Schedules B and C of the SHATEC-student contract]	If student's written notice of withdrawal is received
[80%]	more than [60] days before the course commencement date
[20%]	before, but not more than [60] days before the course commencement date
[0%]	upon course commencement

Refunds are in Singapore Dollars and SHATEC shall refund the fees paid to the student or the payee as authorised by the student. Any bank charges applicable for refund made via transfer will be borne by the student.

Cooling Off Period

All new applicants for new programme will be provided with a cooling-off period of seven (7) working days after the date that the SHATEC-student contract has been signed between the school and the applicant. Students will be refunded the highest percentage (as stated in table set out in 3.1.2) of the course fee already paid (less any course fee consumed by the student if the withdrawal date is later than the course commencement date and any administrative charges, where applicable), if the student submits a written notice by completing the Pre-Course Commencement Withdrawal & Refund Form / Post Course Commencement Withdrawal & Refund Form within the cooling-off period, regardless of whether the student has started the course or not.

Withdrawal Policy and Procedure

Before Commencement of Course

Any request for withdrawal is to be accompanied by a duly completed Pre-Course Commencement Withdrawal & Refund Form, with parental/guardian* consent (where applicable) and Letter of Authorization. The request has to be submitted to the Student Administration Department. Student Administration shall within 4 weeks of receipt of the Pre-Course Commencement Withdrawal & Refund Form, inform the student of the outcome. Finance Department shall within 7 working days upon receiving notice of withdrawal, provide refund to the student, subjected to the SHATEC refund policy.

After Commencement of Course

Any request for withdrawal is to be accompanied by a duly completed Post-Course Commencement Withdrawal Form, with parental/guardian* consent (where applicable). The request is to be submitted to Student Administration Department. Student Administration Department shall within 4 weeks of receipt of the Post-Course Commencement Withdrawal Form, inform student of the outcome. Finance Department shall within 7 working days upon receiving notice of withdrawal, provide refund to the student, subjected to the SHATEC refund policy.

** For students under 18 years of age, SHATEC will seek parental/guardian approval prior to processing the request for withdrawal.*

Transfer Policy and Procedure

A student who transfers from one course to another with SHATEC shall be deemed to have withdrawn from the first course. SHATEC shall abide by the refund policy stated in item 3.1.2 under "Withdrawal due to Other Reasons". The provisions of signing up of a new course (including a student contract and purchase of FPS) shall apply. The student shall be required to pay the fees for the "new course" to which the student wishes to transfer.

Under circumstances where a student's request for course transfer entails deferring remaining term(s) of study to a later date, stipulations of the transfer which may differ from the original SHATEC-student contract (i.e. term start date, revised course fee schedule) will be clearly spelt out in the formal written reply issued by Student Administration, in lieu of executing a fresh new contract.

In general, there shall be no refund of fees that have been consumed/expended by student prior to the transfer request.

Any student who wishes to apply for transfer of course must submit request in writing together with a duly completed Pre / Post-Course Commencement Withdrawal Form, with parental/guardian* consent (where applicable). The request is to be submitted to Student Administration Department. Student Administration Department shall within 4 weeks of receipt of the Post-Course Commencement Withdrawal Form, inform student of the outcome.