

CAMBRIDGE INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE) PROGRAMMES (YR 9 -10)

Introduction

The Cambridge International General Certificate of Secondary Education (IGCSE) Year 9 and Year 10 programmes are based on examinations conducted by Cambridge Assessment International Education (CAIE). These qualifications are recognized for applications to local junior colleges, polytechnics, and private institutes, as well as tertiary education in the UK, Australia, and the USA. The programme provides daily intensive lessons to prepare candidates for their examinations.

While the primary focus is on qualifications from Cambridge IGCSE, students may also take equivalent subject exams offered by other recognised exam boards, such as OxfordAQA, Pearson Edexcel, and the Singapore Examinations and Assessment Board (SEAB). Because syllabus and assessment structures vary, students are advised that rules for combining grades from different examination boards are determined solely by the admissions office of the respective tertiary institutes and institutes of higher learning.

Successful candidates can pursue higher education locally or overseas. Students who achieve results meeting specific criteria may qualify for grants covering up to 60% of polytechnic fees, which involves a three-year work commitment in Singapore. Within this framework, Year 9 constitutes the first year of the formal IGCSE syllabus cycle, and Year 10 students will take the IGCSE examinations.

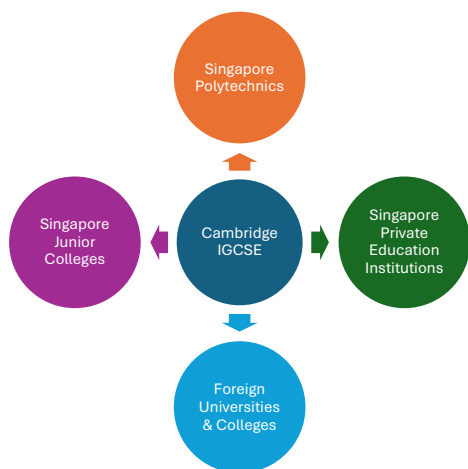


Figure 1. The possible education progression pathways for students who have passed the Cambridge IGCSE Examinations.

General Information

Course Duration	: 12 Months (Full-Time)
Course Level	: Others
Course Developed By	: Cambridge Assessment International Education (CAIE)
Course Delivery Method	: Classroom Teaching
Lesson Hours	: Mon to Fri, 8.30am to 6.30pm (actual duration depends on the number of subjects taken)
Lesson Venue	: Depending on intake. Please refer to "Contact Us" section for Campus details
Total Contact Hours	: 960 contact hours (12-mth) (6-subject programme)

Courses

Stalford Academy offers the following two Cambridge IGCSE programmes:

- Cambridge International General Certificate of Secondary Education (IGCSE) (Year 9)
- Cambridge International General Certificate of Secondary Education (IGCSE) (Year 10)

Course Subjects

Prospective students can choose from the subjects listed below to build their academic profile. Students must meet MOE's IGCSE equivalent requirements: L1-R5 for Junior College admission or EL-R2-B2 for polytechnic admission. For local Private Education Institutions (PEIs), foreign Institutes of Higher Learning (IHLs), and university or college foundation programmes, please refer to their respective websites for their admission requirements. [Detailed subject syllabi are available on the Cambridge IGCSE website.](#)

Standard Combination*

English - First Language	
Physics	Mathematics
Chemistry	Mathematics - Additional

Subject to Minimum Enrolment**

Accounting	Computer Science
Biology	Enterprise
Business	Geography
Chinese - First Language	Science - Combined
Chinese - Second Language	English - Second Language

* Subject offerings are subject to change. Prospective students are advised to verify subject availability with the school prior to enrolment.

** Each subject requires a minimum of 10 students enrolling before it is offered.

Admission Pre-requisites

Cambridge International General Certificate of Secondary Education (IGCSE) (Year 9)

- Age: Be at least 13 years of age as of 1st January of the year of enrolment.
- Language: Pass in English at International Secondary 2 level or equivalent.
- Academic: Successfully completed Secondary 2 level or its equivalent.

Cambridge International General Certificate of Secondary Education (IGCSE) (Year 10)

- Age: Be at least 14 years of age as of 1st January of the year of enrolment.
- Language: Pass in English at International Secondary 3 level or equivalent.
- Academic: Successfully completed Secondary 3 level or its equivalent.

Note: Students who do not meet the prerequisite admission criteria must obtain approval from the school's Principal prior to admission.

Academic Calendar & Intake

Our academic structure is designed to accommodate various entry timelines through a continuous intake model. This approach allows students to integrate into the IGCSE cycle at several points throughout the year, minimising potential learning gaps during academic transitions. [Our latest School Calendar is available online.](#)

Examination Support

The Cambridge IGCSE provides two primary examination sittings annually: the June series and the November series. Students may also take equivalent subject exams offered by other recognized exam boards, such as OxfordAQA, Pearson Edexcel, and the Singapore Examinations and Assessment Board (SEAB). Students are advised that syllabus content and assessment structures may vary between different exam boards. For the purposes of admission to further study, the rules for combining grades from different examination boards are determined solely by the admissions office of the respective tertiary institutes and institutes of higher learning. Our flexible calendar supports preparation for different exam sessions through the following protocols.

- **Entry Points:** Students may commence their studies in August, December, or February to align with their specific academic goals.
- **Pacing Alignment:** Students joining mid-cycle can be paced toward the most appropriate examination series to meet examination requirements.
- **Registration Assistance:** The school provides student support service for external examination registration. Registration typically occurs in January for the June sitting and June for the November sitting.

Teaching Staff

The teacher to student ratio is less than 1:25, subject to room capacity. All of our teachers are dedicated and experienced, possessing at least GCE A-Level Certificate and are registered with the SkillsFuture Singapore (SSG).

Mode of Assessment

1. Internal Assessments are conducted four times per year in the form of weighted written examinations.
2. Students will sit for the Cambridge IGCSE Examinations at Stalford Academy. As a Cambridge International School, all examinations are conducted on school premises and externally marked by Cambridge International.

Type of Qualification

- **Certificate of Completion** awarded by Stalford Academy, after fulfilling attendance requirements for completion of course.
- **Cambridge IGCSE Certificate** awarded by Cambridge Assessment International Education, upon successful completion of examinations.

Requirements for Completion of Course

- International Students (Student's Pass holders) must achieve **at least 90% attendance** and must not be absent for more than 7 consecutive days without valid reasons.
- Local Students (Singaporeans and Singapore Permanent Residents), Dependent's Pass and Long-Term Visit Pass holders must achieve at least 75% attendance and must not be absent for more than 7 consecutive days without valid reasons.

Refund Policy (Extracted from Stalford Academy Standard PEI- Student Contract Version 4.0)

[Ref: https://www.tpgateway.gov.sg/docs/default-source/default-document-library/edutrust-certification-scheme/9a_standard-pei-student-contract-version-4-0.docx]

3. TERMINATION AND REFUND POLICY (Please refer to the diagram in Schedule E)

- 3.1 The PEI will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a "Refund Event"):
- (a) It cannot commence the provision of the Course on the Course Commencement Date;
 - (b) It cannot complete the provision of the Course by the Course Completion Date;
 - (c) The Course will be terminated before the Course Completion Date;
 - (d) The Student does not meet the course entry or matriculation requirements as stated in Schedule A; or
 - (e) The Immigration & Checkpoints Authority of Singapore (the "ICA") rejects the Student's application for the Student Pass.
- 3.2 Where any of the Refund Events in Clause 3.1(a) to (c) above has occurred:
- (a) The PEI shall use reasonable efforts to make alternative study arrangements for the Student and shall propose such alternative study arrangements in writing to the Contracting Party, within ten (10) working days of informing the Contracting Party of the Refund Event.
 - (b) If the Contracting Party accepts such alternative study arrangements, the PEI shall set forth such alternative study arrangements in a written contract and this Contract shall automatically terminate on the date that such new written contract comes into effect.
 - (c) If the PEI does not propose alternative study arrangements to the Contracting Party within the time stipulated in Clause 3.2(a) above, or the Contracting Party does not accept such alternative study arrangements, the Contracting Party may forthwith terminate this Contract by way of a written notice to the PEI.
- 3.3 Where any of the Refund Events in Clauses 3.1(d) to (e) has occurred, the PEI shall forthwith terminate this Contract by way of a written notice to the Contracting Party.
- 3.4 If the Contract is terminated pursuant to Clause 3.2(b) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
- 3.5 If the Contract is terminated pursuant to Clause 3.2(b) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.
- 3.6 If the Contract is terminated pursuant to Clause 3.3 or Clause 3.2(c) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
- 3.7 If the Contract is terminated pursuant to Clause 3.2(c) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.
- 3.8 **Refund for Withdrawal During the Cooling-Off Period:**
Notwithstanding anything herein contained, the Contracting Party shall be entitled to, without any liability whatsoever to the PEI, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to the PEI. The PEI shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.
- 3.9 **Refund for Withdrawal Outside the Cooling-Off Period:**
Without prejudice to Clauses 3.1 to 3.8 above, the Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written notice to the PEI. Upon receipt of such notice, the PEI shall within seven (7) working days, refund to the Contracting Party such amount (if any) as determined in accordance with Schedule D.

SCHEDULE D REFUND POLICY

% of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C]	If the Contracting Party's written notice of withdrawal is received:
[75]	more than [30] working days before the Course Commencement Date
[50]	on or before, but not more than [30] working days before the Course Commencement Date
[10]	after, but not more than [7] working days after the Course Commencement Date
[5]	more than [7] working days but not more than [14] working days after the Course Commencement Date
[0]	more than [14] working days after the Course Commencement Date

EduTrust Certification Scheme

The EduTrust Certification Scheme (EduTrust) is a quality assurance scheme administered by the SSG for PEIs in Singapore. It aims to distinguish private schools that are able to consistently maintain a high standard of quality in the overall provision of education services and make continual improvements that lead to positive student outcomes. Stalford Academy has been awarded 4-year EduTrust since 2013. [Please refer to the SSG Training Partners Gateway website for more details.](#)

Fee Protection Scheme

To comply with the requirements of EduTrust, the Fee Protection Scheme (FPS) is implemented for all students for course fees payment. The FPS serves to protect the students' fees in the event a Private Education Institution (PEI) is unable to continue operations due to insolvency, and/or regulatory closure, or if the PEI fails to pay penalties or return fees to the student arising from judgments made against it by the Singapore courts. Stalford Academy uses The Lonpac Insurance Bhd for our FPS (Group) Insurance. The policy certificate is [available for download here](#). For more information on the FPS, please contact Stalford Academy or [visit the SSG website](#).

Admission Procedures

Step 1: Presentation of Course Information and Pre-Course Counselling

Applicants will receive comprehensive information on:

- Course Information
- Course Pre-requisites
- Course Admission Requirements

A pre-course counselling session will be conducted to help applicants understand what to expect when studying at Stalford Academy and to address any questions they may have.

Step 2: Placement Test

Stalford Academy will arrange for the prospective student to undergo a Placement Test to assess their proficiency and recommend suitable course options. The test includes written examinations in English and Mathematics, as well as an oral component to evaluate speaking and listening abilities.

Step 3: Application Submission

Applicants must submit the following documents in soft copy:

- Completed Application Form with Application Fee of S\$545
- [Applicant's Documents](#)
 - 1) Birth Certificate (translated or notarised if not in English)
 - 2) Passport Data Page (with at least 6 months validity)

- 3) Recent passport-sized colour photograph (plain white background with all facial features clearly visible)
- 4) Highest Qualification Certificate and Academic Transcripts (translated or notarised if not in English)
- 5) Change-of-Name Deed Poll, if applicable (translated or notarised if not in English)
- 6) HPB verification of vaccination (for foreign-born children aged 12 years and below only)

- [Parents' Documents](#)

- 7) Data Pages of both parents' passports
- 8) Parents' Proof of financial ability (e.g. bank statement or deposit letter)
- 9) Parents' letters of employment (stating commencement date, designation, and monthly salary)
- 10) Parents' business licence certificates if applicable (translated or notarised if not in English)

Note: Please send all scanned copies of documents by email to [\[enrol@stalfordacademy.com\]](mailto:enrol@stalfordacademy.com). Once the student pass application is approved, the applicant may have to bring all original application documents when entering Singapore to collect the Student's Pass. Please refer to the [Immigration & Checkpoints Authority \(ICA\) Website](#) for more details.

ICA Student's Pass Regulations

For International Students, Stalford Academy can only provide assistance to submit the Student's Pass application; the granting of Student's Pass is subject to the ICA's approval.

All Student's Pass holders must comply with the following:

- 1) You are required to attend classes regularly and achieve a minimum of 90% attendance. If you fail to attend classes for a continuous period of 7 days, your Student's Pass is liable to be cancelled with effect from the 8th day.
- 2) Refrain from activities violating the "Terms & Conditions of Student's Pass (STP)" (including those stated in the Student's Pass application form and In-Principle Approval letter). **The student is not permitted to engage in any form of employment or attend an industrial attachment/internship programme, whether paid or unpaid, without a valid work pass issued by Ministry of Manpower.**
- 3) A student must not remain in Singapore without proper authority after the expiry of the Student's Pass. Stalford will inform the ICA of his/her means and date of departure.
- 4) A student is permitted to attend the course only after the Student's Pass approval has been given by the ICA.
- 5) A student must not be retained as a student in any other school(s) or course(s) other than the one indicated in the Student's Pass application form.
- 6) A student must surrender the Student's Pass for cancellation within seven days from the date of cessation or termination of his/her studies or course(s).

Course Fees for Cambridge International General Certificate of Secondary Education (IGCSE) (Year 9 – Year 10)

Fees Breakdown	Amount (S\$)
Application Fee ¹ (non-refundable)	545.00
Enrolment Fee ² (non-refundable)	2,180.00
Course Fees	
Course Fee	28,000.00
Student Development Fee	6,200.00
Medical Insurance Fee ³	135.00
Student's Pass Fee ⁴	135.00
Sub-total before GST	34,470.00
GST 9%	3,102.30
Total Course Fees	37,572.30

Miscellaneous Fees (only when applicable)

Miscellaneous Fees Breakdown ⁶	Amount (S\$)
Visa Application Fee	147.15
Medical Insurance Fee ³	147.15
Student's Pass Renewal Fee ⁷	147.15
Enrolment Fee ²	2,180.00
External Exam Application Fee ⁸	65.40
HPB Verification Processing Fee	261.60
School Uniform	452.35
School Uniform (itemised)	Refer to Price List
Online Payment Processing Fee	Additional 3%
Co-Curricular Activity Fee	Subject to Specific Activity
Excursion Fee	Subject to Specific Activity
CAIE IGCSE Exam Fee ⁸	Refer to Price List

Note: Miscellaneous fees refer to any non-compulsory fees payable only when applicable.

Modes of Payment

All fees are to be paid by SGQR PayNow, cash, cheque, or remittances (T/T) to Stalford Academy. An additional 3% would be levied for online payment methods using Alipay and Wechat Pay.

Course Fee Prorating

All Course Fee quoted are for a full 12-month academic year. New students starting midway through the academic year may have their Course Fees prorated on a monthly basis until the end of the academic year. Students enrolling partway through a month are charged for the full month. Vacation periods are included in the calculation. For a specific prorated fee calculation based on your start date, please contact the school.

Terms and Conditions

1. The Application Fee of S\$545.00 (inclusive of 9% GST) must be paid in full upon the submission of the application form. The Application Fee is **non-refundable** and **non-transferable**. After the payment for the application is made, the school will verify that the student satisfies the entry requirements before issuing a Letter of Offer and Course Fees Notice to the student.

2. For new enrolments into Year 1 to Year 12 programmes, a one-time Enrolment Fee of S\$2,180.00 (incl. 9% GST) is payable upon acceptance. This Miscellaneous Fee is **non-refundable, non-transferable**, and applies in full regardless of the enrolment date. The fee is waived for continuing students renewing their contracts and returning students who re-enrol within one calendar year from their last course end date.

3. Medical Insurance Fee is for Group Hospital & Surgical Insurance scheme arranged by the school (annual claim limit of S\$20,000.00 per student, T&C apply; refer to www.sa.edu.sg for more details). Local student (Singapore Citizen/Permanent Resident/non-Student's Pass International Student) who is protected by his/her own medical insurance coverage in Singapore can opt out from this medical insurance scheme.

4. Local students (Singapore Citizen/Permanent Resident/non-Student's Pass International Student) do not have to pay Student's Pass Fee.

5. **All Fees must be paid after signing of the student contract and before course commencement.** We consider payment made 30 days after the scheduled due date(s) as late. We do not charge late payment fee.

6. Miscellaneous Fees paid are **non-refundable**.

7. Fees may be subjected to changes as determined by the relevant government agencies as at the time of processing.

8. **Fees must be paid before external exam registration will be processed.**

Contact Us

Telephone : +65 6222 3233
 Email : enrol@stalfordacademy.com
 Website : www.sa.edu.sg
 one-north : 11 Slim Barracks Rise
 Campus : #08-02 & #09-02
 Singapore 138664
 Tiong Bahru : 302 Tiong Bahru Road
 Campus : #02-102/103/104
 Singapore 168732