

Where great careers begin ...



[www.genetic.edu.sg](http://www.genetic.edu.sg)

Disclaimer : This Student Handbook is written to guide you throughout your course of study. Care has been taken to ensure that the information provided in this handbook is accurate at time of print. The Handbook will be updated from time-to-time where there are major changes or updates. A copy of this handbook is also available at [www.genetic.edu.sg](http://www.genetic.edu.sg)

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## MESSAGE FROM THE PRINCIPAL

### Dear Student

We are pleased to welcome you as a student of Genetic Computer School. As you have taken the bold step to entrust your education to us, we endeavor to fulfill all your ambitions and to assure your bright future throughout this exciting journey.

This Student Handbook provides international students and other students studying in Singapore useful information and important issues that you should pay attention to, such as Fee Protection Scheme, Immigration Policies, Student Support Services and other relevant information.

Our Board of Academics and Board of Examiners comprises academicians from renown overseas universities and institutions, overseeing and setting academic and examination policies of the School; ultimately to deliver consistently high quality education to our students to embark on a rewarding and exciting future in the IT industry.

We, at Genetic Computer School strive to deliver excellent service quality and continually improve our processes to meet the changing needs of our students and environment. Our students are our concerns. To this end, we have in place a comprehensive student support services to address all the needs of our students and their welfare so that they would maximize their learning outcomes.

Our dedicated academic staffs are well-qualified to impart their knowledge and share expertise with all the students under their tutelage. We believe in meeting or exceeding student expectations through excellence in service and delivery, each and every time.

We advice you to read this Student Handbook carefully and keep it with you at all times.

I wish you success in your studies at Genetic Computer School. Our degree of success is measured by the amount of success we bring to all our students.

William Goh  
Principal



# **VISION, MISSION, VALUES & CULTURE**

## **VISION**

To be recognized as an institution developing knowledge professionals for the future industry.

## **MISSION**

We'll achieve our vision by promoting lifelong learning opportunities by bringing modular deep-skill courses accessible to everyone, anywhere, anytime.

## **VALUES & CULTURE**

- **Excellence**

Genetic will persistently create better ways of doing things we do to exceed expectations of our stakeholders.

- **Integrity**

Genetic believes integrity as basis of long-term success in one's life. We always strive for highest honesty and accuracy in every word we promised.

## **LONG-TERM GOAL**

To be recognized as preferred school for deep-skill programmes.

## **ABOUT GENETIC COMPUTER SCHOOL**

Genetic Computer School was established in 1986 and is one of the leading institutions to promote the use of Information Technology in Singapore. With a history of over 20 years in the field of IT, Genetic Computer School has trained thousands of graduates who are successfully employed in the various sectors of industries. Some of our graduates have ambitiously progressed to pursue their Degrees, Masters and PhD in well-known overseas universities.

To meet the demands for personal computer training, Genetic Computer School has developed a wide range of IT programs catering to the individual and corporate training needs; be it for career development or enhancing business efficiency, productivity and cost-savings through the use of IT. Genetic Computer School is an Approved-Training-Centre (ATC) for selective PC programs and an approved International Computer Driving License Testing (ICDL) Centre.

In the pursuit of academic training & development, Genetic Computer School has linked partnerships with overseas institutions to conduct diploma programs in Vietnam, Indonesia and other potential partnerships in the pipeline.

In addition, Genetic Computer School has also forged partnerships with well-known overseas universities and our diplomas & higher diplomas are recognized for credit transfers to these universities in UK and Australia.

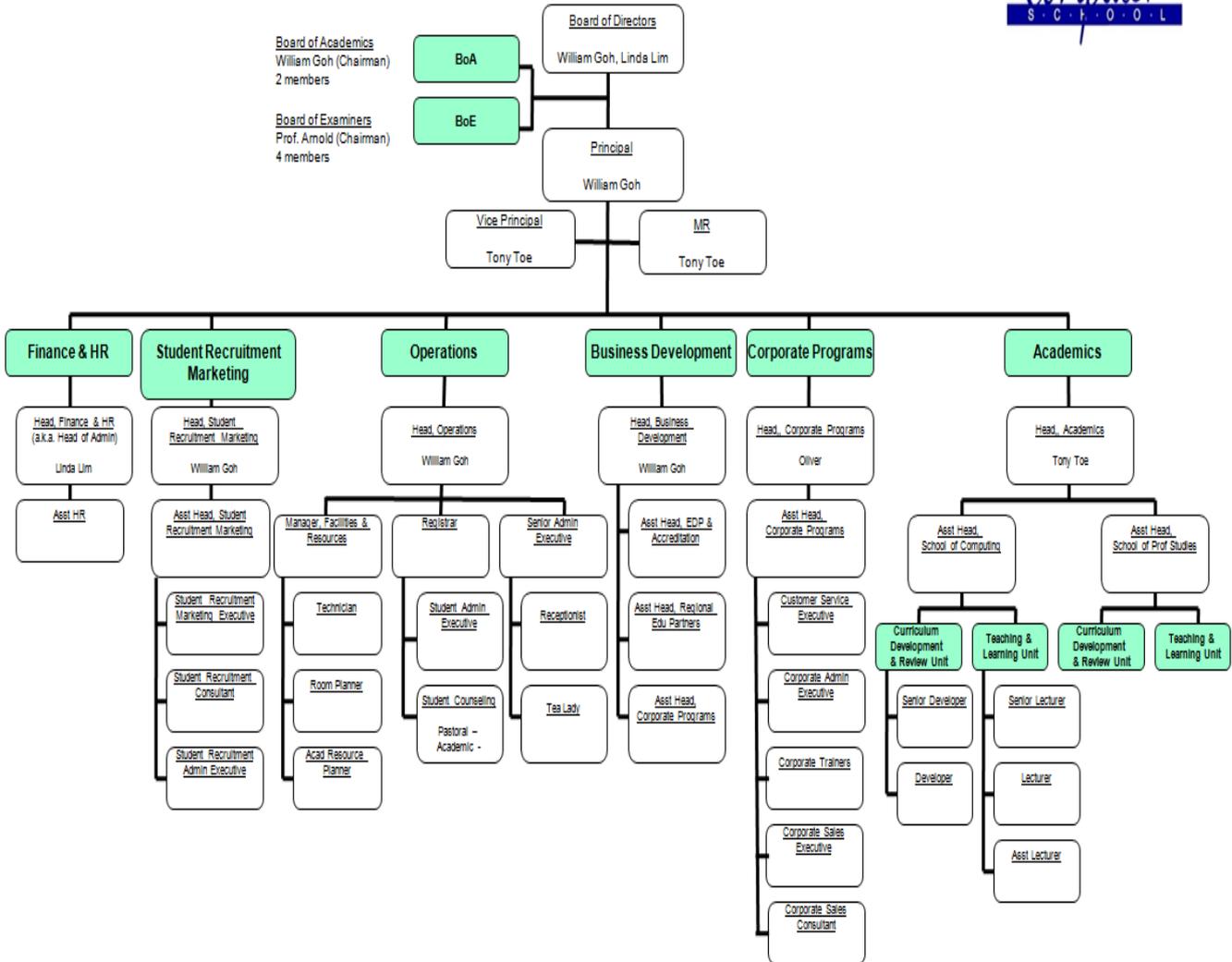
# Organization Chart

## Genetic Computer School Organization Chart



Board of Academics  
William Goh (Chairman)  
2 members

Board of Examiners  
Prof. Arnold (Chairman)  
4 members



Rev 23.0: 26/03/2016

\*Organization may be updated from time-to-time  
Latest update is available at the Admin Office

## **THE BOARD OF ACADEMICS (BOA)**

The Board of Academic (BOA) comprises individuals and distinguished academics from renowned universities. It is a policy-making body whose role is to guide Genetic Computer School in the development and implementation of strategies in pursuit of excellence in all aspects of teaching and learning. It oversees the policies, programs, student-related matters such as admission criteria, course content, course delivery, curriculum development, etc.

### **BOA Chairman:**

Mr. William Goh  
Principal  
Genetic Computer School, Singapore

### **Members:**

Professor Arnold Depickere  
Emeritus Professor  
Murdoch University, Australia

Mr. Htay Oo Toe  
Vice Principal  
Genetic Computer School, Singapore

## **THE BOARD OF EXAMINERS (BOE)**

The Board of Examiners (BOE) is responsible for matters relating to examinations, course assessments, administration and conduct of examinations. It ensures a consistently high standard in maintaining the integrity of assessment and the examination process.

### **BOE Chairman**

Professor Arnold Depickere  
Emeritus Professor  
Murdoch University, Australia

### **Members**

Professor Izzeldin Mohammed Osman  
Chairman of Research and Faculty Development Committee  
Sudan University of Science and Technology, Sudan

Professor Nguyen Thi Viet Huong  
Director of Education Department  
(Genetic-HUST Cooperation Program-Hanoi, Vietnam)  
Hanoi University of Science and Technology-Hanoi, Vietnam

Mr. William Goh  
Principal  
Genetic Computer School, Singapore

Mr. Htay Oo Toe  
Vice- Principal  
Genetic Computer School, Singapore

Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## **CERTIFICATE IN INFORMATION TECHNOLOGY (CIT)**

### *Course Introduction:*

Certificate in Information Technology is a bridging programme for those who do not meet the minimum entry requirement of International Diploma programmes offered by Genetic Computer School.

### *Course objectives:*

This certificate course will give you

- an understanding of different computer systems, hardware and software used in modern business environment
- an understanding of computer programs and program design (algorithms)
- advance skills in office applications
- an understanding of different types of networks and their use in business environment
- a basis for going on to further study in IT

### *Modules:*

Module Code	Module Name
C1101	Office Computing
C1102	Introduction to Computer Systems and Programming
C1103	Computer Networks and Administration
C2203	Business Information Systems

### *Admission Requirements:*

Age: 16

Academic:

- GCE N Level
- 10 years of general education or equivalent

Language:

- Grade D at GCS N level English or equivalent

### *Course Type:*

- Full Time

*Course Duration:*

- 6 Months
- You must complete Four Modules (16 Credits) to complete this programme.

*Maximum Period of Validity of Registration*

- Course Duration + 1 year

*Completion Criteria:*

- Minimum 75% attendance for Local/ PR & Non Student Pass Holders
- Minimum 90% attendance for International Student
- Must pass all the examinations and assessments for all modules

*Certification:*

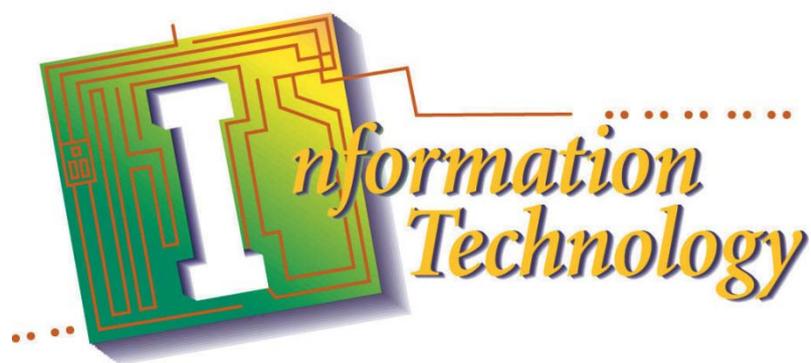
- Upon completion of this course, students will be awarded Genetic Computer School Certificate in Information Technology

*Progression Pathway:*

- Upon completion, students can advance to Genetic Computer School International Diploma

*Teacher - Student Ratio*

The average Teacher - Student ratio of Genetic Computer School for International Diploma in Computer Studies is 1:25. This ratio will ensure that the learning experience of each student would be at its optimum level. This is to maintain high quality standard for the student's education.



Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## International Diploma in Software Development (IDSD)

### *Course Introduction:*

International Diploma in Software Development is designed to provide you with the skills needed to work in the IT industry as a programmer, analyst or designer, or to continue to higher education courses in systems development and related areas. Areas of study include communication skills, object-oriented programming in a number of languages, system analysis and design, design and implementation of robust databases, web development and different types of information system in business.

### *Course objectives:*

This diploma course will give you

- an understanding of different types of software systems used in business
- skills in the most widely used approach to software construction – Object Oriented design including analysis and specification, testing and maintenance
- ability to work with other people in a team, communicating computing ideas effectively
- a basis for going on to further study in computing, or for finding work in computing-related industries.

### *Modules:*

Module Code	Module Name
C1104	Mathematics for Computing
C1105	Programming – Algorithms and Data Structure
C2104	Web and Multimedia Design
C2202	Database Design and Implementation
B2203	Business Communications
C2201	System Analysis and Design
C2205	Object Oriented Design
C2206	C# Programming

### *Admission Requirements:*

Age: 16

Academic:

- 2 GCE "A" levels
- 11 years of general education or equivalent
- Certificate in Information Technology (Awarded by Genetic Computer School)

Language:

- Grade C6 at GCE O level English or equivalent
- IELTS 5.5 or
- TOEFL 525 (Paper base) or 196 (Computer base)

*Course Type:*

- Full Time

*Course Duration:*

- 12 Months
- You must complete Eight Modules (32 Credits) to complete this diploma.

*Maximum Period of Validity of Registration*

- Course Duration + 1 year

*Completion Criteria:*

- Minimum 75% attendance for Local/ PR & Non Student Pass Holders
- Minimum 90% attendance for International Student
- Must pass all the examinations and assessments for all modules

*Certification:*

- Upon completion of this course, students will be awarded Genetic Computer School International Diploma in Software Development

*Progression Pathway:*

- Upon completion, students can advance to Genetic Computer School International Higher Diploma

*Teacher - Student Ratio*

The average Teacher - Student ratio of Genetic Computer School for International Diploma in Computer Studies is 1:25. This ratio will ensure that the learning experience of each student would be at its optimum level. This is to maintain high quality standard for the student's education.

*Career Opportunities*

- Software Engineer, Software Developer, Application and Database Specialist, Application Support



Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## International Diploma in Web Design (IDWD)

### *Course Introduction:*

International Diploma in Web Design is designed to provide you with the skills needed to work in the IT industry as a web designer, web programmer, or to continue to higher education courses in systems development and related areas. Areas of study include communication skills, analysis and design of systems, database design optimization and implementation, web programming and about e-commerce.

### *Course objectives:*

This diploma course will give you

- an understanding of different types of software systems used in business
- ability to work with other people in a team, communicating computing ideas effectively
- skills in analyzing, designing, developing, and implementing of complex data-driven websites
- a basis for going on to further study in computing, or for finding work in computing-related industries

### *Modules:*

Module Code	Module Name
C1104	Mathematics for Computing
C1105	Programming – Algorithms and Data Structure
C2104	Web and Multimedia Design
C2202	Database Design and Implementation
B2203	Business Communications
C2209	Interactive Web Interfaces
C2207	Web Programming
C2208	E-Commerce – Principles and Technologies

### *Admission Requirements:*

Age: 16

Academic:

- 2 GCE "A" levels
- 11 years of general education or equivalent
- Certificate in Information Technology (Awarded by Genetic Computer School)

Language:

- Grade C6 at GCE O level English or equivalent
- IELTS 5.5 or
- TOEFL 525 (Paper base) or 196 (Computer base)

### *Course Type:*

- Full Time

*Course Duration:*

- 12 Months
- You must complete Eight Modules (32 Credits) to complete this diploma.

*Maximum Period of Validity of Registration*

- Course Duration + 1 year

*Completion Criteria:*

- Minimum 75% attendance for Local/ PR & Non Student Pass Holders
- Minimum 90% attendance for International Student
- Must pass all the examinations and assessments for all modules

*Certification:*

- Upon completion of this course, students will be awarded Genetic Computer School International Diploma in Web Design

*Progression Pathway:*

- Upon completion, students can advance to Genetic Computer School International Higher Diploma

*Teacher - Student Ratio*

The average Teacher - Student ratio of Genetic Computer School for International Diploma in Computer Studies is 1:25. This ratio will ensure that the learning experience of each student would be at its optimum level. This is to maintain high quality standard for the student's education.

*Career Opportunities*

- Web Designer, Web/Graphic Designer, Web Programmer



Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## International Diploma in Business Computing (IDBC)

### *Course Introduction:*

International Diploma in Business Computing offers you essential knowledge of business, marketing, management and gives you an insight to how Information Technology is utilized in business environment. Equipping you with both business management skills and IT skills that drives the business world today, it aims to enable you to be ready to explore all opportunities in global economy.

### *Course objectives:*

This diploma course will give you

- an understanding of different types of software systems used in business
- an understanding of business organizations, marketing, and management
- skills in communications across the business organization
- knowledge and skills in data management

### *Modules:*

Module Code	Module Name
C1104	Mathematics for Computing
C1105	Programming – Algorithms and Data Structure
C2104	Web and Multimedia Design
C2202	Database Design and Implementation
B2203	Business Communications
B2201	Business Accounting
B2202	Principles of Business
B2205	Economics

### *Admission Requirements:*

Age: 16

Academic:

- 2 GCE "A" levels
- 11 years of general education or equivalent
- Certificate in Information Technology (Awarded by Genetic Computer School)

Language:

- Grade C6 at GCE O level English or equivalent
- IELTS 5.5 or
- TOEFL 525 (Paper base) or 196 (Computer base)

### *Course Type:*

- Full Time

*Course Duration:*

- 12 Months
- You must complete Eight Modules (32 Credits) to complete this diploma.

*Maximum Period of Validity of Registration*

- Course Duration + 1 year

*Completion Criteria:*

- Minimum 75% attendance for Local/ PR & Non Student Pass Holders
- Minimum 90% attendance for International Student
- Must pass all the examinations and assessments for all modules

*Certification:*

- Upon completion of this course, students will be awarded Genetic Computer School International Diploma in Business Computing

*Progression Pathway:*

- Upon completion, students can advance to Genetic Computer School International Higher Diploma

*Teacher - Student Ratio*

The average Teacher - Student ratio of Genetic Computer School for International Diploma in Computer Studies is 1:25. This ratio will ensure that the learning experience of each student would be at its optimum level. This is to maintain high quality standard for the student's education.

*Career Opportunities*

- IT Operation Assistant, IT support, Business Analyst



Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## International Higher Diploma in Software Engineering (IHDSE)

### Course Introduction:

This diploma is designed to equip you with necessary fundamental of software engineering and in-dept exposure to practical aspects of small to medium scale software development projects. You will be introduced to both Java and .Net platforms.

### Course objectives:

This diploma will give you

- an understanding of fundamentals of software engineering
- practical skills in using different programming environment
- skill in managing projects systematically
- skill in managing, developing small to medium scale software projects

### Modules:

Module Code	Module Name
C3101	Advanced Programming
C3102	Software Engineering
C3103	Graphical User Interface Design
C3104	Operating Systems
C3201	IT Project Management
C3202	Distributed Systems
C3203	Professional Ethics and Security
C3204	Project

### Admission Requirements:

Age: 17

Academic:

- GCE "A" levels
- 12 years of general education or equivalent
- International Diploma in Software Development / Web Design/ Business Computing (Awarded by Genetic Computer School)

Language:

- Grade C6 at GCE O level English or equivalent
- IELTS 5.5 or
- TOEFL 525 (Paper base) or 196 (Computer base)

### Course Type:

- Full Time

### Course Duration:

- 12 Months
- You must complete eight Modules (48 Credits) to complete this higher diploma.

### Maximum Period of Validity of Registration

- Course Duration + 1 year

*Completion Criteria:*

- Minimum 75% attendance for Local/ PR & Non Student Pass Holders
- Minimum 90% attendance for International Student
- Must pass all the examinations and assessments for all modules

*Certification:*

- Upon completion of this course, students will be awarded Genetic Computer School International Higher Diploma in Software Engineering

*Progression Pathway:*

- Upon completion, students can advance to computer studies –related degree programme from selected university\*

*Teacher - Student Ratio*

The average Teacher - Student ratio of Genetic Computer School for International Diploma in Computer Studies is 1:25. This ratio will ensure that the learning experience of each student would be at its optimum level. This is to maintain high quality standard for the student's education.

*Career Opportunities*

- IT support Engineer, Information Security Engineer, Systems Consultant, Systems Analyst



Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## International Higher Diploma in Web Development (IHDWD)

### Course Introduction:

This diploma is designed for those who want to pursue a challenging career in web development. Area of study includes interface design, web design patterns, rich media development, project management and mobile platforms.

### Course objectives:

This program will give you

- knowledge and skills necessary to develop interactive web sites
- practical skills in integrating social networks to your web sties
- working knowledge with third-party APIs
- knowledge and skills in video and audio streaming
- an understanding of popular mobile platforms

### Modules:

Module Code	Module Name
C3101	Advanced Programming
C3103	Graphical User Interface Design
C3201	IT Project Management
C3105	Model-View-Controller Pattern
C3106	Rich Media Development
C3205	Mobile Platforms
C3203	Professional Ethics and Security
C3204	Project

### Admission Requirements:

Age: 17

#### Academic:

- GCE "A" levels
- 12 years of general education or equivalent
- International Diploma in Software Development / Web Design/ Business Computing (Awarded by Genetic Computer School)

#### Language:

- Grade C6 at GCE O level English or equivalent
- IELTS 5.5 or
- TOEFL 525 (Paper base) or 196 (Computer base)

### Course Type:

- Full Time

### Course Duration:

- 12 Months
- You must complete eight Modules (48 Credits) to complete this higher diploma.

### Maximum Period of Validity of Registration

- Course Duration + 1 year

*Completion Criteria:*

- Minimum 75% attendance for Local/ PR & Non Student Pass Holders
- Minimum 90% attendance for International Student
- Must pass all the examinations and assessments for all modules

*Certification:*

- Upon completion of this course, students will be awarded Genetic Computer School International Higher Diploma in Web Development

*Progression Pathway:*

- Upon completion, students can advance to computer studies –related degree programme from selected university\*

*Teacher - Student Ratio*

The average Teacher - Student ratio of Genetic Computer School for International Diploma in Computer Studies is 1:25. This ratio will ensure that the learning experience of each student would be at its optimum level. This is to maintain high quality standard for the student's education.

*Career Opportunities*

- Web Developer, Software Engineer (Web and Mobile Application), Creative Web Assistant



Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## International Higher Diploma in Business Information Technology (IHDBIT)

### Course Introduction:

This diploma is designed to equip you with strong knowledge of IT with business management to suit you to work in modern business environment. The area of study includes HR management, business strategy, marketing, IT project management, operating systems, GUI design, professional ethics and security issues in business environment.

### Course objectives:

This diploma provides you

- a starting career in management and path way to be a business leader in modern economy
- an understanding in managing human resources and talent management
- knowledge and skills in strategic management
- an understanding of operating systems and user interface designs
- an understanding of marketing

### Modules:

Module Code	Module Name
B3101	Human Resource Management
B3102	Business Strategy
B3201	Marketing
C3203	Professional Ethics and Security
C3103	Graphical User Interface Design
C3104	Operating Systems
C3201	IT Project Management
C3204	Project

### Admission Requirements:

Age: 17

Academic:

- GCE "A" levels
- 12 years of general education or equivalent
- International Diploma in Software Development / Web Design/ Business Computing (Awarded by Genetic Computer School)

Language:

- Grade C6 at GCE O level English or equivalent
- IELTS 5.5 or
- TOEFL 525 (Paper base) or 196 (Computer base)

### Course Type:

- Full Time

### Course Duration:

- 12 Months
- You must complete eight Modules (48 Credits) to complete this higher diploma.

### *Maximum Period of Validity of Registration*

- Course Duration + 1 year

### *Completion Criteria:*

- Minimum 75% attendance for Local/ PR & Non Student Pass Holders
- Minimum 90% attendance for International Student
- Must pass all the examinations and assessments for all modules

### *Certification:*

- Upon completion of this course, students will be awarded Genetic Computer School International Higher Diploma in Business Information Technology

### *Progression Pathway:*

- Upon completion, students can advance to computer studies –related degree programme from selected university\*

### *Teacher - Student Ratio*

The average Teacher - Student ratio of Genetic Computer School for International Diploma in Computer Studies is 1:25. This ratio will ensure that the learning experience of each student would be at its optimum level. This is to maintain high quality standard for the student's education.

### *Career Opportunities*

- IT consultant, Business Analyst, IT Sales Executive



Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## English for Higher Education Level 1

### *Course Introduction:*

English for higher Education Level 1 is a bridging programme for those who do not meet the minimum entry requirement of English offered by Genetic Computer School

### *Course Objective:*

These certificate courses provide you

- Intermediate level of Speaking, Listening, Reading
- Intermediate level of Writing essay and report
- Intermediate Level of Vocabulary of words and meaning in context
- Intermediate Level of Comprehension passages, descriptive essays, summarise information, locate information and identify information
- Intermediate level of Grammar on use of different tenses, collective nouns, combining sentences, concord, relative phrases, reported speech and connectors.
- Intermediate level to proceed as pre-requisite to our Certificate, Diploma and Higher Diploma courses.

### *Modules:*

- English Elementary
- English Intermediate Part I

### *Admission Requirement:*

- 9 years of General Education (or) Equivalent

### *Course Type:*

- Full-Time

### *Course Duration:*

- Level 1: 3 months

### *Intake:*

Please refer to Genetic website ([www.genetic.edu.sg](http://www.genetic.edu.sg)) for update information.

\*Note: Intake dates are subject to change.

### *Completion Criteria:*

- Minimum 75% attendance for Local/ PR & Non Student Pass Holders
- Minimum 90% attendance for International Student
- Must pass all the examinations and assessments for all modules

### *Certification:*

Upon completion of this program, students will be awarded the English Certificate for Higher Education Level 1 by Genetic Computer School.

### *Teacher – Student Ratio:*

The average Teacher – Students ratio of Genetic Computer School for English Certificate for Higher Education is 1:25. This ratio will ensure that the learning experience of each student would be at its optimum level. This is to maintain high quality standard for the student's education.

Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## English for Higher Education Level 2

### *Course Introduction:*

English for higher Education Level 2 is a bridging programme for those who do not meet the minimum entry requirement of English offered by Genetic Computer School

### *Course Objective:*

These certificate courses provide you

- High level of Speaking, Listening, Reading
- High level of Writing essay and report
- High Level of Vocabulary of words and meaning in context
- High Level of Comprehension passages, descriptive essays, summarise information, locate information and identify information
- High level of Grammar on use of different tenses, collective nouns, combining sentences, concord, relative phrases, reported speech and connectors.
- High level to proceed as pre-requisite to our Certificate, Diploma and Higher Diploma courses.

### *Modules:*

- English Intermediate Part II
- English Higher

### *Admission Requirement:*

Pass English for Higher Education level 1 (or) equivalent

### *Course Type:*

- Full-Time

### *Course Duration:*

- Level 2: 3 months

### *Intake:*

Please refer to Genetic website ([www.genetic.edu.sg](http://www.genetic.edu.sg)) for update information.

\*Note: Intake dates are subject to change.

### *Completion Criteria:*

- Minimum 75% attendance for Local/ PR & Non Student Pass Holders
- Minimum 90% attendance for International Student
- Must pass all the examinations and assessments for all modules

### *Certification:*

Upon completion of this program, students will be awarded the English for Higher Education Level 2 by Genetic Computer School.

### *Teacher – Student Ratio:*

The average Teacher – Students ratio of Genetic Computer School for English for Higher Education Level 2 is 1:25. This ratio will ensure that the learning experience of each student would be at its optimum level. This is to maintain high quality standard for the student's education

Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## **Specialist Diploma in Business Management**

### *Course Introduction:*

If a small business today is going to be the same in the next 5 years, there is no point of continuing the business. And the majority of business failures are due to mismanagement. To run and lead a successful business in 21st century, you have to be an entrepreneur, a creative thinker, and a leader.

This course is designed to equip you to be a successful leader in 21st century enterprises.

### *Course Objectives:*

- Distinguish among different types of business organizations
- Articulate the roles of different functional departments of a business
- Weigh the pros and cons of business decision
- Effectively lead the team of people
- Interpret financial statements and focus for the future
- Discuss functions and process of marketing

### *Modules:*

- Principles of Business
- Creative Thinking
- Leadership Skills
- Managerial Accounting
- Entrepreneurship
- Principles of Marketing

### *Admission Requirements:*

- Minimum diploma holders in any discipline with at least 1 year experience
- Bachelor degree holders
- Mature students with experience in related fields will be considered case by case.

### *English Language Proficiency Requirement:*

- Pass in English at "O" Level or equivalent

### *Course Duration:*

- 6 Months

### *Certification:*

- Upon completion of this course, students will be awarded Genetic Computer School Specialist Diploma in Business Management

Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## **Specialist Diploma in Social Media Marketing**

### *Course Introduction:*

Due to increasing popularity of web and social media, many of businesses now focus on digital marketing to increase brand awareness, engaging customers so as to increase customer retention, creating new business opportunities and providing supports through the use of digital media. But, most of the businesses are facing difficulties in finding an employee who is well trained in marketing with strong knowledge and skills in using software tools and systems at professional level.

This course is designed to equip the candidate with knowledge and skills in creative design and online marketing.

### *Course Objectives:*

- Understand how technology changes marketing landscape
- Explain basic principles of marketing
- Develop effective digital marketing plans with SMART targets
- Familiar with appropriate tools and techniques in digital marketing
- Understand visual communication design
- Optimize the content for better search engine ranking
- Plan, execute and measure effectiveness of a marketing campaign using web analytics.

### *Modules:*

- Essentials of Digital Marketing
- Visual Communication Design
- Search Engine Optimization
- Social Media Channels and Strategies
- Email Marketing
- Web Analytics

### *Admission Requirements:*

- Minimum diploma holders in any discipline with at least 1 year experience
- Bachelor degree holders
- Mature students with experience in related fields will be considered case by case.

### *English Language Proficiency Requirement:*

- Pass in English at "O" Level or equivalent

### *Course Duration:*

- 6 Months

### *Certification:*

- Upon completion of this course, students will be awarded Genetic Computer School Specialist Diploma in Social Media Marketing

Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## Specialist Diploma in Software Development

### *Course Introduction:*

The software systems are becoming more and more complex due to demanding nature of the business requirements and emerging technologies. You should be ready for the challenges in the near future. The software systems are not going to be a stand-alone system any more, and the system will need to talk to other systems. The same thing goes for developers; you will need to work with other programmers and professionals in designing and implementing the systems. And all of you need to talk in the same language; all of you have to read the same design documents, written in the same language. As the projects getting bigger and bigger, systematic approach in testing and managing the projects will be more important than ever.

This course is designed to equip you to be ready for all these challenges.

### *Course Objectives:*

- Design and document the system using UML
- Design and develop required classes and implement them in industry-standard programming languages
- Design and implement industry-standard databases
- Give critique on good and bad design
- Design and develop service oriented projects
- Develop test plans and test reports

### *Modules:*

- Object Oriented Analysis and Design
- Programming
- Database Management System
- Software Project Management
- Test Driven Development
- Software Development Projects

### *Admission Requirements:*

- Minimum diploma holders in any discipline with at least 1 year experience
- Bachelor degree holders
- Mature students with experience in related fields will be considered case by case.

### English Language Proficiency Requirement:

- Pass in English at "O" Level or equivalent

### *Course Duration:*

- 6 Months

### *Certification:*

- Upon completion of this course, students will be awarded Genetic Computer School Specialist Diploma in Software Development

Note: For latest course intake, course fees and payment mode, please go to: [www.genetic.edu.sg](http://www.genetic.edu.sg)

## Specialist Diploma in Web Development

### *Course Introduction:*

A business without a website will be a failure in the near future. A professional looking website needs professionals to develop it. A professional web developer needs to possess strong knowledge and skills in web languages, like HTML and CSS, how to analyze and design the system according to the requirements of the client, must be expert in client-side scripting as well as server-side programming, and must be expert in back-end databases.

This course is designed to provide you all you need to be a professional web developer.

### *Course Objectives:*

- Design data driven websites using both client and server-sides technologies
- Perform systematic requirement analysis and design the system
- Develop interactive interfaces using Javascript, AJAX and jQuery
- Design and implement industry-standard databases
- Design and develop server-side programs and web services.
- Configure and setup domain names and hosting services on the server.

### *Modules:*

- Web Development Essentials
- Web System Development Techniques
- Programming
- Interactive Web Programming
- Server-Side Programming
- Database Management System

### *Admission Requirements:*

- Minimum diploma holders in any discipline with at least 1 year experience
- Bachelor degree holders
- Mature students with experience in related fields will be considered case by case.

### English Language Proficiency Requirement:

- Pass in English at "O" Level or equivalent

### *Course Duration:*

- 6 Months

### *Certification:*

- Upon completion of this course, students will be awarded Genetic Computer School Specialist Diploma in Web Development



## ADMISSION

### Admission

Genetic Computer School currently accepts both local and international students for all of its academic programmes. It is pleased to inform all prospective students that it has in place a decent procedure that ensures applications received are reviewed and approved based on its prescribed admission requirements.



Definition on classification of students:-

International student	who require student pass
Local student	who reside in Singapore and do not require student pass - Singaporean, PR, Dependent Pass, Work Permit, Employment Pass, S Pass etc

### Admission Requirements

The admission requirements of the courses offered by Genetic Computer School are listed on the respective course brochures and Genetic Computer School website [www.genetic.edu.sg](http://www.genetic.edu.sg)

### Course Information

Prospective students are advised to refer to the respective course brochures and Genetic Computer School website at [www.genetic.edu.sg](http://www.genetic.edu.sg) for comprehensive details of the course they wish to enroll.

### Admission Procedure

#### STEP 1

#### Applicable to International and Local Students

##### Pre-Course Counseling Form

Student attends pre-course counseling session where he/she is briefed on important matters such as admission requirements, student pass application procedure and rules and regulations, fee protection scheme, standard student contract clauses and all other matters listed on the pre-course counseling form.

#### STEP 2

#### Applicable to International and Local Students

##### Course Application Form and Application Fee

Interested students who meet the admission requirements listed on the course brochure and student handbook are requested to complete and submit the course application form together with the following relevant documents as listed below and payment of application fee.

- ICA eForms V36 and E16 (for international students only)
- 2 Recent passport-size photos of applicant.
- Photocopy of applicant's travel document pages showing his/her full particulars and date of expiry.
- Applicant's Birth Certificate
- Applicant's highest Education Certificate and transcript
- Application Fee (Refer to website)

Additional Documents are required to be submitted for Visa Required Country (if you need to apply VISA when coming to Singapore)

- Documents proof of financial ability (minimum SGD 30,000 or equivalent) in the form of bank statement/ fixed deposited accounts/saving accounts
- Applicant's parents and Applicant's (if any) work statement
- Other necessary documents required by ICA

*\* Note if the original copy of the document is not in English, a notarized English translated copy is required.*

The modes of payment accepted by the school are cash, cheque or telegraphic transfer (TT), Giro and Paypal. Cheque to be made payable to "Genetic Computer School". Payment via cheque/bank draft/cashier's order should be mailed directly to the school with the following information provided:

- Bank Account Name: Genetic Computer School Pte Ltd
- Bank Account Number: 001-066812-9
- Bank Code: 7171
- Branch Code: 001
- Swift Address: DBSSSGSG
- Branch/Branch: Development Bank of Singapore (DBS)  
12, Marina Boulevard,  
DBS Asia Central,  
Marina Bay Financial Centre,  
Tower 3,  
Singapore 018982

### **STEP 3**

#### **Applicable to International and Local Students**

##### Letter of Offer

A Letter of Offer will be issued to all successful applicants upon review and approval of the course application submission by the school principal. Students are required to acknowledge receipt of Letter of Offer and return signed copy to the school for record keeping.

### **STEP 4**

#### **Applicable to International Students**

##### Student Pass Application

All international students intending to pursue a course at Genetic Computer School are required to acquire a student pass. The school will apply the student pass on behalf of the student through the Immigrations Checkpoints Authority of Singapore (ICA). The student's application will be submitted on-line via ICA SOLAR SYSTEM two months prior to the course commencement date. Usually it takes ICA 4-6 weeks to process an application.

Please visit [http://www.ica.gov.sg/services\\_centre\\_overview.aspx?pageid=256&secid=182](http://www.ica.gov.sg/services_centre_overview.aspx?pageid=256&secid=182) to view student pass's application procedure, and rules and regulations available on ICA website.

### **STEP 5**

#### **Applicable to International Students**

##### In-principal Approval Letter

Successful applicants will receive an In-Principal Approval Letter authorizing their study at Genetic Computer School.

## STEP 6

### Applicable to International Students

#### Airport Pick-Up Service

Students who require this service are to complete and email the Airport Pick-Up Service Form 2 weeks before arriving Singapore in order to enable the school to make all the necessary arrangements.

## STEP 7

### Applicable to International Students

#### Pre-Departure Guide

Students will receive a copy of the pre-departure guide which lists essential activities students are required to complete before commencing their course of study at Genetic Computer School.

## STEP 8

### Applicable to International and Local Students

#### Standard Student Contract

Student enters into a formal agreement with the school by signing the Standard Student Contract and Advisory Note Form 12. The student contract outlines clauses on key policies and regulations such as Course Information and Fees, Refund Policy and other essential information which both parties are required to strictly comply with.

Please visit to view the Standard Student Contract and Advisory Note Form 12 available on CPE website.

- [Standard Student Contract](https://www.cpe.gov.sg/for-peis/resources/edustrust-certification-scheme) (https://www.cpe.gov.sg/for-peis/resources/edustrust-certification-scheme)

- [Form 12 Advisory Note For Students](https://www.cpe.gov.sg/for-peis/resources/enhanced-registration-framework) (https://www.cpe.gov.sg/for-peis/resources/enhanced-registration-framework)

## STEP 9

### Applicable to International Students

#### Medical Check-up

Student arrive Singapore and is asked to undergo a compulsory medical check-up which includes a general physical examination and chest-x-ray. Expenses resulting from the examination are to be borne by the school. Student will be issued with a medical report by the examining doctor for submission to the Immigrations Checkpoints Authority of Singapore (ICA).

## STEP 10

### Applicable to International Students

#### Security Deposit

As per ICA requirement, international students are required to furnish their Security Deposit (SD) in the form of a Banker's Guarantee (BG) only. The SD, if required, would be indicated in the In-Principle Approval (IPA) letter issued to students by the Immigration & Checkpoints Authority (ICA).

	Country	Form of Security Deposit	Rate Per Person
1	Bangladesh, Myanmar, People's Republic of China, India	Banker's Guarantee from any established bank in Singapore	S\$5000
2	Indonesia, Philippines, Thailand	Banker's Guarantee from any established bank in Singapore	S\$1000
3	Others		S\$1500
4	Malaysia, Brunei	NIL	NIL

Alternatively, student has the option to purchase the banker's guarantee from an insurance company through the school (Between \$ 240 to \$ 360).

## **STEP 11**

### **Applicable to International and Local Students**

#### Fee Protection Scheme - Escrow Account

Student signs the Student Escrow Confirmation acknowledging and confirming knowledge of the terms of the fees payable for the course enrolled and deposit of fees into Genetic Computer School DBS Escrow Account. Details of the account will be listed on the payment voucher issued by Genetic Computer School to the student upon signing the agreement.

## **STEP 12**

### **Applicable to International and Local Students**

#### Payment Voucher and Fee Invoice

Student receives the Payment Voucher and Fee Invoice and settles 1<sup>st</sup> Installment of the Fee Payment.

## **STEP 13**

### **Applicable to International Students**

#### Multi-Entry Visa and Issuance Fees

School to settle payment of \$90 (\$30 - Multiple-Entry Visa Fee and \$60 - Issuance Fee) on-line or personally at ICA.

## **STEP 14**

### **Applicable to International Students**

#### Student Pass (Collection)

Student collects the student pass at the Immigrations Checkpoints Authority of Singapore (ICA) by first producing the following documents:

- ICA in-Principal Approval Letter
- Passport/Travel document with a valid Visit Pass & copy of the personal particulars page
- Passport size-photograph (against a white background)
- Medical Report Form and original copy of the laboratory report
- Print-out of Student's Pass application e-Form 16. The print out must be duly signed by the applicant

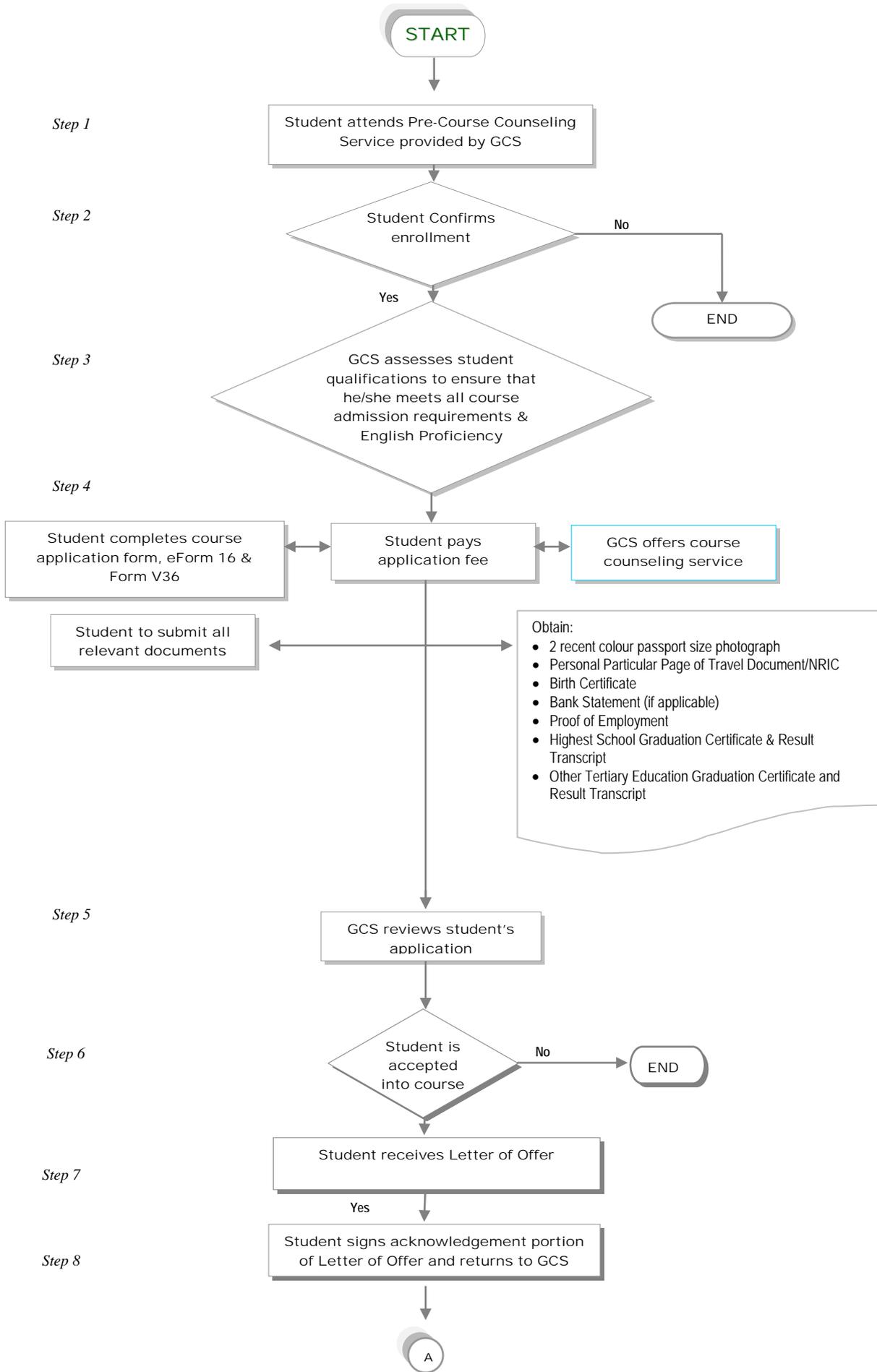
**\* Student who does not collect student pass till the commencement date or IPA letter date expire, will consider as deemed withdrawal**

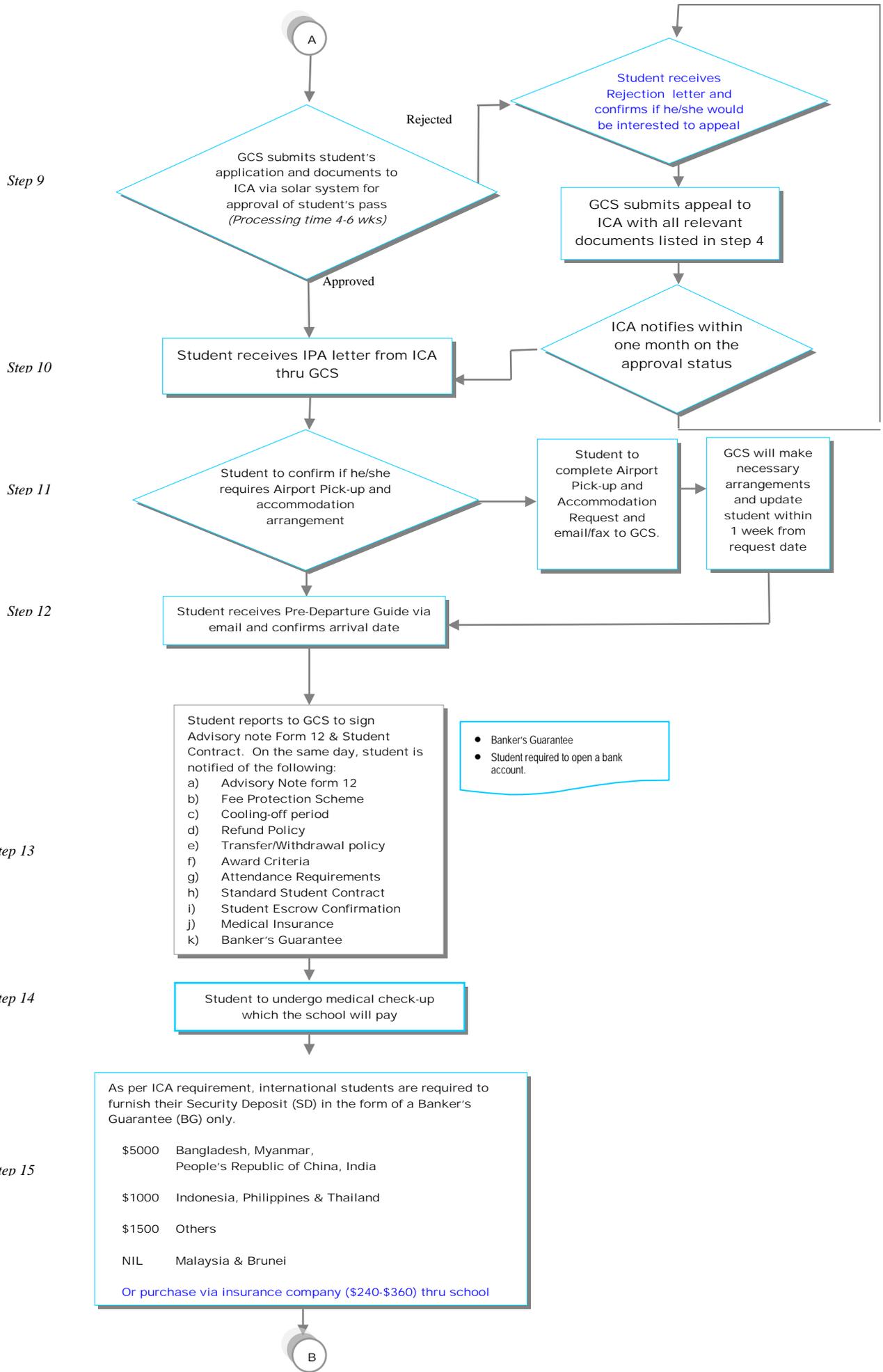
## **STEP 15**

### **Applicable to International and Local Students**

Student attends orientation program conducted by Genetic Computer School.

# STUDENT ADMISSION FLOWCHART



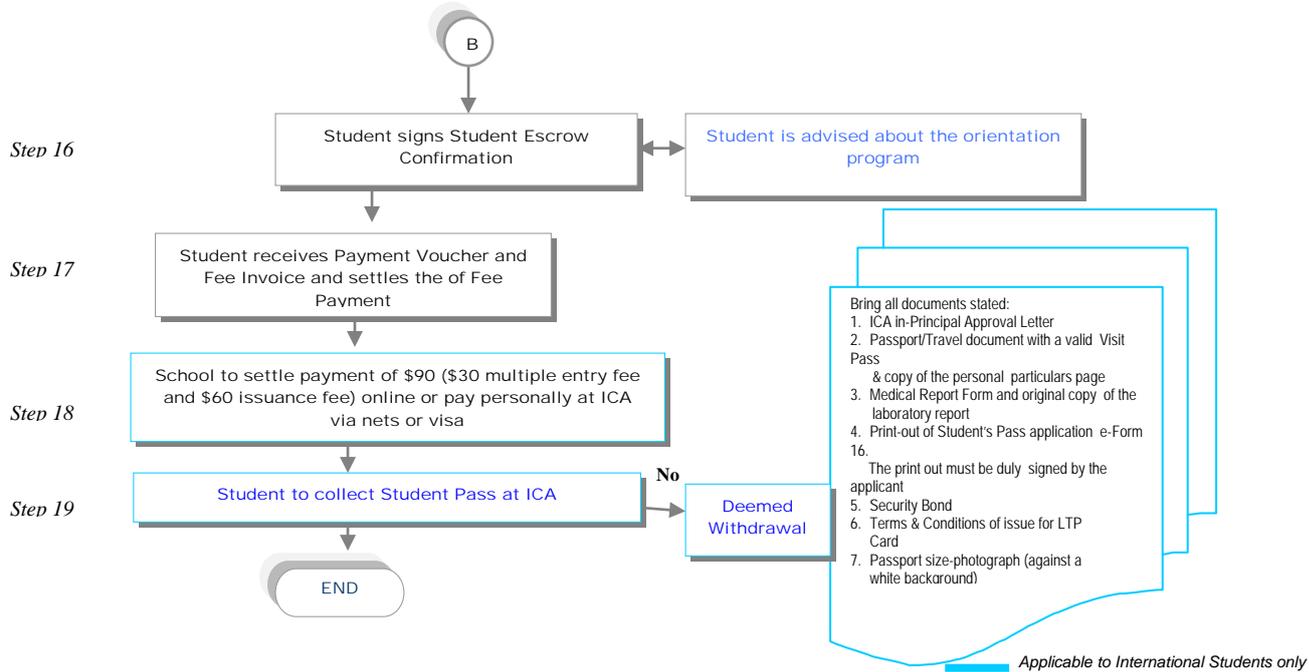


- Banker's Guarantee
- Student required to open a bank account.

As per ICA requirement, international students are required to furnish their Security Deposit (SD) in the form of a Banker's Guarantee (BG) only.

\$5000	Bangladesh, Myanmar, People's Republic of China, India
\$1000	Indonesia, Philippines & Thailand
\$1500	Others
NIL	Malaysia & Brunei

Or purchase via insurance company (\$240-\$360) thru school



## FEES

### Fee Structure

We are committed to avoid overcharging or undercharging. To ensure accuracy of charging, it is our policy to list down all course fees clearly, including total amount payable and its breakdown before and after. Genetic Computer School, however reserve its rights to impose additional fees or charges due to any omission, neglect, error or government statutory increase without notice.

There are 5 categories of fees chargeable by Genetic Computer School. The breakdown of course fees is clearly defined in the respective GCS Website. The course fees and miscellaneous fees and payment schedule are listed in the student contract.

**Application Fee (non-refundable)** – is collected for the sole purpose of processing the application form to check if student meets the admission requirement. This application fee must not have any fee component that is used to offset course fee payment.

**Miscellaneous Fee** – is collected on an ad-hoc basis when the need arises eg. Appeal Fee, Replacement of Genetic Student Card etc. Student can refer to the Miscellaneous fees table in student contract (see below) and Genetic Computer School website.

**Course Fee** - Course fee payment has to be protected as required by EduTrust FPS. Course fee has to strictly adhere to the FPS-DBS Escrow procedure.

**Retake Course Fee** – where student who need to retake, i.e. having to attend class over a period of time and re-do coursework before taking exams, the retake course fee has to be protected as required by EduTrust FPS. Retake Course fee has to strictly adhere to the FPS-DBS Escrow procedure and a separate student contract has to be signed.

**Late Payment of Course Fee** – Student who failed to pay the course fee by due date will result in paying late payment of course fee as stipulated in the miscellaneous fees table. Genetic reserves the right to cancel student's course registration, withhold result slips, transcript or awarding certificates and or other services.



**Miscellaneous Fee Table**

Purpose of Fee	Amount (S\$) and When Payable
Late Student Pass Renewal processing Fee: i. Less than 14 days but more than 7 days before date of renewal ii. Less than 7 days to renewal date	\$10.00 \$50.00
ICA Student Pass Issuance (On Renewal) – Payable to ICA	\$90.00 + \$30.00 (ICA Processing Fee)
Resit Examination Fee	\$100.00 (per module)
Appeal Fee	\$50.00 (per module)
Replacement of Genetic Student Card	\$30.00 (per student)
Replacement of Diploma Certificate	\$50.00 (each certificate)
Replacement of Transcript	\$50.00 (per transcript)
Registration Extension Fee	\$200.00 (per course) - valid for 1 year extension
Course Transfer Application Fee	\$50.00
Deferment Application Fee	\$50.00
Security Deposit (Bond)/Banker's Guarantee	\$240.00 to \$400.00

Course Materials Fee	\$400.00 to \$1000.00
Late Payment of Course Fees: 7 days after the scheduled due date(s)	\$50.00

**Payment Modes:**

Fees are made to Genetic Computer School in accordance to their categories. **Application Fee, Miscellaneous Fee** can be paid over the counter in Singapore Dollars via cheque, cash, cashier’s order, giro, Paypal or telegraphic transfer DIRECT to Genetic Computer School account:

Bank Account Name: Genetic Computer School Pte Ltd  
 Bank Account Number: 001-066812-9  
 Bank/Branch: Development Bank of Singapore (DBS)  
 12, Marina Boulevard,  
 DBS Asia Central,  
 Marina Bay Financial Centre,  
 Tower 3,  
 Singapore 018982

Swift Address: DBSSSGSG

Foreign currencies are only accepted when the student has to pay the Application Fee prior to enrolling the course. The student is advised to pay in Singapore dollars, but if the student chooses to pay in foreign currency, we will advise the student of the prevailing foreign currency exchange rate at the point of payment. Any bank charges are to be borne by the student.

The school will issue the student an official receipt for any payment made. Should the student not be presently physically, a copy of the scanned receipt will be emailed to the student and the original copy delivered thereafter.

**Fee Protection Scheme**

Genetic Computer School hereby confirms and undertakes to the Student that it has in place a Fee Protection Scheme (FPS) as stipulated by the Council for Private Education (CPE) by way of an escrow account. Genetic Computer appointed FPS provider is Development Bank of Singapore (DBS).

The Student shall pay all Course Fees excluding application fee, miscellaneous fee, agent commission fee (if applicable) and GST (if applicable) directly into the Escrow Account on or before the dates specified in the student contract. The FPS-DBS Escrow details are as follows:-

- |   |
|---|
| <ul style="list-style-type: none"> <li>Genetic Computer School STFA (Escrow)</li> </ul> |
| <ul style="list-style-type: none"> <li>Escrow Account Number: 003-911052-9</li> </ul>   |

## RULES AND REGULATIONS



### Attendance

Consistent attendance is the key to achieving excellent Academic qualification. At Genetic Computer School, Students are constantly reminded that they are expected to fulfill the following attendance requirement stipulated by the Immigration Checkpoints Authority of Singapore (ICA):

International Students on Student Pass	≥ 90%
Local Student or Non-Student Pass Holders	≥ 75%

### Student Applying Leave of Absence

Students intending to apply leave based on the grounds listed in the table below are required to submit an official Leave Application Form along with supporting documents as specified below to the Student Admin Executive.

Genetic Computer School will forward the Leave Application to the school's principal for review and approval. Please note that approval is granted on a case by case basis.

Reasons of Absence	No. of Days of Leave to apply
Compassionate Leave for immediate family member	Maximum up to 7 days
Marriage Leave for student	Maximum up to 7 days
Examination Leave	Maximum up to 7 days
Medical treatment in home country	Maximum up to 7 days

### Supporting Documents:

International Students who have to go back home to seek medical treatment to submit

- Leave Application Form
- A letter from Singapore Registered Doctor stating illness
- Photocopy of Air ticket

Upon returning to Singapore, International Student has to submit:

- Medical Documentation from Home Country Doctor
- Photocopy of passport/boarding pass

### Medical Leave

In the event a student falls ill and is unable to attend a scheduled class/examination, he/she must immediately notify the Student Admin Executive at 6339 7588. Upon returning to school, the student is required to produce a valid Medical Certificate as proof of absenteeism and submit it to the Student Admin Executive.

Should the student fail to produce a valid Medical Certificate, he/she would be deemed absent or considered failed if he/she is required to sit for an examination or test on that day.

## Monitoring of Student Attendance

Any form of absenteeism without any prior notice or approval from Genetic Computer will result in the following consequences:

Number of Days Absent	Course of Action
3 days without any valid reason	1 <sup>st</sup> email warning
5 days without any valid reason	2 <sup>nd</sup> email warning + interview by Principal
7 days without any valid reason or below 90% attendance	Inform Principal, ICA and CPE & Cancel Student Pass

## Confidentiality of information

All student-related information and data is classified confidential. Staff handling and processing student information, including course assessment materials and results shall strictly abide by Confidentiality and Security Policy.

Student data will be acquired, disclosed (with student's consent), and used only in ways that respect student privacy. Access to student-related and sensitive information is restricted to dedicated staff performing the work.

## Dress Code

Students shall be properly attired when attending classes; no flips flops, sandals, shorts or singlet.

## Consumption of Food and Drinks

Do not consume food and drinks inside the classroom.

## Smoking

The school does not encourage smoking nor permit smoking in its premises in compliance with NEA Regulations. As part of our student support services, the school will assist students who wish to kick the habit and develop a healthy lifestyle through talks and counseling by the Health Promotion Board.

## Discipline

Students are liable for disciplinary actions if they are in serious breach of the school's rules and regulations or violations of the local laws and regulations. A warning letter may be issued to the student where its deemed necessary, and appropriate actions shall be taken for repetitive violations.

## CODE OF CONDUCT



### Do's

- Do follow at all times Genetic Computer School's rules and regulations.
- Do adhere to ICA's regulations as any breach of regulations may lead to dismissal or cancellation of student's pass.
- Do show courtesy to your fellow course mates, lecturers and the school's staff.
- Do switch off and place your mobile phones in your bags during lessons and examinations.
- Do try to attend to incoming calls only after the lesson or during break times.
- Do adhere to the lesson schedule and be punctual in attendance.
- Do switch off the computers after use

### Don'ts

- Do not instigate other students to cause disruption which may lead to inconveniences to all.
- Do not leave the class frequently to attend to phone calls.
- Do not use vulgarities in the school.
- Do not vandalize the school's properties or cause damage to equipment and facilities.
- Do not litter
- Do not install or download any illegal software in the school's computer

## POLICIES AND REGULATIONS



### Fee Protection Scheme – DBS Escrow

Genetic Computer School adopts Escrow scheme to all its students (International students and Local students) and engages the service of the DBS Bank (DBS Escrow) in compliance with the fee protection scheme requirement of EduTrust.

The FPS-DBS Escrow details are as follows:-

Student makes course fee payment directly to the DBS Escrow bank:-

- Genetic Computer School STFA (Escrow)
- Escrow Account Number: 003-911052-9

Please visit Genetic Computer School website at [www.genetic.edu.sg](http://www.genetic.edu.sg) to view the Master Escrow Agreement between Genetic Computer School and DBS Bank dated 22 December 2009.

For more details of the FPS, refer to the FPS Instruction Manual which is available at [www.cpe.gov.sg](http://www.cpe.gov.sg)

### Refund Policy and Processes

#### Help Line

Student can seek advice concerning Refund, Withdrawal and Transfer from

Contact Person: Ms Linda – [linda@genetic.edu.sg](mailto:linda@genetic.edu.sg)  
Tel:+65 68412124 and speak to Ms Linda

1. Application Fee is non-refundable upon payment
2. **Refund Policy**
  - 2.1 **Refunds for withdrawal due to Non-Delivery of Course**

Genetic Computer School 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 by the organization stated in Schedule A (Student Contract) within any stipulated timeline set by CPE; or
- vi. The Student's Pass application is rejected by Immigration and Checkpoints Authority (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 Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

Genetic Computer School shall also, as soon as practicable after receiving the Student's notice of withdrawal (and in any event no later than seven (7) working days after receiving such notice) refund to the Student the amounts stated below:

- i. The entire amount of the Course Fees; and
- ii. The Miscellaneous Fees

If the course is cancelled by Genetic Computer School, students may:

- Defer the course to the next intake at no extra charges (Waive Deferment Application Fee)
- Withdraw from the course and obtain 100% refund of all course fees paid

**2.2 Refund for Withdrawal Due to Other Reasons:**

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1 of the Student Contract, Genetic Computer School 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 in Schedule D

Schedule D

<b>Refund Policy Table for Academic Program Courses</b>	
% of the aggregate amount of the Fees Paid	If Student’s written notice of withdrawal is received
100%	(“Maximum Refund”) More than 30 days before the Course Commencement Date
50%	Before, but not more than 30 days before the Course Commencement Date
0%	After, but not more than 30 days after the Course Commencement Date
0%	More than 30 days After the Course Commencement Date

**2.3 Refund During Cooling-Off Period:**

Genetic Computer School will provide the Student with a cooling-off period of seven days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage (states in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to Genetic Computer School within the cooling-off period, regardless of whether the Student has started the course or not.

3. Refunds will be made to students within 7 working days upon receiving student’s written notice of withdrawal and complete submission of required documents
4. If the course is cancelled by Genetic Computer School, students may:
  - Defer the course to the next intake at no extra charges (Waive Deferment Application Fee)
  - Withdraw from the course and obtain 100% refund of all course fees paid
5. No refund for student who have breached the Genetic Computer School Termination/Expulsion Policy.
6. All refund applications are subjected to Genetic Computer School’s approval. All decisions are considered final.

## **Instructions for Student on Transfer/Withdrawal Procedures**

1. Withdrawal means the student contract has been terminated and the student is no longer a student of Genetic Computer School.
2. Student has to submit "Course Transfer/Withdrawal Form" to Genetic Computer School immediately.
3. Student will be served with a letter confirming withdrawal.
4. The Student contract will be terminated, the Fee Protection Scheme account will be terminated; and International student has to surrender the student pass immediately upon receiving the withdrawal approval form.
5. The refund policy shall apply accordingly to the refund policy table.

## **Course Transfer Policy**

1. Course Transfer means a student changes the course of study but remain as a student of Genetic Computer School.
2. Student has to submit "Course Transfer Form" to Genetic Computer School. This is subject to Principal's approval within the time-frame of 4 weeks. Students will be informed of the outcome in writing. When approved, a new Letter of Offer provided within 7 working days
3. Student is allowed to transfer course to the next intake (for a maximum grace period of 6 months) from the approval date of course transfer.
4. Course transfer is considered as a withdrawal of current course (deemed withdrawal). International student have to cancel their existing student pass and not allowed to attend classes.
5. International student has to apply to ICA for the new course that he/she intends to transfer to. The new student pass is subject to the approval of Immigration and Checkpoint Authority (ICA).
6. For an approved course transfer, any unconsumed course fees from the current course will be allowed to transfer to the new course.
7. Administrative Fees for Course Transfer applications apply.

### *Note:*

If the unconsumed course fees are more than the fee payable for the new course, the fees made will not be refunded.

If the unconsumed course fees are less than the fee payable for the new course, the student has to pay the difference.

## **Course Withdrawal Policy**

### **1. Withdrawal Due to Non-Delivery of Course**

Genetic Computer School 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 by the organization stated in Schedule A (Student Contract) within any stipulated timeline set by CPE; or
- vi. The Student's Pass application is rejected by Immigration and Checkpoints Authority (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 Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

## **2. Withdrawal Due to Other Reasons:**

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1 of the Student Contract, Genetic Computer School 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 in Schedule D (Student Contract)

### **Instructions for Student on Transfer/Withdrawal Procedures**

1. Withdrawal means the student contract has terminated and the student is no longer a student of Genetic Computer School.
2. Student has to submit "Course Transfer/Withdrawal Form" to Genetic Computer School immediately.
3. Student will be served with a letter confirming withdrawal.
4. The Student contract will be terminated, the Fee Protection Scheme account will be terminated; and International student has to surrender the student pass immediately upon receiving the withdrawal approval form.
5. The refund policy shall apply accordingly to the refund policy table.

### **Course Deferment Policy**

1. Deferment refers to deferring the course to a later commencement date. After the commencement of course, students are not allowed to defer.
2. Student is allowed to defer only on valid reasons such as medical reasons, bereavement of immediate family members including parents, spouse and children.
3. Student must complete the "Course Deferment Form" and must be supported by relevant documentary evidence. Student must submit the form to Genetic Computer School and is subjected to Principal's approval within the time-frame of 4 weeks.
4. Student will be served with a letter confirming deferment.
5. Student is allowed to defer course to the next intake (for a maximum grace period of 6 months) from the approval date of course deferment.
6. Course deferment is considered as a withdrawal of current course.
7. International student have to surrender their existing student pass. International student has to apply to ICA for the new course that he/she intends to defer to. The new student pass is subject to the approval of Immigration and Checkpoint Authority (ICA).
8. For an approved course deferment, the original student contract must be terminated and a new student contract must be signed.
9. Any course fees paid are allowed to be carried forward to the next intake when the students return to resume their studies with Genetic Computer School.
10. Administrative fees for Course Deferment applications apply.

## Course Extension Policy

1. Every course has an approved course duration and expiry date. Students must complete their course within the course timeframe. If the normal set teaching class schedule has completed but the students was not able to meet all the requirements or the set awards criteria, Genetic Computer School will:
  - a. Extend the course based on the lecturer's recommendation to meet the requirements or set awards criteria
  - b. Extend the course until the validity of exam registration (maximum).  
Refer to the Miscellaneous Fee Table for the Registration Extension Fee and the Validity Period.
2. Student has to pay the Retake Course Fee (where applicable) – which has to be fee protected as required by Edutrust FPS.

## Course Suspension Policy

1. Students are suspended due to plagiarism, cheating, collusion and self-plagiarism specified under the Student Dishonesty and Misconduct Policy. Student will be served with warning letters and their parents/guardians will be informed formally.
2. Students are allowed to return to resume their studies within the stipulated timeframe, as indicated in a Suspension Letter given by the Head of Academic.
3. Unconsumed course fees paid may be carried forward to the next term when student return upon approval of Genetic Computer School.

## Course Termination/Expulsion Policy

1. A student may be terminated from Genetic Computer School under the following circumstances with Principal's approval:
  - Violation of ICA regulation
  - Student's Pass holders who have been caught working in Singapore are 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 are found to have participated in any willful or negligent acts that result in damage, loss, theft or activities not befitting the good name of the School.
  - Cheating in examinations / tests - Any form of plagiarism or cheating in tests and examinations may result in disciplinary action, not excluding expulsion from the course.
  - Attendance - Students who do not meet the attendance requirement as follows may result in expulsion.

International Students on Student Pass	≥ 90%
Local Student or Non-Student Pass Holders	≥ 75%

2. The Student contract will be terminated, the Fee Protection Scheme account will be terminated; and International student has to surrender the student pass immediately upon receiving the Course Termination & Expulsion letter.
3. No refund for student who have breached the Termination / Expulsion Policy.

## Feedback and Complaints

Genetic Computer School has a process and procedure for students to give feedback or complaints. Student can obtain a Feedback/Complaint Form from the Reception Area and describe the nature of grievances in writing. Should the student give feedback or complaints verbally, the investigating officer will fill up such form. Feedback and complaints can also be sent via email to [feedback@genetic.edu.sg](mailto:feedback@genetic.edu.sg)

The investigating officer will attend to all feedback and complaints and attempt to resolve issues within twenty-one (21) working days.

## Dispute Policy

If Genetic Computer school is unable to solve the complaint amicably, it may refer the matter concerned and affected person to CPE Student Services Centre (SSC), website: [www.cpe.gov.sg](http://www.cpe.gov.sg)

If any of the complaints or appeals resolutions are not satisfactory to the complainants, Genetic Computer School may refer the case for mediation at the Singapore Mediation Centre, in accordance with Private Education Mediation-Arbitration Scheme. If the dispute is not resolved through mediation, the dispute may be referred for arbitration by an arbitrator appointed by the Singapore Institute of Arbitrators.

Council for Private Education (CPE)  
2 Bukit Merah Central  
SPRING Singapore Building #05-00  
Singapore 159835  
Tel: (65) 6499 0300  
[www.cpe.gov.sg](http://www.cpe.gov.sg)

**Operating Hours:**  
8.30am – 6.00pm

Closed on weekends and Public Holidays

CPE Student Support Services  
1 Orchard Road (YMCA Building)  
Singapore 238836  
Singapore Nearest MRT: Dhoby Ghaut (Exit A)  
Tel: (65) 6592 2108  
Fax: (65) 6337 1584  
Email: [CPE\\_CONTACT@cpe.gov.sg](mailto:CPE_CONTACT@cpe.gov.sg)  
Website: [www.cpe.gov.sg](http://www.cpe.gov.sg)

**Operating Hours:**  
9.30am – 6.00pm

Closed on weekends and Public Holidays

## Student Appeal

Appeals may be made by the student within 14 working days from the release of official results which apply to Genetic Examinations.

### Grounds for an appeal:

- student believes that an error has occurred in the calculation of the marks
- assessment decision is inconsistent with the published assessment requirements or assessment criteria
- the decision on examination misconduct is inconsistent with the policy, or there was denial of natural justice, or penalty is excessive, or there were new evidences that were not available at the time of decision

Students who wish to make an appeal shall fill in the Student Appeal Form and submit to the Student Admin Executive together with the fee payment and relevant supporting documents. The appeal shall be reviewed by the Student Appeals Committee and if the appeal is justified, the Appeals Committee shall submit recommendations to the Board of Examiners on its resolution and seek endorsement from the Principal.

The student is informed of the result of the appeal in writing and within 14 working days (after receiving the lodge appeal from the student).

## Minimum Academic Standards

- The passing percentage of each module is greater than or equal to 50
- To be awarded with CIT, Diploma and Higher Diploma, students must pass all the modules

## STUDENT SUPPORT SERVICES



### Student Support Services and Facilities

Genetic Computer School provides the following student support services and facilities to help student adapt to the local environment:-

- Medical/Insurance Coverage
- Student Orientation Programme
- Student Pass Application and Immigration Issues
- Pre-departure Guide
- Pick-up Service & Accommodation
- Contact Persons
- Student Learning Program
- Career Advice
- Pre-Course Counseling
- Pastoral Counseling and Academic Counseling
- Academic Support by Lecturers
- Academic Support via Emails
- Academic Support to Weak Students
- Cost of Living and Accommodation
- Important Local Laws
- Amenities Within Close Proximity
- Genetic Computer School facilities
- Operating Hours
- List of Helpline Services

Students can obtain help from:

#### **Student Help Desk**

Student can seek advice from the Student Admin Officer

#### **Student Help Line**

Student can also call our student help line at Tel:+65 68412124

### Medical Insurance Coverage

Genetic Computer School provides compulsory medical insurance coverage for hospitalization and related medical treatment for the entire course duration. Minimum features/coverage for either group or individual includes:

- a. annual limit not less than S\$20,000.00 per student
- b. at least B2 ward in government and restructured hospitals
- c. 24 hours coverage in Singapore and overseas if student is involved in school-related activities.

Genetic Computer School appointed medical insurance provider is AXA Insurance Singapore Pte Ltd.

Exemption for students who are Singaporean/Permanent Resident or a non-Student's Pass international student who are protected by their own medical insurance plan in Singapore can opt out from the medical insurance scheme arranged by Genetic Computer School. Evidence of the medical insurance must be produced prior to course admission.

## **Student Orientation Program**

All newly-enrolled students will go through an orientation program which includes the followings:

- a. Disseminating and reiterating course information and other essential information listed in the student handbook, brochure and Genetic Computer School website.
- b. Informing students of their rights i.e. feedbacks/complaints, dispute resolution procedures, fee protection scheme and providing references in the form of hyperlinks to CPE official website for students' information
- c. Informing students on Genetic Computer School's policies: course transfer, course withdrawal, course deferment, course extension, course suspension and course termination/expulsion
- d. Give details of Genetic Computer School awarding certificate.

## **Student Pass Application and Immigration Issues**

All international students intending to study a full-time course at Genetic Computer School are required to acquire a student pass. Genetic Computer School will process the student pass application on behalf of the student upon ascertaining the student's eligibility to the intended course. Submission will be made via the ICA Solar system 2 months before the course commencement date by Genetic Computer School. Hence, applicants are not required to be present in Singapore while their applications are being considered. Please note that applicants would not be entitled to any extension of stay should they be present in Singapore while the applications are under processing. The following documents would be required by the applicants for the processing of the student pass:

- ICA eForms V36 and E16 (for international students only)
- 2 recent colour passport size photographs
- NRIC/Passport
- Birth Certificate
- Highest Graduation Certificate and Transcript
- Other Tertiary Certificates and Relevant Transcripts
- Letter of Employment
- Bank Statement (if applicable)

Students would be notified within 4-6 weeks on the outcome of their student pass application. Successful applicants will receive a IPA-Letter from ICA through the school with instructions to formalities students are required to complete (listed under admission procedure) preceding collection of the student pass.

## **Renewal of Student Pass**

The renewal application will be sent to the Immigrations Checkpoints Authority of Singapore (ICA) by Genetic Computer School on behalf of the student 1 week before the student pass expires.

Processing Time:

The general processing time for the renewal of a student's pass is 3 working days (excluding the day of submission and collection) upon the receipt of a duly completed application by ICA. Some applications may however take a longer time to process.

## **Transfer of School/Course of Study**

Applicants, who wish to apply for a new Student Pass in order to take up a different course or to study in a different Private Education Institution, are to submit an application for the transfer of school/course of study at least 4 weeks before the course begins.

Processing Time:

In general, an application to transfer school/course would take about 3 working days to process (excluding the day of submission and collection) upon the receipt of a duly completed application by ICA. Nonetheless, some applications may require a longer time to process.

## **Cancellation of Student Pass**

Foreign students are required to surrender their Student Pass cards for cancellation within 7 days from the date of cessation or termination of their study.

With effect from 3 Nov 2008, student/school can now submit an application of Student's Pass cancellation online via a new e-service, namely e-Cancellation (the module can be accessed via SOLAR+).

For those who are unable to do the cancellation online may submit the following documents to the Student's Pass Unit, anytime from Monday to Friday (8am to 4.30pm), Saturday (8am to 12.30pm) by obtaining a queue ticket at the Self Service Kiosk 1 at Visitor Services Centre, 4th Storey ICA Building, with the following documents:

- A duly completed cancellation form;
- Student's valid travel document;
- The Student's Pass Card;
- Student's Visit Pass and Disembarkation/Embarkation Card; and
- A duly completed Disembarkation/Embarkation Card (IMM Form 27A), where applicable (will be provided at ICA counters).

## **Change of Local Address**

According to the Immigration Regulations 19(3)(b), the foreign student is required to report any changes in his/her address in Singapore within 14 days of such change.

The student who wishes to report the change of his/her local address is required to submit his/her request via e-Update of Address.

Schools can now login to SOLAR+ to report any changes in the student's address. An acknowledgement will be sent within minutes if the report is successfully registered by the system.

Alternatively, the student may also deposit the 'Change of Address' form into the drop-box located at the Student's Pass Unit near Counter 19. It will take 2 weeks to process the application and the student will be informed of the outcome by post.

## **Replacement of Student Pass**

Foreign students who have lost their Student's Pass and/or the Visit Pass and Disembarkation / Embarkation cards are required to apply for a replacement within 7 days from the date of loss.

The students may call in person at ICA Student's Pass Unit, anytime from Monday to Friday (8am to 4.30pm), Saturday (8am to 12.30pm) by obtaining a queue ticket at the Visitor Services Centre, 4th Storey ICA Building, with the following documents:

- Valid travel document and a photocopy of the personal biodata page;
- A letter from the school stating that the applicant is currently a registered student of the school;
- Duly completed eForm 16 and signed by the applicant; and
- Original copy of the Police report

The processing time for first time replacement of lost cards is 2 weeks while the processing time for second or subsequent losses is 4 weeks.

## Other Important Information

- For the application of a Student's Pass, an applicant must be accepted into an approved full-time course. An applicant who wishes to take up a part-time course or a course conducted in the evening or weekend will NOT be eligible for a Student's Pass.
- The applicant and school will have to furnish additional documents and information whenever necessary.
- Official/Notarized translation of the documents is required if they are not in the English language.
- All forms are to be duly completed and signed by the applicant and the school. No part of the form should be left blank or incomplete. If any section or part of the form is not applicable, it should be filled as 'Nil' or 'Not applicable (N.A.)'. Applications with incomplete forms or documents will NOT be accepted for processing.
- Applicant has to call in person with a valid immigration pass to collect the Student's Pass only after the application has been approved. The Student's Pass will only be issued if the conditions as stipulated in the In-Principle Approval letter, are fulfilled.
- The student shall not enter or be retained as a student in any other school or course other than that indicated on the Student's Pass.
- ICA may share your personal information with other government agencies to process any applications you have made or to render you a service, so as to serve you in a most efficient and effective way, unless such sharing is prohibited by legislation.
- ICA reserves the right to verify the authenticity of the documents submitted in the application with the relevant issuing authorities or through the affiliated government agencies.

For further details please visit [www.ica.gov.sg](http://www.ica.gov.sg) .

## Other Student Support Services and Facilities include:

Genetic Computer School provides the following student support services and facilities to help student adapt to the local environment:-

### Pre-Departure Guide:

The pre-departure guide serves to prepare students on essential list of items they need to complete before commencing their course of study at Genetic Computer School. Students will receive a copy of the pre-departure guide upon approval of the student's pass application.

### Airport Pick-up Service & Accommodation

Students who require the airport pick-up and accommodation arrangement service are required to notify Genetic Computer School at least 2 weeks before arriving to Singapore.

### Student Learning Program

Field visits to centers and or related operations in Singapore or overseas depending on the opportunity which arises. Enrichment classes will be conducted time to time to enrich the student learning experience.

### Career Advice

Genetic Computer School stands ready and willing to help our graduates with job referrals. The merit of getting the internship or job placement would depend on the graduates. Thus Genetic Computer School cannot promise any particular placement; however, will post on the notice board for all requests from large and small employers seeking for qualified personnel.

### Pre-Course Counseling

Pre-course counseling is conducted either by the Student Recruitment Marketing/ Student Admin Officer or the Recruitment Agent to:

- assess prospective student's needs,
- provide appropriate guidance and advice on the suitability of the courses available
- provide career guidance relating to the courses available etc.

## Pastoral Counseling and Academic Counseling

Genetic Computer School appoints student counselor to provide pastoral counseling and academic counseling as follows:

- Providing emotional support for students to help them cope with mental stress relating to a new environment or course demands;
- Monitoring student who cannot cope with academic activities, the student will be referred and monitored by Teaching and Learning Department. Extra classes will be given to the student to cope with the learning.
- Implementing programs to create a culture and climate of care, trust and friendliness that encourage student attendance and involvement.

### **Student Support Service or call Help Line**

Student can seek academic and pastoral counseling advice from

Ms Linda – [linda@genetic.edu.sg](mailto:linda@genetic.edu.sg)  
(Person-in-charge of Student Counseling)

Or call student help line at Tel:+65 68412124 and speak to Ms Linda

## Academic Support by Lecturers

GCS appoints qualified lecturers, with minimum qualifications of bachelor degree in relevant disciplines, to conduct academic programmes and the lecturers are available before and after the class for the student to discuss with.

## Academic Support via Emails

Students are encouraged to communicate with their lecturers on academic matters via emails. Lecturers will reply within 3 working days.

## Academic Support to Weak Students

GCS lecturers will monitor weak students through formative assessments and if necessary, will arrange for extra classes for those weak students.

## Cost of Living and Accommodation

An international student in Singapore spends on average about S\$750 to S\$2,000 a month on living expenses. The exact cost, varies depending on your individual lifestyle and course of study. The estimated cost ranges below give a rough guide of the basic expenditure an international student may incur per month.

Type of Expenses	Ranges
Accommodation Rental varies with geographical area, type of accommodation, demand, facilities provided and the number of people sharing.	\$400 - \$1,500
Utilities Not applicable for boarding schools	\$80 - \$100
Food Boarding schools usually provide 2 meals a day and Halls of Residence provide meals at extra no charge.	\$300 - \$450 (Based on \$10-\$15 a day for 3 meals)
Telecommunications Varies with usage and promotional packages subscribed	\$30

Type of Expenses	Ranges
Public Transport	\$20 - \$150
Books & Stationery Varies with course studies	\$30 - \$100
Medical Hospitalization Insurance Depending on insurance policy	\$5 - \$300
Personal expenses E.g.: clothes, toiletries, entertainment, haircut and miscellaneous. Varies with individuals	\$100 - \$300

### Average Accommodation Rental

There are various accommodation options available to suit your budget. The following table gives an indication of what you can expect.

Type of Accommodation	Ranges
Private Homestays	\$500 - \$1000 per month
HDB	\$250 (rm only) - \$1000 (whole flat) per month
Private Property	\$1300 - \$4000 per month
Hostels	\$140 - \$440 per student per month depending on the number of students sharing the room
Serviced Apartments	\$3000 - \$6000 per month
Hotels	\$30 - \$600 per room per night

Further details can be obtained from the Singapore Accommodation Handbook at:  
[http://www.singaporeedu.gov.sg/doc/res/stb\\_students.pdf](http://www.singaporeedu.gov.sg/doc/res/stb_students.pdf)

### Important Laws in Singapore

Students are advised to observe the following important laws in Singapore:

Offences	Rules and Fines
<b>Smoking</b>	Smoking is prohibited in the majority of outdoor and indoor locations in Singapore - including cinemas, air conditioned shopping malls and offices, bus interchanges and shelters, swimming pools, sports stadia, etc. Anyone caught smoking in a prohibited place is liable on conviction to a fine of up to SGD200. If convicted in court, the offender may be liable to a fine of up to SGD\$1,000.
<b>Chewing Gums:</b>	Chewing gums is not allowed to be brought into Singapore or to be consumed locally as it is banned. Offenders who are caught consuming/possessing chewing gum will be fined SGD\$500 – SGD\$1000.
<b>Spitting and littering:</b>	Spitting and littering is an offence and carries a fine of up to SGD\$300.

Offences	Rules and Fines
<b>Drugs:</b>	Anyone caught in possession or consuming illegal drugs/substance may be subjected to death penalty or life imprisonment if found guilty.
<b>Others important laws to note and strictly abide:</b>	<p>Jay walking is an offence and can result in a hefty fine too.</p> <p>All owners of vehicles must possess a valid Singapore license and vehicle must be insured.</p> <p>Vandalism with graffiti in public areas are viewed as serious offences.</p>

### Amenities within Close Proximity

The school is conveniently and ideally positioned within close proximity to a variety of amenities such as food centers, swimming pool, public library, places of worship, hostel accommodation, sports & recreational facilities. It is easily accessible by public transportation as it is situated in between Aljunied MRT and Paya Lebar MRT stations.

Facility Address	Operating Hours	Charges
Geylang East Public Library 50 Geylang East Avenue 1 Singapore 389777 Tel: (65) 6332 3255	Mon – Sun: 10.00am – 9.00pm  Closed at 5pm on eves of Christmas, New Year and Chinese New Year	Admission is free
Geylang East Polyclinic 21 Geylang East Central Singapore 389707 Tel: (65) 6842 2440	Mon to Fri: 8.00am to 1.00pm 2.00pm to 4.30pm  Sat: 8.00am to 12.30pm  Closed on Sundays & Public Holidays	Student Pass Holders - \$22.00  Singaporeans – \$9.50
Geylang East Swimming Pool 601 Aljunied Crescent Singapore 389862 Tel: (65) 6745 7175	Mon: 2.30pm to 9.30pm  Tue - Sun: 8.00am to 9.30pm	Weekday:\$1.00  Weekend: \$1.30

## Genetic Computer School Facilities

Our excellent infrastructure and student support facilities creates a conducive learning environment for all our students. These include:

- GCS Library books and Resource Room;
- Meeting and Counseling Room;
- Wireless Internet connection;

S/No.	Floor Area (sq meters )	Room Type	Capacity (No. of students)
1.	44.67	Classroom	29
2.	21.06	Classroom	14
3.	43	Computer Lab	20
4.	21.674	Computer Lab	10
5.	35.1	Computer Lab	17
6.	42.12	Computer Lab	21
7.	31.59	Computer Lab	12
8.	49.68	Computer Lab	24



### Operating Hours

Monday – Friday : 9:00 am – 10:15 pm  
Saturday : 9:00 am – 1:00 pm  
Sunday & Public Holidays : Close

## Help-line Services

Speciality	Organisation	Telephone
General Health Services	National Healthcare Group Polyclinics	(65) 6355 3000
	Singapore Health Services (SingHealth Polyclinics)	(65) 6236 4800
	Early Psychosis Intervention Programme	(65) 6389 2972
	IMH Crisis Helpline	(65) 6389 2222
	Singapore Association for Mental Health	1800 283 7019
Crisis Helpline	Family Service Centres (FSC)	1800 838 0100
	Counselling and Care Centre	(65) 6536 6366
	Samaritans of Singapore (SOS)	1800 221 4444
	AWARE	1800 774 5935



### Contact Us

Should you have any enquiries or concerns, you may contact the school via:

Blk 118, Aljunied Avenue 2, #02-100 Singapore 380118

Tel: (65) 6339 7588

Fax: (65) 6338 1442

Website: [www.genetic.edu.sg](http://www.genetic.edu.sg)

Email: [enquiry@genetic.edu.sg](mailto:enquiry@genetic.edu.sg)