



Prospectus

2018

Welcome

Penciltutor[®] School

- was founded in 2002
- was registered with the Ministry of Education, Singapore until 2010
- is currently registered with the Committee for Private Education, Singapore

Penciltutor[®] offers four distinct GCE 'O' Level programmes suited to the needs of various students. While the integrated programme is approximately 52 weeks long, the standard, foundation and part-time programmes last for 39 weeks. We insist that our class sizes are always kept small and manageable to improve student-teacher interaction and also to optimise the learning experience.

Our school specialises in providing private GCE 'O' Level education. For more than **15 years** we have helped hundreds of students retake their GCE 'O' Levels as private candidates and make it to local Polytechnics and Junior Colleges.

Our reputation as a centre of educational excellence is evident in the success of our students. Check out our testimonial page for their success stories! Our students have even been featured in The Straits Times.

Entry Requirements

To retake or attempt the 'O' Level examinations, it is necessary for candidates to fulfill the following requirements. The candidate:

- must be a Singapore citizen or PR.
- must be of a minimum age of 15 on 1st January of the examination year.
- must receive prior approval from the Ministry of Education, Singapore (MOE). Penciltutor School will submit the application for enrolment to MOE on behalf of the candidate.
- Must have obtained a pass in English and Mathematics at GCE N(T) level or Sec 3 N(A) level or Sec 2 (Express). It is compulsory for students who do not meet the above mentioned minimum academic qualification criteria to pass the PENCILTUTOR ADMISSION TEST. Those who fail this admission test will be enrolled into Penciltutor Tuition Classes and will be required to re-sit the PENCILTUTOR ADMISSION TEST at a later date.

Subjects

At Penciltutor[®] the following subjects are taught:

- English Language
- Mathematics
- Additional Mathematics
- Pure Physics
- Pure Chemistry
- Pure Biology
- Science (Physics/Chemistry/Biology)
- Principles of Accounts
- SS/Geog/History



Standard Programme (12 Feb – 11 Nov 2018)

This standard program is meant for students who are retaking because they have **failed less than two subjects** in their 'O' Levels. These students must have **sat for a science subject at 'O' Levels previously**. The **teacher-to-student ratio is 1:16**. Upon application, all students are required to pay a non-refundable application fee of SGD \$500.

To be considered a full-time private candidate, students must take the following core subjects.

English, E.Maths, Sci(Phy/Chem/Bio)

In addition to these core subjects students may take the following subjects.

A.Maths, POA, SS/Geog/Hist

In addition to the material provided to all students, the standard program includes

- Mid-Year and Prelim Examinations
- Limited science practical classes

Total amount students need to pay for the whole course (inclusive of \$500 application fee)

3 Core Subjects ONLY	\$3,600
3 Core Subjects + 1 Additional Subject	\$3,750
3 Core Subjects + 2 Additional Subjects	\$3,900

Full Fee Payment Scheme	3 Subjects	4 Subjects	5 Subjects
Application Fee + 1st Payment (to be paid before commencement of the course)	SGD \$500 + \$1900	SGD \$500 + \$2000	SGD \$500 + \$2100
2nd Payment (to be paid 6 months after the commencement of the course)	SGD \$1200	SGD \$1250	SGD \$1300
Total amount paid for the whole course	SGD \$3600	SGD \$3750	SGD \$3900

Foundation Programme (12 Feb – 11 Nov 2018)

This foundation program is meant for students who have **failed more than two subjects** in their 'O' Levels. The **teacher-to-student ratio is 1:8 and students will have science practical classes**. Upon application, all students are required to pay a non-refundable application fee of SGD \$500.

To be considered a full-time private candidate, students must take the following core subjects.

English, E.Maths, Sci(Phy/Chem/Bio) or any ONE pure science subject

In addition to these core subjects, students may take the following subjects.

A.Maths, POA, SS/Geog/Hist or additional pure science subjects

In addition to the material provided to all students, the foundation program includes

- **Weekly topical revision tests (IRP)**
- **Science practical classes**
- **Mid-Year and Prelim Examinations**

Total amount students need to pay for the whole course (inclusive of \$500 application fee)

3 Core Subjects ONLY	\$7,200
3 Core Subjects + 1 Additional Subject	\$7,500
3 Core Subjects + 2 Additional Subjects	\$7,800

Full Fee Payment Scheme	3 Subjects	4 Subjects	5 Subjects
Application Fee + 1st Payment (to be paid before commencement of the course)	SGD \$500 + \$4300	SGD \$500 + \$4500	SGD \$500 + \$4700
2nd Payment (to be paid 6 months after the commencement of the course)	SGD \$2400	SGD \$2500	SGD \$2600
Total amount paid for the whole course	SGD \$7200	SGD \$7500	SGD \$7800



Part-time Programme (12 Feb – 11 Nov 2018)

This part time program is meant for students who have successfully secured a place in the polytechnic and have a need to retake one or more subjects to meet the polytechnic graduation requirements. The **teacher-to-student ratio is 1:16**. Upon application, all students are required to pay a non-refundable application fee of SGD \$500.

To be considered a part-time private candidate, students can take one or more of the following core subjects.

English, E.Maths, Sci(Phy/Chem)

Total amount students need to pay for the whole course (inclusive of \$500 application fee)

1 Core Subject	\$1,500
2 Core Subjects	\$2,700
3 Core Subjects	\$3,600

Full Fee Payment Scheme	1 Subject	2 Subjects	3 Subjects
Application Fee + 1st Payment (to be paid before commencement of the course)	SGD \$500 + \$500	SGD \$500 + \$1300	SGD \$500 + \$1900
2nd Payment (to be paid 6 months after the commencement of the course)	SGD \$500	SGD \$900	SGD \$1200
Total amount paid for the whole course	SGD \$1500	SGD \$2700	SGD \$3600



Integrated Programme (13 Nov 2017 – 11 Nov 2018)

This integrated program is meant for students who have **dropped out of government schools** or students who wish to take their **O levels after their N level examinations**. The **teacher-to-student ratio is 1:8 and students will have science practical classes**. Upon application, all students are required to pay a non-refundable application fee of SGD \$500.

To be considered a full-time private candidate, students must take the following core subjects.

English, E.Maths, Sci(Phy/Chem/Bio) or any ONE pure science subject

In addition to these core subjects, students may take the following subjects.

A.Maths, POA, SS/Geog/Hist or additional pure science subjects

In addition to the material provided to all students, the integrated program includes

- **Weekly topical revision tests (IRP)**
- **Science practical classes**
- **Mid-Year and Prelim Examinations will be conducted**
- **Motivational Interviewing**
- **Test-paper Analysis**

**Total amount students need to pay for the whole course
(inclusive of \$500 application fee)**

3 Core Subjects ONLY	\$9,000
3 Core Subjects + 1 Additional Subject	\$9,300
3 Core Subjects + 2 Additional Subjects	\$9,600



Full Fee Payment Scheme	3 Subjects	4 Subjects	5 Subjects
Application Fee + 1st Payment (to be paid before commencement of the course)	SGD \$500 +\$4000	SGD \$500 +\$4150	SGD \$500 +\$4300
2nd Payment (to be paid 6 months after the commencement of the course)	SGD \$4500	SGD \$4650	SGD \$4800
Total amount paid for the whole course	SGD \$9000	SGD \$9300	SGD \$9600



NS Deferment *

The school will assist students who have received their letters for NS deferment from MINDEF to apply for their deferment. Approval for deferment from full-time National Service is granted at the sole discretion of MINDEF.

Once deferment is granted, to maintain their status as NS-Deferred candidates, students need to continue to attend all lectures and tutorials.

EZ-Link Card *

All enrolled students below the age of 21 years old and not gainfully employed are eligible to apply for the Non-MOE student EZ-Link card.

Students can enjoy concessionary travel for the full length of the course. However, there are some rules and guidelines on the proper usage of these EZ-Link cards. Students are reminded to abide by these conditions set. Issuance of the EZ-Link cards can take between 2 to 4 weeks from the date of application and students should apply early.

It is noteworthy that the issuance of these EZ-Link cards is at the sole discretion of TRANSIT LINK PTE. LTD.

*** Not applicable for part-time programme students**

Refund Policy

With recent changes to the admission process in Aug 2016, all students wanting to study at a private education institute must obtain prior approval from the Ministry of Education, Singapore (MOE).

Approval from MOE takes about 4 to 8 weeks and if approval from MOE is not granted, Penciltutor School will appeal to MOE on the applicant's behalf. If the appeal to MOE is rejected, the applicant **will not be refunded the \$500 application fee.**



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PLEASE MAKE CHEQUES PAYABLE TO : **"PENCILTUTOR SCHOOL PTE LTD"**

