

School Rules and Regulations

1. Students are expected to be punctual and regular in their attendance.

2. All students must arrive for classes on time. Any student who arrives later than 10 minutes or more will have his / her attendance marked as 'absent'. Any student found tampering with the Register in an attempt to sign on behalf of other students, will be dismissed from the school immediately.

3. A valid Medical Certificate is required as proof of absence from school due to illness.

4. Students are responsible for informing the School about the Student Pass expiry date and must ensure that they obtain and fill the necessary forms from Bristol Business School for the renewal of their Student Pass, at least three (3) weeks in advance.

5. Students are responsible for informing the School of any changes in address, contact number or any other particulars.

6. Students are only permitted to attend the course at the school as stated in the In-Principle Approval Letter.

7. Students attending classes without a valid Student Pass will be deported from Singapore immediately.

8. The School reserves the right to cancel the student's Student Pass if he / she :
 - (i) Has failed to attend classes for a continuous period of 7 days or more without any valid reason; or

 - (ii) Has not attended classes regularly i.e. where the percentage of attendance is 90% or lower in any month of the course without any valid reason.

9. The student is required to surrender the Student Pass for cancellation within 7 days of the date of cessation or termination of studies.

10. A **two (2) week** written notice is required if the student wishes to transfer to another institution or cancel his / her student pass.

11. All refund requests will be referred to the Bristol Business School's Refund Policy.

12. Students who intend to take Leave of Absence from school must duly complete the 'Request for Leave of Absence' form and obtain formal approval from the School Administration Office before any travel arrangements are confirmed.

13. Officials from the ICA will conduct spot checks on students' attendance in the School regularly. Foreign students found absent by ICA will be dealt with by ICA directly.

14. Students are strictly not allowed to engage in any form of employment, whether paid or unpaid, or to be involved in any business dealings, profession or occupation in Singapore during the validity of his / her Student Pass unless he / she has obtained a written consent from the Controller of Immigration. Violators will be prosecuted by law.

15. The School reserves the right to change the course timetable and / or teacher, if deemed necessary.

16. Under the law, no smoking & possession of cigarettes are permitted in the School premises. Disciplinary actions will be taken and a police report will be lodged.

17. The School reserves the right to terminate the enrolment of any student without giving any reason.