

Terms and Conditions / 规章与制度

1. All students must arrive for classes on time. Any student who arrives half an hour late or more will have his/ her attendance marked as absent. Any student found tampering with the attendance register will face disciplinary action.
所有学生必须准时到校上课。任何学生迟到超过三十分钟者将记缺席。任何学生如有涂改出席册将立即被开除学籍并取消学生证。
2. Students who are absent from school due to illness must submit a certificate from a registered medical practitioner.
如有请病假，学生必须出示医生证明。
3. Students are responsible for their student pass. Students must inform the School two (2) weeks before the expiry date of their student pass.
学生要对自己的学生准证负责。若需要更新学生证，必须提早两星期通知学校。
4. The school should be informed within 7 days of any changes in address and contact number.
学生更换住址或联系号码，必须在七天内通知学校。
5. Regular attendance is defined as having achieved a minimum attendance of 90%.
学生必须准时上课并且保持至少 90% 出席率。
6. The school reserves the right to cancel the student pass if the student do not maintain at least 90% attendance in any month of the course without any valid reason.
如果学生没有保持 90% 的出席率，学校有权取消该学生的学生准证。
7. Any students who wants to transfer to another school or cancel their student pass must submit a written request giving a minimum notice of two (2) weeks.
学生要转校或取消学生准证，必须在两星期前给予学校书面通知。
8. All fees paid are subject to BBMS refund policy.
所有学费将根据本校的退款条规所监管。
9. Students who intend to take leave of absence from the School must duly complete the Student Leave Application form and submit with supporting documents for approval, two (2) weeks prior to the start of their leave.
学生有事向学校请假就必须提早两星期填写申请表。
10. It is illegal to engage in any form of employment, whether paid or unpaid, or to be involved in any business dealing, profession or occupation in Singapore during the validity of your student's pass unless you have the written consent from the Controller of Immigration.
学生严禁从事任何工作，无论是有偿或无偿，或者参与任何商业活动，不论专业或职业性质。违规者将依法被提控。
11. The school reserves the right to change a course timetable and/ or lecturer if deemed necessary.
学校有权更改课程的时间表或导师人选。
12. The school reserves the right to terminate the enrolment of any student without giving any reason.
学校有权在无需提供任何理由下终止任何学生的入学申请。
13. An administration fee of S\$500.00 will be levied for late payment of fees.
延迟付款的学生，学校会征收多\$500.00 行政费用。
14. Applicants who enroll for external qualifications are responsible for registering for all examinations with the relevant awarding organizations. All fees payable to the external awarding organizations are subject to terms and condition of the awarding organizations.
学生报读外部课程时，该学生需要自己安排去有关部门报名参加考试。所有费用将按照有关机构付费。

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