

1. Is HCIBS opened for registration for students not studying in Hwa Chong family of schools?

Yes, HCIBS accepts applicants from students who are studying in government secondary schools and junior colleges. However, it should be noted that priorities are given to applicants from Hwa Chong family of schools.

2. How much is the boarding fees of HCIBS?

	4-Bedded Room	2-Bedded Room
48 Weeks Boarding Fee	S\$12,326.40	S\$14,380.80
1 Week Boarding Fee	S\$256.80	S\$299.60
1 Day Boarding Fee	S\$37.45	S\$42.80

3. The full boarding fees have to be paid before admission. Can the fees be paid by installments?

No, all 48 weeks of boarding fees must be paid before or upon admission.

4. What are the available methods of payment for the boarding fees?

We accept payment by cheque or telegraphic transfer only.

All cheques payment are to be made payable to "Hwa Chong Institution Boarding School".

Telegraphic transfer is to be made as follows:

<i>PAYEE</i>	<i>HWA CHONG INSTITUTION BOARDING SCHOOL, 673 BUKIT TIMAH ROAD SINGAPORE 269735</i>
<i>BANK</i>	<i>UNITED OVERSEAS BANK BUKIT TIMAH, 587 BUKIT TIMAH ROAD #02-16 CORONATION SHOPPING PLAZA SINGAPORE 269707</i>
<i>BANK CODE</i>	<i>7375</i>

BRANCH CODE	026
SWIFT CODE	UOVBSGSG
ACCOUNT NUMBER	126-308-658-4

5. Is the boarding fees refundable?

The boarding fees is refundable by semester only. As there are only 2 semester a year, HCIBS will refund the second semester fees, from Week 25 to 48 only, if the boarder withdraws from HCIBS in the first semester (between Week 1 to Week 24). No further refund for boarders withdrawing during the second semester.

6. After paying for the full boarding fees, I decided not to board with HCIBS afterall. Can I still get full refund?

Yes, full boarding fees refund will be given, provided the boarder has not checked into HCIBS yet. However, the administrative charges of \$107.00 is not refundable.

7. Is the security deposit refundable?

Yes, the security deposit of S\$1,000.00 is refundable on condition that the boarders fulfill these three conditions: (a)three months withdrawal written notice is given to HCIBS during the course of stay for the year, (b) complete clearance of personal belongings and rubbish in the room upon withdrawal and (c) no vandalism to property of HCIBS.

8. Can a boarder choose his / her own bedspace / room / roommate?

No, the arrangement of the boarder's room, bedspace and roommate is determined by the management. Only boarder who has valid reason, such as medical reason with doctor's endorsement, can request for special rooming arrangement by writing to HCIBS Management.

As HCIBS is about communal living, we encourage all boarders in learning to live with one another.

9. What are the boarding services provided?

HCIBS provides meals, accomodation and laundry services for the boarders. Two meals (breakfast and dinner) are provided on a school day (from Monday to Friday). Three meals (breakfast, lunch and dinner) are provided on weekends (Saturdays and Sundays) and holidays.

Laundry services are provided for boarders too. Boarders can send / collect their soiled / cleaned laundry to the vendor on every Monday, Wednesday and Friday. However, small items such as handkerchief, socks and underwears are not included in the service.

10. I prefer to wash my own laundry. Is there any washing machines and dryers provided?

Yes, washing machines and dryers are provided at the various laundry rooms. Presently, every washing or drying is chargeable at 50 cents.

11. What are the security measures put in place for the boarders?

HCIBS is manned by security personnels 24 hours throughout the day. All visitors are strictly screened before entering. The various halls of residence are also equipped with access cards system which only allow authorised entries into the halls.

12. What are the standard room furniture and equipments provided for the boarders?

Every bedspace is equipped with a wooden bed, 8 inch mattress, study desk and chair, book shelf and wardrobe. One set of bedlinen consisting of bedsheet, pillow and pillow case and blanket is issued to the boarder upon admission. A personal locker is attached to the wardrobe. The bedroom is also equipped with a ceiling fan, ceiling lights and study lamps.

13. Is there attached bathroom in the boarder's bedroom?

No, the bathroom is not attached. There are two common bathroom in every cluster of 18 boarders. There are three shower cubicles and three WC cubicles.

14. Is there air-conditioner in the boarder's bedroom?

No, there is presently no air-conditioner in the boarders' bedroom. Only the study room, which is located in every level, is air-conditioned.

15. Can a boarder access to internet in HCIBS?

Yes, a boarder can access internet by booking for a computer terminal in the Computer Room. Those with a personal laptop can also access through HCIBS wireless networks. However, it should be noted that wireless network will be shut down by midnight and there is no LAN point in the boarders' bedroom presently.

16. Can a boarder move in and out freely of HCIBS?

Yes, boarders can move in and out freely of HCIBS. However, during school days, boarders can only return to HCIBS after their school session ends at 1300 hr. No boarders are allowed to exit HCIBS after the designated curfew.

17. What is the curfew that a boarder has to follow?

All boarders are to return before curfew every night. Curfew is presently set at 2000 hr if the next day is a school day. Otherwise, the boarders are allowed to return before 2230 hr.

18. Is there attendance taking for the boarders?

Yes. Attendance taking is administered by individual cluster mentor every night during roll call. Boarders who are found absent during roll-call face disciplinary actions from HCIBS.

19. Can a boarder stay out of HCIBS during the course of boarding?

Yes. The boarder can do so by applying overnight leave at the General Office. A written letter of approval is required from the boarder's parents/guardian prior to his application. All boarders are encouraged to apply overnight leave three days before departure from HCIBS.

20. Is there any pastoral care provided for the boarders?

HCIBS has a caring, supportive and well-qualified team of Boarding Staff. Each 12-18 boarders will be assigned with a cluster mentor, who provides a link between boarding, school and parents and who is concerned with all aspects of his/her education, personal development and welfare. Living closely with the boarders enables the boarding staff to identify talents early, support and help them develop that potential. Progress within school will be monitored closely, and parents will receive termly reports on effort and achievement and a comprehensive annual record of achievement.

21. Is there any medical assistance provided for a boarder who is not feeling well?

Yes, HCIBS conducts sick parade every morning at 0920 hr in helping boarders who are not feeling for medical attention at the nearby clinics. If necessary, the cluster mentor / boarding staff will accompany the sick boarders to see a doctor at a 24-hr clinic.

22. What other programmes and life-skills are provided for the boarders?

Academic achievement is an integral part of a total educational experience. All junior boarders (from Sec 1 to 3) are to attend compulsory Self-Directed Learning Session

each school day eve as part of HCIBS academic programme. The session is being supervised by a cluster mentor whereby strict rules and regulations are put in place for all boarders to cultivate good learning habits.

The importance of developing the whole person cannot be under emphasized, if boarders are to be fully prepared to take on important and leading roles in society. The sharing in community life at HCIBS enables boarders to foster deep friendships, gain social awareness and develop a sense of personal responsibility and maturity. Senior boarders play a large part in the organisation of Hall activities and day-to-day administration, giving them valuable training in looking after others. The boarders are encouraged to develop a wide range of interests and to become a valued and contributing member of his or her community. The buffet of activities at HCIBS includes hobby clubs, career guidance talks, discussion forums, film and arts festivals, visits to places of historical significance, local festive and cultural celebrations, community service initiatives, environmental awareness sharing sessions, social etiquette workshops, formal dinners, sporting competitions as well as daily upkeeping of room cleanliness, leadership, teambuilding and outdoor adventure experiential programmes which caters to the personal, social and cultural development of each boarder.

It is HCIBS policy to find a good balance between organised activities and free leisure time for the boarders to rest, reflect and recreate after a busy week in school.

Last Update: 24 March 2011