

**The Institute of Excellence in
Human Services Education**

Counselling Psychology | Children and Youth Counselling |
Relationship and Marital Counselling | Special Needs Education |
Applied Psychology | Gerontology and Elder Care



STUDENT HANDBOOK

ACC Institute of Human Services

Student Handbook_V3.2

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51 Cuppage Road, #03-01, Singapore 229469

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.

Updated as of: 03 January 2019

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1. INTRODUCTION

1.1. MESSAGE FROM THE PRINCIPAL

Dear Student,

A very warm welcome to the ACC Institute of Human Services. I congratulate you on your decision to equip yourself with precious life-long counselling skills.

As an Institute, we are passionate and committed to providing holistic education and training that enables our graduates to be effective caring and change agents in society.

Many people are being bombarded daily by negative and discouraging thoughts. There are challenging issues and pain inflicted on people through no fault of theirs. Many of these thoughts and issues when not managed effectively can severely limit one's effectiveness and capacity for living. Counselling has been proven helpful to mitigate many of life's complicated issues. Our counselling training empowers our graduates to help free people from incapacitating limitations.

By acquiring essential foundational counselling skills with us, we are partnering together to help heal society. That is precious for both ACC and you.

Enjoy the learning process. Celebrate the gift of life.

Warmest regards,

Tan Lay Geok

BSc, Master in Counselling
Principal

1.2. ABOUT ACC

The ACC Institute of Human Services (formerly known as ACC School of Counselling and Psychology) was established in 2003 and seeks to raise the ethical standards and professionalism of counsellors through strategic training and educational programmes. ACC is registered with the Committee for Private Education (Registration No.201002023N, 29 June 2015 – 28 June 2019).

ACC is a leading institute of higher learning specializing in human services training and education programmes. ACC offers a wide range of courses on counselling and psychology leading to Certificate, Diploma and Specialist Diplomas. We also organise training workshops by established trainers in counselling, psychotherapy and psychology to cater to the needs of counsellors, psychologists and other helping professionals.

Vision

The Institute of Excellence in Human Services Education

Mission

Enabling Lives through Human Services Education

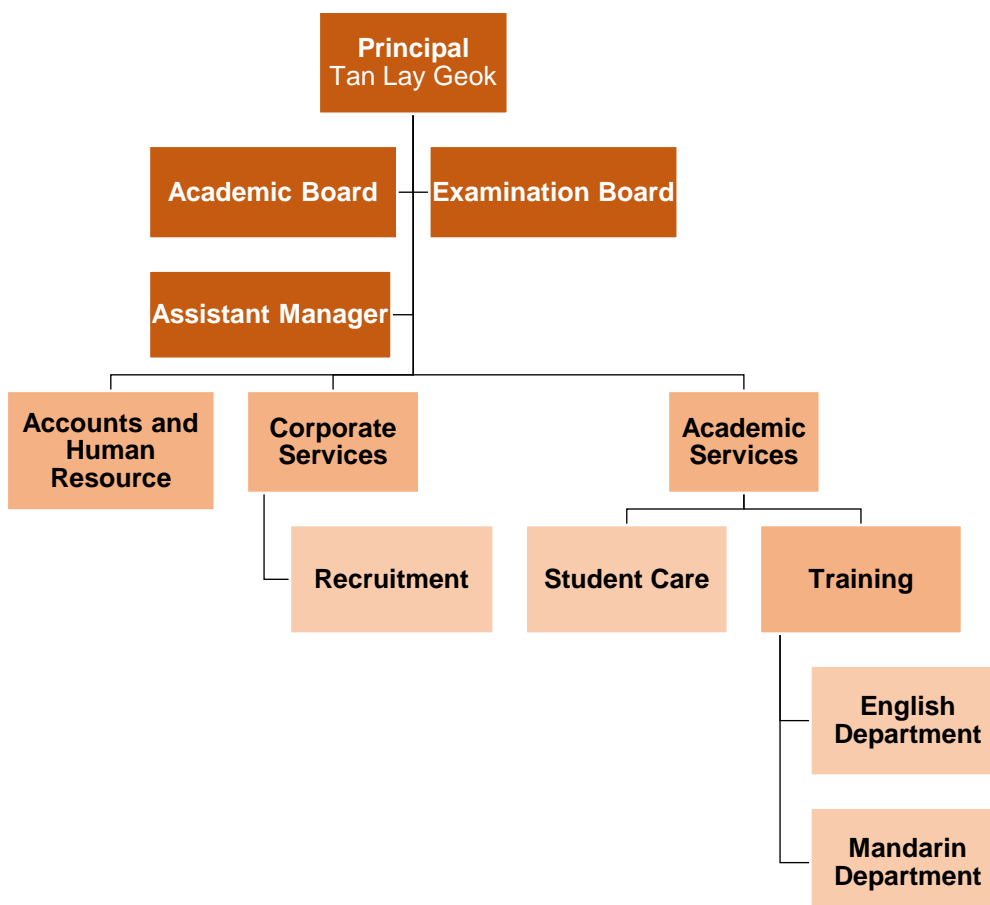
Values

Altruism : We are concerned about and devoted to the welfare and well-being of others.

Commitment : We are committed to enable lives through Human Services Education.

Credibility : We deliver credible programmes and services that are beneficial to the individual and community.

1.3. ORGANIZATION CHART



2. ACADEMIC AND EXAMINATION BOARD

The Academic Board of ACC Institute of Human Services, the training division of the Academy of Certified Counsellors, is in-charge of the development of examination and assessment procedure. These include developing and facilitating of the implementation of procedures to:

2.1. ACADEMIC BOARD

The Academic Board of ACC Institute of Human Services, the training division of the Academy of Certified Counsellors, is responsible for the development of policies and procedures to ensure academic quality and rigor. These include

- Ensuring that the content and duration of the modules or subjects as well as the entry and graduation requirements of the courses are appropriate,
- Approving the deployment of the lecturers based on the requirements stipulated by the Committee of Private Education (CPE),
- Facilitating ACC to implement and comply with the policies and procedures developed, and
- Reviewing yearly the academic policies and procedures in ACC.

The Members of the Academic Board consists of:

- Mdm Tan Lay Geok
 - Master of Counselling
- Dr. Grace Li
 - Doctor of Philosophy in Psychology
 - Doctor of Applied Psychology
- Mr Tan Choon Hooi Klein
 - Master of Social Science (Counselling)

2.2. EXAMINATION BOARD

The Examination Board of the ACC Institute of Human Services is in-charge of the development of examination procedures, which include but are not limited to:

- Ensure the security of examination scripts and answer scripts.
- Ensure the proper conduct of examinations and assessments.
- Define and ensure the proper discharge of duties and responsibilities of invigilators and markers.
- Conduct moderation of examination and assessment marks.
- Handle appeals from students with regard to examination or assessment matters.

The Members of the Academic Board consists of:

- Mdm Tan Lay Geok
 - Master of Counselling
- Dr. Grace Li
 - Doctor of Philosophy in Psychology
 - Doctor of Applied Psychology
- Mr Tan Choon Hooi Klein
 - Master of Social Science (Counselling)

3. STUDENT ADMINISTRATION

3.1. PRIVATE EDUCATION ACT

Under the Private Education Act, the Committee for Private Education (CPE) was set up to regulate the private education industry in Singapore. All Private Education Institutions (PEIs) in Singapore have to be registered with the CPE.

In October 2016, the Council for Private Education was renamed as the Committee for Private Education and is appointed by the Skillsfuture Singapore Board (SSG) to carry out its functions and powers relating to private education under the Private Education Act.

The Enhanced Registration Framework (ERF) sets the minimum standards that all PEIs must meet through the mandatory registration requirements. ACC is registered with CPE under the ERF.

ACC Registration Details

CPE Registration Number: 201002023N

Registration Period: 29 June 2015 – 28 June 2019

For further information, please visit the Committee for Private Education's website at www.cpe.gov.sg.

3.2. STUDENT CONTRACT

The PEI-Student Contract has to state the following information:

- Course Duration and Title
- Course Start and End Date
- Qualification Awarded
- Course Schedule with Modules
- Scheduled Holidays
- Course Fee Breakdown
- Installment Schedule (where applicable)
- Miscellaneous Fees and Refund Table

It is imperative that the student carefully reads through the terms and conditions of the PEI-Student Contract while ensuring that the information is accurate. The name of the student reflected in the PEI-Student Contract will be printed on the final Certificate and Transcript awarded to the student. In the event the student changes his/her name, he/she is to email official verification documents (such as the new Identification Card with the updated name reflected) to ACC for processing.

3.3. FEE PROTECTION SCHEME

The Fee Protection Scheme (FPS) is an initiative by the Committee of Private Education (CPE) of Singapore to protect unconsumed fees paid by students in the event the private education institution (PEI) is unable to continue operation due to insolvency, and/or regulatory closure. FPS applies to all courses with duration more than one month or 50 hours.

The FPS also protects students, if the private education institution fails to pay penalties or return fees to the students arising from judgment made against it by the Singapore courts. The FPS is applicable to all students regardless of nationality and the type of passes held by the students, i.e. dependent's pass, student's pass, work permit etc.

What is covered under FPS?

All fees refer to all monies paid by the students to be enrolled in a private education institution, excluding the course application fee, agent commission fee (if applicable), miscellaneous fees (non-compulsory and non-standard fee paid only when necessary or where applicable, for example, the re-exam fee or charges for credit card payment etc.) and GST.

The Fee Protection Scheme insurance offers insured students protection against the following events:

- Loss of tuition fees paid in advance by the insured student to ACC and not refunded, if the student cannot start or complete his/her course as a result of ACC becoming insolvent or being required by the Singapore authorities to stop operations.
- ACC failure to pay sum awarded by Singapore Courts to the insured student, where such award relates to a dispute between ACC and the insured student on tuition fees paid by the insured student to ACC
- S\$10,000 benefit payable covering the insured student's accidental death or total permanent disability by accident.

FPS Provider

The Institute has appointed FPS provider Lonpac Insurance Bhd, an insurance provider approved by CPE.

Policy Number: Z/18/BM00/000694

Period of Insurance: 25 May 2018 to 24 May 2019

Details of FPS

The insurance coverage period starts from the day of course fees is paid to ACC Institute of Human Services and not from course commencement date, till the end of the course or end of duration based on course fees paid.

A Certificate of Insurance will be issued to the student directly via e-mail by our FPS provider within 7 working days of the student paying the course fees to ACC Institute of Human Services.

When students receive the Certificate of Insurance from the FPS Provider, the student must check that the following information are correct:

- Name
- Course title
- Duration
- Amount insured
- Period of coverage

3.4. PAYMENT MATTERS

All students are advised to take note of their fee payment schedule and make payment promptly before the due date. Students are **not allowed to attend classes** if their fee payments are not fully paid when due. Lecturers will not mark their attendance nor mark their assessments or assignments. Students with outstanding payments will not be allowed to sit for their examinations.

4. COURSE INFORMATION

4.1. ATTENDANCE

Students must achieve a minimum attendance of 75% in order to sit for the examinations. Students are to sign and acknowledge on the Attendance Register at the start of class; otherwise the student will be marked as absent. Even if the student is retaking the same module, the student must achieve the minimum 75% for this module.

Students are to submit authorised documents should there be valid reason that they are unable to attend lesson, such as a medical certificate.

Attendance is part of the overall assessment component for the course. As such, issuance of Certificate and Transcript is dependent on the minimum attendance of 75% and assignment/examination grades. Failure to meet the criteria will result in student resitting the module. Student will not be allowed to sit for the exam or submit the assignment.

In the event the student foresees that he/she will be unable to fulfil the 75% attendance requirement of the course, he/she is advised to submit his/her application to defer the module and take the module at a later date.

4.2. PERSONAL COUNSELLING EXPERIENCE AS A CLIENT

Student is required complete 2 hours of counselling session (CS) as part of the Specialist, Higher or Advanced Diplomas in Counselling Psychology course segment. This is part of the diploma/higher diploma course requirement and will give students the experience of what it is like to be in a counselling session as a client with a counsellor. It will be reflected in your transcript as part of the learning journey.

4.3. STUDENT PORTAL

ACC's student portal is hosted on Google Classroom. Before the start of each module, students will receive an invitation to join the Google Classroom that has been set up for them. Students will need a **valid Gmail account** in order to access the Google Classroom. In the event that the student has issues logging into the Student Portal, please email the Student Care Department at studentcare@acc.edu.sg for technical assistance.

The Student Portal will be used for the following purposes:

- Dissemination of information and announcements
- Lecturers will upload course materials, slides and notes where applicable
- Class discussions and sharing of resources amongst students in the module
- Students are to submit their assignments through Google Classroom. Assignment marks will be graded and released via Google Classroom

4.4. CHANGE OF CLASS SCHEDULES

ACC reserves the right to re-schedule or cancel classes due to unforeseen circumstances. ACC will inform students beforehand via email or an announcement on Google Classroom should this happen. Students are required to check on their emails regularly for updates and remain contactable during their course of study with ACC. Students are obliged to keep ACC informed of any change of contact information during their course of study.

4.5. MAKE-UP LESSONS

There will be no replacement lessons for students who have missed their lessons due to personal reasons. In the event that any lesson is postponed due to 1) the lesson falling on a public holiday, 2) the lecturer being taken ill on the day of the lesson, 3) any unforeseen circumstances that would prevent ACC from being able to conduct the lesson, ACC will propose a date for the make-up lesson.

4.6. MODULE DEFERMENT

Students who have to defer their modules must write-in / email their request of module deferment **at least 14 days before the commencement** of module. Relevant authorized documents will have to be submitted alongside the request for module deferment, and this can include

- Letter from the Human Resource Department of your company
- Government or medical / hospitalization records

Requests for deferment done without the necessary supporting documents will not be entertained. All financial obligations, such as the payments for outstanding school fees, will follow the schedule as per the signed Student Contract.

Deferment is allowed **only once**. The date of the new module will be provided by the Institute. Deferment is subjected to approval at the sole discretion of the Institute. Upon confirmation that the request for deferment has been granted, the Institute will issue a Letter of Course Deferment Approval.

4.7. SUBMISSION OF ASSIGNMENTS

Students are required to complete and pass all their Assignments in order to graduate from their course of study. All assignments are to be submitted via the Google Classroom unless otherwise stated. ACC will not print assignments on behalf of the student. The final deadline for submission of assignments is **one month from the date of the last lesson** of the module. Deadlines will be strictly observed.

Student will need to pay a penalty of \$214.00 (inclusive GST) to submit assignments that are late for less than one month. The school does not accept submissions that are longer than one month overdue.

Students must complete and submit all assignments within the deadline for completion of course. Failure to submit assignments on time will lead to the student failing the module or course, in which case the student will have to re-enrol for the whole course.

ACC reserves the right to withhold the student's assignment marks in the event the student has not made payment of course fees or any miscellaneous fees that are overdue.

4.8. SUSPENSION

If a student misses 25% of classroom attendance consecutively without informing the school and/or without being granted deferment by the school, the student is considered to have dropped out of the course. To continue with the course, the student will need to pay up to 50% of the module to retake the module.

All cases treated as dropouts are not entitled to any refunds or any form of compensation.

4.9. EXAMINATION

All students must attend the exams scheduled by the school. Students missing exams with a valid reason will need to fill out the leave form. All requests will be subject to approval by the Institute.

ACC expects all students to uphold values of honesty, integrity and maintain the highest standard of academic conduct. In the event the student is found guilty of dishonest conduct, the student is liable to be disqualified from the examination and the paper or module will be marked zero, subject to the sole discretion of ACC.

Absence from Examination

A student who is on medical leave during an examination will be allowed to reschedule his or her examination **if approved** by the Head of Department. Absence from the examination **must** be supported by the original copy of the medical certificate which covers the date of the examination. The student will be charged an administration fee as stated in Schedule D of the signed Student Contract for the rescheduling or retaking of his or her examination.

If a student is absent from the examination without a valid reason, the student is deemed as having failed the examination.

Retaking of Examination

Students who fail to show up for the examination without valid supporting documents (such as the medical certificate), or those who failed the examination, have the option to retake examination. will be charged a fee (as stated in Schedule D of the signed Student Contract) for the rescheduling or retaking of examination.

Barring of Students from Examination

Students can be barred from attending the examination for reasons which include but are not limited to:

1. Outstanding course fees which are due

In this case, the student has to make the payment before he or she is allowed to take the examination

Appeal for Review or Remarking of Examination Papers

Students can appeal to have their examination script re-marked or reviewed if they have reasons to believe that they should have been awarded a higher mark. The appeal will incur an administration charge of \$53.50 (inclusive of 7% GST).

The review will be conducted by a different lecturer. The decision of the lecturer and department will be final. The student will be notified of the outcome in 4 weeks via email.

Issuance of Results and Transcripts

It is the responsibility of the student to check the results on their academic records and transcripts. In the event of any discrepancies, students are to inform the Student Care department by writing in to studentcare@acc.edu.sg.

4.10. PLAGIARISM

ACC takes a serious view on the act of Plagiarism. Students who are caught turning in someone else’s work as their own, copying words or ideas from someone else without giving credit will be deemed to have plagiarised work.

A student who is caught plagiarising will be issued a letter of warning by ACC. Upon which, the student will either be:

- Awarded a zero-grade for the assignment involved;
- Awarded a fail-grade for the module;
- Suspended from school;
- Expelled;
- Subjected to any combination of the above

4.11. COMPLETION OF COURSE

Students will be allowed a specific time period to complete their course. Failing which, they will have to re-enrol for the whole course. Course fees will be applied accordingly.

Course Type	Deadline for Completion of Course
Specialist Diploma Advanced Diploma Higher Diploma	24 months
Specialist Certificate	3 months

4.12. CRITERIA FOR THE AWARD OF CERTIFICATES AND DIPLOMAS

Only students who meet all course requirements, such as attaining at least the minimum attendance required, assessment and/or examination grades and completing all modules, will qualify to be awarded the certificate or diploma of their programme. The date of the course completion reflected on the certificate will either show 1) the date of the deadline of the last assignment submission (if submitted on time), 2) the date of submission of the last assignment (if submitted late), or 3) the date of the last counselling session (where applicable), whichever is later.

The processing time will be 3 months from the submission of the student's last assignment (or completion of the two sessions of student counselling, whichever is later). Students will be notified via email for collection of certificate and transcript.

The name of the student reflected in the PEI-Student Contract will be printed on the final Certificate and Transcript awarded to the student. In the event the student changes his/her name, he/she is to email verification documents (such as the new Identification Card with the updated name reflected) to ACC for processing.

Students have up till 3 months from the date of the email to collect their certificates and transcripts. Any uncollected Certificates and Transcripts will be destroyed after 3 months and students will need to make a separate payment for the re-print of their certificates and transcripts.

5. TRANSFER, WITHDRAWAL AND REFUND POLICY

5.1. WITHDRAWAL AND REFUND POLICY

A student can decide to withdraw from the course prior to its completion. All notices of withdrawal have to be received **in writing** to the Student Care Department before it will be considered and processed. Notices of withdrawal expressed through other means (such as notices made verbally) will not be considered. ACC will process the application for withdrawal within 4 weeks.

Notification and Arrangement

ACC 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 organisation stated in Schedule A within any stipulated timeline set by CPE; or
- vi. The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

For circumstances (i) to (iv), ACC will provide a written notice to the student with information and details of the alternative confirmed course arrangement to allow the student to make appropriate decisions on the alternative arrangements. The student will 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 date that notice is given for circumstances (i) to (iv). In the event of course cancellation, the student will be entitled to a full refund on the course fees paid. The refund payment will take 7 working days to process.

Refunds for Withdrawal Without Cause

If the student withdraws from the course for any reason other than those set out in (i) to (v), ACC shall review the student's written notice for withdrawal and where applicable, make refunds to the student within 7 working days. Other fees, such as the registration fee or student membership fees will be non-refundable.

There will be strictly no refunds made to the student upon the commencement of the Programme should students choose to withdraw for any reason. Students are to refer to Schedule D – Refund Table in the signed PEI Student Contract for the Refund Amount.

ACC Refund Policy

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
90%	More than 60 days before the Course Commencement Date
75%	30 to 60 days before the Course Commencement Date
15%	Less than 30 days to 7 days before the Course Commencement Date
0%	From 7 days to, on or after Course Commencement Date onwards

Upon receiving the Course Withdrawal Form the school will review the form for completeness and justification (s) for withdrawal and refund.

Cooling-off Period

All students have a cooling-off period of 7 working days from the date which they sign their student contract with ACC. This means that students can decide to withdraw from the course for any reason and they will receive the maximum refund amount (less any Course Fees consumed by the Student if the withdrawal date is later than the Course Commencement Date* and the Student has started the Course, any administrative charges which are stipulated in the Miscellaneous Fees and any applicable bank administrative charges properly paid/payable). The student will be subject to any administrative fees for this withdrawal as stated in Schedule C – Miscellaneous Fees in the signed PEI Student Contract.

6. STUDENT SUPPORT SERVICES

6.1. CLASSROOMS

All classrooms are air-conditioned and have been set at the optimum comfort for students. Students are to refer to the TV screen located at the reception counter to check which classroom they are assigned to for the day. Food and drinks are not allowed in the classroom. We seek your cooperation in maintaining the cleanliness of the classrooms at all times. Smoking is strictly prohibited at ACC's premises.

Students are to either switch off their mobile phones or switch it to the silent mode while in class in order to prevent any disruptions. When walking along the common corridors, students are reminded to keep their volumes down so as not to disturb any other ongoing classes in the premises.



6.2. PARKING FACILITIES

Ample parking lots are available within the building of 51 Cuppage Road. Students can park at Level 3B for convenient access to our premises. The landlord (FCL Crystal) reserves the right to change the parking fees and carpark operating hours at their sole discretion without prior notice.

6.3. WATER DISPENSERS AND TOILETS

Water dispensers are located along the common corridors, outside the classrooms. Please use your own water bottles when using the water dispensers as this will help to cut down on the usage of paper cups and save the Earth. We seek your cooperation in keeping the water dispensers clean at all times.

6.4. ACC WEBSITE

The website of the ACC Institute of Human Services (www.acc.edu.sg) will be kept updated with the latest information, news and updates.

6.5. WIFI ON CAMPUS

Students have access to free wireless internet connection when they are having class. The User ID and Password is pasted on the door of each classroom. Please read the Terms and Conditions of the WiFi usage before clicking "Accept."

6.6. PERSONAL COUNSELLING SERVICES

Students will have access to personal counselling services. The purpose of this service is to render assistance to students who may be facing obstacles or difficulties in their personal lives that may be disrupting their course of studies. Some of the problems that students can talk to the counsellor about can include difficulties coping with studies, depression, anxiety, relationship matters and more. The counselling sessions are confidential and provided free-of-charge. If students wish to fix an appointment, they can contact the Student Care Manager to fix an appointment.

A suitable and available counsellor will be assigned to speak with you. Counsellors are qualified and have either obtained their Master in Counselling or are undergoing their practicum to fulfil the requirements of their Master of Counselling programme. The counselling sessions will be conducted in the counselling rooms on ACC's campus.

7. GENERAL GUIDELINES

7.1. CODE OF CONDUCT

All students of ACC are to observe the laws of the Republic of Singapore, rules and regulations of Singapore government agencies and the rules and regulations of ACC.

A student will be dismissed from the course of study if the student does not adhere to the Code of Conduct and/or commit a serious offence. This includes but is not limited to:

- Smoking on ACC's premises
- Theft
- Forgery
- Destruction of property and vandalism
- Disrespectful behaviour towards staff, students and other clients of ACC
- Defamation – Spreading untruth and damaging remarks about the Institute, its staff or fellow students which are deemed detrimental to the good name and reputation of the Institute
- Consumption and/or possession of drugs
- Violent or criminal-related offences
- Vandalism, mischief and/or theft
- Cheating in examinations and/or assignments
- Outrage of modesty

ACC reserves the right to take immediate action against any student caught violating the code of conduct and/or laws which can result in termination from the course.

7.2. CARE FOR ENVIRONMENT

ACC supports the green environment movement and encourages all students to be mindful when printing course materials and readings. Students are to switch off all lights and air-conditioning when leaving the classroom. Smoking is not permitted on campus.

7.3. LOST CERTIFICATE AND TRANSCRIPT

Students are responsible of safe keeping their Certificate and Transcript upon issuance. Replacement/ re-printing of such documents will only be approved by the School via write-in request.

The following administrative fee applies for replacement/ re-printing of Certificate and Transcript.

Type of Document	Fees (Inclusive of GST)
Certificate	\$107.00
Transcript	\$107.00

The School does not issue softcopies of Certificate and Transcript.

7.4. CONFIDENTIALITY OF INFORMATION

Information provided here is strictly confidential and will not be released to 3rd parties without prior written consent/authorization of the student (except when stipulated by law or endangerment to people is involved).

7.5. PROGRAMME AMBASSADORS

As a student of ACC, we look forward to have you share and encourage your friends, colleague and loved ones to join us as a Student. Please approach the school to fill in an application form and for the terms and conditions.

7.6. VOLUNTEER COUNSELLING PLACEMENT

ACC does not provide volunteer counselling placements to students.

7.7. ACC MEMBERSHIP

All Student's under the Counselling Diploma or Higher Diploma are under the 2-year compulsory student membership. Students may want to extend the membership as an affiliate member upon expiry.

7.8. PERSONAL DATA PROTECTION

ACC is mindful in the way it handles all personal data of both staff and students. The adopted Privacy Policy, in compliance with the Personal Data Protection Act 2012 (PDPA), can be viewed at www.acc.edu.sg/privacy.

All information collected from students will not be sold, exchanged, or transferred without the consent of the student. Information may be disclosed when required by law or to respond to legal processes to protect our students, to protect lives, to maintain the security of the services of our services and to protect the rights and property of ACC.

8. SUMMARY OF MISCELLANEOUS FEES AND CHARGES

Please see the following for the summary of miscellaneous fees and charges. These fees are subject to change without prior notice.

Description	Fees (Inclusive of GST)
Late Assignment Submission	\$214.00
Review of Examination Grades	\$53.50
Reprint of Certificate	\$107.00
Reprint of Transcript	\$107.00

Do note that other charges will apply for other cases.

9. POLICY UPDATES

9.1. REVISION AND CHANGES

This student guide will be amended and updated periodically. ACC reserves the right to amend and implement any policies or procedures where it deems fit without prior notification. It is the student's responsibility to ensure that they read through the guidebook periodically for updates and guidance regarding any of the issues that they may face.

10. CONTACT INFORMATION

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

Telephone : +65 6866 0669 (Student Care Department)
 : +65 6339 5411 (Main Telephone Line)
Email : studentcare@acc.edu.sg
Fax : +65 6337 2327
Website : www.acc.edu.sg
Walk-ins : 51 Cuppage Road, #03-01, Singapore 229469

Operating Hours

Monday to Friday : 9.00am – 7.00pm
Saturday : Closed
Sunday : Closed
Public Holiday : Closed