

# Raffles

*College of Design and Commerce*

[www.raffles.edu.au](http://www.raffles.edu.au)

## INTERNATIONAL STUDENTS APPLICATION FORM

### MASTER OF COMMERCE

DESIGN MANAGEMENT  
FINANCE  
HOSPITALITY  
MANAGEMENT  
MARKETING  
TOURISM

### MASTER OF DESIGN

DIGITAL MEDIA  
FASHION DESIGN  
GRAPHIC DESIGN  
INTERIOR DESIGN

### BACHELOR OF COMMERCE

DESIGN MANAGEMENT  
FINANCE  
HOSPITALITY  
MANAGEMENT  
MARKETING  
TOURISM

### BACHELOR OF DESIGN

DESIGN MANAGEMENT  
FASHION DESIGN  
FASHION MARKETING  
GRAPHIC DESIGN  
INTERIOR DESIGN  
PRODUCT DESIGN

### BACHELOR OF ARTS (VISUAL COMMUNICATION)

ANIMATION  
GAMES DESIGN  
NEW MEDIA & DIGITAL FILM  
MULTIMEDIA DESIGN  
PHOTOGRAPHY

### BACHELOR OF ACCOUNTANCY

# INTERNATIONAL STUDENTS APPLICATION FORM

## ENTRY REQUIREMENTS

### Master of Commerce OR Graduate Diploma of Commerce Graduate OR Certificate of Commerce

- Completion of any relevant undergraduate degree
- OR Completion of a non-relevant undergraduate degree plus at least 3 years relevant professional/practical business experience
- English level of IELTS 6.5 (Academic Module) or equivalent

\*In some circumstances, special consideration may be given to applicants who do not meet these requirements but who can demonstrate their ability, understanding and professional/practical experience are equivalent or equal to entry requirements with a readiness to undertake postgraduate studies.

### Master of Design

- Completion of any relevant undergraduate degree
- OR Completion of a non-relevant undergraduate degree plus at least 3 years relevant professional/practical business experience
- English level of IELTS 6.5 (Academic Module) or equivalent

\*In some circumstances, special consideration may be given to applicants who do not meet these requirements but who can demonstrate their ability, understanding and professional/practical experience are equivalent or equal to entry requirements with a readiness to undertake postgraduate studies.

### Bachelor of Accountancy

### Bachelor of Commerce OR Associate Degree of Commerce

- Completion of Year 12 or equivalent
- An Australian Tertiary Admissions Rank (ATAR) of 54.25 or equivalent (as determined by the Academic Board)
- Personal interview is recommended
- English level of IELTS 6.0 (Academic Module) or equivalent

### Bachelor of Design OR Associate Degree of Design

### Bachelor of Arts (Visual Communication) OR Associate Degree of Visual Communication

- Completion of Year 12 or equivalent
- Design Portfolio - Approx 5-8 examples of your best, recent creative work with a brief description of each piece of work. Portfolios may be submitted in a personal interview or by post or email. If you are submitting soft copies, please ensure that the files are in PDF, JPEG, Quicktime or SWF format only.
- Personal interview is recommended
- English level of IELTS 6.0 (Academic Module) or equivalent

### Commerce Vocational Courses

- Completion of Year 10 or equivalent
- English level of IELTS 5.5 (Academic Module) or equivalent

### Design Vocational Courses

- Completion of Year 10 or equivalent
- English level of IELTS 5.5 (Academic Module) or equivalent

## APPLICATION CHECKLIST

### Accountancy and Commerce Applications Include the following with your application form:

- A copy of your academic records for the highest level of schooling you have completed and any other relevant studies. If currently completing the HSC, please provide mid-year results. Final HSC results to be supplied before course start (original documents need to be sighted by Raffles before course starts.)
- Application for Recognition of Prior Learning (if applying for RPL).

### You might also like to include the following:

- Copies of any references you feel are relevant to your application
- A copy of your CV (Resume)

### Design Applications Include the following with your application form:

- A copy of your academic records for the highest level of schooling you have completed and any other relevant studies. If currently completing the HSC, please provide mid-year results. Final HSC results to be supplied before course start (original documents need to be sighted by Raffles before course starts.)
- A design portfolio with approx 5-8 examples of your recent creative work.
- Application for Recognition of Prior Learning (if applying for RPL).

### You might also like to include the following:

- Copies of any references you feel are relevant to your application
- A copy of your CV (Resume)

## ACCEPTANCE & ENROLMENT

1. You can submit your application by:
  - Completing the application form and sending it in to Raffles College together with your supporting documentation.
  - OR You can bring your application form and documentation when you come in for a personal interview.
2. If your application is successful, we will send you a Letter of Offer with information about how to pay your fees.
3. To secure a place in the course, you need to:
  - Pay an Enrolment Deposit of first semester fees plus OSHC (if applicable).
  - Submit a signed Student Agreement Form.
  - Submit a DEEWR Questionnaire (Higher Education courses only).
4. Students from Assessment Level 3 and 4 countries need to apply for Pre-Visa Assessment (PVA) before making any payments.
5. We will send you an electronic Confirmation of Enrolment (eCoE) which you need for student visa processing.

Students who do not meet the English entry requirement for their chosen course can enrol in preliminary English at one of our partner English schools. Please contact us for more information.

# INTERNATIONAL STUDENTS APPLICATION FORM

## FEE SCHEDULE

Master of Commerce 062397E	
<ul style="list-style-type: none"> <li>Fees are calculated at \$250 per credit point. Students must complete a total of 72 credit points. One semester is usually equal to 24 credit points.</li> <li>1.5 years full time (3 semesters) \$18,000</li> <li>OR up to 3 years part time (6 semesters)</li> </ul>	\$6,000 per semester
The Master of Commerce also includes the: <ul style="list-style-type: none"> <li>Graduate Certificate in Commerce (1 semester) 062395G</li> <li>Graduate Diploma of Commerce (2 semesters) 062396F</li> </ul>	

Bachelor of Commerce 062394G OR Bachelor of Accountancy 070202K	
<ul style="list-style-type: none"> <li>Fees are calculated at \$315 per credit point. Students must complete a total of 144 credit points. One semester is usually equal to 24 credit points.</li> <li>3 years (6 semesters) \$45,360</li> </ul>	\$7,560 per semester
The Bachelor of Commerce also includes the: <ul style="list-style-type: none"> <li>Associate Degree of Commerce (4 semesters) \$30,240 (062393J)</li> <li>Students must complete a total of 96 credit points.</li> </ul>	\$7,560 per semester

Diploma of Management 065627E	
<ul style="list-style-type: none"> <li>1 year (2 semesters) \$7,950 BSB50401</li> </ul>	\$3,975 per semester

Advanced Diploma of Management 065628D	
<ul style="list-style-type: none"> <li>2 year (4 semesters) \$15,900 BSB60201</li> </ul>	\$3,975 per semester

Progression to Bachelor Degree	
<ul style="list-style-type: none"> <li>Fees are calculated at \$402 per credit point. Students must complete a total of 72 credit points (3 semesters). \$28,944</li> </ul>	\$9,648 per semester

Please note: Tuition fees do not include course materials.

Overseas Student Health Cover (OSHC)	
This is an Australian government requirement for all student visa applicants. (Payment for full duration of study is required, plus additional 2 months)	\$374 per year

Master of Design 060733K	
<ul style="list-style-type: none"> <li>Fees are calculated at \$250 per credit point. Students must complete a total of 72 credit points. One semester is usually equal to 24 credit points.</li> <li>1.5 years full time (3 semesters) \$18,000</li> <li>OR up to 3 years part time (6 semesters)</li> </ul>	\$6,000 per semester

Bachelor of Design 060732M OR OR Bachelor of Arts (Visual Communication) 060730B	
<ul style="list-style-type: none"> <li>Fees are calculated at \$480 per credit point. Students must complete a total of 144 credit points. One semester is usually equal to 24 credit points.</li> <li>3 years (6 semesters) \$69,120</li> </ul>	\$11,520 per semester
The Bachelor of Design also includes the: <ul style="list-style-type: none"> <li>Associate Degree of Design (4 semesters) \$46,080 (060731A)</li> <li>Students must complete a total of 96 credit points.</li> </ul>	\$11,520 per semester
The Bachelor of Arts (Visual Communication) also includes the: <ul style="list-style-type: none"> <li>Associate Degree of Visual Communication (4 semesters) \$46,080 (060729F)</li> <li>Students must complete a total of 96 credit points.</li> </ul>	

Certificate II in Art and Design** 057999K	
<ul style="list-style-type: none"> <li>1 semester</li> <li>** CUV20103 Certificate II in Visual Arts and Contemporary Craft</li> </ul>	\$8,500

Certificate IV in Art and Design* 058000K	
<ul style="list-style-type: none"> <li>1 year (2 semesters) \$14,500</li> <li>* CUV40103 Certificate IV in Visual Arts and Contemporary Craft</li> </ul>	\$8,500 1st semester \$6,000 2nd semester

## PAYMENT DETAILS

Payment by semester is due on or before each semester starts.

Payment of fees may be made by bank cheque/draft, bank transfer, EFTPOS or credit card (Visa or Mastercard).

Full payment information is provided in the Letter of Offer.

## LIVING COSTS

You should budget for a minimum of \$18,000 per year for living expenses (not including tuition).

This is the amount recommended by DIAC to cover basic accommodation, food and transport needs.

## STUDENT VISAS

For information about student visas, please contact your Raffles College of Design and Commerce representative, the nearest Australian Embassy or Consulate or go to the Australian Government DIAC website: [www.immi.gov.au](http://www.immi.gov.au)

# INTERNATIONAL STUDENTS APPLICATION FORM

## TERMS AND CONDITIONS

### CONDITIONS OF ENROLMENT

- Once accepted, you will be enrolled into the first academic year of study. Subject to the course being undertaken, progression to the next academic year is determined through assessment of your academic achievements, examination results, aptitude and attitude, all of which must be deemed satisfactory.
- By enrolling in this course, you agree to pay all fees on or before the due dates.
- Fees are applicable for the duration of studies at Raffles provided that you remain on the standard program. Repeated subjects and subjects taken additional to the course require payment of an additional fee at the prevailing rate per credit point/subject.
- You may apply for credit(s) from previous studies (Recognition of Prior Learning - RPL). The Application Form for Recognition of Prior Learning details the process for requesting RPL and how it is assessed. Applications for RPL must be submitted no later than 2 weeks before the commencement of your course. Applications are usually processed within 2 weeks of submission, and there is no fee for this service.
- Subject to the approval and discretion of Raffles, if you fail any subject twice, you may be required to show cause to continue your course.
- Disruptive behaviour in class and failure to observe rules of Raffles may result in your dismissal. In such a case you will not receive a refund of fees and all outstanding fees will become due at the date of dismissal.
- Before a repeat subject can be commenced, the tuition fees in relation to the repeat subject must be paid in full regardless of any fees that may have been paid in advance for other subjects.
- Late payment of outstanding fees will attract a late fee and you may be suspended from classes until you have paid the fees due.
- If you complete your course but do not pay all the fees for that course, you will not be issued with your transcripts or qualifications until all outstanding monies have been paid in full.
- Under exceptional circumstances, and at the discretion of Raffles, you may be permitted to commence a course up to 1 week after the published course start date. If you arrive later than 1 week after the course start date, you will need to defer to the next term.
- Raffles reserves the right to change or replace lecturers or tutors at any time, cancel a course or subject with fewer than 8 enrolments prior to commencement of each term and make changes to the syllabus or timetable at any time.
- If you are under the age of 18 at the time of enrolment your parent or guardian who signs this Application Form accepts the liability for payment of all fees.
- Fees stated in the application form apply only to that year's enrolment period.
- In reference to the National Code 2007, Raffles cannot enrol a student transferring from another provider without having completed the first six months of their principal course except under special circumstances.
- It is the student's responsibility to inform Student Services immediately of any changes to address, email or telephone details. Raffles will not be held responsible for communications not received due to a student's failure to update his or her contact details with Student Services.

### REFUND POLICY

#### Higher Education Courses

- If you cancel your enrolment before the course starting date, prepaid tuition fees and OSHC fees\* are refundable less a penalty fee of \$1000.
- Your application for a refund must be made in writing to the Registrar and will be paid within 28 days of our receipt of your claim.
- If you have made an upfront payment and you cancel your enrolment after the course starting date, prepaid tuition fees are non-refundable and OSHC fees\* are refundable.
- If your application for a student visa is refused, prepaid tuition fees and OSHC fees\* are fully refundable. Your application for a refund must be made in writing to the Registrar, together with a letter from the embassy refusing the visa application. Refunds will only be made in your home country or via your agent upon receipt of your written authorisation.
- Transfer of prepaid tuition fees to another college is at the discretion of Raffles College.
- Under the ESOS Act, deferment may only be granted for exceptional circumstances (eg. family bereavement etc).
- Under the ESOS Act, Raffles College will refuse to provide, or continue providing, the course to the student because of one or more of the following events. Prepaid tuition fees will be non-refundable and OSHC fees\* will be refundable.
  - the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
  - the student breached a condition of his or her student visa;
  - misbehaviour by the student.
- If the course does not start on the agreed starting date, or if the course ceases to be provided before it is completed, or if the course is not provided in full (known as 'provider default'), such situations are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. This means that an alternative course provider or a refund will be provided through the ACPET Overseas Student Tuition Assurance Scheme or the ESOS Assurance Fund. The refund will be the total amount of course money paid by you in advance for services you have not yet received. Refunds will be paid within 14 days of the provider default.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

#### Vocational Courses

- If you cancel your enrolment before the course starting date, prepaid tuition fees and OSHC fees\* are refundable, less a penalty fee of \$1000.
- Your application for a refund must be made in writing to the Registrar, and will be paid within 28 days of receipt of your claim.
- If your application for a student visa is refused, prepaid tuition fees and OSHC fees\* are refundable. Your application for a refund must be made in writing to the Registrar, together with a letter from the embassy refusing the visa application. Refunds will only be made in your home country or via your agent upon receipt of your written authorisation.
- Prepaid tuition fees and OSHC fees\* are refundable if you cancel your enrolment after your course has started.
- Transfer of prepaid tuition fees to another college is at the discretion of Raffles College.
- Under the ESOS Act, deferment may only be granted for exceptional circumstances (eg. family bereavement etc).
- Under the ESOS Act, Raffles College will refuse to provide, or continue providing, the course to the student because of one or more of the following events. Prepaid tuition fees will be non-refundable and OSHC fees\* are refundable.
  - the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
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- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

\*Overseas Student Health Cover (OSHC) refunds must be made directly with the Health Fund Provider

### PRIVACY STATEMENT

Your right to privacy is important to Raffles College of Design and Commerce and all personal information collected about you is treated as confidential. This statement applies to the collection of any personal information we collect on you. You may request access at any time to information we hold about you and ask us to correct it if you believe it is inaccurate, incomplete or out of date. We will only disclose your personal information if you request us to do so in writing, or where the law permits or requires us to do so. In these circumstances, the minimum amount of information required or requested will be disclosed. Personal information may also be shared with the Australian Government, designated authorities, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of a student visa condition.

## SUBMITTING YOUR APPLICATION

Raffles College  
Admissions Department  
Level 18, 99 Mount Street  
North Sydney NSW 2060  
Australia

T +61 2 9922 4278  
F +61 2 9922 7862  
E [admission@raffles.edu.au](mailto:admission@raffles.edu.au)  
[www.raffles.edu.au](http://www.raffles.edu.au)

# INTERNATIONAL STUDENTS APPLICATION FORM

## PERSONAL DETAILS

Mr  Mrs  Ms  Miss

Family Name \_\_\_\_\_ Given Name/s \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd/mm/yyyy)

Nationality \_\_\_\_\_

### What is your permanent address in your home country? (Compulsory)

Address \_\_\_\_\_

Country \_\_\_\_\_ Postcode \_\_\_\_\_

### What is your address in Australia? (if available)

Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Preferred mailing address

Home address as above  Australian address as above  Other address (please state)

Address \_\_\_\_\_

Postcode \_\_\_\_\_

### Do you have a disability or any other issues which may affect your studies?

No  Yes - Please give details: \_\_\_\_\_

Would you like advice on support services, equipment and facilities which may help you?  Yes  No

### How did you hear about Raffles College?

Advertising  Agent  Exhibition  Internet  Friend  Other: \_\_\_\_\_

## VISA DETAILS

Country of Birth \_\_\_\_\_ Passport Number: \_\_\_\_\_ Valid to: \_\_\_\_\_

No - Proposed arrival date (if known): \_\_\_\_\_  Yes - Visa category: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Where will you be applying for your visa? \_\_\_\_\_

## EDUCATION AND EXPERIENCE

### Did you complete High School (or equivalent)?

No  Yes

What was your tertiary entrance score (e.g. OP/TER/UAI/ENTER)? \_\_\_\_\_

School Name \_\_\_\_\_ Country/ Australian State \_\_\_\_\_

Qualification \_\_\_\_\_ Year Graduated \_\_\_\_\_

### Have you previously enrolled in or completed post-secondary (tertiary) education?

No  Yes - Please attach transcripts and/or awards and fill in below

Education Provider \_\_\_\_\_ Country/ Australian State \_\_\_\_\_

Qualification \_\_\_\_\_ Year Graduated \_\_\_\_\_

### Would you like to apply for credit for prior studies towards your course at Raffles College?

No  Yes - Please attach a completed *Application for Recognition of Prior Learning (RPL)*.

## ENGLISH LANGUAGE PROFICIENCY

### Have you completed an IELTS test?

Yes - What was your score? \_\_\_\_\_ When did you do the test? \_\_\_\_\_

No, I will be doing the IELTS test later Date (if known): \_\_\_\_\_

No, I have other proof of my English level Details: \_\_\_\_\_

No, I have enrolled to study English at: \_\_\_\_\_

If your English level does not meet the minimum entry requirement for admittance into your program, it is recommended that you enrol for extra English tuition. As a general rule, 10-12 weeks of English is recommended for students to improve by IELTS 0.5.

## EMPLOYMENT HISTORY

### Do you have any relevant work experience?

No  Yes - Please enclose your CV (Resume) with this form.

## OSHC (Overseas Student Health Cover)

Would you like Raffles College to apply for OSHC for you?  Yes  No

## INTAKES

When would you like to start your course?

February  April  July  October

## ACCOUNTANCY COURSE DETAILS

**Bachelor of Accountancy**  
3 years (6 semesters)

## COMMERCE COURSE DETAILS

Which course/s would you like to study?

**Master of Commerce**  
1.5 years (3 semesters)

**Graduate Diploma of Commerce**  
1 year (2 semesters)

**Graduate Certificate of Commerce**  
6 months (1 semester)

Please choose your major:

- Design Management
- Finance
- Hospitality
- Management
- Marketing
- Tourism

**Bachelor of Commerce**  
3 years (6 semesters)

**Associate Degree of Commerce**  
2 years (4 semesters)

Please choose your major:

- Design Management
- Finance
- Hospitality
- Management
- Marketing
- Tourism

**Advanced Diploma of Management + Diploma of Management**  
2 years (4 semesters)

**Diploma of Management**  
1 year (2 semesters)

## DESIGN COURSE DETAILS

Which course/s would you like to study?

**Master of Design**  
1.5 years (3 semesters)

Please select your stream:

Practice  Project  Dissertation

Please choose your major:

- Digital Media
- Fashion Design
- Graphic Design
- Interior Design

**Bachelor of Design**  
3 years (6 semesters)

**Associate Degree of Design**  
2 years (4 semesters)

Please choose your major:

- Design Management
- Fashion Design
- Fashion Marketing
- Graphic Design
- Interior Design
- Product Design

**Bachelor of Arts (Visual Communication)**  
3 years (6 semesters)

**Associate Degree of Visual Communication**  
2 years (4 semesters)

Please choose your major:

- Animation
- Games Design
- Moving Image
- Multimedia Design
- Photography

**Certificate IV in Art and Design\***  
1 year (2 semesters)  
\*CUV 40103 Certificate IV in Visual Arts and Contemporary Craft

**Certificate II in Art and Design\*\***  
1 semester  
\*\*CUV 20103 Certificate II in Visual Arts and Contemporary Craft

## DECLARATION AND SIGNATURE

- I authorise Raffles College to store information with respect to my application and to obtain or verify any other details about my academic record or history to enable my application to be assessed.
- I understand Raffles College may be required to report to the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) on the progress of my application and/or subsequent student status.
- I accept that DEEWR will store the information securely in the Higher Education Information Management System. DEEWR may disclose this information to the Australian Taxation Office. Raffles College and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.
- I declare that to the best of my knowledge the information provided by me in this application form is correct and complete.
- I declare that I have read and understood Raffles College Fee Schedule, Conditions of Enrolment, Privacy Statement and Refund Policy and have familiarised myself with other relevant policies located on the Raffles College website ([www.raffles.edu.au](http://www.raffles.edu.au)) and agree to be bound by them.

Signature of Applicant: \_\_\_\_\_

Date / / \_\_\_\_\_

If you are under the age of 18:

Name of Parent/Guardian (please print): \_\_\_\_\_