

Raffles

College of Design and Commerce

www.raffles.edu.au

TRANSNATIONAL 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
JEWELLERY DESIGN
MULTIMEDIA DESIGN

BACHELOR OF ARTS (VISUAL COMMUNICATION)

ANIMATION
GAMES DESIGN
MOVING IMAGE
PHOTOGRAPHY

TRANSNATIONAL STUDENTS ENTRY REQUIREMENTS

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 Commerce OR Associate Degree of Commerce

- Completion of REC Advanced Diploma (or equivalent)
- 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 REC Advanced Diploma (or equivalent)
- English level of IELTS 6.0 (Academic Module) or equivalent

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.
2. If your application is successful, we will send you an electronic Confirmation of Enrolment (eCoE).

APPLICATION CHECKLIST

Commerce Applications

Include the following with your application form:

- A certified copy of your passport.
- A certified copy of your academic records for the highest level of schooling you have completed and any other relevant studies. Documents not in English should be provided with a certified translation.
- Evidence of English language level.
- 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 certified copy of your passport.
- A certified copy of your academic records for the highest level of schooling you have completed and any other relevant studies. Documents not in English should be provided with a certified translation.
- Evidence of English language level.
- 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)

TRANSNATIONAL STUDENTS APPLICATION FORM



PERSONAL DETAILS

Mr Mrs Ms Miss

Family Name _____ Given Name/s _____ English Name _____
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 the country where you are studying? (if available)

Address _____
State _____ Postcode _____
Phone _____ Mobile _____ Fax _____
Email _____

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: _____

PASSPORT DETAILS

Country of Birth _____ Passport Number _____ Valid to _____

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 _____
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 _____
Qualification _____ Year Graduated _____

Would you like to apply for credit for prior studies towards your course at Raffles, in addition to the credit points awarded upon successful completion of a relevant Advanced Diploma from Raffles Education Corp. (REC)?

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.

INTAKES

When would you like to start your course?

January

April

July

October

Year _____

CAMPUS

At which campus would you like to study?

Bangkok, Thailand

Guangzhou, China

Hanoi, Vietnam

Ho Chi Minh City, Vietnam

Bangalore, India

Hong Kong

Kuala Lumpur, Malaysia

Mumbai, India

Shanghai, China

New Delhi, India

Singapore

Auckland, New Zealand

Beijing, China

Ulaanbaatar, Mongolia

COMMERCE COURSE DETAILS

Which course/s would you like to study?

<input type="checkbox"/> Master of Commerce	<input type="checkbox"/> Bachelor of Commerce
<input type="checkbox"/> Graduate Diploma of Commerce	<input type="checkbox"/> Associate Degree of Commerce
<input type="checkbox"/> Graduate Certificate of Commerce	
Please choose your major: <input type="checkbox"/> Design Management <input type="checkbox"/> Finance <input type="checkbox"/> Hospitality <input type="checkbox"/> Management <input type="checkbox"/> Marketing <input type="checkbox"/> Tourism	Please choose your major: <input type="checkbox"/> Design Management <input type="checkbox"/> Finance <input type="checkbox"/> Hospitality <input type="checkbox"/> Management <input type="checkbox"/> Marketing <input type="checkbox"/> Tourism

DESIGN COURSE DETAILS

Which course/s would you like to study?

<input type="checkbox"/> Master of Design	<input type="checkbox"/> Bachelor of Design	<input type="checkbox"/> Bachelor of Arts (Visual Communication)
Please select your stream: <input type="checkbox"/> Practice <input type="checkbox"/> Project <input type="checkbox"/> Dissertation	<input type="checkbox"/> Associate Degree of Design	<input type="checkbox"/> Associate Degree of Visual Communication
Please choose your major: <input type="checkbox"/> Digital Media <input type="checkbox"/> Fashion Design <input type="checkbox"/> Graphic Design <input type="checkbox"/> Interior Design	Please choose your major: <input type="checkbox"/> Design Management <input type="checkbox"/> Fashion Design <input type="checkbox"/> Fashion Marketing <input type="checkbox"/> Graphic Design <input type="checkbox"/> Interior Design <input type="checkbox"/> Product Design <input type="checkbox"/> Jewellery Design <input type="checkbox"/> Multimedia Design	Please choose your major: <input type="checkbox"/> Animation <input type="checkbox"/> Games Design <input type="checkbox"/> Moving Image <input type="checkbox"/> Photography

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) 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): _____

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
www.raffles.edu.au

TERMS AND CONDITIONS

CONDITIONS OF ENROLMENT

1. 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.
2. By enrolling in this course, you agree to pay all fees on or before the due dates.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Late payment of outstanding fees will attract a late fee and you may be suspended from classes until you have paid the fees due.
9. 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.
10. 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.
11. 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.
12. 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.
13. Fees stated in the application form apply only to that year's enrolment period.
14. 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.
15. 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

1. If you cancel your enrolment before the course starting date, prepaid tuition fees and OSHC fees* are refundable less a penalty fee of \$1000.
2. 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.
3. 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.
4. 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.
5. Transfer of prepaid tuition fees to another college is at the discretion of Raffles College.
6. Under the ESOS Act, deferment may only be granted for exceptional circumstances (eg. family bereavement etc).
7. 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.
 - (i) 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;
 - (ii) the student breached a condition of his or her student visa;
 - (iii) misbehaviour by the student.
8. 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.
9. 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

1. If you cancel your enrolment before the course starting date, prepaid tuition fees and OSHC fees* are refundable, less a penalty fee of \$1000.
2. 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.
3. 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.
4. Prepaid tuition fees are non-refundable and OSHC fees* are refundable if you cancel your enrolment after your course has started.
5. Transfer of prepaid tuition fees to another college is at the discretion of Raffles College.
6. Under the ESOS Act, deferment may only be granted for exceptional circumstances (eg. family bereavement etc).
7. 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.
 - (i) 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;
 - (ii) the student breached a condition of his or her student visa;
 - (iii) misbehaviour by the student.
8. 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 monies paid by you in advance for services you have not yet received. Refunds will be paid within 14 days of the provider default.
9. 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.