# INTERNATIONAL STUDENT APPLICATION FORM

<table>
<thead>
<tr>
<th>MASTER OF DESIGN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Media</td>
<td></td>
</tr>
<tr>
<td>Fashion Design</td>
<td></td>
</tr>
<tr>
<td>Graphic Design</td>
<td></td>
</tr>
<tr>
<td>Interior Design</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MASTER OF COMMERCE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Management</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td></td>
</tr>
<tr>
<td>Hospitality</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BACHELOR OF DESIGN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fashion Design</td>
<td></td>
</tr>
<tr>
<td>Fashion Marketing</td>
<td></td>
</tr>
<tr>
<td>Graphic Design</td>
<td></td>
</tr>
<tr>
<td>Interior Design</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BACHELOR OF ARTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(VISUAL COMMUNICATION)</td>
<td></td>
</tr>
<tr>
<td>Animation</td>
<td></td>
</tr>
<tr>
<td>Games Design</td>
<td></td>
</tr>
<tr>
<td>Multimedia Design</td>
<td></td>
</tr>
<tr>
<td>New Media &amp; Digital Film</td>
<td></td>
</tr>
<tr>
<td>Photography</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BACHELOR OF COMMERCE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Management</td>
<td></td>
</tr>
<tr>
<td>Event Management</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td></td>
</tr>
<tr>
<td>Hospitality</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BACHELOR OF ACCOUNTANCY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VOCATIONAL COURSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate II in Visual Arts</td>
<td></td>
</tr>
<tr>
<td>Certificate IV in Visual Arts</td>
<td></td>
</tr>
<tr>
<td>Diploma of Applied Fashion Design and Technology</td>
<td></td>
</tr>
<tr>
<td>Diploma of Management</td>
<td></td>
</tr>
</tbody>
</table>

Raffles
College of Design and Commerce
Australia · China · Hong Kong · India · Malaysia · Mongolia · Singapore · Thailand

www.raffles.edu.au
**INTERNATIONAL STUDENTS**

**APPLICATION FORM**

### PERSONAL DETAILS
- **Mr**  -  **Mrs**  -  **Ms**  -  **Miss**  -  **Female**  -  **Male**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name/s</th>
</tr>
</thead>
</table>

*Official Full Name*:

*Name as appear on official ID e.g. Passport, this shall be reflected on all College documents i.e. Transcript and Testamur*

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Country of Birth</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Address</th>
<th>Country</th>
<th>Postcode</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Address</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
</table>

**Preferred mailing address**

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

<table>
<thead>
<tr>
<th>Address</th>
<th>Postcode</th>
</tr>
</thead>
</table>

**Do you have a disability, impairment or long term medical condition which may affect your studies?**

- No
- Yes - type of disability: hearing  -  learning  -  mobility  -  visual  -  medical
- other (please specify)

**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:

### NATIONALITY / VISA DETAILS

<table>
<thead>
<tr>
<th>Nationality as shown in Passport:</th>
<th>Passport Number:</th>
<th>Passport expiry date:</th>
</tr>
</thead>
</table>

- No - arrival date (if known):
- Yes - Visa category (if known):

<table>
<thead>
<tr>
<th>From which country will you be applying for your visa?</th>
<th>Language spoken at home:</th>
<th>Year of arrival in Australia:</th>
</tr>
</thead>
</table>

### EDUCATION AND EXPERIENCE

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

- No
- Yes

<table>
<thead>
<tr>
<th>School Name</th>
<th>Country/ Australian State</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>School Name</th>
<th>Country/ Australian State</th>
</tr>
</thead>
</table>

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

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

<table>
<thead>
<tr>
<th>Education Provider</th>
<th>Country/ Australian State</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Year Graduated</th>
</tr>
</thead>
</table>

**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:

<table>
<thead>
<tr>
<th>Education Provider</th>
<th>Details</th>
</tr>
</thead>
</table>

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
- [ ] Family
- [ ] Couple
- [ ] Single
- [ ] No, I will make my own arrangements

INTAKES
When would you like to start your course?
- [ ] February
- [ ] April
- [ ] July
- [ ] October

ACCOUNTANCY COURSE DETAILS
- Bachelor of Accountancy
  - 3 years (6 semesters)

BUSINESS 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 in Commerce
  - 6 months (1 semester)

Please choose your major:
- [ ] Design Management
- [ ] Finance
- [ ] Hospitality
- [ ] Management
- [ ] Marketing

- Bachelor of Commerce
  - 3 years (6 semesters)
- Associate Degree of Commerce
  - 2 years (4 semesters)

Please choose your major:
- [ ] Design Management
- [ ] Event Management
- [ ] Finance
- [ ] Hospitality
- [ ] Management
- [ ] Marketing

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)
- Bachelor of Design
  - 3 years (6 semesters)
- Bachelor of Arts (Visual Communication)
  - 3 years (6 semesters)

Please select your stream:
- [ ] Practice
- [ ] Project
- [ ] Dissertation

Please choose your major:
- [ ] Fashion Design
- [ ] Graphic Design
- [ ] Interior Design
- [ ] Digital Media

- Associate Degree of Design
  - 2 years (4 semesters)
- Associate Degree of Visual Communication
  - 2 years (4 semesters)
- Certificate IV in Visual Arts
  - 1 year (2 semesters)

Please choose your major:
- [ ] Animation
- [ ] Games Design
- [ ] Multimedia Design
- [ ] New Media & Digital Film
- [ ] Photography

- Diploma of Applied Fashion Design and Technology
  - 1.5 years (3 semesters)
- Certificate II in Visual Arts
  - 1 semester

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 Department of Education on the progress of my application and/or subsequent student status.
- I accept that Department of Education will store the information securely in the Higher Education Information Management System. Department of Education may disclose this information to the Australian Taxation Office. Raffles College and Department of Education 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): ___________________________

Signature of Parent/Guardian: ___________________________ Date / / 

Raffles College Pty Ltd trading as Raffles College of Design and Commerce | ABN 86 108 888 900 | TEQSA Provider Code 12039 | CRICOS Provider Code: 02761J | RTO Registration Code: 91240
TERMS AND CONDITIONS - INTERNATIONAL STUDENTS

Conditions of Enrolment – International Students

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 credits (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 College 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. DBIP regulations permit deferral of studies by international students only in exceptional circumstances, such as serious illness, death in the family, or for some other compassionate reason. Students will be required to provide documentation supporting their application.

11. If you are on a package with an ELICOS program followed by a Raffles program you can only defer your entry into Raffles College once, for a maximum of one term, unless advised otherwise by your ELICOS college. If you want to defer a second term, without supportive advice from your ELICOS college, your enrolment will be cancelled and all prepaid tuition fees will be non-refundable.

Raffles College reserves the right to change or replace lecturers or tutors at any time, cancel a course or subject with less than 8 enrolments prior to commencement of each term and make changes to the syllabus or timetable at any time.

13. If you are under the age of 18 at the time of enrolment your parent or guardian signing this Application Form accepts the liability for payment of all fees.

14. Fees stated in the application form apply only to that year’s enrolment period. Fees are subject to change, with notice provided.

15. According to the National Code Part D, Standard 7, ‘Registered providers are restricted from enrolling transferring students prior to the student completing six months of his or her principal course of study’. As an international student, you may be required to have a letter of release before enrolling with another education provider. Raffles College will issue a letter of release in exceptional cases, for example when there is compassionate and compelling reasons beyond the control of the student. All requests for a letter of release will be assessed in accordance to our International Student Transfer Policy (please see Raffles College website or the student handbook).

16. It is the student’s responsibility to inform Student Services immediately of any changes to address, email or telephone details. Raffles College 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.

17. It is the student’s responsibility to make sure their visa is valid for the total duration of their study period at Raffles College.

Refund Policy – International Students

1. Policy coverage

This refund policy is applicable to all international students who are enrolled in a course of study offered by Raffles College.

2. Withdrawal from a subject/course

Students of Raffles College who wish to withdraw from a subject or course must do so by writing to the Registrar of Raffles College, and also to Bupa directly (only after the course starting date) if any fees have been paid for Overseas Student Health Cover (OSHC).

3. Refunds

In the event of a student withdrawing from a course before the starting date for that course prepaid tuition fees paid will be refunded to the student; however a cancellation fee will apply: if withdrawing more than 28 days before the course starting date the cancellation fee will be equal to 30% of any prepaid tuition fees, or if withdrawing less than 28 days before the course starting date the cancellation fee will be equal to 50% of any prepaid tuition fees. In the event of a student withdrawing from a course after the student visa has been granted, or after the starting date for that course, no refund is applicable. In the event of a student withdrawing from a course at any time any prepaid OSHC fees are refundable.

4. Payment of Refunds of prepaid tuition fees

Refunds of prepaid tuition fees will be paid within 28 days of the starting date of the course to which the withdrawal applies.

5. Special circumstances

If the student’s application for a student visa is refused (except where the student defaults or breaches the visa), prepaid tuition fees are refundable. An application for a refund in this case must be made in writing to the Student Services Director, 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. 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: (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. (In these events prepaid tuition fees will be non-refundable and OSHC fees will be refundable.) 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 Australian Government Tuition Protection Service. 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.

6. Australia’s consumer protection laws

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.

7. Publication

This refund policy will be made available to students and persons seeking to enrol, by publication on the Raffles College website (www.raffles.edu.au). This refund policy will also form part of enrolment information.

PRIVACY STATEMENT

Your right to privacy is important to Raffles College of Design and Commerce, and all your 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 Protection Service 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 visa condition.