



Raffles
College of Higher Education

Application for Admission For Students

Full-time Study
Singapore Campus

Congratulations on your decision to apply to Raffles College of Higher Education. You have made an important career decision and will join the thousands of others around the world who have selected Raffles College of Higher Education for career training and education. Your decision ensures you will receive the professional training required for a successful career and that you will have every opportunity to achieve the personal satisfaction that comes from succeeding in your chosen career field.

Please help us to process your application promptly and correctly by completing this form. Incomplete or incorrect information could delay the processing of your application. Please print or write clearly in BLOCK letters. All applications should include the following:

1. Copy of Applicant's Identity Card or Passport
2. Three (3) passport sized photographs
3. Copies of Applicant's latest educational transcripts and certificates (Original language and English Translated)
4. Updated Resume if Applicant has working experience for more than one (1) year
5. Copy of Birth Certificate
6. Parents' Employment Proof
7. Financial Statement of Applicant and/or parents
8. Application Fee and Course Fee to be made payable to "Raffles College of Higher Education Pte Ltd"
9. All students are required to buy an insurance policy under the EduTrust's **Fees Protection Scheme (FPS)**
10. All International students are required to purchase medical insurance coverage under the EduTrust Certification Scheme
11. Student will receive the **Letter of Acceptance** and enter into a **Standard Student Contract** upon admission

Raffles
Academy of Continuing Education

**Australia. Cambodia. China. India. Indonesia. Malaysia. Mongolia.
Saudi Arabia. Singapore. Sri Lanka. Switzerland. Thailand**

SINGAPORE CAMPUS

Raffles Education Square

51 Merchant Road

Singapore 058283

(Near Clarke Quay MRT station)

Website: www.Raffles-College.edu.sg Email: Singapore@StudyatRaffles.com

Applicant's signature _____

Date _____

PERSONAL DETAILS: Fill in the blanks as indicated and WRITE CLEARLY
All information declared by the applicant is strictly confidential and will be used solely for School purposes.
Full Name as in NRIC/ Passport

(underline surname)

PERSONAL	Male	Female	OFFICIAL	NRIC / Passport No.:	CONTACT	Home:
	Single	Married		Nationality:		Office:
	Date of Birth:			Mobile:		
	Country of Birth:			Email:		

FAMILY ADDRESS		SINGAPORE ADDRESS (if different from family address)	
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NEXT OF KIN	Father's Name and Passport or Identity Card Number:	Occupation:
	Mother's Name and Passport or Identity Card Number:	Occupation:
	Emergency Contact: Name:	Relationship:
	Address:	
	Phone:	Email:

FOR OFFICIAL COMMUNICATION	Please indicate the preferred address, phone and email address below:
	Address:
	Phone: Email:

STUDENTS LEARNING SUPPORT	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If you have a disability which may affect your learning (e.g. vision, hearing impairment, health, mobility) please provide official supporting documentation (in English) about the nature of your disability and any impact it will have on your education in Raffles College of Higher Education. This information must be provided at the point of application. Disclosure of disability is treated confidentially.

EDUCATIONAL DETAILS: List the most recent schools you have attended and the highest qualification attained.

Universities, Colleges, Institutes	Country	Qualification Achieved	From (DD/MM/YY)	To (DD/MM/YY)

Secondary or High School	Country	Qualification Achieved	From (DD/MM/YY)	To (DD/MM/YY)

Applicant's signature _____

Date _____

APPLICATION FEE

1 Application Fee is payable upon submission of this application. This Application Fee paid is valid for 1 year for students who defer. It is non-refundable and non-transferable. A prevailing Goods and Services Tax (GST) will be levied.

S\$500- For International Students

S\$100- For Local Students

2 In the event that: (i) the Student's Pass Application is rejected by ICA or (ii) Application to External Degree Programme (EDP) is rejected by EDP partner or (iii) RCHE- programme is rejected by Admissions Committee, the Application Fee will not be refunded.

FEES PROTECTION SCHEME (FPS)

ALL students will be covered by FPS (Insurance) for course fees paid throughout their studies with Raffles College of Higher Education under Lonpac Insurance Bhd.

MEDICAL INSURANCE COVERAGE

All International Students are covered with Medical Insurance - Hospitalisation & Surgical (HS) and Personal Accident (PA) coverage, with AXA Insurance throughout their studies with Raffles College of Higher Education. The benefits include:

- 1 Annual Limit of S\$20,000 per student
- 2 B1 Ward Entitlement (in government and restructured hospitals)
- 3 24 hours coverage in Singapore and overseas (if student is involved in school-related activities)
- 4 Death or Permanent Disablement coverage of S\$20,000

* Students can refer to the school's website on the FAQ and Product Summary, stating clearly the policy's terms and conditions, the claim procedure, any exclusion etc.

Source: <http://www.studyatraffles.com/admission-policy.php>

ENGLISH LANGUAGE PROFICIENCY (not applicable to Certificate)

Students whose native language is not English must submit evidence of proficiency in the language. Students must meet the minimum English Standard as stipulated below to commence their registered Advanced Diploma/Bachelor/Master courses with Raffles College of Higher Education.

A) Please tick your appropriate level of English proficiency attained.

Undergraduate Courses

Diploma or Advanced Diploma	Bachelor of Arts (Hons) (Top Up)
IELTS (International English Language Testing System) with a minimum score of 5.5, taken during the last two years, or GCE 'O' Level English Language Examination of C6, or Completion of Advanced English with Raffles College of Higher Education, Singapore, or Equivalent (e.g. TOEFL) : _____	IELTS (International English Language Testing System) with a minimum score of 6.5, taken during the last two years, or Completion of Advanced English with Raffles College of Higher Education, Singapore, or Equivalent (e.g. TOEFL) : _____

OR

B) Students who do not meet the minimum requirement as stipulated above will need to take the Raffles College of Higher Education's English Placement Test

Test Date : _____

Applicant's signature _____

Date _____

TERMS AND CONDITIONS OF ENROLMENT

The following Terms and Conditions of Enrolment apply to all students of Raffles College of Higher Education, Singapore. All fees and monies when mentioned are in Singapore currency. Once signed, these terms and conditions are legally binding under the laws and jurisdiction of the Republic of Singapore.

1. ADMISSION POLICY

Admission to Raffles College of Higher Education (henceforth known as the School) is opened to all individuals regardless of gender, race, religion or nationality. Selection for admission is based on all overall assessment of the individual's potential. The School reserves the right to reject an application and to review a student's progress periodically. The School may, at its discretion, cancel a student's registration for lack of academic progress, failure to honour fees payable or failure to abide by the Rules and Regulations prescribed in the Student Handbook.

2. FEES AND CHARGES

Application Fee: Please refer to "Application Fee" on page 3 for details.

Course Fees: All Course Fees have to be paid according to the "Course Fees Payment Schedule" as stipulated in pages 6, 7 and 8. The Course Fees outlined in **Retaking Fees:** The Retaking Fee will be invoiced based on the Hourly Rate X No. of Learning Hours for the module + GST for student who has failed module(s). The retaking fee will be paid 1 week before the commencement of the term, commencing on 1st January, 1st April, 1st July or 1st October in which the module will be

Registration and Examination Fee: The Registration and Examination Fee constitutes 15% of the Course Fees payable to the Central Registrar of Raffles Education Corporation (net of taxes where applicable).

Goods and Services Tax (GST): Prevailing GST is levied on all fees and charges.

Additional Charges: Accumulative Late Payment Charge of S\$50 per week will be levied for payment of Course Fees after the stipulated deadlines from the School. Students are expected to purchase normal classroom supplies and specified textbooks. Students may be required to purchase materials related to certain courses. An Administration Fee of S\$50 is charged for each dishonoured cheque. Further information may be obtained from the Student & Administration Services Department.

The above fees paid are strictly non-refundable and non-transferable.

Review of Course Fees: The School reserves the rights to regularly review and make changes to the Course Fees without prior notice.

3. WITHDRAWAL, TERMINATION, DEFERMENT, TRANSFER AND EXEMPTIONS

Withdrawal: For withdrawals, students will be required to complete the "Application for Withdrawal from Programme" form, obtainable from the Student & Administration Services Department. The student will be interviewed by the Student & Administration Services Manager. The School will consider each application on a case to case basis. An administration charge of S\$200 will be levied. All installments due for payment are strictly non-refundable and non-transferable. Due date is as per "Course Fee Payment Schedule".

Termination: Students terminated by the School will receive a refund of Course Fee proportional to the number of course modules paid for but have not commenced. For further details, please refer to the Student Handbook.

Deferment: Students are not allowed to defer studies once the term has commenced. Students who wish to defer their term of studies will complete the "Application for Deferment" form, obtainable from the Student & Administration Services Department, at least 30 days before commencement of the new term. The decision to grant the student deferment will be considered on a case to case basis and at the sole discretion of the Student & Administration Services Manager.

To rejoin the School, the student has to inform the School in writing 30 days before the term begins. Students who wish to re-enroll after deferment will have to pay an Administration Fee of S\$200 and the Course Fees in effect at the time of their re-enrollment. This Administration Fee is non-refundable and non-transferable.

Transfer between Schools within the Raffles Education Corporation Group: Students have to complete the "Application for Transfer of School" form, obtainable from the Student & Administration Services Department one term before the commencement of the new term. Transferring students will have to pay the remaining Course Fees installments of the new school. An Administration Fee of S\$300 will be levied.

Transfer of Programme: Current students already in the course of study wishing to transfer to another programme will need to complete the "Application for Transfer of Programme" form, obtainable from the Student & Administration Services Department no later than two weeks into the term. An Administration Fee of S\$200 will be levied.

Exemptions: Students seeking exemptions have to present official academic transcripts, portfolio (if applicable) and relevant documentation at the time of registration, and such exemptions are subject to the approval of the respective Programme Director. Students will be charged 35% of the course fee of the modules exempted. Students will not be able to receive any further exemption during their studies, nor be able to receive further discounts on their exemptions.

Important Note: In cases of Deferment of Studies or Transfer of Programme or Withdrawal of Module, the student concerned will not (in Deferment cases) and may not (in Transfer or Withdrawal cases) be able to complete the Course, that the student has been admitted to, within the prescribed completion dates.

4. CURRICULUM REVIEW

Details of the curriculum are contained in the Course Handbook. The School reserves the rights to regularly review and make changes to the curriculum without prior notice.

5. EXAMINATIONS AND EVALUATIONS

To qualify for various Raffles College of Higher Education awards, students will be required to successfully complete various course work, examinations, projects, industrial attachment programme, and other forms of evaluation prescribed in the various programmes offered by the School. Various conditions apply to the eligibility for examinations. Students will only be admitted to examinations provided that the student has (1) met all current financial obligations and (2) fulfilled the requirements of the course leading to the examinations. Examinations are administered at scheduled times and students must attend examinations. Students failing to attend examinations may be liable for a separate Examination Fee to have an equivalent examination set, administered and marked. Student assignments, projects and other school related work may be retained by the School or project sponsors for a period of up to 6 months after completion of study for marketing and promotional purposes.

6. LIMITATION OF LIABILITY

Our student's welfare and educational aspirations are of utmost importance to us. We are committed to and will strive to ensure that all our students shall receive a high quality education. However, if there is any liability on the part of the College, arising out of this Admission Agreement or in relation to your tenure as a student in our College, the liability of the College shall be limited to and shall not, in any case, exceed the aggregate amount of the Course fees that you have paid to the College.

Applicant's signature _____

Date _____

7. RAFFLES COLLEGE OF HIGHER EDUCATION ENGLISH PROGRAMME

Classes are conducted in English and students are expected to be proficient at a level that allows them to function effectively in the programme. Students who do not meet the minimum requirement as stipulated under the "English Language Proficiency" section must attend Raffles College of Higher Education English Programme. An English Placement Test will determine the appropriate level of entry for the student. There are **2 levels** in this programme: Foundation and Advanced Level. Students are required to pass the Advanced Level. Students attending our English programme are required to pay the Course Fee stated in the "**Course Fees Payment Schedule**" on page 8. Students are not allowed to withdraw or defer from English Language Programme (ELP) unless you are exempted from this module. Attendance is compulsory. The full course fees will be payable if you fail the course.

8. CLASSES

Classes are scheduled on weekdays between 0800hrs and 2200hrs or weekends between 0900 hrs and 1800hrs and may be subject to change at the discretion of the School when deemed necessary.

9. BANK DETAILS

By PayPal (highly recommended) - Please refer to the "PayPal Step-by-Step Guide"

By Telegraphic Transfer or Internet Transfer:

Account name	Raffles College of Higher Education Pte Ltd
Bank	Citibank NA, Singapore Branch 8 Marina View #17-01, Asia Square Tower 1
Account number	Singapore 018960
Bank Code	0-864213-006
Branch Code	7214
Swift code	001
Swift code	CITISGSG
Currency	Singapore Dollars
Other Mode of Payment	Cash, Credit Cards, Cheque, Nets

All bank charges from Telegraphic Transfers shall be borne by the remitter.

DECLARATION

I / We have read, understood and hereby accept the Terms and Conditions of enrollment for Raffles College of Higher Education. I / We also agree to abide by the rules and regulations of the School and to pay fees as they become due. I / We confirm that I / we have read and understood the description of the programme I / we have applied for and that the information provided prior to admission is correct to the best of my / our knowledge. I / We accept that Raffles College of Higher Education reserves the right to amend fees and charges, curriculum, schedules, class structures, and the School Rules and Regulations as prescribed in the Student Handbook during the course of study.

I hereby agree and consent that Raffles College of Higher Education may collect, use, disclose and process my personal information set out in my application form. Raffles College of Higher Education respects your privacy and recognises that your personal data is important to you. Raffles College of Higher Education collects, uses and discloses your personal data for the purposes of providing services to you to enhance your study journey with us, to improve our courses and services and to update you information that you are interested in such as exhibitions, seminars/talks, special events and competitions.

Name and Signature of Applicant

Date

Name and Signature of Parent/ Legal Guardian if Applicant is less than 18 years of age

Date

Name and Signature of Person responsible for fee payment

Date

The above information is explained by:

Name of Consultant / Signature _____

Date _____

All information presented is accurate at the point of consultation.

**COURSE FEES PAYMENT SCHEDULE
PROFESSIONAL DIPLOMA COURSES**

COURSE DETAILS FOR THIS APPLICATION (Please indicate clearly)

Qualification	Discipline				
Professional Diploma	Landscape Design				
Commencing Intake in	January	April	July	October	Year _____
	Full-time	Special Schedule			

Course Fees are inclusive of services provided to students leading to enrolment and Student Fund (where applicable). Registration and Examination Fee (net of taxes where applicable) constitutes 15% of Course Fees payable on student's behalf to the Central Registrar at Raffles Education Corporation. For details of the payment, please refer to attached "Course Fee Payment Schedule" which forms part of this application.

Programme	PROFESSIONAL DIPLOMA				Total Fees	Select Option
Term	1	2	3	4		
Date of Payment	1 st installment due 30 days before course commencement date		2 nd installment due 1 week before the start of Term 3		\$18,500	
Course Fee	\$9,250		\$9,250			
Date of Payment	1 st installment due 30 days before course commencement date				\$18,000 ¹	
Course Fee	\$ 18,000					

¹An instant rebate of \$500 will be applicable to yearly payment of course fees.

- Course fees listed are in Singapore dollars.
- Prevailing Goods and Services Tax (GST) will be levied on the above fees.
- Each Semester is six (06) months and each term is three (03) months.
- The dates of payment are subject to change by the School. Any change will be communicated to all students.

Applicant's signature _____

Date _____

**COURSE FEES PAYMENT SCHEDULE
ENGLISH PROGRAMMES**

Date of Payment	Mode	Installment due 1 week before course commencement date		Total Fees
		Term 1	Term 2	
Foundation & Advanced English	Full time	\$4800.00*	\$4800.00*	\$9,600.00
Advanced English	Full time		\$4800.00*	\$4,800.00

*S\$200 will be charged for the respective levels for course materials.

- Course fees listed are in Singapore dollars.

- A prevailing Goods and Services Tax (GST) will be levied on the above fees.

- The dates of payment are subject to change by the School. Any change will be communicated to all students.

Applicant's signature _____

Date _____