

This is a  
commercial  
space.



**COMMERCE**  
2009 APPLICATION FORM  
AUSTRALIAN STUDENTS

**Raffles.**  
*College of Design and Commerce*

# COMMERCE 2009 APPLICATION FOR AUSTRALIAN STUDENTS

## APPLICATION CHECKLIST

You need to include the following with this 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 start.)
- 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)

## ENTRY REQUIREMENTS

### Master Degree

- Completion of any relevant undergraduate degree
- OR Completion of a non-relevant undergraduate degree plus at least 3 years relevant professional/practical business experience
- OR Appropriate qualifications and/or relevant professional experience
- OR Equivalent evidence of readiness to undertake postgraduate studies

### Bachelor Degree

- Completion of Year 12 or equivalent
- A University Admissions Index (UAI) rank of 50 or equivalent (as determined by the Provost)
- Personal interview is recommended

### Vocational courses

- Completion of Year 10 or equivalent

## START DATES

5 February 2009

23 April 2009

16 July 2009

1 October 2009

There are no classes on public holidays: 10 Apr, 13 Apr, 8 Jun\*, and 5 Oct\*.  
(\*yet to be proclaimed)

## ACCEPTANCE AND 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:
  - Submit a completed **Request for FEE-HELP assistance** form or make an upfront payment of the **Enrolment Deposit** (first semester fees).
  - Submit a signed **Student Agreement Form**.
  - Submit a **DEEWR Questionnaire** (Higher Education courses only).

## UPFRONT PAYMENT

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.

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## FEE-HELP

### What is FEE-HELP?

FEE-HELP is a loan given to eligible fee-paying students to help pay part or all of their tuition fees. You can borrow up to the amount of the tuition fee for your Higher Education programs at Raffles College. However, over your lifetime you can borrow only up to the FEE-HELP limit. A loan fee of 20% applies to FEE-HELP loans for undergraduate courses of study. The FEE-HELP limit does not include the loan fee. Students repay their loan through the tax system once their income is above the minimum threshold for compulsory repayment. Students may choose to pay their tuition fees upfront, defer the payment of their tuition fees through FEE-HELP, or defer a portion through FEE-HELP and pay a portion upfront or after the FEE-HELP portion is applied.

### Who is eligible for FEE-HELP?

You must be an **Australian citizen** or **the holder of a permanent humanitarian visa** who will be a resident in Australia for the duration of your studies.

### Census Dates

Raffles College is required to set a census date for each course it offers. This is the day on which all your enrolment requirements must be finalised. If you do not make these arrangements in time, your enrolment may be cancelled. The census dates fall two weeks after each term start date. You need to finalise your arrangements for payment of your fees by the census date. You can do this by submitting a completed FEE-HELP assistance form or by making an upfront payment of your fees.

### FEE-HELP Information

For more information about FEE-HELP, please read the 'FEE-HELP Information Booklet' or access the Raffles College website: [www.raffles.edu.au](http://www.raffles.edu.au) or visit the Australian Government Going to Uni website: [www.goingtouni.gov.au](http://www.goingtouni.gov.au)

## FEE SCHEDULE 2009

### Master of Commerce

1.5 years full time (3 semesters) or up to 3 years part time (6 semesters)

\$18,000

The 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 (\$6,000).

The Master of Commerce also includes the:

- Graduate Certificate in Commerce (1 semester)
- Graduate Diploma of Commerce (2 semesters)

### Bachelor of Commerce

3 years (6 semesters)

\$55,440\*

The fees are calculated at \$385 per credit point. Students must complete a total of 144 credit points. One semester is usually equal to 24 credit points (\$9,240).

The Bachelor of Commerce also includes the:

- Associate Degree of Commerce (4 semesters)

### Advanced Diploma of Business Management

1 year (2 semesters)  
BSB60201

\$12,000  
(\$6,000 per semester)

### Diploma of Business Management

1 year (2 semesters)  
BSB50401

\$12,000  
(\$6,000 per semester)

Please note: Tuition fees do not include course materials.

\* If you confirm your enrolment before 30 January 2009, you will be eligible for 2008 tuition fees.

**Raffles.**  
*College of Design and Commerce*

99 Mount Street  
North Sydney NSW 2060  
Australia

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

[www.raffles.edu.au](http://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 any of our courses, you agree to pay all fees not covered by FEE-HELP 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 not covered by FEE-HELP will become due at the date of dismissal.
7. Before a repeat subject can be commenced, the tuition fees not covered by FEE-HELP 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 other than FEE-HELP 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 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 not covered by FEE-HELP.
13. Fees stated in the application form apply only to that year's enrolment period.
14. 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 have applied for FEE-HELP and withdraw from your course before the course starting date you will not incur any financial penalty.
2. If you have applied for FEE-HELP and withdraw from your course after the course starting date and before the census date, you will be liable for a fee of \$1000.
3. If you have applied for FEE-HELP and withdraw from your course after the census date you will be liable for the FEE-HELP debt for the subjects that you are currently enrolled in.
4. Prepaid tuition fees are fully refundable if you cancel your enrolment before the course starting date.
5. If you have made an upfront payment and you cancel your enrolment after the course starting date and before the census date, prepaid tuition fees are refundable less \$1000.
6. 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.
7. Prepaid tuition fees are non-refundable if you cancel your enrolment after the census date.
8. Transfer of prepaid tuition fees to another college is at the discretion of Raffles College.
9. Deferment of a term may be granted at the discretion of Raffles College.
10. 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 Higher Education Support Act 2003 (HESA). This means

that an alternative course provider will be provided through the ACPET Australian Student Tuition Assurance Scheme. The refund will be the total amount of course money paid by in advance for any unit of study that you commence but cannot complete because Raffles ceases to provide the course of study of which the unit forms part (or a corresponding re-crediting of any FEE-HELP balance relating to that unit). Refunds will be paid with 14 days of the provider default.

11. 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 28 days or more before the course starting date, prepaid tuition fees are refundable, less \$500.
2. If you cancel your enrolment less than 28 days before the course starting date, prepaid tuition fees are refundable, less \$1000.
3. 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.
4. Prepaid tuition fees are non-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. Deferment of a term may be granted at the discretion of Raffles College.
7. 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'), an alternate course provider or a refund will be provided. The refund will be the total amount of course money paid by you in advance for any unit of study that you commence but cannot complete because Raffles ceases to provide the course of study of which the unit forms part. Refunds will be paid within 14 days of the provider default.
8. If, after you have commenced your course, you are unable to continue your studies due to unforeseen and exceptional circumstances, your application for a refund must be made in writing to the Registrar with your documents to support your claim. Refunds are made at the discretion of the college. If approved, the refund will be the total amount of the course money paid by you in advance for services not yet received and for any unit of study that you commence but cannot complete. Refunds will be paid within 14 days.
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.

## 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.

# 2009 COMMERCE APPLICATION FORM AUSTRALIAN STUDENTS

## PERSONAL DETAILS

Mr  Ms  Miss  Mrs

Family Name

Given Name/s

Date of Birth                    /                    /                    (dd/mm/yyyy)  Australian Citizen  Permanent Resident

Nationality

Address

State

Postcode

Phone

Mobile

Fax

Email

### Preferred mailing address

Home address as above  Other address (please state below)

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  Careers Advisor  Careers Market  Internet  Friend  Other: \_\_\_\_\_

## 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)*.

## EMPLOYMENT HISTORY

### Do you have any relevant work experience?

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

## COURSE START DATE 2009

When would you like to start your course?

5 February

23 April

16 July

1 October

## 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)

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 Business Management + Diploma of Business Management 2 years (4 semesters)

Diploma of Business Management 1 year (2 semesters)

## 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): \_\_\_\_\_

### SUBMITTING YOUR APPLICATION

Please send your application form and attachments to:

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

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

T +61 2 9922 4278

F +61 2 9922 7862

E [admission@raffles.edu.au](mailto:admission@raffles.edu.au)

Updated 13 November 2008 | Raffles College Pty Ltd trading as Raffles College of Design and Commerce | ABN 86 108 888 900 | CRICOS Provider Code: 02761J | NTIS Provider Code: 91240