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commercial
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COMMERCE
2009 APPLICATION FORM
INTERNATIONAL STUDENTS

Raffles.
College of Design and Commerce

COMMERCE 2009 APPLICATION FOR INTERNATIONAL STUDENTS

APPLICATION CHECKLIST

You need to include the following with this 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. If currently completing high school, please provide mid-year results – final high school results to be supplied before course start. 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)

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
- English level of IELTS 6.5 (Academic Module) or equivalent

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
- English level of IELTS 6.0 (Academic Module) or equivalent

Vocational courses

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

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.

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:
 - 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.

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 with the Letter of Offer.

LIVING COSTS

You should budget for a minimum of \$12,000 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

FEE SCHEDULE 2009 (ALL AMOUNTS ARE IN AUSTRALIAN DOLLARS)

Master of Commerce 062397E

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

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).

\$18,000

The Master of Commerce also includes the:

- Graduate Certificate in Commerce (1 semester) 062395G
- Graduate Diploma of Commerce (2 semesters) 062396F

Bachelor of Commerce 062394G

3 years (6 semesters)

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).

\$55,440*

The Bachelor of Commerce also includes the:

- Associate Degree of Commerce (4 semesters) 062393J

Advanced Diploma of Business Management 062954C

1 year (2 semesters)
BSB60201

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

Diploma of Business Management 062953D

1 year (2 semesters)
BSB50401

\$12,000
(\$6,000 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.

\$345 (12 months cover)

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

Raffles.
College of Design and Commerce

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North Sydney NSW 2060
Australia

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F +61 2 9922 7862
E contact@raffles.edu.au

www.raffles.edu.au

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 28 days or more before the course starting date prepaid tuition fees and OSHC fees* are fully refundable.
- If you cancel your enrolment within 28 days of the course starting date, prepaid tuition fees and OSHC fees* are refundable less \$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 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 28 days or more before the course starting date, prepaid tuition fees and OSHC fees* are refundable, less \$500.
- If you cancel your enrolment less than 28 days before the course starting date, prepaid tuition fees and OSHC fees* are refundable, less \$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 are non-refundable 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.
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*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.

2009 COMMERCE APPLICATION FORM INTERNATIONAL STUDENTS

PERSONAL DETAILS

Mr Ms Miss Mrs

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

Email

Preferred mailing address

Home country address as above Australian 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 Agent Exhibition Internet Friend Other: _____

VISA DETAILS

Country of Birth

Passport Number:

Valid to:

Yes - Visa category: _____

Expiry Date: _____

No - Proposed arrival date (if known): _____

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: _____

School name: _____

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.

OSHC (Overseas Student Health Cover)

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

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) 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

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F +61 2 9922 7862

E admission@raffles.edu.au