MASTER OF DESIGN
- Digital Media
- Fashion Design
- Fashion Marketing
- Graphic Design
- Interior Design
- Jewellery Design
- Photography
- Product Design

MASTER OF COMMERCE
- Design Management
- Finance
- Hospitality
- Management
- Marketing
- Tourism

BACHELOR OF DESIGN
- Fashion Design
- Fashion Marketing
- Graphic Design
- Interior Design
- Jewellery Design
- Multimedia Design
- Product Design

BACHELOR OF ARTS
(VISUAL COMMUNICATION)
- Animation
- Games Design
- New Media & Digital Film
- Photography

BACHELOR OF COMMERCE
- Design Management
- Event Management
- Finance
- Hospitality
- Management
- Marketing
- Tourism

BACHELOR OF ACCOUNTANCY
## ENTRY REQUIREMENTS

**Master of Commerce OR**  
**Graduate Diploma of Commerce OR**  
**Graduate Certificate in 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

**Bachelor of Commerce**

- Completion of Year 12 or equivalent  
- English level of IELTS 6.0 (Academic Module) or equivalent  
- Personal interview is recommended

*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 work experience  
- A design portfolio with examples of your best pieces of work. Please refer to the Raffles website for requirements.  
- English level of IELTS 6.5 (Academic Module) or equivalent

**Bachelor of Design**

- Completion of Year 12 or equivalent  
- A design portfolio with examples of your best pieces of work. Please refer to the Raffles website for requirements.  
- Portfolios may be submitted in a personal interview or by post or email. If you are submitting soft copies, please ensure that the files are in PDF, JPEG, Quicktime or SWF format only.  
- English level of IELTS 6.0 (Academic Module) or equivalent  
- Personal interview is recommended

*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.*

## APPLICATION CHECKLIST

**Commerce Applications**

Include the following with your application form:

- A copy of your academic records for the highest level of education you have completed and any other relevant studies.  
- Application for Recognition of Prior Learning (if applying for RPL).  
- Certified evidence of English proficiency  

*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 copy of your academic records for the highest level of education you have completed and any other relevant studies.  
- A design portfolio with approx 5-8 examples of your recent creative work.  
- Application for Recognition of Prior Learning (if applying for RPL).  
- Certified evidence of English proficiency

*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)

## ACCEPTANCE & ENROLMENTS

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 signed Student Agreement Form.
PERSONAL DETAILS

☐ Mr  ☐ Mrs  ☐ Ms  ☐ Miss

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

Phone  Mobile  Fax

Email

Preferred mailing address

☐ Home address as above  ☐ Other address (please state)

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: ____________________________

PASSPORT DETAILS

Country of Birth  Passport Number:  Valid to:

Expiry Date:

EDUCATION AND EXPERIENCE

Did you complete High School (or equivalent)?

☐ No  ☐ Yes

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 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:

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:________
BUSINESS COURSE DETAILS

Which course/s would you like to study?

- Master of Commerce
  - 1.5 years (3 semesters)
- Bachelor of Commerce
  - 3 years (6 semesters)
- Graduate Diploma in Commerce
  - 1 year (2 semesters)
- Graduate Certificate in Commerce
  - 6 months (1 semester)

Please choose your major:
- Design Management
- Finance
- Hospitality
- Management
- Marketing
- Tourism

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:
- Digital Media
- Fashion Design
- Fashion Marketing
- Graphic Design
- Interior Design
- Jewellery Design
- Multimedia Design
- Product Design

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 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): __________________
Conditions of Enrolment – Transnational 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 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 less 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 signing 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. It is your 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 – Transnational students

1. If you cancel your enrolment at any time, prepaid tuition fees are non-refundable.

2. Transfer of prepaid tuition fees to another college is at the discretion of Raffles College.

3. Deferment may only be granted for exceptional circumstances (e.g. family bereavement etc).

4. Raffles College will refuse to provide, or continue providing, the course to the student because of one or both of the following events. Prepaid tuition fees will be non-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) misbehaviour by the student.

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, and designated authorities. 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.