STUDENT APPLICATION FORM

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

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

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

BACHELOR OF ACCOUNTING

VOCATIONAL COURSES
- Certificate II in Visual Arts
- Certificate IV in Visual Arts

www.raffles.edu.au
**ENTRY REQUIREMENTS**

<table>
<thead>
<tr>
<th>Domestic Students Application Form</th>
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<tbody>
<tr>
<td><strong>Master of Commerce OR</strong></td>
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<tr>
<td><strong>Graduate Diploma of Commerce OR</strong></td>
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<tr>
<td><strong>Graduate Certificate in Commerce</strong></td>
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<tr>
<td><strong>Master of Design</strong></td>
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<tr>
<td>• Completion of any relevant undergraduate degree</td>
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<td>• OR Successfully completed an Advanced Diploma relevant to the chosen area of study with at least 3 to 5 years of significant working experience in a related field; and the relevance of such working experiences shall be considered on a case-by-case basis by the Program Director and Academic Director for approval.</td>
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</tbody>
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| **Bachelor of Design OR** |
| **Associate Degree of Design** |
| **Bachelor of Arts (Visual Communication)** |
| **OR Associate Degree of Visual Communication** |
| • 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. |

**APPLYING FOR FEE-HELP AND VET FEE-HELP**

| **What is FEE-HELP/VET FEE-HELP?** |
| **FEE-HELP** and **VET FEE-HELP** are loans given to eligible fee-paying students to help pay part or all of tuition fees. You can borrow up to the amount of the tuition fee for your Higher Education and VET programs at Raffles College. However, over your lifetime you can borrow only up to the FEE-HELP limit. A loan fee of 25% applies to FEE-HELP loans for undergraduate courses of study and a loan fee of 20% applies to VET FEE-HELP loans for vocational courses of study. The FEE-HELP limit does not include the loan fee. This applies no matter whether the assistance is through FEE-HELP or VET FEE-HELP. 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 VET FEE-HELP, or defer a portion through FEE-HELP or VET FEE-HELP and pay a portion upfront or after the FEE-HELP or VET FEE-HELP portion is applied. |

**Who is eligible for FEE-HELP or VET 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 or VET FEE-HELP assistance form or by making an upfront payment of your fees. |

**FEE-HELP and VET FEE-HELP Information**

| For more information about FEE-HELP or VET FEE-HELP: |
| • Read the FEE-HELP or VET FEE-HELP Information Booklet |
| • OR Visit the Raffles College website: www.raffles.edu.au |
| • OR Visit the Australian Government Going to Study Assist website: www.studyassist.gov.au |

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**APPLICATION CHECKLIST**

| Commerce and Accountancy Applications Include the following with your 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 starts.) |
| • Application for Recognition of Prior Learning (if applying for RPL). |
| • A copy of your Birth Certificate or Passport or Certificate of Citizenship |
| 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 schooling you have completed and any other relevant studies. Final HSC results to be supplied before course start (original documents need to be sighted by Raffles before course starts.) |
| • A design portfolio with examples of your best work. Refer to our website for details. |
| • A copy of your Birth Certificate or Passport or Certificate of Citizenship |
| 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) |
**FEE SCHEDULE**

**Master of Commerce**
- 1.5 years full time (3 semesters) $19,800
- OR up to 3 years part time (6 semesters) ($6,600 per semester)

Fees are calculated at $275 per credit point. Students must complete a total of 72 credit points. One semester is usually equal to 24 credit points ($6,600).

The Master of Commerce also includes the:
- Graduate Certificate in Commerce (1 semester)
- Graduate Diploma of Commerce (2 semesters)

**Bachelor of Accounting**
- 3 years (6 semesters) $39,000
- Fees are calculated at $302.08 per credit point. Students must complete a total of 144 credit points. One semester is usually equal to 24 credit points ($7,250).

The Bachelor of Accounting also includes the:
- Associate Degree of Accounting (4 semesters)
- Students must complete a total of 96 credit points

**Master of Design**
- 1.5 years full time (3 semesters) $19,800
- OR up to 3 years part time (6 semesters) ($6,600 per semester)

Fees are calculated at $275 per credit point. Students must complete a total of 72 credit points. One semester is usually equal to 24 credit points ($6,600).

**Bachelor of Design**
- 3 years (6 semesters) $55,440
- 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 Design also includes the:
- Associate Degree of Design (4 semesters)
- Students must complete a total of 96 credit points

**Bachelor of Commerce**
- 3 years (6 semesters) $39,000
- Fees are calculated at $270.83 per credit point. Students must complete a total of 144 credit points. One semester is usually equal to 24 credit points ($6,500 per semester)

The Bachelor of Commerce also includes the:
- Associate Degree of Commerce (4 semesters)
- Students must complete a total of 96 credit points

**Bachelor of Arts (Visual Communication)**
- 3 years (6 semesters) $55,440
- 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 Arts (Visual Communication) also includes the:
- Associate Degree of Visual Communication (4 semesters)
- Students must complete a total of 96 credit points

**CUV40111 Certificate IV in Visual Arts**
- 1 year (2 semesters) $10,000
- ($5,000 per semester)

**CUV20111 Certificate II in Visual Arts**
- 1 semester $5,000

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Please note: Tuition fees do not include course materials.
For a full list of materials visit
http://www.raffles.edu.au/studying-at-raffles/budgeting-for-courses

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**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 signed Student Agreement Form.

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**UPFRONT PAYMENT**

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.
## PERSONAL DETAILS

- Mr  
- Mrs  
- Ms  
- Miss

**Family Name**  
**Given Name/s**

**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

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

**Nationality**

**Address**

<table>
<thead>
<tr>
<th>Phone</th>
<th>Mobile</th>
<th>Fax</th>
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**Preferred mailing address**

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

**Address**

<table>
<thead>
<tr>
<th>Postcode</th>
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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 Australian Tertiary Admission Rank (ATAR) score (or equivalent)?

**School Name**

**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**

**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.

## INTAKES

When would you like to start your course?

- February  
- April  
- July  
- October
ACCOUNTING COURSE DETAILS

Bachelor of Accounting
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

Graduate Certificate in Commerce
1 year (2 semesters)

Please choose your major:

- Digital Media
- Fashion Design
- Fashion Marketing
- Graphic Design
- Interior Design
- Multimedia Design

Associate Degree of Commerce
2 years (4 semesters)

Please choose your major:

- Animation
- Games Design
- New Media & Digital Film
- Photography

Bachelor of Arts (Visual Communication)
2 years (4 semesters)

Please choose your major:

- Animation
- Games Design
- New Media & Digital Film
- Photography

DESIGN COURSE DETAILS
Which course/s would you like to study?

Master of Design
1.5 years (3 semesters)

Please select your stream:

- Practice
- Project
- Dissertation

Please choose your major:

- Digital Media
- Fashion Design
- Fashion Marketing
- Graphic Design
- Interior Design
- Multimedia Design

Bachelor of Design
3 years (6 semesters)

Please choose your major:

- Fashion Design
- Fashion Marketing
- Graphic Design
- Interior Design
- Multimedia Design

Associate Degree of Design
2 years (4 semesters)

Please choose your major:

- Animation
- Games Design
- New Media & Digital Film
- Photography

Certificate II in Visual Arts
1 semester

Certificate IV in Visual Arts
1 year (2 semesters)

UNIQUE STUDENT IDENTIFIER (APPLICABLE FOR VET COURSE)

Do you have an USI?

- Yes - Please Insert USI here __________________
- No - Would you like Raffles College to create a USI for you using the proof of identification document provided with this application?

☐ Yes ☐ No - please create your USI here: http://usi.gov.au/create-your-usi/

Please be noted that applicant needs to have a USI for enrollment to VET course at Raffles College

DECLARATION AND SIGNATURE

I authorize 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 and Training on the progress of my application and/or subsequent student status.

I accept that Department of Education and Training will store the information securely in the Higher Education Information Management System. Department of Education and Training 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: __/__/____
Conditions of Enrolment – Australian 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 any of our courses, you agree to pay all fees not covered by FEE-HELP or VET FEE-HELP on or before 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 or VET FEE-HELP will become due at the date of dismissal.

7. Before a repeat subject can be commenced, the tuition fees not by covered by FEE-HELP or VET 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 or VET 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 transcript or qualification 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 2 weeks after the published course start date. If you arrive later than 2 weeks after the course start date, you will need to defer to the next term. However please note, if in special circumstances a student has been permitted to start in week 3 they will then be required to attend every class thereafter or risk failing the subject due to our 80% attendance requirements. It is solely the responsibility of the student to catch up on any work missed due to absence.

11. Deferral of enrolment, up to a maximum of one term, may be granted at the discretion of Raffles College in exceptional circumstances, and on one occasion only.

12. Raffles reserves the right to change or replace lecturers or tutors at any time, cancel a course 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 the student of a visa condition.

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

15. 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.

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 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 visa condition.

Refund Policy for Higher Education and VET FEE-HELP enabled courses

1. Policy coverage
   This refund policy is applicable to all domestic students who are enrolled in a higher education course or VET FEE-HELP enabled course offered by Raffles College. For the purposes of this policy the word “subject” means:
   * a VET unit of study that forms part of a VET course of study that is VET FEE-HELP enabled;
   * or a higher education unit of study that forms part of a higher education course of study.

2. Withdrawal from a subject/course
   Students of Raffles College who wish to withdraw from a subject or course of study must do so by writing to the Student Services Director.

3. Refunds – students who are eligible for FEE-HELP or VET FEE-HELP assistance
   This section is applicable to domestic students who are Australian citizens or permanent humanitarian visa holders (who are resident in Australia for the duration of the subject) enrolled in a subject. In the event of a student withdrawing from a subject on or before the census date for that subject:
   • the student will not incur a FEE-HELP debt or VET FEE-HELP debt. In the event of a student withdrawing from a subject after the census date for that subject:
     • the student will incur a FEE-HELP debt or VET FEE-HELP debt.

4. Refunds – students who are not eligible for FEE-HELP or VET FEE-HELP assistance
   This section is applicable to domestic students who are permanent residents (who are not permanent humanitarian visa holders who are resident in Australia for the duration of the unit of study) and New Zealand citizens enrolled in a unit of study. In the event of a student withdrawing from a subject on or before the census date for that subject 100% of tuition fees paid for that subject will be refunded to the student. In the event of a student withdrawing from a subject after census date for that subject no refund is applicable.

5. Payment of Refunds
   Refunds will be paid within 28 days of the census date of the subject to which the withdrawal applies.

6. Special circumstances
   A student who withdraws after the census date for a subject may apply for special consideration in line with the Student Review Procedures for Re-crediting a FEE-HELP Balance.

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.

Refund Policy for Certificate courses

1. Policy coverage
   This refund policy is applicable to all domestic VET students who are enrolled in a non-VET FEE-HELP enabled course (e.g. Certificate courses) offered by Raffles College.

2. Withdrawal from a subject/course
   Students of Raffles College who wish to withdraw from a subject or course of study must do so by writing to the Student Services Director.

3. Refunds
   In the event of a student withdrawing from a subject on or before the starting date for that subject 100% of tuition fees paid for that subject will be refunded to the student. In the event of a student withdrawing from a subject after the starting date for that subject no refund is applicable. If a student fails to pay Raffles College an amount for which he/she is liable, either directly or indirectly, or if his/her conduct is unacceptable, then any prepaid tuition fees will be non-refundable, and Raffles College will no longer provide the course to the student. If the student’s 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 alternative course will be provided through the ACPET Australian Student Tuition Assurance Scheme. If an alternative course cannot be provided then any prepaid tuition fees for that course will be refunded within 14 days.

4. Payment of Refunds
   Refunds will be paid within 28 days of the census date of the subject to which the withdrawal applies.

5. 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.