

**Application for Admission**

**Singaporean & PR Applicants**

**January 2024**

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. All applications should include the following:

# 1. Copy of applicant's identity card or passport

# 2. Copy of birth certificate

# 3. One (1) digital passport sized photograph

# 4. Copies of applicant's latest educational transcripts and certificates (original language and English translated)

# 5. Updated resume if applicant has working experience for more than one (1) year

# 6. Parents' employment proof

# 7. Financial statement of applicant and/or parents

# 8. Student will receive the Letter of Acceptance and enter into a Standard Student Contract upon admission

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# Raffles College of Higher Education

# 111 Somerset, #15-22,

# 111 Somerset Road,

# Singapore 238164

# (at Somerset MRT Station)

# Website: Raffles-College.edu.sg Email: Enquiries@Raffles-college.edu.sg

# **Cambodia. China. India. Indonesia. Italy. Malaysia. Saudi Arabia. Singapore. Thailand.**

**PERSONAL DETAILS:**

*All information shared by the applicant is strictly confidential and will be used solely for School purposes.*

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| FULL NAME AS IN NRIC / PASSPORT  (Capitalise Surname) | Click or tap here to enter text. |

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| PERSONAL | Male | Female | OFFICIAL | NRIC/Passport Number:  Click or tap here to enter text. | CONTACT | Home: | Click or tap here to enter text. |
| Single | Married | Office: | Click or tap here to enter text. |
| Date of Birth: | Click or tap to enter a date. | Nationality:  Click or tap here to enter text. | Mobile: | Click or tap here to enter text. |
| Country of Birth: | Click or tap here to enter text. | Email: | Click or tap here to enter text. |

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| FAMILY ADDRESS | Click or tap here to enter text. | SINGAPORE ADDRESS | Click or tap here to enter text. |

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| NEXT OF KIN | Father’s Name:  Click or tap here to enter text. | | NRIC / Passport No.:  Click or tap here to enter text. | | Occupation:  Click or tap here to enter text. | |
| Mother’s Name: Click or tap here to enter text. | | NRIC / Passport No.:  Click or tap here to enter text. | | Occupation:  Click or tap here to enter text. | |
| Emergency Contact | | | | | |
| Name: | Click or tap here to enter text. | | Relationship: | | Click or tap here to enter text. |
| Address: Click or tap here to enter text. | | | | | |
| Phone: | Click or tap here to enter text. | | Email: | | Click or tap here to enter text. |

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| FOR OFFICIAL COMMINICATION | Please indicate the preferred address, phone and email address below: | | | |
| Address: | Click or tap here to enter text. | | |
| Phone: | Click or tap here to enter text. | Email: | Click or tap here to enter text. |

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| STUDENT LEARNING SUPPORT | Yes | 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. | |

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| EDUCATION DETAILS: List the most recent schools you have attended and the highest qualification attained | | | | |
| Universities or Colleges | Country | Qualification Achieved | From (YYYY) | To (YYYY) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
| Secondary or High School | Country | Qualification Achieved | From (YYYY) | To (YYYY) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |

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| APPLICATION FEE | |
| 1 | Application Fee, S$200 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. |
| 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. |

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| 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 Diploma/Advanced Diploma/Bachelor/Master courses with Raffles College of Higher Education. | | | |
| A) Please tick your appropriate level of English proficiency attained. | | | |
| **Diploma** | **Advanced Diploma** | **Bachelor of Arts (Hons)** | **Master of Arts** |
| IELTS (International English Language Testing System) with a minimum score of 5.5, taken during the last two years, or | IELTS (International English Language Testing System) with a minimum score of 6.0, taken during the last two years, or | IELTS (International English Language Testing System) with a minimum score of 6.5, taken during the last two years, or | IELTS (International English Language Testing System) with a minimum score of 6.5, taken during the last two years, or |
| GCE 'O' Level English Language Examination of C6, or | Completion of Diploma programme with Raffles College of Higher Education, Singapore, or | Completion of Advanced Diploma programme with Raffles College of Higher Education. | Completion of Bachelor of Arts (Hons) (Top Up) programme with Raffles College of Higher Education, Singapore. |
| Completion of Advanced English with Raffles College of Higher Education, Singapore, or | Equivalent (e.g. TOEFL)  Click or tap here to enter text. | Equivalent (e.g. TOEFL)  Click or tap here to enter text. | Equivalent (e.g. TOEFL)  Click or tap here to enter text. |
| Equivalent (e.g. TOEFL)  Click or tap here to enter text. |  |  |  |

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| COURSE ENROLMENT | | | | | |
| **Preparatory Programme(s)** | | | | | |
| Certificate of Achievement in English Language - Advanced | | Higher English Language Programme | | Foundation Studies Certificate | |
| **Formal Programme(s)** | | | | | |
| Preparatory Course for International General Certificate of Secondary Education (IGCSE) Year 10 | | | | | |
| **Select Qualification(s)** | | | | | |
| Diploma | Advanced Diploma | | Bachelor of Arts (Honours) | | Master of Arts |
| **Select Discipline** | | | | | |
| Animation Design | | Digital Media Design | | Design Management | |
| Fashion Design | | Fashion Communication and   Journalism | | Fashion Marketing and Management | |
| Graphic Design | | Interior Design | | Jewellery Design | |
| Product Design | | Retail Management | | Video Game Design | |

**TERMS AND CONDITIONS OF ENROLMENT**

The following Terms and Conditions of Enrolment apply to all students of Raffles College of Higher Education located in 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 & Regulations prescribed in the Student Handbook.

**2. FEES AND CHARGES**

**Application Fee:** Please refer to "Application Fee" on page 3 for details.  
  
**Enrolment Fee:** Enrolment Fee is applicable to following programmes:

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| FORMAL PROGRAMMES | | PREPARATORY PROGRAMMES | |
| IGCSE | S$200 / programme | English  (Foundation and/or Advanced) | S$100 / programme |
| Diploma |
| Advanced Diploma | Higher English Language Programme (HELP) |
| Bachelor of Arts |
| Master of Arts | Foundation Studies |

This fee will cover (i) administration fee related to enrolling applicant into the programme, issuing of Student Contract and Form 12, and applying for Student’s Pass (STP) (if applicable), and (ii) payment of Fee Protection Scheme (FPS), and Hospitalisation & Surgical and Personal Accident (HSPA) insurance premiums.

**Course Fees:** All Course Fees have to be paid according to the instalment table in the Student Contract.

**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 offered.

**Registration and Examination Fee:** The Registration and Examination Fee constitutes 15% of the Course Fees payable to the Central Registrar of Raffles Education Limited (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. Full list of miscellaneous fees can be found on the Student Contract.

**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 fee of S$200 will be levied. All installments due for payment are strictly non-refundable and non-transferable. Due date is as per instalment table in Student Contract.

**Termination:** Students terminated by the School will not be eligible for refund, unless due to reasons stipulated in the refund policy.

**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-enrolment. This administration fee is non-refundable and non-transferable.

**Transfer between Schools within the Raffles Education:** 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**

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, 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.

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.

**6. 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 (ELP) and/or Higher English Language Programme (HELP). An English Placement Test will determine the appropriate level of entry for the student. There are 2 levels in English Language Programme (ELP), Foundation and Advanced Level. Students are required to pass the Advanced Level. Students are not allowed to withdraw or defer from English Language Programme (ELP) and/or Higher English Language Programme (HELP) unless you are exempted from this module. Attendance is compulsory. The full course fees will be payable if you fail the course.

**7. 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.

**8. BANK DETAILS**

All fees payable to Raffles College of Higher Education, must only be made by the applicants, parents or guardians, and NOT through recruitment agencies or third parties.

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| **Online Payment**  Attention to **“Raffles College of Higher Education (Singapore)”** | |
| **A qr code on a paper  Description automatically generated**  In Singapore Dollars | [panel-img](https://www.paypal.com/sg/webapps/mpp/home) In Singapore Dollars  Pay to: “**paypal@Raffles-College.edu.sg”** |
| **[A blue and black logo  Description automatically generated](https://payment.flywire.com/pay/payment)**  In Foreign Currencies |
| In Foreign Currencies |

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| **For Telegraphic Transfer** | |
| Account Name | **Raffles College of Higher Education Pte Ltd** |
| Bank | **Citibank NA, Singapore Branch**  **8 Marina View**  **#17-01, Asia Square Tower 1, Singapore 018690** |
| Account Number | **0-864213-006** |
| Bank Code | **7214** |
| Branch Code | **001** |
| Swift Code | **CITISGSG** |
| Currency | **Singapore Dollars** |
| ***All Bank Charges from Telegraphic Transfers shall be borne by remitter*** | |

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| PRE-COURSE COUNSELLING |
| Has the Education Consultant / Agent furnished you with the information pertaining to   1. Minimum Attendance Requirement 2. School History, its Vision, Mission, Values & Culture 3. School location and general description of the School facilities 4. Courses offered by the School (duration, modules, assessment schedules, award criteria, qualification and awarding institution) 5. Minimum Entry Requirements (for course enquired, minimum age and English proficiency) 6. Course fees and the installment plan 7. Application procedure 8. Career opportunities and further study opportunities 9. Fee Protection Scheme (FPS) insurance 10. Hospitalisation & Surgical (HS) and Personal Accident (PA) coverage and healthcare services in Singapore 11. Refund policy and procedure 12. Transfer, withdrawal, deferment policy and procedure 13. Students' support services 14. Committee for Private Education and its roles as a statutory board empowered with the legislative power to regulate the private education sector (Refer to https://www.ssg.gov.sg/cpe/pei.html for more details)   Additional Information for International Student   1. General information about Singapore 2. Immigration matters including (i) Student’s Pass application procedures, (ii) In-principle approval (IPA) (iii) Medical examination before Student’s Pass collection, (iv) Making appointment and collecting Student’s Pass 3. Singapore law such as employment/ traffic rules &driving/ drugs & alcohol abuse/ smoking in public area/ littering 4. Accommodation and estimated cost of living in Singapore   I confirmed that the above has been communicated to me. |

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| 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.  I confirm that I have notified any individuals whom I have stated in this form and have obtained their consent to be contacted by the School for the purpose of my course application. | | |
| Name of Applicant | Signature of Applicant | Date |
| Click or tap here to enter text. |  | Click or tap to enter a date. |
| Name of Parent / Legal Guardian  (if Applicant is less than 18 years of age) | Signature of Parent / Legal Guardian  (if Applicant is less than 18 years of age) | Date |
| Click or tap here to enter text. |  | Click or tap to enter a date. |
| Name of Person Responsible for Fee Payment | Signature of Person | Date |
| Click or tap here to enter text. |  | Click or tap to enter a date. |
| The above information is explained by: | | |
| Name of Consultant / Agent | Signature of Consultant / Agent | Date |
| Click or tap here to enter text. |  | Click or tap to enter a date. |
| ***All information presented is accurate at the point of consultation.*** | | |

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