

RAFFLES DESIGN INSTITUTE



COURSE FEES PAYMENT SCHEDULE 3 YEARS BACHELOR OF ARTS (HONOURS) INCORPORATING DIPLOMA & ADVANCED DIPLOMA COURSES

COURSE DETAILS FOR THIS APPLICATION (Please indicate clearly)

Qualification <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Bachelor of Arts (Hons) <input type="checkbox"/> Master of Arts	Discipline <input type="checkbox"/> Animation Design <input type="checkbox"/> Digital Media Design <input type="checkbox"/> Design Management <input type="checkbox"/> Fashion Design	<input type="checkbox"/> Interior Design <input type="checkbox"/> Jewellery Design <input type="checkbox"/> Product Design <input type="checkbox"/> Video Game Design	<input type="checkbox"/> Visual Communication Design (Graphic Design)
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Commencing Intake in January April July October Year _____

Full-Time Part-Time Special Schedule

Course Fees are inclusive of services provided to students leading to enrolment and Student Fund (where applicable). Registration and Examination Fee (net of taxes where applicable) constitutes 15% of Course Fees payable on student's behalf to the Central Registrar at Raffles Education Corporation. For details of the payment, please refer to attached "Course Fee Payment Schedule" which forms part of this application.

Programme	Diploma		Advanced Diploma						Bachelor of Arts				Total Fees	PAYMENT PLAN
	1	2	1	2	3	4	5	6	1	2	3	4		
Date of Payment	1 st installment due 30 days before course commencement date		1 st installment due 30 days before course commencement date		2 nd installment due 1 week before the 1 st of the following months: January, April, July and October		3 rd installment due 1 week before the 1 st of the following months: January, April, July and October		1 st installment due 30 days before course commencement date		2 nd installment due 1 week before the 1 st of the following months: January, April, July and October			
Course Fee	\$5,000		\$5,000		\$5,000		\$5,000		\$15,000		\$15,000		\$50,000	<input type="checkbox"/>
Date of Payment	1 st installment due 30 days before course commencement date		1 st installment due 30 days before course commencement date				2 nd installment due 1 week before the 1 st of the following months: January, April, July and October		1 st installment due 30 days before course commencement date					
Course Fee	\$5,000		\$9,700 ¹				\$5,000		\$29,000 ¹				\$48,700	<input type="checkbox"/>

¹ After an instant rebate will be applicable to yearly payment of course fees.

- Course fees listed are in Singapore dollars.
- Prevailing Goods and Services Tax (GST) will be levied on the above fees.
- Each Semester is six (06) months and each term is three (03) months.
- The dates of payment are subject to change by the School. Any change will be communicated to all students.

Applicant's Signature _____
Date _____

**COURSE FEES PAYMENT SCHEDULE
BACHELOR OF ARTS (HONOURS) (TOP UP)**



Term	1	2	3	4	Total Fees	(Select) Payment Plan
Date of Payment	1 st Installment due 30 days before course commencement date		2 nd Installment due 1 week before the 1st of the following months: January, April, July and October			
Digital Media	\$16,000		\$16,000		\$32,000	<input type="checkbox"/>
Fashion						
Games Art						
Graphic Design						
Illustration and Animation	\$31,000				\$31,000 ¹	<input type="checkbox"/>
Interior Design						
Product Design						

MASTER OF ARTS

Term	1	2	3	4	Total Fees	(Select) Payment Plan
Date of Payment	1 st Installment due 30 days before course commencement date		2 nd installment due 1 week before the 1st of the following months: January, April, July and October			
Design Management MA	\$15,000		\$15,000		\$30,000	<input type="checkbox"/>
Graphic Design MA	\$29,000				\$29,000 ¹	<input type="checkbox"/>
Interior Design MA						

¹After an instant rebate of \$1,000 applicable to yearly payment of course fees.

- Course fees listed are in Singapore dollars.
- Prevailing Goods and Services Tax (GST) will be levied on the above fees.
- Each Semester is six (06) months and each term is three (03) months.
- The dates of payment are subject to change by the School. Any change will be communicated to all students.

Applicant's Signature _____

Date _____

RAFFLES MERCHANDISING INSTITUTE



COURSE FEES PAYMENT SCHEDULE

3 YEARS BACHELOR OF ARTS (HONOURS) INCORPORATING DIPLOMA & ADVANCED DIPLOMA COURSES

COURSE DETAILS FOR THIS APPLICATION (Please indicate clearly)

Qualification

Diploma

Advanced Diploma

Bachelor of Arts (Hons)

Master of Arts

Discipline

Design Management

Fashion Marketing and Management

Fashion Communication and Journalism

Retail Management

Commencing Intake in January April July October Year _____

Full-Time Part-Time Special Schedule

Course Fees are inclusive of services provided to students leading to enrolment and Student Fund (where applicable). Registration and Examination Fee (net of taxes where applicable) constitutes 15% of Course Fees payable on student's behalf to the Central Registrar at Raffles Education Corporation. For details of the payment, please refer to attached "Course Fee Payment Schedule" which forms part of this application.

Programme	Diploma		Advanced Diploma						Bachelor of Arts				Total Fees	PAYMENT PLAN
	1	2	1	2	3	4	5	6	1	2	3	4		
Date of Payment	1 st installment due 30 days before course commencement date		1 st installment due 30 days before course commencement date		2 nd installment due 1 week before the 1 st of the following months: January, April, July and October		3 rd installment due 1 week before the 1 st of the following months: January, April, July and October		1 st installment due 30 days before course commencement date		2 nd installment due 1 week before the 1 st of the following months: January, April, July and October			
Course Fee	\$5,000		\$5,000		\$5,000		\$5,000		\$12,000		\$12,000		\$44,000	<input type="checkbox"/>
Date of Payment	1 st installment due 30 days before course commencement date		1 st installment due 30 days before course commencement date				2 nd installment due 1 week before the 1 st of the following months: January, April, July and October		1 st installment due 30 days before course commencement date					
Course Fee	\$5,000		\$9,700 ¹				\$5,000		\$23,250 ¹				\$42,950	<input type="checkbox"/>

¹After an instant rebate will be applicable to yearly payment of course fees.

- Course fees listed are in Singapore dollars.
- Prevailing Goods and Services Tax (GST) will be levied on the above fees.
- Each Semester is six (06) months and each term is three (03) months.

- The dates of payment are subject to change by the School. Any change will be communicated to all students.

Applicant's Signature _____

Date _____

**COURSE FEES PAYMENT SCHEDULE
BACHELOR OF ARTS (HONOURS)**

Term	1	2	3	4	Total Fees	(Select) Payment Plan
Date of Payment	1st Installment due 30 days before course commencement date		2 nd installment due 1 week before the 1st of the following months: January, April, July and October			
Bachelor of Arts (Honours) in International Fashion Business	\$13,000		\$13,000		\$26,000	<input type="checkbox"/>
	\$25,000				\$25,000 ¹	<input type="checkbox"/>

MASTER OF ARTS

Term	1	2	3	4	Total Fees	(Select) Payment Plan
Date of Payment	1st Installment due 30 days before course commencement date		2 nd installment due 1 week before the 1st of the following months: January, April, July and October			
Design Management MA	\$15,000		\$15,000		\$30,000	<input type="checkbox"/>
	\$29,000				\$29,000 ¹	<input type="checkbox"/>

¹After an instant rebate will be applicable to yearly payment of course fees.

- Course fees listed are in Singapore dollars.
- Prevailing Goods and Services Tax (GST) will be levied on the above fees.
- Each Semester is six (06) months and each term is three (03) months.
- The dates of payment are subject to change by the School. Any change will be communicated to all students.

Applicant's Signature _____

Date _____

PREPARATORY COURSES



COURSE FEES PAYMENT SCHEDULE ENGLISH LANGUAGE PROGRAMMES

Term	1	2	3	4	Total Fees	(Select) Payment Plan
Date of Payment	Installment due 1 week before course commencement date					
Foundation English	\$4,800*				\$4,800	<input type="checkbox"/>
Advanced English		\$4,800*			\$4,800	<input type="checkbox"/>
Higher English Language (HEL)			\$4,800*		\$4,800	<input type="checkbox"/>

INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE) (Minimum Entry Requirements Year 9)

Term	1	2	3	4	Total Fees	(Select) Payment Plan
Date of Payment	1 st Installment due 30 days before course commencement date		2 nd Installment due 1 week before the 1 st of the following months: January, April, July and October			
International General Certificate of Secondary Education	\$5,000		\$5,000		\$10,000	<input type="checkbox"/>
	\$9,650				\$9,650 ¹	<input type="checkbox"/>

FOUNDATION STUDIES CERTIFICATE (Minimum Entry Requirements Year 10)

Term	1	2	3	4	Total Fees	(Select) Payment Plan
Date of Payment	1 st Installment due 30 days before course commencement date					
Foundation Studies Certificate	\$5,100				\$5,100	<input type="checkbox"/>

¹After an instant rebate will be applicable to yearly payment of course fees.

*S\$200 will be charged for the respective levels for course materials

- Course fees listed are in Singapore dollars.
- A prevailing Goods and Services Tax (GST) will be levied on the above fees.
- The dates of payment are subject to change by the School. Any change will be communicated to all students.

Applicant's Signature _____

Date _____

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.

Course Fees: All Course Fees have to be paid according to the "**Course Fees Payment Schedule**" as stipulated in pages 6, 7 and 8. The Course Fees outlined in the Schedule shall be the amount to be received by the School.

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 Corporation (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.

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 "Course Fees Payment Schedule".

Termination: Students terminated by the School will receive a refund of Course Fees proportional to the number of course modules paid for but have not commenced. For further details, please refer to the Student Handbook.

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.

Applicant's Signature _____

Date _____

Transfer between Schools within the Raffles Education Corporation Group: 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 REVIEW

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 programme, 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.

Applicant's Signature _____

Date _____

7. 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. An English Placement Test will determine the appropriate level of entry for the student. There are **2 levels** in this programme: Foundation and Advanced Level. Students are required to pass the Advanced Level. Students attending our English programme are required to pay the Course Fee stated in the "**Course Fees Payment Schedule**" on page 8. Students are not allowed to withdraw or defer from English Language Programme (ELP) / 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.

8. 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.

9. BANK DETAILS

By Flywire (highly recommended) - Please refer to the "Flywire Step-by-Step Guide"

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

By Telegraphic Transfer or Internet 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
Other Modes of Payment	Cash, Credit Cards, Cheque, Nets, PayPal, Western Union

All bank charges from Telegraphic Transfers shall be borne by the remitter.

Applicant's Signature _____

Date _____

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
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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
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Name of Person Responsible for Fee Payment	Signature of Person	Date
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The above information is explained by:

Name of Agent/ Consultant _____

Signature and Date _____

All information presented is accurate at the point of consultation.