

2010 Application Form - 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.* You are required to bring a copy of your original academic records to the College for verification purpose.
- Evidence of IELTS English language test results or other supporting documents on English entry requirements stated below.
- Two copies of references (applicable for Early Childhood Education and Care programme).
- Signed/acknowledged course related costs relevant to your programme.

For Art & Design courses you also need to include one of the following:

- A relevant portfolio: 3 - 5 representative samples of your recent creative work that reflects the range of your creative skills and potential. These can be any media e.g. digital images, paintings, drawings, sketches or workbooks; OR:
- A 500-word essay outlining relevant background, experience, and interests as well as career goals.

* Documents not in English should be provided with a certified translation.

ENTRY REQUIREMENTS

- Completion of Year 12 or equivalent
- Minimum age of 18
- Have met our English Entry Requirement:
 - a. From a country where English is the primary language.
 - b. Academic IELTS or equivalent TOEFL score:
 - New Zealand Diploma in Business or Certificate in Early Childhood Education IELTS 6.0, TOEFL 547 (Paper) or 210 (CBT);
 - All other programmes: IELTS 5.5, TOEFL 513 (Paper) or 183 (CBT).
 - c. Have studied for at least two years at High School or Tertiary Institution where language of instruction is English:
 - It should be clearly stated on the certificates/transcripts OR;
 - Letter of confirmation from High School or Tertiary Institution.

FEE SCHEDULE 2009/2010

Diploma in Design (Level 7) incorporating the Bachelor of Design majoring in Graphic Design (RCDC Australia) upon completion of 2 years, learners will be awarded with a Diploma in Graphic Design Level 5

3 years (6 semesters) \$ 53,300

Diploma in Animation (Level 6) incorporating the Certificate in Animation (Level 4)

2 years (4 semesters) \$ 33,800 (\$16,900 per year)

Diploma in Visual Arts (with a Digital Photography Major) (Level 6)* incorporating the Certificate in Photographic Arts and Digital Technology (Level 4)

2 years (4 semesters) \$ 33,800 (\$16,900 per year)

National Diploma in Computing (Level 5)

One year (2 semesters) \$ 15,000

National Diploma in Computing (Level 6)

One year (2 semesters) \$ 15,000

New Zealand Diploma in Business (Level 6)

Within 18 Months (3 Semesters) \$ 16,950

National Certificate in Early Childhood Education and Care (Level 5)

One year (2 Semesters) \$ 16,500

Please note: All prices are quoted inclusive of 12.5% GST

ALL Tuition Fees are exclusive of textbooks & course related cost: approximately NZ\$500 – NZ\$ 800 per year

* Exclusive of photographic equipment: approximately NZ \$2,400

Course Fees Subject to Change without Prior Notice

APPLICATION FEE

\$500

This is a Raffles Education Corporation fee to be paid by international students for processing the application.

INSURANCE & STUDENT FEE PROTECTION

\$600 (per annum)

Compulsory Insurance for all international students including general travel & health insurance; details available upon request.

ACCOMMODATION ARRANGEMENT & AIRPORT PICKUP

\$200 (One time placement fee), \$80 (Airport pick up)

Please inform our representative if you require airport pick up and Accommodation arrangement upon enrolment.

START DATES 2010*

8 February 10

26 April 10

12 July 10

4 October 10

Diploma in Digital Animation, Diploma in Visual Arts with a Digital Photography Major and National Certificate in Early Childhood Education and Care courses start only in **February and July*

ACCEPTANCE AND ENROLMENT

1. You can submit your application by:
 - Completing the **application form** and sending it in to Raffles College of Design and Commerce together with your supporting documentation OR
 - You can bring your application form and documentation when you come in for a **personal interview**.
2. Once your application is accepted an application fee of NZ\$500 must be paid to confirm registration on the qualification. *(Students from India, Bangladesh, Pakistan, Vietnam, Cambodia, Sri Lanka and Nepal will be required to pay the application fee together with their first year fee and insurance when in principal approval is granted by New Zealand Immigration Service (NZIS) due to a different visa procedure for these countries)*
3. We will send you a **Letter of Acceptance, Tax Invoice and Accommodation Confirmation**, which you will require to obtain a student visa.
4. You have to pay fees in full prior to lodgement of student visa application, as evidence of receipt is required.

PAYMENT DETAILS

Payment is due annually or before each year start.

Payment of fees may be made by bank cheque/draft, bank transfer, EFTPOS or credit card (Visa or Mastercard).

All Bank Transfer and TT fees to be paid directly to: (All Bank Charges to be borne by the student)

Bank of New Zealand (Public Trust)

A/c No: 02-0536-0305865-01

Reference No: 7233728

Swift Code: BKNZ NZ22

LIVING COSTS

You should budget for a minimum of \$10,000 per year for living expenses (not including tuition). This is the amount required by New Zealand Immigration Service 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 New Zealand Embassy or Consulate or go to the New Zealand Immigration Service website www.nzis.govt.nz

SUBMITTING YOUR APPLICATION

Please send your application form and attachments to:

By Courier (recommended if from overseas)

Raffles College of Design and Commerce (New Zealand)

317-319 New North Road

Kingsland, Auckland,

New Zealand

T: +64 9 369 1906

E: info@raffles.ac.nz

F: +64 9 369 1907

W: www.raffles.ac.nz

By Mail

Raffles College of Design and Commerce (New Zealand)

PO Box 52040, Kingsland, Auckland

New Zealand

T: +64 9 369 1906

E: info@raffles.ac.nz

F: +64 9 369 1907

W: www.raffles.ac.nz

PERSONAL DETAILS *(Please print clearly)*

Family Name: _____ Given Name/s: _____

Date of Birth: ____ / ____ / ____ (dd/mm/yyyy) Nationality: _____ Male Female

Phone: _____ Mobile: _____

Email: _____

Parental Contacts

Father's name: _____ Mother's name: _____

Phone: _____

What is your permanent address in your home country?

Country: _____ Postcode: _____

What is your address in New Zealand? (if available)

State: _____ Postcode: _____

What is your preferred mailing address?

Home country address as above New Zealand address as above Other address (please state below)

Postcode: _____

Do you have a disability or long-term medical condition 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 of Design and Commerce?

Advertising Agent Exhibition Internet Friend Other: _____

VISA DETAILS

Country of Birth: _____ Passport Number: _____ Valid to: _____

Are you already in New Zealand? Yes - Visa category: _____ Expiry Date: _____

No - Proposed arrival date (if known): _____

Where will you be applying for your visa? _____

COURSE DETAILS

Which course/s would you like to study? (Please mark choice with an X)

- Diploma in Design (Level 7) incorporating the Bachelor of Design majoring in Graphic Design (RCDC Australia)** upon completion of 2 years, learners will be awarded with a Diploma in Graphic Design Level 5
- Diploma in Animation (Level 6) incorporating the Certificate in Animation (Level 4)**
- Diploma in Visual Arts (with a Digital Photography Major) (Level 6) incorporating the Certificate in Photographic Arts and Digital Technology (Level 4)**
- National Diploma in Computing (Level 5)**
- National Diploma in Computing (Level 6)**
- New Zealand Diploma in Business (Level 6)**
- National Certificate in Early Childhood Education and Care (Level 5)**

When would you like to start your course? (Please circle)*

8 February 10

26 April 10

12 July 10

4 October 10

Diploma in Digital Animation, Certificate in Photographic Arts and Digital Technology, Diploma in Visual Arts with a Digital Photography Major and National Certificate in Early Childhood Education and Care courses start only in **February and **July***

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: _____

EDUCATION AND EXPERIENCE

Did you complete High School in New Zealand?

- Yes – Highest Qualification Received? _____

School name: _____ State: _____ Year graduated: _____

- No – Completed High School outside New Zealand

School name: _____ Country: _____

Qualification: _____ Year graduated: _____

- No – Did not complete High School

School name: _____ Country: _____

Highest qualification/year: _____ Year graduated: _____

Have you previously enrolled in or completed post-secondary (tertiary) education?

- No
- Yes – Please attach transcripts and/or awards

Would you like to apply for credit for prior studies towards your course at Raffles?

- No
- Yes – You will need to complete an *Application Form for Recognition of Prior Learning (RPL)* prior to course start.

EMPLOYMENT HISTORY

Do you have any relevant work experience?

- No Yes – Please enclose your CV (Resume) with this form.

AIRPORT PICKUP & ACCOMMODATION ARRANGEMENT

Would you require?

- Airport pickup (NZ\$80 per trip) Yes No
- Accommodation Arrangement (Accommodation placement fee NZ\$200) Yes No

CONDITIONS OF ENROLMENT

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. Tuition fee indicated excludes textbooks and other course related cost. It is compulsory for you to purchase those textbooks or course related materials required by the course.
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 **upon enrolment** for 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 College of Design and Commerce (RCDC), 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 RCDC 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 training 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 RCDC, you may be permitted to commence a course up to 2 weeks after the published course start date due to late visa approval. However, the refund policy indicated on application form is based on published course start date and not your arrival date. If you arrive later than 2 weeks after the course start date, you will require deferring to the next semester.
11. Fees stated in this document apply only to the 2009/2010 enrolment period.
12. As per the requirement of the New Zealand Qualifications Authority, all tuition fees paid to Raffles College of Design and Commerce is protected by The Public Trust in the event of unforeseen insolvency, regulatory closure,

withdrawal of accreditation, voluntary closure or voluntary withdrawal of course.

REFUND POLICY

1. If you cancel your enrolment within eight days after the schedule start date, fees are refundable, less \$500 or 10% whichever is less. Your application for a refund must be made in writing to the Registrar, and this may be processed up to 3 months upon receipt of your claim.
2. No refund is due to a student withdrawing after the eighth day of commencement of the qualification. Students withdrawing after the eighth day will be liable for any unpaid fees that they have been invoiced for and any additional unpaid expenses they have incurred.
3. For late arrivals after the eight days of course commencement, no refunds will be entertained.
4. If your application for a student visa is declined, fees are refundable, less \$500 or 10% whichever is less. Your application for a refund must be made in writing to the Registrar within 28 days of the visa being declined.
5. Refund of tuition fees will be remitted to the applicant's bank account in the home country.
6. Deferment may only be granted for exceptional circumstances (eg. family bereavement etc).
7. This policy does not remove your right to take further action under the consumer protection laws of New Zealand or to pursue other legal remedies.

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 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 us to do so. In these circumstances, the minimum amount of information required or requested will be disclosed.

DECLARATION AND SIGNATURE

I/We have read, understood and hereby accept the Terms and Conditions of enrolment for Raffles College of Design and Commerce. 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 have applied for and that the information provided prior to admission is correct to the best of my/knowledge. I/We accept that Raffles College of Design and Commerce 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.

Parental Contact: I hereby authorise Raffles College of Design and Commerce to provide my parental contacts with programme related Notifications.

Signature of Applicant: _____ Date ____/____/____