

Raffles

College of Design and Commerce

317-319 New North Road, Kingsland, Auckland

PO Box 52040, Kingsland, Auckland

T: +64 9 369 1906 | F: +64 9 369 1907

Email: info@raffles.ac.nz

Website: www.raffles.ac.nz

Short Course Application Form 2010

Personal Info

First Name (Given Name) _____

Last Name _____ Gender Male Female

Physical Address _____

Country of Citizenship _____ NZ Residency Yes No

Email _____ Telephone _____

Mobile _____ Date of Birth _____

ID Number (Passport/Drivers License/Birth Certificate) _____

Camera Model (Photography only) _____

Raffles College of Design and Commerce Short Courses:

Photoshop (Fee \$674)*:

8 Feb – 6 Mar 24 May – 19 Jun 6 Sep – 2 Oct

Illustrator (Fee \$674)*:

8 Mar – 3 Apr 21 Jun – 17 Jul 4 Oct – 30 Oct

In-Design (Fee \$674)*:

5 Apr – 1 May 19 Jul – 14 Aug 1 Nov – 27 Nov

Premiere (Fee \$508)*:

3 May – 22 May 16 Aug – 4 Sep 29 Nov – 18 Dec

* Fees include corresponding course “Adobe® CS4 Classroom in a Book” the official training workbooks from Adobe Systems

* Package fee will be given for those who will enrol for all Graphic Design courses (Photoshop, Illustrator, InDesign) \$1,694

Photography One – Beginners (Fees \$634):

8 Feb – 6 Mar 17 May – 12 Jun 6 Sep – 2 Oct

Photography Two – Advanced (Fees \$836):

8 Mar – 1 May 14 Jun – 7 Aug 4 Oct – 27 Nov

* Package fee will be given for those who will enrol for both **Photography One** and **Photography Two** \$1,219

Web Design (Fees \$756)

8 Feb – 6 Mar

17 May – 12 Jun

6 Sep – 2 Oct

* Fees include “Adobe Dreamweaver CS4 Classroom in a Book” the official training workbooks from Adobe Systems

Payment Details:

Cash or Eftpos (available on site)

Cheque (please make it payable to Raffles Design Institute)

Bank Deposit

Bank of New Zealand (Public Trust)
A/c No: 02-0536-0305865-01
Reference No: 7233728

Credit Card (3% surcharge applies)

How did you hear about us? _____

Signature: _____

Date: ____/____/_____

Once your Application Form is completed, please post, fax or email it to Raffles College of Design and Commerce. A position in a course cannot be reserved unless payment is received by Raffles College of Design and Commerce. All course fees must be paid in full one week prior to the commencement of the course. Applications close one week before the course commencement. Late applications may be accepted depending on the availability.

Enrolment Conditions

Privacy

The College collects and stores information from this form to comply with the requirements of the Ministry of Education (student statistical returns), New Zealand Qualifications Authority (Record of Learning registration and Unit Standard outcomes), Tertiary Education Commission (funding returns), Industry Training Organizations (funding and academic outcomes), Ministry of Social Development (confirmation of enrolment and academic outcomes), Inland Revenue Department (student loan interest rebate), Department of Immigration (if you are not a New Zealand citizen or permanent resident) and Agencies who support particular students through scholarships and prizes, payment of fees or other awards (if you are a recipient of one of these awards). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records. In addition, when required by statute, the Institute releases information to Government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

In signing this application form you authorise such disclosure on the understanding that the Institute will observe the general conditions governing the release of information, as set out in the Privacy Act 1993 and the Post-compulsory Unique Identifier Code of Practice. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Institution to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <http://www.privacy.org.nz/people/peotop.html>

Refunds/Transfer

Any withdrawal/transfer of application must be received in writing at least five working days before the course date. For withdrawal, a refund less 10% of administration charge will be deducted. There is strictly no transfer or refund after course commence

Course Cancellation

Raffles College of Design and Commerce reserves the right to cancel or re-schedule any course due to insufficient numbers. In this case, full refund will be provided. The College reserves the right to change the content, timing or method of presentation of any course.

Car Parks

Car parks are available at Raffles College of Design and Commerce premises.

Credit Card Details (If you are paying by Credit Card)

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Name of cardholder: _____ Credit Card: VISA / Master Card (Choose One)

Card Number: _____ Expiry Date: _____ CVC Number _____

Signature of Cardholder _____ Date: _____