

Raffles

MerchandisingSchool

Singapore

Application for Admission For Local Students

Full-time Study
Singapore Campus

Congratulations on your decision to apply to Raffles Merchandising School .You have made an important career decision and will join the thousands of other aspiring designers around the world who have selected Raffles Merchandising School 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. Please print or write clearly in BLOCK letters. All applications should include the following:

1. Copy of Applicant's Identity Card or Passport
2. Three (3) passport sized photographs
3. Copies of Applicant's latest educational transcripts and certificates
4. Updated Resume if Applicant has working experience for more than one (1) year.
5. Application Fee and Course Fee to be made payable to "**Raffles Merchandising School**"
6. All local students are given the option to buy an insurance policy under the CASETrust's **Student Protection Scheme** (SPS)
7. Student will enter into a **Standard Student Contract** upon admission.

RafflesMerchandisingSchool

Singapore. Auckland. Bangkok. Beijing. Changchun. Changzhou. Guangzhou. Ho Chi Minh City.
Kuala Lumpur. Mumbai. Ningbo. Shanghai. Sydney. Wuhan

SINGAPORE CAMPUS

99 Beach Road

Singapore 189675

(Next to Shaw Towers. Near Bugis MRT station)

Website: www.raffles-merchandising-school.edu.sg

Applicant's signature _____

Date _____

TERMS AND CONDITIONS OF ENROLLMENT

The following Terms and Conditions of Enrollment apply to all students of Raffles Merchandising School. 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 Merchandising School (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 and 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 paid by installments have to be according to the "Course Fees Payment Schedule" as stipulated in pages 6, 7, 8 and 9. The Course Fees outlined in the Schedule shall be the amount to be received by the School. The first installment of the Course Fees is payable upon acceptance of admission. The installments are due and payable as per "Course Fees Payment Schedule" i.e. on the 1st March, 1st June, 1st September and 1st December.

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 administrative fee of S\$50 is charged for each dishonoured cheque. Further information may be obtained from the Student 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 Services Department. The student will be interviewed by the Student Services Manager. The School will consider each application on a case to case basis. An administration charge of S\$200 will be levied. The First Payment Upon Admission is strictly non-refundable and non-transferable. All installments due for payment are strictly non-refundable and non-transferable. Due date is as per "Course Fee Payment Schedule". Any fees paid in advance may be considered for refund with a minimum of 30 days written notice given to the School's Student Services Department prior to the start of the next commencement term.

Termination: Students terminated by the School will receive a refund of Course Fee proportional to the number of course weeks 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 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 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-enrollment. This Administrative Fee is non-refundable and non-transferable.

Transfer between Schools within the Raffles Education Corporation: Students have to complete the "Application for Transfer of School" form, obtainable from the Student 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. A Transfer 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 Services Department no later than two weeks into the term. A Transfer 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.

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 Merchandising School 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.

Applicant's signature _____

Date _____

6. Raffles Merchandising School

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 Merchandising School English Programme. An English Placement Test will determine the appropriate level of entry for the student. There are 5 levels in this programme: Elementary, Pre-Intermediate, Intermediate, Upper Intermediate 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 9.

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

Account name	Raffles Merchandising School
Bank	United Overseas Bank Limited North Bridge Branch Blk 231 Bain Street #01-29/39 Bras Basah Complex Singapore 180231
Account number	383-300-644-2
Swift Code	UOVB SG SG
Currency	Singapore Dollars or US Dollars
Mode of Payment	Cash, Credit Cards, Cheque, Nets or Telegraphic Transfers (T/T) All bank charges from Telegraphic Transfers shall be borne by the remitter.

DECLARATION

I/ We have read, understood and hereby accept the Terms and Conditions of enrollment for Raffles Merchandising School. 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/ our knowledge. I/ We accept that Raffles Merchandising School reserves the rights 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.

Name and Signature of Applicant - PLEASE PRINT NAME and then SIGN

Date

Name and Signature of Parent/ Legal Guardian if Applicant is less than 21 years of age - PLEASE PRINT NAME and then SIGN

Date

Name and Signature of Person responsible for fee payment - PLEASE PRINT NAME and then SIGN

Date

The above information is explained by Name of Consultant/ Signature _____

Date _____

All information presented is accurate at the point of consultation.

**COURSE FEES PAYMENT SCHEDULE (LOCAL)
3 YEARS BACHELOR DEGREE**

Installment	First Payment Upon Admission	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	Total Fees	
Date of Payment	Course Fee for the term commenced in January is payable by 1st March; for April term is payable by 1st June; for July term is payable by 1st September, and for October term is payable by 1st December												
	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	
Bachelor of Design (Fashion Marketing)	Major in Fashion Marketing & Management												
	\$ 9,000.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,000.00	\$ 4,000.00	S\$50,000.00
	Major in Retail Management												
	\$ 9,000.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,000.00	\$ 4,000.00	S\$50,000.00
Bachelor of Design (Fashion Marketing)	Major in Fashion Communication & Journalism												
	\$ 9,000.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,125.00	\$ 4,000.00	\$ 4,000.00	S\$50,000.00

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 _____

**COURSE FEES PAYMENT SCHEDULE
POSTGRADUATE STUDIES**

Installment		1st	2nd	3rd	Total Fees
Date of Payment	First Payment Upon Admission	Course Fee for the term commenced in January is payable by 1st March; for April term is payable by 1st June; for July term is payable by 1st September, and for October term is payable by 1st December			
	S\$	S\$	S\$	S\$	S\$
Master of Commerce	Major in Marketing*				
	\$8,000.00	\$4,000.00	\$4,000.00	\$4,000.00	S\$20,000.00
	Major in Management*				
	\$8,000.00	\$4,000.00	\$4,000.00	\$4,000.00	S\$20,000.00
	Major in Design Management				
	\$8,000.00	\$4,000.00	\$4,000.00	\$4,000.00	S\$20,000.00

**COURSE FEES PAYMENT SCHEDULE
TOP UP BACHELOR DEGREE**

Installment		1st	2nd	Total Fees
Date of Payment	First Payment Upon Admission	Course Fee for the term commenced in January is payable by 1st March; for April term is payable by 1st June; for July term is payable by 1st September, and for October term is payable by 1st December		
	S\$	S\$	S\$	S\$
Bachelor of Design (Fashion Marketing)	\$8,000.00	\$6,000.00	\$6,000.00	S\$20,000.00

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.
* To be delivered by Raffles Education Corp College (Singapore)

Updated on 19 March 2009

Applicant's signature _____

Date _____

**COURSE FEES PAYMENT SCHEDULE
CERTIFICATES / ENGLISH**

Installment			1st	2nd	3rd	4th	Total Fees
Date of Payment	Mode	First Payment Upon Admission	Course Fee for the term commenced in January is payable by 1st March; for April term is payable by 1st June; for July term is payable by 1st September, and for October term is payable by 1st December				
		S\$	S\$	S\$	S\$	S\$	S\$
Certificate in Buyer and Retail Manager	Full time	\$ 11,000.00	\$ 5,500.00	\$ 5,500.00			S\$22,000.00
ENGLISH PROGRAMME							
Elementary	Full time	\$ 1,900.00	\$ 1,900.00	\$ 1,500.00	\$ 1,000.00	\$ 800.00	S\$7,100.00
Pre-Intermediate	Full time	\$ 1,900.00	\$ 1,500.00	\$ 1,000.00	\$ 800.00		S\$5,200.00
Intermediate	Full time	\$ 1,500.00	\$ 1,000.00	\$ 800.00			S\$3,300.00
Upper Intermediate	Full time	\$ 1,000.00	\$ 800.00				S\$1,800.00
Advanced	Full time	\$ 800.00					S\$800.00

*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.*

Updated on 19 March 2009

Applicant's signature _____

Date _____