

# RafflesMerchandisingSchool

## Application for Admission For International 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 (Original language and English Translated)
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 international students are required 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. Kuala Lumpur. Bangkok. Mumbai. New Delhi. Ho Chi Minh City. Hanoi. Auckland  
Beijing. Shanghai. Huizhou. Changchun. Changzhou. Guangzhou. Ningbo. Wuhan**

### SINGAPORE CAMPUS

99 Beach Road

Singapore 189701

(Next to Shaw Towers. Near Bugis MRT station)

Website: [www.raffles-merchandising-school.edu.sg](http://www.raffles-merchandising-school.edu.sg)

Applicant's signature \_\_\_\_\_

# RafflesMerchandisingSchool

**PERSONAL DETAILS: Fill in the blanks as indicated and WRITE CLEARLY**

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

**Full Name as in Passport**  
(underline surname)

<b>PERSONAL</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
	<input type="checkbox"/> Single <input type="checkbox"/> Married
	Date of Birth:
	Country of Birth:

<b>OFFICIAL</b>	Passport No.:
	Nationality:

<b>CONTACT</b>	Home:
	Office:
	Mobile/Pager:
	Email:

<b>FAMILY ADDRESS</b>	

<b>SINGAPORE ADDRESS</b>	

<b>NEXT OF KIN</b>	Father's Name and Passport or I/C Number:
	Mother's Name and Passport or I/C Number:
	Emergency Contact:
	Name: <span style="margin-left: 150px;">Relationship:</span>
	Address:
Phone: <span style="margin-left: 150px;">Email:</span>	

<b>FOR OFFICIAL COMMUNICATION</b>	Please indicate the preferred address, phone and email address below:
	Address:
	Phone: <span style="margin-left: 150px;">Email:</span>

**EDUCATIONAL DETAILS: List the most recent schools you have attended and the highest qualification attained.**

Universities, Colleges, Institutes	Country	Qualification Achieved	From	To

Secondary or High School	Country	Qualification Achieved	From	To

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

## APPLICATION FEE

- 1 Application Fee of **S\$1,500** 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 Upon admission to the programme, the **S\$1,000** from the above Application Fee will be credited to the last installment.
- 3 In the event that the Student's Pass Application is rejected by the Immigration and Checkpoints Authority (ICA), the S\$1,000 will be refunded.

## PROGRAMME DETAILS FOR THIS APPLICATION (Please indicate clearly)

- Bachelor (3 years)     Bachelor (Top Up)     Advanced Diploma     Certificate

Please tick one of the above.

Programme Title \_\_\_\_\_

Commencing Intake in     January     April     July     October    Year \_\_\_\_\_

Full-Time     Special Schedule

### Advance Payment Scheme (Not applicable for Certificate programmes, Bridging and Exemption cases)

For full time three year (3) programmes. Please tick one of the following options for the School to issue a confirmed Payment Schedule.

- OPTION A: Payment of lump sum Course Fee in advance at commencement of studies - Discount S\$2,500
- OPTION B: Payment of 1st to 6th installments in advance at commencement of studies - Discount S\$2,000
- OPTION C: Payment of 1st to 3rd installments in advance at commencement of studies - Discount S\$500  
Payment of 4th to 6th installments in advance at commencement of studies - Discount S\$500  
Payment of 7th to 10th installments in advance at commencement of studies - Discount S\$500
- OPTION D: Payment by Installment basis as per "Course Fees Payment Schedule"

For full time one year (1) Top Up Bachelor Degree programme

- Payment of lump sum Course Fee in advance at commencement of studies - Discount S\$500

Course Fee: \_\_\_\_\_

Course Fees are inclusive of services provided to students leading to enrolment, Student Fund and Insurance, Graduation Fees (where applicable) and Registration and Examination Fee (net of taxes where applicable) which constitute 15% of Course Fees payable

Remarks \_\_\_\_\_

## ENGLISH LANGUAGE PROFICIENCY (not applicable to Certificate and Short Courses)

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 receive their Advanced Diploma/ Bachelor awards.

- 1 Please tick your appropriate level of English proficiency attained.

### 3 years Degree / Top Up Degree

- TOEFL (Test of English as a Foreign Language) with a minimum score of **550 (Paper-based)** or **213 (Computer-based)** or **79 - 80 (Internet-based)**, taken during the last two years
- IELTS (International English Language Testing System) with a minimum score of **6.0**, taken during the last two years
- Advanced Level completion with Raffles Merchandising School, Singapore
- GCE 'O' Level English Language Examination of C6

- 2 Students who do not meet the minimum requirement as stipulated above will need to take the Raffles Merchandising School English Placement Test.

Test Date : \_\_\_\_\_

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 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. The First Payment Upon Admission 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 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 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 \_\_\_\_\_

# RafflesMerchandisingSchool

## 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 8.

## 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	<b>Raffles Merchandising School</b>
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) <b>All bank charges from Telegraphic Transfers shall be borne by the remitter.</b>

## 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 (INTERNATIONAL) 2 YEARS ADVANCED DIPLOMA

Installment	First Payment Upon Admission	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
Date of Payment	Payment due on the 1st day of the month before the next commencement term i.e. on the 1st March, 1st June, 1st September and 1st December										
	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$	S\$
<b>Bachelor of Design (Fashion Marketing) \$60,000.00</b>	<b>Major in Fashion Marketing &amp; Management</b>										
	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	<b>Major in Retail Management</b>										
	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<b>Major in Fashion Communication &amp; Journalism</b>											
\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00

Date \_\_\_\_\_

*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*

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

Updated on 1 November 2007

## COURSE FEES PAYMENT SCHEDULE TOP UP BACHELOR DEGREE

Installment	First Payment Upon Admission	1st	2nd
Date of Payment		Payment due on the 1st day of the month before the next commencement term i.e. on the 1st March, 1st June, 1st September and 1st December	
	S\$	S\$	S\$
<b>Bachelor of Design (Fashion Marketing)</b> <b>S\$20,000.00</b>	\$8,000.00	\$6,000.00	\$6,000.00

*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.*

Updated on 1 November 2007

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

## COURSE FEES PAYMENT SCHEDULE CERTIFICATES / ENGLISH

Installment			1st	2nd	3rd	4th
Date of Payment	Mode	First Payment Upon Admission	Payment due on the 1st day of the month before the next commencement term i.e. on the 1st March, 1st June, 1st September and 1st December			
		S\$	S\$	S\$	S\$	S\$
<b>Certificate in Buyer and Retail Manager</b> S\$ 22,000.00	<b>Full time</b>	\$ 11,000.00	\$ 5,500.00	\$ 5,500.00		
<b>ENGLISH PROGRAMME</b>						
<b>Elementary</b>	<b>Full time</b>	\$ 1,900.00	\$ 1,900.00	\$ 1,500.00	\$ 1,000.00	\$ 800.00
<b>Pre-Intermediate</b>	<b>Full time</b>	\$ 1,900.00	\$ 1,500.00	\$ 1,000.00	\$ 800.00	
<b>Intermediate</b>	<b>Full time</b>	\$ 1,500.00	\$ 1,000.00	\$ 800.00		
<b>Upper Intermediate</b>	<b>Full time</b>	\$ 1,000.00	\$ 800.00			
<b>Advanced</b>	<b>Full time</b>	\$ 800.00				

be levied on the above fees  
the School. Any change will be communicated to

Updated on 1 November 2007

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_