

# Raffles

InternationalCollege  
Bangkok

## Application for Admission

Full-time Study  
Bangkok, Thailand Campus

Congratulations on your decision to apply to Raffles International College. You have made an important career decision and will join the thousands of others around the world who have selected Raffles International College 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 (profile page + every used page)
2. Registration and Course Fees to be made payable to "RAFFLES DESIGN INTERNATIONAL (THAILAND) LIMITED"
3. Two (2) x photographs (3.5\*4.5 cms) for Local Student registration and Twelve (12) x photographs for foreign applicant
4. Copies of Applicant's latest educational transcripts and certificates (Original language and English Translated)
5. Certificate of English Proficiency Test result (ie: IELTS, TOEFL and etc.)
6. Certification of birth (both original language and English translation) with signature in blue ink
7. A certified criminal record check from the Criminal Record Bureau or police station. (foreign applicant in required countries only)
8. Updated resume if applicant has working experience for more than one (1) year
9. Copy of parent's passport (only profile page) with signature in blue ink (if required only)

Raffles  
InternationalCollege  
Bangkok

**Australia, Cambodia, China, India, Indonesia, Malaysia  
Mongolia, Saudi Arabia, Singapore, Sri Lanka, Thailand**

**BANGKOK CAMPUS**

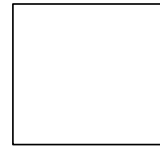
15 Moo 15, Bangna-Trad Road

Bangkaew, Bangplee, Samutprakarn 10540 Thailand

(Close to Index Living Mall Bangna, Udomsuk BTS Station)

Tel: 66-0-2021-5666 Fax: 66-0-2745-0900

Website: [www.raffles.ac.th](http://www.raffles.ac.th) Email: [rbk-info@raffles-design-institute.com](mailto:rbk-info@raffles-design-institute.com)



Date of Application \_\_\_\_\_

**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 ID / Passport (underline surname)**

**Nickname**

<b>PERSONAL</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>OFFICIAL</b>	ID / Passport No.	<b>CONTACT</b>	Home:
	<input type="checkbox"/> Single <input type="checkbox"/> Married		Nationality		Office:
	Date of Birth:		<input type="checkbox"/> Citizen <input type="checkbox"/> Permanent Resident		Mobile:
	Country of Birth:		National Service Completed :		Email:

<b>FAMILY ADDRESS</b>	<input type="text"/>	<b>SINGAPORE ADDRESS (if different from Family address)</b>	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

<b>NEXT OF KIN</b>	Father's Name :	Occupation:	Mobile:
	Mother's Name :	Occupation:	Moblie:
	Emergency Contact:		
	Name:	Relationship:	
	Address:		
	Phone:	Email:	

<b>FOR OFFICIAL COMMUNICATION</b>	Please indicate the preferred address, phone and email address below:		
	Address:		
	Phone:	Email:	

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

Universities, Colleges, Institutes	Country	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Secondary or High School	Country	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Date \_\_\_\_\_

**APPLICATION FEE**

Application Fee of THB 5000 is payable upon submission of this application. Application Fee paid is valid for 1 year for students who defer. It is non-refundable and non-transferable.

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

Please tick one of the above  Advanced Diploma  Others

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

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

Full-time  Special Schedule

\* International students holding Student's Visas are not eligible for the Part-Time courses.

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

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.

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ENGLISH LANGUAGE PROFICIENCY**

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 / Master awards.

Please tick your appropriate level of English proficiency attained.

- IELTS (International English Language Testing System) with a minimum score of 5.0, taken during the last two years
- TOEFL (Test of English as a Foreign Language) with a minimum score of 500 (Paper-based) or 59 - 60 (Internet-based), taken during the last two years
- GCE 'O' Level English Language Examination of C6
- Upper Advanced Level completion with Raffles International College, Bangkok

Students who do not meet the minimum requirement as stipulated above will need to take the Raffles International College's English Placement Test  
Test Date : \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

## TERMS AND CONDITIONS OF ENROLLMENT

The following Terms and Conditions of Enrollment apply to all students of Raffles International College, Bangkok. All fees and monies when mentioned are in Thai currency. Once signed, these terms and conditions are legally binding under the laws and jurisdiction of Thailand.

### 1. ADMISSION POLICY

Admission to Raffles International College (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.

**First Payment upon Admission:** Admission fee is payable upon enrolment and is non-refundable and non-transferable. It is services rendered during the promotion, marketing, recruitment and admission of students to the college/university.

**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 installments are due and payable as per "Course Fees Payment Schedule" i.e. on the 1st June, 1st September and 1st December.

**Additional Charges:** Accumulative Late Payment Charge of THB 1,000 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 THB 1,000 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. PAYMENTS, WITHDRAWALS, DEFERMENTS, TRANSFERS 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 THB 5,000 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 THB 5,000 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 Group:** 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 THB 5,000 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 THB 5,000 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 to 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 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.

### Limitation of Liability

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 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 \_\_\_\_\_

## 6. RAFFLES INTERNATIONAL COLLEGE 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 of TOEFL 500 in IELTS 5.0 or GCE "O" Level C6 or Raffles International College's Upper Advanced Level English or equivalent must attend English courses at an appropriate level. An English Placement Test will determine the student enters the English course. There are 6 levels: Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate, Advanced and Upper Advanced. Students are required to complete and pass Upper Advanced English. Student attending our English Programme are required to pay the course fee stated in the "Course Fee Installment Payment Schedule" on page 8.

## 7. CLASSES

Classes are scheduled on weekdays between 0900hrs and 2200hrs or weekends between 0900hrs and 1800hrs and may be subject to change at the discretion of the School when deemed necessary.

## 8. BANK DETAILS

Account name	<b>RAFFLES DESIGN INTERNATIONAL (THAILAND) LIMITED</b>
Bank	CIMB THAI BANK PUBLIC COMPANY LIMITED
Bank Address	44 Langsuan Road, Lumpini, Pathumwan. Bangkok Thailand 10330
Bank Code	022

Account number 800-0245-18-4

Currency Thai Baht

Mode of Payment Cheque, Money transfer/deposit

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

Swift Code: **UBOBTHBK**

### DECLARATION

I / We have read, understood and hereby accept the Terms and Conditions of enrollment for Raffles International College. 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 International College 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.

Name and Signature of Applicant

Date

Name and Signature of Parent/ Legal Guardian if student 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.**