



Raffles
Institute of Higher Education

APPLICATION FOR ADMISSION

Full-time Study

Indonesia Campuses

Congratulations on your decision to apply to Raffles Institute of Higher Education. You have made an important career decision and will join the thousands of other aspiring entrepreneurs and designers around the world who have selected Raffles Institute of Higher Education 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. Five (5) 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 **"PT Raffles Design Institute"**
6. Student will enter into a Standard Student Contract upon admission.

For International students:

1. Tuition Fee does not include student's pass / visa processing fee.
2. The payment of student's pass / visa is solely the student's responsibility, not the School.
3. The School will issue letter of sponsorship and any other supporting documents needed for the student to process the student's pass.
4. The student's visa cannot be used for any other purpose except for studying at Raffles Indonesia only.
5. The students is responsible for his/her own living cost.

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

Website: www.RafflesIndonesia.com

Applicant's signature _____

Date _____



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/ ID Card

(underline surname)

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

OFFICIAL	Passport /ID No.:
	Nationality:

CONTACT	Home:
	Office:
	Mobile:
	Email:

PERMANENT ADDRESS	

CURRENT ADDRESS (if different from permanent address)	

NEXT OF KIN	Father's Name and Passport or Identity Card Number: _____ / Occupation: _____
	Mother's Name and Passport or Identity Card Number: _____ / Occupation: _____
	Emergency Contact:
	Name: _____ Relationship: _____
	Address: _____
Phone: _____ Email: _____	

FOR OFFICIAL COMMUNICATION	Please indicate the preferred address, phone and email address below:
	Address: _____
	Phone: _____ Email: _____

STUDENT WITH DISABILITIES	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If you have disability which may affect your learning (e.g.; vision, hearing impairment, health, mobility, etc.) please provide official supporting documentation (in English) about the nature of your disability and any impact it will have on your education in Raffles Institute of Higher Education. This information should be provided at the point of application. Disclosure of disability is treated confidentially.

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

Application Fee of IDR 10,000,000,- 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.

PROGRAMME DETAILS FOR THIS APPLICATION (Please indicate clearly)

Two-Years Advanced Diploma Programmes in:

- Raffles Jakarta Raffles Surabaya Raffles Batam Raffles Medan

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 two year (2) programmes. Please tick one of the following options for the School to issue a confirmed Payment Schedule.

- OPTION A1: For Design Courses: lump sum payment of Course Fee in advance at commencement of studies - Discount IDR 10,000,000,-
 OPTION A2: For Business Courses: lump sum payment of Course Fee in advance at commencement of studies - Discount IDR 4,500,000,-
 OPTION B1: For Design Courses: lump sum payment of Admission Fee and 1st to 4th instalments or 5th to 8th instalments in advance at commencement of studies - Discount IDR 5,000,000,-
 OPTION B2: For Business Courses: lump sum payment of Admission Fee and 1st to 4th instalments or 5th to 8th instalments in advance at commencement of studies - Discount IDR 2,250,000,- .
 OPTION C: Payment by Instalment basis as per "**Course Fees Payment Schedule**"

Course Fee: _____

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 awards.

Advanced Diploma

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

- TOEFL (Test of English as a Foreign Language), taken during the last two years, with a minimum score of:
- Upon Admission: **550 (Paper-based)** or **70 (Internet-based)**
 IELTS (International English Language Testing System), taken during the last two years, with a minimum score of:
- Upon Admission: **5.5**
 GCE 'O' Level English Language Examination of C6

Test Date: _____

Applicant's signature _____

Date _____

TERMS AND CONDITIONS OF ENROLMENT

The following Terms and Conditions of Enrolment apply to all students of Raffles Institute of Higher Education, Indonesia. All fees and monies when mentioned are in Indonesian currency (Rupiah). Once signed, these terms and conditions are legally binding under the laws and jurisdiction of the Republic of Indonesia.

1. ADMISSION POLICY

Admission to Raffles Institute of Higher Education (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 sole 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.

The School reserves the right to cancel or reschedule a class before the date of its commencement. The School reserves the right to withdraw a module and offer an alternative in unforeseen circumstances.

2. FEES AND CHARGES

Application Fee: Please refer to "Application Fee" on page 3 for details.

Admission Fee: The Admission Fee is payable upon acceptance of admission.

Course Fees: All Course Fees have to be paid according to the "Course Fees Payment Schedule" as stipulated in pages 6 and 7. The Course Fees outlined in the Schedule shall be the amount to be received by the School. The instalments are due and payable as per "Course Fees Payment Schedule" i.e. on the 1st January, 1st April, 1st July and 1st October. Course Fees are inclusive of services provided to students leading to enrolment.

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).

Retaking Fee: Students are responsible to monitor their own retaking subjects. The schedule for the next term will be available at Raffles student portal in week 11. Please check the transcript, the available retaking modules and register with the Student & Administration Services Department by completing the Application for retaking modules form. The form must be submitted no later than week 2 of the new term. The Application would be approved based on the following condition: Availability of vacancy, approval by Programme Director, the retaking payment is settled. **The calculations are: IDR 150,000.- (Per Contact hour) X no. of contact hours for the module of Design Programmes and IDR 100,000.- (Per Contact hour) X no. of contact hours for the module of Business Programmes.** The Retaking Fee will be invoiced and shall be paid together with the next instalment due on 1st day of the month before the next commencement term i.e on the 1st March, 1st June, 1st September, and 1st December.

Additional Charges: Accumulative **Late Payment Charge** of IDR 500,000.- 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 IDR 500,000.- 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. 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 Fee of IDR 1,500,000.- will be levied. The Admission Fee is strictly non-refundable and non-transferable. All instalments 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. Discounts for any lump sum payments are not applicable and will not be valid if and when a student decides to withdraw. Upon Withdrawal and if there are any remaining course fees to be refunded, the School will deduct any discounts which has been credited into the student's lump sum payments. As discounts are no longer valid for withdrawal / early termination, students will also be required to pay any outstanding payments applicable based on the non discounted course fees.

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-enrol after deferment will have to pay an Administration Fee of IDR 1,500,000.- and the Course Fees in effect at the time of their re-enrolment. 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 instalments of the new school. A Transfer Fee of IDR 2,250,000.- 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 IDR 1,500,000.- 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 be able to receive further discounts on their exemptions.

Important Note: In cases of Deferment of Studies or Transfer of Programme or Withdrawal of Module, the student concerned will not (in Deferment cases) and may not (in Transfer or Withdrawal cases) be able to complete the Course, that the student has been admitted to, within the prescribed completion dates.

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. EXAMINATION AND EVALUATION

To qualify for various Raffles Institute of Higher Education awards, student 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. Student 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 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.

6. 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 to 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 _____



7. RAFFLES INSTITUTE OF HIGHER EDUCATION 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 Institute of Higher Education English Programme. An English Placement Test will determine the appropriate level of entry for the student. There are **3 levels** in this programme: Foundation English, Advanced English Part I and Advanced English Part II. Students attending our English Programme are required to pay the Course Fee stated in the "**Course Fee Payment Schedule**" on page 7. Students are not allowed to withdraw or defer from English Programme unless you are exempted from this module. Attendance is compulsory. The full course fees will be payable if you fail the course.

8. CLASSES

Classes are scheduled on weekdays between 0900hrs and 1800hrs or weekends between 0900 hrs and 1300hrs and may be subject to change at the sole discretion of the School when deemed necessary.

9. BANK DETAILS

1.	Account name Bank Bank Address Virtual Account number Swift Code Currency	<p>PT Raffles Design Institute Citibank Citibank Tower Bapindo Plaza Jl. Jend. Sudirman Kav. 54 - 55, Jakarta 12190 Indonesia <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> *</p> <p>* Every student will receive personalized Account Number. Please contact the Raffles Education Consultant for your Account Number.</p> <p>CITIIDJX Indonesian Rupiah</p>
2.	Account name Bank Bank Address Account number Swift Code Currency Mode of Payment	<p>PT Raffles Design Institute PERMATA BANK Menara Jamsostek Jl. Jend. Gatot Subroto Kav. 38 Jakarta 12710 7 0 1 3 5 7 7 9 BBBAIDJA Indonesian Rupiah</p> <p>Cash**, Credit Cards, Cheque, Nets or Telegraphic Transfers (T/T)**</p> <p>** For cash payment to Student & Administration Services Department, please quote your Account Number. An Administration Fee of IDR 50,000 is payable for scheduled instalment payments.</p> <p>*** All bank charges from Telegraphic Transfers shall be borne by the remitter.</p>

DECLARATION

I/ We have read, understood and hereby accept the Terms and Conditions of enrolment for Raffles Institute of Higher Education. 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 Institute of Higher Education 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 (in Rupiah)

Instalment	Admission Fee	1st	2nd	3rd	4th	5th	6th	7th	8th	Total Fee
Date of Payment	Course fee for the term commenced in January is payable by 1st January; for April term is payable by 1st April; for July term is payable by 1st July and for October term is payable by 1st October									
Fashion Design	IDR 43.600.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 225.000.000
<input type="checkbox"/> RJK <input type="checkbox"/> RSR <input type="checkbox"/> RBT <input type="checkbox"/> RMD										
Fashion Marketing & Management	IDR 43.600.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 225.000.000
<input type="checkbox"/> RJK <input type="checkbox"/> RSR <input type="checkbox"/> RBT <input type="checkbox"/> RMD										
Interior Design	IDR 43.600.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 225.000.000
<input type="checkbox"/> RJK <input type="checkbox"/> RSR <input type="checkbox"/> RBT <input type="checkbox"/> RMD										
Jewellery Design	IDR 43.600.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 225.000.000
<input type="checkbox"/> RJK <input type="checkbox"/> RSR <input type="checkbox"/> RBT <input type="checkbox"/> RMD										
Digital Media Design	IDR 43.600.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 225.000.000
<input type="checkbox"/> RJK <input type="checkbox"/> RSR <input type="checkbox"/> RBT <input type="checkbox"/> RMD										
Product Design	IDR 43.600.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 225.000.000
<input type="checkbox"/> RJK <input type="checkbox"/> RSR <input type="checkbox"/> RBT <input type="checkbox"/> RMD										
Visual Communication Design	IDR 43.600.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 22.675.000	IDR 225.000.000
<input type="checkbox"/> RJK <input type="checkbox"/> RSR <input type="checkbox"/> RBT <input type="checkbox"/> RMD										
Business Management	IDR 21.200.000	IDR 12.350.000	IDR 12.350.000	IDR 12.350.000	IDR 12.350.000	IDR 12.350.000	IDR 12.350.000	IDR 12.350.000	IDR 12.350.000	IDR 120.000.000
<input type="checkbox"/> RJK <input type="checkbox"/> RSR <input type="checkbox"/> RBT <input type="checkbox"/> RMD										
Tourism & Hospitality Management	IDR 21.200.000	IDR 12.350.000	IDR 12.350.000	IDR 12.350.000	IDR 12.350.000	IDR 12.350.000	IDR 12.350.000	IDR 12.350.000	IDR 12.350.000	IDR 120.000.000
<input type="checkbox"/> RJK <input type="checkbox"/> RSR <input type="checkbox"/> RBT <input type="checkbox"/> RMD										

Applicant's signature: _____

Date: _____

*The dates of payment are subject to change by the School. Any change will be communicated to all students.
 * Programme is offered in the respective campus: Raffles Jakarta (RJK); Raffles Surabaya (RSB); Raffles Batam (RBT); Raffles Medan (RMD).*



Raffles

Institute of Higher Education

**COURSE FEES PAYMENT SCHEDULE (in Rupiah)
ENGLISH PLACEMENT TEST AND ENGLISH LANGUAGE PROGRAMME**

Entry Level	Mode	Placement Test	Foundation English	Advanced English Part I	Advanced English Part II
		Course fee for the term commenced in January is payable by 1st January; for April term is payable by 1st April; for July term is payable by 1st July and for October term is payable by 1st October			
Placement Test	One Time	IDR 500.000	-	-	-
English Language Programme	Full-Time	-	IDR 15.600.000	IDR 7.800.000	IDR 7.800.000

Applicant's signature _____

Date _____



APPLICATION FOR ADMISSION

Full-time Study

Indonesia Campuses



Citywalk Sudirman
6th Floor
Jl. K. H. Mas Mansyur No. 121
Jakarta 10220, Indonesia
Tel: +62 21 2555 6738
Fax: +62 21 2555 6739
Email: Jakarta@RafflesIndonesia.com
Website: www.RafflesIndonesia.com



WISMA BII
12th Floor
Jl. Pemuda No. 60 - 70
Surabaya 60271, Indonesia
Tel: +62 31 5327084
Fax: +62 31 5327087
Email: Surabaya@RafflesIndonesia.com
Website: www.RafflesIndonesia.com



Harbour Bay Complex
Block H No. 10 - 12, Jl. Duyung Sei Jodoh
Batu Ampar 29432, Batam, Indonesia
Tel: +62 77 8741 5061 / 2
Fax: +62 77 8741 5063
Email: Batam@RafflesIndonesia.com
Website: www.RafflesIndonesia.com



Kompleks Centre Point
Jl Timor Blok J No V-VI
Medan 20231 Indonesia
Tel: +62 61 4525699
Fax: +62 61 4525844
Email: Medan@RafflesIndonesia.com
Website: www.RafflesIndonesia.com

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