



## Application Form 2012 - 2013 Colombo Campus

Congratulations, you just took your first step towards making your dream come true by joining Raffles Institute of Higher Education. You have joined a family of students around the globe who have trusted Raffles Institute of Higher Education to nurture their creative talents. This decision you made ensures you will receive the professional training required for a successful career and that you will have every opportunity to achieve your personal goals.

Please fill in clearly using **BLOCK** letters. To process the application without any delay please make sure that the information given is complete and correct.

Your application should include the following:

1. Copy of Applicant's National Identity Card or Passport.
2. Three (3) passport sized photographs.
3. Copies of Applicants latest educational transcripts and certificates (original language and English translated).
4. - A relevant portfolio: 3-5 representative sample of your recent creative work that reflects the range of your creative skill and potential. These can be any media (E.g. Digital Images, Paintings, Drawings, Sketches or Workbooks.) OR  
- A 500 word essay outlining relevant background, experience, and interests as well as career goals.
5. Application Fee and Course Fee payable to “**Raffles Design Institute (Private) Limited**”.
6. Student will receive the Letter of Acceptance and enter into a Standard Student Contract upon admission.

Entrepreneurship  
& Innovation  
& Empowerment

Applicant's name/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.*

**Part A PERSONAL DETAILS**

Title: Mr  Mrs  Ms  Other \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Gender:  Male  Female

Country of Citizenship: \_\_\_\_\_

NIC/ Passport Number: \_\_\_\_\_

**Address for Correspondent:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Country Code \_\_\_\_\_ Area Code \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_

Applicant's Email : \_\_\_\_\_

**Permanent Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Country Code: \_\_\_\_\_ Area Code \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_

**Part B NEXT OF KIN**

Father's Name: \_\_\_\_\_

Father's NIC/ Passport Number: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mother's NIC/ Passport Number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Telephone: Country Code \_\_\_\_\_ Area Code \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_

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

University, College, Institute	Country	Qualification Achieved	From	To
Secondary or High School	Country	Qualification Achieved	From	To

Applicant's Name/ signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part D MEDICAL CONDITIONS**

Do you have a disability or long-term medical condition which may affect your studies?

No  Yes – If yes, please give details: \_\_\_\_\_

Would you like advice on support services, equipment and facilities which may help you?

Yes  No

**Part D MARKETING INFORMATION**

How did you hear about Raffles Design Institute?

Magazine  Newspaper  TV  Radio  Billboard  Exhibition  Internet  Friend

Other – Please Specify: \_\_\_\_\_

**Part E PROGRAMME PREFERENCES (Please indicate clearly)**

- Advanced Diploma in Fashion Design.
- Advanced Diploma in Fashion Marketing & Management.
- Advanced Diploma in Visual Communication (Graphic Design).
- Advanced Diploma in Interactive Media (Multimedia Design).
- Advanced Diploma in Interior Design.
- Advanced Diploma in Jewellery Design.

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

**Part F Advanced Payment Scheme**

For full-time 24 months Advanced Diploma program only. 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 advanced on the commencement of studies – Discount Rs. 200,000.
- OPTION B: Payment of “**First payment upon admission and 1<sup>st</sup> & 2<sup>nd</sup> installments**” in advanced on the commencement of studies - Discount Rs. 40,000; Payment of **3<sup>rd</sup> to 7<sup>th</sup> installments** in advanced on the commencement of term 3 - Discount Rs. 40,000.
- OPTION C: Payment by installment basis as per “**Course Fees Payment Schedule**”

**Course Fees**

Course Fees are inclusive of services provided to students leading to enrolment, Graduation Fee (where applicable) and Registration and Examination fee (net of taxes where applicable) which constitute 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: \_\_\_\_\_  
\_\_\_\_\_

**Part G APPLICATION FEE**

1. Application Fee of Rs. 24,000 is payable upon submission of this application.
2. Application Fee paid is non-transferable and non-refundable.
3. This Application Fee paid is valid for 1 year for students who defer or withdraw.

Applicant's Name/ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TERMS AND CONDITIONS OF ENROLLMENT

The following Terms and Conditions of Enrollment apply to all students of Raffles Institute of Higher Education, Colombo. All fees and monies when mentioned are in Sri Lankan Rupees. Once signed, these terms and conditions are legally binding under the laws and jurisdiction of Sri Lanka.

### 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 any 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 honor fees payable or failure to abide by the Rules and Regulations prescribed in the Student Handbook.

### 2. FEES AND CHARGES

**Application Fees:** Please refer to "Application Fees" 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 of this form. 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 Fees:** 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).

**Additional Charges:** Accumulative Late Payment Charge of Rs. 4,000 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 Rs. 4,000 is charged for each dishonored cheque. Further information may be obtained from the Student Services Department.

The above fees are strictly non-refundable and non-transferable.

**Review of Course Fees:** The School reserves the rights to review and make changes to the Course Fees without prior notice.

### 3. WITHDRAWAL, TERMINATION, DEFERMENT, TRANSFER AND EXEMPTION

**Withdrawal:** For withdrawals, students will be required to complete the "Application for Withdrawal from Program" 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 by case basis. An administration charge of Rs. 16,000 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.

Students who paid tuition fees by the payment option A or B and have received a respective discount, in case of withdrawal will be disqualified from a discount and have their refund calculated according to the following formula:

**Refund = (Total Tuition Fees) – (Registration Fee) – (First payment upon admission) – (total teaching hrs rendered)**

**Termination:** Students terminated by the School will receive a refund of Course Fees 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 Rs. 16,000 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 network of Colleges:** 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 Rs. 24,000 will be levied.

**Transfer of Program:** Current students already in the course of study wishing to transfer to another program will need to complete the "Application for Transfer of Program" form, obtainable from the Student Services Department not later than two weeks into the term. A transfer fee of Rs. 16,000 will be levied.

**Exemptions:** Students seeking exemptions have to present official academic transcripts and portfolio (if applicable) and relevant documentation at the time of registration and such exemptions are subject to the approval of the respective Program 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.

Applicant's Name/ Signature: \_\_\_\_\_

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

#### 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 Institute of Higher Education awards, students will be required to successfully complete various course work, examinations, projects, industrial attachment program, and other forms of evaluation prescribed in the various programs 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 be available during 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 for marketing and promotion purposes.

#### 6. CLASSES

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

#### 7. BANK DETAILS

Account name: Raffles Design Institute (Private) Limited  
 Bank: Standard Chartered Bank  
 Bank Address: Standard Chartered Bank  
 28 Temple Lane, Colombo 03, Sri Lanka  
 Account Number: 01-1527878-01  
 Swift Code: SCBLLKX  
 Currency: Sri Lankan Rupees  
 Mode of Payment: Cash, Credit Cards, Cheque, Bank Drafts 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 Design Institute. 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 program 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 Institute of Higher Education 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 Student - PLEASE WRITE NAME IN BLOCK LETTERS and then SIGN** **Date**

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**Name and Signature of Parent/ Legal Guardian if Applicant is less than 18 years of age –** **Date**  
**PLEASE WRITE NAME IN BLOCK LETTERS and then SIGN**

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**Name and Signature of Person responsible for fee payment –** **Date**  
**PLEASE WRITE NAME IN BLOCK LETTERS and then SIGN**

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The above information was explained by:

Name of Consultant/ Signature: \_\_\_\_\_

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

*\*All information presented is accurate at the point of consultation.*