

## LOCAL STUDENT

# APPLICATION FORM

(full-time study)

## ADVANCED DIPLOMA

Interior Design

Product Design

Graphic Design

Digital Media Design

Fashion Design

Fashion Marketing and Management

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## BACHELOR OF ARTS (HONS) TOP-UP

Interior Design

Product Design

Graphic Design

Fashion Design

Fashion Management & Communication

### Mumbai Center

Hil Life, 2nd Floor, Phirozshah Mehta Road,  
Santacruz (W), Mumbai-400054.

Tel: +91 22 6720 8888

Fax: +91 22 6702 3569

Website: [www.RafflesMumbai.com](http://www.RafflesMumbai.com)

Email: [Enquiry@RafflesMumbai.com](mailto:Enquiry@RafflesMumbai.com)

Raffles Design International (India) Private Limited

CIN- U74994MH2004PTC147550

- Australia • Cambodia • China • India • Indonesia • Italy • Malaysia • Mongolia • Switzerland • Thailand
- Saudi Arabia • Singapore • Sri Lanka

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

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

## Entry Requirements for Advanced Diploma 2 Years Full Time

- Completion of Grade 10th/12th OR equivalent
- Raffles Creative Aptitude Test / Portfolio
- Interview
- English Proficiency
- Minimum Age 16 & above

### Application Checklist (Please Tick)

- |   |   |
|---|---|
| <input type="checkbox"/> 3 passport size photographs  | <input type="checkbox"/> Certified True Copy of Birth Certificate |
| <input type="checkbox"/> Certified True Copies of all Educational Documents                     | <input type="checkbox"/> Passport Copies (first & last page)      |
| <input type="checkbox"/> Original Language Proficiency Proof (non - English speaking Applicant) |   |
| <input type="checkbox"/> Updated resume of Applicant (if working)                               | <input type="checkbox"/> Application and Course Fee               |

### Application Fee

An application fee of Rs15,000 (subject to applicable tax) is payable upon submission of this application which is non-refundable and non-transferable. This Application Fee paid is valid for 1 year for applicant who defer.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Bachelor (2+1year) | <input type="checkbox"/> Bachelor (Degree Completion year) | <input type="checkbox"/> Advanced Diploma |
|---|--|---|

### Program (Please indicate clearly) Advanced Diploma Awarded by Raffles College of Higher Education, Singapore. (2 years)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Fashion Design       | <input type="checkbox"/> Fashion Marketing and Management | <input type="checkbox"/> Visual Communication Design |
| <input type="checkbox"/> Digital Media Design | <input type="checkbox"/> Interior Design                  | <input type="checkbox"/> Product Design              |

### Program Title (Please indicate clearly) BA (Hons) Awarded by Sheffield Hallam University, UK. (1 year Top-Up)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Fashion Design | <input type="checkbox"/> Fashion Management & Communication | <input type="checkbox"/> Graphic Design |
| <input type="checkbox"/> Product Design | <input type="checkbox"/> Interior Design                    |   |

### Commencing Intake

Advanced Diploma

- |                              |                                |                               |                                  |            |
|------------------------------|--------------------------------|-------------------------------|----------------------------------|------------|
| <input type="checkbox"/> Jan | <input type="checkbox"/> April | <input type="checkbox"/> July | <input type="checkbox"/> October | Year _____ |
|------------------------------|--------------------------------|-------------------------------|----------------------------------|------------|

Degree

- |                              |                               |            |
|------------------------------|-------------------------------|------------|
| <input type="checkbox"/> Jan | <input type="checkbox"/> July | Year _____ |
|------------------------------|-------------------------------|------------|

Course Fees: \_\_\_\_\_

### English Language Proficiency

Applicant whose native language is not English must submit evidence of proficiency in the Language.

1 Please tick your appropriate level of English proficiency attained.

- TOEFL** of a minimum score of 500 for paper-based or 59-60 for internet-based examination taken during the last two years.
- IELTS** of a minimum score of 6.0 taken during the last two years for Top-Up Degree
- Three years of High School English pass grades from an English Medium School or 70% in CBSE, 60% in ICSE or equivalent

2 Applicant who does not meet the minimum requirement as stipulated above will need to take the Raffles Design International English Placement Test. Test Date: \_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Personal Details: Fill in the blanks as indicated & write clearly

\*All information declared by the applicant is strictly confidential and will be used solely by Raffles Design International.

**Full Name (as in passport/ID proof):** \_\_\_\_\_  
(underline surname)

**Personal Details**

Male     Female                       Single     Married

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

**Official Details**

Passport Number: \_\_\_\_\_ Nationality: \_\_\_\_\_

**Contact Details**

Home: \_\_\_\_\_ Office: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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

For Official Communication (please indicate the preferred address, phone and email address below).

**Emergency Contact**

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

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

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

**Applicants With Disabilities** (If you have a disability which may affect your learning (vision, hearing impairment, health, mobility) please provide official supporting documentation about the nature of your disability and any impact it will have for your education in Raffles Design International. This information must be provided at the time of application. Disclosure of disability is treated confidentially).

Yes     No

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

**Education Details** (List the most recent School's you have attended and the highest qualification attained).

College/Institute	Country	Qualification Achieved	Year of Completion
_____	_____	_____	_____

Secondary/High School	Country	Qualification Achieved	Year of Completion
_____	_____	_____	_____

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Information**

**Father's name:** \_\_\_\_\_

Occupation: \_\_\_\_\_

Company name and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin code: \_\_\_\_\_ Office telephone number: \_\_\_\_\_

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

**Mother's name:** \_\_\_\_\_

Occupation: \_\_\_\_\_

Company name and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin code: \_\_\_\_\_ Office telephone number: \_\_\_\_\_

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

**Guardian's name:** \_\_\_\_\_

Occupation: \_\_\_\_\_

Company name and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin code: \_\_\_\_\_ Office telephone number: \_\_\_\_\_

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

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Terms & Conditions of Enrolment

The following Terms & Conditions of Enrollment apply to all applicant who registered for full-time coaching programme with Raffles Design International. All fees and monies when mentioned are in Indian Rupees. Once signed by the applicant and their parents/legal guardian (in case the applicant is below 21 years of age), these terms and conditions are legally binding upon the Applicant and his/her parents if the Applicant is below 21 years of age under the laws and jurisdiction of the Republic of India.

### ADMISSION POLICY

Admissions to Raffles Design International (henceforth known as the Center), is open 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 Center reserves the rights to reject an application and to review an applicant's progress periodically. Raffles Design International may, at its discretion, cancel an applicant's registration for lack of academic progress, irregular attendance of classes, failure to appear in examinations, misbehavior with the coaching faculty or other applicants, negligence in completing assignments, inattentive behavior and lack of commitment to the coaching facilities provided, failure to honor fees payable or failure to abide by the Rules and Regulations prescribed in the Student Handbook. In all such cases, the Center shall not be liable to refund any Course Fees Payment already been made by the applicant.

### FEES AND CHARGES

**Course Fees:** All Course Fees have to be paid according to the "Course Fees Payment Schedule" as stipulated in page 7. The Course Fees outlined in the Schedule shall be the amount to be received by the Center. The certification fee in equivalent Singapore dollars are payable to Raffles Education Corporation as stipulated during admissions. The first payment upon admission is payable upon acceptance of the admission. The installments are due and payable as per "Course Fees Payment Schedule" i.e. on the 1st March, 1st June, 1st September, & 1st December. GST as applicable in India or Singapore will be levied on all fees and charges.

**ADDITIONAL CHARGES:** A cumulative late payment Charge of Rs.250/- exclusive of GST per day will be levied for non-payment of Course Fees after the stipulated deadlines from the Center. Applicants are expected to purchase normal classroom supplies and specified textbooks. Applicants may be required to purchase materials related to certain courses. An administrative fee of Rs.500/- exclusive of GST is charged for each dishonored cheque. **Fees towards duplicate Transcripts, ID Card, Module Withdrawal, Re-sit/ Re-Evaluation, Field Trips, etc will be applicable apart from the Course Fees.** Further information may be obtained from the Students & Administrative Department.

**RETAKE FEES:** The Retaking fee will be invoiced flat Rs.32000 exclusive of GST for applicant who has failed the module. The retaking fee will be paid 1 week before the commencement of the term, commencing on 1st January, 1st April, 1st July or 1st October in which the module is offered.

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

**Review of Course Fees:** The Center reserves the rights to regularly review and make changes to the course fees without prior notice.

### WITHDRAWAL, TERMINATION, DEFERMENT, TRANSFER AND EXEMPTION:

**Withdrawal:** In the event of an applicant desiring to withdraw from the coaching course (the "Course") to which he has been admitted by the Center, the applicant has to complete the "Application of Withdrawal from the Program" form obtainable from the Student & Administrative Department. The applicant will be interviewed by the Student Services Manager. The Center will consider each application on a case by case basis. An administration charge of Rs.5000/- exclusive of GST 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 Center's student services department prior to the start of the next commencement term

### TERMINATION:

Applicant terminated by the Center as otherwise provided in this application form is entitled to 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:** Applicants are not allowed to defer studies once the term has commenced. Applicants who wish to defer their term of studies will complete the "Application of Deferment" form, obtainable from the Students & Administrative Department, at least 30 days before commencement of the new term. The decision to grant the applicant deferment will be considered on a case to case basis and at the sole discretion of the Student Service Manager. An administration fees of Rs 5000/- exclusive of GST is payable for the Center to maintain the applicants record during the deferment.

To rejoin the Center, the applicant has to inform the Center in writing 30 days before the term begins. Applicant who wishes to re-enroll after deferment will have to pay an administration fees of Rs.5000/- exclusive of GST and the course fee in effect at the time of their re-enrollment. This administrative fee is non-refundable and non-transferable. **Deferment approved only on completion of 1 year of studies in Raffles Design International. Deferment is permissible up to only 2 terms in the entire course duration.**

### TRANSFER BETWEEN CENTERS WITHIN THE RAFFLES DESIGN

**COLLEGE GROUP:** Applicant have to complete the "Application for Transfer of Center" form, obtainable from the Student & Administrative Department one term before the commencement of the new term. Transferring applicant will have to pay the Course Fees installment as per schedule of the new Center. A transfer of INR 7800/- exclusive of GST will be levied. **Transfer approved only on completion of 2 years (Advanced Diploma) of studies that you have signed up & subject to availability of seats in the destination college out of India.**

**TRANSFER OF PROGRAMME:** Current applicants 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 & Administrative Department no later than two weeks into the term. A transfer fee of Rs.5200/- exclusive of GST will be levied.

**EXEMPTIONS:** Applicant seeking exemptions have to present an official transcript and portfolio (if applicable) at the time of registration, and such exemptions are subjected to the approval of the RCHE. Applicant will be charged 35% of the course fee of the modules exempted. Applicant 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 may not be able to complete the Course, that the student has been admitted to, within the prescribed completion dates.

### CURRICULUM REVIEW

Details of the curriculum are contained in the Course Handbook. The Center reserves the right to regularly review and make changes to the curriculum without prior notice.

### EXAMINATIONS AND EVALUATIONS

To qualify for various Raffles Design International award, Applicant will be required to successfully complete various course work, examinations, projects, industrial attachment programme, and other forms of evaluation prescribed by the Center. Various conditions apply to the eligibility for examinations. Applicant will only be admitted to examinations provided that the applicant has (1) met all current financial obligations and (2) fulfilled the requirements of the course leading to the examinations. Examinations are administered at regularly scheduled times and applicant must be available during examination. Applicants failing to attend examination may be liable for a separate examination fee to have an equivalent examination set, administered and marked. Applicant assignments, projects and other Center related work may be retained by the Center or project sponsors for a period of up to 6 months for marketing and promotion purchases.

### CLASSES

Classes are scheduled on weekdays between 9am and 6pm or weekends between 9am and 1pm, which may be subject to change at the discretion of the Center when deemed necessary.

### 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 Center, arising out of this Admission Agreement or in relation to your tenure as a student in our Center, the liability of the Center shall be limited to and shall not, in any case, exceed the aggregate amount of the Course fees that you have paid to the Center.

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

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

**Bank Details**

Account Name: Raffles Design International India Pvt. Ltd.

Bank: DBS Bank Ltd. 3rd Floor, Fort House, Dr. D.N.Rd.  
Fort Mumbai-400001. Account Number: 811210000569  
Swift Code: DBSSINBB IFSC Code: DBSS0IN0811  
Currency: Indian Rupees (INR)

**OR**

Bank: Citi Bank  
Fort House, 4th Floor, 224 , Unit No 1,Dr D N Road, Fort, Mumbai 400001  
Account Number: 0710293015  
Swift Code: CITIINBX IFSC Code: CITI0100000  
Currency: Indian Rupees (INR)

Mode of Payment: Cheque/Demand Draft/Telegraphic Transfers (T/T)

**\*\* Note that all bank charges from Telegraphic Transfers shall be borne by the remitter.**

**Declaration & Acceptance of Terms For Administration**

I/We have read, understood and hereby accept the Terms and Conditions of enrollment for Raffles Design International. I/We also agree to abide by the rules and regulations of the Center 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 Design International reserves the right to amend fees and charges, curriculum, schedules, class structures, and the Center Rules and Regulations as prescribed in the Student Hand Book during the course of Study.

1. Name and signature of applicant

**PLEASE PRINT NAME** and then **SIGN**

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

2. Name and signature of parent/legal guardian if applicant is less than 21 years of age

**PLEASE PRINT NAME** and then **SIGN**

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

3. Name and Signature of Person responsible for fee payment

**PLEASE PRINT NAME** and then **SIGN**

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

The above information is explained by: \_\_\_\_\_

Name of the consultant/signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All information presented is accurate at the time of consultation.**

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Course Fees Payment Schedule

Complete program: 3 Years Professional Track

(Full Credit Transfer for Foreign Degree Recognition<sup>3</sup> in Final Year)

<b>COURSE</b>			
BA (Hons): Fashion Design (FD)/Graphic Design (GD) Interior Design (ID)/Product Design (PD) Fashion Management & Communication (FMC)			
<b>First Payment Upon Admission (INR)</b>		<b>Certification Fee<sup>2</sup> (INR) 1 month after term start</b>	
2,87,296		75,000	
<b>1st Year Foundation Level (Installments) INR</b>			
1st	2nd	3rd	4th
2,11,350	2,11,350	2,11,350	2,11,350
<b>2nd Year Foundation Level (Installments) INR</b>			
5th	6th	7th	
2,11,350	2,11,350	2,11,350	
<b>3rd Year Professional Certifications 3 (Installments) INR</b>			
8th	9th		
2,24,687	1,99,687		

Degree completion: 3rd Year Professional Track

(Full Credit Transfer for Foreign Degree Recognition<sup>3</sup> in Final Year)

<b>COURSE</b>	
BA (Hons): Fashion Design (FD)/Graphic Design (GD) Interior Design (ID)/Product Design (PD) Fashion Management & Communication (FMC)	
<b>First Payment Upon Admission (INR)</b>	<b>Certification Fee<sup>2</sup> (INR) 1 month after start of term</b>
2,87,296	20,000
1st Installment INR	2nd Installment INR
2,24,687	2,24,687

<sup>1</sup> GST as applicable in India will be levied on the above fees.

Fees include Applicant Locker/Library/Applicant Insurance Fee

<sup>2</sup> Amount is payable to Raffles Education Corporation in Singapore dollars equivalent at time of payment.

<sup>3</sup> Applicable for qualifications from Sheffield Hallam University UK

\*\* Installation due dates are 1st March, 1st June, 1st September, 1st December.

Note that fee payment dates may be subjected to change by the Center.

Any changes will be communicated to all the applicants beforehand.

**Applicant's signature:** \_\_\_\_\_

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

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

**1. Completed Application Form**

- ensure applicant sign on every page of Application Form

**2. Personal Documents**

- Copy of Passport/Identity Card/Employment pass/
- Copy of Passport/Identity Card/Employment pass/Work permit
- PAN Card

**3. Academic Qualifications**

- 'O' Level Certificate/Results (or equivalent)
- 'A' Level Certificate/Results (or equivalent)
- Diploma Certificate/Results (or equivalent)
- Bachelor Degree (Certificate & Transcripts)
- Postgraduate Qualifications (Certificate & Transcripts)
- Undertaking
- Admission Approval form
- Others, pls specify

**4. Resume** (if applicable)

**5. Admissions**

- LOA and Student Enrolment Details
- Exemption Application Form and Approval for Exemptions (If applicable)

**6. Payment: 1) Application Fee; 2) FPUA**

- Payment Receipts
- Updated Student Payment Card - **COMPULSORY**

**7. Immigration Matters** (applicable to International students)

- Student Visa Copy
- FRRO registration form
- Supporting documents for Visa Approval

**8. ERP**

- Personal Particulars
- Courses (Exemption/Bridging)
- Billing Details

Submitted By: (IPOS/Admissions)

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

Accepted By: (SAS)

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

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_