



## Application for Admission For Students

### Full-time Study Riyadh Campus

Congratulations on your decision to apply to Raffles Design Institute. You have made an important career decision and will join the thousands of other aspiring designers around the world who have selected Raffles Design Institute 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:

#### For Students

1. Copy of Applicant's National ID 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. Medical declaration form (فحص طبي قبل التوظيف)
6. Application Fee and Course Fee to be made payable to "شركة التمكين الشرقي للتدريب المحدودة"
7. Student will receive the **Letter of Acceptance** and enter into a **Standard Student Contract** upon admission.

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

**RIYADH CAMPUS**  
**Home Offices, Uruba Street corner Prince Turkey Street**

Website: [www.rafflesksa.com](http://www.rafflesksa.com) Email: info@raffles-me.com

Applicant Signature: \_\_\_\_\_

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



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

All information declared by the applicant is strictly confidential and used solely for Institute purposes.

**Full Name:** \_\_\_\_\_

<b>STUDENTS WITH DISABILITIES</b>	<input type="checkbox"/> Single <input type="checkbox"/> Married	National ID :	Home:
	Date of Birth		Office:
	Country of birth	Nationality :	Mobile:
			Email:

Father's Name and National ID Number: \_\_\_\_\_

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

Mother's Name and National ID Number: \_\_\_\_\_

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

Emergency Contact :

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

Address:;

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

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

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

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

**Applicant's Signature:** \_\_\_\_\_

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



APPLICATION FEE:

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

**SAR 5,000**

- 2. In the event that: the student's application is rejected by Admissions Committee, the Application Fee will not be refunded.

PROGRAMME DETAILS FOR THIS APPLICATION (Please indicate clearly)

- Jewellery Design  Fashion Marketing and Management  Fashion Design  Interior Design
- Visual Communication Design

Please tick one of the above:

Commencing Intake in \_\_\_\_\_January \_\_\_\_\_March \_\_\_\_\_September

Remarks \_\_\_\_\_

ENGLISH LANGUAGE PROFICIENCY (not applicable to certificate)

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 commence their registered Advanced Diploma courses with Raffles Design Institute.

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 minimum score of 500(paper-based) or 59 to 60 (internet-based), taken during the last two years.

Students who do not meet the maximum requirement as stipulated above will need to take the Raffles Design Institute English Placement Test

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

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

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



## Terms & Conditions

### TERMS AND CONDITIONS OF ENROLLMENT

The following Terms and Conditions of Enrolment apply to all students of Raffles Design Institute. All fees are in Saudi Riyals. Once signed, these terms and conditions are legally binding under the laws and jurisdiction of the Government of Saudi Arabia.

#### 1. ADMISSION POLICY

Admission to Raffles Design Institute is opened to all female individuals. Selection for admission is based on all overall assessment of the individual's potential. The Institutes reserves the right to reject an application and to review a student's progress periodically. The Institute may, at its discretion, cancel a student's registration for lack of academic progress, failure to fees payable or failure to abide by the Rules and Regulations.

#### 2. FEES AND CHARGES

**Application Fee:** In the event that the Student is rejected by Admissions Committee, the Application Fee will not be refunded.

**Course Fees:** All Course Fees have to be paid according to the "Course Fees Payment Schedule", The course Fees outlined in the schedule shall be the amount to be received by the Institute. The course fees will be paid 1 week before the commencement of the term.

**Retaking Fees:** The Retaking Fee will be invoiced based on each semester the retaking fee will be paid 1 week before the commencement of the term,

**Additional Charges:** Accumulative Late Payment Charge of **SR 1,000 weekly** will be levied for payment of Course Fees after the stipulated deadlines from the Institute. 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 **SR 500** is charged for each dishonored cheque.

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

**Review of Course Fees:** The Institute reserves the right to regularly review and make changes to the Course Fees without prior notice.

#### 3. WITHDRAWAL, TER 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 Institute will consider each application on a case to case basis. All instalments due for payment are strictly non- refundable and non-transferable.

**Termination:** Students terminated by the Institute will receive a refund of Course Fee proportional to the number of course modules paid for but have not commenced.



**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 re-join the institute, the student has to inform the institute in writing **30 days** before the term begins. Students who wish to defer their term of studies will have to pay an Administration Fee SR1000 of the Course Fees in effect at the time of their re-enrolment. This Administrative Fee is non-refundable and non-transferable.

**Transfer between Institutes within the Raffles Education Corporation Group:** Students have to complete the "Application for Transfer" 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 institutes. A Transfer Fee of **SR 1000** 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 from the beginning of the term. A Transfer Fee of **SR1000** will be levied. To re-enrol, the student has to inform the institute in writing 30 days before the term begins. Students who wish to re-enrol after deferment will have to pay an Administration Fee of **SR1000** and the Course Fees in effect at the time of their re-enrolment. This Administrative Fee is non-refundable and non-transferable. The institute reserves the rights to regularly review and make changes to the curriculum without prior notice.

**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 institute 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 institute. 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 institute related work may be retained by the institute 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 institute, arising out of this Admission Agreement or in relation to your tenure as a student in our institute, the liability of the institute shall be limited to and shall not, in any case, exceed the aggregate amount of the Course fees that you have paid to the Institute.

**7. RAFFLES DESIGN INSTITUTE ENGLISH PROGRAMME**

Classes are conducted in English and students are expected to be proficient at a level that allows them to perform effectively in the programme. Students applying for the Advanced Diploma must show evidence of IELTS 5.0 or equivalent 550 for TOEFEL paper based. If not they have to go for Oxford On-Line Placement Test and a separate English conversation test since all courses are conducted in English. Students must have the ability to understand, speak and write fluently in English. Students are required to pay the Course Fee stated in the "Course Fees Payment Schedule

**8. CLASSES**

Classes are scheduled on weekdays between 8 AM. TO 4 PM. And may be subject to change at the discretion of the institute when deemed necessary.

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

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



**9. BANK DETAILS**

<b>DECLARATION</b>
<p><b>I/We have read, understood and hereby accept the Terms and Conditions of enrolment for Raffles Design institute. I/We also agree to abide by the rules and regulations of the institute and to pay fees as they become due. I/We confirm that I/we 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 Institute reserves the right to amend fees and charges, curriculum, schedules, class structure and the institute Rules and Regulations as prescribed in the Student Handbook during the course of study.</b></p>
<p>_____</p> <p><b>Name and Signature of Applicant- Please PRINT NAME and SIGN:</b></p> <p><b>Date:</b> _____</p>
<p><b>Name and Signature of Parents/Legal Guardian if Applicant is less than 18 years of Age- Please PRINT NAME and SIGN</b></p> <p><b>Date:</b> _____</p>
<p>_____</p> <p><b>Name and Signature of Person responsible for Fee Payment – Please PRINT NAME and SIGN.</b></p> <p><b>Date:</b> _____</p>

The above information is explained by: \_\_\_\_\_  
Name of Consultant/Signature:

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

All information presented is accurate at the point of consultation.