



# Application for Admission For Malaysia Students

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

## A) Applicant's Checklist

- 1 A photocopy of Identity Card.
- 2 Four (4) recent passport-sized color photographs (3.5cm W x 4.5cm H with white background).
- 3 Applicant's latest education transcripts, certificates and English Language qualification. (front & back)
- 4 Applicant's school leaving certificate.
- 5 Application fee to be made payable to "Raffles College of Higher Education Sdn. Bhd."
- 6 Design portfolio (for Design student only, if any).

## Section A Programme Application Information

Programme  Certificate  Diploma  Degree  Others

Programme Title

Intake  January  May Year

July  September

Applicant's Signature:

Date

## Section B Personal Information

**i** Please complete in **BLOCK LETTERS**. Tick (✓) where applicable.

Title  Mr  Mrs  Miss  Others (please specify) \_\_\_\_\_

Name (as per NRIC) \_\_\_\_\_

NRIC No. \_\_\_\_\_ Age \_\_\_\_\_

Gender  Male  Female Date of birth 

D	D	M	M	Y	Y	Y	Y
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 Religion \_\_\_\_\_

Country of Birth \_\_\_\_\_ Race \_\_\_\_\_

Marital Status  Single  Married  Others (please specify) \_\_\_\_\_

### CONTACT DETAILS

Home Address \_\_\_\_\_

Country \_\_\_\_\_ Postcode \_\_\_\_\_

Mailing Address  Same as above \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone (home) \_\_\_\_\_ Telephone (mobile) \_\_\_\_\_

Email Address \_\_\_\_\_

## Section C Parent / Guardian Information

Name of Father/Mother/Guardian \_\_\_\_\_

NRIC No. \_\_\_\_\_ Relationship \_\_\_\_\_

Occupation \_\_\_\_\_ Email \_\_\_\_\_

Tel (Home) \_\_\_\_\_ Tel (Mobile) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

## Section D Emergency Contact

Contact Person \_\_\_\_\_ Relationship \_\_\_\_\_

Tel (Home) \_\_\_\_\_ Tel (Office) \_\_\_\_\_

Tel (Mobile) \_\_\_\_\_ Email \_\_\_\_\_

Applicant's Signature:

Date

\_\_\_\_\_ 

D	D	M	M	Y	Y	Y	Y
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## Section E Academic Qualifications

**i** List the most recent schools you have attended and the highest qualification attained.

### UNIVERSITY, COLLEGE or INSTITUTE

Name of University, College / Institute			
Country			
Qualification Achieved			
Field of study / Specialisation (If any, please specify)			
Date commenced	<input type="text" value="D D M M Y Y Y Y Y"/>	Date completed	<input type="text" value="D D M M Y Y Y Y Y"/>
Currently awaiting results	<input type="radio"/> Yes <input type="radio"/> No	Available date of results	<input type="text" value="D D M M Y Y Y Y Y"/>

### SECONDARY or HIGH SCHOOL

Name of Secondary / High School			
Country			
Qualification Achieved			
Date commenced	<input type="text" value="D D M M Y Y Y Y Y"/>	Date completed	<input type="text" value="D D M M Y Y Y Y Y"/>
Currently awaiting results	<input type="radio"/> Yes <input type="radio"/> No	Available date of results	<input type="text" value="D D M M Y Y Y Y Y"/>

## Section F Employment history

Please provide details of any employment experience that may be relevant to the programme applied. Supporting documentation; ie. CV or references may be submitted. Please attach additional pages if space below is insufficient.

Occupation	<input type="text"/>	Position	<input type="text"/>
Start date	<input type="text" value="D D M M Y Y Y Y Y"/>	End date	<input type="text" value="D D M M Y Y Y Y Y"/>
Employment type	<input type="radio"/> Full-time <input type="radio"/> Part-time		
Organisation	<input type="text"/>		
Duties	<input type="text"/>		
	<input type="text"/>		

## Section G Medical Declaration

**DO YOU HAVE ANY GENERAL MEDICAL CONDITION?**  Yes  No

If yes, please provide details and attach medical report

  

**DO YOU HAVE ANY LEARNING DIFFICULTY?**  Yes  No

If yes, please provide details (condition, support received etc.)

  

## Section H Student with Disabilities

Yes  No

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 College of Higher Education. This information must be provided at the point of application. Disclosure of disability is treated confidentially.

Applicant's Signature:

Date

<input type="text"/>	<input type="text" value="D D M M Y Y Y Y Y"/>
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**TERMS AND CONDITIONS OF ENROLLMENT**

The following Terms and Conditions of Enrollment apply to all students of Raffles College of Higher Education (henceforth known as 'the College'). All fees and monies where mentioned are in Ringgit Malaysia. Once signed, these terms and conditions are legally binding under the laws and jurisdiction of Malaysia.

**1. ADMISSION POLICY**

Admission to the College is open to all individuals regardless of gender, race, religion or nationality. Selection for admission is based on an overall assessment of the individual's potential. The College reserves the right to reject an application and to review a student's progress periodically. The College 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****A. Application Fee**

Application Fee refers to administrative services rendered during the application process and is payable upon submission of this application. Application Fee paid is non-transferable and non-refundable.

**B. Admission Fee**

Admission Fee refers to services rendered during the promotion, marketing, recruitment, selection and admission of students to the College. Admission fee paid is non-transferable and non-refundable.

**C. Course Fee**

Course Fee is defined as Admission Fee and Tuition Fee Instalments to be paid in accordance with the "Fee Payment Schedule" as stipulated in the Fee Structure & Payment Schedule. The course fee outlined in the schedule shall be at the amount to be received by the College.

**D. Retake Fee**

The Retake Fee will be invoiced based on the relevant Module Fee and Credit Hours for student who has failed module(s). The Retake Fee will be paid 1 week before the commencement of the semester, commencing in term which the module will be offered.

**E. Resource Fee**

Resource Fee covers the provision of technology and teaching and learning resources including online Library subscriptions, etc. which is included in the Fee Structure & Payment Schedule.

**F. MPU (MOHE Compulsory General Studies) Fee**

MPU Fee refers to fee for the delivery of the Malaysian Ministry of Higher Education Compulsory General Studies Courses.

**G. Additional Charges**

Accumulative Late Payment Charge of **RM100** per week will be levied on late payment of installment amount after the stipulated deadline from the College. Students are expected to purchase normal classroom supplies and specified textbooks. Students may also be required to purchase materials related to certain programmes. An Administrative Fee of **RM100** will be charged for each dishonoured cheque.

**H. Review of Fee Structure**

The College reserves the right to review and make changes to the Fee Structure & Payment Schedule without prior notice.

**I. Other Requirements Imposed By Malaysian Authority**

Students must adhere to the requirements and payments imposed by the Malaysian Authority without prior notice.

**2. WITHDRAWAL, TERMINATION, DEFERMENT, TRANSFER AND EXEMPTIONS****A. Withdrawal****a. Programme Withdrawal**

For withdrawal, students will be required to complete the "Application for Withdrawal from Programme" form, obtainable from the Students Services Unit. Students will be interviewed by the Student Affairs & Services Manager. The College will consider each application on a case-by-case basis. An administrative charge of RM400 will be levied. The Admission Fee 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 Fees Payment Schedule". Any fees paid in advance may be considered for refund provided 30 days written notice is given to the College's Student Services Unit prior to the commencement of the next semester.

**b. Module Withdrawal/Substitution**

Students who wish to withdraw or substitute a module must complete the "Application for Module Withdrawal/ Substitute" form, obtainable from the Student Services Unit. The form must be received by the College not later than Saturday of week two (2) of the semester. Late submissions shall not be accepted. No fees are charged for module withdrawal/substitution.

**B. Termination**

Students terminated by the College will receive a refund of Tuition Fee proportional to the number of modules paid for but have not commenced. For further details, please refer to the Student Handbook.

**C. Deferment**

Students who wish to defer are required to complete the "Application for Deferment" form, obtainable from the Student Services Unit, and the completed form must be received by the College not later than Saturday of week two (2) of the Semester/Terms. Late submissions shall not be accepted. All applications for deferment will be considered on a case-by-case basis and the college's decision to grant deferment is final. No deferment shall be allowed for the English Language Programmes.

To rejoin the College, the student has to inform the College in writing at least 30 days before the semester begins. Students who wish to re-enroll after deferment will have to pay an administrative fee of **RM400** and the Tuition Fee in effect at the time of their re-enrollment. This administrative fee is non-refundable and non-transferable.

Applicant's Signature:

Date

#### D. Transfer of Programme

Students who wish to transfer to another programme whilst in a course of study will need to complete and submit the "Application for Transfer of Programme" form, obtainable from the Students Services Unit, not later than Saturday of week two(2) of the semester. Late submissions shall not be accepted. A transfer fee of **RM400** will be levied.

#### E. Exemptions

Students seeking exemptions have to present official academic transcripts and portfolio (if applicable), and relevant documents at the time of registration, and such exemptions are subject to the approval of the respective Programme Directors/Programm Coordinators and/or Academic Lead. Students will be charged 35% of the course fee for 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.

#### 4. CURRICULUM REVIEW

Details of the curriculum are contained in Course Handouts. The College reserves the right to periodically review and make changes to the curriculum without prior notice.

#### 5. EXAMINATIONS AND EVALUATIONS

To qualify for 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 programme offered by the College. Various conditions apply to the eligibility for examinations. Students will not 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 avail themselves for the examinations. Students who failed to attend the scheduled examinations may be liable to pay a separate examination fee for an equivalent examination to be conducted subsequently.

Student assignments, projects and other College related work may be retained by the College or project sponsors for a period of up to 12 months for marketing and promotion purposes.

#### 6. ATTENDANCE AND EXPULSION

International student who is absent from classes without valid reasons or prior permission has to be reported to the Malaysian Immigration Department. Action may be taken which can result in the revoking of the student pass.

#### 7. 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.

#### 8. RAFFLES COLLEGE OF HIGHER EDUCATION ENGLISH LANGUAGE 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 who do not meet the minimum requirement as stipulated under the "English Language Proficiency" section must attend Raffles College of Higher Education English Language Programme. An English Placement Test will determine the appropriate level of entry for the student. There are 2 levels in this programme: Foundation English and Advanced English. The English Programme is a 6 months full-time programme and students must complete the English Programme before progressing into their applied Programme. Students are required to pay the Course Fee stated in the "Course Fees Payment Schedule". Students are not allowed to withdraw or defer from English as a Second Language (ESL) unless you are exempted from this programme. Attendance is compulsory. The full course fee will be payable if you failed the programme.

#### 9. CLASSES

Classes are scheduled on weekdays between 0800hrs and 1800hrs or weekends between 0900hrs and 1800hrs and may be subject to change at the discretion of the College when deemed necessary.

#### 10. PERSONAL DATA FOR PUBLICITY, PROMOTIONAL AND MARKETING PURPOSES

The College will only use your personal data (which includes your name, age, academic qualifications, photograph, still and video images, voice recordings, quotations, etc.) for the College publicity, promotional and marketing activities with your consent. Your personal data may be used to produce publicity, promotional and marketing materials including, but not limited to

- Press releases;
- Print/Video/Voice advertisements;
- Programme brochures/pamphlets/leaflets;
- Banners and bunting;
- The College website; and
- The College short video;

(collectively, "Marketing Materials"), which will be distributed to, among others, prospective students, Raffles College of Higher Education's partner universities and the general public.

Applicant's Signature:

Date

### A. Fair Use

By consenting to the College use of your personal data for the purposes described above, you acknowledge that:

- a) The Marketing Materials will become the property of the College and will not be returned;
- b) The College may edit, alter or copy your personal data to make the same suitable for use as Marketing Materials and publish and distribute such Marketing Materials;
- c) The College will ensure that except for stylistic changes, the integrity of your personal data will be preserved;
- d) The College may produce the Marketing Materials without requiring any further consent from you; and
- e) Your consent will also waive any right to royalties or other compensation arising or related to the use of your personal data.

The College will not use or reveal any of your personal contact information or sensitive personal data (e.g. information as to your physical and mental health, political opinions and religious beliefs) in the College Marketing Materials.

### B. Right of Access, Correction and to Withdraw Consent

You have the right to:

- i) request access and correction of your personal data;
- ii) withdraw your consent to the College further and continued use; and
- iii) contact the College with any queries regarding the use of your personal data; by e-mailing to [enquiries@raffles.edu.my](mailto:enquiries@raffles.edu.my)

Please take note that any withdrawal of consent is subject to you giving reasonable notice to the College in order for the College to take necessary action to cease the further and continued use of your personal data in the College Marketing Materials.

## 11. PAYMENT

### Bank Details

Account Name: **Raffles College of Higher Education Sdn. Bhd.**

Bank: **Malayan Banking Bhd**  
Bank Address: **Ground & Mezzanine Floor  
Bangunan UTMSPACE 195A  
Jalan Tun Razak, 50400 Kuala Lumpur.**

Account Number: **5140 5716 6378**  
Bank Swift Code: **MBBEMYKL (Swift Code)**

Currency: **Ringgit Malaysia or US Dollars**  
Mode of Payment: **Cash, Cheque or Telegraphic Transfer (T/T)**  
**All bank charges from Telegraphic Transfer shall be borne by the remitter.  
(Proof of payment must be received by Raffles College of Higher Education)**

Applicant's Signature:

Date

D	D	M	M	Y	Y	Y	Y
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## Applicant / Parent / Guardian

I / We have read, understood and hereby accept the Terms and Conditions of enrollment for Raffles College of Higher Education. I / We also agree to abide by the rules and regulations of the College 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 College of Higher Education reserves the rights to amend fees and charges, curriculum, schedules, class structures, and the College Rules and Regulations as prescribed in the Student Handbook during the course of study.

Applicant's Name

Applicant's Signature  Date

I / We have read, understood and hereby confirm that I agree to the use of my personal data for publicity, promotional and marketing purposes based on the stated Terms and Conditions.

Applicant's Name

Applicant's Signature  Date

Name of Parent / Legal Guardian

Relationship to the applicant  Father  Mother  Guardian

Signature of Parent / Legal Guardian  Date   
(If applicant is below 18 years old)

## Person Responsible for Course Fees Payment

Name

Relationship to the applicant  Father  Mother  Guardian

Signature  Date

## The above information is explained by

Name of Consultant

Signature of Consultant  Date

All information presented is accurate at the point of consultation.

Applicant's Signature:  Date

*Success by Design*



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College of Higher Education  
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