Please find below information about SOPs for Raffles Jakarta so the student is counted as your student.

* 1. For students, who are currently studying and/or residing in JABODETABEK and applying to study at RJK, please note to keep your follow up records and informed RJK if and when a student would like to visit RJK campus so that they can schedule the appointment of the student under SUN (this would minimize any of us having any misunderstanding and disputes with RJK Management on whether a student is REFERRED by an agent or DIRECT student).
1. If SUN has counsel a student, who is planning to study at Raffles in the next 1-2 years, please advice our student to clearly states that he/she has been consulted by SUN.
2. Let's say 1-2 months before the term starts, the student decides to visit RJK and registers directly, then RJK can always cross check on when was the last time SUN follow up with the student.
3. If the student has been consulted by SUN for the last 1-2 months (and SUN has advised the student to submit current documents or the documents have been submitted to SUN), then the student should be credited under SUN.
4. Likewise and if the student has been consulted by RJK for the last 1-2 months (and RJK has advised the student to submit current documents or all documents have been submitted to RJK), then the student should be credited under RJK.
5. Similarly if a student has been consulted by AGENT #1 about a year ago or so (and there were no recent follow up done by AGENT #1 for the past 1-2 months), then a student registers via AGENT #2, we will credit the sign up under AGENT #2.
6. Without any of the above follow up update and if a student decides to visit RJK, please take note that RJK management may consider this student under DIRECT student and not REFERRAL via an agent.
7. Should there be any disputes on the above matter, they will further assess on any follow up record that an agent has done in order for them to appeal with RJK Management to clarify and confirm that this student has been consulted and referred by an agent.
8. Preferably, you assist your students to fill up the Application Form and stamp with our agency company logo. Keep a copy at your office and ask student to bring in to RJK if and when they decide to go to RJK directly (as many times they will visit RJK without informing you first).

Most importantly, remind your students to inform RJK that they have been consultant by your agency.

1. As for the Application Fee payment and before a student makes the payment, the student would most likely submit relevant documents to the agent who has consulted the student.
2. As such and when the student made payment via bank transfer, please forward RJK the copy of the bank transfer receipt.
3. If the student visit RJK and pay directly to RJK, the student would most likely does not bring the relevant documents as documents have been submitted to SUN. In this case, we should be able to established that follow up and all works to get the student to register at RJK has been done by SUN.

Hope it is clear. Shall you have question, please do not hesitate to contact me or Citra.

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