

RafflesDesignInstitute

莱佛士设计学院

Terms & Conditions of Enrolment / 入学条款

The following terms and conditions apply to students enrolling for courses in Fashion Design, Fashion Marketing, Interior Design, Graphic Design, Multimedia Design and Commerce. Once signed, these terms and conditions are legally binding under the laws of The People's Republic of China.

广州莱佛士设计培训学院是一所由广州市政府和广州市教育局批准『穗教函『2001』192号』民办教育机构，下列各项规定和条款是为申请广州莱佛士设计培训学院的2年制高等非学历教育时装设计、时装营销、室内设计、平面设计、多媒体设计和商业管理课程的学生所制定的，一经签字，这些规定和条款在法律上受中华人民共和国法律约束。

1) ADMISSION POLICY/ 入学许可政策

Admission to Raffles Design Institute (hereinafter called "the College") is open to all individuals regardless of race, religion, or national origin. The College reserves the right to reject any application and to periodically review any student's progress in the College. The College may at its discretion take measures or/and pause or terminate a student for academic reasons, failure to remain in good financial standing or to pay fees concerned, or failure to abide by the College's Rules and Regulations.

广州莱佛士设计培训学院（以下简称：学院）的大门向所有个人敞开，不论他的种族、宗教信仰如何。学院保留拒绝任何申请的权利，并定期检查在校学生的在校情况，学院可能会根据学生的学习情况、经济情况、缴纳学费等相关费用情况或学生违反学院的校纪校规而较为慎重地中止或终止学生的课程学习以及其他奖惩措施。

2) FEE PAYMENTS & CHARGES/ 费用支付

I) Course Fees/ 学费: All Course Fees have to be paid according to the "Course Fees Payment Schedule" as stipulated in this Contract. The Course Fees outlined in the Schedule shall be the amount to be received by the College. The **Registration Fee, the First Installment Fee and the English Course Fee** are payable upon acceptance of admission. The subsequent installments are due and payable as per "Course Fee Payment Schedule". Student is requested to provide a bank account of the Agricultural Bank of China upon admission.

所有学费支付方式根据本入学条款内注明的《**学费付款计划**》按期支付。付款计划所述的学费是学生必需缴纳学院的费用。**注册费、第一期学费以及英文费**必须在报名时立即缴付，其余的分期付款将根据缴费通知书按《**学费付款计划**》规定的分期付款期限缴交日期支付。学生报名需持有中国农业银行帐号。

Course Fees are inclusive of services provided to students leading to enrolment such as English Placement Test, academic scheduling, orientation and learning skills counseling, among others. Upon registration for enrolment into the college, students will be required to take the <Entrance English Proficiency & Placement Test> which will be administered by the English Department. Students will be placed into a specific level of English Class according to their results from the Test. Students may also be required to attend intensive English classes prior to the start of the professional program. Counseling will also be provided by the Student & Academic Services Department for students on preparing for their studies in the college and other learning skills related topics.

学费包括入学前学院提供的服务，如英语测试、学籍管理及学习辅导等。学生完成入学注册手续后，必须按照学院的要求参加学院英语系组织的《英语水平入学测试》。学院将根据学生不同的英语水平要求学生进入不同级别的英语强化课程学习。学生也有可能被要求在正式学期或专业课程开始之前先参加部分英语强化课程的学习。学生一旦完成注册，学院的学生服务处将为学生提供有关学习准备等方面的咨询与指导。

II) Registration Fees/ 注册费: Upon registration for enrolment into the College, a registration fee of RMB 1,500 is payable. **Registration fees are non-refundable.** 学生报名时一次性支付注册费 RMB1500 元整。**注册费不予退还。**

III) Late Payment Fees/ 延迟缴费: Students will not be allowed into classes if no payment according to the below "Course Fees Payment Schedule" is received by its commencement. Students who have not made payment after the due date will be considered as automatic Withdrawal by the student, and subsequently de-registered.

新学期开学时仍未按照以下《**学费付款计划**》缴付学费的学生将不被允许进入教室。所有未在期限缴交日缴付学费的学生将被视作自动退学和放弃学籍。

IV) Additional Charges/ 附加费用: Students will have to purchase normal classroom supplies and specified textbooks. Students may be required to purchase specialized materials related to their courses.

学生必须购买基本的学习用品，专业教材及与课程相关的专用材料，且自行承担相关的费用。

3) WITHDRAWAL AND DEFERMENTS/ 有关退学和休学:

I) Application Process/ 申请程序: Applications for Withdrawal (terminating entire course of study) or program deferment (postponing your program of study) must be lodged in writing to the College at least 30 days before the new term commences. The date of notification is the date which the application is received by the college. All applications must be submitted using the standard Withdrawal or deferment forms obtainable from the College.

申请退学（不继续学业）、或休学（推迟整个学期的学习）的学生，必须在新学期开学前 30 天以上向学院提出书面申请。提出申请的时间从学院收到书面申请之日算起。所有申请必须使用由学院提供的标准的退学、休学申请表格。

II) Program Deferment/ 休学: Once the new term has commenced, no deferment application will be accepted unless under extenuating circumstances or medical condition and supporting documents must be submitted together with the application. Students may apply using the Institute "Program Deferment Application Form" and submit to SAS for processing four weeks prior to the new term commencing.

学期一旦开始后，所有申请当前学期休学的申请将不被接受。休学申请必须在新学期开始前至少 30 天以上向教务处提交书面申请。

Deferments are granted at the sole discretion of the Institute and are considered only in exceptional circumstances. Students applying for deferment are required to pay a non-refundable deferment fee of RMB2500. The Institute will permit the deferred student to resume the course at a later date subject to resuming within 6 months from the date of deferment at the same course fee. Any student who exceeded the maximum deferment period of 6 months and intend to resume their study must pay an additional fee of RMB2500.

只有发生特殊情况并且在学院核准的情况下，才允许休学。得到休学批准的学生必须支付复学管理费人民币 2500 元（半年内复学），才能在休学申请被批准时的学费水平上重新注册复学（条件是，在原休学申请中注明的复学时间重新开始学习）。如学生休学超过半年才办理复学时，需按照新的费用标准支付学费，并补办休学手续，支付人民币复学管理费 2500 元。

Students applying for deferments do so with the understanding that they will only be able to resume their study subject to the module(s) being offered at the time of return. Failure to notify the Institute after the expiry of the deferment period will

be classified as having abandoned their studies and a withdrawal from the program. No refund will be entertained.

获准休学的学生只有在学院有空位及要复修课程可继续的情况下才可复学。学生休学期间及复学后已预付的学费将不予退款。学生已申请休学并获得批准，但未向学院告知其复学安排，将被认为是退学和放弃完成学业；他们已获得学分也将作废。

III) WITHDRAWAL/ 退学:

Applications for Withdrawal must be submitted to the College using the College's standard forms at least 30 days before the new term commences. The date of notification is the date which the application is received by the college and any delayed application will not be accepted. Students are not allowed to apply for Withdrawal in their current term once the term has commenced. **An administration charge of RMB 1,000 will be levied at the time of the application for Withdrawal being granted, and the student will be refunded if there is any Course Fees paid in advance for the following terms..**

所有的退学申请都必须使用学院的正式申请表格，且必须在新学期开学前至少 30 天向学院提交，提出申请的时间从学院收到书面申请之日算起，超过时限的退学申请将不被受理。学生不允许在学期已开学后申请在当学期退学。退学申请获得批准后，学生需支付 RMB1000 的行政管理费，如果学生有预付后续学期的学费及或英文费的，学院将予以计退。

If a Withdrawal student applies for re-admission, the student will pay an administration charge of RMB 5,000 and be subject to the fee level of the time the student is approved to be re-admitted. The College will evaluate the re-admitted student's previous academic results to determine how many credits or courses the student need to complete for graduating.

若已申请退学的学生要求复学，学生须支付注册管理费 RMB5000 元，且学生应根据其复学时学院的学费标准缴纳学费。学生在退学前所取得的学分将被学院重新审核以确定学生为完成学业所仍需获得的学分和课程。

4) CHANGING OF PROGRAM / 专业转换:

Students can apply for change of program in writing after careful consideration. Newly enrolled students at the 1st term must submit their application for a change of program to the college within two weeks upon commencement of the original course. Existing Students must submit their application for a change of program to the college at least 30 days before the next term commencement. Students cannot commence with the new program until the applications are approved by the college. Student may be allowed to a maximum of 2 opportunities to change their study program, per study period at the college. An administrative fee of RMB2000 is payable by any student who changes his/her study program for the second time. All applications for change of programs must be submitted using standard application forms obtainable from the Student and Academic Services Department. 学生经慎重考虑后，可向学院提出转换专业的书面申请。新生申请转换专业必须在原专业课程第一学期开课后的两周内提出。在校生申请转专业，必须在新学期开学前 30 天以上提出。经学院批准后学生方可在新的专业学习。学生在校期间允许转换专业 2 次。第二次转换专业时，学生需付行政管理费 RMB2000 元。所有申请必须使用由学院教务处提供的转换专业申请表格。

5) RETAKING OF MODULES/ 课程重修:

Student must retake module which he/she has failed and subject to retake fee calculated according to the number of credit hours in each retake module for each term. Failed modules should be retaken in the next available term. 单科课程没有通过的学生须重修该门课程。学生须缴纳该门课程重修费。所有重修课需在接下来的学期进行。为了保证学生学习的正常进度，学生需按照学院安排的课程（包括重修课）参加上课。

6) EXEMPTION FROM COURSE / 课程免修:

All applications for academic exemptions must be lodged using standard college exemption forms at the time of admission of the prospective student. Any applications for academic exemptions after the commencement of studies of the student will not be entertained. Exemptions must be done at least 30 days before the start of the next commencement term.. The students should submit relevant certificates, transcripts, reference letters and portfolio works conforming to the applied course. Approval of the application is granted at the discretion of the college. Students will be charged 35% of the Course fees for the exempted

academic course. The number of the applied courses to be exempted should not exceed 40% of the total course credits of the program. Excess fee resulting from Module Exemption will be utilized at the last installment of the Course Fee payment.

所有课程免修的申请必须以书面方式提交；并使用由教务处提供的课程免修申请表格。所有免修申请必须在新学期开始前 30 天以上提出申请。提出免修申请的学生必须提交与所申请免修课程相关的证书，成绩单，推荐信及设计作品集。课程免修的批准权由学院全权决定。学生免修需按该门课程学费总额的 35% 向学院缴纳免修费。免修课程不得超过该专业课程的 40%。免修课程所产生的盈余费用将在最后一次分期付款中抵扣。

7) EXAMINATIONS AND EVALUATIONS / 考试和评审:

To qualify for the College awards, students may be required to successfully complete various course works, examinations, projects, industrial attachment programs, and other forms of evaluation deemed appropriate by the College. Various conditions apply to eligibility for examinations, including that students will not be admitted to examinations unless the student has met all current financial obligations and fulfilled the requirements of the course leading to the examination. Examinations are administered at regularly scheduled times and students must be available during examination time. Students failing to attend an examination may be liable for a separate examination fee to have an equivalent examination set, administered, and marked. All grades are final.

为培养合格人才，学生必须参加并完成学院规定的所有课程的学习、考试、设计、实习等各项考核与评定工作。学生只有在付清所有应付费用，完成课程所有要求的前提下才能参加考试。学生必须在规定时间内参加考试，因个人原因缺考的学生将承担因另设考试以及安排监考与评分等所造成的额外费用。所有成绩将由学院最终决定。

8) ENGLISH AS SECOND LANGUAGE (ESL) CLASSES/ 英文课程

The Institute English Language Program is compulsory for all students except for those who have achieved an IELTS score of 5.5 or above (Valid for two years) are exempted.

英语课程是必修课。学生入学前必须参加学院安排的英语测试，除非学生达到英语免修要求，即提供两年有效期内雅思 5.5 或以上的成绩单。

Students who do not possess the required conditions for exemption of English will need to undertake an English Placement Test at the point of admission.

英语没有达到免修要求的学生入学前必须参加学院安排的英语测试。

Students will be placed into a level based on the English Placement Test and are required to purchase the necessary textbooks and workbooks for the classes.

将根据学生的英语水平测试结果来定级，并且学生应该自行购买参加课程所需的英语课本及参考资料。

English Program is divided into 2 parts. Part 1: Foundation 1, 2, 3, and Part 2: Advance 1, 2, 3. The following are the course fees respectively:

ESL Part 1 - RMB33,000; ESL Part 2 - RMB22,000.

英文课程共分为两个部分，分别是第一部分基础级 1、2、3，第二部分是高级 1、2、3。英语费用分别是英语课程第一部分 33,000 元，英语课程第二部分是 22,000 元。

All students must complete and pass ESL Part 2 Advance 3 and complete all of their modules in their main program before being allowed to progress to the 3rd year.

学生申请就读第 3 年课程前，必须修满所有专业课程的学分，以及必须通过英语课程第二部分高级 3。

Students must pass ESL Part 2 Advance 3 before any balance of English fees can be used to offset the following term tuition fee. No refund will be given for a class already commenced even if you did not attend.

只有在英语级别全部通过后，英语费结余可用于抵消下一学期付款。如果课程已经开始，即使学生没有参加课程，也不会对费用进行退款。

9) REVIEW OF PROGRAMS AND COURSE FEES:

The College reserves the rights to regularly review and update changes without notice, and all these updates will become effective to students immediately.

学院保留不定期的未经通知而及时修改或更新任何条款的权利，且该修改或更新应对学生立即生效。

10) GRADUATION EVENT & FASHION SHOW 毕业活动及时装秀

Upon graduation, there will be a Project Presentation Event for the graduating students. Students who choose to participate in the Project Presentation Event will need to pay an administrative fee of RMB 2,500 per student. A Fashion Show will be organized for students major in Fashion Design. The students will be shortlisted to participate in the show. Shortlisted graduates who wish to participate in this show will be required to pay an administrative fee of RMB 10,000 per student. In any case, students are required to purchase and pay for their presentation work and materials. RGZ 将为成绩合格的学生组织相应的作品展示活动。所有选择参加该活动的毕业生应向 RGZ 支付行政管理费人民币 2,500 元。对于服装设计专业的毕业生, RGZ 将推选优秀的毕业生携作品参加汇报表演, 所有愿意携作品参加汇报表演的毕业生应向 RGZ 支付行政管理费人民币 10,000 元。无论是以上哪种活动, 学生作品需自行承担费用。

11) OTHERS 其他

Parking lots are not provided for students.
RGZ 不提供车位, 学生需自行解决停车问题。

重要提示/IMPORTANT NOTE:

- 1) The course fees stated in the previously mentioned "Course Fees Payment Schedule" only means how much student has to pay for the 2-year study at Raffles Design Institute Guangzhou (hereinafter called "RGZ"). If student applies to transfer credits to other Raffles Colleges outside of China via the Raffles Inter-College Credits Transfer System during the study, the fees will be calculated according to the requirements at the school he/she applies to transfer to (For details, please refer to Application Form for relevant colleges). Students who wish to transfer to other Raffles college will have to pay a transfer fee of RMB2,000 at RGZ.
- 2) If student complete the 2-year programme in RGZ and has passed all credits in the main programme and has attained Raffles ESL Part 2 Advance 3, he/she will be awarded a Certificate of Completion by RGZ. Students can transfer to other Raffles Colleges outside of China to continue their third year program study.
- 3) RGZ will offer relevant consulting service and advice on transfer procedure for all students. Student can apply for visa to study abroad himself/herself or choose to go through authorized overseas studies agencies to process his/her application. Students who fulfil the requirement for overseas study will bear all application fees for Visa processing and other related cost. Student will be responsible for potential Visa rejection as rejection could be due to incomplete submission of application documents, inaccurate information submitted or due to other unforeseeable reasons.
- 4) Students have to bear fees for taking relevant tests such as IELTS, TOFEL and the cost of living in overseas, including hostel, transportation, flight tickets etc.
- 5) With the development of globalization and the economy, proficiency of English communication has become one of the most important qualities that an international talent must have. As an International institute aiming at fostering international talents in business and design, RGZ employs English as the medium of instruction and it has always been dedicated to improving the English level of its students to help them enhance their competitiveness in the job market. Students who wish to apply for the 3rd Year Program in overseas Raffles colleges must complete ESL Part 2 Advance 3 or provide IELTS 5.5 or above Certificate (valid for 2 years to qualify).
- 6) In cases of Deferment of Studies or Transfer of Programme, the student concerned will not (in Deferment cases) and may not (in Transfer cases) be able to complete the Course, which the student has been admitted to, within the prescribed completion dates.
- 7) The student agrees to fully comply with the rules and regulations of RGZ during the course of study. The student knows that RGZ provides an international environment conducive for the learning for all its students and staff, and the student shall ensure that his/her behavior and actions are proper and appropriate in RGZ. The student shall accord proper respect and courtesy to the staff and trainers as well as his/her fellow classmates at RGZ. The student shall use and treat the equipment and facilities at RGZ properly and not abuse or damage it. The student agrees and accepts that if he/she does not abide by the rules and regulations of RGZ, or if he/she breaches any laws or regulations of PR China, or if he/she damages any equipment or facility or cause harm to any individual at RGZ, RGZ reserves the right to seek compensation from the student and/or initiate legal protection or redress as necessary.

- 8) Courses in RGZ are carried out according to RGZ schedule, dates and procedures. The student agrees that RGZ reserves the right to make changes to the schedule or modify any aspect of the course at any time as deem necessary from time to time. RGZ has full rights for materials used for teaching and training at RGZ, as well as the right to display, present, exhibit or duplicate the works and projects done by the student(s) at RGZ.
- 9) Foreign students who hold student visa must abide by the laws and regulations in China. Students are prohibited from participating in any illegal activities. Students who violate the laws and regulation of China shall be dealt with directly by the relevant authorities.

- 1) 以上<<学费付款计划>>中注明的学费仅表示学生在广州莱佛士设计培训学院(以下简称 RGZ)学习的课程费用, 如果学生在 2 年学习期间, 凭借莱佛士国际学院网络的学分互认机制, 自愿申请学分至莱佛士学院集团在中国以外学院在海外完成余下课程的学习, 学费将根据当地学院的具体要求缴纳(具体请参看相应学院的入学申请表)。申请转学的学生必须在 RGZ 支付转学手续费 2000 元整。
- 2) 如果学生在 RGZ 完成两年课程, 修满所有专业课程的学分并通过学院规定的各项考核与评定以及学院最高级别英语课程后, 可获得广州莱佛士设计培训学院授予的结业证书; 学生可向其它海外莱佛士学院申请第 3 年的学习课程;
- 3) 学院学生服务部门可为学生提供相应的转学手续咨询与指导, 学生可以自行办理相关签证手续或者选择通过合法留学中介机构办理签证手续。办理签证等相关事宜的手续费用由学生自理。学生要满足申请第 3 年学习课程的学校所在国的签证要求, 如果因学生递交的申请材料不齐全与真实情况不相符合, 或者因其他不可抗拒的原因造成拒签, 后果由学生自己承担。
- 4) 所有学院外部考试费用如托福、雅思等, 及学生在海外学习期间的住宿、交通、生活等费用, 包括国内外往返的机票费用均由学生自理。
- 5) 随着全球经济的一体化发展, 熟练的英语运用能力已越来越成为国际性人才所必需具备的能力之一。RGZ 作为一所培养国际性设计与商业人才的国际性学院, 教学语言是英语, 我们的教学质量保证体系也一直致力于提高学生的英文水平, 以提高学生在全球化就业市场中的职业竞争力。申请就读第三年课程之前, 学生须通过本校英语课程第二部分高级 3 或达到两年有效期内雅思 5.5 的成绩, 以保证顺利进入第三年课程的学习。
- 6) 如果学生在校期间休学、转专业, 将无法在合同规定的期限内完成学业。
- 7) 在学习期间, 学生须完全遵守 RGZ 的规章制度。RGZ 为所有的学生以及员工提供国际化的优良的教学环境以及先进的教学设施设备, 因此, 学生在此学期期间必须保持合适的言行举止, 尊重老师和同学、爱护教学设施、安全使用设备。RGZ 有权向因违反学校规章制度或中华人民共和国法律而对他人或设施设备造成伤害、导致损失的学员索赔并保留法律权利。
- 8) 学校的课程进度、上课时间将根据 RGZ 制定的教学计划为依据开展。在必要的情况下, RGZ 保留更改上课时间以及其他教学安排的权利。同时, 学校培训所使用的资料以及学生在参加培训课程期间所制作的资料均属于 RGZ 的教学成果, RGZ 拥有对其进行展览、复制和发表的权利。
- 9) 持由 RGZ 申请学生签证的外国学生进入中国, 必须遵守中国的法律法规, 不得从事任何违法的活动。违反有关法律法规, 将受到相应处罚。

COURSE FEES PAYMENT SCHEDULE (Guangzhou) 《学费付款计划（广州）》

Installment 分期付款	Registration fee RMB1500 Pay Upon Admission 入学时支付 RMB1500 注册管理费	1st 第一期	2nd 第二期	3rd 第三期	4th 第四期
Due Date of Payment* 付款到期日*		Pay Upon Admission 入学时支付	Before 1 st Jun 17 2017年 6月1日前	Before 1 st Dec. 17 2017年 12月1日前	Before 1 st Jun 18 2018年 6月1日前
Term 学期		Jan. & Apr. Term 所缴为 1月学期和4月学费	Jul. & Oct. Term 所缴为 7月学期和10月学费	Jan. & Apr. Term 所缴为 1月学期和4月学费	Jul. & Oct. Term 所缴为 7月学期和10月学费
	(RMB)	(RMB)	(RMB)	(RMB)	(RMB)
Fashion Design 时装设计	1500	61000	61000	61000	61000
Fashion Marketing 时装营销	1500	55000	55000	55000	55000
Interior Design 室内设计	1500	61000	61000	61000	61000
Graphic Design 平面设计	1500	61000	61000	61000	61000
Multimedia Design 多媒体设计	1500	61000	61000	61000	61000
Commerce 商业管理	1500	50000	50000	50000	50000

ESL Level 英语课程级别	English Fees(RMB) 英语费用	Payable 支付
ESL Part 1 Foundation 英语课程第一部分：基础级	33,000 元	Pay Upon Admission 入学时支付
ESL Part 2 Advance 英语课程第二部分：高级	22,000 元	Upon Completion of ESL Part 1 Foundation 3 通过英语课程第一部分基础级 3后须缴纳

DECLARATION/声明

I confirm that I have read, fully understood and accept the Fee payment, Terms and Conditions of Enrollment for the College. Further, I agree that the Registration Fee is non-refundable and abide by all rules and regulations of the college and to pay fees as per "Course Fee Payment Schedule". I confirm that I have read and understood the description of the program applied for and that the information I have provided with respect to my application for admission is complete and correct to the best of my knowledge. I wish to be considered for entry to the course stated. I authorize the College to obtain official records from any educational institution previously attended by me or by any organization that I was employed. I understand that the College reserves the right to vary or reverse any decision regarding admission or enrollment made on the basis of incorrect or incomplete information.

我声明我已经全部理解并接受了学院的各项入学规定和条款及学院制定的收费项目和标准，以及我在退学时入学注册费不予退回。而且我保证遵守学院的规章制度，及时按照《学费付款计划》付清所有费用。我确信已经阅读并理解所申请课程的要求，保证我的入学申请中所提供的信息是完整而正确的。我授权学院从任何我先前上学的教学机构或雇佣过我的组织获取所需的记录，我同意如果我在申请入学或报名时所提供的信息不完整或不准确，学院有权更改或撤消任何有关我在学院学习的决定。

I _____ hereby declare I have read and understood and agree the terms of the present contract and I promise to respect them mentioned before in entirety. In addition, I agree the Chinese version of the terms and conditions mentioned before have the priority to the English version in case of any dispute.

我_____已经读过、理解并同意上述合同条款，我保证将完全遵守所规定的条款，此外，我同意上述条款以中文版优先解释，并作为纠纷解决依据。

Signature of Student/学生签名: _____ Date/日期: _____

ID or Passport No./ 身份证号或护照号: _____ Phone No./联系电话: _____

Address contacted/联系地址: _____

Signature of parent/guardian/监护人签名: _____ Date/日期: _____

(Signature of parent/guardian is mandatory should student is below 18 years of age 若学生未满十八岁，学生之监护人须签名)