

# Raffles

INDONESIA

## Application for Admission For Students

Full-time Study

### Design



*Fashion Design*



*Interior Design*



*Digital Media Design*



*Visual Communication Design*

### Business



*Business Management*

*Business Tourism & Hospitality*

### Merchandising

*Fashion Marketing  
& Management*

Success by *Design*



**Application for Admission  
For Students  
Full-time Study**

Congratulations on your decision to apply to Raffles Indonesia. You have made an important career decision and will join the thousands of other aspiring entrepreneurs and 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:

1. Copy of Applicant's Identity Card 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. Application Fee and Course Fee to be made payable to **"PT Raffles Institute of Higher Education"**
6. Student will receive the **Letter of Acceptance** and enter into a **Standard Student Contract** upon admission.

For International students:

1. Course Fee does not include student's pass / visa processing fee.
2. Processing of student's pass / visa is solely the student's responsibility.
3. Raffles will issue letter of sponsorship and any other supporting documents needed for the student to apply for the Visa. Student's Visa cannot be used for any other purposes except for studying at Raffles Indonesia only.
4. Student is responsible for his/her own living cost.

**Raffles Jakarta**

Citywalk Sudirman, 6th Floor.  
Jl. K.H. Mas Mansyur No.121.  
Jakarta 10220.

**Raffles Surabaya**

Sinarmas Land Plaza, 12th Floor.  
Jl. Pemuda 60-70.  
Surabaya 60271.

**Cambodia . China . India . Indonesia . Italy . Malaysia . Mongolia  
Saudi Arabia . Singapore . Sri Lanka . Switzerland . Thailand**

Website: [www.Raffles-Indonesia.com](http://www.Raffles-Indonesia.com)

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

Date \_\_\_\_\_

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

All information declared by the applicant is strictly confidential and will be used solely for Raffles purposes.

**Full Name as in Passport/ ID Card**  
(underline surname)

<b>PERSONAL</b>	<input type="radio"/> Male <input type="radio"/> Female
	<input type="radio"/> Single <input type="radio"/> Married
	Date of Birth:
	Country of Birth:

<b>OFFICIAL</b>	Passport /ID No.:
	Nationality:

<b>CONTACT</b>	Home :
	Office :
	Mobile :
	Email :

<b>PERMANENT ADDRESS</b>	

<b>CURRENT ADDRESS (If different from permanent address)</b>	

<b>NEXT OF KIN</b>	Father's Name and Passport or Identity Card Number: _____ / Occupation: _____
	Mother's Name and Passport or Identity Card Number: _____ / Occupation: _____
	Emergency Contact:
	Name: _____ Relationship: _____
	Address: _____
	Phone: _____ Email: _____

<b>FOR OFFICIAL COMMUNICATION</b>	Please indicate the preferred address, phone and email address below:
	Address: _____
	Phone: _____ Email: _____

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

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

Secondary or High School	Country	Qualification Achieved	From	To

Universities, Colleges, Institutes	Country	Qualification Achieved	From	To

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

Date \_\_\_\_\_

## APPLICATION FEE

Application is payable upon submission of this application:

- ☐ IDR 15.000.000,- for International Students ☐ IDR 10.000.000,- for Domestic Students

**This Application Fee paid is valid for 1 year for students who defer.  
It is non-refundable and non-transferable.**

## COURSE DETAILS FOR THIS APPLICATION (Please indicate clearly)

- ☐ Raffles Jakarta ☐ Raffles Surabaya

Course Title \_\_\_\_\_

Commencing Intake in ☐ January ☐ April ☐ July ☐ October Year \_\_\_\_\_  
☐ Full-time ☐ Special Schedule

Course Fee: IDR \_\_\_\_\_

*\* Please refer to page 6 for selection of programme and course fee payment schedule.*

## ENGLISH LANGUAGE PROFICIENCY

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 course with Raffles Indonesia.

A Please tick your appropriate level of English proficiency attained.

- ☐ IELTS (International English Language Testing System), with minimum score of **5.5**, taken during the last 2 years, or  
☐ TOEFL (Test of English as a Foreign Language) with a minimum score of:  
- **550 (Paper-based)** or **70 (Internet-based)**, taken during the last two years, or  
☐ GCE 'O' Level English Language Examination of C5, or  
☐ Completion of Raffles Advanced English Indonesia.  
☐ Equivalent : \_\_\_\_\_

B Student who did not meet the minimum requirement as stipulated above will need to take the Raffles Indonesia English Placement Test.

Test Date: \_\_\_\_\_ Overall Score: \_\_\_\_\_

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

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

## TERMS AND CONDITIONS OF ENROLMENT

The following Terms and Conditions of Enrolment apply to all students of Raffles Indonesia, Indonesia. All fees and monies when mentioned are in Indonesian currency (Rupiah). Once signed, these terms and conditions are legally binding under the laws and jurisdiction of the Republic of Indonesia.

### 1. ADMISSION POLICY

Admission to Raffles Indonesia (henceforth known as the "Raffles") is opened to all individuals regardless of gender, race, religion or nationality. Selection for admission is based on all overall assessment of the individual's potential. Raffles reserves the right to reject an application and to review a student's progress periodically. Raffles, at its sole 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

**Application Fee:** Please refer to "Application Fee" on page 3 for details.

**Course Fees:** All Course Fees have to be paid according to the "Course Fees Payment Schedule" as stipulated on pages 6 and 7. The Course Fees outlined in the Schedule shall be the amount to be received by the Raffles.

**Retaking Fees:** Students are responsible to monitor their own retaking subjects. Please check the transcript, the available retaking modules and register with the Student & Administration Services Department by completing the Application for retaking modules form. The form must be submitted no later than week 2 of the new term. The Application would be approved based on the following condition: Availability of vacancy, approval by Programme Director, the retaking payment is settled. **The calculations are: IDR 200,000.- (Per Contact hour) X no. of contact hours for the module of Design Programmes and IDR 150,000.- (Per Contact hour) X no. of contact hours for the module of Business Programmes.** The Retaking Fee will be invoiced and shall be paid together with the next instalment due on 1st day of the month before the next commencement term i.e on the 1st January, 1st April, 1st July and 1st October.

**Registration and Examination Fee:** The Registration and Examination Fee constitutes 15% of the Course Fees payable to the Central Registrar of Raffles Education Corporation (net of taxes where applicable).

**Additional Charges:** Accumulative **Late Payment Charge** of IDR 500,000.- per week will be levied for payment of Course Fees after the stipulated deadlines from Raffles. Students are expected to purchase normal classroom supplies and specified textbooks. Students may be required to purchase materials related to certain courses. An Administration Fee of IDR 500,000.- is charged for each dishonoured cheque. Further information may be obtained from the Student & Administration Services Department.

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

**Review of Course Fees:** Raffles reserves the rights to regularly review and make changes to the Course Fees without prior notice.

### 3. 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 & Administration Services Department. The student will be interviewed by the Student & Administration Services Manager. Raffles will consider each application on a case to case basis. An Administration Fee of IDR 2,000,000.- will be levied. The Admission Fee is strictly non-refundable and non-transferable. All instalments due for payment are strictly non-refundable and non-transferable. Due date is as per "Course Fee Payment Schedule".

**Termination:** Students terminated by Raffles will receive a refund of Course Fee proportional to the number of course modules paid for but have not commenced. For further details, please refer to the Student Handbook.

**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 & Administration 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 & Administration Services Manager.

To rejoin Raffles, the student has to inform Raffles in writing 30 days before the term begins. Students who wish to re-enrol after deferment will have to pay an Administration Fee of IDR 2,000,000.- and the Course Fees in effect at the time of their re-enrolment. This administration fee is non-refundable and non-transferable.

**Transfer between Raffles within the Raffles Education Corporation Group:** Students have to complete the "Application for Transfer of Raffles" form, obtainable from the Student & Administration 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 Raffles. A Transfer Fee of IDR 3,000,000.- 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 into the term. A Transfer Fee of IDR 2,000,000.- will be levied.

**Exemptions:** Students seeking exemptions have to present official academic transcripts, portfolio (if applicable) and relevant documentation at the time of registration, and such exemptions are subject to the approval of the respective Programme Director. Students will be charged 35% of the course fee of 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.

**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. Raffles reserves the rights to regularly review and make changes to the curriculum without prior notice.

### 5. EXAMINATION AND EVALUATION

To qualify for various Raffles awards, student 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 Raffles. Various conditions apply to the eligibility for examinations. Student 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 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 Raffles related work may be retained by Raffles 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 Raffles, arising out of this Admission Agreement or in relation to your tenure as a student in Raffles, the liability of Raffles shall be limited to and shall not, in any case, exceed the aggregate amount of the Course fees that you have paid to Raffles.

Applicant's signature

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Date

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## 7. RAFFLES ENGLISH PROGRAMME

Classes are conducted in English and students are expected to be proficient at a level that allows them to function effectively in the programme. Students who do not meet the minimum requirement as stipulated under the "English Language Proficiency" section must attend Raffles English Programme. An English Placement Test will determine the appropriate level of entry for the student. There are **2 levels** in this programme: **Foundation** and **Advanced Level**. Students attending our English Course are required to pay the Course Fee stated in the "**Course Fee Payment Schedule**" on page 7. Students are not allowed to withdraw or defer from English Language Programme (ELP) unless you are exempted from this module. Attendance is compulsory. The full course fees will be payable if you fail the course.

## 8. CLASSES

Classes are scheduled on weekdays between 0900hrs and 1800hrs or weekends between 0900 hrs and 1300hrs and may be subject to change at the sole discretion of Raffles when deemed necessary.

## 9. BANK DETAILS

### RAFFLES JAKARTA

**Account Name :** PT RAFFLES INSTITUTE OF HIGHER EDUCATION  
**Bank :** BANK MANDIRI  
**Bank Address :** Gedung Graha Rekso Lantai Dasar,  
 Jl. Boulevard Artha Gading, Kav A 1, Jakarta.  
**Account Number :** 1 2 5 - 0 0 - 5 8 7 7 8 7 8 - 8  
**Swift Code :** BMRIIDJA  
**Bank Code :** 008  
**Currency :** Indonesia Rupiah (IDR)  
**Mode of Payment :** Transfer

### RAFFLES SURABAYA

**Account Name :** PT RAFFLES INSTITUTE OF HIGHER EDUCATION  
**Bank :** BANK MANDIRI  
**Bank Address :** KCP Surabaya Kenjeran,  
 Jl. Babatan Pantai No. 2 AB, Ruko Kenjeran Indah, Surabaya.  
**Account Number :** 1 4 0 - 0 5 - 1 1 0 0 0 1 - 1  
**Swift Code :** BMRIIDJA  
**Bank Code :** 008  
**Currency :** Indonesia Rupiah (IDR)  
**Mode of Payment :** Transfer

## DECLARATION

I/ We have read, understood and hereby accept the Terms and Conditions of enrolment for Raffles Indonesia. I/ We also agree to abide by the rules and regulations of the Raffles and to pay fees as they become due. I/ We confirm that I/ we have read and understood the description of the programme. I/We 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 Indonesia reserves the right to amend fees and charges, curriculum, schedules, class structures, and the Raffles Rules and Regulations as prescribed in the Student Handbook during the course of study.

I hereby agree and consent that Raffles Indonesia may collect, use, disclose and process my personal information set out in my application form. Raffles Indonesia respects your privacy and recognizes that your personal data is important to you. Raffles Indonesia collects, uses, and discloses your personal data for the purpose of providing service to you to enhance your study journey with us, to improve our courses and services and to update you information that you are interested in such as exhibitions, seminars/talks, special events and competitions.

Name and Signature of Applicant - PLEASE PRINT NAME and then SIGN

Date

Name and Signature of Parent/ Legal Guardian if Applicant is less than 21 years of age - PLEASE PRINT NAME and then SIGN

Date

Name and Signature of Person responsible for fee payment - PLEASE PRINT NAME and then SIGN

Date

The above information is explained by :

Name of Consultant/ Signature

Date

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



## COURSE FEES PAYMENT SCHEDULE ( in Rupiah)

Instalment	Phase 1			Phase 2					Total Fee
	1st	2nd	3rd	4th	5th	6th	7th	8th	
Date of Payment	Course fee for the term commenced in January is payable by 1st January; for April term is payable by 1st April; for July term is payable by 1st July and for October term is payable by 1st October								
Fashion Design	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 280,000,000
Fashion Marketing & Management	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 280,000,000
Interior Design	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 280,000,000
Digital Media Design	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 280,000,000
Visual Communication Design	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 35,000,000	IDR 280,000,000

Instalment	Phase 1		Phase 2				Total Fee
	1st	2nd	3rd	4th	5th	6th	
Business Management	IDR 27,000,000	IDR 27,000,000	IDR 27,000,000	IDR 27,000,000	IDR 27,000,000	IDR 27,000,000	IDR 160,000,000
Business Tourism & Hospitality Management	IDR 27,000,000	IDR 27,000,000	IDR 27,000,000	IDR 27,000,000	IDR 27,000,000	IDR 27,000,000	IDR 160,000,000

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

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

\* The dates of payment are subject to changes by Raffles. Any changes will be communicated to all students.

\*\* For Design Courses : lump sum payment of Course Fee in advance at commencement of studies - Discount IDR 10,000,000,-

\*\* For Business Courses : lump sum payment of Course Fee in advance at commencement of studies - Discount IDR 5,000,000,-



**COURSE FEES PAYMENT SCHEDULE ( in Rupiah)**  
**ENGLISH PLACEMENT TEST AND ENGLISH LANGUAGE PROGRAMME**

Entry Level	Mode	Placement Test	Foundation English	Advanced English
		Course fee for the term commenced in January is payable by 1st January; for April term is payable by 1st April; for July term is payable by 1st July and for October term is payable by 1st October		
Placement Test	One Time	IDR 800,000	-	-
English Language Programme	Full-Time	-	IDR 17,000,000	IDR 17,000,000

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

Date \_\_\_\_\_





## **APPLICATION FOR ADMISSION**

Full-time Study

### **Raffles Jakarta**

Citywalk Sudirman, 6th Floor.  
Jl. K. H. Mas Mansyur No. 121  
Jakarta 10220, Indonesia

Tel: +62 21 2555 6738

Fax: +62 21 2555 6739

Email: [Jakarta@RafflesIndonesia.com](mailto:Jakarta@RafflesIndonesia.com)

Website: [www.Raffles-Indonesia.com](http://www.Raffles-Indonesia.com)

### **Raffles Surabaya**

Sinar Mas Land Plaza, 12th Floor.  
Jl. Pemuda No. 60 - 70

Surabaya 60271, Indonesia

Tel: +62 31 5327 084

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Email: [Surabaya@RafflesIndonesia.com](mailto:Surabaya@RafflesIndonesia.com)

Website: [www.Raffles-Indonesia.com](http://www.Raffles-Indonesia.com)

**Cambodia . China . India . Indonesia . Italy . Malaysia . Mongolia  
Saudi Arabia . Singapore . Sri Lanka . Switzerland . Thailand**

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Citywalk Sudirman 6th Floor

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