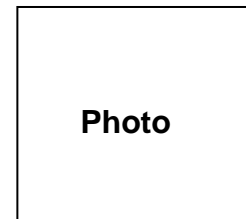


Application For Admission

Please complete this application form completely and clearly. Incomplete or incorrect information would delay the processing of your application. All applications should include the following:

1. Copy of Applicant's Identity Card or Passport
2. Two passport sized photographs
3. Copies of Applicant's latest educational / working transcripts and certificates
4. Personal resume of Applicant
5. Application Fee and Course Fee payable to "Raffles International College (HK) Ltd"



PROGRAMME DETAILS *Please write in BLOCK letters or fill 'NA' for any field(s) is/are not applicable*

Course

- Advanced Diploma in Business Administration
- Advanced Diploma in Fashion Design
- Advanced Diploma in Fashion Marketing and Management
- Advanced Diploma in Interior Design
- Advanced Diploma in Multimedia Design
- Advanced Diploma in Visual Communication

Intake Year January April July October

Mode Full Time Part Time

PERSONAL

Title Dr Mr Mrs Miss **Marital Status** Single Married Divorced

English Name (Surname first) **Chinese Name**

Nationality **Country of Birth**

Date of Birth **HKID / Passport No.**
DD/MM/YY

Email Address

Contact No Residential Mobile/Pager/Office Fax

Correspondence Address

Family

Father's name & ID or Passport number:	Occupation:
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Mother's name & ID or Passport number:	Occupation:
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Emergency Contact:	
Name:	Relationship:
Address:	
Phone:	Email:

ACADEMIC QUALIFICATIONS *Certified true copies of supporting documents MUST be attached*

Name of School/Institution	Qualification Achieved	Country	From(MM/YY)	To(MM/YY)

I have attached a separate sheet for stating my relevant academic qualifications

Work Experience

From(MM/YY)	To(MM/YY)	Name and Nature of Organization	Full time / Part Time	Position and Duties

I have attached a CV for stating my relevant working experiences

Student's expectations on school lecturers and programmes

If you need more space to write, please attach a paper.

How did you learn about the College programme information?

- School Talk
 Open Day
 Work-shop
 Exhibition
 School website
 Referrals by teachers / relatives / friends
 Referrals by existing student: (Please specify name and programme he/she is / was studying)

Newspaper / Magazine: (Please specify)

Other: (Please specify) _____

TERMS AND CONDITIONS

- 1 A non-refundable application fee of \$1500 is payable upon submission of the application.
- 2 The first installment of programme fee is payable to Raffles International College upon approval & acceptance of admission.
- 3 All financial obligations must be fulfilled before any result or transcript upon acceptance of the school letter offer can be released to the student.
- 4 Applications should be supported by certified true copies of all relevant documents. The school reserves the right to reject the applicant on failure to do so.
- 5 The school reserves the right to impose or alter clauses in the Student Handbook.
- 6 Every applicant must inform the school of any changes in the information stated in this application form within SEVEN (7) DAYS from the said date.
- 7 Students are NOT allowed to defer studies once the term has commenced. For students who wish to defer a study term must submit the "Application for deferment" form together with supporting documents to the School 30 days before the commencement date of the new term. International Students on study visa issued by Hong Kong Immigration authority are NOT eligible to apply for deferment. (The details reflect to the student handbook)
If deferment application is approved, student is required to pay the monthly school fees for the term deferred.
A non-refundable processing fee of HK\$ 100 to be made upon submission of application.
- 8 Maximum exemption is 50% of the total modules in each programme and there is a non-refundable administration fee of HK\$500 per module.
- 9 The Refund Policy
All programme fees paid are non-refundable with the exception of following situation:
 - In case of school closure prior to the commencement of a programme, fees collected will be refunded to students.
 - Before commencement, If a programme can not be operated according to the arrangements specified by the School and students decline to accept any revised arrangements, paid fees will be refunded. Refunds will not be applicable after commencement and for completed terms.
 - For international students, 50% of the paid tuition fees will be refunded if his/her student visa is not approved by the Hong Kong Immigration authority.
- 10 Refund Procedure
 - The school will inform students of the refund arrangement either over telephone or in writing. For students aged below 18, their parents or guardians can proceed with refund procedures on the student's behalf.
 - The school will refund students in accordance with the policies stated above.
 - The refund process will take approximately 4 weeks upon receipt of the "Student Refund Request Form" and the receipt of fees paid. Student/parents/Guardians must sign to acknowledge receipt of refund.

DECLARATION

I have read, understood and hereby accept the Terms and Conditions of enrollment for **Hong Kong Raffles School of Continuing Education**. I affirm that all the statements given in this application are true and accurate to the best of my knowledge. I have not deliberately omitted any relevant fact. Should I be admitted to the school on the basis of the above information which should later turn to be false or inaccurate, I understand that I will render myself liable to appropriate action, including civil action, dismissal from course, forfeiture of fees, fine and other disciplinary measures.

I understand that the school has the sole discretion to reject any applications.

I agree to abide by the decision of the school concerning this application and accept that the school reserves the right to withdraw any course if there are insufficient applicants.

Applicant's Signature

Date (DD/MM/YYYY)

FOR OFFICIAL USE ONLY

Acceptance Status Accept Reject Re-offer

Remarks

Sales Department

Academic Department

College Director

Date (DD/MM/YYYY)