

**APPLICATION FOR ADMISSION**  
**Full-Time Study**  
**Bangalore Campus**

Congratulations on your decision to apply to Raffles Millennium International. You have made an important career decision and will join the thousands of other aspiring designers around the world who have selected Raffles Millennium International for career training. Your decision ensures that 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) Payment by Local Cheque/Demand Draft made payable to **“Educomp Raffles Higher Education Ltd.”**
- 2) 3 Passport Size Photographs
- 3) Copies of all Educational Qualifications & Transcripts from SSC to Highest Qualification
- 4) Original Language Proficiency Proof (non-English speaking students)
- 5) Passport Copies (first & last page)
- 6) Updated resume if Applicant is working for more than 1 year.

Bangalore Center



HM Vibha Towers, 4<sup>th</sup> Floor, Luskur Hosur Road  
No.63, Bangalore – 560030  
Website: [www.raffles-millennium-international.com](http://www.raffles-millennium-international.com)

Applicant's Signature: \_\_\_\_\_

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

\*All the information declared by the applicant is strictly confidential and will be used solely for Raffles millennium International.

**FULL NAME** as in Passport

(underline surname)

|                 |  |                 |              |                |         |
|-----------------|--|-----------------|--------------|----------------|---------|
| <b>PERSONAL</b> | Male <input type="checkbox"/> Female <input type="checkbox"/>    | <b>OFFICIAL</b> | Passport No: | <b>CONTACT</b> | Home:   |
|                 | Single <input type="checkbox"/> Married <input type="checkbox"/> |                 | Nationality: |                | Office: |
|                 | Date of Birth: DD / MM / YYYY                                    |                 | Mobile:      |                |         |
|                 | Country of Birth:  |                 | Email:       |                |         |

**FOR OFFICIAL COMMUNICATION**

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**FAMILY ADDRESS**

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**NEXT OF KIN**

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| Father's Name:           |               |
| Mother's Name:           |               |
| <b>Emergency Contact</b> |               |
| Name:                    | Relationship: |
| Address:                 |               |
|                          |               |
|                          |               |
| Phone:                   | Email:        |

**EDUCATIONAL DETAILS: LIST THE MOST RECENT SCHOOL YOU HAVE ATTENDED AND THE HIGHEST QUALIFICATION ATTAINED**

| Colleges / Institutes   | Country | Qualification Achieved | Year of Completion |
|-------------------------|---------|------------------------|--------------------|
|                         |         |                        |                    |
| Secondary / High School | Country | Qualification Achieved | Year of Completion |
|                         |         |                        |                    |

## APPLICATION FEE

- 1) An application fee of Rs.5,700 is payable upon submission of this application. This application fee paid is valid for 1 year after payment of the same, for students who after obtaining admission are unable to commence the coaching course for a bonafide reason acceptable to Raffles Millennium International.
- 2) Raffles Millennium International reserves the right to accept or reject any subsequent application for admission made by such student without subscribing any reason for the same. Raffles Millennium International also reserves the right to increase the application fee in the subsequent year in which event the Applicant whose application is accepted will have to make payment of the difference in the application fee between the previous and the subsequent year.
- 3) The application fee is non-refundable and non-transferrable.

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

- Advanced Diploma ( 2 years FULL-TIME )                       Bachelor of Design ( 2+1 years FULL-TIME )
- Bachelor ( Degree Completion Year FULL-TIME )

Programme Title \_\_\_\_\_

Commencing Intake in     Jan     April     July     October    Year \_\_\_\_\_

\* - subject to RCDC's admission requirements.

For course fees details, please refer to attached "**Course Fee Payment schedule**" which forms part of this application.

Remarks: \_\_\_\_\_

## ENGLISH LANGUAGE PROFICIENCY

Students whose native language is not English must submit evidence of proficiency in the Language.

- 1     Please tick your appropriate level of English proficiency attained.
  - TOEFL (Test of English as a foreign language) of a minimum score of (550)\* (Paper-based) or 213\* (Computer- based) taken during the last two years.
  - IELTS (International English Language Testing System) of a minimum score of 6.0\* taken during the last 2 years
  - Three years of High School English pass grades from an English Medium School or 70% in CBSE, 60% ICSE or equivalent.
- 2     Students who do not meet the minimum requirement as stipulated above will need to take the Raffles Millennium International English Placement Test.

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

Applicant's Signature: \_\_\_\_\_

## TERMS & CONDITIONS OF ENROLMENT:

The following Terms & Conditions of Enrollment apply to all students who registered for full-time coaching programme with Raffles Millennium International Bangalore. , a company registered under the Companies Act, 1956, having its registered office at “1211, PADMA TOWER 1, 5 Rajendra Place, New Delhi 8”. All references to “Raffles Millennium International” in this Applications Form shall be deemed to be references to Educomp Raffles Higher Education Limited, which expression shall include the successors and assigns of Educomp Raffles Higher Education Limited.” All fees and monies when mentioned are in Indian Rupees. Once signed by the applicant and their parents/legal guardian (in case the applicant is below 21 years of age), these terms and conditions are legally binding upon the Applicant and his/her parents if the Applicant is below 21 years of age under the laws of the Republic of India and subject to the exclusive jurisdiction of the Courts of Gurgaon.

### 1. ADMISSION POLICY

Admissions to Raffles Millennium International (henceforth known as the Center), is open to all individuals regardless of gender, race, religion or nationality. Selection for admission is based on all overall assessment of the individual's potential. The Center reserves the rights to reject an application and to review a student's progress periodically. The admission is also subject to receipt of all documents requested by the Centre and if a condition has been placed on the admission, any required documentation (eg. final transcript etc) must be submitted within the time provided by the Centre. The Centre may, at its discretion, cancel a student's registration for non-submission of any document requested, lack of academic progress, irregular attendance of classes, failure to appear in examinations, misbehavior with the coaching faculty or other students, negligence in completing assignments, inattentive behavior and lack of commitment to the coaching facilities provided, failure to honor fees payable or failure to abide by the Rules and Regulations prescribed in the Student Handbook. The decision of the Centre in such cases shall be final and binding. In all such cases, the Center shall not be liable to refund any Course Fees Payment already been made by the student.

### 2. FEES AND CHARGES

**Course Fees:** All Course Fees have to be paid according to the “**Course Fees Payment Schedule**” as stipulated in page 8. The Course Fees outlined in the Schedule shall be the amount to be received by the Center. The First Payment upon Admission and the Certification Fee is payable upon acceptance of the admission and submission of this Form. The installments are due and payable as per “**Course Fees Payment Schedule**” i.e. **on the 1<sup>st</sup> February (for January – March Term) , 1<sup>st</sup> May (for April –June Term), 1<sup>st</sup> August (for July – September Term), & 1<sup>st</sup> November (for October – December Term).**

**S.T.** Service Tax as applicable in India will be levied on all fees and charges.

**Additional Charges:** A cumulative late payment Charge of Rs.250/- per day will be levied for non-payment of Course Fees after the stipulated deadlines from the Center. Students are expected to purchase normal classroom supplies and specified textbooks. Students may be required to purchase materials related to certain courses. An administrative fee of Rs.500/- is charged for each dishonored cheque. **Fees towards duplicate Transcripts, ID Card, Programme Transfer, Module Withdrawal, Retaking Module, Re-sit/ Re- Evaluation, Field Trips, etc will be applicable apart from the Course Fees.** Further information may be obtained from the Students & Administrative Department.

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

**Review of Course Fees:** The Center reserves the rights to regularly review and make changes to the course fees without prior notice.

### 3. WITHDRAWAL, TERMINATION, DEFERMENT, TRANSFER AND EXEMPTION:

**Withdrawal:** In the event of a student desiring to withdraw from the coaching course (the “Course”) to which he has been admitted by the Center, the student will be required to submit completed “Application of Withdrawal from the Program” form obtainable from the Student & Administrative Services. The student will be interviewed by the Student Services Manager. The Center will consider each application on a case by case basis. An administration charge of Rs.5000/-will be levied. The first payment upon admission is strictly non–refundable and non-transferrable. All installments due for payment are strictly non-refundable and non-transferrable. Due date is as per “Course Fee Payment Schedule”. Any fees paid in advance may be considered for refund with a minimum of 30 days written notice given to the Center's student services department prior to the start of the next commencement term.

**Termination:** Students terminated by the Center as otherwise provided in this application form are entitled to receive a refund of Course Fee proportional to the number of course weeks 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 be required to submit completed "Application of Deferment" form, obtainable from the Students & Administrative 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 Service Manager. An administration fees of Rs5000/- is payable for the Center to maintain the students record during the deferment.

To rejoin the Center, the student has to inform the Center in writing 30days before the term begins. Student who wishes to re-enroll after deferment will have to pay an administration fees of Rs.5000/- and the course fee in effect at the time of their re-enrollment. This administrative fee is non-refundable and non-transferrable. **Deferment will be considered for approval only on completion of 1 year of studies in Centre.**

**Transfer between Centers within the Raffles Design College Group:** Students have to complete the "Application for Transfer of Center" form, obtainable from the Student & Administrative Services one term before the commencement of the new term. Transferring students will have to pay the Course Fees installment as per schedule of the new Center. A transfer of INR 9750 + Service taxes will be levied. **Transfer approved only on completion of 1 year of studies that you have signed up and subject to availability of seats in the destination college. Transfer within India will be allowed only after completion of 1 year of studies. Transfer to any centers out of India will be allowed only after completion of 2 years of studies. Students who wish to transfer to Sydney Centre will have to submit their application forms 2 terms before the commencement of the new session.**

**Transfer of Programme:** Current Students already in the course of study wishing to transfer to another programme will be required to submit duly completed "Application for Transfer of Programme" form obtainable from the Student & Administrative Services no later than two weeks into the term. A transfer fee of Rs.5200/- will be levied.

**Retake:** In the event a student fails a subject, the particular module is to be repeated wholly in subsequent terms as per the applicable academic progression plan (matrix). Every module retake is chargeable separately. The retake fee chargeable is not to be confused with the 'Course Fee Payment Schedule'. The retake fee chargeable varies according to module and shall be determined at the point of application for the retake.

**Exemptions:** Students seeking exemptions have to present an official transcript and portfolio (if applicable) at the time of registration, and such exemptions are subjected to the approval of the respective Academic Director/ Programme Director/ Programme Coordinator. Students will be charged 35% of the course fee of the modules exempted to receive a full certificate with the exempted modules. 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 Outlines. The Center reserves the right to regularly review and make changes to the curriculum without prior notice.

#### **5. EXAMINATIONS AND EVALUATIONS**

To qualify for various Raffles Millennium International course awards, students will be required to successfully complete various course work, examinations, projects, industrial attachment programme, and other forms of evaluation prescribed by the Center. Various conditions apply to the eligibility for examinations. Students 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 the examinations. Examinations are administered at regularly scheduled times and students must be available during examination. Students failing to attend examination may be liable for a separate examination fee to have an equivalent examination set, administered and marked. Student assignments, projects and other Center related work may be retained by the Center or project sponsors for a period of up to 6 months for marketing and promotion purchases.

#### **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 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.

#### **7. CLASSES**

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

**8. BANK DETAILS:**

**Account Name:** Educomp Raffles Higher Education Ltd.

**Bank:** ICICI Bank Limited, ICICI Towers, Ground Floor  
1, Commercial Road,  
Bangalore - 560025

Account Number: 000205019178  
 IFSC Code: ICIC0000002  
 Currency: Indian Rupees (INR)  
 Mode of Payment: Local Cheque (payable in Bangalore / Demand Draft / Telegraphic Transfers (T/T)  
**All bank charges towards Telegraphic Transfers shall be borne by the remitter.**

**DECLARATION**

I / We have read, understood and hereby accept the Terms and Conditions of enrollment for Raffles Millennium International. I/We also agree to abide by the rules and regulations of the Center and to pay fees as it may 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 agree and confirm that the Centre reserves the right to withdraw / terminate the admission granted at any time in the event any information provided is found to be false or incorrect. I/We accept that Raffles Millennium International reserves the right to amend fees and charges, curriculum, schedules, class structures, and the Center Rules and Regulations as prescribed in the Student Hand Book during the course of Study.

I/We understand that while the Centre shall take all reasonable precautions in ensuring the physical safety of the students on campus however, the Centre shall not be responsible for any harm, injury, disability (temporary or permanent) or death caused due to any accident / incident on the Centre's campus.

I/We agree to comply with the code of conduct, rules and regulations supplied by the Centre and as may be amended / modified from time to time. Non-compliance of any code of conduct, rule or regulations may result in rustication, expulsion or any other form of punishment. The decision of the Principal / Head of Department in this regard would be final and binding

**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 & 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 the Consultant / Signature: \_\_\_\_\_

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

**All information presented is accurate at the time of consultation**