

## RAFFLES COLLEGE JAKARTA

Jln. Arjuna Utara No. 35, Duri Keba – Kebon Jeruk, West Jakarta, 11510 - Indonesia

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### FINANCIAL ADMINISTRATION PROCESSES (Academic Year 2017)

1. Fill Up the Application form and submit your academic qualification to the Student Recruitment division at Raffles College, Jakarta. Fee for the Application form is IDR 250,000 (two hundred and fifty thousand rupiah) and it is non-refundable.
2. Students are required to submit supporting documents below:
  - 1 certified photocopy of National Exam Certificate (UAN) (for National / National Plus Students)
  - 1 certified photocopy of 'O' level / 'A' level certificate (for International Students)
  - 1 photocopy of report year 2 & 3 (Grade 11 & 12), Semester 1 & 2 and legalized by the school.
  - 4 pcs photographs of 4 x 6 (in color, with white as background)
  - 1 photocopy of Birth Certificate (Akte Lahir)
  - 1 photocopy of Family Card (Kartu Keluarga/KK)
  - 1 photocopy of Identity Card (KTP / Passport)
  - 1 photocopy of Parents Identity Card (KTP / Passport)

Note: After submitting your application form, the full set of supporting documents listed above must be submitted to Raffles College, otherwise your application could be delayed or disallowed.

3. Students who meet the Entry Requirements will be informed via email notice or phone call to further attend an entrance test or interview (if any). The admission test fee is already included in the Application Form fee.

#### Entry Test Requirements:

- English Test (Foundation/BSP/Design)
- Design Aptitude Test (Design)
- Drawing Test (Design)
- Portfolio (especially for Design program; if any)

#### English Requirement:

- IELTS test with minimum score 6.0 or
- RC Entry Test with minimum score 70 (Foundation and Design) or 80 (Business Studies Program)

4. Upon receiving Letter of Offer and Acceptance Letter, sign the letters and return it back to Raffles College within 14 days.

5. Payments that have been made can only be returned if the applicant has been accepted to National University below:

- Universitas Indonesia (UI) – Jakarta
- Universitas Udayana – Bali
- Institut Teknologi Bandung (ITB) – Bandung
- Universitas Sebelas Maret – Surakarta
- Universitas Padjadjaran – Bandung
- Universitas Diponegoro - Semarang
- Universitas Gadjah Mada (UGM) – Yogyakarta
- Universitas Airlangga (UNAIR) - Surabaya
- Institut Teknologi Sepuluh Nopember (ITS) - Surabaya
- Universitas Brawijaya – Malang

\* Accepted in national university through SNMPTN (not include via SBMPTN, Ujian Mandiri, Program Diploma & Politeknik Negeri), the payment that have been made (Development Fee & Tuition Fee) will be refunded and charged with administration costs IDR 2,000,000 by showing the acceptance letter from the university.

\* The payment that was been made can only be returned if the class at RAFFLES COLLEGE JAKARTA hasn't started and the limits of the claim is one month & in the same year.

6. Additional 10% of Tuition Fee valid for International Students (Foreigner / WNA).

7. You will be required to pay the deposit fee minimum of IDR 5,000,000 in order to secure your offer of a place. The deposit will be offset against the tuition fee payable at the start of the academic year.

\* The full amount of the tuition fee deposit can only be refunded in the following circumstances:

- If you request a refund of the deposit within 14 days of payment being received by the Raffles College.
- The University is unable to provide the academic programme you originally applied for, offered and accepted and you do not want to take up a place on any alternative offered.
- You fail to meet the conditions of your offer, including any English language qualifications required, and you provide appropriate validating evidence. If you made no attempt to meet the offer conditions no refund would be made.

8. A damages and miscellaneous expenses deposit of IDR 1,000,000 (one million rupiah) will be charged along with the tuition fee. The damages and miscellaneous expenses deposit is refundable at the end of the program minus any charges for damages, cleaning, fines or other miscellaneous costs incurred by the student during his/her program of study which have not already been paid.

### **Mode of payment**

Students may only pay their Student Bill via bank transfer or internet banking.

Bank Central Asia (BCA)

Account Name: PT. Raffles Pendidikan Lestari

Account Number: 601 0305 151

**Note:** Please send the proof of payment via email to [finance@raffles-college.org](mailto:finance@raffles-college.org)

### **Late Payment Charge**

Students are requested to pay their fees in full by the respective fee payment due date as a late payment charge listed below will be imposed for any outstanding fees after the respective payment due date.

- 1 week late: IDR 300,000
- 2 weeks late: IDR 450,000
- 3 weeks late: IDR 600,000
- >4 weeks late: IDR 750,000 per month

### **Consequences of Non-Payment by Due Date**

Should fees remain outstanding after the relevant fee payment due date, student will not be able to receive the results transcript, student status / conferment letter will be withheld, student will be unable to view exam results / enroll for any modules and the degree scroll will be withheld (for graduating students).

### **Students can refer their total tuition fee as per the following Schedule Fee:**

<b>Fees</b>	<b>Amount</b>		<b>Due date</b>
<b>Application fee (non-refundable):</b>	IDR 250,000		Before or during your application
<b>Admissions test fee:</b>  <i>Non-refundable once any part of the test has been taken.</i>	IDR 250,000 per attempt.  <b>Note:</b> the fee for first attempt is already included together with Application fee		After submitting your application
<b>Deposit fee:</b>	Upon acceptance, minimum deposit of IDR 5,000,000 is required, with the remaining fees payable in four instalments.		After you have been accepted / before matriculation
<b>Tuition fee:</b>  <i>Remarks:</i> <ul style="list-style-type: none"><li>• All fees are subject to change without prior notice.</li><li>• All fees exclude the cost of textbooks.</li><li>• All fees are neither refundable nor transferable once its paid.</li><li>• Additional 10% of Tuition Fee valid for International Students (Foreigner / WNA)</li><li>• Please refer to <a href="#">Appendix 1</a> for Development fee and Tuition fee.</li></ul>	Pre-University Program (Level 1 & 2):	IDR150,000,000	Instalment: Max 2 times
	Pre-University Program (Level 2):	IDR85,000,000	
	Business Studies Program:	IDR126,500,000	Instalment: Max 4 times
	Designpreneur Program (Single major):	IDR225,000,000	Instalment: Max 8 times
	Designpreneur Program (Double major):	IDR275,000,000	

## Appendix 1

### Development Fee

Programs	Development Fee (in IDR)		
	Grade A	Grade B	Grade C
Pre-University	10,860,000	12,180,000	13,500,000
Business	17,900,000	20,100,000	22,300,000
Design	13,500,000	15,150,000	16,800,000

Note: Development fee does not include the student visa for International students.

### Tuition Fee

Programs	Total Tuition Fees (in IDR)			
	Duration	Study terms	Fee per term	Total
Pre-U Lv 1 & 2	20 months	5	30,000,000	150,000,000
Pre-U Level 2	8 months	2	42,500,000	85,000,000
Business	16 months	4	31,625,000	126,500,000
Design (Single)	24 months	8	28,125,000	225,000,000
Design (Double)	30 months	10	27,500,000	275,000,000