

- English Language Program: 10 weeks 20 weeks 30 weeks 40 weeks
 - Certificate IV in Business: (AIHS Campus Only)
 - Qualification: Bachelor of Business Associate Degree of Business Diploma of Business
 - Specialisation: International Hotel & Resort Management (BMHS Campus Only)
 - International Event Management (AIHS Campus Only)
 - International Hotel Management (AIHS Campus Only)
 - Master of Hotel Management: (AIHS Campus Only) PG Diploma PG Certificate
- I intend to commence my study in: January April July October In 20____(year)

How did you hear about us? _____

1) APPLICANT DETAILS

Family Name: _____ Gender: Male Female

First Name (s): _____ Preferred Name: _____

Date of Birth: _____ Country of Birth: _____ Nationality: _____

Passport Number: (for non-Australian Citizens or non-Permanent Residents only) _____

Permanent Residential Address / Postal Address: _____

City/Town: _____ State: _____ Zip/Postcode: _____ Country: _____

Email Address: _____

Contact Phone: _____ Mobile: _____

What language do you speak at your permanent home residence? English Other: _____

If you selected 'Other' or you are not an Australian Citizen or Permanent Resident, you will be required to provide evidence of English Language competence. (See section 3)

Are you an Australian Citizen or Permanent Resident? Citizen Resident No

Are you of Aboriginal or Torres Strait Island origin? Aboriginal Torres Strait Island No Both

Are you currently residing in Australia? No Yes (Please see next question) Born in Australia

If yes, what date did you arrive in Australia?: _____

Do you wish to access FEE-HELP for your tuition fees? (Australian Citizens only) Yes No

2) EDUCATIONAL DETAILS

Secondary Level

AIHS/BMHS requires all students to have completed a minimum of 12 years of secondary study to be eligible for standard entry. Certified evidence must be provided. For more information regarding Alternate Entry options, please see our website: www.hotelschool.com.au or www.aihs.edu.au.

Name & Location of School	Dates Attended	Title of Qualification achieved

Higher Education

Certified evidence of all previous Higher Education or Tertiary study must be provided.

Name & Location of School	Dates Attended	Title of Qualification achieved

Are you applying for Credit Transfer? No Yes (Applications for Credit Transfer must be accompanied by certified academic transcripts and detailed unit outlines.)

Relevant Industry / Work / Professional Experience

Employer	Dates Employed	Position Held / Description of Duties

3) OVERSEAS STUDENTS

Have you previously taken an IELTS or equivalent test? No Yes: date taken _____

Type of Test: _____ Score: (Please provide a certified copy of results) _____

If you are currently enrolled in an English Language program please complete the details below:

Course Name: _____ Commencement date: _____

Course Duration: _____ Course Location: _____

Course Provider: _____ Estimated completion date: _____

Do you currently hold Overseas Student Health Cover (OSHC)?

Yes: (Please provide details of membership below)

No: (Please invoice me for OSHC as selected below)

Member number: _____

1 year Single cover

Type of Cover: _____

3 years Single cover

Expiry Date: _____

1 year Family

Insurance Provider: _____

3 year Family

All overseas students and their families (except Norway & Sweden) are required to hold and maintain OSHC as a condition of a student visa. AIHS/BMHS can arrange competitive OSHC for you. For more information regarding OSHC, please visit our websites: www.hotelschool.com.au or www.aihs.edu.au

Are you currently studying in Australia?

No

Yes:

Current Institution: _____ Date studies commenced: _____

4) All Students

Do you have any special needs or disabilities (academic, medical, or other) with which the school could assist you or of which the school should be aware?

No

Yes Please specify: _____

Please note that students requesting assistance for a disability or special need must provide a medical certificate outlining the nature and treatment of the disability and confirming any action required by AIHS/BMHS (eg. Special consideration for examinations).

Emergency Contact or Guardian (for students under 18 at time of commencement)

Title: _____ Family Name: _____ First Name: _____

Address: _____

City/Town: _____ State: _____ Zip/Postcode: _____ Country: _____

Contact Telephone: _____ Profession: _____

Email Address: _____

Relationship to student: Parent Guardian Other: _____

5) PREFERENCES

Accommodation: (If you are unable to reside on campus please contact the Admissions Manager to discuss your options.)

AIHS: Single share bathroom AU\$3995 per 12 week term

Single ensuite room AU\$5245 per 12 week term

BMHS: Twin ensuite room AU\$3995 per 12 week term

Single ensuite room AU\$5245 per 12 week term (limited availability)

Other: (Please invoice me for the below additional options)

NSW Responsible Service of Alcohol course AU\$105

NSW Responsible Service of Alcohol (RSA) accreditation is a compulsory component of the Bachelor of Business and Master courses. If you have already completed a NSW RSA, please provide certified evidence to be eligible for exemption.

Laptop Package AU\$2200

Students bringing personal laptops must ensure their laptops meet the school's specifications. Please note that students providing their own laptop will not be eligible for the same support and services as those who purchase their laptops through the school. For further details and specifications please see the Laptop Policy available at www.hotelschool.com.au or www.aihs.edu.au.

Further detailed information regarding AIHS/BMHS policies and procedures can be found at www.hotelschool.com.au or www.aihs.edu.au, or please feel free to contact our admissions office on +61 (2) 9437 0300.

6) DECLARATION

I declare that the information provided in this application is complete and accurate.

I acknowledge that I have read the Terms and Conditions and the Prospectus of the Schools and I have a clear understanding that I am bound to adhere to the policies and requirements as set out.

Yes

No

7) PRIVACY WAIVER

I hereby authorise AIHS/BMHS to provide information regarding my application and study to my:

- Parents Agent Area Manager None
- Other: *(Name & relationship to student)* _____

8) E-COMMERCE AUTHORISATION

I hereby authorise AIHS/BMHS to correspond with me electronically via the email address provided on this application and the school email address to be provided after arrival on campus. Yes No

Signed: _____ Date: _____
(Student)

Signed: _____ Date: _____
(Parent or Guardian if student is under 18)

9) CHECKLIST

I have included my:

- Certified academic transcripts Copy of Passport
- English Test *(if applicable)* Passport sized photograph *(Domestic Students only)*

AGENT / AREA MANAGER USE ONLY

Name of Education Consultant: _____

Name of Agency: _____ Area Manager: _____

Signature: _____ Date: _____

Please forward completed application form and attachments to:

Admissions Manager

AIHS & BMHS

PO Box 905

CROWS NEST NSW 2065, AUSTRALIA

Fax: +61 (2) 9437 0299

Email: admissions@hotelschool.com.au

*Please attach
current passport
photos here
(print your name
on the back)*

PREAMBLE

For the purpose of these Terms and Conditions

1. BMHS means Blue Mountains Hotel School and AIHS means the Australian International Hotel School.
2. 'Student' or 'students' means any person or persons enrolled at the Blue Mountains Hotel School or the Australian International Hotel School in a program of study.
3. The School Campus refers to the facilities at 1 Chambers Road, Leura NSW Australia or at 8 National Circuit, Barton, ACT Australia.
4. The Directors and Principal reserve the right to add to or amend the School's policies, procedures, regulations, the Student Handbook and the Code of Conduct. As part of the School's Continual Improvement Policy, regular auditing will be undertaken to examine the effectiveness and relevance of all documents.
5. Fees have separate Domestic and International structures.
6. A copy of any changes made to these Terms and Conditions, and the Student Handbook will be available electronically via the School's website; lodged with Student Services and may be obtained from the Principal.

Commonwealth and State Legislation

7. The Schools are bound by and accept the responsibility of Commonwealth and State Legislation governing the operations of the Schools. On enrolment students agree to all statutory and regulatory obligations underpinning these requirements.

International Students

8. **Education Services for Overseas Students (ESOS) Act 2000.** AIHS/BMHS has incorporated the requirements of this legislation into its policies and procedures to ensure compliance and Best Practice for the operations of the Schools.
9. The Schools have an obligation to deliver quality programs in line with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
10. Overseas students must comply with the terms and conditions of the Migration Act 1958. AIHS/BMHS students are directed to adhere diligently to visa requirements. All overseas students must have a valid and relevant visa before commencing their course of study.

Admissions and Financial Requirements

11. After completion of the Application for Admission form and having agreed to these Terms and Conditions of the Schools, the potential applicant must forward the signed form to the Admissions Office. The potential student is required to provide honest and truthful information at all times. If deemed eligible for admission, the applicant will receive a Letter of Offer with an Acceptance of Offer form.
12. The Acceptance of Offer form is to be signed by the student and returned to the Admissions Office with the stated Residential Deposit if applicable.
13. **Payment of Deposit:** A Residential Deposit is required to be paid directly to the School within 28 days of the Letter of Offer.
14. **The Accommodation Bond** component of the Residential Deposit is held as security until residential components are completed. Deductions may be made in cases of:
 - malicious or negligent damage incurred by the student
 - any outstanding debts owing to the School.
15. **The Residential Prepayment** component of the Residential Deposit constitutes prepayment of residential fees and is non-refundable within the first 60 days of residence.
16. If a student concludes their study at an accredited exit point, they are entitled to a refund of their accommodation bond, less any deductions or fees still outstanding.
17. Fees quoted are indicative and are subject to change.
18. **All Fees** are invoiced prior to the commencement of each academic year.
19. **Invoiced Fees** must be received on / by the date advised on the invoice.
20. The prices quoted for school tuition, residential, uniform, materials, and health insurance are approximate. Every effort has been made to ensure the accuracy of the information contained therein, however the Schools reserve the right to change prices if required.
21. **Non-payment of fees** will result in the cancellation of the student's enrolment. In addition, the student will not be given access to examination results until all fees are paid.
22. **Census date:** Census date occurs approximately two weeks after class commencement. From the census date, students are considered to be enrolled for the duration of the term and are required to pay all invoiced fees for that term, regardless of any change of enrolment or withdrawal. Students will receive a grade for any unit in which they are enrolled on the census date.
23. **Refunds:** All applications for refunds must be made in writing, supported by documentary evidence where appropriate, to the Principal.

24. 100% of the Residential Deposit will be refunded if a student withdraws from the program no less than 60 days prior to the commencement date of the program.
25. 100% of the Accommodation Bond will be refunded if a student withdraws from the program within 60 days of the commencement date of the program.
26. 100% of the Residential Deposit will be refunded in full should any application for a visa be refused.
27. Refunds for tuition fees will not be considered if a student either abandons the course or is dismissed after the census date.
28. Any other circumstance including bereavement, medical or other exceptional grounds beyond the student's control will be considered by the Board of Directors for refund on an individual basis.
29. If a student fails to complete the term for any reason as defined in paragraph 28, the tuition and residential fees will be refunded on a pro-rata basis for the remaining period of study.
30. If a refund is payable under this policy refunds will be made within 28 days of receiving request.
31. In the event of a dispute arising in respect to a refund, the Schools will seek to resolve the dispute as quickly as possible through independent arbitration.
32. This agreement does not remove the student's right to take further action under Australia's consumer protection laws.
33. **Default:** If AIHS/BMHS defaults from the delivery of one or more courses, the Tuition Assurance Scheme (TAS), under legislation, provides protection for all students. The scheme provides other educational opportunities and financial protection for students.
34. **Deferral:** If a student defers during the term due to circumstances beyond their control, as per outlined in paragraph 28, the credit given to a future term will be based on a pro-rata figure depending on the date of deferral.
35. **Insurance:** The Schools have relevant insurance policies for the coverage of staff and students under relevant legislative requirements. These are available for inspection if required.
36. Any accidents which occur during the formal study period should be reported to the appropriate Department Head or Duty Manager as soon as possible to ensure adequate insurance coverage.

Administrative Requirements

37. **Student Attendance and Academic Records:** As part of the Schools' Code of Conduct attendance and academic procedures are enforced with diligence. Attendance is recorded systematically, including non-attendance due to illness, evidenced by a medical certificate, or other compassionate circumstances beyond the control of the student eg: bereavement. If there is cause for concern, counselling mechanisms are in place and this is noted on the student's file.
38. **Overseas Students** are to be aware that information provided to the Schools may be made available to Commonwealth and State agencies and the manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. Information may also be provided to other agencies as necessary to the successful completion of study (eg. Overseas Health Cover provider).
39. **Non-Compliance notice:** As part of the Australian Government legislation, AIHS/BMHS are required to send a written notice to a student who has breached attendance or who has unsatisfactory academic performance. This notice is to be sent to the student's room on campus or to the last known residential address if living off campus and will be forwarded electronically to any known email address for the student. The student will then have 28 days to respond to the notice and either show cause why the Department of Immigration & Citizenship should not be informed of the breach, and/or to commence Appeal proceedings. It is the School's responsibility to inform the Department of Immigration & Citizenship of this breach 28 days after the notice is issued. As a result the relevant visa may be cancelled and may not be re-issued.
40. **Contact Details:** Students are required to provide their current residential address and phone number to the Schools at all times, including during periods of Industry Practicum.
41. **Student Handbook:** The Student Handbook describes The Three Pillar Approach to education. This approach to our programs concentrates on theoretical knowledge, practical skills and personal development of the student. The Handbook also contains information regarding processes and policies to assist students in their studies. The Handbook covers areas of School requirements, policies and procedures, assessment and examination procedures and the Schools' Code of Conduct. It is required that students understand the full ramifications of this document on enrolment at AIHS/BMHS and that students comply with this document throughout their study.