

APPLICATION FOR ADMISSION

1) PROGRAM OPTIONS

- Qualification: Bachelor of Business Associate Degree of Business Diploma of Business
- Specialisation: International Hotel & Resort Management (BMIHMS 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 September In 20____ (year)

2) APPLICANT DETAILS

- Family Name: _____ Gender: Male Female
- First Name (s): _____ Preferred Name (in English): _____
- 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 4)*
- 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

3) EDUCATIONAL DETAILS

Secondary Level

AIHS/BMIHMS 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.

- Certificate IV in Business. This is a required course if you have only completed 11 years of Secondary study.
 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. The Credit Transfer/IPL/Advanced Standing Application Form should also be completed.)

Relevant Industry / Work / Professional Experience

Employer	Dates Employed	Position Held / Description of Duties

4) 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: _____

Are you currently studying in Australia?

No Yes: Current Institution: _____ Date studies commenced: _____

If you are an international student and do not have the equivalent of IELTS 6.0 Academic, you will need to complete an English language program prior to the commencement of your studies.

Tick here for information on this program and provide any evidence of English language testing with your application. We will inform you of the number of weeks required in the English language program based on your past result.

5) 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/BMIHMS (eg. special consideration for examinations).

Emergency Contact or Guardian

Title: _____ Family Name: _____ First Name: _____

Address: _____

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

Contact Telephone: _____ Profession: _____

Email Address: _____

Relationship to student: Parent Guardian Other:

Highest Educational Attainment for Parent(s)/Guardian(s) This information is required by the Department of Education, Employment and Workplace Relations for statistical reasons only

Parent/Guardian 1 Male Female:

Postgraduate (Masters, PhD) Bachelor Degree Other Post-School Qualification (Associate Degree, Diploma, VET/TAFE Certificate)

Year 12 or equivalent Did not complete Year 12 Year 10 or equivalent Did not complete Year 10 Don't Know Not Applicable

Parent/Guardian 2 Male Female:

Postgraduate (Masters, PhD) Bachelor Degree Other Post-School Qualification (Associate Degree, Diploma, VET/TAFE Certificate)

Year 12 or equivalent Did not complete Year 12 Year 10 or equivalent Did not complete Year 10 Don't Know Not Applicable

6) PRIVACY WAIVER

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

Parents Educational Counsellor None

Other: (Name & relationship to student) _____

7) E-COMMERCE AUTHORISATION

I hereby authorise AIHS/BMIHMS 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

8) CHECKLIST

I have included my:

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

9) APPLICATION FEE (INTERNATIONAL STUDENTS ONLY)

Please debit my credit card AU\$100. This is non-refundable.

Visa Eurocard/Mastercard American Express

Card number: _____ / _____ / _____ / _____

Expiry date: _____ / _____ CVV number (found on the back of Mastercard/Visa credit cards and on the front of the American Express card): _____

Name: _____

10) 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

Signed: _____ Date: _____
(Student)

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

Please forward completed application form and attachments to:

Admissions Manager
AIHS & BMIHMS
PO Box 905
CROWS NEST
NSW 2065
AUSTRALIA
Fax: +61 (2) 9437 0299
Email: admissions@hotelschool.com.au

Australian International Hotel School CRICOS Provider No: 02697A

CRICOS numbers

Master of Hotel Management	068573A
Graduate Diploma of Hotel Management	060554B
Graduate Certificate in Hotel Management	060553C
Diploma of Business (International Hotel Management)	065202G
Associate Degree of Business (International Hotel Management)	065203G
Bachelor of Business (International Hotel Management)	065204F
Diploma of Business (International Event Management)	065192E
Associate Degree of Business (International Event Management)	065194C
Bachelor of Business (International Event Management)	065195B

Blue Mountains International Hotel Management School CRICOS Provider No: 00911E

CRICOS numbers

Diploma of Business (International Hotel and Resort Management)	064787G
Associate Degree of Business (International Hotel and Resort Management)	064789F
Bachelor of Business (International Hotel and Resort Management)	064790B

Pathway Programs

Academies Australasia Group	
Academy of English Pty Ltd Provider Number	02399M
General English (Intermediate to Upper Intermediate)	055869C
EAP/IELTS Preparation (Intermediate to Upper Intermediate)	055870K
English Language Programs (Beginner to Advanced)	066657B
Clarendon Business College Pty Ltd Provider Number	01953J
Certificate IV in Business	067749A

Blue Mountains International Hotel Management School Pty Ltd
ABN: 91 004 004 317
RTO No: 90039

EDUCATIONAL COUNSELLOR USE ONLY

Name of Education Counsellor: _____

Name of Agency: _____

Signature: _____ Date: _____

PREAMBLE

For the purpose of these Terms and Conditions

1. AIHS means the Australian International Hotel School and Blue Mountains means the Blue Mountains International Hotel Management School.
2. 'Student' or 'students' means any person or persons enrolled at the Blue Mountains International Hotel Management 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 CEO reserve the right to add to or amend the Schools' policies, procedures, regulations, the Student Handbook and the Code of Conduct. As part of the Schools' 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 Campus Director.

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 and BMIHMS 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 National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007.
10. Overseas students must comply with the terms and conditions of the Migration Act 1958. AIHS and BMIHMS 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 prescribed deposit is required to be paid directly to the School within 28 days of the Letter of Offer being issued.
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 if a student withdraws from the School within 28 days of course commencement.
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. **All fees** are invoiced prior to the commencement of each academic year.
18. **Invoiced fees** must be received on/by the date advised on the invoice. Students may be liable for an AU\$500 late payment fee if an invoice is not paid by the due date.
19. 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 School reserves the right to change prices if required.
20. **Non-payment of fees** will result in the cancellation of the student's enrolment. Student will not be given access to examination results until all fees are paid.
21. **Refunds:** All applications for refunds must be made in writing, supported by documentary evidence where appropriate, to the Admissions Department.
22. 100% of the deposit will be refunded in full should any application for a visa be refused.

23. **Withdrawal (Domestic):** Refunds for tuition fees will not be considered if a domestic student either abandons the course or is dismissed (expelled) after the 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.
24. **Withdrawal (International):** Refunds for tuition fees will not be considered if an international student either abandons the course or is dismissed (expelled) from the School within 28 days prior to the commencement date or immediately after course commencement.
25. Refunds for residential fees will not be considered if a domestic or international student abandons the course within 28 days prior to, or immediately after, course commencement.
26. Any other circumstances including bereavement, medical or other exceptional grounds beyond the student's control will be considered by the Executive Group for refund on an individual basis.
27. If a refund is payable under this policy, refunds will be made within 28 days of receiving the request.
28. 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.
29. This agreement does not remove the student's right to take further action under Australia's consumer protection laws.
30. **Default:** If either School defaults from the delivery of one or more courses that the student is enrolled in, the Tuition Assurance Scheme (TAS), under legislation, provides protection for all students. The scheme provides other educational opportunities and financial protection for students.
31. **Deferral:** If a student defers their course due to circumstances beyond their control, as per outlined in paragraph 26, the credit given to a future term will be based on a pro-rata figure depending on the date of deferral. This amount will be forfeited if a student fails to commence the course within the agreed time frame. All other deferrals are treated as a withdrawal.
32. **Suspension:** If a student is suspended from their course, the credit given to a future term will be based on a pro-rata figure depending on the date of suspension. This amount will be forfeited if a student fails to commence the course within the agreed time frame.
33. **Insurance:** The Schools have relevant insurance policies for the coverage of staff and students under relevant legislation requirements. These are available for inspection if required.
34. 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

35. **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 will be provided and the concern will be noted on the student's file.
36. **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).
37. **Non-Compliance notice:** As part of the Australian Government legislation, the School is 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.
38. **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.