

APPLICATION FORM

Tear along perforation and return completed application form to:

Australian Academy of Hospitality Management, Level 1, 251 Adelaide Terrace, Perth, Western Australia 6000

Tel +61 8 9221 1255 Fax +61 8 9221 2952

Email admissions@aa hm.wa.edu.au

Website www.aahm.wa.edu.au

Or contact our local representative in Admissions.

Conditions of Enrolment

1 Contract between the Applicant and Australian Academy of Hospitality Management

Upon acceptance of an offer of a placement, a binding Contract is created between the Applicant and AAHM. The Applicant undertakes to observe the Conditions of Enrolment and to pay such fees and charges as may be applicable during the period of the student's enrolment at AAHM.

2 Payment of Fees and Charges

All fees and charges for International are payable in Australian dollars prior to commencement of the course in accordance with AAHM Fee Schedule current at the date of commencement of the course. AAHM reserves the right to recover from the student or pass on any government charges, including any GST tax that may be levied on services provided by AAHM. Please note, AAHM does offer payment plans for payment of tuition fees for people who can provide financial hardship cases prior to enrolment. Generally, all fees relating to tuition are to be paid in a 3 instalment payment plan (first instalment due and payable by orientation day prior to the course commencement, the remaining two instalments due towards the end of term 1 and after the commencement of term 2) for each enrolled course/semester. All financial issues must be addressed to the Admissions Manager for consideration prior to course commencement.

3 Refund Policy

a) Application Fee, Accommodation Reservation fee (if applicable) and Administration fees are non refundable only.

b) If the student applies for, but is unable to obtain a Student Visa through no fault of their own, all tuition fees paid will be refunded in full, less \$250 for administrative expenses.

c) Any notification of withdrawal must be in writing.

d) A semester is deemed to be either the duration of the course or 20 weeks, whichever is the lesser. A week is classified Monday to Friday, excluding weekend days. If notice to withdraw in writing is required, AAHM will count the Monday of that week of written notice being received, as the commencement of the 1st week of notice of withdrawal, not necessarily the date on the letter of withdrawal. [AAHM will stamp date the letter of withdrawal as proof of date of receipt, and a copy of this stamped withdrawal letter will go to the student immediately].

e) In the event that a student withdraws from a course the refund policy will apply as follows:

i) Notification before commencement date, tuition fees paid in advance will be refunded in full less \$250 for administrative expenses.

ii) Notification during or after commencement date, a pro-rated refund subject to the student's actual contact time since the commencement date including \$250 for administrative expenses will be deducted from the student's refund. Example: Student: Prepays \$4,950.00 [excluding \$250 application fee]-Course duration: 20 weeks or 547 hours (Certificate III Hospitality Operations) or 26 hours per week contact. Student: withdraws on week 4 - Total number of hours for 4 weeks = 26x4= 104 hours of tuition. -Tuition cost per hour = 4950/547=\$9.05 -Refund to student= Prepayment - (number of hours in period of study x Tuition cost per hour + [250.00]) [admin. Costs] \$4,950 - (104x9.05+ [250.00])= \$4,950-\$941.20= \$4008.80 [REFUND]

iii) Students withdrawing or deferring indefinitely due to illness and or bereavement will forfeit 10% of the course fees only. No Administrative expenses apply in this clause. AAHM may request evidence of illness at their discretion.

f) If AAHM withdraws an offer, fails to provide the program offered or terminates an education service:

i) Students receive refund in full. AAHM retains no monies and an administration fee is not charged to the student.

g) If AAHM withdraws a student from an education service because the student has seriously breached the international student visa conditions or the Rules of AAHM, no refund of the semester's fees paid will be given and 100% of fees paid in advance and applicable to a subsequent semester will be refunded.

4 Student Obligations

a) The student will attend all lessons, classes, tests and examinations during the course and will abide by the rules and regulations of AAHM at all times.

b) AAHM reserves the right to require the student to leave a course or a course subject at any stage if the student fails, without good reason, to meet the requirements of Clause 5(a) or if the conduct of the student is such that the continued presence would, in the opinion of AAHM, be detrimental to the satisfactory conducting of the course. In such circumstances any refund of fees is entirely at the discretion of AAHM.

5 Transfer to other educational institutions

a) A Transfer to other educational institutions mid term, or to other courses within AAHM is granted only in exceptional cases and requires the approval of the Academic Director and advice to DIMIA if the student is an International student.

6 Medical Treatment

a) In circumstances where a student requires urgent medical treatment and it is not possible to communicate with the parent/guardian of a student under 18 years of age, AAHM is authorised to arrange appropriate medical treatment in accordance with the advice of qualified medical practitioners.

7 Variations

a) AAHM may vary such conditions of enrolment as may be necessary to comply with any law or regulation or amendment thereof of the Commonwealth of Australia or the State of Western Australia.

8 Contract

a) The contract between the Applicant and AAHM is governed by the laws of the Commonwealth of Australia and the State of Western Australia.

b) This agreement does not remove the right to take further action under Australia's consumer protection laws.

9 Dependants of International Students

Dependants of international students, cannot attend a government school. They must enrol in a non-government school which has been registered to admit the dependants of international students. Annual fees range from \$5,000 for primary education to \$17,000 for secondary education. Please refer to the DIMIA website for more information.

10 Grievance Resolution

AAHM grievance resolution policy can be found in the Student Handbook which is presented to students at Orientation.

APPLICATION FORM

Please print clearly in English. Tick boxes where appropriate.

Personal Details *(as in Passport)*

Title Mr Ms Other _____ Family Name _____

Given Names _____ Preferred English Name _____

Date of Birth (d/m/y) / / _____ Country of Birth _____

Country of Citizenship _____ Country of Permanent Residence _____

Address in Home Country _____

Telephone (h) _____ (w) _____ Fax _____

Email _____

Next of kin (name) _____

Address in Australia (if known) _____

Telephone (h) _____ (w) _____ Fax _____

Australian Mobile _____ Email _____

Educational Qualifications *(Previous)*

Name of highest Qualification held _____

Name of Institution _____ Country/State _____

Year Awarded _____ Language of Instruction _____

Course Preference(s)

Course name you wish to enrol in _____

Please specify the year and semester in which you wish to begin your studies (please complete the year)

February - 20 _____ April - 20 _____ July - 20 _____ October - 20 _____

International Students

Please provide the following details:

Passport No. _____ Passport expiry date (d/m/y) / / _____

If you are currently studying in Australia, please complete the following:

Medibank Membership No. _____ Medibank Expiry Date (d/m/y) / / _____

Visa Type _____ Visa Expiry Date (d/m/y) / / _____

Have you ever breached DIMIA visa conditions while studying in Australia? _____

If yes, Particulars of Breach, Institute and year? _____

English Proficiency

Depending on where you studied, and on the language of instruction, you may need to show evidence of your English language ability. Please provide evidence of your English qualifications with your application to the Admissions Office.

IELTS *(score)* _____ TOEFL *(score)* _____ Other *(eg. HKCEE, O-levels, SPM, SMU, school results)* _____

Employment Details

Do you wish to apply for RPL (Recognition of Prior Learning) or Credit transfers (if already studied Hospitality in Australia)?

Yes No Not sure

If you believe you have any relevant employment experience, please attach details with resume to this application.

Please print clearly in English. Tick boxes where appropriate.

Accommodation Requirements (Tick one)

Not required Homestay Hostel Student Residence

Required from (d/m/y) / / until / / Do you smoke? Yes No

Do you have special dietary requirements? Yes No If yes, they are: _____

Do you suffer from any known illness, allergy or disability? Yes No If yes, they are: _____

Personal Meeting Service

Do you wish to be met on arrival? Yes No Arrival date (d/m/y) / /

Time and Flight No. Airport

Payment Details

Application Fee \$ _____

Course Fee \$ _____

Airport Pickup \$ _____

Accommodation Reservation Fee \$ _____

Accommodation Fee (4 weeks rent) \$ _____

Overseas Student Health Cover \$ _____

(Compulsory - Student Visa applicants)

Total AU \$ _____

Other Information

How did you first learn about AAHM? (You can tick more than one)

Friends

Family

Education Agent (please specify below)

Magazine Advertisement (please specify below)

Newspaper Advertisement (please specify below)

Trade Exhibition/Education Fair

Seminar

Other (please specify)

RENAISSANCE SEERS Consultants Pvt. Ltd., INDIA

Payment to be made in Australian dollars by either:

a) Bankdraft/cheque/money order payable to: "Australian Academy of Hospitality Management"

b) Telegraphic transfer attention: "Australian Academy of Hospitality Management"

ACN 071 707 278 ABN 47 071 707 278 Level 1, 251 Adelaide Terrace Perth Western Australia 6000

BSB 306 - 089 Account number 124 - 8621 BANKWEST - St Georges Terrace PERTH WA

Declaration

I/We declare that the information I/we have provided on this form is true and complete in every detail. I/We have read and fully understand the conditions of the enrolment at Australian Academy of Hospitality Management, included as part of the Application Form.

Signature of Student Print Name

Signature of Parent/Guardian Date

Print Name & Occupation (for students under 18 years of age)

Indemnity (for students under 18 years of age)

I, the undersigned parent/guardian of student _____ do hereby give permission for my son/daughter to attend and participate in organised AAHM activities, and whilst I am aware that AAHM and its staff will take every precaution to ensure the safety of my son/daughter, I agree to waive any rights to claim any damage or compensation from AAHM or any of its employees for any loss or injuries sustained by or to my son/daughter as a result of participating in such AAHM excursion/s. I, as the financier and guardian, also give permission to AAHM to contact myself immediately, if my son/daughter/relative is showing poor academic performance or lack of attendance (even if the enrolled student is over 18 years old).

Signature of Parent/Guardian Date

Application accepted by Date

Enrolment Checklist

1. Complete all sections of the Application Form
2. Read and understand the Conditions of Enrolment including the Refund Policy.

You should include:

- Certified copies of your school records
- Certified copies of any public examination results, including proof of English score.
- One (1) passport sized photograph (attached to the front of this application form)
- Bank draft for AU\$250 payable to Australian Academy of Hospitality Management.

Bar/Restaurant

Ice maker, coffee machine, glass washer, electronic pourers, coffee grinder and coffee roaster, touch screen POS Point of Sale system, Gueridon and Silver Service training. Genuine spirits and liqueurs used at all times.

Reference Library

3 computers, laser printer, student photocopier (free)

Computer lab

- i. 17 Pentium 4, 256 mb ram, 40GB HD, TFT screens, 512 KBPB ADSL internet access,
 - ii. 2 laser printers, one A3 colour printer (digital projector)
- Five large lecture rooms (approximately 60 sqm each)
- iii. Food and beverage: Touch screen POS

Rooms division room

Purpose built front desk, two TFT screens (with Roommaster, Marketing and Yield management and Function applications)

Lecture rooms

Private restaurant and bar contracted for practical assessment
Each room with its own electronic white board, one with totally interactive white board
All rooms with digital projectors/printers
All rooms have their own computers and brand new ergonomic desk/chairs
NB. Maximum number of students per class – 12 comfortably

Administration/additional info

Colour laser printer, digital telephone system, photocopier, ergonomically designed office equipment

Student recreation room

Comfortable student sitting room with cafe chairs and refreshments station for free time
Free tea and coffee making facilities, biscuits, filtered water and student microwave

Fee inclusions

- College uniform – wool blend suit
- Textbooks/handouts bound/plastic assignment sleeves
- Updated yearly AAHM student diary
- Perth Library membership
- 64 MB memory stick
- All food and beverage waiter equipment
- Language studies - Japanese
- 26 hours per week contact lecture time
- Catch up classes (when necessary)
- In house casual qualified counsellor
- All excursions inclusive of bus hire and entry fees (where applicable)