



IHT Hotel School (Pty) Ltd  
 3 Riesling Street  
 Oude Westhof  
 Bellville  
 7530  
 PO Box 6682  
 Welgemoed  
 7538  
 Phone +27 (021) 913 3005  
 E-mail: [info@ihthotelschool.com](mailto:info@ihthotelschool.com)  
 Website: [www.ihthotelschool.com](http://www.ihthotelschool.com)  
 Company No: 2006/007087/07

APPLICATION FOR ADMISSION FOR THE YEAR

2	0		
---	---	--	--

LEARNING PROGRAMME APPLYING FOR:


SURNAME:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FIRST NAME/S:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PLEASE SEND APPLICATION FORM THROUGH VIA

Email: Ms. Imiké Stevenson [imike@ihthotelschool.com](mailto:imike@ihthotelschool.com)

Alternative: [info@ihthotelschool.com](mailto:info@ihthotelschool.com)

Post: IHT Hotel School, PO Box 6682, Welgemoed, 7538

You are also welcome to hand deliver your application at our campus:

3 Riesling Street  
 Oude Westhof  
 Bellville  
 Cape Town  
 South Africa  
 7530





## APPLICATION FOR ADMISSION FOR THE YEAR

2	0		
---	---	--	--

### SECTION A: APPLICATION INSTRUCTIONS

#### PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE FORM

##### 1. General

- 1.1 This form must be completed by all students applying at IHT Hotel School.
- 1.2 It is in your own interest to ensure that this form is completed in full and that certified copies of all supporting documents are enclosed. Please write in **black** ink and use block letters. Any documents sent electronically must be replaced by the original documents before the student can be registered.

##### 2. Entrance Requirements

- 2.1 Please note that the minimum entrance requirements for first year students is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (Moderate Achievement, 40 - 49%) or better in four subjects chosen from the 20-credit NSC subjects of which *English Home Language* or *English First Additional Language* must be one.
- 2.2 All candidates who comply with the minimum requirements are still subject to selection procedures.
- 2.3 Students following the Cambridge system should take note of the following requirements:
  - Passes of at least five different subjects of the IGCSE and HIGCSE study levels, of which at least two are HIGCSE level subjects
  - A pass in the language which is the medium of instruction at the Institute for Hospitality Training (English)
  - Specific pass grades: IGCSE: A, B or C ; HIGCSE: 1, 2 or 3
- 2.4 Other senior school qualifications will be reviewed on merit. In some instances, where the format of secondary school education is unfamiliar, students applying at IHT Hotel School may also be asked to apply for SAQA evaluation prior to their acceptance.  
*Website address: saqa.org.za*
- 2.5 Students from Commonwealth Countries do not require SAQA verification for applications towards the Diploma Programmes.

##### 3. Documents to submit along with your application

- 3.1 A certified copy of your **Identity Document / Passport**.
- 3.2 A certified copy of your **National Senior Certificate** or equivalent qualification.  
If you are still in Grade 12, your **final Grade 11 marks together with your most recent Grade 12 marks** must be submitted.
- 3.3 If you've attended any other tertiary institution, certified copies of your **Academic Record** must also be submitted.
- 3.4 A certified copy of **Identity Document / Passport of the person responsible for your fees**.
- 3.5 A **character reference letter or testimonial letter**.
- 3.6 Proof of payment of the **R 400.00 application fee**.  
Payments can be made to:  
**The Hospitality & Business Management School**  
**First National Bank**  
**Branch code: 250 655**  
**Account number 624 883 868 40**  
**International Transfer / ZIP / Swift Code: FIRNZAJJ461**

##### 4. International Students (non-South African citizens)

- 4.1 Certified copies of the following documents must accompany this form:
  - Your passport.
  - A valid study permit before you will be permitted to register.



## SECTION B: STUDENT PERSONAL DETAILS

Write one letter per block, starting in the first block. Leave one block open between names. Mark your particulars with an X where appropriate.

<b>TITLE</b>		<b>INITIALS</b>	
--------------	--	-----------------	--

<b>SURNAME</b>																				
<b>FIRST NAMES</b>																				
<b>ID NUMBER</b>																				

<b>LEARNING PROGRAMME APPLYING FOR</b>																				

<b>PLEASE STATE YOUR COUNTRY OF ORIGIN</b>																				

<b>IF NOT A SOUTH AFRICAN CITIZEN PLEASE STATE THE FOLLOWING</b>																				
<b>STUDY PERMIT NUMBER</b>																				
<b>PASSPORT NUMBER</b>																				

<b>DATE OF BIRTH</b>	D	D	M	M	Y	Y	Y	Y	<b>GENDER</b>	MALE	FEMALE
----------------------	---	---	---	---	---	---	---	---	---------------	------	--------

<b>ETHNIC GROUP</b>	AFRICAN		COLOURED		INDIAN		WHITE	
---------------------	---------	--	----------	--	--------	--	-------	--

Please note that this question is asked to allow the Government to track progress in the transformation of Higher Education.

<b>CRIMINAL RECORD</b>	NO		YES	If yes, specify	
------------------------	----	--	-----	-----------------	--

<b>HOME LANGUAGE</b>																				
<b>ADDITIONAL LANGUAGES</b>																				

<b>DISABILITIES AND/OR MEDICAL CONDITIONS*</b>	NO	YES	If yes, specify and <b>attach proof.</b>
ADD / ADHD			
Speech / Hearing impairment			



Physical disability			
Dyslexia			
Learning difficulties			
Emotional (behavioural / psychological) difficulties			
Other conditions (e.g.: Asthma / Allergies / Migraines / Epilepsy / Diabetes)			

\*Diagnosed by a registered medical practitioner.

HOW DID YOU HEAR ABOUT IHT HOTEL SCHOOL?			
IHT Hotel School visited my school		Social media (Website, Facebook, Twitter)	
Current / Previous students of IHT Hotel School informed me		Printed media (Newspapers, Magazines etc.)	
My teacher informed me		Other (Please specify):	

SCHOOL PARTICULARS			
How were you occupied for the greater part of last year?			
Learner at a High School		Employed	
Student at a University / College		Other (Please specify)	

<b>SCHOOL</b>	
<b>SCHOOL ADDRESS</b>	

Please provide your latest results in the table below and submit a certified copy of your Gr11 and Gr12 results along with this application.						
RESULTS					GRADE	
Subject	%	Symbol	Subject	%	Symbol	

<b>UNIVERSITY / COLLEGE (if applicable)</b>	
<b>UNIVERSITY / COLLEGE ADDRESS</b>	

If you were previously registered as a student at another tertiary establishment, please attach a certified copy of your academic results along with this application.



**SECTION C: STUDENT CONTACT DETAILS**

<b>TELEPHONE NUMBER</b>																			
<b>CELLPHONE NUMBER</b>																			
<b>EMAIL ADDRESS</b>																			
<b>PHYSICAL ADDRESS</b>																			
<b>POSTAL ADDRESS</b> If different from above																			

**SECTION D: CONTACT DETAILS OF PARENTS / LEGAL GUARDIANS**

**FATHER / LEGAL GUARDIAN**

<b>SURNAME</b>																			
<b>FIRST NAMES</b>																			
<b>ID NUMBER</b>																			
<b>TELEPHONE NUMBER</b>																			
<b>CELLPHONE NUMBER</b>																			
<b>EMAIL ADDRESS</b>																			
<b>PHYSICAL ADDRESS</b>																			





## SECTION E: MEMORANDUM OF AGREEMENT

**Should my application be successful:**

I, \_\_\_\_\_ (student name) declare that-

1. All particulars given by me in this form are true and correct.
2. I will acquaint myself with the rules and regulations of the IHT Hotel School (Pty) Ltd and will abide by them.
3. I will inform the administration office *immediately*, in writing, should I change my address or cancel my course.
4. I am aware that my enrolment is valid only if it complies with the relevant regulations of IHT Hotel School (Pty) Ltd notwithstanding provisional acceptance of this enrolment.

Signature of applicant: \_\_\_\_\_

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

Signature of parent/legal guardian (if applicant is a minor) \_\_\_\_\_

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

FOR THE ACADEMIC OFFICE		
Not to be completed by the applicant		
APPLICATION RECEIVED ON		SIGNATURE
<b>CHECKLIST:</b>		
1.	Certified copy of student's Identity Document / Passport	
2.	Certified copy of student's National Senior Certificate	
3.	Certified copies of student's Grade 11 / Grade 12 results	
4.	Certified copy of Identity Document / Passport of the person responsible for fees	
5.	Character reference letter and/or testimonial letter	
6.	Proof of diagnosis for existing disabilities / conditions	
7.	Proof of payment of R 400.00 non-refundable application fee	

**We look forward to having you on our campus!**

**Ons sien uit daarna om u op ons kampus te verwelkom!**

**Sivuyele Ukubanani kwikampus yethu!**