



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
 Website: www.ihthotelschool.com
 Company No: 2006/007087/07

APPLICATION FOR ADMISSION FOR THE YEAR

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LEARNING PROGRAMME APPLYING FOR:

SURNAME:

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FIRST NAME/S:

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PLEASE SEND APPLICATION FORM THROUGH VIA

Email: Ms. Imiké Stevenson imike@ihthotelschool.com

Alternative: 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

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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.
- 1.3 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. Proof of payment of the **R400 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
- 3.2. A Certified copy of **Identity Document (ID) / Passport** of person responsible for fees.
- 3.3. A Certified copy of applicant's **Identity Document (ID) / Passport**.
- 3.4. A Certified copy of applicant's **National Senior Certificate** or equivalent qualification.
*-If you are still at school, your **final Grade 11 results** together with your **latest Gr12 marks** must be submitted.*
*-If you were previously registered as a student at another tertiary university/college/school, your **Academic Results** must also be submitted.*
- 3.5. A Certified copy of a **Character / Testimonial / Reference letter** of the applicant.
- 3.6. A Certified copy of **Proof of Diagnosis of existing disabilities / conditions*** of the applicant, if applicable.

International Applicants (Non-South African citizens)

If you are a non-South African applying to study at IHT Hotel School in South Africa, your application must also be accompanied by the following documents (required before registration):

- A Certified copy of applicant's Passport
- A Certified copy of applicant's Study Permit



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.

TITLE		INITIALS	
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SURNAME																				
FIRST NAMES																				
ID NUMBER																				

LEARNING PROGRAMME APPLYING FOR																				

PLEASE STATE YOUR COUNTRY OF ORIGIN																				

IF NOT A SOUTH AFRICAN CITIZEN PLEASE STATE THE FOLLOWING																				
STUDY PERMIT NUMBER																				
PASSPORT NUMBER																				

DATE OF BIRTH	D	D	M	M	Y	Y	Y	Y	GENDER	MALE	FEMALE
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ETHNIC GROUP	AFRICAN		COLOURED		INDIAN		WHITE	
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Please note that this question is asked to allow the Government to track progress in the transformation of Higher Education.

CRIMINAL RECORD	NO		YES	If yes, specify	
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HOME LANGUAGE																				
ADDITIONAL LANGUAGES																				

DISABILITIES AND/OR MEDICAL CONDITIONS*	NO	YES	If yes, specify and attach proof.
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)	

SCHOOL	
SCHOOL ADDRESS	

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	

UNIVERSITY / COLLEGE (If applicable)	
UNIVERSITY / COLLEGE ADDRESS	

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

TELEPHONE NUMBER																			
CELLPHONE NUMBER																			
EMAIL ADDRESS																			
PHYSICAL ADDRESS																			
POSTAL ADDRESS If different from above																			

SECTION D: CONTACT DETAILS OF PARENTS / LEGAL GUARDIANS

FATHER / LEGAL GUARDIAN

SURNAME																			
FIRST NAMES																			
ID NUMBER																			
TELEPHONE NUMBER																			
CELLPHONE NUMBER																			
EMAIL ADDRESS																			
PHYSICAL ADDRESS																			



MOTHER / LEGAL GUARDIAN

SURNAME																				
FIRST NAMES																				
ID NUMBER																				
TELEPHONE NUMBER																				
CELLPHONE NUMBER																				
EMAIL ADDRESS																				
PHYSICAL ADDRESS																				
PHYSICAL ADDRESS																				
PHYSICAL ADDRESS																				
PHYSICAL ADDRESS																				

PERSON / COMPANY RESPONSIBLE FOR FEES (IF DIFFERENT FROM ABOVE)

COMPANY NAME																				
PERSON SURNAME																				
PERSON FIRST NAME																				
PERSON ID NUMBER																				
TELEPHONE NUMBER																				
CELLPHONE NUMBER																				
EMAIL ADDRESS																				
PHYSICAL ADDRESS																				
PHYSICAL ADDRESS																				
PHYSICAL ADDRESS																				
PHYSICAL ADDRESS																				
POSTAL ADDRESS If different from above																				
POSTAL ADDRESS If different from above																				
POSTAL ADDRESS If different from above																				
POSTAL ADDRESS If different from above																				



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
CHECKLIST:		
1.	Proof of payment of R 400.00 non-refundable application fee	
2.	Certified copy of Identity Document / Passport of the person responsible for fees	
3.	Certified copy of applicant's Identity Document / Passport	
4.	Certified copy of applicant's Study Permit (<i>If not a South African</i>)	
5.	Certified copy of applicant's National Senior Certificate / equivalent qualification (<i>if matriculated</i>)	
6.	Certified copies of applicant's final Grade 11 and latest Grade 12 results (<i>if still in school</i>)	
7.	Certified copy of applicant's Academic Results (If previously registered as a student at another tertiary university/college/school)	
8.	Character/ Testimonial / Reference letter of applicant	
9.	Proof of diagnosis for existing disabilities / conditions (if applicable)	

We look forward to welcoming you at our campus!

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

Sivuyele Ukubanani kwikampus yethu!