



IHT HOTEL SCHOOL STUDENT GUIDE 2022

1. INDEMNITY

IHT Hotel School (Pty) Ltd cannot be held responsible/ liable for any theft, loss of or damage to property/ items belonging to a student/ parent/ legal guardian of IHT Hotel School.

Should students lose any equipment or material belonging to IHT Hotel School, it is a requirement that the lost item(s) be replaced at the student's expense. Should a student leave some of his/her possessions on IHT Hotel School's premises, IHT cannot be held responsible/ liable for items lost. Lost items found by staff of IHT Hotel School will be kept in the IHT office. Items will be kept for sixty (60) days where after it will be donated to charity.

In addition, IHT Hotel School (Pty) Ltd cannot be held responsible/ liable for any injury or loss to an IHT student/ parent/ legal guardian resulting from an accident while on or off campus.

In the event of any accident, immediately report it to the Safety and Security Officer of the campus. A First Aid Kit is available and a trained person will assist you. No medication may be dispensed to any student.

Information on who your Safety and Security Officer is, where the First Aid Kit can be located, or any other information regarding safety while on campus appears in prominent areas on the campus.

2. PRIVACY POLICY & CONFIDENTIALITY CLAUSE

IHT Hotel School (Pty) Ltd is sensitive to privacy issues and recognises the importance of safeguarding all information we receive from our students and parents/ legal guardians. Information provided by students and/ or their parents/ legal guardians are used to aid us in offering a sound educational service and experience, including the ease of communication between IHT and its students/ alumni/ parents/ legal guardians. IHT will make sure that all personal information is treated in accordance with the Protection of Personal Information Act and privacy legislation.

IHT Hotel School (Pty) Ltd is also sensitive to the privacy and safeguarding of information collected by IH Hotel School and will treat all matters relating to an individual student's admission, assessment, progress, course completion, learning difficulties, personal needs and any discussions or negotiations concerning such matters, in confidence. Information reflecting in a student's record, including progress results and misconduct records will be kept discreet. However, IHT Hotel School reserves the right to release this type of information to hospitality establishments and tertiary establishments who request information in support of a referral regarding the



student. IHT also reserves the right to use photos of students/ alumni for marketing purposes, including posting of photos on social media and using of such images in marketing material.

IHT Hotel School strives to meet the needs of students regardless of gender, ethnicity, age, disability, or background, without divulging personal details or negotiations concerning such matters, unless written consent is obtained from the student/ parents /legal guardians or compelled to do so under the law.

Students of IHT Hotel School are expected to display the same respect for the privacy and confidentiality of IHT Hotel School and its students /parents /legal guardians. Students are not allowed to share any personal or contact information of any fellow students/ parents/ legal guardians without their written consent.

Students are also expected to use their discretion when working with information obtained from IHT Hotel School – all learning material, guides, readers, assessments, letters, documentation, and other forms of information made available to students/ parents/ legal guardians by IHT Hotel School or any of its directors, members, employees or student representatives remains IHT Hotel School’s intellectual property and may only be used for the purpose of aiding students in their studies at IHT Hotel School. No IHT Hotel School learning material, guides, readers, assessments, letters, documentation, or other forms of information of any kind may be shared without the written consent of IHT Hotel School.

3. CODE OF CONDUCT

As a student of IHT Hotel School, your conduct and behaviour, both on and off campus, sets the reputation of the school and its entire student body. Maintaining a respectful image and positive relationship with the industry and community IHT Hotel School operates in, is of utmost importance to the school. It is expected that students act accordingly, in order to present IHT Hotel School and its student body as well mannered, polite and respectful of the industry and community we live and work in.

Students are therefore requested to observe the ethics traditionally expected in an academic institution. IHT Hotel School expects its students to:

- Be punctual for all classes.
- Wear the prescribed uniform.
- Be committed to learning and manage their learning effectively.
- Be respectful of the rights of others to learn.
- Always exhibit good manners.
- Be respectful of the environment by placing all cigarette butts and other trash in the bins provided.
- Contribute to the learning environment in a constructive manner.
- Follow proper protocol in class as required by the lecturer.



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- Follow declared rules and regulations as well as learning-related policies and procedures.
 - Refrain from dishonesty and misconduct.
 - Meet deadlines for tasks, assignments, and other work.
 - Seek learning assistance when required.
 - Communicate any teaching and learning issues to IHT Hotel School.
 - Actively participate in events presented by IHT Hotel School including IHT Hotel School 'Open Days', 'Charity Events' and 'Student Formal'.
 - Be protective of property and equipment of IHT Hotel School, refraining from vandalizing any property or equipment.
 - Take responsibility for the safety and security of themselves and others on IHT Hotel School's premises.
 - Never to smoke near entrances or in areas determined as non-smoking areas on IHT Hotel School's premises.
 - Never to abuse alcohol or use dagga/cannabis on IHT Hotel School's premises or during any IHT Hotel School events.
 - Never to use, or have in possession, substances regarded as unlawful by South African Law authorities.
 - Conform to **ALL** the policies and procedures of the IHT Hotel School (Pty) Ltd, particularly those that relate to COVID-19, Occupational Health & Safety, Sexual Harassment, Discrimination, Privacy and Confidentiality.

4. AGREEMENT

I, _____, acknowledge that I have received the *IHT HOTEL SCHOOL (Pty) Ltd STUDENT GUIDE* with *CODE OF CONDUCT, POLICIES, PROCEDURES, CLAUSES & AGREEMENT*.

I agree that:

- It has been fully discussed and explained to me.
- I understand and agree to be bound by the content thereof.
- I will adhere to the Code of Conduct at all times.
- I will adhere to all policies, procedures, rules and regulations.
- I accept the consequences of misconduct.
- I have the right to appeal.

Signature: _____ Date: _____