



IHT Hotel School (Pty) Ltd
 3 Riesling Street
 Oude Westhof
 Bellville
 7530
 PO Box 6682
 Welgemoed
 7538
 Phone +27 (0)21 913 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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PROGRAMME APPLYING FOR:

SURNAME:

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FIRST NAME/S:

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SUBMISSIONS OF APPLICATIONS:

Please submit the completed application form and all supporting documents* to the Academic Office of IHT Hotel School.

Email address: info@ihthotelschool.com
Contact number: +27 (0)21 913 3005 | +27 (0)76 128 9840
Postal address: IHT Hotel School, PO Box 6682, Welgemoed, 7538
Office hours: Mon to Thurs - 08h00 to 16h00 and Fri – 08h00 to 15h00
Physical address: 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 National Certificate: Vocational and 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 **R 500.00 application fee**.
Payments can be made to:
 - IHT Hotel School*
 - First National Bank*
 - Branch code: 250 655*
 - Account number: 6291 1758 665*
 - 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 the applicant's **Identity Document (ID) / Passport**.
- 3.4. A Certified copy of the applicant's **National Senior Certificate** or equivalent qualification.
 - *If you are still at school, your **final Grade 11 results** together with your **most recent Grade 12 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 the applicant's Passport
- A Certified copy of the 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 NAME/S																				
ID NUMBER																				

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		OTHER	
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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 THEREOF.
ADD / ADHD			
Speech / Hearing impairment			
Physical disability			
Dyslexia			
Learning difficulties			
Emotional (behavioural / psychological) difficulties			
Other conditions (e.g.: Asthma / Allergies / Migraines / Epilepsy / Diabetes)			

***Any Disabilities or Medical conditions which could impact on the academic progress of the student must be disclosed. Please attach proof thereof as 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)	
My teacher informed me		Printed media (Newspapers, Magazines etc.)	
A Current / Previous student of IHT Hotel School informed me		Specify the name of the student	
If other - please specify			

SCHOOL PARTICULARS	
How were you occupied for the greater part of last year?	
Learner at a High School	
Student at a University / College	
Employed	
If other - please specify	

SCHOOL ATTENDED	
PHYSICAL ADDRESS OF THE SCHOOL	

Please provide your latest results in the table below and submit a certified copy of your FINAL Grade 11 and Grade 12 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

CELLPHONE NUMBER																				
EMAIL ADDRESS																				
RESIDENTIAL ADDRESS																				
POSTAL ADDRESS If different from above																				

SECTION D: CONTACT DETAILS OF PARENTS / LEGAL GUARDIANS

FATHER / LEGAL GUARDIAN

SURNAME																				
FIRST NAMES																				
ID NUMBER																				
CELLPHONE NUMBER																				
EMAIL ADDRESS																				
RESIDENTIAL ADDRESS																				



MOTHER / LEGAL GUARDIAN

SURNAME																				
FIRST NAMES																				
ID NUMBER																				
CELLPHONE NUMBER																				
EMAIL ADDRESS																				
RESIDENTIAL 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																				
RESIDENTIAL OR PHYSICAL ADDRESS																				
POSTAL ADDRESS If different from above																				



SECTION E: MEMORANDUM OF AGREEMENT

SHOULD MY APPLICATION BE SUCCESSFUL:

I, _____ (full student name) hereby declare that -

All particulars provided by me in this application form are true and correct.

1. I will acquaint myself with the rules and regulations of the IHT Hotel School (Pty) Ltd and will abide by them.
2. I will inform the administration office *immediately*, in writing, should any of my contact details or my residential address change
3. I will inform the administration office *immediately*, in writing, should I wish to cease my studies.
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 the applicant (student): _____

Date: _____

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

Date: _____

*SUPPORTING DOCUMENTS TO BE SUBMITTED ALONG WITH THIS APPLICATION FORM

1.	Proof of payment of R 500.00 non-refundable application fee	
2.	Certified copy of Identity Document / Passport of the person responsible for fees	
3.	Certified copy of the applicant's Identity Document / Passport	
4.	Certified copy of the applicant's Study Permit (If not a South African)	
5.	Certified copy of the applicant's National Senior Certificate / equivalent qualification (if matriculated)	
6.	Certified copies of the applicant's final Grade 11 and latest Grade 12 results (if still in school)	
7.	Certified copy of the 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)	

FOR USE BY THE ACADEMIC OFFICE

APPLICATION RECEIVED BY:								
DATE OF RECEIPT:	D	D	M	M	Y	Y	Y	Y
SIGNATURE OF RECEIVER:								

We look forward to welcoming you at our campus!

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

Sivuyele Ukubanani kwikampus yethu!