

# STEP-BY-STEP Guide to Admission

## STEP 1. Application for enrolment

Complete this Application form, scan and email ALL required documents in the checklist to [enquiry@bluemountains.edu.au](mailto:enquiry@bluemountains.edu.au) or post/courier to BMIHMS at Torrens University, PO Box A256, Sydney South NSW 1235, Australia. **All International students applying to BMIHMS must follow Streamlined Visa Processing (SVP) procedures, which are detailed on: [www.bluemountains.edu.au/apply/international-students](http://www.bluemountains.edu.au/apply/international-students).**

Please ensure that you have submitted ALL the required documents (e.g. academic transcripts) for assessment. Certified academic transcripts/supporting documents must be provided in English. These may be certified by an education counsellor or agent, BMIHMS representative, notary public or any other independent source approved by BMIHMS.

## STEP 2. Letter of offer

BMIHMS at Torrens University will advise you of the outcome of your application within two weeks if all the required documents are provided. If your application is successful, BMIHMS will send a Letter of Offer to contacts provided in your application- yourself or your agent, confirming the course you have been offered, conditions of enrolment, fees payable and course commencement date.

To accept the offer you must sign and return the Acceptance of Offer letter and pre-pay both the New Student residential bond of AU\$1,200 – a refundable deposit for accommodation, and Residential pre-payment of AU\$2,000 (if applicable).

Postgraduate students pre-pay a AU\$2,000 Tuition fee (and a residential bond of AU\$1,200 if required). This must be done within 28 days after the date of the Letter of Offer from BMIHMS.

## STEP 3. Electronic Confirmation of Enrolment (International Students only)

Upon the receipt of the bond deposit and prepayment, BMIHMS at Torrens University will formally notify you that you have been accepted. The Electronic Confirmation of Enrolment (ECoE) will be sent directly to you or your representative if they are assisting you with your application (You will need the Confirmation of Enrolment to apply for your student visa)

## STEP 4. Payment of 1st term fees

Your Letter of Offer (step 2) will advise you of the anticipated tuition costs and due date for payment. Once the pre-payment deposit is received by BMIHMS (see STEP 2), the invoice for the full payment of the first academic term of studies will be issued in due course.

### (Australian Students only)

Australian citizens are eligible for FEE-HELP for part or all of their tuition fees. Students must provide evidence of Australian citizenship and their Tax File Number at the time of enrolment (once on campus).

## STEP 5. Student visa application (International Students only)

International students intending to study at BMIHMS must apply for an Australian student visa.

Blue Mountains International Hotel Management School (BMIHMS) at Torrens University Australia is an eligible education provider under the Department of Immigration and Border Protection (DIBP) Streamlined Visa Processing (SVP). Under this initiative successful applicants, issued with a Confirmation of Enrolment (CoE) for eligible courses from BMIHMS, will have their student visa application processed by DIBP under Assessment Level 1 criteria, regardless of what the assessment level is for their country.

Your local BMIHMS education counsellor will be able to assist you in applying for your student visa.

For additional information on the SVP Process, please visit: [www.immi.gov.au](http://www.immi.gov.au)

## STEP 6. New Student Welcome Pack

Together with the Letter of Confirmation and the Electronic Confirmation of Enrolment (international students only), you will be emailed a student information pack. This will outline what you need to bring and answers frequently asked questions.

### (Undergraduate and English Language students only)

These students will also receive an 'Arrival Options Form' containing BMIHMS transport/pick-up information if required.

## Payment of fees

Student fees may be paid by credit card, bank cheque (in \$AUD), bank draft or telegraphic transfer as per invoice payment details.

Note: BMIHMS receives bank transfers from many students in many different countries. It is **VERY** important that when student fees are paid by bank transfer, students also email/fax a copy of the bank deposit receipt to the BMIHMS at Torrens University Admission Office ([admissions@bluemountains.edu.au](mailto:admissions@bluemountains.edu.au))

**Bank Cheque:** Please make sure your bank cheque is in **Australian Dollars** and payable to: BMIHMS, PO Box A256, Sydney South NSW 1235, Australia

**Credit Card:** Please note: American Express and Diners Club cards are not accepted.

**Online:** payment is now available online [www.bluemountains.edu.au/apply/fee-payment-options/](http://www.bluemountains.edu.au/apply/fee-payment-options/)

Further information on BMIHMS at Torrens University policies and procedures can be found on our website:

**[www.bluemountains.edu.au/about-us/policies-procedures/](http://www.bluemountains.edu.au/about-us/policies-procedures/)**

# APPLICATION FOR ADMISSION

Torrens University Australia CRICOS Provider No: 03389E  
Effective January 2016

## CHECKLIST

### AUSTRALIAN CITIZENS:

- Completed Application Form
- Copy of passport/ Birth Certificate or Citizenship Certificate
- Application for Advance Standing and course outlines (if applying for RPL)
- Certified academic transcripts/certificate

### INTERNATIONAL STUDENTS

- Completed Application Form  Copy of passport
- Certified academic transcripts/certificate  English test results (if applicable)
- SVP Documents (see Step 1 on page 4)
- Application Form for Advance Standing, course outlines/credit transfers (if applying for RPL)

## 1. PROGRAM OPTIONS (please tick the qualification you would like to achieve and course)

### UNDERGRADUATE:

#### Qualification

- Diploma of Business
- Associate Degree of Business
- Bachelor of Business

#### Course

- International Hotel and Resort Management
- International Event Management

### POSTGRADUATE (SYDNEY):

- Postgraduate Certificate
- Postgraduate Diploma (only for the Global Business Management)
- Master

- International Hotel Management

### POSTGRADUATE (MELBOURNE):

- Postgraduate Certificate
- Master

- International Hotel Management

Commencement of study:  January 20\_\_  April 20\_\_  July 20\_\_  October 20\_\_

## 2. APPLICANT DETAILS

Family name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
First name(s):		Preferred name (in English):	
Date of birth:	Country of birth:	Nationality:	
Passport number (for non-Australian citizens or non-permanent residents only):			
Permanent residential address / Postal address:			
		City/Town:	
State:	Country:		
Zip/Postcode:	Email address:		
Contact phone:	Mobile:		
Are you an Australian citizen or permanent resident?	<input type="checkbox"/> Citizen	<input type="checkbox"/> Resident	<input type="checkbox"/> No
Are you of Aboriginal or Torres Strait Island origin?	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Island	<input type="checkbox"/> No <input type="checkbox"/> Both
Do you speak a language at home other than English? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes which language:		
Are you currently residing in Australia?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date of arrival: __ / 20 __ (Month / Year)
Do you wish to access FEE-HELP for your tuition fees? (Australian citizens only)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

## 3. EDUCATION DETAILS

Name: High school	Country	Dates attended (MM/YY)	Qualification achieved
Name: Higher education provider	Country	Dates attended (MM/YY)	Qualification achieved

## 4. RECOGNITION OF PRIOR LEARNING (RPL)/CREDIT TRANSFERS

This section is only for those wishing to claim credit for previous hospitality/university study/work experience undertaken after high school. Please ensure you submit your academic transcripts and course syllabus/curriculum or work CV.

Are you applying for Recognition of Prior Learning (RPL)?  No  Yes (Applications for RPL and Advanced Standing must be accompanied by certified academic transcripts and detailed unit outlines together with a completed Advanced Standing Application Form).

## 5. ENGLISH PROFICIENCY (INTERNATIONAL STUDENTS ONLY)

Have you taken an English proficiency test?  Yes  No  
 IELTS Academic  TOEFL  PTE  CAE  Other

Date taken: \_\_\_\_\_ Score: (Please provide a **certified copy** of results, if the language of test was English please provide evidence)

If you are currently enrolled in an English Language program please complete the details below:

Course name: \_\_\_\_\_ Commencement date: \_\_\_\_\_

Course duration: \_\_\_\_\_ Course location: \_\_\_\_\_

Course provider: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Are you currently studying in Australia?  No  Yes If Yes, current institution: \_\_\_\_\_ Commencement date: \_\_\_\_\_

**International students:** without the equivalent score required for your course, you will need to complete an **English Language Program** prior to the commencement of your studies.  
 Tick here if you would like to apply for our English Language Program (You can find the English Language Program application form on [www.bluemountains.edu.au](http://www.bluemountains.edu.au))

## 6. SPECIAL NEEDS

Do you have any special needs or disabilities (academic, medical, allergies or other) with which the School could assist and/or should be aware of?

No  Yes If yes, please specify: \_\_\_\_\_

Please note that students requesting assistance for a disability or special need must provide a medical certificate outlining the nature and treatment of the disability and confirming any action required by BMIHMS at Torrens University (e.g. special consideration for examinations).

## 7. EMERGENCY CONTACT

Title: \_\_\_\_\_ Family name: \_\_\_\_\_ Given name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Contact telephone: \_\_\_\_\_ Profession: \_\_\_\_\_

Email address: \_\_\_\_\_ Relationship to student:  Parent  Guardian  Other: \_\_\_\_\_

## 8. EDUCATIONAL ATTAINMENT This information is required by the Department of Education & Training for statistical reasons only.

What is the highest level of education attained by Parent[s]/Guardian[s].

Parent/Guardian 1  Male  Female:

Postgraduate (Masters, PhD)  Bachelor Degree  Other Post-School Qualification (Associate Degree, Diploma, VET/TAFE Certificate)  
 Year 12 or equivalent  Did not complete Year 12  Year 10 or equivalent  Did not complete Year 10  Don't know  Not applicable

Parent/Guardian 2  Male  Female:

Postgraduate (Masters, PhD)  Bachelor Degree  Other Post-School Qualification (Associate Degree, Diploma, VET/TAFE Certificate)  
 Year 12 or equivalent  Did not complete Year 12  Year 10 or equivalent  Did not complete Year 10  Don't know  Not applicable

## 9. PRIVACY WAIVER

I hereby authorise BMIHMS at Torrens University to provide information regarding my application and study to my:  Parents

Educational counsellor  None  Other: (Name and relationship to student)

## 10. ELECTRONIC COMMUNICATION AUTHORISATION

I hereby authorise BMIHMS at Torrens University to correspond with me electronically via the email address provided on this application and in the future using the student's BMIHMS email address (provided after arrival on campus).  Yes  No

Signed (student): \_\_\_\_\_ Date: \_\_\_\_\_

## 11. DECLARATION

I declare that the information provided in this application is complete and accurate. I acknowledge that I have read the 'Terms and Conditions' located online at [www.bluemountains.edu.au/](http://www.bluemountains.edu.au/) and the *BMIHMS Prospectus* and I have a clear understanding that I am bound to adhere to the policies and requirements as set-out.  Yes  No

Signed (student): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (parent or guardian if student is aged under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Please note: a parent or guardian must sign on the student's behalf if the student is aged under 18 at the time of application.

## 11. APPLICATION FEE (INTERNATIONAL STUDENTS ONLY)

Please debit my credit card AU\$100. This is non-refundable.

Visa  Eurocard/Mastercard

CVV number\*

\*Found on the back of Mastercard/Visa credit cards.

Card Number:

Expiry:

Name:

## 12. NEXT STEPS (see back page for detailed information)

AGENT STAMP

Please forward completed application form and attachments (see checklist PAGE 1) to:

### BMIHMS at Torrens University

Admissions Office

PO BOX A256, SYDNEY NSW 1235, AUSTRALIA

Fax: +61 (2) 9283 5092

Email: [admissions@bluemountains.edu.au](mailto:admissions@bluemountains.edu.au)

## EDUCATION COUNSELLOR USE ONLY

Name of education counsellor:

Name of agency:

Signature: \_\_\_\_\_

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

## HOW TO APPLY

For application enquiries and admissions information, please contact:

### Admissions Office

PO Box A256

Sydney South,

NSW, 1235, Australia

**E** [enquiry@bluemountains.edu.au](mailto:enquiry@bluemountains.edu.au)

**T** +61 2 9307 4600

[www.bluemountains.edu.au/apply](http://www.bluemountains.edu.au/apply)

### Leura Campus

1 Chambers Road,

Leura NSW, 2780, Australia

### Sydney Campus

540 George Street,

Sydney, NSW, 2000, Australia

### Melbourne Campus

595 Little Collins Street

Melbourne, VIC, 3000, Australia

ABN 99 154 937 005



[bluemountains.edu.au](http://bluemountains.edu.au)

## CRICOS NUMBERS:

### Torrens University Australia CRICOS Provider No: 03389E

Diploma of Business (International Event Management) 089924J  
Diploma of Business (International Hotel and Resort Management) 089927F

Associate Degree of Business (International Event Management) 089923K  
Associate Degree of Business (International Hotel and Resort Management) 089926G

Bachelor of Business (International Event Management) 089922M  
Bachelor of Business (International Hotel and Resort Management) 089925G

Graduate Certificate in International Hotel Management 089932J  
Master of International Hotel Management 089931K

Graduate Certificate in Global Business Management 089935F  
Graduate Diploma in Global Business Management 089934G

### Pathway Programs:

#### Academy of English CRICOS Provider No: 02399M

English Language Programs (Beginner to Advanced) 066657B

