

**Checklist for 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

**Checklist for international students**

- Completed Application Form
- Copy of passport
- Certified academic transcripts/certificate
- English test results (if applicable)
- SSVP 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	Course
	Diploma of Business	International Hotel and Resort Management
	Associate Degree of Business	International Event Management
	Bachelor of Business	

Postgraduate:	Qualification	Course
Adelaide	Postgraduate Certificate	International Hotel Management
Sydney	Master	
Melbourne		

Commencement of study:	January 20 __	April 20 __	July 20 __	October 20 __
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Postgraduate (Online only):	Qualification	Course
	Graduate Certificate	International Hotel Leadership
	Graduate Diploma	
	MBA	

6 week course:	Course Name
	..... Please check course names on <a href="http://www.bluemountains.edu.au">www.bluemountains.edu.au</a>

Commencement of study:	January 20 __	March 20 __	May 20 __	July 20 __
	September 20 __	October 20 __		

**2. Applicant details**

Family Name:..... Gender: Male Female Other  
 First Name (s):..... Preferred Name:.....  
 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:..... Contact - Mobile:.....  
 Are you an Australian Citizen or Permanent Resident? Citizen Resident No  
 Are you Aboriginal or Torres Strait Island Origin? Aboriginal Torres Strait Islander Both No  
 Do you speak a language at home other than English? No Yes If yes, which language(s):.....  
 Are you currently residing in Australia? No Yes Date of arrival: \_\_ / 20\_\_ (Month/Year)  
 Do you wish to access FEE-HELP for your tuition fees? (Australian citizens only) No Yes

**3. Education details**

High School:..... Qualification achieved:.....  
 Year of graduation:..... Country:.....  
 Higher Education provider:..... Highest Qualification Achieved:.....  
 Year of graduation:..... Other Qualifications Achieved:.....  
 Country:..... Year of Graduation:.....

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:

No Yes 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)

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 Australia (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 Other 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 Other 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 Australia to provide information regarding my application and study to my:

Parents Educational counsellor None Other: (Name / relationship to student)

10. Electronic communication authorisation

I hereby authorise BMIHMS at Torrens University Australia 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). No Yes

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.

No Yes

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.

12. 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: .....

13. Next steps (see back page for detailed information)

Please forward completed application form and attachments (see checklist front page) to:

**BMIHMS at Torrens University**  
 Admissions Office  
 Po Box A256, Sydney NSW 1235, Australia  
**F** +61 (2) 9283 5092  
**E** [enquiry@bluemountains.edu.au](mailto:enquiry@bluemountains.edu.au)

Agent stamp

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**  
 196 Flinders Street,  
 Melbourne VIC, 3000, Australia

**Adelaide Campus**  
 88 Wakefield St,  
 Adelaide SA 5000, Australia

CRICOS

<b>Torrens University Australia CRICOS Provider No:</b>	<b>03389E</b>
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

Pathway Programs:

<b>Torrens University Language Centre (TULC) CRICOS Provider No:</b>	<b>03389E</b>
General English 2 Intermediate - Upper Intermediate	098577D
English for Academic Purposes 1 (EAP 1)	090575F
English for Academic Purposes 2 (EAP 2)	098576E

### 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 Simplified Student Visa Framework (SSVF) 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 Australia 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 Tuition 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 Home Affairs (DHA) Streamlined Students Visa Framework (SSVF). 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 DHA.

Your local BMIHMS education counsellor or representative will be able to assist you in applying for your student visa. For additional information on the SSVF Process, please visit [www.homeaffairs.gov.au](http://www.homeaffairs.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 Australia 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 Australia 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/)