

Application for Admission

CHECKLIST

AUSTRALIAN CITIZENS:

- Completed Application Form
- Copy of passport/ Birth Certificate or Citizenship Certificate
- Course outlines, if applying for RPL
- Certified academic transcripts/certificate

INTERNATIONAL STUDENTS

- Completed Application Form
- Copy of passport
- Course outlines, if applying for RPL/Credit transfers (see 4.)
- Certified academic transcripts/certificate
- English test results (if applicable)

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

UNDERGRADUATE:

Qualification

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

Course

- International Hotel & Resort Management
- International Event Management

POSTGRADUATE:

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

- International Hotel Management
- Global Business 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:	
Zip/Postcode:		Country:	
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
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"/> Yes	<input type="checkbox"/> No	

3. EDUCATION DETAILS

Name of school/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? No Yes (Applications for RPL must be accompanied by certified academic transcripts and detailed unit outlines).

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, will need to complete an **English Language Program** prior to the commencement of your studies.
Undergraduate students: with the equivalent of IELTS 5.5 Academic, may choose to commence your studies with mandatory enrolment in the Integrated English Support Program.
 Tick here if you would like to apply for our English Language Program (You can find BMIHMS 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 BMIHMS could assist you or of which BMIHMS should be aware?

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 (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: _____

Highest Educational Attainment for Parent[s]/Guardian[s]. This information is required by the Department of Education, Employment and Workplace relations for statistical reasons only.

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

8. PRIVACY WAIVER

I hereby authorise BMIHMS to provide information regarding my application and study to my: Parents Educational counsellor None

Other: (Name and relationship to student)

9. ELECTRONIC COMMUNICATION AUTHORISATION

I hereby authorise BMIHMS 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: _____

10. 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, the *BMIHMS Prospectus and fees*, 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 that parent or guardian to sign if student is aged under 18 at 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 Admissions Office
PO BOX A256, SYDNEY NSW 1235, AUSTRALIA

Fax: +61 (2) 9283 5092

Email: 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

T +61 2 9307 4600

www.bluemountains.edu.au/apply

Leura Campus

1 Chambers Road,
Leura NSW, 2780, Australia

Sydney Campus

540 George Street,
Sydney, NSW, 2000, Australia

*Learn more about
Blue Mountains
International Hotel
Management School:*



CRICOS NUMBERS

Blue Mountains International Hotel Management School
CRICOS Provider No: 00911E

Associate Degree of Business (International Event Management)	064785K
Associate Degree of Business (International Hotel and Resort Management)	064789F
Bachelor of Business (International Event Management)	064786J
Bachelor of Business (International Hotel and Resort Management)	064790B
Diploma of Business (International Event Management)	064782B
Diploma of Business (International Hotel and Resort Management)	064787G
Graduate Certificate in International Hotel Management	075347G
Master of International Hotel Management	075348G
Graduate Certificate in Global Business Management	080402G
Graduate Diploma in Global Business Management	080401J
Master of Global Business Management	080400K

Pathway Programs

Academy of English CRICOS Provider No: 02399M

General English (Intermediate to Upper Intermediate)	055869C
EAP/IELTS Preparation (Intermediate to Upper Intermediate)	055870K
English Language Programs (Beginner to Advanced)	066657B

Clarendon Business College CRICOS Provider No: 01953J

Certificate IV in Business	079845B
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www.bluemountains.edu.au

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 or post/courier to BMIHMS, PO Box A256, Sydney South NSW 1235, Australia.

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 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 will formally notify you that you have been accepted. The Electronic Confirmation of Enrolment (ECoE) will be sent directly to yourself 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. Student visa requirements vary depending on the assessment level. Assessment levels are established by the Department of Immigration and Citizenship and are based on the student's nationality and the course of study.

To confirm your visa assessment level, please use the following website: <http://www.immi.gov.au/students>

Your local BMIHMS education counsellor will be able to assist you in applying for your student visa. Processing times might vary in different countries, however it is advised to expect between 4 to 6 weeks, though some students experience longer delays.

The main requirements for the student visa application are:

- BMIHMS's Electronic Confirmation of Enrolment
- English language proficiency (if requested by DIAC).
- Meeting the financial requirements as requested by DIAC.
- Medical examination

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 to 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 Admission Office (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.

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

www.bluemountains.edu.au/about-us/policies-procedures/