



APPLICATION FOR RE-REGISTRATION / COMPLETION OF ADDITIONAL STUDY MODULES

(Existing students only)

**INTERNATIONAL
HOTEL SCHOOL**

This application form can be submitted in respect of online or paper-based studies. To submit this form electronically press the **SEND** button on the last page. Fields marked * are compulsory.

>> SECTION A: PERSONAL INFORMATION

Tell us about yourself.

Student No:

**Examination Centre /
Campus**

Durban

Cape Town

Sandton

**This application is made
because:**

I have failed to gain exam entry, and therefor wish to re-register for subjects.

My final mark has resulted in a fail, and therefore I wish to re-register for subjects.

I would like to complete subjects towards an additional AHLEI qualification.

Surname:

First Name:

Identity / Passport No:

Date of birth:

Contact telephone no:

E-Mail address:

Physical address:

Postal address / address for
delivery of study material:

Country:

Postal Code:

**Name of IHS consultant
that assisted you:**

Who will be paying your
study fees?

Self

Employer

Sponsor

>> SECTION B: SPONSOR DETAILS

If a sponsor is paying for your fees you must complete the following information:

Name of sponsor:

Contact telephone no:

E-mail address:

Subjects:

Work-Integrated Learning

100 The Lodging and Food Service Industry**

103 Hospitality Today: An Introduction

120 Spa: A Comprehensive Introduction**

220 Retail Management for Spas**

241 Management of Food and Beverage Operations

245 Food Safety: Managing with the HACCP Process

250 Supervision in the Hospitality Industry

260 Hospitality Industry Financial Accounting**

261 Basic Hotel and Restaurant Accounting

270 Marketing in the Hospitality Industry**

281 Hospitality Facilities Management and Design

304 Leadership and Management in the Hospitality Industry

313 Contemporary Club Management**

323 Fundamentals of Destination Marketing**

333 Managing Front office Operations

338 Managing Housekeeping Operations

346 Managing Beverage Operations

349 Managing Service in Food and Beverage Operations

354 Training and Development

357 Managing Hospitality Human Resources

362 Accounting for Hospitality Managers**

366 Accounting for Club Operations**

372 Hospitality and Tourism Marketing

391 Understanding Hospitality Law**

424 Resort Management**

445 Purchasing for Food Service Operations

462 Hospitality Industry Managerial Accounting**

464 Planning and Control in Food and Beverage Operations

468 Managing Technology in the Hospitality Industry

472 Hospitality Sales and Marketing

478 Convention Management and Service**

**** Denotes courses available through paper-based study only.**

>> SECTION E: DECLARATION AND UNDERTAKING

1. Programmes are offered exclusively as distance / online learning courses. No contact / face-to-face classes are offered.
2. The medium of instruction is English (including examinations and course material).
3. The costs related to hardware, software and Internet connectivity shall be for my own account.
4. The costs related to the delivery of study material (textbooks) shall be for my own account.
5. I undertake to implement appropriate contingencies in the event that my computer fails for whatever reason.
6. Examinations are paper-based and conducted at campuses located in Durban, Cape Town or Sandton according to the examination schedule applicable to distance and online learners.
7. In the event that a student has failed an examination, application can be made to complete supplementary examinations after paying the prescribed fee.
8. Examinations are ideally taken within 6 months, and no later than 12 months after completion of a module.
9. Students who fail to gain exam entry or after completing the examination failed to achieve the sub-minimum required, must reregister for the subject after paying the prescribed fee.
10. The completion of Work-Integrated Learning is a compulsory module in fulfilment of the requirements for the Higher Certificate: Hospitality Management and Food and Beverage Management. Students assume full responsibility for their own placement and departmental rotation according to the criteria of the programme.
11. Students who have failed to complete Work-Integrated Learning and therefore have to re-register for the subject will be charged a re-registration fee.
12. Only students enrolled for South African registered qualifications will be invited to graduation ceremonies upon fulfilment of the requirements of the programme. Graduation ceremonies are held once a year.
13. Student who elect to pay per subject will only be enrolled once payment is made in full for that particular subject.
14. Cancellation and deregistration requests will be handled in accordance with the policies of The International Hotel School.
15. I undertake to abide by all the applicable policies of The International Hotel School including the Disciplinary Code.

I have read and understood the above. I further understand that any false or misleading information provided on this application shall be considered sufficient cause for disqualification / disciplinary action.

Acknowledgement: **I accept.**
No, I do not accept.

Applicant's full name and surname:

Date:

The International Hotel School is registered as a Private Higher Education Institution with the Department of Higher Education and Training for the qualifications as per registration no. 2000/HE007/005.

