



**Application for Admission  
2017**

The applicant and his/her sponsor must initial each page of this Application and Enrollment Agreement.

# Admission Requirements

## Starting dates

The Private Hotel School (TPHS) offers two annual intakes: January and July.

## ***HOW TO APPLY:***

### **Step 1**

Send the documents requested below to [info@privatehotelschool.co.za](mailto:info@privatehotelschool.co.za) or fax to 021 881 3793.

- ★ A completed, signed original application and enrollment form.
- ★ R400 non refundable Application Fee (Not applicable to international students)
- ★ Proof of graduation: Certified copy of official National Senior Certificate (NQF Level 4) on a higher certificate/diploma entrance level.
- ★ Two Letters of Reference: From the Principal, Guidance Counsellor, former teacher or former employer.
- ★ Curriculum Vitae.
- ★ Certified copy of Identity Document or Passport.

### **Additional requirements for International Students**

- ★ Certified copy of Study Visa.
  - ★ Proof of graduation: Certified copy of official secondary school, University or College transcripts with (a) an official English translation of the transcript (b) a grading guide that gives equivalent U.S. grades.
  - ★ The following academic levels are required:
    - Three O Levels at C or higher and
    - Two A Levels at E or higher
- Or***
- If you have studied HIGCSEs and IGCSEs you need to have obtained:
- At least four HIGCSE passes (symbols 1 – 3 only) one of which must be English or Afrikaans first language and
  - One IGCSE pass – C symbol or above
- ★ SAQA (South African Qualifications Authority) clearance results of International certificates.
  - ★ Proof of English competency. TPHS will accept as proof a TOEFL (Test of English as Foreign Language) score of at least 500 or sufficient documentation of a significant level of English instruction. An IELTS score of 5.5 is also acceptable.
  - ★ All programmes are presented in English, therefore students' English abilities will be measured by an English Entrance Test administered before they enter the academic programme. Should students fail this test TPHS shall recommend they undertake remedial English or an ESL course (English as a Second Language) either before starting their academic programme or as part of their first term's coursework.

### **Step 2**

Your application will be processed and a personal/telephonic/skype interview will be scheduled. You will be informed if you have been accepted and a deposit will have to be paid within 30 days to secure your place.

### **Closing date for Applications**

For January intake it is 31 October of the previous year and for the July intake it is 30 April of the current year. Late applications will be considered.

### **Student Accommodation**

TPHS has onsite student accommodation consisting of:

- |   |                                 |
|---|---------------------------------|
| • Six double bedrooms and one single room | Fully furnished lounge and DSTV |
| • Fully equipped communal kitchen         | Swimming pool                   |
| • Secure parking                          |                                 |

All the rooms have an en-suite bathroom, are air-conditioned and are furnished with the following: Single or double bed, bar fridge, desk, and wardrobe. Coin operated washing machine available on the premises. Students must bring their own bedding. No meals provided. Water and electricity is included in the costs. Please note accommodation is limited and TPHS works on a first come first serve basis. Admission to The Private Hotel School does not imply that the student has a room in the Student House. Indicate on page 8 if you are interested in student accommodation.

For pricelist e-mail: [Info@privatehotelschool.co.za](mailto:Info@privatehotelschool.co.za)

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# Enrollment Agreement

## Tuition Policy

Tuition fees related to the chosen programme of study at The Private Hotel School as partner school of the American Hospitality Academy—International Hotel Management School (AHA—IHMS) are the responsibility of the student. Fees are subject to change and any changes shall be published as and when they occur.

Should a student be required to take supplemental or remedial classes, these classes are not part of the normal tuition fee structure and will be at an additional charge. Should a student fail a specific module, he/she will have to repeat the module at an additional charge.

## Payment schedule:

- ★ A non-refundable deposit of ZAR8,500.00 is payable within 30 days from receiving confirmation that your application has been successful.
- ★ The balance of the course fees (course fees less deposit) must be paid as follows: 25% of the balance is payable during the first week after registration and the remaining 75% is payable before the examination (31 May for January intake **or** 30 October for July intake).
- ★ For International Students: Tuition and accommodation fees: One year tuition fees (Tuition fee includes a ZAR8,500.00 non-refundable deposit) and 2 Semesters accommodation fees (if a student wants onsite accommodation) must be paid before 30 November (January intake) / 31 May (July intake).
- ★ Only when a deposit has been paid and reflects in our bank account, will TPHS issue applicants with Visa Letter/Study Loan Letters etc.
- ★ Tuition fees are subject to annual increase.
- ★ The school follows a strict approach in that students will **not** be allowed to attend classes or write examinations in the event of there being monies outstanding on their accounts. Students will also not be sent on an industry internship if the tuition fees are not paid in full.
- ★ Payment for recognition of prior learning must be settled in full before the day of registration.
- ★ Cheques will not be accepted.
- ★ Bank charges for payments by way of direct cash deposits or international transfers will be charged to the students' account.

### What's included in the fees:

- Tuition Fees
- Formal Uniform (One set)
- Chefs Uniform (One set)
- Basic chefs equipment
- Cape Wine Academy Certification and Equipment
- TPHS Sling bag
- First Aid Certificate
- Class notes & handouts
- All kitchen ingredients for culinary modules
- Student card
- Name badge
- Compulsory Fieldtrips
- Internet access on campus

- Orientation week
- Graduation
- Access to AHA's E-campus and E-café
- Internship
- Student lounge with computer access
- Small classes with personalized attention
- Qualified, experienced instructors
- Own TPHS e-mail address, remote access
- Learning & work based learning, practical kitchens as well as other leading facilities nearby
- Parking & relaxed class environment with beautiful surroundings in the winelands
- On campus library

### What's excluded:

Textbooks, US Library membership fee, Supplementary exams, Repeat modules, Lost student card/name badge, Recognition of prior learning, Examination remarks, Accommodation, Transport.

## Cancellation and Refund Policies

TPHS acknowledges the right of refund of monies paid in favour of the client, subject to an administration fee of R500 and excludes the non-refundable deposit.

1. Monies received for any future courses will be refunded by TPHS, if the application is not accepted for whatsoever reason, except non refundable deposit, or:
2. When the TPHS receives formal notification in writing by either fax or mail before or on registration to cancel their application, or:
3. The Student presents medical documentation stating that they do not have the physical capacity to undertake the program of study, or:
4. TPHS can no longer offer the services for which the student has enrolled, for whatsoever reason.
5. The student / Sponsor will be responsible for the full tuition fees for the year if the student did not cancel his/her application within the above mentioned time period (before or on registration).

Initial: \_\_\_\_\_

## Banking details: The Private Hotel School

**Nedbank Stellenbosch**

**Current account**

**Account number: 107 1365711**

**Branch code: 107 110**

**SWIFT code: NEDSZAJJ**

## Undertaking by Parent/Sponsor

1. I declare:
  - 1.1 I have verified the information contained in the above application and that the particulars contained therein are true and correct;
  - 1.2 I have familiarized myself with the content of the undertaking by the prospective students and have given my permission for the concluding of the specified and consequent agreement with TPHS entered into by the prospective student;
  - 1.3 I am aware of the fact that there are student rules, regulations, policies and procedures in existence that have been promulgated by TPHS Board or another authorized body or person. I confirm that I am aware that the board or other authorized body or person may from time to time promulgate additional student rules, regulations, policies and procedures and I agree that my son/daughter must commit himself/herself to compliance with such;
  - 1.4 I will immediately notify the Academic Administrator in writing of any change of e-mail address and contact details.
2. I hereby renounce any possible action against TPHS and indemnify TPHS from any claim that may arise from the following:
  - 2.1 any loss of or damage to property, movable or immovable, including any consequential damage directly arising from damage to such property;
  - 2.2 any injury, illness or death;
  - 2.3 any event, incident or accident;
  - 2.4 any legal costs or expenses relating to claims or lawsuits arising from the specified incidents; and
  - 2.5 any costs incurred for medical treatment; where such loss, damages, illness, injury, death, event or incident arises from my son's/daughter's visit to, training at and/or accommodation at TPHS and/or any associated tour/trip/excursion/visit/experiential training or transport that may occur during my son's/daughter's period of study at TPHS.
3. I accept that my son/daughter participates in the above activities at his/her own risk and that he/she voluntarily accepts the risks associated therewith.
4. I hereby accept, jointly with and separately from the prospective student, liability/accountability for the prompt and punctual payment of all amounts, of whatever nature, which the prospective student may owe to TPHS, whether he/she follows the above-mentioned course and also with regard to residence accommodation.
5. I undertake to pay all legal costs of TPHS, including attorneys' and client fees, as well as collection fees, if I should fail to honour any of my commitments with respect to payment.
6. I hereby agree that the agreement arising from the signing of this document, notwithstanding the place of signing, is deemed to have been concluded in South Africa; provided that this application only becomes a valid and binding agreement upon the applicant's official enrollment.

## Undertaking by Applicant

1. I declare that:
  - 1.1 During orientation week, I will familiarise myself with the contents of all student rules and regulations as well as all of TPHS's policies and procedures relating to students.
  - 1.2 for the duration of my studies at TPHS, I commit myself to compliance with all rules, regulations, policies and procedures TPHS board or any authorised body or person may announce or amend from time to time; and which said rules, regulations, policies and procedures form part of my agreement with TPHS.
  - 1.3 I am completing and signing this undertaking and application for admission with the full knowledge and permission of my parent / guardian / sponsor.
  - 1.4 all particulars as provided to TPHS are true and correct, failing which my registration will be cancelled with immediate and automatic effect.
  - 1.5 the agreement arising from the signing of this application, notwithstanding the place of signing, is deemed to have been concluded in South Africa, provided that this application only becomes a valid and binding agreement upon my official enrollment at TPHS.
  - 1.6 I will immediately notify the Academic Administrator in writing of any changes of e-mail address and contact details.

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Initial: \_\_\_\_\_

# Enrollment Agreement (continue)

2. I hereby renounce any possible action against TPHS and indemnify TPHS from any claim that may arise from the following:
  - 2.1 any loss or damage of property, movable or immovable, including any consequential damage directly arising from damage to such property;
  - 2.2 any injury, illness or death;
  - 2.3 any event, incident or accident;
  - 2.4 any legal costs or expenses relating to claims or lawsuits arising from the mentioned incidents;
  - 2.5 any costs incurred for medical treatment where such loss, damages, illness, injury, death, event or incident arises from my visit to training and/or accommodation at TPHS and/or any associated tour/trip/excursion/visit/experiential training or transport that may occur during my period of study at TPHS.
3. I accept that I participate in the activities mentioned in paragraph 2 at my own risk and I voluntarily accept all risks associated therewith.
4. I hereby accept liability / accountability, as the responsible person, for the prompt and punctual payment of all tuition, class and other fees, of whatever nature, owed to TPHS and confirm that I have noted that all fees are to be paid as per payment schedule on page 4, failing of which I will not be allowed attendance to class and/or exams.
5. I hereby accept and confirm that I will not be able to attend any classes of TPHS if I have not ordered and paid for and/or am not wearing the correct / complete official TPHS uniform by the required deadline.
6. Should any legal dispute or matter arise or should TPHS incur legal costs in collecting my tuition or other fees, I hereby accept liability / accountability for the payment of all legal fees incurred by TPHS on an “attorney and own client” scale, as well as payment of collections commission in the event of my failure to honour any of my commitments in respect of payments. Should any such dispute or matter arise, I hereby agree to the jurisdiction of the Stellenbosch Magistrate Court.
7. I am aware of the fact that my enrollment is only valid if it complies with the regulations of the programme concerned, notwithstanding acceptance of this application by TPHS.
8. If this application is accepted, it will constitute part of the contract with TPHS.

## Undertaking by The Private Hotel School

The Private Hotel School offers exceptional training and education in the Hospitality and related industries. We pride ourselves in being industry leaders in our profession. The Higher Education Act, (Act No 101 of 1997) and the regulations for registration of Private Higher Education Institutions, make it compulsory for private institutions offering full qualifications in higher education to register with the Department of Higher Education and Training (HEQSF Level 5-10). By complying with the requirements of The Higher Education act, The Private Hotel School ensures that all programmes on offer are of quality and aligned with national and international standards. Registered Private Higher Institutions are listed in the register and should have on display a certificate of registration as issued by the Department of Higher Education and Training. The registration certificate number of The Private Hotel School is 2010/HE07/005

In the belief that the quality of the services in education and training directly influences the nation and its citizens, TPHS exert every effort to raise professional standards, to promote a climate that encourages professional judgment, to achieve conditions that attract persons worthy of the trust to careers in hospitality & tourism and to assist in preventing the practice of the profession by unqualified persons.

## Deregistration

A student may deregister for a programme under the following ruling:

1. A student shall advise TPHS in writing of his/her intention to cancel their registration in full or in part. No cancellation of registration shall be enforced or effected without written confirmation of the Director: Academic Development.
2. A student who cancels registration will normally incur financial liability in terms of fees according to the regulations as stated under the **cancellation and refund policy** on page 3.

## Signature

Applicant's Name (Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor's Name (Print) \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Initial: \_\_\_\_\_

# Application Form

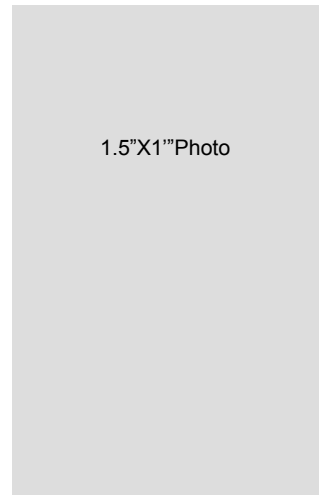
## About You

Please use block letters in filling up this form

Mr  Mrs  Miss  Other(s) \_\_\_\_\_

Surname		First Name	
Middle Name		ID Number	
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Nationality	Citizenship
Birth Date [Year/Month/Day]		Marital Status	
Residential Address		Postal Code	
Postal Address		Postal Code	
City		Country	
Home Phone		Cellular Phone	
Fax		E-Mail	

Entrance Category:  High School Graduate Transferee Second Degree Taker



## Education

Course Level	School/College/University	Certificate/Diploma/Degree Earned
Primary		
Secondary		
College		
Post Graduate		

## Professional Experiences (if any)

Company/Hotel	Position Held	Years Employed

## Parents / Legal Guardian

Father  Legal Guardian  Mother  Legal Guardian

Surname		Surname	
Names		Names	
ID number:		ID Number	
Profession	Nationality	Profession	Nationality
Birth Date [Year/Month/Day]		Birth Date [Year/Month/Day]	
Address		Address	
City		City	
Postal Code		Postal Code	
Country		Country	
Home Phone		Home Phone	
Office Phone		Office Phone	
Cellular Phone		Cellular Phone	
Fax		Fax	
E-mail		E-mail	

Initial: \_\_\_\_\_

Please write a short essay on why you want to pursue a career in the hospitality industry.

Lined area for writing an essay, consisting of 20 horizontal lines.

# Sponsor's detail

## Detail of person responsible for payment

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ Occupation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (CELL)

Relationship with applicant: \_\_\_\_\_

I hereby accept responsibility as sponsor for all tuition fees of the applicant. I confirm that I am familiar with the payment policy of TPHS and note that full semester fee (National Students) is payable upon registration and full year fee (International Students) is payable before 30 November / 31 May

Signature of Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

### Health Requirements of applicant:

- |  |     |    |
|--|-----|----|
| 1. Have you had any serious illness during the past five years?<br>If yes, Please provide detail:                      | Yes | No |
| 2. Have you had any serious injury during the past five years?<br>If yes, Please provide detail:                       | Yes | No |
| 3. Are you presently undergoing medical treatment?<br>If yes, Please provide detail:                                   | Yes | No |
| 4. Do you take any medication on a regular basis?<br>If yes, Please provide detail                                     | Yes | No |
| 5. Do you suffer from any allergies that TPHS should be aware of?<br>If yes, Please provide detail.                    | Yes | No |
| 6. Do you have any learning disabilities/special needs that TPHS should be aware of?<br>If yes, Please provide detail. | Yes | No |

### Further information required:

- |  |     |    |
|--|-----|----|
| Do you have a driver's license?                          | Yes | No |
| Do you have a criminal record?                           | Yes | No |
| Do you require accommodation in the student residence?   | Yes | No |
| Will you have your own transport?                        | Yes | No |
| Computer literate?                                       | Yes | No |
| If "Yes" detail: _____                                   |     |    |
| Where did you hear about The Private Hotel School? _____ |     |    |



## Academic Programme

*I wish to enroll for the following academic programme: Please mark clearly your choice*

Mark	REGISTERED QUALIFICATIONS:	Duration:	Cost:
	Higher Certificate in Hospitality Management (SAQA ID: 80106, NQF Level 5)	Year 1	R 87 900
	Advanced Certificate in Hospitality Management (SAQA ID: 80109, NQF Level 6)	Year 2 (Higher Certificate is a prerequisite)	R 67 500
	Advanced Certificate in Culinary Arts (SAQA ID: 80109, NQF Level 6)	Year 2 (Higher Certificate is a prerequisite)	R 74 500
	Advanced Diploma in Hospitality Education (SAQA ID: 80107, NQF Level 7)	2 Year Distance Learning	R 5 500 (Per Module)
	Occupational Chef Certificate (SAQA ID: 94941, NQF Level 5)	3 Years	R 35 000 (Per Year)

In recognition of the quality of the Higher- and Advanced Certificates, the American Hospitality Academy (AHA) will award their Diploma in International Hospitality Management or Culinary Arts to those who have registered with them and passed all examinable subjects with a minimum of 70%. There is a fee for this registration.

Mark	Additional AHA Certifications:	Additional Cost for Certification and Online Programmes:
	International Hospitality Management Certification or Culinary Specialization	Year 1: R 8 000 Year 2: R 7 500

TPHS is an approved centre to offer City & Guilds qualifications. Students can register for additional certifications & examinations to qualify for the following certificates: a portfolio of evidence will be required

Mark	Additional City & Guilds Certifications:	Additional Cost for Registration:
	Food Preparation & Culinary Arts Specialization or Pastry Specialization	R4 500

### Entrance Dates

January 2017       July 2017       January 2018

### Achievement Checklist

- |   |  |
|---|--|
| <input type="checkbox"/> Proof of English proficiency ( <i>International Students only</i> )  | <input type="checkbox"/> SAQA Clearance Results ( <i>International Students only</i> )   |
| <input type="checkbox"/> Documentation to support your application<br>(i.e. your CV, work certificates, references and the short essay) | <input type="checkbox"/> R400 Application Fee (not applicable to international students) |
| <input type="checkbox"/> Certified Academic Certificates  | <input type="checkbox"/> Certified ID Book / Passport Copy                               |
| <input type="checkbox"/> Two Reference Letters  |  |

### Declaration

I hereby certify that I have read and fully understand all instructions regarding my application to The Private Hotel School and in particular note the payment policy. The information supplied in this application and the documentation supporting it are correct and complete. I understand that incomplete or inaccurate information could be prejudicial to my admission. If accepted as a student of The Private Hotel School, I agree to abide by all its policies and regulations.

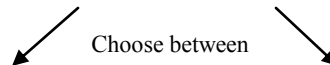
\_\_\_\_\_  
Applicant's Full Names

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Endorsed as the equivalent to the Diploma in International Hospitality Management or Culinary Arts  
 70% Pass requirement, AHA International Qualification

Higher Certificate in Hospitality Management/Culinary Arts 60% Pass requirement, SAQA National Qualification on NQF Level 5	
Semester 1	Semester 2
Service Management	Cultural Diversity
Food and Beverage Service	Wine Studies 2
Basic Accounting	Rooms Division Practice (80 hours)
Wine Studies 1	Event Planning
Introduction to Hospitality and Tourism	Hospitality Accounting
Introduction to Culinary Arts	Food Service Management
Business Communication	Nutrition
Computer Applications (Integrated)	Hospitality Research
Work Based Learning (40 hours)	Hospitality Law


 Choose between

Advanced Certificate in Hospitality Management or Culinary Arts 60% Pass requirement, SAQA National Qualification on NQF Level 6	
Semester 1: Hospitality Specialisation	Semester 1: Culinary Arts Specialisation
Leadership Development	Leadership Development
Hospitality Entrepreneurship	Hospitality Entrepreneurship
Sales and Marketing	Sales & Marketing
Front Office Operations	Professional Cooking
Lodging Management	Professional Baking and Pastry
Human Resource Management	Applied Food Science (Integrated)
Work Based Learning (120 hours)	Cuisines of the World (Integrated)
	Work Based Learning (120 hours)
Semester 2: Hospitality Specialisation	Semester 2: Culinary Arts Specialisation
Local Internship in Leading Hotel	Local Internship in Leading Restaurant
Business Improvement Project	Business Improvement Project

### Overview :

In the first year students receive an introduction to Hospitality as well as Culinary Arts. It is essential for all students to have a background of the kitchen as well as all the other aspects of the hospitality industry (Front Office, Food & Beverage Service, Rooms Division Operations, Human Resources, Event Planning). When commencing the second year, students choose an area of specialisation, either Hospitality Management or Culinary Arts. During the fourth semester, students do a six month Internship at a hotel or restaurant. We offer students direct access to some of the best hospitality institutions for their internships such as The Cape Grace Hotel, The Michelangelo, Fancourt Hotel & Spa, The Grand Roche Hotel, The Raphael and many more. Restaurants our students have been placed for their culinary internship include Clos Malverne, Overture, Terroir, Jordan, Mont Marie and Le Quartier Français.

Upon successful completion, students match the job profile of operational staff with supervisory and management responsibilities in the hospitality industry. Possible career options include Front Desk Manager, Concierge, Human Resources, Public/Guest Relations, Sales & Marketing and Food & Beverage Manager.

**Contact details:**

**The Registrar**

The Private Hotel School  
 P.O. Box 6255  
 Uniedal, Stellenbosch, 7612

**Telephone:** + 27 21 881 3792  
**Fax:** + 27 21 881 3793  
**E-Mail:** info@privatehotelschool.co.za  
**Website:** www.privatehotelschool.co.za

*The Private Hotel School is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Registration certificate No.2010/HE07/005.*