



**Please affix  
1 x recent  
passport  
sized photos**

**Application form for entrance into a course of  
hospitality training with AIT Pty Ltd t/a IHMA.**

**Instructions:**

Please complete this form to the fullest extent possible in black or blue ink pen and attach certified photocopies of the documents requested – **do not attach original documents.**

Tick the box/s to identify the preferred Course Title, Level & Cuisine:

<input type="checkbox"/> Diploma in Hospitality	<input type="checkbox"/> Certificate IV in Hospitality
<input type="checkbox"/> Certificate III in Hospitality	<input type="checkbox"/> Commercial Cookery
<input type="checkbox"/> Patisserie	<input type="checkbox"/> Asian Cookery Indian
<input type="checkbox"/> Asian Cookery Chinese	

Send the completed form to:

Enrolment Officer - Institute of Hotel Management  
Australia C/- PO Box 200 Richmond Victoria Australia  
3121.  
Phone: 61 3 9629 9553 Fax: 61 3 9629 9554  
Email: [study@ait.vic.edu.au](mailto:study@ait.vic.edu.au) Web [www.ait.vic.edu.au](http://www.ait.vic.edu.au)

Education Agent: \_\_\_\_\_ Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

**1. Personal Particulars - (you must attach certified copies of your passport bio page, current visa and/or entry stamp page)**

<u>Surname or Family Name</u>			<u>Given Names</u>		
<u>Date of Birth</u>	<u>Age</u>	<u>Country of Birth</u>	<u>Country/s of current citizenship</u>	<b>Emergency Contact (family) phone number and email address</b>	
<u>Gender – Male / Female</u>		<u>Marital Status - Single / Married</u>	<u>If you were born in Australia please state the town and state.</u>		
<b><u>Postal Address In Australia - Street</u></b>				<b><u>Suburb or Town</u></b>	
<b><u>City</u></b>		<b><u>State</u></b>	<b><u>Country</u></b>		<b><u>Post Code</u></b>
<b><u>Phone</u></b>		<b><u>Fax or Email address</u></b>		<b><u>Mobile</u></b>	
<u>Home Address Overseas - Street</u>				<u>Suburb or Town</u>	
<u>City</u>		<u>State</u>		<u>Post Code</u>	
<u>Phone</u>		<u>Fax or E-mail address</u>		<u>Mobile</u>	
<u>If you are currently in Australia on a visit, temporary or student visa please state the visa number, class/sub class and expiry date</u>					
<u>Passport number</u>			<u>Passport expiry date</u>		
<u>Health benefits provider name and membership number</u>			<u>Health benefits membership expiry date</u>		

**2. Language Abilities - (you must attach certified copies of all qualifications and IELTS test results)**

<u>First Language</u>		<u>Second Language</u>	
<u>If English is not your first language please state your current level of English IELTS rating.</u>			<u>IELTS Test Date</u>
<u>If you are currently studying or intend to study English please state the Name, Address of the training institution and start date</u>			
<u>If you have completed schooling under instruction in English please state the Name and Address of the training institution</u>			

### 3. Educational Background - (you must attach certified copies of all qualifications)

Highest Qualification Achieved	Institution / College / School	Date completed
Highest Tertiary Level	Institution / College / School	Date completed
Other/Highest Secondary School Level	Institution / College / School	Date completed

### 4. Vocational Education Achievement/s - (you must attach certified copies of all qualifications)

Title and Level of Highest Vocational Qualification	Institution / College / School	Occupation or Job Title
Other Vocational Qualification	Institution / College / School	Occupation or Job Title
Other Vocational Qualification	Institution / College / School	Occupation or Job Title

### 5. Highest Australian Vocational Education Achievement/s - (you must attach certified copies of all qualifications)

Title and Level of Highest Vocational Qualification or 'As Above'	Institution / College / School
Other	Institution / College / School
Other	Institution / College / School

Title of current Australian Course		Institution / College / School
Date commenced	Reason for leaving – if applicable	

### 6. Employment History - (you must attach certified copies of all employment statements/evidence)

Name of Employer	Start Date	End Date	Job Title

### 7. Declaration

I declare that I have read the 'IHMA Student Information Manual' and that the information provided by me is true and correct. I acknowledge that IHMA reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect, fraudulent or incomplete information. I accept that information provided by me and/or course enrolment details and changes and the circumstances of any suspected breach of visa condition will be made available to Australian Government and designated authorities and if relevant the tuition assurance scheme and the ESOS Assurance Fund Manager under ESOS Act 2000 and the National Code obligations relating to conditions of the student visa I hold. I undertake to make timely payments of any fees or associated costs for which I am liable. I have the necessary financial capacity to meet all such costs for the duration of my course. I further accept that IHMA reserves the right to discontinue or alter any course, subject, fee, admission requirement, staffing or other arrangements without prior notice. I have read and understand the above conditions and accept them fully.

Applicant Name:

Signature:

Dated:

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Australian Institute of Trades Pty Ltd trading as Institute of Hotel Management Australia  
Level 1, 8 – 12 Market Street Melbourne Victoria Australia 3000.