

## **ADMINISTRATION PROCEDURES**

### **ADMISSION**

Prospective students wishing to enroll in ICHM must complete the application form and accompanying documents found in the Prospectus. It must be completed truthfully and signed by the student, the guardian, if the student is then under 18 years old and the financial sponsor, if any. False or misleading information may lead to rejection of the application or, following arrival, the student being asked to leave the college.

College Council may, from time to time, establish maximum student numbers, taking staffing levels, availability of accommodation and facilities and may limit enrolments received after a particular date.

Each student who receives advice from the College of acceptance to a Semester must pay to the Admissions Office the New Student Fee and or Accommodation Deposit of an amount determined from time to time by the College Council within 21 days of receipt of acceptance.

Within 90 days of completion of Semesters 1 and 3, students who have successfully met academic requirements (including internship) will be invited by the College to apply for admission to Semesters 3 and 5 respectively. The terms of such application will be as set out in the application form.

Students who are not eligible for either FEE-HELP or VET FEE-HELP must pay the balance of all fees, including re-enrolment fees if applicable) by no later than 60 days before commencement of Semester (or such other date as may be approved in writing by the Admissions Office).

Students who are eligible for either FEE-HELP or VET FEE-HELP must pay their tuition fees or apply for their FEE-HELP or VET FEE-HELP loan by the Census Date. They must pay their accommodation, text book and uniform fees by no later than 60 days before commencement of Semester (or such other date as may be approved in writing by the Admissions Office).

The Census Date is a date not less than 20% through the unit of study, and published in the College website.

Where a student cannot pay any amount by the due date, he/she should contact the Admissions Office to discuss the situation.

The enrolment of all students into all semesters is contingent on the prescribed fees being paid by the due dates. Fees, or any portion thereof, that remain unpaid as of the Census Date shall incur an Administration Fee of \$300.

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In special circumstances the College may grant a student a short period of time beyond the due date for the payment of fees. In all such cases the student will be notified in writing and the new (later) date before which such payment is to be made will then be deemed to be the 'due date' for payment.

Only those students who have paid their fees by the due date or who have had written advice extending the due date for fee payment are permitted to attend classes or be on campus.

## ***Students under 18 years old***

While most students of ICHM are legally adults and are treated as such, occasionally ICHM will accept a student under 18 years old if the student will turn 18 during the semester and before embarking on an internship.

ICHM, though, has a particular obligation to ensure the safety and well being of students under 18 years old so a procedure has been put in place to determine whether or not a particular student will be accepted, to ensure the student understands the additional behavioral commitments they will be bound by and to confirm the Principal accepts guardianship responsibilities.

The Principal will consider each application for acceptance from an underage student on its merits taking into consideration:

- The recommendation of the ICHM Marketing representative based on a personal interview and personal references
- The recommendation of the Education Agent (if applicable)
- The parents or guardian's permission having been granted
- The actual birth date of the student and how long he/she will be in campus as a minor
- Whether or not the new student intake would otherwise be fully subscribed
- The staffing and resources available on campus and in the residence to ensure the students safety, support and well being
- The student will live at Regency International House, supervised 24 hours a day, 7 days a week
- The student agrees to abide by the *Agreement regarding the special conditions applying to students under 18 years of age.*

By accepting the student, the Principal of ICHM accepts to adhere to the *Protocols to Observe when Considering Enrolling Under 18s* under the *ESOS Act 2000*.

If the student is packaging the visa with more than one course of study at another training provider, the Principal will confirm the dates for which they accept responsibility for the students' accommodation, support and general welfare to ensure no gaps exist.

The Principal will confirm acceptance of responsibility for the accommodation, support and general welfare to the Department of Immigration (DIAC) on the required pro forma and arrange for the Confirmation of an Offer of Enrolment.

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The under age student will be regularly monitored on their general welfare and course progress by the Principle of ICHM until the student turns 18. The underage student will not commence industry placement until they are 18 years of age.

All students are asked to respect and support students on campus who are bound by this agreement (see attached)

## **PRIVACY**

ICHM maintains personal information in a secure manner. Students may access their personal records upon request with 24 hours notice. ICHM is bound by the Privacy principles contained in the Commonwealth Privacy Act.

## **ACADEMIC STATEMENTS AND PARCHMENTS**

The name to be placed on parchments will reflect the name under which students were enrolled and/or the name on the Confirmation of Enrolment and/or the passport.

The issuing of an Academic Statement annually and the awarding of parchments, medals and certificates are included in the student fees. Lost, damaged or stolen parchments may only be replaced upon presentation of satisfactory evidence of their destruction and then only within the current course accreditation period (usually five years).

Following the expiry of the accreditation period, only copies of Academic Statements and explanatory cover letters may legally be issued.

A schedule of charges for the replacement of lost, damaged or stolen items is available from Administration on campus. Academic Statements may be withheld until all outstanding accounts have been paid; including those for student events and activities, library services, telephone, internet and other charges incurred at Regency International House.

Academic Statements and Transcripts will be withheld if a student is unfinancial. All outstanding course fees as well as debts to Regency International House, the Learning Resource Centre (library) or Campus Administration must be paid before academic documentation may be issued.

### ***Parchments***

Parchments are issued once a year at the annual August/September ICHM Graduation ceremony. Upon becoming eligible, you will receive an invitation to the ceremony prior to your graduation.

### ***Academic Statements***

Academic Statements are issued to students at the completion of each academic semester listing the results of subjects taken to date.

### ***Swiss Medals***

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Students enrolled in the Swiss Hotel Association program will be presented with a SHA medal at the completion of the third year studies at the End of Course Ceremony.

## *Certificates*

Certificates of Merit and Certificates of Academic Achievement are issued to eligible students at either the Course Commencement Ceremony or End of Course Ceremony.

## **ROLL BOOKS**

Subject lecturers will call the roll or otherwise record attendance at the commencement of each class. It is the responsibility of each student to ensure their attendance is properly recorded if, for example they arrive late or are absent with permission on business related to ICHM. A signed and dated Late Attendance Form from ICHM Administration must be presented to the Lecturer.

## **CHANGE OF ADDRESS**

Students are required to notify the College in writing on every occasion that they, their parents, their financial sponsors or guarantors change address or contact details. This applies while studying in Adelaide and while on an internship. To assist students in this matter there is a Pro Forma available at the Campus office. Students should keep one or two of these with their other documentation.

International students may have their visas cancelled if they fail to notify ICHM of their current address and contact details in accordance with the ESOS Act 2002.

Failure of a student to comply strictly with this requirement can seriously compromise their continuing enrolment, their internships and their academic results. ICHM will not be responsible for the consequences of a student failing to notify the College of a change of address.

## **ACCOMMODATION**

The ICHM program is intense and involves a great deal of collaborative learning. Students are, therefore, expected to live on campus, subject to space availability, to work together on projects and assignments outside classroom hours. In the event insufficient rooms are available to accommodate all, students will be advised of the selection criteria by which rooms will be allocated. Living on campus is optional in the 4<sup>th</sup>, Degree year.

Students shall comply with the terms and conditions of Regency International House or other premises in which they reside and serious cases of misconduct at or in connection with and/or expulsion from their place of residence shall constitute misconduct under the personal Conduct Policy and the provisions dealing with maintenance of order at ICHM shall apply there to.

A student may live in the accommodation provided by the College for just so long as he or she is a student of the College. A student, who for any reason ceases to be a student

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of the College, ceases to be entitled to live in the accommodation provided by the College without specific approval.

## *Agreement regarding special conditions applying to students under 18 years of age*

Students enrolling in the International College of Hotel Management (ICHM) who have not yet attained 18 years of age are subject to special conditions until they turn 18.

ICHM accepts responsibility for ensuring the safety, well-being and pastoral care for students who are not yet 18 years old.

Students under 18 must agree:

- 1) To live on the campus, in Regency International House, a supervised, gated facility, staffed 24 hours a day, during the school term.
- 2) Not stay off campus without the express written permission of the Principal. An application to stay overnight elsewhere may be granted upon application to the Principal explaining the purpose of the visit, specifying the expected duration, who will be accompanying the student and contact details.
- 3) Not be in possession of, nor consume, alcoholic beverages at any time.
- 4) Respect a curfew of 11:00pm.
- 5) Respect the Conduct provisions of the *ICHM Rules and Conditions*.
- 6) Follow all additional reasonable rules or conditions imposed from time to time to ensure the student's safety and well-being.

*I, (student name) \_\_\_\_\_, have read and understand the above special conditions and agree to be bound by them until I turn 18 on \_\_\_\_\_.*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

*I (for ICHM) \_\_\_\_\_, have met with this student, have reviewed the special conditions listed above and am satisfied that they are well understood. I further acknowledge that procedures are in place to monitor this student during the currency of this agreement.*

\_\_\_\_\_  
*For ICHM*

\_\_\_\_\_  
*Date*

Student to be given a copy of this Agreement

Feb 2009