CONTENTS

ICHM & SHA
1 ICHM – International College of Hotel Management
2 SHA – Swiss Hotel Association
3 International Career Opportunities
4 We Measure Our Success By Our Graduates
6 Industry Placement Opportunities

ONE PROGRAM, TWO DEGREES : YOUR STUDY OPTIONS
7 “One Program, Two Degrees” : Your Study Options
8 Academic Program: Study Description & Subjects
12 On-campus Semesters
13 Industry Placement
15 Language Requirement – For SHA Qualifications

HOW TO APPLY
22 Entry Requirements
24 Recognition of Prior Learning (RPL)
25 ICHM Fees 2016, FEE-HELP & Payment Plans
26 Other Financial Considerations
27 Off-campus Accommodation & Costs
28 How to Apply – Australian Students & FEE-HELP
29 How to Apply – International Students
30 Short Programs – ICHM Study Abroad & Career Week
31 Quality Assurance
32 ICHM Rules, Policies & Procedures

ICHM APPLICATION FORM

STUDYING AT ICHM
16 ICHM Campus Facilities
18 On-campus Accommodation
20 About Adelaide

For Experience. For Excellence. For You.
ICHM graduates are working globally as supervisors and specialists right through to senior and general managers. A number also work outside the industry in areas such as marketing, IT, human resources and their own businesses.

ICHM was the first Swiss Hotel Association (SHA) school outside of Europe; the SHA is the world’s oldest and most respected hotel industry body.

Students graduate with the Bachelor of Business (Hospitality Management); or continue on to also complete the more advanced Bachelor of International Hotel Management (Swiss Hotel Association).

Students have the opportunity to undertake industry placements every year of study, more than at any other Australian hotel school.

ICHM’s lecturing staff are equipped with extensive hospitality or management knowledge.

The purpose built hospitality teaching facilities on the Regency Campus are world class, allowing students to hone their skills and knowledge in a realistic setting.

Students can live in the on-campus accommodation; each villa style apartment has four single bedrooms, two bathrooms, their own living area and internet access. Three meals a day seven days a week are also provided.

Under current Government regulations, and in certain circumstances, international students who complete more than two years of their degree studies at ICHM can stay and work in Australia for two years after they graduate. For more information see – www.immi.gov.au/Visas/Pages/485.aspx

Working in partnership with the South Australian Government, ICHM is located in Adelaide. A city known for hospitality and its student friendly environment.

ICHM really is a world leader in the provision of hospitality related management degrees.
For more than a century the Swiss Hotel Association (SHA) has set the standards in hotel management education for the rest of the world to follow.

Founded in 1882, the SHA is the official organisation of the hotel industry in Switzerland. In 1893 it opened the world’s first hotel training school – Ecole Hôtelière de Lausanne (EHL) – recognised as the best European style hotel management school. Today the SHA has more than 3000 members from a variety of hotels, hotel chains and restaurants.

It is only natural that a large number of hotel schools have been established, each placing a slightly different emphasis on various aspects of their courses. Aspiring hotel managers of today are advised to look closely at each course to ensure that their final choice is truly capable of delivering the professional education and training that they seek.

ICHM is proud to be the only hotel school approved to offer the Bachelor of International Hotel Management (Swiss Hotel Association) – BIHM (SHA).

It is the emphasis on contemporary relevance, close links with industry and academic strengths that sets ICHM apart.

Dr. Christoph Juen
General Manager,
Swiss Hotel Association

“The Swiss Hotel Association has been working with the International College of Hotel Management for more than twenty years.

The quality for which Swiss Hotel Association is famous is delivered in Australia by ICHM, and young men and women can enrol in Adelaide and be confident that they will benefit from our reputation. Many students will also benefit from the possibility of studying in Australia and its proximity to the dynamic Asia Pacific Region.

We are extremely proud of this successful partnership.”
INTERNATIONAL CAREER OPPORTUNITIES

Hotel Management as a profession is held in high esteem, with managers commanding large salaries and sought after internationally. Your professional hotelier and business skills will also be valued across a variety of industries. Or perhaps you plan to run your own business one day!

GENERAL MANAGEMENT & ADMINISTRATION
• General Manager
• Resident Manager
• Executive Assistant Manager
• Director of Operations
• Hotel Manager
• Resort Manager
• Duty Manager
• Quality Manager

ACCOUNTING & FINANCE
• Director of Finance
• Revenue Manager
• Chief Accountant
• Financial Controller
• Income Auditor
• Night Auditor
• Purchasing & Material Manager
• Information Systems Manager
• Food & Beverage Cost Controller
• Accounts Supervisors

HUMAN RESOURCES MANAGEMENT
• Director of Human Resources
• Personnel & Training Manager
• Human Resources Manager
• Health & Safety Manager
• Employee Relations Officer

SALES & MARKETING
• Director of Sales & Marketing
• Promotions Manager
• Public Relations Manager
• Communications Manager
• Sales & Marketing Manager
• Social Media Manager
• Account Executive
• Group Sales Co-ordinator

EVENTS MANAGEMENT
• Function & Events Manager
• Venue Coordinator
• Facility Management
• Communication Services
• Meeting Planner
• Food & Beverage Manager
• Event Sales Manager

ROOMS DIVISION & FRONT OFFICE
• Director of Rooms Division
• Director Guest Relations
• Director of Housekeeping
• Reservations Manager
• Security Supervisor
• Front Office Manager
• Reservations Manager
• Front Office Supervisor
• Concierge
• Executive Floor Manager
• Guest Services Manager

FOOD & BEVERAGE
• Director of Food & Beverage Operations
• Food & Beverage Manager
• Restaurant Manager
• Bar Manager
• Banquet Manager
• Catering Manager
• Room Service Manager
• Sommelier

EXECUTIVE ROLES IN OTHER INDUSTRIES
• Human Resource Consulting
• Telecommunications
• Sales & Marketing
• Government
• Public Relations
• Management Consulting
• Education & Training
• Facility Management
• Event Management
• Catering
• Entertainment & Festivals
• Logistics
• Luxury Management
• Brand Management
• Project Management
• .... And more ............!!
WE MEASURE OUR SUCCESS BY OUR GRADUATES

Luke James

Position: Executive Assistant Manager
Resort: One&Only Hayman Island

“Without the educational and life experiences gained at ICHM, driven by the quality teaching faculty, I could not have enjoyed the successes I have had”.

Rachel Soysa

Position: Conference and Events Executive
Hotel: InterContinental Melbourne The Rialto, Australia

“Through the operational subjects, projects and industry placements each year of study; I was prepared to commence my career with confidence and excitement”.

Natasha Pathela

Position: Assistant Revenue Manager
Resort: The St Regis Singapore

“ICHM has opened great doors for me, the curriculum has given me the opportunity to work in a number of departments such as food & beverage, reservations, housekeeping, and front office. I am currently the assistant revenue manager at the St. Regis Singapore learning the fundamentals of revenue management.”

Elena Sin

Position: Operations Manager
Company: Sodexo Remote Sites Australia

“The education provided by ICHM translates into success all over the world and across industries. I now have the opportunity to further develop my hospitality skills and put the knowledge I learnt at ICHM into the booming mining industry”.


You will find our graduates working as supervisors and specialists through to senior and general managers. Their employers range from boutique establishments to large multi-national hotels and resorts; while other graduates have taken their business management skills into a number of different hospitality and non-hospitality related businesses.

Edmund Eng

**Position:**
Area Director

**Hotel:**
Regus Shenzen, PRC

“ICHM gives you an incredible experience and prepares you for an exciting career. The wonderful lecturers made learning such a pleasure, I truly enjoyed my time there”.

Siva Ram.Puta

**Position:**
Hotel Manager

**Hotel:**
Liwa Heights Oaks Hotel & Resorts UAE (Minor Group)

“The hands on experience I got at ICHM together with the academic knowledge have set me up for success. Industry placements in Australia gave me confidence as I sought my first job, and led to satisfying promotions. Thank you ICHM!”

Charmaine Turner

**Position:**
Director Human Capital & Development

**Hotel:**
Pan Pacific Vancouver, Canada

“ICHM ignites a passion for the hotel industry that never leaves you, and truly does set you up for success. The possibilities are endless”.

Martin Kunzmann

**Position:**
General Manager

**Hotel:**
Amari Residence Pattaya

“The great thing about ICHM is the wide and varied knowledge you attain across all the key disciplines of our industry. These skills, both theoretical and practical, give you a solid foundation on which to build your career in your chosen field of preference. An added benefit is the link with the SHA (Swiss Hotel Association), adding an international prestige to the courses offered, making your qualification instantly recognizable and desirable to potential employers”
INDUSTRY PLACEMENT OPPORTUNITIES

Based on our Swiss Hotel Association heritage, ICHM maintains strong industry links that are vital to maintaining our high standards and relevance. Industry placements are a critical component of the ICHM courses. The ICHM Industry Training and Development (ITD) team works closely with hotels, resorts and other hospitality related providers worldwide. Hotels and organisations where ICHM students have completed placements in recent years include:

AUSTRALIA
SA
Hilton
Crowne Plaza
InterContinental
Stamford Plaza
Adina Treasury
Adelaide Oval
Southern Ocean Lodge
Port Lincoln Hotel
Travelodge Docklands
Travelodge Southbank
Westin
Langham
Sofitel Melbourne on Collins
Crown Melbourne
Delaware North (Ethad Stadium)
Mantra Southbank (12m)
Mantra Lorne
Holiday Inn on Flinders
Art Series (The Cullen)
Qantas Lounge Tullamarine
Marriott Hotel
NT
Mantra on the Esplanade
Hilton Darwin
Double Tree By Hilton
Voyages Ayers Rock Resort
Rydges Airport Resort & Hotel Darwin
Skycity Darwin
Longitude 131
WA
Duxton Hotel
Hyatt Regency
Pan Pacific
Crown Perth
Crowne Plaza Perth
WACA
Rendezvous Grand Sodeo
NSW/ACT
Four Points Darling Harbour
Sheronon on the Park
Westin
Shangri-La
Intercontinental
Emirates Wolgan Valley Resort
Holiday Inn Sydney Airport
Holiday Inn Old Sydney
Radisson Blu
Four Seasons
Park Hyatt
TAS
Peppers Cradle Mountain
Hotel Grand Chancellor Hobart

INTERNATIONAL

China
Le Royal Meriden
Westin Xian
Andaz Shanghai
Grand Hyatt Shanghai
Pullman Guiyang
Langham

Hong Kong
Langham Place Hotel
W Hotel
Hong Kong Convention & Entertainment Centre
Residence G
JW Marriott
Ritz Carlton

Malaysia
Ritz Carlton
Pangkor Laut Resort

Singapore
Starwood Office
Grand Hyatt Singapore
InterContinental

Vietnam
Van Chai Resort
Sofitel Plaza Hanoi
Melia Hanoi
Hotel Majestic Saigon
Intercontinental Asiana Saigon
Park Hyatt Saigon
Renaissance Saigon
Riverside Hotel

United Arab Emirates
Monte Carlo Beach Club
Madinat Jumeirah
Hyatt Regency Dubai & Galleria

Indonesia
Hotel Majapahit
Ritz Carlton Jakarta
Legian Bali

United Kingdom
Langham Hotel
Gleneagles
Crief Hydro
Hilton Paddington
Hyatt Regency – The Churchill
The Rubens at the Palace

New Zealand
Royal Garden Hotel
Crowne Plaza Liverpool
Marriott Global Sales office

Mercure Dunedin
Hilton Auckland
Hilton Queenstown
Sofitel Queenstown
Chateau Tongariro
Pullman Auckland
Sofitel Auckland

Chile
W Santiago

Macau
Galaxy
Conrad Macau
Grand Hyatt

South Korea
Grand Hyatt Seoul
JW Marriott
Park Hyatt

Switzerland
Badruts Palace

Taiwan
Howard Hotel Taichung
Shangri-La Far Eastern Plaza
W Taipei
Grand Hyatt Taipei

Thailand
Dusit D2 Chiang Mai
Anantara Phuket Villas
Sofitel So
Anantara Resort Spa

USA
Park Hyatt Beaver Creek
Amanangiri
"ONE PROGRAM, TWO DEGREES": YOUR STUDY OPTIONS

The ICHM program prepares you for an international career in a wide variety of hospitality businesses. You can choose to finish your studies after completing the Bachelor of Business (Hospitality Management) or, go on to complete the more advanced Bachelor of International Hotel Management (Swiss Hotel Association); giving graduates a greater international focus and competitive industry advantage.

YEAR 1

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus Study</td>
<td>Off-campus Industry Placement</td>
</tr>
<tr>
<td>20-22 weeks</td>
<td>20-24 weeks</td>
</tr>
</tbody>
</table>

YEAR 2

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus Study</td>
<td>Off-campus Industry Placement</td>
</tr>
<tr>
<td>20-22 weeks</td>
<td>20-24 weeks</td>
</tr>
</tbody>
</table>

YEAR 3 – BACHELOR OF BUSINESS (HOSPITALITY MANAGEMENT)

<table>
<thead>
<tr>
<th>Semester 5</th>
<th>Semester 6 (*optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus Study</td>
<td>Off-campus Industry Placement</td>
</tr>
<tr>
<td>20-22 weeks</td>
<td>20-24 weeks or language</td>
</tr>
</tbody>
</table>

YEAR 4 – BACHELOR OF INTERNATIONAL HOTEL MANAGEMENT (SWISS HOTEL ASSOCIATION)

<table>
<thead>
<tr>
<th>Semester 7</th>
<th>Semester 8 (*optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus Study</td>
<td>Off-campus Industry Placement</td>
</tr>
<tr>
<td>20-22 weeks</td>
<td>20-24 weeks</td>
</tr>
</tbody>
</table>

*placement may be optional subject to industry hours already achieved; and second language recognition (language only for students seeking SHA recognition).
ICHM prepares students for management roles based on the acclaimed Swiss Hotel Association model that stresses the importance of learning all aspects of the hotel industry. In Year 1 students learn hospitality and service standards skills along with business basics. This prepares students for hotel positions at an operational level. After completion of Year 1 academic study, students will undertake an industry placement semester.

Year 1 Subjects

- Applied Business Communications
- The Contemporary Hospitality and Tourism Industry
- Culinary Techniques and Standards
- Delivering Guest Services (Practicum)
- Food and Beverage Service Standards
- Hospitality Business Software Applications
- Introduction to Monitoring Financial Performance
- Rooms Division Service Standards

View subject descriptions for all years of study - ichm.edu.au

All subjects correct at the time of printing and are subject to change.
ABOUT YEAR 2

Second year builds on the operational knowledge and experience gained in first year and introduces more advanced topics covering supervisory level skills.

Students are also introduced to management issues and leadership techniques which they are expected to apply to a range of challenging activities and projects. While first year has a focus on service and standards, students in second year will find themselves more involved in study and learning exercises that develop supervisory and middle management abilities and knowledge, requiring more independent study.

Again upon completion of the second year academic program, students will undertake an industry placement semester.

Year 2 Subjects

Core Subjects:
- Marketing & Sales for Hospitality Businesses
- Supervising Rooms Division Service Standards
- Human Resource Management
- Property, Safety & Security Management
- Measuring Business Financial Performance

Elective Subjects**
- Supervising Culinary Operations
- Professional Wine Studies
- Creating the Guest Experience
- Hospitality Operational Planning & Control

**Students to nominate three. Note that not every elective will be offered each semester.
ABOUT YEAR 3 – BACHELOR OF BUSINESS (HOSPITALITY MANAGEMENT)

With two different industry placement experiences and most of the hotel operations and control subjects completed, students in third year turn their attention to management subjects. As well as the core business disciplines, students explore areas beyond the traditional business degree. These additional subject areas broaden their knowledge base, providing greater insight into the issues which impact on business decision making in hotels and related industries.

At the completion of semester 5 students can graduate with the Bachelor of Business (Hospitality Management); or undertake another industry placement; or go directly on to the Bachelor of International Hotel Management (Swiss Hotel Association).

Year 3 Subjects

Core Subjects:
• Managing Business Financial Performance
• Managing Productivity Through People
• Managing Food & Beverage Operations
• Managing Rooms Division Operations
• Sustainable Hospitality Environments

Elective Subjects**
• E-Marketing & Distribution
• Customer Relationship Management
• The Changing Economic Environment
• Managing Business Information
• Supervising Culinary Operations
• Professional Wine Studies
• Creating the Guest Experience
• Hospitality Operational Planning & Control
• International Wine
• Management of Functions & Events

**Students to nominate three. Note that not every elective will be offered each semester.

View subject descriptions for all years of study – ichm.edu.au

All subjects correct at the time of printing and are subject to change.
Year 4 Program Length
20-22 weeks
On-campus Academic Study
*20-24 weeks
Industry Placement
*placement may be optional subject to hours already achieved.

ABOUT YEAR 4 - BACHELOR OF INTERNATIONAL HOTEL MANAGEMENT
(SWISS HOTEL ASSOCIATION)

This is the only Swiss Hotel Association (SHA) endorsed Bachelor Degree, it has been designed to satisfy their exacting professional standards and gives students an added industry advantage. The SHA year builds on the Bachelor of Business; with an even greater focus on international hospitality environments, and providing students with additional insight into emerging business management practices and knowledge. Graduates of this degree will be equipped with a much greater awareness of issues at a senior management level.

At the conclusion of semester 7 students can graduate with the Bachelor of International Hotel Management – BIHM (SHA). It is also a requirement of the award that students have completed a minimum of 1500 industry hours and proven proficiency in a second language.

Year 4 Subjects

Core Subjects
• Corporate Social Responsibility and Community Engagement
• International Hospitality Revenue Management
• International Hotel Brand Management
• Managing International Business Strategy
• Managing International Guest Expectations

Elective Subjects**
• International Wine
• International Hotel Research Project
• Research Methods for Managers
• Entrepreneurship
• Gastronomy
• Management of Functions and Events
• Managing Hospitality Technology
• International Human Resource Management
• Customer Relationship Management
• The Changing Economic Environment
• Managing Business Information
• E-marketing & Distribution

**Students to nominate three. Note that not every elective will be offered each semester.
Curriculum
ICHM’s curriculum is subject to constant review and updates to ensure it continues to meet the highest industry expectations, and higher education academic standards.
To view the subject descriptors for each year of study during the program, visit the ICHM website – ichm.edu.au
The academic semesters at ICHM are rigorous, with students usually required to attend lectures and tutorials from Monday to Friday. As a result, students are encouraged to manage their time and study habits efficiently; allowing time for other activities such as playing sport and spending time with friends and family.

Assessment
Many subjects have exams, but these are rarely the only form of assessment. Assessment methods can include practical tests, group work, essays, personal portfolios, presentations, log books, written assessments and case studies.
Each subject has three assessments spread across the on campus academic semesters, with student workloads a major consideration in assessment timing.

Campus Administration
From uniforms and timetables to organising graduation ceremonies, ICHM’s administration staff are on hand to assist with all general student enquiries.

Lectures & Tutorials
Group sizes vary each year of study; with operational, service and computer based subjects taught in small groups (e.g. 15-20 students). A lecture and tutorial teaching model is used for the delivery of most subjects.
Students should participate fully by contributing to discussions and debate to assist them in forming their own opinions.
The World is your Classroom

Industry placements form an integral and extremely valuable part of the ICHM program. ICHM works with hotels and other hospitality businesses in Australia and around the world to facilitate the industry placement process.

Industry Placement Program offers:

- The ability to put into practice the skills and knowledge learnt during the academic semesters.
- In-depth on-the-job experience.
- Insight into the world of work and the responsibilities it involves.
- Realistic experiences of the hotel industry in a variety of places.
- Experience different company cultures, systems & work practices.
- Valuable work references.
- An insight into a range of career paths.
- Personal growth and independence.
- Networking opportunities.
- Access to internal job vacancies.

INDUSTRY TRAINING & DEVELOPMENT (ITD) MANAGERS

Jade Odendaal
One & Only Hayman Island Resort, Australia

“I was lucky to have been part of the opening team at the One&Only Hayman Island Resort. The journey was tougher than I expected, but the experience helped me to discover a lot about myself and my prospective career path. This placement was a ‘once in a lifetime’ opportunity that I was so fortunate to have experienced so early in my career.”

Connor Batten
Hyatt Regency Perth, Australia

“My placement at the Hyatt Regency Perth was unforgettable. I was offered fantastic opportunities and was well looked after the entire time. Being able to be a part of a well-oiled machine that could provide such impeccable service really opened my eyes to what the hospitality industry was all about. It was a challenge at first but the team made me feel right at home. I was able to meet some amazing people and the contacts I have made will be nothing but advantageous throughout my career”.

Florence Lo
Grand Hyatt Melbourne

“I am so glad to be part of the team of Grand Hyatt Melbourne. Hyatt has opened up my eyes and given me the opportunities I never expected! Thank you ICHM and the remarkable ITD team for the continuous support and assistance extended to me.”

Louis Mullins
Le Royal Meridien, Shanghai, China

“Moving to Shanghai was the best decision of my life. It has opened me up to a whole new way of living and I have learned so much while working with Starwood Hotels & Resorts. My placement here has opened the door to countless future possibilities. Thank you ICHM for enabling me to get this opportunity!”

Aida Ashworth
Aida has worked within the Human Resource Departments of a number of large hospitality organisations in Australia and the UK.

Deborah Butignol
Deborah brings extensive hospitality experience to her role as an ITD Manager. Her professionalism and industry knowledge assists greatly with student placements.
Process
The Industry Training and Development (ITD) process begins early in the on-campus academic semester. Students are required to list destination preferences on their industry placement request form, prepare their resume and meet with the ITD Managers. ICHM’s ITD Managers research the available positions at suitable hotels and related organisations. If a student meets a property’s requirements, the ITD Managers formally apply on their behalf. From here the selection requirements will vary across hotels; some will require face-to-face or telephone interviews with the hotels having the final decision on employment.

Position
Students are required to undertake one industry placement in Food and Beverage and one in an area other than Food and Beverage. This follows the Swiss Hotel Association’s philosophy that it is important to learn the industry from the ground up and the belief that a good hotel manager has a broad understanding of core hotel operations through multi-skilling. As a result, industry placement positions are entry level, allowing students to learn as much as possible about the “why” and “how” of hotel operations.

Most hotels prefer that students remain in one department during a placement to fully understand that area’s operations. Not all students will be placed in 5-star international hotels. Convention centres, resorts, boutique hotels, wineries and other hospitality business operations may also be selected for this valuable undergraduate experience.

ICHM aims to find industry placements for students in positions deemed suitable to fulfil the requirements of the course, and the students demonstrated capabilities at that time.

Location
ICHM encourages all students to keep their career goals in mind when nominating placement locations. Where an industry placement is a student’s first real job, it is strongly recommended that they stay in Australia or their home country. Most students do at least one or more of their placements within Australia.

International placements may be possible subject to a number of factors; the students ability to obtain a work visa for that country (as this is their own responsibility); they must be able to financially support themselves during the period; and their ability to communicate in that country’s language.

There are limits to the number of students ICHM can place in properties and locations, so sometimes the student’s first choice cannot be accommodated.

Earnings & Expenses
Placements within Australia are usually paid; wages for placements in other countries vary considerably and are generally lower.

In Australia, based on recent industry placements students can potentially earn A$12,000 - A$18,000 per six month placement. However, students must account for tax, their accommodation and bond, meals, transport and entertainment. So at the end of a placement semester students can conservatively clear A$3,000 - A$5,000.

Some hotels will provide accommodation, particularly in remote locations, however in most cases students will need to arrange their own accommodation. While it is ICHM’s preferred policy to place students in paid positions, from time to time students request to be placed in countries which do not pay “trainee” employees. Students considering specific industry placement offers will have ample opportunity to assess the conditions and expected earnings before applying.

Duration
Each industry placement is typically 20-24 weeks, or 600-800 hours. To graduate students must complete a minimum of 1500 industry hours; while some students achieve this in two placements, others prefer to take a third or even fourth placement.

The ICHM program is accredited with these placements, and international students are not restricted by the usual forty hours per fortnight maximum rules.

Unless undertaking language study, the additional industry placements are popular with students as a gateway to a career.

Monitoring
The ITD Team keeps in touch with students by phone and email; newsletters are also regularly sent to students. Most students in Australia are visited by their ITD Manager, and if possible, sometimes when on international placements.

Assessment
Employers are required to assess students across a variety of performance measures whilst on industry placement. Students often obtain references from their supervisors or managers and must also complete an assessable industry placement report.

This in-depth report requires the student to research and evaluate hotel operations and management based on knowledge and skills developed during the prior academic semester of study.

Refer to the Industry Placement Policy on the Rules, Policies & Procedures page of the ICHM website for additional details regarding Industry Placements.
LANGUAGE REQUIREMENT – FOR SHA QUALIFICATIONS

Second Language Proficiency

Note: Second language proficiency is not a requirement for students to receive the Bachelor of Business (Hospitality Management).

As a global business, the international hospitality industry values language proficiency. Students require proficiency in English and a second language to be awarded the SHA Diploma and Bachelor of International Hotel Management (Swiss Hotel Association) – BIHM (SHA).

ICHM does not offer language study but is able to assist students in identifying language providers.

International students or students whose first language is other than English, should refer to page 22 for the English (e.g. IELTS) requirement.

Choice of Language

The second language is the student’s own choice. Depending on which region they expect to work in, ICHM graduates find some languages more useful than others. Students can undertake their language studies prior to commencing at ICHM; or during their studies at ICHM by replacing an industry placement semester with language study or undertaking an internship in a country while learning their language.

Second Language Recognition

Ways that a student might illustrate a second language proficiency include; providing academic statements or other documentary evidence to show that within the 8 years prior to commencing at ICHM the student has attended schooling for 5 years in a language other than English. Or, completing a language as part of the International Baccalaureate (IB) - Language B (SL) with a grade of 5 or 6, or Language B (HL) with a grade of 4 or higher. Or, students may be assessed at an ICHM approved language centre provider such as the Vocational Language Learning Centre (VLLC).

Second language proficiency in reading, writing, listening and speaking is set at a minimum level of B2 in the Common European Framework for Referencing for Languages (CEFRL), level 3 in the International Second Language Proficiency Rating (ISLPR) and 6.0 in the Eurocentre Assessment Criteria or their equivalents. For languages employing scripts other than roman, the minimum standard is reduced for reading and writing only.

Language Provider

ICHM has appointed the Vocational Language Learning Centre (VLLC) as the organisation responsible to assess the language fluency of ICHM students. Testing of language fluency by VLLC includes written, spoken, reading and listening skills and is available in the following languages: Japanese, Mandarin Chinese, Indonesian, German, French, Italian, Spanish, Greek, Russian, Arabic, Thai and English.

VLLC may be contacted for languages other than those listed above, however the fee charged may be higher.

For more details regarding Language Requirements and other approved providers visit - http://www.ichm.edu.au/program/language
ICHM Campus Facilities

World Class
The teaching facilities at ICHM are world class. It really is an exciting environment to learn in; ICHM provides all the benefits of a larger college or university environment and atmosphere by sharing its campus with the Regency campus of TAFE SA.

Teaching Facilities:

- 120 seat a-la-carte restaurant open to the public.
- Three function facilities adjoining the restaurant.
- Two lecture theatres.
- Fully equipped tutorial rooms.
- Learning Resource Centre/Library.
- Two purpose-built wine laboratories.
- Four bars containing the most modern equipment.
- 8 fully equipped teaching kitchens.
- Four science laboratories.
- Simulated hotel front office.
- Three computer suites.

ICHM CALENDAR 2015

This calendar is for all ICHM students, in either the January or July semesters.

**Intake 1 Semester Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 30 – 31</td>
<td>Check into accommodation</td>
</tr>
<tr>
<td>1 Feb</td>
<td>Semester begins</td>
</tr>
<tr>
<td>March 26 – April 3</td>
<td>Mid-semester holiday</td>
</tr>
<tr>
<td>June 24</td>
<td>Semester ends</td>
</tr>
</tbody>
</table>

(Holiday breaks between semesters will vary among students depending upon individual industry placement contracts). These dates are provisional and subject to change.

**Intake 2 Semester Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 16 - 17</td>
<td>Check into accommodation</td>
</tr>
<tr>
<td>July 18</td>
<td>Semester begins</td>
</tr>
<tr>
<td>Sept 3</td>
<td>Graduation Night</td>
</tr>
<tr>
<td>Sept 17 - 25</td>
<td>Mid-semester holiday</td>
</tr>
<tr>
<td>Dec 9</td>
<td>Semester ends</td>
</tr>
</tbody>
</table>
Regency International House

While other schools share the Regency facilities, ICHM students have the first right of entry to Regency International House (RIH), an outstanding on-campus accommodation complex. Preference is given to all new students; returning students should apply early to secure a room.

Regency International House provides students with a home away from home:

- Secure accommodation.
- Staff on duty 24 hours a day.
- Spacious villa-style apartments with 186 single bedrooms.
- Three buffet style meals per day (religious and dietary needs are accommodated upon request).
- Free laundry facilities (washers & dryers).
- Computers and wireless facilities
- Internet – includes standard usage of 10GB per month (additional can be purchased).
- Common room, cable television, pool table, table tennis and vending machines.
- Ample free car parking.

ICHM Student Life

There is a range of recreation, leisure and sightseeing options for students.

- Tennis and basketball courts.
- Buses operate 7 days, also include special late night service.
- Barbecue & outdoor dining area.
- Prayer room.
- Free loan sports equipment (for golf, tennis, basketball etc).

Student Services

All students at ICHM have access to a range of students services aimed at assisting them during their studies.

These services include a comprehensive student induction program as well as ongoing guidance, and help for both study and personal matters.

A Student Representative Council formed by students contributes to social activities and academic issues.
Welcome to Adelaide

ICHM is located in Adelaide, the capital city of South Australia, an attractive city of just over 1.2 million people. Adelaide is renowned as a city of restaurants, quality wine, outdoor eating and a great lifestyle; an ideal place to come and learn the art of hospitality.

Students will find Adelaide safe, friendly, welcoming and easy to find their way around. Small enough to provide an ideal study environment, but when you’re not studying Adelaide offers all the usual options of cinemas, restaurants, nightlife, shopping and sightseeing to keep you entertained.

As the Festival City with its world famous cultural events, Adelaide also serves up some not to be missed entertainment. And if you like water sports or just relaxing on the beach, then Adelaide’s kilometres of white sandy beaches will tempt you!

Adelaide Weather

Adelaide is fortunate to enjoy a Mediterranean style climate with warm-to-hot, dry summers and cool/cold wet winters. June is the wettest month.

Average day time temperatures in summer range between 25°C and 35°C, and in winter between 8°C and 15°C. Much of the year is 20°C to 25°C with clear blue skies and low humidity.

Autumn: March - May
Winter: June - August
Spring: September - November
Summer: December - February
“WHEN WAS THE LAST TIME, YOU DID SOMETHING FOR THE FIRST TIME?”
ENTRY REQUIREMENTS

Academic
ICHM takes a holistic approach to student selection. In addition to meeting academic requirements, students should also demonstrate the maturity, personality and attitude appropriate for this demanding industry.
Please refer to the chart on the next page to identify which academic entry requirement applies to you. Not all countries are listed; students with other qualifications should send their details for assessment. For students applying during their final year of secondary school, please attach your previous year’s academic transcript and projected results for your final year. ICHM can offer enrolment conditional upon the successful completion of your final year.

Tertiary Preparation Program
Students who do not meet the ICHM direct academic requirements may consider studying a Certificate IV – Tertiary Preparation Program at Eynesbury (see page 29).

Age Entry
It is the preference of ICHM that students be eighteen years of age upon commencement.
However, students under eighteen can be accepted with certain conditions. Mature age students may be granted entry without meeting the formal academic requirements if they have substantial relevant experience, or other acceptable qualifications.

Recognition of Prior Learning/Credit Transfers
Students that have undertaken studies at other universities, colleges or hotel schools can apply for Recognition of Prior Learning/Credit Transfers. If granted this can reduce the amount of time and/or cost of achieving your degree at ICHM.
See page 24 for more information.

English
International students may be required to prove English proficiency (see below).
Students who do not meet ICHM English requirements upon application, may be offered enrolment conditional upon successful completion of an English language course.

<table>
<thead>
<tr>
<th>English Qualification</th>
<th>Year 1 or Advanced Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS</td>
<td>6.0 Academic (min 5.5 in any band)</td>
</tr>
<tr>
<td>TOEFL (IBT)</td>
<td>60 (min 15 in any band)</td>
</tr>
<tr>
<td>PTE</td>
<td>50 (writing &amp; speaking not below 45)</td>
</tr>
<tr>
<td>Cambridge English (CAE)</td>
<td>169 (min 162 in any band)</td>
</tr>
<tr>
<td>High School</td>
<td>Successful completion of the last 2 years of high/secondary school, where the language of instruction was English.</td>
</tr>
<tr>
<td>HKDSE</td>
<td>4</td>
</tr>
<tr>
<td>English Language College</td>
<td>Successful completion of an English program at Eynesbury or other approved English language college.</td>
</tr>
</tbody>
</table>

Admissions & Marketing Office
ICHM’s Admissions and Marketing representatives are usually the initial contact point for new students. The Admissions team can assist with all queries relating to a students application; while the marketers travel extensively to promote ICHM both in Australia and overseas.
To find out when an ICHM representative will next be in your state or country, please contact the ICHM Admissions Office - admissions@ichm.edu.au
## ACADEMIC ENTRY REQUIREMENTS LIST

<table>
<thead>
<tr>
<th>Country</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>International Baccalaureate (IB) 26; Successful completion Eynesbury Tertiary Preparation Program or similar approved foundation course.</td>
</tr>
<tr>
<td>Australia</td>
<td>Completion of Year 12 with one of the following ATAR 70, OP14.</td>
</tr>
<tr>
<td>Bangladesh, Nepal &amp; Pakistan</td>
<td>Completion of Senior School Certificate with a grade average of 65%.</td>
</tr>
<tr>
<td>Brazil</td>
<td>High School graduation/ Pass Vestibular Examination.</td>
</tr>
<tr>
<td>Canada</td>
<td>Grade 12 Diploma (70% average).</td>
</tr>
<tr>
<td>China &amp; Macau</td>
<td>Completion of Chinese National University Entrance Examination (cut-off scores will vary according to province); or one year of a Bachelors Degree; or approved university foundation program.</td>
</tr>
<tr>
<td>Fiji</td>
<td>Successful completion of Form 7 with an average score of 280 ; Successful completion of Foundation with B average and GPA of 3.</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>HKDSE 4 subjects at 3 (English 4 or IELTS 6); 2 A level passes in HKALE (minimum 5 points) OR 1 A level &amp; 2 AS level passes OR 3 AS level passes (minimum D).</td>
</tr>
<tr>
<td>India</td>
<td>Completion of All India Senior School Certificate: Central Board - CBSE 60%, ISC 60%; State Board - Govt 65%.</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Completion of SMA III with average grade of 7.5 in 4 academic subjects.</td>
</tr>
<tr>
<td>Japan</td>
<td>Upper Secondary School Leaving Certificate (overall grade average of 80%).</td>
</tr>
<tr>
<td>Kenya</td>
<td>High School Certificate C+ in 7 subjects.</td>
</tr>
<tr>
<td>Korea</td>
<td>Senior High School Diploma with 5 subjects at grade C or better.</td>
</tr>
<tr>
<td>Latin America</td>
<td>High School Graduation with a grade average of 70%.</td>
</tr>
<tr>
<td>Malaysia</td>
<td>2 passes - minimum C in STPM (65%), 4 B grades in academic subjects in Senior Middle 3; Ontario Grade 12 CPU with minimum of 65%; SACE 65.</td>
</tr>
<tr>
<td>Mexico</td>
<td>Bachillerato and completion of a recognised foundation program or, one year of study at a recognised tertiary institution.</td>
</tr>
<tr>
<td>New Zealand</td>
<td>60 Credits at Level 3 NCEA, with at least 14 credits in each of three subjects on the approved list for university entrance, plus the required literacy and numeracy credits.</td>
</tr>
<tr>
<td>Philippines</td>
<td>Completion of second year at Junior College.</td>
</tr>
<tr>
<td>Singapore</td>
<td>3 passes in the GCE A levels (minimum 5 points).</td>
</tr>
<tr>
<td>South Africa</td>
<td>5 NSC subjects with a minimum level of 4 or more and English at a level of 3 or higher.</td>
</tr>
<tr>
<td>Sri Lanka</td>
<td>3 passes in the GCE A levels (minimum 6 points); Sri Lanka A Level (minimum 6 points).</td>
</tr>
<tr>
<td>Sweden</td>
<td>Avgangsbetyg with 10 points.</td>
</tr>
<tr>
<td>Taiwan</td>
<td>Senior High School Diploma with 5 subjects at grade C+ or better.</td>
</tr>
<tr>
<td>Thailand</td>
<td>Successful completion of Matayom 6 with GPA of 2.5</td>
</tr>
<tr>
<td>Turkey</td>
<td>Successful completion of course equivalent to the International Baccalaureate or first year university in Turkey.</td>
</tr>
<tr>
<td>Vietnam</td>
<td>Successful completion of Year 12 with a GPA 7.0 average.</td>
</tr>
<tr>
<td>UK</td>
<td>3 A Levels with 240 UCAS Tariff Points or suitable alternative such as BTEC Level 3 Diploma (Business or Hospitality).</td>
</tr>
<tr>
<td>USA</td>
<td>USA Grade 12 Diploma with one of the following: SAT score 1540; or 2 AP Exams with a score of 5 (combination of both can also be considered e.g. SAT1 and AP), or AP composite of 21.</td>
</tr>
</tbody>
</table>
RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFERS

Previous Study or Industry Experience

Students may apply for recognition of prior study taken at another institution; as well as time they may have spent working in the hospitality industry. Approved credit may reduce a student’s overall cost and study workload.

This policy is most commonly applied to:

• Students who have undertaken some study at other universities, colleges or hotel schools looking to transfer, and gain the advantage of a higher level qualification.
• People with business-related diplomas or degrees wanting to enter the hotel industry to change their career direction.
• Industry personnel with experience and some training seeking qualifications with international recognition.

To apply for recognition you must:

• Submit a full application to ICHM indicating that you want to apply for recognition of your prior learning.
• Students will be required to submit certified English translations of all academic/other documents (e.g. curriculum) where necessary.
• A grade of status will be given for those subjects where a student has been successful in applying for Recognition of Prior Learning.
• Where recognition is not granted prior to commencement students will be required to attend classes until exemptions are determined.
• As part of the recognition assessment, where students are unable to provide sufficient documentation and evidence, recognition cannot be granted.
• A process of appeal is available in cases of disputes over decisions or refunds granted under these policies.

Note: ICHM cannot process your Recognition for Prior Learning application unless all the required supporting documentation and evidence is supplied.

Masters Degree Options

ICHM degree graduates can seek entry into a variety of postgraduate options. Articulation arrangements are established for the universities listed as well as a variety of others. Acceptance into the Masters programs is subject to the universities’ conditions and also recommendation by ICHM education management.

Following are some of the universities that have in writing approved direct entry for ICHM Degree graduates:

• Master in Hospitality Administration, Ecole Hoteliere de Lausanne, Switzerland - 13 months
• Master of Management (Tourism), University of South Australia – 18 months.
• Master of Business (related programs), Griffith University – 12 months
• MBA in Hospitality, Johnson and Wales University, Providence, Rhode Island, USA – 18 months.
• M.Sc. in International Hotel and Tourism Management, Oxford Brookes University – 12 months.

See website for complete list of institutions.
Note: All fees are subject to change without notice. All fees will be adjusted annually to reflect increases. Tuition fees quoted at the time of entry/study in this prospectus are for that year only. All monetary amounts are quoted in Australian Dollars.

*International Students are required to pay the New Student Fee of A$1,600 once only, when they first enter ICHM. **A non-refundable $1000 will need to be paid in advance to secure a room, with the balance to follow as indicated in your invoice.

## PAYMENT OF FEES & PAYMENT PLANS

### Payment Plans

Payment plans allowing the annual tuition fees to be paid in two or three installments are available. Conditions apply, see the ICHM website Fees page for details.

**Fees may be paid by bank cheque, direct into ICHM’s Australian Student trust account or by credit card.**

**Direct Bank Transfer**

National Australia Bank
134 Hutt Street,
Adelaide SA 5000 Australia
ICHM ESOS Trust Account
BSB: 085 - 042
Acc: 65 470 3258
SWIFT: NATA AU 3305A

Note: ICHM 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 scan and email to admissions@ichm.edu.au or fax a copy of the bank deposit receipt to the ICHM Admission Office on (61 8) 8348 4293, to assist with identification.

### OR

**Bank Cheque**

Please make bank cheques in Australian Dollars payable to:
ICHM ESOS Trust Account

**Credit Card**

Please note: a service fee of 1.5% is charged for Visa or Mastercard. American Express and Diners Club not accepted.

### Accommodation & Meals

Single room accommodation during on-campus academic semesters including meals (3 per day, 7 days a week).

Accommodation & Meals Fee A$8,436**

### ICHM Textbooks & Uniforms

The cost of textbooks will vary depending on the year of study, ranging from A$400-A$600 in total.

Uniforms are compulsory for all students and include kitchen and management. Shoes and other items of personal attire are not included.

Complete uniforms are issued in the first year and cost approximately A$1,200 with supplement clothing available if required in subsequent years at an additional cost.

Students entering directly into Year 2, 3 or 4 will need to purchase uniforms relevant to those years of study.

ICHM Bachelor of Business
(Hospitality Management)

ICHM Bachelor of International Hotel Management (Swiss Hotel Association)

Industry Placement Semesters

Student earns income.

## ICHM FEES 2016, FEE-HELP & PAYMENT PLANS

### Australian/New Zealand Students – Tuition Fees (applies to all students for Year 1, 2, 3 & 4)

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee (per year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICHM Bachelor of Business (Hospitality Management)</td>
<td>A$26,080</td>
</tr>
<tr>
<td>Bachelor of International Hotel Management (Swiss Hotel Association)</td>
<td>A$26,080</td>
</tr>
</tbody>
</table>

### Australian Students – FEE-HELP

For all or part of their tuition fees Australian students (citizens) can access FEE-HELP. For more information see How to Apply – Australian Students page 28.

### International Students – Tuition Fees (applies to all students for Year 1, 2, 3 & 4)

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Fee</td>
<td>A$1,600*</td>
</tr>
<tr>
<td>ICHM Bachelor of Business (Hospitality Management)</td>
<td>A$26,080</td>
</tr>
<tr>
<td>Bachelor of International Hotel Management (Swiss Hotel Association)</td>
<td>A$26,080</td>
</tr>
<tr>
<td>Industry Placement Semesters</td>
<td>Student earns income.</td>
</tr>
</tbody>
</table>
OTHER FINANCIAL CONSIDERATIONS

Following are other possible expenses or financial considerations that parents/students should consider when studying at ICHM and living in Australia. Much of this information is a guide only.

Accommodation

Regency International House (RIH)
Bond A$500
This is payable upon first entry to the on-campus student accommodation complex, Regency International House (RIH). The bond is refundable, and is returned at the completion of your study provided no expenses were incurred (e.g. damage).

Accommodation in Regency International House (RIH)
Accommodation in RIH is available to students during on-campus academic semesters including mid-semester breaks. However, holiday breaks between semesters are not included within the accommodation fees. Students may apply to stay on-campus in the July holiday break at an additional charge, subject to room availability. Students should note that over the December/January holiday break each year, Regency International House is closed for maintenance and is not available to students.

Students arriving earlier than two days prior to the start of semester at the beginning of each on-campus semester may request to be accommodated in Regency International House, additional charges apply and subject to the availability of rooms. Students staying on campus more than two days following the end of semester will be subject to additional changes.

Student Visa

International students will be required to obtain a Student Visa to study in Australia. The visa processing charge (payable to the Australian Government) is approximately A$535. As part of the visa process, students may be required to have a medical check with an Australian Government authorised doctor. The fee for this medical is approximately A$300.

Industry Placement
While students are expected to earn income during their industry placements, they will also incur expenses such as:
• Transport costs to and from their industry placement city.
• Accommodation (only a few hotels provide staff accommodation).
• Meals.
• Taxation.
• Public transport to work.
• Personal expenses.
• Entertainment expenses.
These expenses will vary widely depending on the location around the world. While income should cover daily living expenses, in Australia, students need to budget for the upfront costs that are incurred when organising rental accommodation. These costs include bond and connections for telephone, gas, water and electricity.

Responsible Service of Alcohol (RSA)
Students who go on a food and beverage internship to locations that require an RSA certificate should be prepared to pay the cost. Such locations are generally those located within Australia. Approximate cost A$60-100.

General Living Expenses
While living on-campus, students will require money for general expenses. The amount required will vary, but on average students spend between A$60 and A$120 per week on the following items:
• Additional stationery & photocopying.
• Personal mobile phone cost will vary according to the provider and option selected.
• Transport (bus, taxi or car if you have one).
• Entertainment (cinema, recreation etc).
• Snack food (some students say they can’t study without chocolate!).
• Personal items (toothpaste, shampoo, washing detergent etc).

Student Discount
ICHM students are issued with a student identification card which entitles them to full student discount in South Australia, providing significant discounts on public transport, cinema tickets and more.

Computers
Students living off-campus will need to bring/buy their own computer and printer.

Storage
While undertaking industry placements, students may require storage of personal goods in Adelaide until they return to study on-campus. Should students require storage facilities they will need to cover this cost.

Health Cover – International Students
All international students coming to Australia on student visas are required to pay for Overseas Student Health Cover for the full duration of their studies. ICHM can arrange cover for students with the Australian Health Management Group Ltd at the students expense; otherwise it is the students responsibility.

While this cover provides financial assistance towards doctors and some hospital services, it does not cover dental, physiotherapy or optical services (eg glasses and contact lenses).

For more information on OSHC visit oshc.com.au

Languages
(For SHA qualifications only)
The student’s choice of language, delivery mode and location will influence cost.
See the Language Requirement pg.15 for more information.
Rental Accommodation

Students can rent an apartment or house on their own or share with other Australian or International students. Minimum lease is usually 6 months, but 12-month leases are more common. Please be aware of the obligations regarding length of stay in the lease or contract.

A contract is legally binding once it has been signed and default of the conditions will incur penalties which could include legal action and/or loss of bond and fines. Students also need to be aware that the additional costs of renting include Security Bond (usually between 6-8 weeks rent) and connection fees for electricity, gas and telephone.

Rental Fees (approximate estimates only)

<table>
<thead>
<tr>
<th>Option</th>
<th>AS cost per week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total*</td>
</tr>
<tr>
<td>1 bedroom apartment</td>
<td>$120 - $200</td>
</tr>
<tr>
<td>2 or 3 bedroom apartment</td>
<td>$160 - 260</td>
</tr>
<tr>
<td>3 or 4 bedroom house</td>
<td>$200 - $400</td>
</tr>
</tbody>
</table>

*Note: Inner city locations will cost more. Furnished accommodation is usually an extra $40 to $80 per week.

Additional Living Costs (approximate estimates only)

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated AS Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>$90 – $100</td>
</tr>
<tr>
<td>Utilities (gas, electricity, water, telephone)</td>
<td>$30 – $40</td>
</tr>
<tr>
<td>Laundromat</td>
<td>$10 – $15</td>
</tr>
<tr>
<td>Transport</td>
<td>$15 – $20</td>
</tr>
<tr>
<td>Household requirements</td>
<td>$30</td>
</tr>
<tr>
<td>Personal (clothing, toiletries, entertainment)</td>
<td>$20 – $50</td>
</tr>
<tr>
<td>Other/Miscellaneous</td>
<td>$20 – $30</td>
</tr>
</tbody>
</table>

General Cost Guides

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated AS Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>McDonalds meal</td>
<td>$6 – $8</td>
</tr>
<tr>
<td>Café lunch (eg baguette, pasta or noodles)</td>
<td>$5 – $12</td>
</tr>
<tr>
<td>Unleaded petrol per litre</td>
<td>$1.35</td>
</tr>
<tr>
<td>Glass of wine (in city café or hotel)</td>
<td>$5 – $7</td>
</tr>
<tr>
<td>Coffee in city café</td>
<td>$3 – $4</td>
</tr>
<tr>
<td>Taxi from ICHM to city</td>
<td>$20 – $25</td>
</tr>
<tr>
<td>Dry clean of 1 suit</td>
<td>$15</td>
</tr>
<tr>
<td>Cinema ticket (with student discount)</td>
<td>$11.50</td>
</tr>
<tr>
<td>Bus/train/tram ticket (10 trips with student discount)</td>
<td>$13.50</td>
</tr>
<tr>
<td>Subway meal</td>
<td>$6 – $8</td>
</tr>
<tr>
<td>Noodle Box</td>
<td>$9 – $15</td>
</tr>
</tbody>
</table>
Application Process

Step 1. Application for Admission
Complete the ICHM Application form in this prospectus or, Apply On-line via the ICHM website. Please ensure that you submit all the required documents (e.g. academic transcripts) for assessment.

Email to admissions@ichm.edu.au; fax (61 8) 8348 4293 or post/courier to ICHM Admissions Office PO Box 125, Kilkenny SA 5009, Australia.

Note: students in Victoria may apply to ICHM through VTAC, however they should also submit an application form direct to ICHM.

Step 2. Assessment
ICHM aims to assess applications and advise of an outcome within two weeks. Incomplete applications, or RPL/credit transfer applications will take longer.

Step 3. Provisional Acceptance
ICHM will send a Letter of Offer to successful applicants. To accept the offer you must sign and return the Acceptance Letter, this must be done within 21 days from the date of the Letter of Offer from ICHM. (Note: the Accommodation Securing Fee of A$1,000 is payable no later than two months prior to your start date).

Step 4. Payment of Semester Fees
Australian students should be aware that they can access FEE-HELP for part or all of their tuition fees.

The Letter of Offer in Step 3 will advise you of the fees for that year of study and your payment options.

Step 5. New Student Information Pack
About six weeks prior to the start of your first semester, you will be emailed an information pack outlining what you need to bring with you to campus and answers to other questions new students commonly ask. Please ensure that the ICHM Admissions Office has your correct personal email. We are sure you will have many questions at this stage, so we encourage you to contact the Admissions Office for any further help. New students should also advise ICHM when they will arrive at campus and if pick-up is required from the airport, train or bus station.

Step 6. Pack your bags for an experience you will never forget!
Firstly our advice is relax! Don’t worry, most students don’t know anyone else when they first arrive.
So together with your bags, we suggest you also pack your friendly and outgoing personality and prepare to be involved in all of the great orientation activities, designed specially to make you feel welcome and settle in as quickly as possible.

FEE-HELP
ICHM is approved by the Australian Government as a FEE-HELP provider.
This means that Australian citizens can borrow from the Government for all or part of their degree tuition studies at ICHM. FEE-HELP is a loan which the government expects to be repaid. It can be used for tuition fees only, and does not include accommodation and meals, textbooks, uniforms and other materials.
FEE-HELP can be arranged once the student has arrived on campus.
For more information of FEE-HELP please visit the FEE-HELP section on the ICHM website:
ichm.edu.au/admissions/fees/fee-help

SCHOLARSHIPS
To promote academic excellence and further encourage those students who feel suited to the hospitality industry to apply, ICHM offers a number of scholarships each year. At present there are two types of scholarships on offer for:

• Australian students (including students at Australian International Schools overseas).
• New Zealand students studying in NZ.

The selection process, eligibility requirements and conditions of entry for each of these scholarships may differ and can be viewed by accessing the appropriate scholarship application form either through the ICHM website or by contacting the Admissions Office.
Application Process

International students may apply directly to the ICHM Admissions office or via a local approved ICHM agent. For a list of approved agents see the ICHM website.

Step 1. Application for Enrolment
Complete the ICHM Application form in the prospectus or, Apply Online via the ICHM website. Please ensure that you submit all the required documents (e.g. academic transcripts) for assessment.
Email to admissions@ichm.edu.au; fax (61 8) 8348 4293 or post/courier to ICHM Admissions Office PO Box 125, Kilkenny SA 5009, Australia.

Step 2. Letter of Offer
ICHM will advise you of the outcome of your application within two weeks. Some applications may take longer to process as additional information may be required; and RPL/credit transfers usually take extra time. If your application is successful, ICHM will send a Letter of Offer and invoice to you or your agent, confirming the course you have been offered, fees payable and course commencement date.

To accept the offer you must sign and return the Acceptance Letter and pay the New Student Fee of A$1,500. This must be done 21 days after the date of the Letter of Offer from ICHM. (Note: the Accommodation Securing Fee of A$1,000 is payable no later than two months prior to your start date).

Step 3. Confirmation of Enrolment
Upon receipt of the New Student Fee, ICHM will formally notify you that you have been accepted. The electronic Confirmation of Enrolment (CoE) form will be sent directly to your representative if they are assisting with your application. You will need the Confirmation of Enrolment to apply for your Student Visa.

Step 4. Payment of Semester Fees
The invoice in Step 2 will advise you of the amount and due date for payment. If you receive the Letter of Offer within 60 days or less of the commencement date, then full fees are payable immediately upon receipt of this letter.

Step 5. Student Visa Application
All international students intending to study at ICHM must apply for a Student Visa. ICHM is an approved Streamlined Visa Processing (SVP) provider. Under the streamlined student visa processing arrangements, eligible student visa applicants from participating universities and eligible higher education providers are assessed as though they are a lower immigration risk, irrespective of their country of origin.
ICHM will assess each application, and reserves the right to request additional information as required. This means you might need to provide additional documents or information to satisfy the genuine temporary entrant requirement. This information may also be reviewed by ICHM’s external verification agent.

In most cases the process should take just a few weeks; some may take longer if additional information and verification is required.

Step 6. New Student Information Pack
Approximately six weeks prior to course commencement, you will be sent an information pack outlining what you need to bring and answers to frequently asked questions. New students should also advise ICHM when they will arrive at campus and if pickup is required. Please ensure that the ICHM Admissions Office has your correct personal email address.

Step 7. Pack your bags for an experience you will never forget!
Most students don’t know anyone else when they first arrive. We suggest you relax, don’t worry, and be your friendly, outgoing self. ICHM has great orientation activities, designed especially to make you feel welcome and settle in as quickly as possible.

Students who do not meet the direct entry requirements to ICHM, can undertake a Tertiary Preparation Program and/or English study at Eynesbury College, a member of the Navitas group.

English (ELICOS)
The English courses are taught in five week modules, on average students will require 10 weeks of intensive English for each 0.5 IELTS point required.

CERTIFICATE IV (TERTIARY PREPARATION PROGRAM)
This pre-university level program is the equivalent of upper secondary level and is designed to prepare year 11/O level students for entry into ICHM. It can be completed in two semesters of fourteen weeks each; successful completion for entrance to ICHM is a pass in eight subjects, with at least four subjects graded P1 or higher.

For More Information Contact Eynesbury
E: eynesbury@navitas.com
eynesbury.navitas.com
CRICOS No. 00561M
SHORT PROGRAMS

STUDY ABROAD PROGRAM

The ICHM Study Abroad Program is for those students already studying at another institution or university, who are looking for an overseas experience to complement their studies at home.

With the Study Abroad Program, ICHM invites students from all around the world to study with them in Adelaide for six months; and then undertake a paid industry placement in an Australian hotel for six months. (The industry placement is optional).

Together with your own institution you can select up to 8 subjects (or as few as 4 subjects) at different levels. You would commence studying in late January or mid July for the first six months, and work (if you choose) for the second six months. Some students will prefer operational style subjects (Food & Beverage Service Standards, Professional Wine, Kitchen Operations) while others will prefer academic subjects (Human Resource Management, Revenue Management, e-Marketing & Distribution etc).

During your academic semester you can also stay in the ICHM on-campus accommodation, allowing you to truly become part of the ICHM community.

For details on fees and other expenses related to Study Abroad see the ICHM website ichm.edu.au

CAREER WEEK 2016

Deciding your future career path and the tertiary study you need to get there, are big decisions. Each ICHM Career Week is specially designed to help those considering hospitality or a related business course.

Career Week 2016:
Mon 11th – 15th July 2016
Mon 26th – 30th Sept 2016

What To Expect

• Learn about the tourism & hospitality industry.
• Discover different career paths.
• Have a fun, hands-on introduction to hotel operations & management subjects.
• Visit local hotel & tourism sites.
• Ask questions of ICHM students.
• Meet the teaching staff.
• Experience the world class ICHM teaching facilities.

Places are limited and they tend to fill up fast, especially in July with a number of students from overseas also applying as it fits in with their school holidays.

“I had the most amazing time. I was a bit afraid I’d be a bit lonely but I met some really cool people. I got a good overview of what happens in the ICHM program. It was really good to see behind the scenes in the hotel visit. It really helped me make up my mind that this was what I really wanted to do. I had been seriously considering law and medicine but decided that hotel management suited my personality more and I love to travel and meet people.”

Juliet Yaakoup - Attended Career Week, now an ICHM Graduate

See the ICHM website for an application form or, contact the Admissions Office.
QUALITY ASSURANCE

TEQSA
Australia’s Higher Education providers are registered and monitored by a number of Commonwealth Government departments and agencies. Tertiary Education Quality and Standards Agency (TEQSA) has responsibility for the registration of ICHM, and to approve its courses. Reflecting its high quality, ICHM has been approved for seven years, the longest term TEQSA is able to approve private providers. All courses and qualifications listed on this page as Registered Courses with Course Codes are approved by TEQSA.

FEE-HELP
The Commonwealth Department of Education has approved ICHM as a FEE-HELP provider. As indicated elsewhere, FEE-HELP allows Australian students to obtain student loans. The Study Assist website provides information for students about government assistance for financing tertiary study.

ESOS & CRICOS
TEQSA also registers education providers under the Education Services for Overseas Students (ESOS) Act. ICHM has obtained registration, and is listed on the CRICOS register. ICHM Pty Ltd is the registered provider, and is Provider 02914G.

TUITION ASSURANCE
The Commonwealth Department of Education maintains Tuition Assurance to ensure international students are protected in case of provider failure. ICHM is registered for such Tuition Assurance. For domestic students, ICHM has taken out an education industry scheme assurance to provide the same level of protection.

AQF
Both degrees have been approved by TEQSA. The Australian Qualification Framework describes the equivalency of Australian degrees. ICHM’s degrees are thus equivalent in standing to any Australian university degree.

TAFE SA
ICHM operates in close collaboration with the SA Government provider TAFE SA, and lecturing staff, facilities, materials and on campus accommodation are provided by TAFE SA.

ECTS
The European Credit Transfer and Accumulation System (ECTS) is a standard for comparing the study attainment and performance of students for higher education across the European Union and other collaborating European countries. Each year of study successfully completed at ICHM attracts ECTS credits, see the academic program pages for more information.

WEB REFERENCES
Tertiary Education Quality and Standards Agency (TEQSA)
Australian Qualifications Framework (AQF)
aqf.edu.au
Commonwealth Register of Courses for Overseas Students (CRICOS)
cricos.deewr.gov.au/
Education Services for Overseas Students (ESOS)
internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx
AEI
aei.gov.au
Study Assist
studyassist.gov.au

ICHM is a foundation member of this organisation which represents Australia’s top hotel schools. It works on forging closer links with industry and government on matters of mutual interest, to promote quality, provide educational leadership, and to serve industry needs.

EUHOFA
Formed in 1955, EUHOFA International is an association of more than 200 hotel schools from 30 countries. These hotel schools meet regularly to discuss training and education for the hospitality industry. A representative of ICHM has been a board member of EUHOFA for more than 12 years.

www.euhofa.net

ICHM is a foundation member of this organisation which represents Australia’s top hotel schools. It works on forging closer links with industry and government on matters of mutual interest, to promote quality, provide educational leadership, and to serve industry needs.
ICHM RULES, POLICIES & PROCEDURES

To view the full list of ICHM’s Rules, Policies & Procedures visit the ICHM website. Following is a brief description of some of the key policies relevant to potential ICHM students.

Assessment of Non-Financial Students

Only those students whose fees and indebtedness to the College have been fully paid will be provided with academic results and invited to graduate.

Attendance

ICHM considers attendance a vital aspect of the learning and teaching process. A minimum attendance requirement of 80% is required for successful completion of each subject when on campus for academic semesters; and when on placements, meeting the host employers' expectations regarding attendance/scheduled or rostered work.

Dependants

It is important for all prospective international students to understand that any school-age dependents who come to Australia with them will be required to pay full fees if enrolled in a government or non-government school.

ESOS Act

To protect the rights of international students studying in Australia, the Australian Government established the “Education Services for Overseas Students Act” (ESOS Act). Under the Act, we are required to advise international students about the relevant details of the course in which they are enrolling, and of their rights. This prospectus includes all such information. The Rules and Conditions of ICHM are in accordance with the ESOS Act. The ICHM website also includes downloadable documents relevant to the ESOS Act. ICHM is required to comply with the National Code under the ESOS Act, it can be viewed at the following website: aei.gov.au/AEI/ESOS/NationalCodeofPractice2007.

Failure To Pass Subjects

Students who receive a fail grade will be required to re-enrol in that subject. To successfully complete their program students need to pass every subject. Re-enrolment will require the student to pay an additional fee and increase their length of time studying with ICHM. Students may appeal a decision by the Academic Committee regarding grades or other matters, using the Grievance Policy.

Fees

All fees in this Prospectus are quoted in Australian dollars.

Overseas Student Health Cover

It is a requirement that international students are insured with Overseas Student Health Cover (OSSHC) while staying in Australia. Note the OSSHC does not cover pregnancy or any preexisting condition prior to entry into Australia. ICHM can arrange cover with the Australian Health Management Group Ltd at the students expense.

ICHM reserves the right to pass on any increases in OSHC to students. For more information: oshc.com.au

Privacy Policy

International College of Hotel Management is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. Please refer to website to view ICHM’s Privacy Policy.

Refund Policy

ICHM Initiated Refund

• Where a student is not accepted by ICHM, or is not granted a visa to study in Australia, a full refund of fees paid to ICHM will be made. For the purpose of this section where a student has received a conditional or provisional offer, the student shall be considered to have been accepted.

• Where a course is cancelled, the student will receive a full refund of fees paid to ICHM paid within 14 days from the date of cancellation.

Student Initiated Refund

• Where a student wishes to withdraw prior to course commencement, the New Student Fee/Accommodation Securing Fee will not be refunded, even if the student failed to fulfil the conditions in a conditional or provisional offer.

• Where a student wishes to withdraw from a course or withdraw from Regency International House after Course Commencement Date, they must advise the Principal in writing. The date the letter is received by the Principal is the effective date.

A withdrawal received on the date the course commences will receive a 60% refund of the total tuition and/or accommodation fees payable for the semester, less any unpaid amount. Australian students should refer to relevant Australian Student Refund Section below. After the Course Commencement Date, the refund will reduce by 6% of the total tuition and/or Regency International House accommodation fee for each week commenced or completed. After 10 weeks there will be no refund.

Misconduct

• Where a student is suspended or expelled from ICHM there shall be no refund of fees.

Visa Cancellation

• Where a Student’s Visa is cancelled for reasons other than misconduct, the refund under “student initiated refund” will apply.

Tuition Refund For Australian Students

• Students entitled to FEE-HELP loans in Year 1-4 are not subject to this Refund Policy with regard to their tuition payments. There are specific refund rules described in the FEE-HELP booklet. In short, these students must withdraw from units of study before the advertised Census Date or a) a debt will be incurred or b) no refund will be made.

• FEE-HELP does not apply to non-tuition fees (accommodation, meals, uniforms etc). Regular Refund Rules govern these payments.

Timing of Payments

• Where a payment to the student is applicable under Student Initiated Refund, ICHM will pay the amount due within 4 weeks of receipt of the written request for a refund.

Student Appeals Against a Decision Related to Refund

• Students who wish to dispute a decision related to the Refund Policy should do so in writing to the Principal under the Grievance Policy.

Reference Website

• The following website provides Australian Government information on refunds. aei.gov.au/Regulatory-Information

Enrolment Subject to Fees Being Paid when Due

The enrolment of new students is contingent on the New Student Fee, Tuition Fees, Accommodation and Meals Fees being paid by the due dates.

Late Enrolments

In the case of late enrolments within 60 days of the commencement of first semester, the balance of the student fee is due and payable immediately upon receipt of the Letter of Offer.

Review of Student Fees

All ICHM fees will be reviewed and adjusted annually to reflect increased costs associated with ICHM. The fees listed in this prospectus are valid for 2016 only, students will be required to pay any fee increase in subsequent years. Where fees increase between the date of nomination and date of commencement, a student who has nominated at a lower fee will have the option of cancelling his/her nomination with full refund. Such cancellation must be made within one month of notification by the Admissions Office.

Change of Provider

The Australian Government discourages international students from transferring from the course until they have completed at least 6 months of the Principal Course. See National Code Standard 7. At ICHM the principal course is either the BIHM (SHA) or Bachelor of Business, depending on the international student’s application. International students should not assume that they can obtain a release letter from ICHM if they want to transfer to another Australian course, unless they have completed six months of the Principal Course in which they are enrolled.

Visa Conditions - International Students

International students are required to comply with all visa conditions applicable to their situation.
HOW TO COMPLETE THIS APPLICATION FORM

This application form has three parts, PART A, PART B and PART C. Complete those sections relevant to your situation or status.

PART A and PART C – To be completed by all Australian and New Zealand citizens, Australian Permanent Residents, or holders of an Australian humanitarian visa.

PART A, PART B and PART C – To be completed by all international students.

ICHM APPLICATION FORM CHECKLIST

- Completed application form.
- Certified copy of your education documents (e.g. school, college, university transcripts).
- Reference letter.
- Evidence of citizenship (e.g. Australian Students - Copy of passport details page/birth certificate; International Students - Copy of passport details page).
- A recent photograph (e.g. passport photo).
- Detailed syllabus/curriculum if applying for Recognition of Prior Learning/Credit Transfers.
- Evidence of employment (if applicable).
- Evidence of English language fluency (e.g. IELTS result) if English is not your mother tongue.
All students applying to ICHM must complete PART A with required attachments (e.g. transcripts)

PLEASE WRITE CLEARLY IN BLOCK LETTERS

I wish to apply for enrolment in the  

☐ Bachelor of International Hotel Management (Swiss Hotel Association) and Bachelor of Business (Hospitality Management)

☐ Bachelor of International Hotel Management (Swiss Hotel Association)

☐ Bachelor of Business (Hospitality Management)

intake begins in  


IDENTIFICATION

Title (please circle):  Mr  Ms  Miss  Mrs

Family Name: ____________________________

Given Names: ____________________________

Preferred Name (if applicable): ____________________________

Date of Birth: __________/________/________  Gender: ☐ Male  ☐ Female

Nationality: ____________________________

Passport No: ____________________________  Expiry Date: __________

Students Direct Email: ____________________________

(Note: not school or education agent)

Parent/Guardian

Family Name: ____________________________

Given Name: ____________________________

English Name (if app): ____________________________

Relationship to Student: ____________________________

Personal Email: ____________________________

Tel: ____________________________

Home Tel: ____________________________  Work Tel: ____________________________

EDUCATION

Provide evidence (e.g. academic transcripts) of your education or training.

If you have not yet completed your final year of high school, attach your most recent results.

Note: If documents are not in English, a certified translated version must also be supplied.

<table>
<thead>
<tr>
<th>Title of Course</th>
<th>Name of Institution or School</th>
<th>Language of Instruction</th>
<th>Location</th>
<th>Years e.g. 2014-2015</th>
<th>Successfully Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Supporting documentation in English must be attached
**RECOGNITION OF PRIOR LEARNING / CREDIT TRANSFERS**

This section only applies to students who wish to claim Recognition of Prior Learning/credit transfers for another institution related/university study after high school. Please make sure to submit your full academic transcripts and course syllabus/curriculum. Certified English translations are required if in a language other than English.

Are you applying for recognition?  [ ] No  [ ] Yes

Name of Institution:  

Academic Level Attained:  

**EMPLOYMENT**

If you have worked in the hospitality industry, please attach evidence of this experience. (eg. a statement from employer)

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Name of Establishment</th>
<th>Country</th>
<th>Full Time</th>
<th>Part Time</th>
<th>Length of Time Hours/Months</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supporting documentation in English must be attached

**LANGUAGE KNOWLEDGE**

Languages: For each language that you speak, write and read; indicate the level of fluency on a scale of 1 - 5. With 1 being - Extremely Well, and 5 being - Limited Knowledge

<table>
<thead>
<tr>
<th>Language</th>
<th>Speak</th>
<th>Write</th>
<th>Read</th>
<th>Did you study this language?</th>
<th>If yes, how many hours of study?</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach evidence of all language study (including high school results)

Which language do you consider your first language (mother tongue)?

---

Note: International students may be required to provide evidence of English proficiency in Part B of this Application Form.
REFERENCE

A minimum of one reference must be supplied. Suitable reference providers include a school teacher, university/career guidance counsellor, authorised agent or employer. The reference letter should assess the students personal qualities, academic ability and suitability to the hospitality industry.

(1) Name: ______________________________

Address: ____________________________________________________________

Tel: ______________________________ Email: ______________________________

☐ Reference letter enclosed with application ☐ Reference letter to be sent separately directly to ICHM

ACCOMMODATION & MEALS

Do you want to stay in the ICHM on-campus accommodation facility which includes all meals? ☐ Yes ☐ No

STUDENTS MEDICAL HEALTH

Students and parents must advise ICHM of any prior or existing medical conditions that may affect the student’s health or ability to complete the course and/or work in the hospitality industry. (e.g. disability, asthma, diabetes, epilepsy etc.)

- Australian and New Zealand citizens, Australian Permanent Residents, or holders of a Australian humanitarian visa proceed to PART C.

- All international students proceed to PART B.
All international students must complete Part A, B and C for their application to ICHM.

AGENT DETAILS

If you are using an approved ICHM education agent to assist you with your application, please provide the following information.

Name of Agency: ______________________________________________________

Official Agent Stamp: ___________________________ Staff Member Assisting With Application: ___________________________

Tel: ___________________________________________ Email: ___________________________________________

ENGLISH LANGUAGE PROFICIENCY

Provide your score for one of the following. If you have not been tested, circle the test you intend to take.
(Note: See pg.22 for the English requirements)

<table>
<thead>
<tr>
<th>IELTS (Score)</th>
<th>TOEFL</th>
<th>Pearson PTE</th>
</tr>
</thead>
</table>

Cambridge English CAE ______________________________ Date obtained ___/___/____

Will you attend an English language course prior to commencement? Yes [ ] No [ ]

At which school: __________________________________________

FINANCIAL SUPPORT

Please indicate the planned source of financial support for your studies. You may select more than one.

- [ ] Family Supported  - [ ] Self Supported  - [ ] Loan  - [ ] Other – please specify: ____________________________

CURRENT VISA STATUS

Do you currently hold an Australian Visa? Yes [ ] No [ ] Visa Expiry Date: ___/___/____

If yes, state the type of Visa (e.g. student, bridging etc.) ___________________________ (please attach a copy)

Have you ever been refused entry to Australian CRICOS registered institution? Yes [ ] No [ ]

Have you ever had an Australian visa application rejected? Yes [ ] No [ ]

- Proceed to PART C.
All applicants are required to complete PART C

APPLICANT DECLARATION

I acknowledge that I have read the ICHM Prospectus and or viewed the ICHM website. I further acknowledge that all the information provided in this application form is correct, and I have read all the ICHM Rules, Policies and Procedures on the ICHM website, including notice of the the Refund Policy and I declare that I will abide by all the terms and conditions contained within them. I agree to be bound by the College's Rules, Policies and Procedures and acknowledge that all disputes arising from the details and conditions contained in this application shall be governed by, and in accordance with, the laws of South Australia and be submitted to the jurisdiction of the Courts of South Australia. I consent to ICHM using my photograph for ICHM marketing and promotional materials use; should I not wish to have my photograph used for such purposes I will notify ICHM in writing. I hereby give permission to the College to pass my relevant information concerning any results and progress at the College to my Parent/Guardian and the Human Resource Departments of Hotels in which I apply to complete my industry placements. Information regarding any health issues that may impact my study or industry placement may be passed on to relevant ICHM staff or hotel Human Resources Department. I understand that by completing and signing this application, I am giving written consent to ICHM to arrange independent, third party verification for any information and documentation supplied by me in this application. I consent to ICHM forwarding my application and other appropriate information to both the South Australian Minister for Further Education and Commonwealth Government Departments.

Applicant's Signature: ____________________________ Date: ___/___/____

Parent/Guardian Signature (if Applicant is under 18): ____________________________ Date: ___/___/____

Should a copy of the invoices be sent directly to the parent/guardian? Yes ☐ No ☐

Send fully complete applications to:

Email: admissions@ichm.edu.au

Or

ICHM Admissions & Administration Office
PO Box 125
Kilkenny SA 5009
Australia
PART C
ICHM
International College
of Hotel Management

I acknowledge that I have read the ICHM Prospectus and/or viewed the ICHM website. I further acknowledge that all the information provided in this application form is correct, and I have read all the ICHM Rules, Policies and Procedures on the ICHM website, including notice of the Refund Policy and I declare that I will abide by all the terms and conditions contained within them. I agree to be bound by the College’s Rules, Policies and Procedures and acknowledge that all disputes arising from the details and conditions contained in this application shall be governed by, and in accordance with, the laws of South Australia and be submitted to the jurisdiction of the Courts of South Australia. I consent to ICHM using my photograph for ICHM marketing and promotional materials use; should I not wish to have my photograph used for such purposes I will notify ICHM in writing. I hereby give permission to the College to pass my relevant information concerning any results and progress at the College to my Parent/Guardian and the Human Resource Departments of Hotels in which I apply to complete my industry placements. Information regarding any health issues that may impact my study or industry placement may be passed on to relevant ICHM staff or hotel Human Resources Department. I understand that by completing and signing this application, I am giving written consent to ICHM to arrange independent, third party verification for any information and documentation supplied by me in this application. I consent to ICHM forwarding my application and other appropriate information to both the South Australian Minister for Further Education and Commonwealth Government Departments.

CRICOS Provider No: 02914G ICHM Pty Ltd.

ICHM COLLEGE COUNCIL

Dr Baden Teague
Chairman – ICHM College Council Adelaide SA

Mr Scipio J Lipman
Barrister & Solicitor – Lipman Karas, Adelaide, SA

Ms Bodelle Francis
Operations Manager - Francis Group of Hotels, SA

Mr Gerald J Lipman
Chief Executive - ICHM, Adelaide, SA

Mrs Jenny Hurley
Hotel Owner & Operator, Adelaide, SA

Mr Alec Gilbert
Chief Executive - Adelaide Convention Centre, SA

ICHM ACADEMIC BOARD

Professor Emeritus Kevin O’Brien
President – ICHM Academic Board
University of South Australia, Adelaide, SA

Professor Graham Brown
Professor of Tourism Management – School of International Business, University of South Australia, Adelaide, SA

Dr Carl Driesener
Representative of Australian Universities and Academics, Deakin Graduate School of Business

Dr Tony McMurtrie
Associate Head (Learning & Teaching), The Business School, University of Adelaide, SA

Dr Christoph Juen
General Manager – Swiss Hotel Association, Bern, Switzerland

Mr Peer Norsell
General Manager – Hilton Adelaide, SA

Ms Sally Neville
Chief Executive Officer – Restaurant and Catering SA

Mrs Madeleine Frost
Director – Tourism, Hospitality and Creative Arts, TAFE SA

Dr Ian Whyte
Principal ICHM, Adelaide SA

Ms Carolyn Jones
Educational Manager / Vice Principal ICHM

Mr Gerald J Lipman
Chief Executive – ICHM, Adelaide, SA

ICHM AWARDS

• Business SA Export Award.
• National Training Award (Registered Training Provider).
• National Tourism Award for Excellence in Education (won twice).
• State Tourism Award for Excellence in Education (won three times)