

PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. Course Name (Undergraduate / Postgraduate)

Number of Units Undergraduate

2. Course Attendance Information Note: Part-time studies are not available to Student Visa holders.

Full Time Part Time Semester of commencement Postgraduate

3. Personal Details

Title (Mr, Miss, Ms etc) Family Name First Given Name Other Given Name

Previous Family Name **Date of Birth** (day) (month) (year) **Gender** (M/F)

Previous Student
Have you previously been a student of The Australian School of Tourism and Hotel Management or Southern Cross University? Yes No Student ID (if known)

Mailing Address in Australia

Number and Street Home Telephone Mobile or Work Telephone

Suburb or Town Email Address (for some correspondence)

State or Country Postcode / / Date of arrival at this address

Mailing Address in Home Country

Number and Street Home Telephone Mobile or Work Telephone

Suburb or Town Email Address (for some correspondence)

State or Country Postcode

Citizenship (tick one box only)

Australian Citizen New Zealand Citizen Australian permanent Resident / / Date permanent residency granted

International Student Passport Number expiry date / /

Student Visa Number expiry date / /

Country of Birth Were you born in Australia?

Yes No If No Country of Birth Country of Citizenship / / Date of entry into Australia

Language Is English your first language?

Yes No If you speak a language other than English at your home of residence, please name the language spoken.

Are you of Aboriginal or Torres Strait Islander descent?

No Yes, Aboriginal Yes, Torres Strait Islander Yes, Aboriginal & Torres Strait Islander

Disability Do you have a disability, impairment or long-term medical condition that may affect your studies? Yes No
If **YES**, indicate the area of impairment (more than one area of impairment may be indicated).

Hearing Vision Learning Medical Mobility Other

If you answered **YES** to the above question, would you like to receive advice on support services, equipment and facilities which may assist you? Yes No

Please turn over...

Office Use Only

Schedule Rank Student Number Initials Date / /

Conditions

4. Secondary Studies (Please provide a copy of your academic/results transcripts)

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Year completed State/Country Name of Qualification

5. Tertiary and Postgraduate Studies (list all attempts even if not relevant to the course applied for)

Year of first enrolment	Year of last enrolment	Name of Course	Institution	Is qualification complete? (Yes or No)	Certified Docs Attached (✓)

Have you ever been excluded or expelled from a tertiary institution? (if yes, documentation is required) Yes No

6. Professional and Paraprofessional Qualifications

Year of first enrolment	Year of last enrolment	Name of Course	Institution	Is qualification complete? (Yes or No)	Certified Docs Attached (✓)

7. Employment Experience

Occupation Title	Name of Employer	Year Commenced	Year Concluded	Certified Docs Attached (✓)

NOTE your employment experience is used to assess your application -
You may also wish to attach a recent copy of your resume using the template online at www.asthm.com.au/prospective/application.htm

8. International English Language Testing Systems (IELTS) or Alternate Tertiary English Ranking

Date of Test / / State IELTS or Alternative Ranking

9. Submitting your Application (Ensure your application includes all appropriate documentation)

<input type="checkbox"/> Attach certified copies of all required documentation for all attempts at Tertiary and Postgraduate Studies listed in Section 5.	<input type="checkbox"/> Attach certified copies of all required documentation for all Professional and Paraprofessional qualifications listed in Section 6.
<input type="checkbox"/> Attach your resume and supporting employment documents on official company letterhead for all Employment Experience listed in Section 7.	<input type="checkbox"/> Former name - If you have studied under a previous name you must supply documentary evidence such as a marriage certificate or deed poll registration. The documentation must show your previous name/s and your current name/s.

10. Declaration (all applicants to complete)

- I recognise it is my responsibility to provide all necessary information and documentary evidence in support of my application.
- I authorise ASTHM and the University to obtain available official records from any educational institution attended by me.
- I understand that ASTHM and the University has the right to vary or cancel an application or enrolment made on the basis of what ASTHM and the University determines to be untrue or incomplete information from any source.
- If any information is discovered to be untrue or misleading in any respect, I consent to ASTHM and the University collecting, storing and disclosing this information to the Australian Vice-Chancellors Committee (AVCC), AVCC member institutions, the members of the Australasian Conference of Tertiary Admissions Centres (ACTAC), and any other authority which ASTHM and the University considers in its discretion necessary to inform.
- I authorise ASTHM and the University to collect, receive, store, transfer and use all such information in or connected with the application for research purposes. I give these authorities on condition that all information provided pursuant to them is de-identified by ASTHM and the University.
- I declare that I have read the instructions and that all the information submitted is correct and complete, and I understand and accept the Terms and Conditions as published.

Signature	<input style="width: 100%;" type="text"/>	Date	<input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> /
Signature	<input style="width: 100%;" type="text"/>	Date	<input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> /

(Parent/ Guardian if applicant is under 18 years of age)

**Return this completed Direct Application for Admission to:
Admissions Manager, Australian School of Tourism and Hotel Management
Level 1, 641 Wellington Street, Perth, Western Australia, 6000.**

Instructions on completing the Direct Application for Admission Form.

Note:

1. Have these instructions and the form alongside each other.
2. Read the following instructions for each question carefully before you answer.
3. Print clearly in BLOCK LETTERS using a blue/black pen.
4. If there is not enough space on the form for you to answer any question completely, include the additional information on a separate A4 size sheet of paper (with your name on each page) and attach it to your application form with any other documents you are submitting.

1. Course

Write in the box if you are commencing study in either, the Bachelor of Business in Hotel and Resort Management or Bachelor of Business in Convention and Event Tourism Management and indicate the total number of units to be completed.

2. Course Attendance Information

Attendance Type

Indicate whether you wish to study full-time or part-time
FULL-TIME, normally requires 4 enrolled units per semester or
PART-TIME, normally 2 enrolled units per semester.
(Note: Part-time studies are not available to Student Visa Holders).

Semester - Undergraduate

Indicate the semester you wish to commence your studies either, (1 or 2).

- Semester 1 (usually commences late February)
- Semester 2 (usually commences mid July)

Refer to semester dates published in the Course Timetable and Fees Schedule or available online at www.asthm.com.au

Trimester - Postgraduate

Indicate the trimester you wish to commence your studies either, (A, B or C).

- Trimester A (usually commences late January)
- Trimester B (usually commences mid May)
- Trimester C (usually commences mid September)

Refer to semester dates published in the Course Timetable and Fees Schedule or available online at www.asthm.com.au

3. Personal Details

Name

Enter your name in full. If you have changed your name or any documents show a name that is different from the one you have entered on your application, you must provide documentary evidence of the change (for example, marriage certificate or deed poll) with your application.

Date of Birth and Gender

Ensure you provide these details as they are required for Australian School of Tourism & Hotel Management and SCU records.

Previous Student

If you have been previously enrolled at Australian School of Tourism and Hotel Management or Southern Cross University, tick YES and enter your student identification number if known.

Mailing Address

Correspondence relating to your application will be forwarded to the address you have indicated. If you change your address after lodging your application, it is your responsibility to advise the University immediately.

Email Address

If you indicate an email address, **some correspondence will be sent to this address**. If you change your email address after lodging your application, it is your responsibility to advise the University immediately.

Citizenship

If you have been granted **Australian Permanent Residency** status, you must attach to your application a certified copy of your passport entry confirming your date of arrival in Australia.

If you are not an Australian citizen, permanent resident of Australia, you are regarded as an international student. Please provide passport number, expiry date and a copy of your current Student Visa and Expiry Date.

Country of Birth, Country of Citizenship and Date of Entry

Ensure you provide these details if you were born outside of Australia.

Language

Ensure you provide these details, as they are required for ASTHM and University records.

Aboriginal and Torres Strait Islander

Indicate if you are an Aboriginal and/or Torres Strait Islander. For further information call Southern Cross University Indigenous Student Support Centre staff on:(02) 6620 3955 or 1800 816 676.

Disability

If you have a disability you are encouraged to complete this section. The Australian School of Tourism & Hotel Management, through Southern Cross University, provides facilities for students with special needs. If you have special requirements you would like to discuss, contact the University's Disabilities Liaison Officer on telephone (02) 6620 3829.

4. Secondary Studies

Complete this section if you have previously completed or are currently attempting a Year 12/Secondary examination in Australia or overseas. Interviews and School principal references. Provide supporting documentation (including employment references where applicable).

5. Tertiary and Postgraduate Studies

Complete this section if you have ever undertaken or are currently undertaking any tertiary studies at Certificate III, Certificate IV, Diploma, Advanced Diploma, Degree or Post Graduate level. Please include the name of the institution and campus attended. If you have attempted more than one qualification, each qualification must be entered. Certified copies of academic transcripts must be attached unless you have undertaken studies at The Australian School of Tourism and Hotel Management or Southern Cross University. Refer to Documentation Section.

Expulsion/Exclusion

The Australian School of Tourism & Hotel Management/Southern Cross University will refuse admission to applicants who have been expelled from a higher education institution for reasons other than failure. **(Your application will not be considered if the question is unanswered)**.

Special rules apply to applicants who have been excluded from a higher education institution on academic grounds. Applications will be considered on the basis of an appropriate written statement supplied with the application, as long as one year has elapsed from the date of exclusion.

6. Professional and Paraprofessional Qualifications

Complete this section if you have ever undertaken or are currently undertaking:

- Any trade certificate, traineeship or other similar studies
- Any hospital based nursing certificate or other health related qualification
- Any qualification obtained whilst a member of the armed services, police, fire, ambulance or emergency services
- Any merchant marine or aviation qualifications
- Any other vocational awards
- Studies that qualify for memberships of professional associations (you should only include professional associations if you were required to pass examinations to be admitted – memberships granted through payment of fees will not be considered). Refer to Documentation Section on this instruction form for further information.

7. Employment Experience

Complete this section as work experience will be considered in the assessment of your application. Periods of paid employment of one year or more will be considered (this may include continuous employment with one company or periods of employment undertaking the same type of job with different employers). Note: employment experience does not have to be relevant to the course applied for. Voluntary work experience may also be considered.

All employment experience must be submitted using the resume template available online at; www.asthm.com.au/prospective/application.htm and be attached to the direct application for admission.

The **Statement of Service** must be on official company stationery stating; job title, period of employment, hours worked (for example, part-time 20 hours per week) major duties performed in the job, and signed by a company signatory. Refer to Documentation Section.

8. International English Language Testing System (IELTS) or Alternative Ranking

Students who list English as not being their first language (Section 3) will be required to provide proof of English language proficiency. Accepted standards such as:

- IELTS (Academic) 6.0 with no less than 5.5 in any band. An IELTS Examination Centre can be found at Curtin University, Bentley, WA. or;
- TOEFL 550 with no less than 4.5 in the test of written english, or Computer-based TOEFL 213 with no less than 4.5 in the essay rating or equivalent or;
- General English Advanced Band.

9. Submitting your Application

Complete the application and use the 'Checklist' to ensure you have attached all appropriate documentation.

10. Declaration

You must read the declaration and sign this form in order for your application be processed. Unsigned applications will not be considered

Privacy and Personal Information Protection Act 1998

Pursuant to Section 10 of the above act you are advised that:

- The information requested in this application is being collected for the purpose of assessing your qualifications for admission to Southern Cross University;
- If you are successful in gaining admission to the University this information, together with any statistical or other data collected on or subsequent to enrolment, will form part of your personal record for administrative and academic purposes;
- Supply of information is voluntary, however, failure to provide all of the information relevant to you may jeopardise your application;
- Information provided may be used by the University to advise and inform applicants of updates or changes in courses, application requirements and related university events and information;
- Subject to the normal convenience of the University you have a right to access any personal information relating to you held by the university and to request correction of any patent error or inaccuracy.

DOCUMENTATION

Take time to read this section carefully. You will have to provide documentation with your application. If you fail to supply documentation that meets the requirements outlined below, you could jeopardise your application which may result in your application being unsuccessful.

What is documentation and why do you have to provide it?

Documentation is proof of the qualifications and experience you enter on your application. You have to provide documentation in order for us to assess your application and determine whether to make you an offer of a place in the course of your selection. The type of documentation you have to provide may vary depending on the types of qualifications and experience you have.

Certified copies of Documentation

The Australian School of Tourism & Hotel Management/Southern Cross University will not return the documents you submit with your application. It is therefore important that you **DO NOT** submit original documents with your application. You should **only submit certified copies** of documents. A certified document has been witnessed and declared to be a true and correct copy of the original. The following people can certify documents:- Justice of the Peace, a Postal Manager, a Bank Manager, a School Principal, a Solicitor, or an Accountant. Certified copies must include the name, address, telephone number, profession and registration number (if applicable) of the authorising person. (Please note, you should be prepared to submit original documents if requested.)

Documents not certified or not certified correctly:

The Australian School of Tourism & Hotel Management/Southern Cross University **WILL NOT** process documents that are photocopies (that is, not certified at all, or documents that have not been correctly certified.

What type of documentation should you provide?

If applicable, results of your:

- Year 12 (Secondary) Studies
- Tertiary and other Post Secondary Studies (a collection of examination result notices is not acceptable)
- International English Language Testing results (if applicable)
- Employment Experience – Statement of Service

International Students and Overseas Documents

Documentation of studies taken in a language other than English must be accompanied by a translation from one of the following organisations:

- Ethnic Affairs Commission of WA
- Department of Immigration and Multicultural Affairs
- Interstate office of either the Ethnic Affairs Commission or DILGEA
- Australian Diplomatic Missions and Australian Educational Centres

Certified copies of the following documents must be provided:

- The original language transcript of studies showing subjects and results
- The original language award certificate (if a qualification has been completed)
- An English translation of those documents



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Australian School of Tourism and Hotel Management
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