

Enrolment Procedures

1. Step 1: Compile Required Documents

In order for your application for enrolment to be accepted, please ensure that you have enclosed the following:

- A completed enrolment form (pages 3 and 4)
- Copies of your High School certificates

International Students are also required to include (in addition to the above):

- 1 passport size photograph
- Copy of passport
- Copy of VISA (if VISA already issued)
- Copy of IELTS score or proof of English proficiency

Acceptance of enrolment is subject to submission of all the required documents. Applications for enrolment are to be sent to the Hospitality Training Association Inc.

Post: PO Box 906, Fortitude Valley, QLD 4006.

Fax: +61 7 3852 2234.

Email: hta@hta.org.au

2. Step 2: Deposit

After reviewing your application, we will notify you regarding acceptance. If you are accepted, you are required to send HTA a deposit of AUD \$250 (deposit is non-refundable). The semester package fee is due before the start of the semester.

HTA accepts cheque, money order, bank transfer and credit card. All cheques are to be made in Australian Dollars payable to: Hospitality Training Association Inc. Bank transfers are payable to:

Account name: Hospitality Training Association Inc. Trust Account

Account Number: 45 084 8770

BSB Number: 084044

Bank Name: National Australia Bank

Branch: Fortitude Valley, Australia

NB. Please provide your full name as the reference

3. Step 3: Confirmation of Enrolment

On successful acceptance to your preferred course, you will be sent an electronic copy of the Confirmation of Enrolment (eCoE) to the email address provided, and a letter will be sent to the postal address provided on the application form.

Terms and Conditions

Program Delivery

Teaching is conducted as face-to-face trainer led theory sessions and practical simulated/live sessions delivered at HTA College.

Students attend full-time 6-8 hours per day, 5 days per week. Class blocks start at 8am, 11:30am and 3pm daily. Students are allocated a timetable that will vary between morning, midday and evening classes. The minimum amount of full-time study shall be 20 contact hours per week. These hours however, may be extended or reduced during the course of the semester.

Requirements

Students coming directly from an ELICOS College will be graded and assessed by that college prior to commencement.

The level of English required is a minimum overall band score of 5.5 IELTS or 530 TOEFL. Students wishing to enrol directly into one of our courses will need to meet the English proficiency requirements of the passport assessment level in relation to Vocational Education and Training (VET) - subclass 572 or subclass 573.*

Students are expected to remain with the Representative Agent they are with at the time of enrolment. If students wish to change, they are required to speak to HTA immediately.

Assessment

Assessment methods will vary according to the requirements of unit(s) of competency being assessed and recommended assessment methods identified in the tourism and hospitality training package.

Evidence gathering will include:

- Observation / demonstration by checklist of participants in service and following health and safety and hygiene practices on a range of occasions
- Workbook Completion / Assignments
- Written questioning to test knowledge (examinations)
- Oral questioning to test knowledge
- Evaluation of activities eg. coaching others

Visa Conditions*

Students must remain enrolled in a full-time registered course and must attend at least 80% of the contact hours¹. Students must also have a satisfactory academic results¹.

Upon enrolment, students must remain with HTA for the first 6 months of the course, or for the duration of the course, if the course is for less than 6 months.

Students who have been granted a visa to undertake two or more registered courses must remain with the education provider of the principal course² for the first 6 months of the principal course, or for the duration of the principal course if the principal course is for less than 6 months.

Your main course of study must continue to be a course in the education sector that matches your student visa, and that you must continue to have sufficient financial capacity to support your study and stay in Australia.

Students must maintain adequate arrangements for health insurance (Overseas Student Health Cover) during their stay in Australia. The cost of this insurance is included in your course fees. Conditions may apply.

Homestay

Students must maintain accommodation, support and general welfare arrangements that have been approved by HTA if they:

- have not turned 18
- are not an AusAID student or a Defence student and
- are not staying in Australia with: a parent, a custodian or a relative who has been nominated by your parent or a custodian, is aged at least 21 and is of good character

Students must not change those arrangements without the written approval of HTA. Students must notify HTA of their residential address in Australia within 7 days of arriving and of any further change of residential address within 7 days of the change. Students must notify HTA of a change of education provider within 7 days of receiving the Confirmation of Enrolment certificate or evidence of enrolment.

Overseas Student Health Cover

HTA's group insurance plan will provide you with Overseas Student Health Cover required under the Australian Department of Immigration and Citizenship Student Visa requirements. The cost of this insurance is included in your course fees. Conditions may apply.

Refund Policy

1. Any student who registers for a course and pays the registration fee does so on the understanding that this amount represents administration costs and application fees, and as such is not considered as a part of any refund.
2. Should HTA Inc. cancel any course, participants are entitled to a full refund or transfer of funds to a future course. Provider defaults in relation to overseas students are covered by the provisions of the ESOS Act 2000 and the ESOS Regulation 2001.
3. All fees excluding the non-refundable registration fees will be refunded to overseas students who are unsuccessful in their application for a student visa prior to the commencement of their course.
4. All fees excluding the non-refundable registration fees will be refunded if notice of cancellation is received twenty-eight (28) days before course commencement.
5. Fees are non-refundable once students have commenced at HTA Inc.
6. Should fees be paid in full, HTA Inc. will refund any payments for future semesters, minus the fee for current and completed semesters.

For further information please refer to the student handbook available on the HTA Inc. website: www.hta.org.au

*Information is accurate at the time of print. Please refer to www.immi.gov.au for further details.

1. Scheduled for each term or semester of your course or, if less than one semester, for the duration of the course.
2. The principal course is the course that may be taken only after the completion of another of the courses.

Application for Enrolment

Program Details

Selected Program/s:
Start Date:
Agent (if applicable)
Agent Contact Details (if applicable)

Personal Details

Family name					
Given name/s					
Title	Mr <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other <input type="checkbox"/>
Gender (M/F)			Marital Status		
Date of birth (dd/mm/yyyy)			Place of birth		
Nationality (as shown on passport)					
Visa evidence number (if applicable)					
DIAC Office for Visa Application					

Contact Details

Residential Address

Street and number			
Suburb/City	State		
Post Code	Country		
Phone (incl Area Code)	Fax (incl Area Code)		
Email			

Passport Details (International students only)

Number		Attach photo
Date of issue (dd/mm/yyyy)		
Place of issue		
Valid until		

Previous Education – please attach evidence

What is your highest qualification?	
Institution attended	
Year awarded	
Country	

English Language Proficiency – please attach evidence

<input type="checkbox"/> English is first language	(Students from Australia, Canada, NZ, UK, USA, Ireland only)
<input type="checkbox"/> English result attached	

Student Support

Do you require homestay accommodation? <small>For other accommodation options, please contact HTA.</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'yes' for how long?		
Do you require airport pick-up? <small>If 'yes' please provide HTA with arrival details and accommodation at least one week prior to your arrival.</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signature and Declaration

I declare that I have read and understood the published course information in the brochure, website and student handbook and I have sufficient information about the Hospitality Training Association Inc. I have also read information relating to conditions of enrolment including the Fee Refund Policy and understand that by signing this agreement I am bound by the rules and regulations the Hospitality Training Association Inc, and the Education Services for Overseas Students (ESOS) Act 2000. I further declare that I have not paid any fees to my education agent in order to receive education advice or advice in regards to this application. I understand that timetables will vary between morning, afternoon and evening.

Print name: _____ Signature: _____ Date: _____