

APPLICATION FORM

ITIS Malta Institute
 "Villa Monaco" Sliema Road,
 Kappara, San Gwann SGN4416, Malta
 email: app@itismalta.com



Please write in BLOCK LETTERS and attach photocopies of school and work certificates, good health certificate, four recent passport size photographs and a photocopy of your passport.

Surname/Family Name																								
First Name												Call Name												
Gender		Marital status										Date of Birth			Day			Month			Year			
M F																								
Nationality												Region												
Place and country of birth																								
Address																								
City/State												Country												
Telephone/Contact Numbers												E-mail												
Parent's profession																								
Parents names																								
Father:												Mother:												
Parents Address																								
City/State												Country												
Telephone/Contact Numbers												E-mail												
Nearest Maltese Embassy																								
Courses. Tick which course you wish to join.																								
<input type="checkbox"/> Foundation English Course and Study Skills for 5 weeks																								
<input type="checkbox"/> Foundation English Course and Study Skills for 10 weeks																								
<input type="checkbox"/> Foundation English Course and Study Skills for 15 weeks																								
<input type="checkbox"/> Certificate in International Tourism Management																								
<input type="checkbox"/> Diploma in International Tourism Management																								
<input type="checkbox"/> Higher Diploma in International Tourism Management																								
<input type="checkbox"/> LCCI Diploma Courses from Semester One - Please specify which Diploma _____																								
<input type="checkbox"/> LCCI Certificate Courses - Please specify which Certificate course/s																								
1 _____																								
2 _____																								
3 _____																								

School / University and professional training attended:

1 Name of School / University

Town

Dates From

To

Certificate / Diplomas received

2 Name of School / University

Town

Dates From

To

Certificate / Diplomas received

3 Name of School / University

Town

Dates From

To

Certificate / Diplomas received

4 Name of School / University

Town

Dates From

To

Certificate / Diplomas received

Employment held (starting from the most recent)

1 Position held

Name of employer/Company

Dates From

To

2 Position held

Name of employer/Company

Dates From

To

3 Position held

Name of employer/Company

Dates From

To

4 Position held

Name of employer/Company

Dates From

To

5 Position held

Name of employer/Company

Dates From

To

Languages (S = Spoken / W = Written)

	English	French	German	Italian	Spanish	Russian		
	S	W	S	W	S	W	S	W
Excellent								
Good								
Fair								

Mother tongue: _____

Accommodation

Do you wish to share accommodation with other students? Yes No

What type of accommodation do you prefer? Apartment Host Family Hotel

Others

Do you have any physical disability? Yes No

If yes please specify: _____

Do you have any of the following Medical conditions?

Diabetes Asthma Permanent medication Allergy Epilepsy

Other Specify: _____

Special requirements: _____

How were you informed about ITIS Malta?

Internet Advertising ITIS Representative Education Fair IMI Others

Please give name: _____

Declaration

I wish to confirm that all the information given on this application is true to the best of my knowledge. I have read and accepted the condition and rules on this form, as well as the terms and conditions governing fees notice withdrawal and dismissal. I am aware of the fact that courses conditions and programmes can be changed without prior notice. Eventual disputes will be settled by the courts of Malta.

Signature of Applicant: _____

Signature of Representative: _____
(if applicable)

Signature of Parent: _____
(if applicant is under 18 years)

Application Date: _____

Application Procedures

ADMISSION REQUIREMENTS

1. 17 years of age (during first semester of study)
2. High School certificate or equivalent
3. School or work testimonials
4. Proficiency in English (500 TOEFL / 5.0 IELTS / JETSET level 5 or higher)

MATURE AGE ENTRY

Relevant work experience may be considered instead of formal qualifications for applicants above 21 years old.

TRANSFER STUDENTS

Transfer students from other accredited hotel and tourism programs will be assessed individually for certain course exemptions. Note - Whilst academic qualifications are important criteria, the Selection Board considers personality, motivation and aptitude as overriding factors in the selection process.

VISA & STUDENT PERMIT

A small number of nationalities are required to apply for an entry visa to Malta. Please check with the local ITIS representative or Maltese Embassy. You should apply for the visa at the Maltese Embassy when you have obtained a letter of Acceptance from ITIS or you can send us your full details by fill the Entry to Malta Application form and send it to us with your application. In some cases, students from certain countries must pay their full year's fees before the visa can be processed.

APPLICATION CHECKLIST

The following application documents are required:

- Completed application form
- Registration & application deposit (non-refundable of Euro 600 made payable to "ITIS Malta")
- Copies of School certificates with subject grades
- School or work testimonials (if applicable)
- Certificate of English proficiency, TOEFL or IELTS or JETSET or equivalent
- Four passport-size photographs (3.5cm x 4.5cm, colour)
- A medical certificate duly endorsed by your doctor
- Copy of passport
- Copy of Travel Insurance (Students must be properly insured to cover health and accident insurance)

Note The registration deposit must accompany all applications. ITIS Malta will not process any incomplete application for admission.

TRANSFER STUDENTS

- All documents listed above for new applicants
- Official transcripts or records for each term, semester or year of previous course of study.

ADMISSION ADVICE

On receipt of the application the ITIS Malta Admission Committee will endeavour to respond promptly, normally within 3-4 weeks at the latest. If selected, you will receive an official letter of Acceptance with your deposit held as guarantee for the place reserved for you. If a place is not immediately available for a particular course semester you applied for, you will be placed in a priority wait-list whilst at the same time offered a place in the next immediate term. All successful students will receive an information package from the school which would help you in your preparations for studies in Malta. ITIS Malta is not obliged to offer any reason for not accepting a student, unless the student does not meet the entry requirements.

CLOSING DATE FOR APPLICATIONS

ITIS Malta has one course intakes per semester each year, first semester start on the last Monday of October. At ITIS Malta we follow a rolling admissions policy accepting students on a "first come-first served" basis when they meet all our entry requirements. Closing date for applications is two months before each intake, however we strongly advise an early application (preferably four months before each intake).

COURSE FEES

Fees for all courses are per semester, payable at the latest 4 weeks before the commencement of your semester. Fees are to be paid in full.

DEPOSIT

Registration/Application deposit for Courses held in Malta

In addition to course fees, all students must pay a registration/application deposit of Euro 600 with the application. If accepted, this deposit guarantees your place in the school. The deposit is used for any Government taxes, Administrative fees and University registration fee

SEMESTER DEPOSIT

At the end of each study semester, excluding Semester 2, a deposit of Euro 600 is payable to guarantee your place in the next semester course. The deposit fee may be used for any "top-up" to cover shortfalls in any insurance charges or other incidentals.

UNPAID BILLS

No student will be admitted into the class or residence until all school fees and deposits have been settled. Students whose bills are overdue by 30 days will face instant dismissal. They are still legally obliged to pay fees for the entire course semester. Should any students be in arrears of fees payable to the school by the end of their course, ITIS Malta reserves the right to withhold any graduating certificates, transcripts and testimonials. All payments may be made by a bank draft in US dollars only payable to "ITIS Malta" and sent to the school by registered mail or by a bank transfer directly to the Institute's account.

REFUND POLICY

Students whose applications are not accepted for other reasons than not satisfying the entry requirements or whose visa application is rejected will receive a full refund of the registration deposit or course fees paid less bank charges. If during semester, a student withdraws from the school for any reason there is no refund. There is no refund of any fees in the case of students who are dismissed (academic / disciplinary reasons) from the school.

SEMESTER DEPOSIT

Should there be any cancellation, the school must be notified in writing by registered mail at least 30 days before commencement of course. In such cases, 50% of the deposit will be refunded. There will be no refund for late withdrawals.

Terms and Conditions

I (which expression includes the parent/guardian who has signed this contract) hereby apply to ITIS Malta Institute to enrol in the International Tourism Management course and intake as nominated on this Application form. I agree that on acceptance of the Application by ITIS Malta this application form will become the Contract of Enrolment and further, I agree to abide by the following terms and conditions of enrolment.

1. Acceptance of the enrolment is not granted until confirmed in writing by ITIS Malta.
2. I agree to pay the tuition fee and other charges applicable for my course on the due dates as published in the brochure attached to the Contract, and acknowledge and agree that tuition fees may alter from time to time.
3. Any variation of the terms and conditions of the Contract must be in writing and be signed by an authorized officer of ITIS Malta.
4. I agree that it is a condition of my enrolment that I attend all scheduled lectures except where there is a legitimate reason for non-attendance which is acceptable to ITIS Malta. If my enrolment terminates due to a breach of this contract I understand and agree that I may not be entitled to any refund of the tuition fees or other charges paid to ITIS Malta under the contract.
5. All lectures and any material related thereto supplied by ITIS Malta are copyright and shall remain the property of ITIS Malta.
6. Any unauthorized copying may constitute a breach of the Copyright Act (Act VI of 1967 as amended by Act LVIII of 1974, LN 148 of 1977; Act XI of 1977, Act XII of 1983 and Act XX of 1992).
7. All materials supplied to me shall, upon completion of the course, be returned to ITIS Malta
8. I agree that I may be required, and permission is hereby granted, to attend organized ITIS Malta excursions and activities as part of the course. ITIS Malta is hereby authorized to obtain medical treatment for myself should such action be deemed necessary by ITIS Malta or a staff member acting on behalf of ITIS Malta. I agree to indemnify and hold harmless ITIS Malta and its staff for any expense, loss, damage or liability of whatsoever nature or howsoever occasioned as a result of authorizing and arranging such emergency medical treatment.
9. I agree that I am requested to use my best endeavours to meet the requirements of the programmes selected and to abide by the rules and regulations of ITIS Malta. I understand that if I breach any of ITIS Malta rules or my behaviour is deemed unacceptable by ITIS Malta my enrolment may be cancelled and I may not be entitled to any refund of the tuition fees or other charges paid to ITIS Malta under the Contract. Unacceptable behaviour includes but is not limited to, unsatisfactory attendance or performance and breach of Maltese Government Visa regulations.
10. I agree that I am responsible for my own books, equipment and personal items and I hereby release, indemnify and hold harmless ITIS Malta against all liability and claims for any loss or damage to such items, however caused.
11. I acknowledge that I have read and understood all Application procedures state above.
12. I acknowledge that I have read, understood and agree with the above terms and conditions including refund policy of ITIS Malta.