

SCHOOL OF HOTEL, RESTAURANT AND TOURISM MANAGEMENT



APPLICATION *for* ADMISSION

**Ghana International Trade Fair Centre,
La, Accra. P O Box CT 5634 Cantonments, Accra - Ghana**
Telephone: 233 (030) 276 8893 , (026) 7273136, (028) 9535233
E-mail: shortmgt@yahoo.com www.shortmanagement.net

ACADEMIC PROGRAMMES

- 1. BASIC TRAINING in Hotel and Restaurant Operations.**
- 2. CERTIFICATE PROGRAMME.**
Introduction to Hotel and Restaurant Management
- 3. DIPLOMA PROGRAMME**
Diploma in Hotel, Restaurant & Tourism Management
- 4. BACHELOR OF ARTS IN HOSPITALITY MANAGEMENT**
- 5. INTENSIVE MANAGEMENT PROGRAMME**
Module:
 - 1. Front Office**
 - 2. Restaurant**
 - 3. House Keeping**
 - 4. Sales & Marketing**
 - 5. Business Management**
 - 6. Customer Care**
 - 7. Hospitality Law**
 - 9. Accounting**
 - 10. Tourism Management**
 - 11. Events Management**
 - 12. Business Communication**
 - 13. Entrepreneurship**
 - 14. etc.**

Please read the following information carefully before completing the Application Form

- The completed Application Form must be signed by both the student, parent/guardian and returned to the Admission Office.*
- Application fee of **GH¢ 75.00** is non-refundable*
- Attach required Academic Records*
- Two(2) recent passport pictures*

Note:

Admission letter will not be issued until all of the application requirements are met.

NAME OF APPLICANT:.....
Last Name First Name Middle Name

DATE AND PLACE OF BIRTH:.... / ... / AT :.....SEX M F

MARITAL STATUS:..... NATIONALITY:.....

OCCUPATION:..... HOMETOWN.....

RESIDENTIAL ADDRESS:.....

POSTAL ADDRESS:..... E-mail:.....

TELEPHONE NUMBER:.....

NAME OF PARENT/GUARDIAN:.....

TELEPHONE NUMBER:.....

PROGRAMME APPLIED FOR

- 1. CERTIFICATE
- 2. DIPLOMA
- 3. B. A. DEGREE IN HOSPITALITY MANAGEMENT
- 4. INTENSIVE MANAGEMENT PROGRAMME

SCHOOLS ATTENDED <i>List most recent first</i>	ATTENDANCE DATES		CERTIFICATE(S)
	<i>From</i>	<i>To</i>	

HOW DID YOU HEAR ABOUT THE SCHOOL: ADVERT FRIEND OTHER.....

HAVE YOU ALREADY APPLIED TO OR ATTENDED THIS INSTITUTION? NO YES YEAR.....

I AM APPLYING AS: REGULAR MATURE

SPONSOR - DECLARATION

Please have your sponsor fill out and sign the following:

Name of Sponsor.....

Relationship of Sponsor to Applicant:.....

(indicate if self-sponsorship)

I hereby agree to sponsor above-named student for the length of his/her programme at the School of Hotel, Restaurant and Tourism Management. I understand that, fees must be paid in full on or before the first day of lecture.

Signature of Sponsor:..... Date:.....

FOR ANY OTHER PAYMENT ARRANGEMENT, PLEASE CONTACT THE ADMISSION OFFICE.

DATE:.....

STUDENT'S SIGNATURE.....

PARENT/GUARDIAN SIGNATURE.....

.....
For office use only

1. DATE OF ADMISSION:.....

2. INDEX NUMBER:.....

3. REMARK:.....

4. SIGNATURE:.....