



Institute of Hotel Management

APPLICATION FORM

Please fill up the details clearly and completely Affix one latest passport size photo here

1. Personal Details

First Name Surname.....

Gender: Male Female. Date of Birth

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Address :

..... City.....

Pin..... State.....Country.....

Father's / Guardian (s) Name:

Occupation : Ph.Off..... Resi.....

Mobile: E-mail:

Mother's Name:..... Occupation.....

Mobile: Ph. Off..... Resi.....

2. Program Applying To:

- 3 Years BTSHM Degree in Tourism & Hotel Management from - IGNOU India & AHLEI USA
- 2 Years Diploma in Hotel Management from AHLEI
- 1 Year International Diploma in Hospitality Operations from AHLEI
- 1 Year International Diploma in Food Production from AHLEI
- 1 Year International Diploma in Front Office Operations form AHLEI
- 1 Year International Diploma in Food & Beverage Service from AHLEI
- 1 Year International Diploma in Housekeeping Operations from AHLEI
- 1 Year PG International Diploma in Hospitality Sales & Marketing from AHLEI
- 1 Year PG International Diploma in Hospitality Human Resource Management From AHLEI

3. Applicant's Educational Record (Mention from Class 10th onwards)

Class	School / College	Board/University	Year (From & To)	Marks Obtained	% age

4. Language Proficiency

1. Read Write Speak
2. Read Write Speak
3. Read Write Speak

5. Work / Organization Experience

State here your work experience, especially your experience in hotels, restaurants and catering. State the name of company and period you worked there. By organizational experience we mean any experience you have in organizing at or outside school. Enclose reference from employers, if applicable.

Company Name	Position	From	Until

6. How did you hear about (HIHM) Hayes Institute of Hotel Management?

- Career Fair(s) Newspaper / Magazine
- Hotel School Student Family Friends
- Presentation at my School
- Internet

7. Your application form will only be considered if the following are enclosed along with the fee.

Submit the educational documents in set of two. Xerox copies of all the certificates must be duly attested by gazetted or a notarized officer. All education certificates must be carried in original along with the Xerox copies.

- 4 Passport size recent photographs
- Residence Proof
- Medical Certificate including Blood Group Report
- Class 10th Certificate
- Class 12th Certificate

- Graduation Degree
- Date of Birth Certificate
- Work Experience Certificate (applicable to working candidates only)

9. Interested in International Internship

- Yes
- No

10. Fees Payment Details

- By Cash/Demand Draft
Cash only collected at Institute in Zirakpur. No other person is authorized to collect the cash on behalf of Hayes Institute of Hotel Management except directors.
- Demand Draft
The Demand Draft will be made in favor of "HAYES Education Pvt. Ltd." Payable at Chandigarh/Panchkula.

Terms & Conditions:-

- Fees once deposited are not refundable in any circumstances
- Admission is secured on first come first serve basis.
- HAYES IHM reserves the right to cancel the admission under any the following listed situations:-
 - If candidate does not join the specified course by the stipulated date.
 - If fees are not deposited by the mentioned dates
 - If candidate submits wrong information about his credentials
 - In case the candidate is a result awaited admission gets compartment, his admission stands valid until he clear his eligibility criterion exam. If he fails to clear this exam at later stage no refunds are made.

Signature of Candidate

Date

Signature of Parent/Guardian

Date

Declaration of Undertaking

- I _____ Parent /Guardian of candidate _____ state that all the information provided in this admission form and the documents attached are authentic. I understand that if my daughter/son gets admission to HIHM she/he shall abide by all the conditions mentioned to us.
- I agree to pay the fee of Rs. _____ per year as by HIHM fee structure. I am aware that fee and charges include University fee, Admission fee, Tuition fee, Trainings fee, Practical cost, Food material cost, Books, continuation fees and University Examination fees.
- I agree to follow the rules & regulations of HIHM.
- I am aware that 85% is the least attendance required for me to be eligible of any training sessions-Theory, Practical or Vocational. In case of failure of the same, I am aware that I shall not be allowed to appear in University Exams.
- I am aware that Fee charges are exclusive of Uniform, accommodation and educational tours/visits.
- I am aware that use of Mobile phones, smoking, alcohol, drugs, pan masala are prohibited. Use of same in the premises by me will lead to strict disciplinary action against me.
- I hereby affirm to the fact that Institute provides complete placement support and assistance. My placement eventually depends on my efforts/learnings/academies performance/sincerity and disciplined behavior in the institute.

(Sign of Candidate)

Date:-

(Sign of Parent/Guardian)

Date:-

(FOR OFFICE USE ONLY)

COURSE ENROLLED IN _____ SESSION _____ BATCH _____

FEE DEPOSITD _____ RECEIPT # _____ DTD. _____

SCHOLARSHIP OFFERED (IF ANY) _____

REMARKS _____

Signature of Counselor

Signature of Principal