

Application Process & Requirement

Application Deadlines:

Completed applications will continue to be taken and considered up to three (3) days prior to the start of the course.

Admissions Requirements:

Admission is open to all individuals who have earned a high school diploma from an approved or accredited high school or a GED recipient. An official high school transcript displaying the date of graduation is also acceptable. The required age of TISOH students for admission consideration is 18 years and older. The school does reserve the right to deny admission to applicants who are deemed to not have the minimum academic ability to successfully complete course requirements or who may put the school, its employees or students at risk or if it appears that this action is in the best interest of the applicant and/or the school.

***** Foreign Applicants:** If you are an international student who requires a student visa (M-1) to enter the country, do not fill out this application. You must obtain an International Student Application form available at www.tiso.com/admission/intl-students/ ***

General Instructions for Application for Admissions:

Prospective students are advised to meet in person or by phone with a school counselor prior to enrollment. If possible, TISOH recommends prospective students to visit the School to familiarize themselves with the location and facility, as well as to learn more about the program curriculums and learning experience.

1. Complete the TISOH application form and submit an official high school diploma, an official high school transcript displaying the date of graduation, a GED diploma, or an official GED transcript from the American Council on Education to:

The International School of Hospitality - Admissions & Records
3614 E Sunset Road, Suite 110, Las Vegas, NV 89120

Applications may be submitted in person, by mail, by fax, or by email. Prospective students will receive notification of admission decision within five business days.

2. For students who opt for the financing program, the following forms are required to be submitted:
 - A. Application for Credit
 - B. Automatic Payment Program Instructions - for students who choose to have their bank account automatically debited monthly.
 - C. Credit Card Authorization Form - for students who choose to have their credit card automatically debited monthly.
3. Prospective Students are requested to review the provided School catalog, which details TISOH's academic policies and procedures. The catalog is available online at the School website.
4. Once accepted, incoming students will receive an enrollment agreement detailing the School's policies on academic standing, attendance, grading, grievance, etc. Students are to read, acknowledge and initial each page as symbol of agreement to the School policies. Once initialed and returned to TISOH, an enrollment confirmation will be sent to the student within three business days.
5. Students will receive a textbook list for the course, outlining required and optional titles with recommended purchasing outlets.
6. Payment and financing arrangements will be finalized at this stage of enrollment. Students who are applying for the financing plan will receive a TFC financing contract.



Application Form 2017

Please let us know how you heard of TISOH: _____

This form can also be completed online at: www.tisoh.com/admission/enroll/

Personal Information		
Family Name	First Name	Middle Initial
Date of Birth _____ (MM/DD/YYYY)	Social Security #	Sex
Mailing Address		
Telephone Numbers Home: Mobile: Work:	Email Addresses Work: Personal:	
Citizenship <input type="checkbox"/> U.S <input type="checkbox"/> Resident Alien <input type="checkbox"/> Other _____	Ethnic Origin (voluntary) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Indian or Alaskan	
Emergency Contact Information		
Emergency Contact Name	Telephone Number	Relationship
Address		
Educational Background – A high school diploma or a GED is required		
High School	Date of Graduation	
Address		
If you did not graduate from high school, did you obtain a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No		
University/College	Date of Graduation	
Address	Degree/Diploma Received	
Professional Background		
1) Company Name	Dates Employed	
Position	From: To:	
Address		
2) Company Name	Dates Employed	
Position	From: To:	
Address		

Certificate Programs - Please choose your start dates below

^ \$30 application fee and \$90 technology fee required in addition to classroom program tuition.

Department of Catering**Art of Food & Beverage Certificate**

Tuition: US \$1,650^

 12 Weeks – 6pm to 9:45pm on Thurs 2017 Spring 2017 Summer 2017 Fall**Meeting & Event Catering Certificate**

Tuition: US \$1,650^

 12 Weeks – 6pm to 9:45pm on Thurs Online 2017 Spring 2017 Summer 2017 Fall**Department of Conferences & Events****Conference Management & Event Planning Certificate**

Tuition: US \$2,950^

 12 Weeks - 6pm to 9pm on Mon & Wed 5 Weeks - 9am to 12pm on Mon to Fri Online 2017 Spring 2017 Summer 2017 Fall**Event Design & Production Certificate**

Tuition: US \$1,650^

 12 Weeks – 6pm to 9:45pm on Tue Online 2017 Spring 2017 Summer 2017 Fall**Exhibition and Tradeshow Management Certificate**

Tuition: US \$1,650^

 12 Weeks – 6pm to 9:45pm on Thurs Online 2017 Spring 2017 Summer 2017 Fall**Department of Hotel Management****Art of Concierge Certificate**

Tuition: US \$1,650^

 10 Weeks - 6pm to 8pm on Tue & Thurs Online 2017 Spring 2017 Summer 2017 Fall**Hospitality Human Resources Certificate**

Tuition: US \$1,800^

 12 Weeks - 6pm to 9pm on Mon & Wed Online 2017 Spring 2017 Summer 2017 Fall**Hospitality Leadership & Supervision Certificate**

Tuition: US \$1,800^

 12 Weeks - 6pm to 9pm on Tue & Thurs Online 2017 Spring 2017 Summer 2017 Fall**Hospitality Marketing & Sales Certificate**

Tuition: US \$1,650^

 12 Weeks – 6pm to 9:45pm on Tue Online 2017 Spring 2017 Summer 2017 Fall**Hotel Operations Certificate**

Tuition: US \$2,950^

 12 Weeks - 6pm to 9pm on Mon & Wed Online 2017 Spring 2017 Summer 2017 Fall**Department of Wedding****Wedding Coordination & Design Certificate**

Tuition: US \$2,950^

 12 Weeks - 6pm to 9pm on Mon & Wed 5 Weeks - 9am to 12pm on Mon to Fri Online 2017 Spring 2017 Summer 2017 Fall

Diploma Programs - Please choose your start dates below

^ \$30 application fee and \$90 technology fee required in addition to classroom program tuition.

NOTE:

Executive Diploma/Diploma applicants enroll for the program by indicating the semester they wish to begin their studies. Upon enrollment, a counselor will be in touch to create a customized schedule. All courses are available in class as well as online. Students may mix and match to fit their needs. Normal length for completion is between 3 to 6 months.

- Diploma in Hotel Operations** **Tuition: US \$9,450^**
- Art of Concierge Classroom Online
 - Conference Management & Event Planning
 - Hotel Operations
 - Wedding Coordination & Design **or** Two of the following classes
 - Art of Food & Beverage Exhibition & Tradeshow Management
 - Meeting & Event Catering Hospitality Marketing & Sales
- 2017 Spring
 2017 Summer
 2017 Fall

- Executive Diploma in Hospitality Operations - Conference Emphasis** **Tuition: US \$6,970^**
- Conference Management & Event Planning Classroom Online
 - Hospitality Human Resources
 - Hospitality Leadership & Supervision
 - One of the following classes:
 - Art of Food & Beverage 2017 Spring
 - Exhibition & Tradeshow Management 2017 Summer
 - Meeting & Event Catering 2017 Fall

- Executive Diploma in Hospitality Operations - Event Emphasis** **Tuition: US \$6,970^**
- Conference Management & Event Planning Classroom Online
 - Event Design & Production
 - Hospitality Human Resources
 - Hospitality Leadership & Supervision
- 2017 Spring
 2017 Summer
 2017 Fall

- Executive Diploma in Hospitality Operations - Hotel Emphasis** **Tuition: US \$6,970^**
- Hotel Operations Classroom Online
 - Art of Concierge
 - Hospitality Human Resources
 - Hospitality Leadership & Supervision
- 2017 Spring
 2017 Summer
 2017 Fall

- Executive Diploma in Hospitality Operations - Wedding Emphasis** **Tuition: US \$6,970^**
- Wedding Coordination & Design Classroom Online
 - Hospitality Human Resources
 - Hospitality Leadership & Supervision
 - One of the following classes
 - Art of Food & Beverage 2017 Spring
 - Event Design & Production 2017 Summer
 - Meeting & Event Catering 2017 Fall

Certificate in Hospitality English

^ \$30 application fee and \$90 technology fee required in addition to classroom program tuition.

NOTE:

Certificate in Hospitality English applicants enroll for the program by indicating the semester they wish to begin their studies. Upon enrollment, a counselor will be in touch to create a customized schedule. Normal length for completion for the full certificate is approx. 15 months. Students who enter at a higher level will have a shorter time of study correspondingly.

Individual Level – Students who complete individual levels will receive a Certificate of Attendance

- Level 1 corresponds with CEFR Level A2 (Waystage) Tuition: US\$3,600^ Classroom 2017 Spring
12 weeks, 9am to 1:30pm on Mon to Fri
- Level 2 with B1 (Threshold) Tuition: US\$3,600^ Classroom 2017 Summer
12 weeks, 9am to 1:30pm on Mon to Fri
- Level 3 with B2 (Vantage) Tuition: US\$3,690^ Classroom 2017 Fall
12 weeks, 9am to 1:30pm on Mon to Fri

I will take the Oxford Placement Test at TISOH. I understand that I will be placed Level 1, 2 or 3 based on my proficiency.

I am submitting my TOEFL scores.
If I score over 400 on the paper based test or 30 on TOEFL iBT, I understand that I will be placed in Level 1.
If I score over 437 on the paper based test or 41 on TOEFL iBT, I understand that I will be placed in Level 2.
If I score over 493 on the paper based test or 58 on TOEFL iBT, I understand that I will be placed in Level 3.

Certificate in Hospitality English **Tuition: US \$15,690^**

- Level 1 corresponds with CEFR Level A2 (Waystage) Classroom 2017 Spring
1st Semester: 12 weeks, 9am to 1:30pm on Mon to Fri
- Level 2 with B1 (Threshold) Classroom 2017 Summer
2nd Semester: 12 weeks, 9am to 1:30pm on Mon to Fri
- Level 3 with B2 (Vantage) Classroom 2017 Fall
3rd Semester: 12 weeks, 9am to 1:30pm on Mon to Fri
- Level 4 with C1 (Effective Operational Proficiency)
4th Semester: 12 weeks, 9am to 1:30pm on Mon to Fri

Student Housing Yes, please send me housing information. No, I do not require housing assistance.**Application Fee Payment Options - A one-time \$30 application fee must accompany application**

Please charge \$30 on the following credit card

 MasterCard Visa American Express Discover

Card #: _____

Expiration Date (MM/YYYY): _____

Name as it Appears on the Credit Card (Print): _____

Billing Address: _____

Cardholder's Signature: _____

 Check / Cashier's Check / Money Order enclosed**Tuition Fee Payment Options** **Payment in Full**

Tuition	\$	
+ Technology Fee	\$	90
= Total	\$	

 TISOH Installment Plan

0% interest installment payment plan offered on a case-by-case basis. Typically, students will be allowed to pay in equal installments based on the duration of their program. The payment commitment must be completed at the end of the program.

Number of Installments:

- 3 Installments
 6 Installments
 12 Installments (Only available for Diploma or Exec. Diploma)

 TFC Financing Plan

Offers multiple options tailored to the student's needs. Credit decisions are based on a needs-blind admission to the School, credit application information, the amount of upfront payment and the availability of a co-signer.

Financing is available for US residents only.

Preferred Down Payment: _____

Or

Minimum Down Payment:

- Certificate \$ 300
 Exec. Diploma \$ 600
 Diploma \$ 900

Payment Options - Your payment will be processed upon confirmation of acceptance

Please charge the above Full Payment / Down Payment amount on the following credit card

 MasterCard Visa American Express Discover

Card #: _____

Expiration Date (MM/YYYY): _____

Name as it Appears on the Credit Card (Print): _____

Billing Address: _____

Cardholder's Signature: _____

 Check / Cashier's Check / Money Order enclosed**Signature**

I certify that all information on this application is true and correct.

Applicant's Signature: _____

Date: _____

All applicants must submit the following

- Completed and signed application form
 A copy of high school diploma or GED
 One-time US\$30 non-refundable application fee