

## Application Process & Requirement

### Application Deadlines:

Completed applications will continue to be taken and considered up to 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/intlstudents.asp](http://www.tiso.com/intlstudents.asp) \*\*\*

### 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 2014

Please let us know how you heard of TISOH: \_\_\_\_\_

This form can also be completed online at: [www.tisoh.com/enroll.asp](http://www.tisoh.com/enroll.asp)

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.

\* TISOH reserves the right to make changes to any program if influenced by factors beyond its control.

\*\*Rolling Admissions: Enroll anytime during the year, courses start when enrollment processes are completed.

<input type="checkbox"/> <b>Art of Concierge Certificate</b>	Tuition: US \$1,650 <sup>^*</sup>
<input type="checkbox"/> <b>Classroom 10 Weeks</b> - Tuesdays & Thursdays: 6pm - 8pm <input type="checkbox"/> Spring: January 21 <input type="checkbox"/> Summer: May 20 <input type="checkbox"/> Fall: September 9	
<input type="checkbox"/> <b>Online**</b> - Preferred Start Date _____	
<input type="checkbox"/> <b>Art of Food &amp; Beverage Certificate</b>	Tuition: US \$1,650 <sup>^*</sup>
<input type="checkbox"/> <b>Classroom 12 Weeks</b> – Mondays: 6pm – 9:45pm <input type="checkbox"/> Spring: January 27 <input type="checkbox"/> Summer: May 19 <input type="checkbox"/> Fall: September 8	
<input type="checkbox"/> <b>Online**</b> - Preferred Start Date _____	
<input type="checkbox"/> <b>Conference Management &amp; Event Planning Certificate</b>	Tuition: US \$2,950 <sup>^*</sup>
<input type="checkbox"/> <b>Classroom 12 Weeks</b> - Mondays & Wednesdays: 6pm - 9pm <input type="checkbox"/> Spring: January 22 <input type="checkbox"/> Summer: May 19 <input type="checkbox"/> Fall: September 8	
<input type="checkbox"/> <b>FASTtrack 5 Weeks</b> - Mondays through Fridays: 9am - 12pm <input type="checkbox"/> Spring: March 17 <input type="checkbox"/> Summer: July 14 <input type="checkbox"/> Fall: October 27	
<input type="checkbox"/> <b>Online**</b> - Preferred Start Date _____	
<input type="checkbox"/> <b>Event Design &amp; Production Certificate</b>	Tuition: US \$1,650 <sup>^*</sup>
<input type="checkbox"/> <b>Classroom 12 Weeks</b> - Wednesdays: 6pm – 9:45pm <input type="checkbox"/> Spring: January 22 <input type="checkbox"/> Summer: May 21 <input type="checkbox"/> Fall: September 10	
<input type="checkbox"/> <b>Online**</b> - Preferred Start Date _____	
<input type="checkbox"/> <b>Hospitality Human Resources Certificate</b>	Tuition: US \$1,800 <sup>^*</sup>
<input type="checkbox"/> <b>Classroom 12 Weeks</b> - Tuesdays & Thursdays: 6pm - 9pm <input type="checkbox"/> Spring: January 21 <input type="checkbox"/> Summer: May 20 <input type="checkbox"/> Fall: September 9	
<input type="checkbox"/> <b>Online**</b> - Preferred Start Date _____	
<input type="checkbox"/> <b>Hospitality Leadership &amp; Supervision Certificate</b>	Tuition: US \$1,800 <sup>^*</sup>
<input type="checkbox"/> <b>Classroom 12 Weeks</b> - Tuesdays & Thursdays: 6pm - 9pm <input type="checkbox"/> Spring: January 21 <input type="checkbox"/> Summer: May 20 <input type="checkbox"/> Fall: September 9	
<input type="checkbox"/> <b>Online**</b> - Preferred Start Date _____	
<input type="checkbox"/> <b>Hotel Operations Certificate</b>	Tuition: US \$2,950 <sup>^*</sup>
<input type="checkbox"/> <b>Classroom 12 Weeks</b> - Mondays & Wednesdays: 6pm - 9pm <input type="checkbox"/> Spring: January 22 <input type="checkbox"/> Summer: May 19 <input type="checkbox"/> Fall: September 8	
<input type="checkbox"/> <b>Online**</b> - Preferred Start Date _____	
<input type="checkbox"/> <b>Meeting &amp; Event Catering Certificate</b>	Tuition: US \$1,650 <sup>^*</sup>
<input type="checkbox"/> <b>Classroom 12 Weeks</b> - Mondays: 6pm – 9:45pm <input type="checkbox"/> Spring: January 27 <input type="checkbox"/> Summer: May 19 <input type="checkbox"/> Fall: September 8	
<input type="checkbox"/> <b>Online**</b> - Preferred Start Date _____	
<input type="checkbox"/> <b>Wedding Coordination &amp; Design Certificate</b>	Tuition: US \$2,950 <sup>^*</sup>
<input type="checkbox"/> <b>Classroom 12 Weeks</b> - Mondays & Wednesdays: 6pm - 9pm <input type="checkbox"/> Spring: January 22 <input type="checkbox"/> Summer: May 19 <input type="checkbox"/> Fall: September 8	
<input type="checkbox"/> <b>FASTtrack 5 Weeks</b> - Mondays through Fridays: 9am - 12pm <input type="checkbox"/> Spring: March 17 <input type="checkbox"/> Summer: July 14 <input type="checkbox"/> Fall: October 27	
<input type="checkbox"/> <b>Online**</b> - Preferred Start Date _____	

**Diploma Programs - Please choose your start dates below**

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

\*TISOH reserves the right to make changes to any program if influenced by factors beyond its control.

\*\*Rolling Admissions: Enroll anytime during the year, courses start when enrollment processes are completed.

**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 approx. 6 months.

<input type="checkbox"/> <b>Diploma in Hotel Operations</b> - Art of Concierge - Conference Management & Event Planning - Hotel Operations - Wedding Coordination & Design  <input type="checkbox"/> Classroom 2014 Spring <input type="checkbox"/> Classroom 2014 Summer <input type="checkbox"/> Classroom 2014 Fall <input type="checkbox"/> Online** - Preferred Start Date _____	Tuition: US \$9,450 <sup>^*</sup>
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<input type="checkbox"/> <b>Executive Diploma in Hospitality Operations - Conference Emphasis</b> - Conference Management & Event Planning - Art of Food & Beverage or Meeting & Event Catering - Hospitality Human Resources - Hospitality Leadership & Supervision  <input type="checkbox"/> Classroom 2014 Spring <input type="checkbox"/> Classroom 2014 Summer <input type="checkbox"/> Classroom 2014 Fall <input type="checkbox"/> Online** - Preferred Start Date _____	Tuition: US \$6,970 <sup>^*</sup>
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<input type="checkbox"/> <b>Executive Diploma in Hospitality Operations - Event Emphasis</b> - Conference Management & Event Planning - Event Design & Production - Hospitality Human Resources - Hospitality Leadership & Supervision  <input type="checkbox"/> Classroom 2014 Spring <input type="checkbox"/> Classroom 2014 Summer <input type="checkbox"/> Classroom 2014 Fall <input type="checkbox"/> Online** - Preferred Start Date _____	Tuition: US \$6,970 <sup>^*</sup>
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<input type="checkbox"/> <b>Executive Diploma in Hospitality Operations - Hotel Emphasis</b> - Hotel Operations - Art of Concierge - Hospitality Human Resources - Hospitality Leadership & Supervision  <input type="checkbox"/> Classroom 2014 Spring <input type="checkbox"/> Classroom 2014 Summer <input type="checkbox"/> Classroom 2014 Fall <input type="checkbox"/> Online** - Preferred Start Date _____	Tuition: US \$6,970 <sup>^*</sup>
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<input type="checkbox"/> <b>Executive Diploma in Hospitality Operations - Wedding Emphasis</b> - Wedding Coordination & Design - Art of Food & Beverage or Event Design & Production or Meeting & Event Catering - Hospitality Human Resources - Hospitality Leadership & Supervision  <input type="checkbox"/> Classroom 2014 Spring <input type="checkbox"/> Classroom 2014 Summer <input type="checkbox"/> Classroom 2014 Fall <input type="checkbox"/> Online** - Preferred Start Date _____	Tuition: US \$6,970 <sup>^*</sup>
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**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