



TRINIDAD AND TOBAGO HOSPITALITY & TOURISM INSTITUTE

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RBC Royal Bank Account #930-119-502-1

SHORT COURSES APPLICATION FORM

1. NAME: _____
 SURNAME: FIRST NAME MIDDLE NAME
 Capital Letters Capital Letters Capital Letters

2. ADDRESS: _____

3. TELEPHONE NO: _____ 4. E-MAIL: _____

5. DATE OF BIRTH: ____/____/____ 6. AGE: ____ 7. SEX: MALE FEMALE
 DY MTH YR

8. ID NO. /PASSPORT NO. /DRIVER'S PERMIT NO.: _____

9. MARITAL STATUS: _____ 10. NATIONALITY: _____

11. RELIGION: _____

12. IN CASE OF EMERGENCY PLEASE NOTIFY: _____

13. RELATIONSHIP: _____ 16. TELEPHONE: _____

14. COURSE NAME _____

15. PREFERRED DATE: _____

16. LOCATION: CHAGUARAMAS MARABELLA EAST

17. EMPLOYMENT (Include Current or Last Employer)	POSITION	FROM (Yr)	TO (Yr)

18. Course(s) previously taken at this Institute: _____ Year: _____

19. Course(s) successfully completed at any other institution of higher learning:

_____ Year: _____

_____ Year: _____

20. WHAT OTHER AREAS ARE YOU INTERESTED IN?

21. PLEASE LIST HOBBIES/ SKILLS/ & AFFILIATIONS: _____

22. PLEASE SPECIFY (IF ANY) DISABILITY/OR ON ANY MEDICATION: _____

23. HOW DID YOU HEAR ABOUT THE TTHTI SHORT COURSES?

NEWSPAPER RADIO INTERNET OTHER (Specify) _____

PLEASE READ AND SIGN PAGE 2

PAYMENT TERMS

- YOU ARE REQUIRED TO PAY 100% OF THE TOTAL COST AT LEAST TEN (10) WORKING DAYS PRIOR TO THE COMMENCEMENT OF THE TRAINING.
- REGISTRATION IS NOT COMPLETE UNTIL FULL PAYMENT HAS BEEN RECEIVED.

PLEASE NOTE:

- **APPLICATION FEE: \$50.00**
(Non refundable)

FOR OFFICIAL USE ONLY:

▪ RECEIVED ON: ____/____/____
 DY MTH YR

▪ COURSE: _____

▪ APPLICATION FEE PAID:
 YES NO

REMARKS: _____

SIGNATURE _____



FINANCIAL INFORMATION FOR SHORT COURSES

GATE (Government Assistance for Tertiary Education)	<ul style="list-style-type: none"> TTHTI's Short Courses are not covered by GATE. All costs associated with each course are to be paid by the student.
Payment	<ul style="list-style-type: none"> You are required to pay 100% of the total cost at least ten (10) working days prior to commencement of training. Registration is not complete until full payment has been received. For Tour Guiding, full payment must be received no later than one (1) month after commencement of training.
Method	<p>Payment must be made</p> <ul style="list-style-type: none"> at any Branch of RBC Royal Bank TT Ltd via deposit to/into account # 930-119-502-1. <i>Please ensure your name is on the receipt issued by the bank. This receipt must be faxed, emailed, mailed or brought into TTHTI no later than ten (10) working days before the commencement of training. Persons that choose to bring receipts in person may do so from Monday to Friday during the hours of 8:30 am and 2:00 pm.</i> by Manager's/Certified cheque at TTHTI's office, Monday to Friday, 8:30am to 2:00pm. by credit/debit card at TTHTI's office, Monday to Friday, 7:00am to 2:00pm. Please note that TTHTI's cashier does not accept cash in excess of \$200.00.
Cancellation:	TTHTI reserves the right to alter course specifications at its discretion.
Penalties for Cancellations	<ol style="list-style-type: none"> Should TTHTI cancel a scheduled class before its commencement, TTHTI will refund 100% of all fees paid. Should an applicant, having paid all the required fees, cancel their application in writing before the start of a scheduled class (having not attended any classes), a 5% penalty fee will be charged. Should an applicant, having paid all the required fees, cancel their application in writing after the start of a scheduled class, having not attended any classes, a 10% penalty fee will be charged. Should an applicant, having paid all the required fees, cancel their application in writing after the start of a scheduled class, having attended at least one (1) class, a 50% penalty fee will be charged. No refund is applicable should an applicant, having paid all the required fees, cancel their application in writing after attending more than two classes. Applicants in cases 2 and 3 will be given the option to transfer to another course or to the same course being offered on a different date. However, this may only be done once. After this occasion, the penalty will apply. Application fees are non-refundable.
Payment for Supplemental Exams	<ul style="list-style-type: none"> Persons who fail the examination/s for Short Course that are examined and wish to retake the examination must pay a supplemental examination fee of \$200.00.
Refunds	<ul style="list-style-type: none"> Refunds are paid by cheque only and must be collected in person at TTHTI's office. Should someone be designated to collect on the applicant's behalf, a letter of authorization must be submitted to collect the cheque. Should an applicant wish the cheque to be mailed to them, a handling fee of thirty dollars (\$30.00) will be deducted from the amount to be refunded.

I hereby certify that the above information is true and correct and that I have read and agreed to the financial information as outlined above.

24. SIGNATURE OF APPLICANT: _____ DATE: ____/____/____
 DY MTH YR

25. SIGNATURE OF PARENT IF APPLICANT IS UNDER 16 YEARS: _____ DATE: ____/____/____
 DY MTH YR