



„HOTEL SCHOOL” Viesnīcu biznesa koledža, SIA
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APSTIPRINĀTS
„HOTEL SCHOOL” Viesnīcu biznesa koledžas
padomes sēdē, 26.10.2016.
protokols Nr.4-21/ 10

Rīgā, 2016. gada 27. oktobrī

Nr. 4-6/19-3

Admission Regulations for BTEC (UK diploma) educational programmes

*Issued according to BTEC Polices and
"HOTEL SCHOOL" Hotel Management College
Admission Regulations*

Admission Regulations prescribe the requirements, criteria and arrangements for admission to BTEC Level 3 Diploma in Hospitality and BTEC Level 5 HND in Hospitality Management, BTEC Level 5 HND in Business.

I. General issues

1. The right to study in "HOTEL SCHOOL" Hotel Management College without any discrimination has every citizen of Latvia, EU citizens, as well as persons who have been issued a permanent residence permit.
2. "HOTEL SCHOOL" Hotel Management College offers UK vocational qualification BTEC Level 3 Diploma in Hospitality and BTEC Higher National qualifications: BTEC Level 5 HND in Hospitality Management and BTEC Level 5 HND in Business.
3. Application forms are reviewed by Admission Committee of "HOTEL SCHOOL" Hotel Management College.
4. Intake takes place twice a year-in summer for autumn term and in winter for spring term.

II. Requirements for admission to BTEC Level 3 Diploma in Hospitality:

1. Learners aged at least 16 years old can apply for BTEC Level 3 Diploma in Hospitality.
2. Learners who has successfully completed junior-secondary education / or the general certificate of education (GCE) Advanced Level or A Level.
3. English language skills at a level equivalent to Upper-Intermediate or higher (if your English language skills are not sufficient, you may choose one of our programmes available in Latvian or Russian languages).
4. Applicants have to submit the following documents to the College: the completed application form, copies of documents about previous education, grading /mark list, personal ID or Passport, document about the change of last name (if necessary), English language test result (if available), health certificate, 2 photos (3x4cm) or in jpg format, non-Latvian citizens - copy of permanent residence permit in the Republic of Latvia (providing the original).

After submission, you will receive a confirmation letter and a member of our Admission Committee will contact you shortly and will assist you and provide guidelines in the following:

- Signing your study contract
- Detailed information on tuition fees and payment procedure

III. Requirements for admission to BTEC Higher National qualifications:

1. Learners aged at least 18 years old can apply for BTEC Higher National qualifications.
2. Successfully completed senior-secondary education / or the general certificate of education (GCE) Advanced Level or A Level.
3. English language skills at a level equivalent to Intermediate or higher (if your English language skills are not sufficient, you may choose one of our programmes available in Latvian or Russian languages)
4. Applicants have to submit to the College: application form, copies of documents about previous education, grading /mark list, personal ID or Passport, document about changing last name (if necessary), English language test result (if available), health certificate, 2 photos (3x4cm) or in jpg format, non-Latvian citizens - copy of permanent residence permit in the Republic of Latvia (presenting the original).
5. After submission, you will receive a confirmation letter and a member of our admissions team will contact you shortly and will assist you and provide guidelines in the following:
 - Signing your study contract
 - Detailed information on tuition fees and payment procedure

Additional information about admission can be received in the following ways: directly - Riga, Smilšu 3, 4th floor, room 45, or calling: +371 67 213037, via e-mail: info@hotelschool.lv, in the Internet: www.hotelschool.lv.

IV. Admission Committee shall perform the following steps:

1. provide information to applicants about programmes, admission procedure, as well as about applicants' rights and obligations;
2. receive the necessary documents for admission;
3. take the actions required for registration the applicant;
4. carry out the verification of the applicant's compliance with the conditions of admission (requirements);
5. take a decision on the basis of which the Principal enrolls applicants who meet the admission requirements to the list of students;

V. Registration

1. After signing the contract, applicants have to pay the first tuition fee for studies in accordance with the contract, as well as registration fee.
2. Applicants are enrolled to the list of students on the Principal's order basis.
3. Students, who have not started studying within 10 days after starting studies without a valid reason, will be deducted from the list of students by the Principal's order.

VI. The rights and mutual obligations of the admission process

1. "HOTEL SCHOOL" Hotel Management College is obliged not to do any actions, which are contrary to the rules of admission, the laws or the general principles of law.
2. Applicants are obliged to provide reliable information when submitting an application for studies in "HOTEL SCHOOL" Hotel Management College, to follow the conditions and procedures of the admission process.

"HOTEL SCHOOL" Hotel Management College
Principal
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I. Zimņikova