International Travel and Tourism Institute

Leading in Customer Service Performance & Professionalism

APPLICATION

SURNAME _____ OTHER NAMES _____

DATE OF BIRTH ___/___/___ AGE _____ NATIONALITY _____ HEIGHT _____

ADDRESS _____

_____ HOUSE NUMBER _____

TELEPHONE (LAND LINE) _____ (MOBILE) _____

NAME OF PARENT / GUARDIAN _____

ADDRESS _____

TELEPHONE NUMBER _____

COURSE APPLIED FOR _____ DURATION OF PROGRAMME _____

DATE OF COMMENCEMENT OF PROGRAMME _____

STUDENT E-MAIL ADDRESS _____

SCHOOLS ATTENDED AND QUALIFICATIONS OBTAINED

	SCHOOLS ATTENDED	QUALIFICATION OBTAINED	PLACE	DATE: FROM	DATE: TO
1					
2					
3					
4					
5					

WHOM TO CONTACT (IN CASE OF EMERGENCY)

NAME _____

TELEPHONE NUMBER _____

PHOTOGRAPH

RIGHT THUMB PRINT

_____
SIGNATURE OF APPLICANT

_____
DATE

#10A/21 Jupiter House, Abofu, Achimota - Accra P.O. Box 13384, Accra, Ghana
Tel: +[233] [0]28 951 6868 +[233] [0]30 292 9001
Email: admin@ittighana.org OR ittigh@gmail.com Website: www.ittighana.org

INSTITUTE OF TRAVEL & TOURISM
RECOGNISED UNIVERSITY
UK CORPORATE MEMBER

CONDITIONS OF ACCEPTANCE

1. All students are required to attend class regularly for the duration of their course

2. All students are required to write end of program exams and take active part in class assignments

3. A medical certificate must support absence due to sickness

4. Fees paid to the school are non-refundable , non-transferable

5. Fees paid are for tuition and issue of certificate; students are responsible for charges arising from external examination fees etc.

6. Students found destroying school property, writing on walls, smoking and drinking alcohol on the campus would be severely disciplined.

7. The Director reserves the right to dismiss any student whose behavior will jeopardize the general operations of the school.

8. An application form purchased is not refundable

Signature ..... Date .....

Refund Process

(a) Applications made one week before commencement of programme will attract a 50% penalty.
(b) Students who put in refund applications when programme has started will forfeit all fees paid.
(c) Applications put in 30 days (1mth) before commencement will attract 15% as administrative charges.
(d) Registrations fees is non - refundable.

NB: All refund Applications take 21 days to process

Course Fees - All payments in respect of fees would be made payable to International Travel and Tourism (ITTI) to UBA Account # 00806435201503

All fees are to be paid in full at the commencement of the course