



AGREEMENT FOR ADDITIONAL INFORMATION & COST

Students and parents/guardian and/or sponsors must read all this information carefully. The document must be signed in the presence of administrative staff of the institution, before the student is allowed to attend classes.

Name of Student (Full Caps)	
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Asset Test.

All students must take asset tests before they are allowed in classes. The asset test allow for the evaluating of the students' Math and English skills so as to ensure that each student test at the college level. The pass mark is sixty percent (60%) for both. If a student obtains less than sixty percent (60%) on an Asset test he/she will have to do Basic Math/Use of English classes before being able to enroll in Communication and Algebra/College Math classes. The cost for the Basic Math/Use of English classes will be communicated when necessary.

Medical

All students applying to Western Hospitality Institute **MUST** submit a WHI medical form completed by the student and a Medical Doctor (see back of application form) upon applying to the institution. Without such, applications will not be processed.

Orientation

All students must attend orientation, please collect a copy of the orientation schedule from WHI general office. Please note that school fees must be paid before you can attend orientation.

Orientation date:

Boarding

Boarding is available in private homes in Montego Bay. WHI does not offer boarding and therefore does not accept liability for persons who choose to live in any of these facilities while studying at W HI. WHI considers all its students mature responsible students. If for any reason a parent(s) feels that their child is below the age of legal/parental consent and the child require supervision, it is the responsibility of the parent(s) to ensure that wherever they choose to board their child, the child will be in the right environment.

Books and Manuals

Students can purchase books at Sangster's Book Store, Derfwill Books & Services Ltd. (Kingston) Tel# 754-3386, Amazon.com, Prenhall.com or source books from other places where appropriate.

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Field Trips

Field trips will be held from time-to-time. Please note that the cost for this is not included in school fees.

Lecture Seminars

This is compulsory. All students are required to attend lecture seminars once they are enrolled to Western Hospitality Institute. Please note the cost for lecture seminars is **NOT** included in your school fee and varies from \$5000.00 JMD upward.

Professional Lecture/Seminar

This is also compulsory; students are taken to the industry for lecture whereby they meet with the various industry managers who do a lecture presentation. Lectures are also conducted by international professors from time to time. There is also Entrepreneurship Training which is **MANDATORY** for all students of WHI. There is a cost attached at JA\$5,000.00 upwards. **Nb.** This is not factored in your school fee.

Psychological/Temperament Assessment

Students are required to register for this session and there is a cost of US\$50.00 (**subject to change without notice**). Students are required to contact Mrs. Erica Desilva (Psychologist) upon being accepted to WHI, at 876-382-6560 or 876-953-4519 to make an appointment for the assessment to be done. This assessment will guide students for the selection of the correct program on quest to honing a successful career.

Students will not be accepted to classes without this completed Psychological/Temperament evaluation.

Hidden Costs

99% of all costs are outlined, 1% is considered as hidden costs and these are costs that may suddenly arise without prior notice. We do hope that this is not the case but it is best to prepare our students for these additional unexpected expenses. (This 1% is very unlikely)

Formal Attire

All students must have a navy blue/black jacket suit with WHI logo for formal functions. Please collect the crest from the front office.

Daily School Attire

Students should wear a gold or white oxford shirt/blouse with navy blue/black skirt or pants (tailored). Please note that all shirts must carry the WHI logo. The cost for the logo only is \$

Graduation

All students are expected to attend graduation. You will be notified of the cost for graduation.

Supervised Self Directed Learning (SSDL)/Internet based learning (IBL)

Cost for facilitating these courses is factored in school fee.

School Fees

School Fees are absolutely non refundable. Please note that school fees should be paid before registering for classes with the use of WHI 268-16 payment vouchers. Please bring along with you the school's copy of the voucher. Please note that all fees are subjected to change every September and WHI reserves the right to change fees accordingly.

Revised July 2010

Student Loans

You may contact the Student Loan Bureau for information on loans to students of private institutions at: (876)754-2559, Toll free: 1-888-991-2603

Email: **slb@slbja.com**. Or visit their website at **www.slbja.com**.

Loans may also be acquired from banks such as the Bank of Nova Scotia, National Commercial Bank (NCB) and through your local Credit Union.

School IDs

Every student of WHI must own a school ID. IDs must be worn to school at all times, especially to final exams. The cost for school IDs is NOT included in school fees.

Parking Information

The main campus offers parking. Please note that students park at their own risk.

Food Labs

Lab fees must be paid by all students doing lab classes and WHI will provide all ingredients needed for classes as approved by class lecturers. Lab fees are NOT included in school fees. Chef uniforms can be sourced through the institution and consists of (a hat and chef jacket). The cost for chef uniforms will be communicated when necessary.

Student Handbook

Every student of WHI must own a copy of the student hand book, and the student disciplinary code which outline all the rules and regulations of the institution. It is mandatory that every student read and understand all the details outlined in these books and abide by such.

N.B. All costs are subjected to change.

Student's statement on agreement:

I will abide by all the policies outlined in this document, which I clearly understand will serve as governance during my tenure at Western Hospitality Institute.

PLEASE SIGN AND SUBMIT THIS DOCUMENT ALONG WITH YOUR APPLICATION TO WHI.

(It is also very important to make a copy of this document for yourself.)

Student's Signature:

Date:

DO NOT WRITE BELOW THIS LINE

Registrar's Signature:

Date: