



**MAA SCHOOL OF HOTEL MANAGEMENT**  
An international hotel school  
(Education in India)



**ENROLLMENT APPLICATION**  
(For Work and Study Programs)

Application No:

**THIS FORM IS TO BE COMPLETED IN BLOCK CAPITALS WITH A BALL POINT PEN.**

**TO BE COMPLETED BY THE APPLICANT – PERSONAL DETAILS**

_____ / _____			
<i>Last Name</i>	<i>First Name</i>		
_____ / _____ / _____			
<i>Preferred to be called</i>	<i>Date of Birth (day/month/year)</i>	<i>Dr/Mr/Mrs/Miss/Ms</i> <i>Title (Please Circle)</i>	
_____ / _____ / _____			
<i>Home Address: Street &amp; No</i>	<i>City</i>	<i>Postal code</i>	<i>District</i>
_____ / _____		_____	
<i>Country</i>	<i>Home Telephone No</i>	<i>E-mail address</i>	

**TO BE COMPLETED BY MAA SCHOOL**

Application is hereby made for admission to MAA School of Hotel Management for the academic year \_\_\_\_\_  
for the following Program applied for and your Registration No. is: \_\_\_\_\_

- Diploma in Culinary Arts Management
- Diploma in Hospitality and Restaurant Management
- Diploma in Pastry and Confectionary Arts
- Diploma in Rooms Division Management
- Advanced Diploma in Hospitality Management

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**Postal Address:**

Address: Annai Indira Nagar, Velachery, Chennai 600042, India. Mobile: (91)9380554141  
Email: [maaschool@yahoo.com](mailto:maaschool@yahoo.com) Web page: [www.mshm.co.in](http://www.mshm.co.in)

**FAMILY INFORMATION:**

**Parent or Guardian**

Name :

Occupation :

Company :

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**MAILING ADDRESS (PLEASE PROVIDE THE ADDRESS TO COMMUNICATE YOU)**

Address: \_\_\_\_\_ Street & No \_\_\_\_\_

city \_\_\_\_\_ District \_\_\_\_\_ country \_\_\_\_\_

**BILLING ADDRESS (PLEASE PROVIDE THE ADDRESS, IF DIFFERENT FROM ABOVE)**

Address: Street & No \_\_\_\_\_ City \_\_\_\_\_ Postal code \_\_\_\_\_ District \_\_\_\_\_ Country \_\_\_\_\_

**IMPORTANT:** CONTACT PERSON IN CHENNAI/India if possible, (other than parents) in the event of an emergency:

Name & Surname \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Telephone No \_\_\_\_\_

**SCHOOLS ATTENDED:** (STARTING WITH THE MOST RECENT)

1. \_\_\_\_\_ Location \_\_\_\_\_  
Name of Institution

\_\_\_\_\_ Certificate or Diploma obtained  
from to

2. \_\_\_\_\_ Location \_\_\_\_\_  
Name of Institution

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
from to Certificate or Diploma obtained

**LANGUAGE SKILLS :**

**Have you attended any English proficiency examination(s)**  Yes  No

**If yes, provide details:**

**WORK EXPERIENCE**

\_\_\_\_\_  
Employer/Company Location From To Type of work

\_\_\_\_\_  
Employer/Company Location From To Type of work

**PROFESSIONAL TRAINING (COURSES) ATTENDED**

\_\_\_\_\_  
Name of Institution Course title

**How did you first hear about MAA School of Hotel Management?**

Friends  MSHM students  the industry  MSHM Team  website  others

If possible, please provide us details - name and contact number \_\_\_\_\_

**Please describe any physical limitations or registered additional needs (circle as appropriate)**

Dyslexia/Dyscalculia/Mobility Difficulties/Diabetes/Epilepsy/Asthma /  Other Please specify

**APPLICATION INSTRUCTIONS**

Please submit the following with your application form:

1. Four passport and two stamp size photographs
2. Photocopies of all certificates, diplomas, grade transcripts and work experience.
3. Recommendation form duly filled in by referrer or employer

PLEASE BOOK YOUR ENTRANCE TEST DATE BY CALLING THE ADMISSIONS OFFICE. ON ENTRANCE TEST DAY BRING ALONG THE APPLICATION FORM AND THE NON-REFUNDABLE ENTRANCE TEST FEE OF Rs .....

(This is applicable to non-English medium students who apply for admission)

**EXPLANATION OF FINANCIAL CONDITIONS**

Acceptance and entrance constitute a contract and an obligation to pay the entire year’s tuition fees and other charges, as specified on the "Enrolment Agreement".

The Enrolment Deposit of Rs..... is payable immediately after the student receives the Letter of Acceptance. This deposit reserves a place at MAA School of Hotel Management upon receipt of payment. It will be refunded only if a student cannot attend the course and MAA School of Hotel Management receives notification of cancellation by Registered Mail no less than 30 days before the course begins. In case the student applies and pays the Enrolment Deposit during the 30 days preceding the start of the course, this deposit is then non-refundable.

MAA School of Hotel Management reserves the right to dismiss at any time a student who has proven to be an unsatisfactory member of its community. If, in MAA School of Hotel Management’s judgment, a student’s conduct on or away from campus indicates that he or she is in a demonstrated way out of sympathy with the ideals, objectives and programs of MAA School of Hotel Management, parents will be required to withdraw the student at once even though there may have been no violation of a specific rule.

If at any time a student does not attend or withdraws for whatever reason or cause, or is asked to leave MAA School of Hotel Management at any time, either for disciplinary reasons (including the ones stated above) or due to unpaid school bills, he / she will not be entitled to any refund whatsoever (except for the Enrolment Deposit under the condition specified).

**I also declare and acknowledge the following:**

My selection of, and registration with, MAA School of Hotel Management has been made freely and is my own choice.

In the event that I appear in any photos, videos, films or other means of reproduction during my enrolment at MAA School of Hotel Management, permission is granted to use the material for the promotion of the school, either locally or worldwide, both during the enrolment period and for an unlimited time afterwards.

Promotions could involve such means as leaflets, brochures, advertising in newspapers and magazines, posters, films, press releases, videocassettes, TV, etc.

It is understood that neither I nor anyone representing me will claim any fees or other rights for the use of my name and/or photo in any such promotions.

I have received, read, and fully understand and accept all the terms and conditions stated on the "Enrollment Agreement" as they apply the tuition, fees, charges and other conditions.

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**I CONFIRM ALL THE INFORMATION GIVEN ON THIS FORM IS TRUE AND CORRECT.  
I ACCEPT THAT THE SPELLING OF MY NAME AS IT APPEARS HERE WILL BE USED ON ANY AWARDS OR CERTIFICATES.**

**Name of the student (block letters):** \_\_\_\_\_

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of the Parent/Guardian:** \_\_\_\_\_

**Signature of parent/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_