

HOTEL SCHOOL



HOTEL MANAGEMENT COLLEGE

„HOTEL SCHOOL” Hotel Management College, Ltd
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ADMISSION RULES FOR PROFESSIONAL CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT EDUCATION PROGRAMMES IN „HOTEL SCHOOL” HOTEL MANAGEMENT COLLEGE

GENERAL TERMS.

These regulations determine the requirements and procedures for enrolling educatees in professional continuing education and professional development education programmes in „HOTEL SCHOOL” Hotel Management College, hereinafter – the College.

1. Every citizen of Latvia, non-citizen of Latvia, citizen of the European Union, citizen of the European Economic Area or citizen of the Swiss Confederation, as well as a foreigner (third country) is given the opportunity to obtain a professional qualification in professional continuing education programmes and learning in professional development education programmes at the College, in respect to these regulations, the requirements specified in the College internal rules and procedures as well as in regulatory acts of the Republic of Latvia, laws and international agreements.
2. The prerequisite for studies in the College's professional continuing education and professional development education programmes is a previous education that meets the requirements of the relevant College programme, the level and degree of which corresponds to the relevant Latvian education classification level and education level:
 - 2.1. general secondary or professional secondary education is required when applying for professional continuing education programmes "Cook" and "Hospitality Service Specialist";
 - 2.2. basic education is required when applying for professional continuing education programme "Assistant Cook" and learning in the professional development education programme: "Hospitality Essentials".
3. The educatee must have a sufficient knowledge of the language in which the relevant professional continuing education and/or professional development education programme is being learned. In the cases and in the manner specified in these regulations, the applicant must submit a document certifying language skills or successfully pass the relevant language test before admission.

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TUITION FEE.

4. Professional continuing education and professional development education programmes at the College are available for a fee.
5. The amount of the tuition fee, payment procedure and other terms are determined in the study contract concluded between the educatee and the College. Information about tuition fees is accessible on website www.hotelschool.lv, in the "Admission" section.

ADMISSION AND DOCUMENTS TO BE SUBMITTED.

6. Enrolment in the College's professional continuing education and professional development education programmes takes place throughout the year. The beginning dates of the programmes are published on the College's website www.hotelschool.lv.
7. The College admission commission carries out admission to professional continuing education and professional development education programmes.
8. Applicants can apply professional continuing education and professional development education programmes in the College:
 - 8.1. in person - personally or through an authorized person or legal representative at the admissions committee in 3 Smilšu Street, 4th floor, Riga, Latvia;
 - 8.2. remotely - by filling out the application form in the "Admissions" section of the website www.hotelschool.lv and sending the necessary documents electronically to the e-mail address admissions@hotelschool.lv or by registered mail (or by courier) to the HOTEL SCHOOL address: 3 Smilšu Street, 4th floor, Riga, LV-1050, Latvia.
9. When applying for professional continuing education and professional development education programmes in the College, the applicant or his authorized person or legal representative submits:
 - 9.1. filled out application form;
 - 9.2. copy of a valid identity document, passport or identity card (eID card);
 - 9.2.1. if the applicant is a minor, his legal representatives must submit a copy of valid identity documents, passport or identity card (eID card);
 - 9.3. copy of a document certifying a change of name, surname, personal code, for example, a marriage certificate, document of change of surname or name, etc., if the applicant's first name, surname or personal code (or equivalent identifier) in the documents to be submitted differs from that stated in the personal identification document;
 - 9.4. a copy of a notarized power of attorney with a translation into Latvian, if the admission documents are submitted on his behalf by an authorized person of the applicant;
 - 9.5. a copy of a document certifying previous education that meets the requirements of the programme;
 - 9.6. applicants who have obtained the education required for the programme in foreign countries:
 - notarized translation of a document certifying previous education in Latvian or English, if the original document is not in one of the above-mentioned languages;

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- the conclusion of the Academic information centre (<http://www.aic.lv/portal>) on the equating of the acquired education to the level required for the learning in the relevant programme, (information on which education document to be issued in Latvia or academic degree awarded in Latvia corresponds or is equivalent to the one issued in a foreign country educational document or awarded academic degree). The College instead of the applicant can also request the aforementioned conclusion of the Academic information centre. In that case, before requesting the conclusion, the applicant pays for this service according to the current price list of the College;
 - documents certifying previous education legalized in accordance with the procedures established by the Law on Legalization of Documents, if the Academic information centre has requested it;
 - a copy of the document certifying proficiency in the language of the programme, if the language of the programme is not the native language of the applicant;
- 9.7. If the applicant cannot submit this regulation 9.6. of the document referred to in paragraph, the applicant must successfully pass the relevant language test at the College before admission, if the College organizes one. If College organizes language test for a fee, the applicant must make such payment before taking the test.
10. In order to ascertain the motivation of a foreigner (from a third country) to learn in the chosen programme, the College, in addition to the requirements mentioned in these regulations, interviews the foreigner and saves the interview in a video recording. If the College does not gain sufficient confidence in the foreign applicant's motivation to learn in the chosen programme, the College has the right not to admit such an applicant to the selected educational programme, regardless of the compliance of the other applicant's admission requirements with these regulations.
11. The College's admission committee examines the documents submitted by the applicant within 5 (five) working days after the admission fee is received, if applicable, and the date of receipt of all necessary documents, and makes one of the following decisions, notifying the applicant that:
- 11.1. the applicant can be admitted to the College to learn the relevant programme and sign a study contract or,
 - 11.2. the applicant cannot be admitted to the College to learn the relevant programme and enter into a study contract or,
 - 11.3. additional information, documents or time are required to make a decision on the applicant's admission.
12. After making a decision, the admissions committee informs the applicant, his authorized representative or legal representative about the decision and the further actions to be taken.
13. The admissions committee can extend the deadline for reviewing the applicant's application and documents if a test of the language skills of the programme must be organized, an examination of educational documents must be carried out at the Academic information centre or other actions must be taken to make a final decision.
14. The College may reject the applicant's application for studies in the selected programme if the documents submitted by the applicant or the language skills demonstrated in the test do not meet the requirements of these regulations, the College's internal rules or procedures, regulatory acts of the Republic of Latvia, laws and international agreements.

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STUDY CONTRACT.

15. If the applicant can be admitted to the College to learn in the relevant programme, the applicant must sign study contract with the College. After signing the study contract, the person must make payment for the relevant programme in the amount, order and term specified in the study contract.
16. After signing the study contract, foreign educatee/student is obliged to submit all the necessary documents and information for obtaining a residence permit in the Republic of Latvia within the time period specified in the study contract.
 - 16.1. The College does not take responsibility if a foreigner does not receive a residence permit for any reason and cannot start studies at the College. In that case, the study contract may be terminated in accordance with the procedures specified in the contract and the study fee shall be refunded in accordance with the College's Refund Procedure.
17. The person is included in the list of educatees/students of the College by the order of the director.
18. The learning process is started according to the list of lessons approved by the director, which is placed in a visible place in the College's premises and sent to the learner's e-mail address.
19. Educatee who, without justifiable reason, has not started studies within the specified period, may be removed from the list of educatees/students by order of the director of the College.
20. No later than within 1 (one) week from the beginning of the studies, the educatee/student who has submitted the documents referred to in Clause 9 of these Regulations electronically and/or in the form of copies must present the originals of these documents to the admissions committee, otherwise the College is entitled to consider the removal of the educatee/student from the list of students and termination of the study contract.
21. Full information about the admission process can be found at the address: 3 Smilšu, 4th floor, Rīga, room 47, or by phone: +371 67213037, +371 26634824 or e-mail: admissions@hotelschool.lv or on the webpage www.hotelschool.lv.

OTHER TERMS.

22. The Latvian language version of this document shall be controlling in all respects and shall prevail in case of any inconsistencies with translated versions, if any.

To be published from the 01.08.2022.

Director of the „HOTEL SCHOOL” Hotel Management College

J. Pasnaka