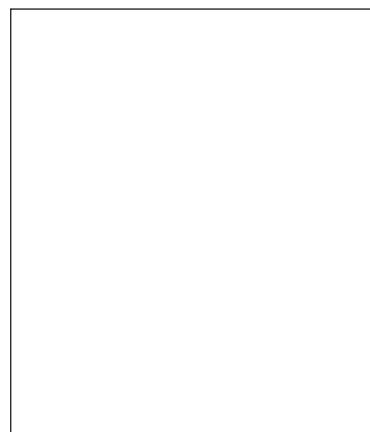


# GLOBAL INSTITUTE OF AVIATION

P.O.BOX CT 8813 CANTONMENTS - ACCRA

**LOCATION:**  
ESEFOO STREET, APPOLO THEATER  
NEAR THE METAL FOOT BRIDGE,  
ADJACENT RENIE CHEMIST, ASYLUM DWN



## ADMISSION FORM

(PLEASE COMPLETE THIS FORM IN BLOCK LETTERS)

<b>1. SURNAME</b>		<b>MIDDLE NAME</b>		<b>FIRST NAME</b>	
<b>2. DATE OF BIRTH</b> (mm-dd-yyyy)		<b>4. MARITAL STATUS:</b>			
<b>3. GENDER</b>					
<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow			
<b>5. PRESENT ADDRESS</b>					
<b>6. E-MAIL:</b>		<b>7. MOBILE PHONE:</b>		<b>8. OCCUPATION:</b>	
<b>9. NATIONALITY</b>			<b>10. COUNTRY OF ORIGIN</b> (for non Ghanaian nationality)		

### 11. SCHOOL INFORMATION

SENIOR HIGH SCHOOL

SCHOOL NAME	
DATE OF ENTRY	
DATE OF COMPLETION	
COURSE OF STUDY	

OTHER INSTITUTION

SCHOOL NAME	
DATE OF ENTRY	
DATE OF COMPLETION	
COURSE OF STUDY	

SCHOOL NAME	
DATE OF ENTRY	
DATE OF COMPLETION	
COURSE OF STUDY	

The courses are in English. You will therefore need to have a good understanding of the language.

Would you say your English is?

POOR

FAIRLY GOOD

GOOD

VERY GOOD

## 12. NAME AND ADDRESS OF SPONSOR / ORGANIZATION / GUARDIAN

(I).....

(II).....

SIGNATURE:.....

DATE:.....

MOBILE NO:.....

TELEPHONE NO:.....

## 13. COURSE PREFERENCE

Please choose the course area that interest you and tick the particular course you wish to study.

### (A) IATA / UFTAA TRAVEL AND TOURISM

Foundation Diploma/ Amadeus GDS

Managing Travel Business

Consultant Diploma

### (B) AIR CARGO DIPLOMA

Introductory Diploma

Dangerous Goods Initial

International Air Cargo Rating  
and Marketing Diploma

Dangerous Goods Recurrent

### (C) HOSPITALITY MANAGEMENT DIPLOMA

Supervision in the Hospitality Industry

Food and Beverage Industry

Basic Hotel and Restaurant Accounting

Hospitality Facilities Management and design

Managing Hospitality Human Resource

Managing Front Office Operations

Managing Housekeeping Operations

Marketing in the Hospitality Industry

Hospitality and Tourism Marketing

Security Loss Prevention in the Hospitality Industry

International Hotels Development and Management

Fundamentals of Destination Management and Marketing

**(D) HOSPITALITY MANAGEMENT DIPLOMA**

- |   |  |
|---|--|
| <input type="checkbox"/> Airport Operations                     | <input type="checkbox"/> Airline Cus. Service / Passenger Handling |
| <input type="checkbox"/> Airline Marketing / Passenger Handling | <input type="checkbox"/> Aviation Security Awareness               |
| <input type="checkbox"/> Introduction to Airline Industry       | <input type="checkbox"/> Ground Operations Management              |
| <input type="checkbox"/> Airline Revenue Management             | <input type="checkbox"/> Airline Finance & Accounting Management   |
| <input type="checkbox"/> Passenger Ground Services              |  |

**(E) IATA GLOBAL DISTRIBUTION SYSTEM COURSES**

- |  |  |
|--|--|
| <input type="checkbox"/> Amadeus Reservation | <input type="checkbox"/> Galileo Reservation |
|--|--|

**(F) LANGUAGES (FRENCH & ENGLISH)**

- |                                    |                                       |                                      |
|------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Beginners | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Proficiency |
|------------------------------------|---------------------------------------|--------------------------------------|

**14. (I) DECLARATION:**

I hereby affirm that all the information given is true to the best of my knowledge and do promise to observe the rules and regulations of the Institution.

SIGNATURE OF APPLICANT:..... DATE:.....

MOBILE NO:..... TELEPHONE NO:.....

**15. WHAT ARE YOUR CAREER AMBITIONS?**

**NB: TUITION FEES & EXTERNAL EXAMS FEES PAID  
ARE NOT REFUNDABLE AND TRANSFERABLE**

# GLOBAL INSTITUTE OF AVIATION

## TERMS AND CONDITIONS

1. There is an attendance requirement at the Institute and failure to attend classes regularly may lead to failure of your programme.
2. All students are expected to be in good standing for the duration of their programmes and may be withdrawn from the Institute for unsatisfactory academic work or gross misconduct. Notice will be served.
3. The Institution has a prescribed uniform for all students. The attire is White/Blue shirt (short or long sleeve but not "blouse") with a pair of Blue/Black Trousers or Jeans. Each student is required to dress professionally and officially as an Aviation/Airline staff.  
No "fanciful and provocative" way of dressing is allowed in the Institute.
4. Any students seen in any form of "fanciful and provocative" way of dressing contrary to what has been described in this condition will be sent home immediately.
5. The Institute's La' Coste and a pair of jeans are worn only on Fridays or the last day of your lectures.
6. All students are to handle the Institute property with the needed care especially with the **Manuals, Tact Books and the Pat Books**. Any lost or damages to these properties are subject to payment by the student(s) involved.
7. Students are to accord the lecturers and other working staff the needed respect and cooperation, for any insubordination will not be tolerated.
8. All tuition fees must be paid or 80% down payment when submitting the Admission Form and the remaining balance paid in four (4) weeks time from the day programme commences.  
Please note: All remaining tuition fees should be settled before any payment of external exam fee. In other case the remaining tuition fees shall be deducted from the external exams fees when paying.
9. Tuition fees once paid and receipt issued out will not be **REFUNDED**.
10. In a situation whereby there is a delay in commencement of the programme on the institute part and a student cannot wait but will like to withdraw, 35-40% will be refunded depending on the amount paid.
11. External examination fees are paid between 8-10 weeks from the day of your admission once the fee is fully or half paid with receipt issued out, REFUND is not allowed if you decided not to write the external examination or withdraw from the registration.
12. All payments including tuition and external; registration fees should be paid only to Prudential Bank Ltd Accounts No: 0244000200006 for tuition fees and external registration fees should be paid into Accounts No: 0244000200017 and the payment receipt submitted to the Administration



I,.....having been admitted as a student of the global Institute of Aviation to pledge my commitment to the terms and condition dog the Institute and promise to adhere to all.

Signature.....

Date ...../...../.....