

**REGISTERED USER INSTITUTION  
Agreement Application Form**

**INSTITUTIONAL BACKGROUND INFORMATION**

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telefax: \_\_\_\_\_

Year School opened \_\_\_\_\_ Government Operated/Funded? Yes No

Nature of School's licenses or accreditations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CURRENT STATUS**

We are currently offering:  Hospitality / Hotel Management Studies – approximate number of students \_\_\_\_\_

Tourism Studies- approx. number of students \_\_\_\_\_

Catering / Food Service – approximate number of students \_\_\_\_\_

We plan to commence studies in \_\_\_\_\_

\_\_\_\_\_ program on (date) \_\_\_\_\_

Anticipated number of students: \_\_\_\_\_

Language (s) of instruction: \_\_\_\_\_

Our school awards include:  Certificate of Completion  Diploma  Degree

Higher Degrees

Length of program (excluding work experience /internship) \_\_\_\_\_ months.



We have work experience of internship requirements:  Yes  No

Typical academic year commences (month) \_\_\_\_\_ and concludes \_\_\_\_\_

Approximate number of full-time instructors: \_\_\_\_\_

Approximate number of part-time instructors: \_\_\_\_\_

**RESOURCES**

Our School owns/leases buildings/class room space.

We have \_\_\_\_\_ classrooms, seating a total of \_\_\_\_\_ students.

We have a library with approximately \_\_\_\_\_ volumes.

We have a: (please check all those that apply)

- Kitchen
- Dining area
- Hotel
- Food science laboratory
- Faculty office
- Computer equipment
- Language laboratory
- Dormitory to house students

**ADMINISTRATION**

**Head of Institution:**

Name \_\_\_\_\_ Title \_\_\_\_\_

**Head of Hospitality / Tourism Program:**

Name: \_\_\_\_\_ Title \_\_\_\_\_

Will the head of the Hospitality / Tourism program serve as the principle contact with the Educational Institute?  Yes  No

If no, our contact with the Educational Institute is:

Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Client  
(Initials)

\_\_\_\_\_  
AHLEI  
(Initials)



**REQUIRED SUPPLEMENTS**

- Resume / Curriculum Vitae of each member of the teaching staff.

**OPTIONAL SUPPLEMENTS**

- Market feasibility study (if planning a new or enlarged Hospitality / Tourism program)
- Photocopies of school license, accreditation
- Business plan for existing Hospitality/Tourism program (including any growth projections, sales and marketing strategies, anticipated new projects or expected deletions or existing programs)
- Advertising copy, brochures, catalogs and photographs
- Institution catalog with description of course contents and / or objective.

**REGISTERED USER INSTITUTION APPLICANT RESPONSIBILITIES**

In submitting this application for a Registered User Institution Agreement, I acknowledge that the information I have provided is accurate. I understand that my school’s acceptance into the Registered User Institution is based upon this application and the supplemental materials I have enclosed, a physical site inspection of the Institution by an AHLEI representative and a favorable review of our academic credentials by the Executive Committee of the Educational Institute. I consent to AHLEI’s professional investigation of my institution, its principal, and its teaching staff. I have received and read a sample copy of the RUI Agreement and agree to its terms. I agree to AHLEI performing a site inspection of my institution prior to entering into the agreement and that the costs (travel, housing) of this inspection will be borne by my institution, I understand that the U.S. \$1,000.00 application fee which accompanies this completed form is non-refundable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print/Type name

\_\_\_\_\_  
Date

**Mail to :**

International Development Department  
American Hotel & Lodging Educational Institute  
800 N. Magnolia Avenue  
Suite 300 Orlando  
FL 32803, USA

**Includes:**

- Required supplements
- Optional supplements
- Application fee US \$1,000