

"IHMC is a hotel management school in Vancouver, BC, Canada, accredited by the PCTIA (of BC) under the Ministry of Advanced Education of British Columbia. We specialize in hotel management training, offering a 9-month executive diploma and a 12-month advanced diploma program where students live, study and gain work experience in the real life hotel environment. Our mission is to educate students who are aiming for top careers in the international hospitality industry, especially in the leading luxury hotels, restaurants and hotel chains."

We have developed a unique relationship with several hotels across Canada, providing a comprehensive training experience for our students. Students live, work and study at the hotel properties, which we refer to as our 'hotel campuses'. Our graduates may transfer directly into our partner universities in the UK and Switzerland to complete bachelors and eventually masters degree programs. Due to the intense nature of our programs, our graduates are often offered seats in the final year of degree programs. For example, Queen Margaret University in Scotland, UK recognizes our diploma as worth 2 years towards their 3-year Degree program. Our graduates only need to complete one year at Queen Margaret University and they earn a BA in International Hospitality or Hospitality and Tourism Management. Our partner universities include: Queen Margaret University (Scotland, UK), Les Roches (Switzerland), Glion (Switzerland), SHMS - Swiss Hotel Management School (Switzerland), Cesar Ritz (Switzerland) and International Hotel Management Institute (Switzerland). As most of our courses are based on the curriculum of the Educational Institute of the American Hotel and Lodging Association (AHLA), they are recognized by most universities within North America. However, the number of courses that would be transferred is subject to the university and the program applied to and the students' final grades.

In addition to the academic classes (which is largely based on the curriculum from the Educational Institute of the American Hotel and Lodging Association), students in our 9-month Executive Hotel Management Diploma Program are also required to complete up to 500 hours of pre-arranged practicum work at our hotel campuses or restaurants. Students are placed to work in many departments of hotels or restaurants to gain a complete understanding of how a property is run, while participating in valuable, meaningful practical training. At the end of the program, graduates may receive reference letters from the hotels/restaurants where they have completed their practicum training.

Applicants who are interested in our 9-month Executive Hotel Management Diploma Program should hold a high school diploma, or G.E.D., or, be at least 19 years of age, as mature students with qualifications equivalent to high school education. For applicants who have English as a second language, submit proof of a TOEFL score of 500 and above or an equivalent (e.g. TOEFL CBT 173, TOEFL IBT 61, IELTS 6, TOEIC 600, or CAEL 50), or pass our language proficiency evaluation.

Program components of the 9-month Executive Hotel Management Diploma Program:

Academic Study

The academic study portion of this program consists of twelve courses as follows:

1. Hospitality Today: An Introduction
2. Food and Beverage Management
3. Managing Front Office Operations
4. Housekeeping Management
5. Managing Hospitality Human Resources
6. Supervision in the Hospitality Industry
7. Hospitality Sales and Marketing
8. Basic Hotel and Restaurant Accounting
9. Hospitality Facilities Management and Design
10. Managing Technology in the Hospitality Industry
11. International Hotel Management
12. Understanding Hospitality Law

Credentials

Upon successful completion of the program, graduates will receive a Hotel Management Diploma from AHLA, a Certificate of Specialization in Rooms Division Management, twelve AHLA certificates in 12 different subjects, and an Executive Hotel Management Diploma from our college. Graduates may also receive reference letters from the hotels/restaurants where they have completed their practicum training.

The cost of the 9-month program is CAD\$17,000, which is inclusive of course fees, textbooks, workshops and hotel & restaurant training. If a student wishes to live on campus, there is an extra CAD\$16,000 boarding fee which includes accommodations at the Holiday Inn Vancouver Downtown Hotel & Suites and three meals a day for the duration of the program.

Students may take our Advanced Diploma in International Hotel Management after they have completed the said 9-month Executive Hotel Management Diploma Program.

Applicants who are interested in our Advanced Diploma Program should have completed the said IHMC 9-month Executive Hotel Management Diploma Program; or a 12-course Hospitality Management Diploma Program from AHLA; or have equivalent hospitality industry related work experience and education; and be approved by our Academic Committee.

Program components of the 12-month Advanced Diploma Program:

Academic Study:

The academic study portion of this program consists of twelve courses, divided to two parts:

1. Seven Cultural Study courses, in Art, Travel, Entertainment, Style, Cuisine, Film and Leisure respectively, will be taught as the cultural study portion.

2. Five AH&LA courses as follows:

- International Human Resource Management in the Hospitality Industry
- International Hotel Management
- Managing Front Office Operations
- Supervision in the Hospitality Industry
- One more elective course

Each course is three weeks in duration, consists of 15 hours class instruction and at least 10 hours of directed after-class study.

Co-op Work Experience:

Students who have registered with and are qualified for this Co-op program will take a full-time co-op work term after their completion of the first section of the academic studies, namely completion of the Culture Studies courses, from the 22nd week to the 36th week of their program duration, then continue their academic study for the AH&LA courses. Minor adjustment may be made under the arrangement between the employer and the college in a student's co-op work schedule based on a position's availability. Because it is part of our program students will get their permits to work while they are enrolled at our college, they would spend the last 15 weeks at our college in paid full time Co-op work experience. We will assist students in finding a job related to the Hospitality Industry.

Credentials

Upon successful completion of the program, graduates will receive a Certificate of Specialization in International Hotel Management from AH&LA, and an Advanced Diploma in International Hotel Management from the college.

Students may choose to live on campus for an additional fee, however, because of the length of the program and the flexibility of co-op work experience it may be better to be off campus students.

If there are no pre-requisite courses that need to be taken because they have been successfully obtained, the cost for the Advanced Diploma program is CAD\$11,000.00 for the program fee, CAD\$1,000.00 for textbooks and teaching materials, and CAD\$500.00 for the Co-op Placement fee for a total of CAD\$12,500.00.

We would also like to make sure that you are familiar with our application process.

1. The first step in the application process is to send in a completed application form. With the application form the student will need to submit the application fee of CAD\$250 (non refundable) and the entrance fee of CAD\$50 (our banking information is included at the end of this email).

2. To write the Personal Statement. The statement is a tool the college uses to learn more about the individual's strengths and areas for development and is not a commitment in itself to enter the program. It tells us why students are interested in the Hospitality Industry and what their future professional goals are, so that we can better facilitate the students towards success during their time at our college. The Personal Statement can be sent out via email or fax but needs to be returned to our office within a specific time period.

We will then evaluate the student's application and if the application is approved, we will require the documents listed below:

(a) Two reference letters.

The references may be from former or current instructors, coaches, employers, or volunteer project manager. In other words, the reference letters may be from a variety of people who know the student well and are able to describe his/her character, and testify to his/her achievements.

(b) Copies of transcripts and/or diplomas from educational institutions the student has previously attended.

(c) A copy of the student's resume.

Once we have received all of the required documents and the student is accepted, we will then issue a conditional letter of acceptance and an invoice for the program fee. In order to receive the formal letter of acceptance the college must receive the program fees in **full**. This formal letter of acceptance is the document used to apply for a study visa.

Please feel free to visit our website and our agent link and download the information packages and pictures as often as you like. The agent link is:

<http://homepage.mac.com/www.ihmc.ca/Agents/Menu6.html>

Please note our bank address and account information below.

Beneficiary:

Imperial Hotel Management College Incorporated

HSBC Bank of Canada

Vancouver Main Branch

100 – 885 West Georgia Street,

Vancouver BC

Canada V6C 3G1

Telephone: 604-641-1135

Canadian Chequing Account

Transit Number 10020

Bank ID 016

Account Number 466668 001

With best regards,

Admissions Office

Imperial Hotel Management College

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