



HIGHER DIPLOMA IN HOSPITALITY AND TOURISM MANAGEMENT (FULL-TIME)

COURSE BROCHURE



HIGHER DIPLOMA IN HOSPITALITY AND TOURISM MANAGEMENT (FULL-TIME)

Objectives

The Higher Diploma in Hospitality and Tourism Management builds upon foundational hospitality knowledge and develops advanced supervisory and managerial competencies within the hospitality and tourism industry. The programme integrates operational expertise with strategic, financial, and leadership capabilities.

Duration

- **12 months (Full-time course)**

Lesson Time: 15 hours per week

No lessons conducted during public holidays and school holidays.

Course Intake:

January, March, May, July, September, November of the year

Course Modules

There are 10 modules in total:

- DIBM 105 Principles of Accounting
- DIBM 107 Principles of Management
- DIHTM 104 Hotel Convention Sales and Services
- ADIHTM 101 Housekeeping Management
- ADIHTM 102 Food and Beverage Management
- ADIHTM 103 Research Methods
- HDIHTM 201 Revenue and Yield Management
- HDIHTM 202 Strategic Hospitality and Tourism Management
- HDIHTM 203 Sustainable Tourism and Destination Planning
- HDIHTM 204 Capstone Research Project

DIPLOMA IN HOSPITALITY AND TOURISM MANAGEMENT (FULL-TIME)

Pre-requisites

Age: 17 years old and above

Academic Level: Advanced Diploma in Hospitality or equivalent qualification; OR Grade 12 certificate or equivalent; OR Mature candidate (minimum 30 years old with at least 8 years of relevant working experience)

Language Proficiency: IELTS 5.5 and above; OR C6 in GCE 'O' Level English; OR CEFR B2 equivalent; OR Pass SCI English Placement Test

Mode of Assessment

Internal Assessment: 10% class participation, 40% written examinations, 50% written assignments.

Course Completion

- Local students (Singaporean & PR) and students with Dependent Pass - at least **75%** attendance and not absent from class for more than **7 days in a row**.
- International students (Student's Pass holders) - at least **90%** attendance and not absent from class for more than **7 days in a row**.
- Upon completion of the 10 modules, Students who fulfilled the required attendance, attain at least a marginal pass in each module, earn full module credits, and maintain a minimum cumulative GPA of 2.00 will be awarded the **Higher Diploma in Hospitality and Tourism Management** certificate by Spring College International.

Course Fee

ITEMS	CHARGES
Application Fee	\$350.00 (For those who need student pass)
GST	\$31.50
Total Application Fee*	\$381.50*
Course Fee	\$6,500.00
Material Fee	\$100.00
Examination Fee	\$250.00
FPS Insurance Fee	\$300.00
Medical Insurance Fee	\$100.00
GST	\$652.50
Sub Total	\$7,902.50
Total	\$8,284.00 (inclusive of GST, exclusive of International Students Service Fee)

***Application fee is not refundable. For students who do not require student's pass, the application fee is \$218**

- **Optional Add On:** International Students Service Fee of \$545 includes the following: Arrangement of accommodation, airport pick-up, sending to hostel, sending to school for the first time, sending for medical checkup (students who are 15 years old and above), collection of Student Pass at ICA, opening of bank account, purchasing of public transport card, familiarising Singapore's environment.

Fee Protection Scheme (FPS)

To comply with the requirements of SSG Singapore, SCI has implemented a "FPS Insurance Account" with "Great Eastern General Insurance Limited" as assigned by SSG.

For more information on FPS, please visit:

[https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/protection-of-course-fees](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/protection-of-course-fees)

Information to be provided by the applicant

1. One copy of the duly completed student enrolment application form
2. Photocopy of student's passport (first page)
3. Two passport-sized photographs of the student (white background)
4. Parents' passport photocopy (first page) / parents' NRIC photocopy
5. The following documents with English translation (To be prepared first. After the approval of student pass, relevant information must be provided in accordance with ICA's requirements)
 - Copy of the student's birth certificate
 - Copy of the student's highest educational certificates (students who are currently studying may request the school to produce a verification letter before the notarization)
 - Copy of the student's transcripts (students who are currently studying may request the school to produce a verification letter before the notarization)

***Students holding China passport** are also required to submit a notarized copy of the student's or his/her parents' bank account savings (savings period must be longer than 3 months, and must have more than RMB150,000 in the account).

Applicants should know

1. The application fee of \$218 or \$381.50 is non-refundable and non-transferable.
2. After paying the application fee, the school will verify if the student fulfils the admission requirements before issuing a Letter of Offer. Students are then required to pay the outstanding fees.
3. ICA will request for an Issuance Fee of \$60 - \$90 upon the approval of student pass.
4. Students might be required by ICA to go for medical check-up, at a fee of \$40 - \$60.
5. Students have to sign the student contract and make full payment of all fees one month before the commencement of the course.
6. Local students (Singaporeans and PRs) already have their own medical insurance, may choose not to purchase the school's medical insurance. However, they are required to submit their existing insurance documents to the school.
7. Payment methods: Cheque/Telegraphic Transfer(TT)/NETS/Cash. For every remittance, an extra \$30 must be added for bank commission.