

NOTES

BAHAMAS OFFICE

Information compiled for the benefit of
students transferring to the
UWI Centre for Hotel & Tourism Management
in Nassau

2018-2019



C O N T E N T S

SUBJECT	PAGE
IMMIGRATION: PERMITS & FORMS.....	1
VISA, TRANSFER AND TRAVEL	2
COURSE STRUCTURE	4
MAIL	5
TELEPHONE	5
MEDICAL SERVICES, UNIFORMS,	6
ACCOMMODATION, RENTAL	6
COSTS	8
REGISTRATION AND PAYMENT OF FEES	8
INTERNSHIP.....	8
SCHEDULE FOR ACADEMIC YEAR	9
FACTS ABOUT THE BAHAMAS	9
HELPFUL HINTS	11

Student's Excess Baggage Allowance: The University pays \$40.00 towards the cost of excess baggage. Please check this in advance with the Bursary on your campus. Claims can be handed into the office at CHTM by the third week in September.

CONCLUSION

The University community in The Bahamas welcomes you warmly and hopes you will enjoy your stay here and find your studies stimulating and enjoyable.

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GENERAL INFORMATION

As there is no physical University campus in The Bahamas, students must assume a mature and responsible attitude towards living and working in Nassau. The Bahamas is a relatively safe place, but you should always maintain a heightened sense of security. You will also miss the facilities of a campus but, as the houses in which you will live and the classrooms are fairly close, there is some feeling of a community and there is a faculty member who has special responsibility for student's activities whom you will meet on arrival.

IMMIGRATION – PERMITS TO RESIDE

Residence permits are required for all non-Bahamian students. The Bahamas Government is very strict in its regulation concerning the issue of these permits. The Immigration application form is now available from your campus Registry. Please complete it carefully and return it with all the accompanying documents to the Admissions Registrar. If you do not understand the regulations or the arrangements being made for you, please ask the Admissions Registrar to help you or, if necessary, to contact the UWI Resident Tutor in Nassau on your behalf. Students are required to send a **Bank Draft** payable to the **PUBLIC TREASURY, BAHAMAS** for **U.S. \$200.00** which is the fee for processing each application.

Completing Application Forms for Residence Permits

Pay special attention to the following questions:

Question 13 is important as every person must assure the Immigration Department that they can meet all expenses adequately.

Question 20 – U.W.I., University Drive, P. O. Box N-1874, Nassau, Bahamas.

Applications must be signed by a Notary Public or Justice of the Peace (last page). Bahamas Immigration Department will not accept forms that are incomplete or not accompanied by all the requisite documentation.

U.S. VISAS

1. Students **must** have U.S. visas if travelling via Miami.
2. A U.S. visa is advantageous for your stay in Nassau as virtually all travel from Nassau is via Miami, and opportunities will occur for short visits to Miami. You should therefore request a visa enabling you to visit the U.S.A. during the two-year period of your study in The Bahamas. Air Jamaica offers direct flights to Nassau from Jamaica daily.

ARRANGEMENTS FOR STUDENTS TRANSFERRING TO THE BAHAMAS

1. Students wishing to transfer to the B.Sc. Hotel Management/Tourism Management in Nassau are required to submit transfer forms to Student Affairs on time as specified by the campus.
2. Application forms for residence in The Bahamas must be completed carefully and returned to the Registry by the date specified. Applications must be notarized before submission to the Registry. **They must be in Nassau by May**, so you must meet the deadline given. Remember police certificates can take weeks; so request yours well in advance. The documents which must accompany your application are: **copies of passport, two testimonials of good character; a police certificate; two passport size photographs signed on the back; and a medical certificate.**
3. The transfer forms shall be posted from Cave Hill and St. Augustine to Mona not later than **May 1, 2018** and advice of this sent to Nassau at the same time.

You may wait for months and must have enough funds for these delays. Personal cheques from overseas take at least two weeks to clear and sometimes 20 working days. The same delay can occur with transfers.

BANKING HOURS Monday to Thursday 9:30am – 3:00pm
Friday 9:30am – 4:00pm
Saturday, Sunday, Public holidays CLOSED
ATMs are available at all times.

Banks within walking distance include
FIRST CARIBBEAN INTERNATIONAL BANK,
SCOTIABANK and COMMONWEALTH BANK.

ELECTRIC CURRENT 115v 60C AC

SPORTS All water sports are popular in The Bahamas. Other favourites include golf, tennis, basketball, table tennis, soccer, volleyball, baseball, softball and athletics. Some cricket is also played.

TIME ZONE Eastern Standard (or Daylight Saving) Time.

HELPFUL HINTS

Consumer Goods & Services: An extensive variety of goods, services and grocery items are available. These include clothing, electrical appliances, reading material, house-wares and automobiles. However, prices could be as much as double that of similar items sold in the U.S. due to the cost of importation including duty. Student discounts can be obtained from some stores. VAT (Value Added Tax) is added to every sale at a rate of 12%.

CLIMATE	<p>In summer, the average temperature is in the mid-80's and falls to the low-to-mid 70's at night. High humidity intensifies the effect of temperature. Students must be prepared for very hot weather for the first two months and will probably buy an electric fan for their first month.</p> <p>In New Providence temperatures during the "winter" months of November to February, occasionally dip into the 50's but usually reach the 70's in the early afternoon. A sweater and suitable clothes are necessary. A blanket is essential.</p>	
TRANSPORT	<p>While there is no centralized bus service, there is a network of "jitney" minibuses providing public transport. The fare from Oakes Field to the City centre is one dollar and twenty-five cents. A free bus service is provided from the campus to the dorms from 5pm-11pm.</p>	
CURRENCY	<p>The Bahamian dollar is the official legal currency. However, the U.S. dollar is at par with the Bahamian dollar and is acceptable everywhere, including coins.</p>	
BANKING	<p>Students are strongly advised to bring with them Travellers' cheques to ensure immediate availability of funds. U.S. currency means "instant" spending money as it can be used in local shops, restaurants, etc. The student body in Nassau has suggested a settling-in allowance of Bahamian \$150.00 in addition to rental. Remember too, that government and other bursaries and loans take a long time to reach you.</p>	<p>Campuses should notify students by the end of June of travel arrangements, i.e. date, flight numbers and time. Bookings (return tickets) are to be made in advance and Nassau informed. Efforts should be made to have students travel on the same flight. This will facilitate transfer arrangements in Nassau. All students should verify their standing based on examination results and their travel arrangements by mid-July.</p> <ol style="list-style-type: none"> 4. Requests for changes in travel must be cleared with Nassau well in advance. The University cannot accept responsibility for problems arising from students changing travel plans. Students who do not travel on the designated date must be prepared to find their way to the dorms. Taxi fares will be refunded on presentation of receipts. Housing is located near the Moss Road/Gregory Street intersection in Oakes Field, Nassau. 5. It is essential that students travelling through the U.S.A. are issued Return Tickets. The Return section must be handed in at the Office on arrival in Nassau for revalidation on their final return home. 6. The arrival date for new students is August 24, 2018. Please contact your UWI Campus or for non-campus countries, the Lodgings Office at the Mona Campus (Tel: 876 702-3493). 7. Students are reminded that the University undertakes transfer from the airport to their living quarters at a specific time. Flight delays may result in students having to find their own way to the dorms. Avoid the temptation to bring food; it is subject to Customs regulations and duty, is heavy and can be easily obtained locally. 8. On arrival at Nassau International Airport students should line up for one booth. If you have a problem let the Officer know that a Representative of the University is there to meet you and will assist if needed. Identify yourself to this person who will be standing by the Tourism desk in the Immigration area. 9. Students who do not arrive at the prescribed times may not be met at the airport (see 5). Students will be allowed to make a telephone call at the airport Tourism Desk. (Tel: 323-5714, 356-0659)

TRAILING COURSES

If students have registered to sit supplementals (1st year courses) they must inform the Open Campus Office during their first week in Nassau, stating when they intend to write the exam.

COURSE STRUCTURE & SCHEDULE

YEAR II

Semester I

HOTEL MANAGEMENT

- Hotel Information Systems
- Principles & Practices of Hospitality Marketing
- Technical Aspects of Food and Beverage Management
- Rooms Division
- Business Communications

TOURISM MANAGEMENT

- Hotel Information Systems
- Principles & Practices of Marketing
- International Travel and Tourism Management
- Rooms Division
- Business Communications

Semester II

- | | |
|---|--|
| <ul style="list-style-type: none">• Organizational Behaviour• Hospitality Human Resources• Meat & Fish Management and Purchasing• Hospitality Management Accounting• Elective | <ul style="list-style-type: none">• Organizational Behaviour• Hospitality Human Resources• Caribbean Travel and Tourism• Hospitality Management Accounting• Elective |
|---|--|

INTERNSHIP

YEAR III

Semester I

HOTEL MANAGEMENT

- Hotel & Food Facilities Planning & Design
- Bar and Beverage Management and Control
- Financial Management

- International Travel & Tourism
- Elective

TOURISM MANAGEMENT

- Tourism Marketing & Research Techniques
- Tourism Management
- Tourism Project Analysis I
- Financial Management

- Elective

INTERNSHIP

Internships are mainly done in the Caribbean region. Students can arrange their internships with hotels or organizations before coming to The Bahamas. However, on their arrival in Nassau, students who have done so must appraise the internship co-ordinator of those arrangements. It is the responsibility of the student to secure an internship position. **The university will assist in finding an internship but ultimately securing and internship is the student's responsibility.** An internship is not a paid service; however a stipend is encouraged, but is totally up to the organization.

SCHEDULE FOR THE ACADEMIC YEAR 2018 – 2019

Arrival in Nassau	Friday, August 24, 2018
Orientation and Registration	Week beginning August 27, 2018

SEMESTER I

Sept 3 – December 14, 2018
(including examinations)

SEMESTER II

January 21 – May 17, 2019
(including examinations)

INTERNSHIP

May 20, 2019

FACTS ABOUT THE BAHAMAS

GENERAL

Seven hundred islands spread over the southern Atlantic to be the tip of the Caribbean. Some 20 islands are regularly inhabited. The capital city has a population of approximately 200,000; overall population is 320,000 approximately.

Married Students: Accommodation is not provided for married students who will be responsible for finding their own. Obviously, children cannot be accommodated. The local rates for simply furnished one-bedroom apartments in the Oakes Field area is around US\$1,000.00 per month (including electricity or water). As the spouse is not able to work, students must consider very carefully whether family residence can be maintained.

RENTAL COST

The Ministry has published the following rental regulations per person:

Single Room \$95.00 per month
Double Room\$75.00 per month

TUITION		COSTS
For students from Contributing Countries	US\$2,563.00	
For students from non-Contributing Countries	US\$10,8546.00	
For International students	US\$15,000.00	
Projected Student Budget for the First Year in Nassau		
(Please note that Tuition, Housing and Uniforms must be added to this estimate)		
I.D. Card	US\$25.00	
Medical Fee	US\$200.00	
Guild Fee	US\$25.00	
Residence Permit	US\$200.00	
Material for course, typing	US\$250.00	
Books, Pocket Money	US\$1,200.00	
Kitchen, Lab equipment.....	US\$500.00	
TOTAL	US\$2,400.00	
Tuition subject to change		

B\$1.00 = US\$1.00

REGISTRATION AND PAYMENT OF FEES

Students must pay all fees at the beginning of the academic year in Nassau. **FEES SHOULD NOT BE PAID ON THE MAIN CAMPUSES.** A late registration fee of \$20.00 is payable.

Semester II

HOTEL MANAGEMENT

- Physical Plant Management
- Hotel and Catering Law
- Menu Planning and Food & Beverage Cost Control
- Caribbean Travel & Tourism
- Elective

TOURISM MANAGEMENT

- Tourism Project Analysis II
- Hotel & Catering Law
- Caribbean Tourism: Public Policies & Issues
- Elective

INTERNSHIP

MAIL

There is no street delivery of mail and houses are not generally numbered. It is essential that students give their families the correct post office box number to ensure receipt of mail.

For example, your address will be:

Miss Jane Doe
 c/o University of the West Indies
 University Drive,
 P. O. Box N-1874
 Nassau, Bahamas

The mailbox is cleared weekly; mail for students can be collected from the office at CHTM. For fast delivery, you can use DHL/FEDEX/UPS couriers as general mail is very slow. (Include the office phone contact for the courier)

TELEPHONE

The telephone numbers at the Centre are (242) 323-5714 & (242) 356-0659. These numbers are available during regular office hours 8:30 a.m. – 5:00 p.m. on weekdays. At the dorms, on campus students have access to a telephone for local calls and are also able to receive overseas calls.

COST OF LIVING

Overall, the cost of living in Nassau exceeds that of living in New York City, U.S.A. according to data from the Department of Statistics. However, heavily subsidized student housing, non-necessity of transportation and basic facilities enhance the U.W.I. students' economic situation considerably. Students often find it economical to shop and cook on a regularly shared basis.

MEDICAL SERVICES

The University operates a medical scheme to which each student is required to pay \$200.00 per year in advance. The scheme covers primary care. Students visit the doctor at her regular office. In emergencies the doctor is always available. There is no coverage for secondary care, i.e. hospital services.

UNIFORMS

Students are required to wear uniforms for all Food & Beverage laboratories and also for the Dining Room service as outlined below:

Kitchen attire

- 1 Hair restraint - Chef hat or hairnet. All hair should be able to be contained beneath hat including bangs
- 2 White Chef coats
- 2 Grey Chef pants
- 2 Socks; black or white. Socks must be full length; no ankle or half socks
- 1 pair of black shoes made of non-porous material and a non-slip sole
- 2 plain white T-shirts must to be worn underneath chef jacket
- 1 Knife set

Dining Room

Women- Black Skirts, black shoes, long sleeve white shirts and black panty hose, black bow tie

Men – Black pants, black shoes, long sleeve white shirts, black full length socks, black bow tie

For Restaurant Hostess/ Manager, Class Field Trip, Presentation Attire, Formal Events or Ceremonies (A business casual or casual type of outfit)

Men – a button-down shirt, pants - khaki or black etc., tie - tie should reach right above your belt buckle, dress shoes or loafers, black calf length dress socks. Blazers can be added to dress up an outfit, but are not required. Polo shirts can be worn on field trips.

Women - dress, skirt, trouser. Shirts can include button down dress shirts, blouses, sweaters, or cardigans. Blazers can be added to dress up an outfit, but are not required, closed toe flat shoes

LIBRARY

The students will have access to the Library at the University of the Bahamas and will enrol as external users upon arrival. The library is on campus. A small Computer room is also provided for students on campus.

ACCOMMODATION

Student accommodation is provided and administered by The Bahamas Ministry of Education. Basically furnished houses are close to the teaching compound thus eliminating any need for transportation to and from classes.

Students share facilities such as a gas stove, refrigerator, etc. The Ministry will provide the first cylinder of gas only at houses where there are new students. Students will share the cost of gas thereafter. **There are only limited single rooms available.** Each house is provided with basic furniture. Cooking utensils, cutlery and linen are not provided. In view of the cool weather in the “winter” months, students should bring a warm blanket in addition to bed linen and towels.



THE UNIVERSITY OF THE WEST INDIES

CENTRE FOR HOTEL AND
TOURISM MANAGEMENT
NASSAU, BAHAMAS
2018 - 2019

*Produced by
Centre for Hotel & Tourism Management (UWI)*