

APPLICATION PACKAGE

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STARTING DATES/COURSE CALENDAR

2016

8 February – 10 June
5 September – 27 January

2017

6 February – 9 June
4 September – 26 January

2018

5 February – 8 June
3 September – 25 January

ENTRY REQUIREMENTS AND FEES

All prices are quoted in Swiss Francs (CHF)

SWISS DIPLOMA
INTERNATIONAL HOTEL OPERATIONS MANAGEMENT

SWISS HIGHER DIPLOMA
INTERNATIONAL HOTEL AND DESIGN MANAGEMENT

BACHELOR OF ARTS (SWISS AND BRITISH)
INTERNATIONAL HOSPITALITY AND DESIGN MANAGEMENT

ENTRY REQUIREMENTS

- › High-school diploma or equivalent
- › English language proficiency of TOEFL 500 or IELTS 5.0 or OOPT 50+ or equivalent
- › Recommended minimum age of 18 years *

Applicants may take the Oxford Online Placement Test (OOPT) free of charge. Students who do not have the required English level will be advised to join the English Foundation Programme.

Direct entry into the second and third-year maybe possible for students with appropriate academic qualifications. Direct entry to the final semester of the Bachelor degree should have a Higher Diploma in a relevant field and English level equivalent to TOEFL 525 or IELTS 5.5.

FEES

Intake February 2016

DURATION OF STUDY		TUITION/ACCOMMODATION/MEALS	ADDITIONAL CHARGES	REFUNDABLE DEPOSIT	TOTAL	TOTAL PER YEAR	QUALIFICATION
Year 1	Semester 1	27,300.–	3,500.–	1,500.–		32,300.–	Certificate
	Internship**						
Year 2	Semester 2	27,300.–	2,800.–			30,100.–	Swiss Diploma
	Internship**						
Year 3	Semester 3	27,300.–	2,800.–		30,100.–	61,950.–	Higher Diploma Bachelor Degree
	Semester 4	28,350.–	3,500.–		31,850.–		
TOTAL						124,350.–	

As of September 2016

DURATION OF STUDY		TUITION/ACCOMMODATION/MEALS	ADDITIONAL CHARGES	REFUNDABLE DEPOSIT	TOTAL	TOTAL PER YEAR	QUALIFICATION
Year 1	Semester 1	28,660.–	3,600.–	1,500.–		33,760.–	Certificate
	Internship**						
Year 2	Semester 2	28,660.–	2,900.–			31,560.–	Swiss Diploma
	Internship**						
Year 3	Semester 3	28,660.–	2,900.–		31,560.–	64,660.–	Higher Diploma Bachelor Degree
	Semester 4	29,500.–	3,600.–		33,100.–		
TOTAL						129,980.–	

* Please note that students must be 18 years of age to commence an industry internship.
** Minimum gross monthly salary during a four to six-month internship in Switzerland: CHF 2,172.–

POSTGRADUATE DIPLOMA

INTERNATIONAL HOTEL AND DESIGN MANAGEMENT

MASTER OF INTERNATIONAL BUSINESS

HOTEL AND DESIGN MANAGEMENT

ENTRY REQUIREMENTS

- › Recognised Bachelor degree or at least three years work experience in a supervisory position in any industry
- › English language proficiency of TOEFL 500 or IELTS 5.0 or OOPT 50+ or equivalent
- › Recommended minimum age of 21 years

Applicants may take the Oxford Online Placement Test (OOPT) free of charge. Students who do not have the required English level will be advised to join the English Foundation Programme.

In order to continue on studying to Master's level, students must have successfully completed all course modules of the Postgraduate Diploma.

DIRECT ENTRY INTO SEMESTER 2

- › Successful completion of a Postgraduate Diploma from any Swiss Education Group School (with internship) or a Bachelor degree in Hotel Management (or related discipline) with a minimum of six-months work experience
- › English language proficiency of TOEFL 525 or IELTS 5.5 or OOPT 60+
- › Recommended minimum age of 21 years

FEES

Intake February 2016

DURATION OF STUDY		TUITION/ACCOMMODATION/MEALS	ADDITIONAL CHARGES	REFUNDABLE DEPOSIT	TOTAL PER YEAR	QUALIFICATION
Year 1	Semester 1	28,500.–	3,550.–	1,500.–	33,500.–	Postgraduate Diploma
	Internship*					
Year 2	Semester 2	31,700.–	2,800.–		34,500.–	Master of International Business
	Internship*					
TOTAL					68,000.–	

Please note, there is only one intake per year for the Postgraduate Diploma and Master's programmes.

* Minimum gross monthly salary during a four to six-month internship in Switzerland: CHF 2,172.–

ENGLISH FOUNDATION PROGRAMME

The English Foundation Programme offered by the Swiss Education Group takes place on the Hotel Institute Montreux campus throughout the year in 4-week blocks. Students may enter the course at any point and must complete a minimum of four and a maximum of 20 weeks.

Student's English level will be tested upon arrival using the Oxford Online Placement Test (OOPT) in order to place students in the appropriate class level. The length of the course depends on each student's personal English level and motivation, with the objective of achieving the required score to enter the desired study course.

The entry requirements for the Bachelor degree and Postgraduate Diploma are OOPT 50+ and for the Master degree OOPT 60+.

OOPT SCORE ON ARRIVAL	ESTIMATED DURATION FOR ADMISSION	
	BACHELOR / POSTGRADUATE DIPLOMA PROGRAMME	MASTER'S PROGRAMME
50-59		4-8 weeks
48-49	4-8 weeks	8-12 weeks
46-47	8-12 weeks	12-16 weeks
44-45	12-16 weeks	16-20 weeks
40-43	16-20 weeks	Not recommended
1-39	Swiss authorities require a minimum OOPT score of 40 points	

FEES
CHF 850.– per week (including tuition, accommodation and meals)

INCLUDED IN THE FEES

TUITION
Tuition fees are based on the standard number of study credits required for each course and reductions are offered for early payment.

Special Conditions: A reduction of 5% is available to all students who pay their fees in full 120 days prior to the start of each semester. The reduction of 5% is also available to students who pay two semesters or more in advance. Swiss Students and permanent residents of Switzerland are eligible for a reduced fee structure. For more information please contact the admissions office.

ACCOMMODATION

- › The fees include accommodation in double standard rooms.
- › Alternative options are available and are listed in the table on page 6.
- › Rooms are cleaned once per week by the housekeeping department. Bed linen and towels are provided.
- › All rooms are non-smoking.

MEALS
All meals are included in the fees. Breakfast, lunch and dinner from Monday to Friday; brunch and dinner on weekends.

INCLUDED IN THE ADDITIONAL CHARGES

ARRIVAL IN SWITZERLAND

- › Enrolment fees
- › Welcome desk at the airport
- › Induction weekend
- › Residence permit
- › Swiss residency taxes
- › Swiss VAT taxes
- › School uniform (Semester 1 to 3 Bachelor students and Postgraduate Diploma students only)
- › Student card

ACADEMICS

- › iPad
- › Teaching material
- › Academic guidance
- › Study advisor
- › Library access
- › Wireless Internet connection
- › Graduation and official certificate

INSURANCE AND SOCIAL ASSISTANCE

- › Health insurance (during academic semester)
- › Student counsellor
- › World private civil liability plan

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INTERNSHIP AND CAREER SERVICES

- › Internship placement for first-year and Postgraduate Diploma students
- › Internship assistance for second, third-year Bachelor students and Master's students
- › Internship preparation and report
- › Participation in the International Recruitment Forum
- › Career guidance

LEISURE

- › Use of campus recreational facilities
- › Two sightseeing or professional excursions

AFTER GRADUATION AND ALUMNI SERVICES

- › Swiss Education Group alumni network membership
- › Alumni services

For full details visit www.ihtti.com

Additional charges only apply to Bachelor, Postgraduate and Master's programmes.

OPTIONAL EXTRAS

ROOM EXTRAS

FEES

Per semester

Double standard room	Included in the fees
Double deluxe room	2,000.-
Single standard room	2,950.-
Single deluxe room	4,100.-

REFUNDABLE DEPOSIT

A refundable deposit of CHF 1,500.– is required by all applicants. This deposit will be refunded after completion of the full course, provided that none of the school property has been damaged/misplaced by students. The monthly health insurance premiums during internships will be deducted from the refundable deposit (CHF 130.– per month).

Further information about expenses are available upon request.

APPLICATION PROCEDURE

Applications can be made online through the school's website, by e-mail or by post.
Please ensure all the relevant documents are included or attached.

Students from Europe/Africa/
Middle East/North America :

IHTTI School of Hotel Management
c/o Swiss Education Group
Admissions Office
Av. des Alpes 27
1820 Montreux - Switzerland
Tel. +41 21 965 40 20
Fax +41 41 965 40 30

Students from Latin America :

IHTTI School of Hotel Management
c/o Swiss Education Group
Admissions Office - SCN Quadra 01
Bloco C n 85 - Sala 310-311
Ed. Brasilia Trade Center
Brasilia-DF 70711-902 Brazil
Tel. +55 61 303 796 33
Fax +55 61 303 796 33

Students from Asia/Pacific :

IHTTI School of Hotel Management
c/o Swiss Education Group
Admissions Office
260 Orchard Road
#16-01 The Heeren
Singapore 238855
Tel. +65 67 387 025
Fax +65 62 388 148

E-mail :
admissions@swisseducation.com

E-mail :
latinamerica@swisseducation.com

E-mail :
asia-admissions@swisseducation.com

STEP 1

APPLICATION FORM

Please complete the application form and send it with the following documents:

- › High-school/university certificates/transcripts
- › Proof of English proficiency (TOEFL or IELTS or equivalent)
- › Completed Statement of Health document (page 11 of the application package)
- › Copy of passport
- › Four passport-size photographs (3x4 cm – required upon arrival in Switzerland)
- › Curriculum vitae (résumé)
- › Motivation letter
- › Work reference letters (if available)

Copies of official documents are accepted however original documents may be requested.

Missing documents will be noted on the provisional letter of acceptance.

Information about any missing documents should be given to the admissions office at the time of application.

If you are in contact with a local representative, he or she will be able to help with this process.

N.B. All documents must be translated into English and stamped by an official translator.

STEP 2

PROVISIONAL ACCEPTANCE

If the application is successful and the requested course is still available, the provisional letter of acceptance will be sent within one week. The registration fee must be paid within 30 days:

- › Registration fee: CHF 3,000.–
- › Cancellation insurance: CHF 385.– (please refer to the general conditions for details)

Full bank details will be indicated in the provisional letter of acceptance. If the letter is received six weeks or less before the starting date, full fees should be transferred immediately.

If the registration fee is not paid on time the place in the course is not guaranteed. If the above payment cannot be made by the deadline set, please contact the regional admissions office to request an extension.

The paid registration fee will be applied toward the first semester fees.

N.B. Any special room requests (single or deluxe) can only be confirmed once full payment is received.

STEP 3

ACCEPTANCE AND VISA

The letter of acceptance will be issued upon receipt of the payment of the registration fee. This letter and the receipt of the registration fee payment are necessary to apply for the student visa (if required).

For many non-European countries a student visa application has to be submitted at the nearest Swiss Embassy/Consulate where details will be given for each particular situation. This usually takes up to 12 weeks to process. The local representative (if applicable) will also have full details of the visa application procedures. At the earliest students can collect their visa 10 days before the start of the course.

Swiss authorities require advance payment of the tuition fees (one or two terms) in some countries in order to receive a visa. Contact the admissions office for more information. Neither the school nor its representatives have any jurisdiction over decisions concerning visa applications. All decisions are made by the relevant Swiss authorities.

The balance of the school fees must reach the school's account no later than six weeks before arrival.

Once a place is confirmed, students will receive detailed information for arrival at the school. For any additional information, please do not hesitate to contact the admissions office.

N.B. IHTTI reserves the right to modify the application procedures when necessary. Applicants will be notified immediately should any changes take place.

APPLICATION FORM

Complete the application form and ensure that it is signed and dated before sending it with the required documents to the regional admissions office mentioned on page seven of the application package.

Documents to be sent with the application form :

- › High-school certificate/transcripts
- › University certificate/transcripts (if applicable)
- › Proof of English proficiency (e.g. TOEFL, IELTS, etc.)
- › Curriculum vitae
- › Motivation letter
- › Work reference letters (if available)
- › Copy of passport
- › Four passport-size photographs (3x4 cm)
- › Statement of health (page 11 of the application package)

FOR WHICH PROGRAMME ARE YOU APPLYING?

DIPLOMA/BACHELOR

- ☐ Swiss Diploma in International Hotel Operations Management
- ☐ Swiss Higher Diploma in International Hotel and Design Management
- ☐ Bachelor of Arts in International Hospitality and Design Management

POSTGRADUATE/MASTER

- ☐ Postgraduate Diploma in International Hotel and Design Management
- ☐ Master of International Business in Hotel and Design Management

ENGLISH PROGRAMME

- ☐ English Foundation Programme * :
 - ☐ 4 weeks ☐ 8 weeks
 - ☐ 12 weeks ☐ 16 weeks
 - ☐ 20 weeks

* Refer to page four for further information about the required length of the English Foundation Programme

STARTING DATES

2016
2017
2018

- ☐ 8 February
- ☐ 6 February
- ☐ 5 February

- ☐ 5 September
- ☐ 4 September
- ☐ 3 September

(Postgraduate Diploma and Master's programmes are only available for February intakes)

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PLEASE COMPLETE IN CAPITAL LETTERS

Student: Gender ☐ M ☐ F

Family name(s) _____ First name(s) _____

Date of birth (DD/MM/YYYY) _____ City of birth _____

Country of birth _____ Marital status _____ Nationality _____

House no./street _____ Postcode/town _____

Country _____ E-mail _____

Mobile phone _____ Telephone _____

☐ I am not sponsored by my parents/guardian nor by any other party, and will fully finance my studies by myself.

Parents, guardian or sponsor (if applicable):

Father's name(s) _____ Father's first name(s) _____

Mother's maiden name(s) _____ Mother's first name(s) _____

Guardian or sponsor (family name and first name) Mr/Mrs _____

Occupation _____ House no./street _____

Postcode/town _____ Country _____

Telephone _____ E-mail _____

EDUCATION ☐ I am transferring from a partner university (specify) _____

Schools attended (including culinary schools or universities if applicable)

Name	Town	From/To	Qualification Obtained

LANGUAGE KNOWLEDGE	(fluent/good/basic)	Spoken	Written	Reading
TOEFL/IELTS/OOPT English test score	_____			
Mother tongue	_____			
Others	_____	_____	_____	_____

LANGUAGE SELECTION (Bachelor degree; language is optional for Master's degree)

☐ French ☐ German ☐ Spanish (only if French and German are already spoken)

PREVIOUS PROFESSIONAL EXPERIENCE (Please attach copies of work reference letters—previous three only)

Employer	Town	From/To	Position

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ACCOMMODATION REQUESTS ☐ Double standard room (included in the fees) ☐ Single standard room
☐ Double deluxe room ☐ Single deluxe room

Single standard, double and single deluxe rooms are subject to availability (at an extra cost). If no preference is made, students will be informed of the room allocation upon arrival. IHTTI cannot guarantee that all requests can be met in full. Preference for room allocation is made for applicants on a first paid, first served basis. Accommodation may be allocated in different facilities subject to availability.

TRANSFER ☐ Optional bus transfer from Geneva Airport (CHF 210.– one way) ☐ I will arrange my own transportation

Comments: _____

CANCELLATION INSURANCE ☐ I DO NOT WISH TO TAKE THE CANCELLATION INSURANCE (CHF 290.– PER SEMESTER).

VISA Should you require an entry visa to Switzerland, indicate the Swiss Embassy or Consulate closest to your hometown.

IHTTI representative (if applicable)

STATEMENT OF HEALTH

The following questions concerning your state of health must be answered completely and truthfully. Information concerning your health will be kept confidential. The school will not disclose this information to any third parties without your prior consent.

APPLICANT'S PERSONAL INFORMATION

Applicant's name: ☐ Male ☐ Female

Date of birth (DD/MM/YYYY):

APPLICANT'S HEALTH INFORMATION

Height: cm Weight: kg

Have you ever suffered or do you suffer from (please tick box accordingly):	YES	NO
Hepatitis B/C	<input type="radio"/>	<input type="radio"/>
Diabetes	<input type="radio"/>	<input type="radio"/>
Tuberculosis	<input type="radio"/>	<input type="radio"/>
Measles	<input type="radio"/>	<input type="radio"/>
Heart problems/conditions	<input type="radio"/>	<input type="radio"/>
Blood pressure disorders	<input type="radio"/>	<input type="radio"/>
Any neurological conditions (epilepsy, etc.)	<input type="radio"/>	<input type="radio"/>
Any mental conditions (psychological/psychiatric – depression, bipolar disorder, eating disorders)	<input type="radio"/>	<input type="radio"/>
Any substance dependency (alcohol, drugs, medicine, etc.)	<input type="radio"/>	<input type="radio"/>
Any learning difficulties (dyslexia, dyscalculia, ADHD, ADD, etc.)	<input type="radio"/>	<input type="radio"/>
Accident/disorder that may limit or hinder your ability to perform effectively in this demanding environment	<input type="radio"/>	<input type="radio"/>
Allergy to medicine or any other products	<input type="radio"/>	<input type="radio"/>
Are you at present under treatment by a doctor, chiropractor, therapist or any other medical specialist?	<input type="radio"/>	<input type="radio"/>
If yes, specify		
Please specify if you have any religious dietary restrictions or other special dietary requirements	<input type="radio"/>	<input type="radio"/>
.....		
For female applicants: are you pregnant? If yes, expected delivery date	<input type="radio"/>	<input type="radio"/>
Have you recently undergone any surgery? If yes, specify	<input type="radio"/>	<input type="radio"/>
Do you regularly use medication? If yes, specify	<input type="radio"/>	<input type="radio"/>

If one or more questions have been answered with yes, please list in more detail below:

Illness, Disability, Medication, Allergy, etc.	Treatment Date	Treatment Terminated	Name and Address of Doctor or Hospital

COMMENTS/KNOWN CONDITIONS/LIMITATIONS

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In keeping with the Swiss Education Group policies regarding proactive health care, the Student Counsellor in consultation with the student, parents, guardian or sponsor may request a student to undergo a medical check-up or mental health assessment at any time during her/his studies with agreed healthcare professionals.

The management reserves the right to withdraw a student from school if it is believed the internal health care support services are unable to meet the student's needs, or if the student does not follow external medical advice and/or guidance.

DECLARATION

I declare that the information I have given is true and correct. I certify that my general state of health, as well as both my physical and mental conditions are excellent and that I am not affected by any physical limitation, condition, infirmity or contagious disease. I can comply with the strict physical and psychological requirements of training for a profession in the hotel and tourism industry without risk or limitation, except as detailed above.

Signature/date If applicant is a minor, signature of guardian or sponsor

CONDITIONS

FEES

Fees are reviewed every January however can be subject to change at any time.

PAYMENTS

Payments can be made by bank transfer payable in Swiss francs to:

Bank: Banque Cantonale Vaudoise – Case postale 270, CH-1001 Lausanne

Account: C 5105.91.62 – IBAN: CH32 0076 7000 C510 59162 – Swift/BIC: BCLVCH2L – Beneficiary: IHTTI School of Hotel Management

CANCELLATION POLICY

1. REGISTRATION FEE

- a. All students must pay a registration fee of CHF 3,000.– within 30 days of receiving the acceptance letter (hereafter called “registration fee”).
- b. This payment will ensure a place in the selected programme.
- c. This amount will be deducted from the total school fees (hereafter called “school fees”).

2. SCHOOL FEES

- a. Full school fees must be paid at least six weeks before the beginning of the semester.
- b. This payment will confirm a place in the selected programme.

3. CANCELLATION INSURANCE

- a. All students have the option to purchase cancellation insurance at a cost of CHF 385.– per semester.
- b. Payment of the cancellation insurance must be made at the same time as the registration fee.
- c. The cancellation insurance only covers a maximum of CHF 15,000.– per semester. It is only valid for cancellation (during the term) for medical reasons (for the full details regarding the cancellation insurance please contact your school representative).

4. CANCELLATION

- a. Before the beginning of the semester:
 - I. If a student cancels 8 weeks or more before the beginning of semester they are entitled to a full refund of the school fees minus the registration fee which will be kept as a lump sum indemnity according to the article 160 of the Swiss Obligations' Code.
 - II. If a student cancels 4 to 8

weeks before the beginning of the semester they are entitled to a refund of 50% of the amount paid minus the registration fee. The remaining is kept as lump sum indemnity.

III. If a student cancels 4 weeks or less before the beginning of the semester the full school fees paid will be kept as a lump sum indemnity.

IV. The following exceptions apply (see point 4.c.).

b. During the semester:

I. If a student cancels during the semester the full fees paid for that particular semester will be kept as a lump sum indemnity.

II. The following exceptions apply (see point 4.c.).

c. Exceptions

I. If a student cancels before the beginning of the semester for visa refusal reasons (proof is required) the full school fees paid will be refunded minus an administrative charge of CHF 250.–.

II. In case a student cancels during the semester for medical reasons and the student has taken the cancellation insurance, they are entitled to a maximum refund of CHF 15,000.– per semester (proof is required).

III. If a student cancels during the semester for valid, exceptional, reasons (approved by SEG management) and wants to come back at a later intake, the full fees paid, which have not been “consumed”, will be transferred to the next semester minus an administrative charge of CHF 250.–. This case will be treated as a deferral (see point 6.).

5. EXPULSION

- a. If a student is expelled for any reason, no refund will be processed. The full fees paid are kept as lump sum indemnity.
- b. Expelled students are not

CURRENCY

Prices are quoted in Swiss francs and payment can only be made in this currency. Bank charges are not covered by the school.

allowed to pursue their studies within any SEG school.

6. DEFERRAL

- a. If a student decides to defer their commencement date before the beginning of the semester, full school fees paid will be transferred to the next intake. However, the student will have to pay the new published school fees.
- b. If the student, after deferring his studies decides to cancel, the full school fees paid will be kept as lump sum indemnity.

7. PAYMENT OF SEVERAL SEMESTERS IN ADVANCE

- a. If a student has paid more than one semester in advance and cancels before or during the first semester then the above cancellation conditions apply. However the full fees paid for future semesters will be refunded minus an administrative charge of CHF 250.–.

8. INFORMATION DUTY

- a. If the student is not the one paying for their school fees, they commit to inform the person in charge of doing so (parents, sponsors, agents, loan agencies...etc.) of the cancellation and payment conditions mentioned in this document. The student is also responsible of transmitting all payment/school fee related matters to the person in charge of payments.
- b. SEG cannot be held responsible if the student does not respect the above mentioned.

9. CANCELLATION POLICIES FOR BRIDGE COURSES, SUMMER SESSIONS, ENGLISH FOUNDATION PROGRAMME, RETAKES AND INDEPENDENT STUDIES

- a. If a student cancels 1 week or less before the beginning

of the course, they are not entitled to any refund.

- b. If a student cancels 1 week or more before the beginning of the course the full fees paid will be refunded minus CHF 250.– administrative charge.

ACTIVITIES

IHTTI will not be held responsible for any extracurricular activities undertaken by students out of school hours.

APPLICABLE LAW

The legal relationships between IHTTI and the student are governed by Swiss substantive law, to the exclusion of conflict of law provisions thereof.

JURISDICTION

Any dispute between IHTTI and the student will be subject to the exclusive jurisdiction of the courts of Neuchâtel, Switzerland.

OTHER POINTS

IHTTI also reserves the right to alter dates, fees, curriculum or class hours without prior notice. A complete set of school rules and regulations will be provided on request. Furthermore, IHTTI reserves the right to use all images, videos and testimonials produced by the student (individually or within a group) or by IHTTI for the purpose of marketing and promotion, on-and-offline on a global scale. The agreement is irrevocable, worldwide and perpetual and is binding upon my heirs and assigns.

IHTTI reserves the right to disclose progress reports to the guardian, sponsor or appointed representative when it is considered beneficial to the student's progress.

DECLARATION

I declare that the information I have given is true and correct, and that I have read and agree with the conditions and accept the rules and regulations of IHTTI that are available upon request.

Signature of applicant/date:

Signature of parent, guardian or sponsor/date: (if applicant is minor or sponsored)

Should you be sponsored by parents/guardian or an external party, the sponsor may be contacted any time directly by the school for any financial matter.