

APPLICATION PACKAGE

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STARTING DATES / COURSE CALENDAR

2013

2 September 2013–23 January 2014

2014

3 February 2014–6 June 2014

1 September 2014–24 January 2015

2015

2 February 2015–5 June 2015

7 September 2015–29 January 2016

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 entries 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.

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FEES

Intake February 2014

DURATION OF STUDY		TUITION/ACCOMMODATION/MEALS	ADDITIONAL CHARGES	REFUNDABLE DEPOSIT	TOTAL	TOTAL PER YEAR	QUALIFICATION
Year 1	Semester 1	25,700.–	3,500.–	1,500.–		30,700.–	Certificate
	Internship**						
Year 2	Semester 2	25,700.–	2,800.–			28,500.–	Swiss Diploma
	Internship**						
Year 3	Semester 3	25,700.–	2,800.–		28,500.–	58,000.–	Higher Diploma Bachelor Degree
	Semester 4	26,700.–	3,500.–		29,500.–		
TOTAL						117,200.–	

As of September 2014

DURATION OF STUDY		TUITION/ACCOMMODATION/MEALS	ADDITIONAL CHARGES	REFUNDABLE DEPOSIT	TOTAL	TOTAL PER YEAR	QUALIFICATION
Year 1	Semester 1	26,250.–	3,500.–	1,500.–		31,250.–	Certificate
	Internship**						
Year 2	Semester 2	26,250.–	2,800.–			29,050.–	Swiss Diploma
	Internship**						
Year 3	Semester 3	26,250.–	2,800.–		29,050.–	59,100.–	Higher Diploma Bachelor Degree
	Semester 4	27,250.–	3,500.–		30,050.–		
TOTAL						119,400.–	

Please refer to www.ihtti.com for prices for the September 2013 intake.

* 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 2,168.–

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 level, students must have successfully completed all course modules of the Postgraduate Diploma.

DIRECT ENTRY INTO SEMESTER 2 (STARTS ONLY IN FEBRUARY 2015)

- › 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

As of February 2014

DURATION OF STUDY		TUITION/ACCOMMODATION/MEALS	ADDITIONAL CHARGES	REFUNDABLE DEPOSIT	TOTAL PER YEAR	QUALIFICATION
Year 1	Semester 1	26,700.–	3,500.–	1,500.–	31,700.–	Postgraduate Diploma ¹
	Internship					
Year 2	Semester 2	29,700.–	2,800.–		32,500.–	Master of International Business ²
	Internship (optional)*					
TOTAL					64,200.–	

* Minimum gross monthly salary during a four to six-month internship in Switzerland: CHF 2,168.–

¹ Students only taking the Postgraduate Diploma and not continuing onto the Master, the internship is optional.

² Students taking the full Master programme must complete at least one internship.

ENGLISH FOUNDATION PROGRAMME

The English Foundation Programme offered by the Swiss Education Group takes place on the César Ritz Colleges Le Bouveret 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 tailor the course to each individual's requirements. 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 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 600.– per week (including tuition, accommodation and meals)

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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 term. The reduction of 5% is also available to students who pay more than one term 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

- › Books and 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

INTERNSHIP AND CAREER SERVICES

- › Internship placement for first-year and Postgraduate Diploma students
- › Internship assistance for second, third-year Bachelor students and Master 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 programmes.

OPTIONAL EXTRAS

ROOM EXTRAS

FEES

Per semester	As of 2014	
Double standard room	Included in the fees	Included in the fees
Double deluxe room	1,800.-	1,900.-
Single standard room	2,700.-	2,850.-
Single deluxe room	3,800.-	3,950.-

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 125.- 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 deposit must be paid within 30 days:

- › Deposit: CHF 3,000.–
- › Cancellation insurance: CHF 300.– (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 deposit 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 deposit 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 deposit. This letter and the receipt of the deposit 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

2013
2014
2015

- 3 February
- 2 February

- 2 September
- 1 September
- 7 September

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

09

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

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: BCVLCH2L
Beneficiary: IHTTI School of Hotel Management

CANCELLATION / WITHDRAWAL / REFUND

The deposit of CHF 3,000.– (or CHF 3,300.– if cancellation insurance is taken out) is only refundable if the student's visa has been refused. In all other cases the deposit is non-refundable.

Cancellations will be accepted only up to 8 weeks prior to the start of the course by registered mail. In this case, a full refund of the fees that have already been paid will be made, minus the non-refundable deposit of CHF 3,000.– Refunds will be made 6 weeks after the starting date concerned.

For cancellation received less than 8 weeks prior to the start of the course, no refund is possible under any circumstances.

For cancellations due to visa refusal, the official visa refusal letter from the Swiss Embassy/Consulate is required. Once provided, a refund of full fees already paid will be processed, minus an administrative charge of CHF 250.–

Students may make one transfer of their deposit or fees paid to another

starting date provided that a minimum of 8 weeks' notice is given by registered mail. No refunds shall be given if the student chooses to cancel their enrolment afterwards.

It is recommended that the cancellation insurance is taken out to cover any cancellation or early termination due to medical reasons or accident (maximum coverage of CHF 10,000.–). The cost of the cancellation insurance is CHF 300.– per term and must be paid at the same time as the deposit.

If a student stops their studies during the term, no refund will be given.

EXPULSION

IHTTI reserves the right to expel any student for constant violation of rules and regulations or for drug use or vandalism. There is no refund of fees in case of expulsion.

ACTIVITIES

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

CURRENCY

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

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 images and comments of students for promotional purposes.

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.