

# Application Package



The Contemporary  
Swiss Hospitality  
Management School

# Application *Step-by-step*

## 1. Submit your application

We highly recommend applying early. If you need a student visa, please be sure to allow at least 12 weeks between application and program start date.

Once you submit your application, you will receive a confirmation email that includes a link to [pay your application fee \(CHF 75\)](#).



[Apply now](#) 

## 2. Process your application

Our team will process your application and you will receive a provisional acceptance within one week.

To confirm your place on your program, you must pay your confirmation fee within 30 days of your provisional acceptance.



## 3. Prepare for your arrival

Once you have paid your confirmation fee, we will confirm your place on your program and provide you with the documents necessary to prepare you for arrival – confirmation letter, study attestation, visa support, and welcome handbook.

You will also be invited to join prearrival information sessions.



## 4. Join your program

Our team will meet you at the airport in either Geneva or Zurich and help you organize your transportation to our campus where you will be welcomed to the school.

Throughout the first week, you will participate in a number of information sessions and social events that will ensure that you are ready to start your exciting journey.



# Application Form

Complete the online application or alternatively, complete the application form\* and ensure that it is signed and dated before sending it with the required documents to the admissions office. As part of the application process, you are required to pay an application fee of CHF 75. You can pay using our online payment solution.

\*Please note that an additional fee of CHF 100 will be charged for all non-online portal applications.

## 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 (resume)
- ◆ Motivation letter
- ◆ Work reference letters (if available)
- ◆ Copy of passport
- ◆ Four passport-size photographs (3x4 cm – required upon arrival in Switzerland)
- ◆ Statement of health (included in this document)

## Which program are you applying for?

**SHMS: Bachelor Program**

[Further information](#)

**English Language Programs**

[Further information](#)

English Foundation Program:

4 weeks      8 weeks      12 weeks

**SHMS: PGD Program**

[Further information](#)

### Fees

CHF 950 per week (including tuition, accommodation, and meals)

**SHMS: Master of International Business\***

[Further information](#)

**SHMS: Master of Science**

[Further information](#)

**SHMS: Online Executive MIB**

[Further information](#)

**SHMS: Master of Arts**

[Further information](#)

\*Master of International Business Program:

Available only for the February intake.

### Intakes

2022      February      September      November (only available for MA)

**Education**

I am transferring from a partner university (specify) .....

Schools attended (including culinary schools or universities if applicable)

Name	Location	From/To	Qualification Obtained

**Language Knowledge**

(Fluent/Good/Basic)

Spoken

Written

Reading

TOEFL/IELTS score				
Mother tongue				
Others				

**Language selection**

French

German

Mandarin\*

Spanish\*

\*(only if French and German are already spoken)

**Previous professional experience** (Please attach copies of work reference letters –previous three only)

Employer	Location	From/To	Position

**Accommodation Requests**

**Caux Campus**

[Details](#)

- Double standard room (included in the fees)
- Double deluxe room
- Single standard room
- Single deluxe room

**Leysin Campus**

[Details](#)

- Double standard room (included in the fees)
- Double deluxe room
- Double superior deluxe room

- Single standard room
- Single deluxe room
- Single superior deluxe room

Single, double, deluxe, and superior deluxe rooms are subject to availability (at an additional cost). If no preference is made, students will be informed of the room allocation upon arrival. 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.

[Additional costs](#)

**Transfer**

- Optional bus transfer from Geneva airport to Caux campus (CHF 195 one way)
- Optional bus transfer from Geneva airport to Leysin campus (CHF 230 one way)
- I will arrange my own transportation

Comments .....

**Cancelation insurance**

I do not wish to take the cancelation insurance (CHF 385 per semester).

**VISA**

Should you require an entry visa to Switzerland, indicate the Swiss Embassy or Consulate closest to your city/town of residence.

**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 ..... Email .....

Mobile phone ..... Telephone .....

I am not sponsored by my parents/guardian or 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 .....

I am committed and capable of paying for Mr./Ms. ....'s studies at Swiss Hotel Management School and all relevant expenses. I understand that the fees and other financial conditions are modified and modified annually and accept any revisions that may be made.  
I understand that the legal relationship between the school and the student is governed by Swiss substantive law, to the exclusion of conflict of law provisions thereof.  
I agree that the laws of the campus location will govern any dispute between the school and the student.  
  
Signature of parent, guardian or sponsor/date: (if applicant is a minor or sponsored)  
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## How did you hear about us?

Are you working with an education counselor to support your application to SHMS? Yes No

Name of the representative/company .....

If company, name of contact (if known) ..... Location of the representative .....

If applicable, tell us who told you about Swiss Hotel Management School (student or alumni)

Name of current student .....

Name and graduation year of alumni .....

# 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 .....

Diabetes .....

Tuberculosis .....

Measles .....

Heart problems/conditions .....

Any neurological conditions (epilepsy, etc.) .....

Any mental conditions (psychological/psychiatric – depression, bipolar disorder, eating disorders) .....

Any substance dependency (alcohol, drugs, medicine, etc.) .....

Any learning difficulties (dyslexia, dyscalculia, ADHD, ADD, etc.) .....

Accident/disorder that may limit or hinder your ability to perform effectively in this demanding environment .....

Allergy to medicine or any other products .....

Are you at present under treatment by a doctor, chiropractor, therapist or any other medical specialist? .....

If yes, specify .....

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 Counselor, in consultation with the student, parents, guardian or sponsor, may request that a student 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 as a professional in the hotel and tourism industry without risk or limitation, except as detailed above.

Signature of applicant/date:

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

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# Conditions

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## Fees

Fees are reviewed every year and are subject to change at any time.

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## Currency

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

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## Online Payment

We provide a simplified online payment solution for our international students in partnership with Flywire.

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## Payments

Payments can be made by bank transfer payable in Swiss francs to:  
All programs starting at SHMS Caux and Leysin campus:

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

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Account: S0918.40.97

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IBAN No.: CH50 0076 7000 S091 8409 7

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BIC/SWIFT: BCVLCH2L

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Beneficiary: SHMS, Swiss Hotel Management School

## Terms & Conditions

### 1. Application Fee

- As part of the application process, you are required to pay an application fee of CHF 75. You can pay using our online payment solution.
- The application fee is non-refundable.

### 2. Confirmation Fee

- If you would like to proceed with your enrolment, you must pay a confirmation fee of CHF 3'000 within 30 days of receiving your acceptance letter.
- The confirmation fee ensures a place is reserved on your selected program.
- The confirmation fee is deducted from your total school fees.
- The confirmation fee is refundable only in case of visa rejection.

### 3. School Fees

- You must pay full school fees at least six weeks before the beginning of the intake (unless a payment plan contract has been agreed upon).
- Requested accommodation type is confirmed after you have paid full school fees.
- Students with an overdue open balance cannot join their program until they settle the balance.
- Students with an overdue open balance will not receive transcripts, grades, or their diplomas.
- We reserve the right to charge a late payment administration fee of CHF 250, and to suspend a student with an overdue open balance or with non-respected payment plan instalments from his or her studies until payment issues have been resolved.

### 4. Payment of several terms in advance

- If you pay more than one term in advance and cancel before or during the first term, the cancellation conditions apply. However, the full fees paid for future terms will be refunded minus an administrative charge of CHF 250.

### 5. Sharing of information and payment conditions

- If you are not the person paying your school fees, you commit to informing the person in charge of doing so (parents, sponsors, agents, loan agencies, etc.) of the cancellation and payment conditions mentioned in this document.
- You are also responsible for transmitting all payment/school fee-related correspondence to the person in charge of your payments.
- SEG cannot be held responsible if you do not respect the above-mentioned.
- The school reserves the right to disclose progress reports to the guardian, sponsor, or appointed representative when considered beneficial to the student's progress.

### 6. Deferral

- If a student chooses to defer their commencement date before the beginning of the term, full school fees paid will be transferred to the next intake. However, the student will have to pay the published school fees for the chosen intake.
- If, after deferring your studies, you decide to cancel, the full school fees paid will be kept as a lump sum indemnity.
- Students are allowed to defer their enrolment to the next available intake and may do so only on two occasions. After two deferrals, we will cancel a student's application.

## 7. Cancellation

- a. Before the beginning of the term:
  - I. If you cancel eight weeks or more before the beginning of the intake, you are entitled to a full refund of the school fees minus the confirmation fee, which will be kept as a lump sum indemnity according to article 160 of the Swiss Code of Obligations.
  - II. If you cancel four to eight weeks before the beginning of the intake, you are entitled to a refund of 50% of the amount paid minus the confirmation fee. The remaining fees are kept as a lump sum indemnity.
  - III. If you cancel four weeks or less before the beginning of the intake, the full school fees paid will be kept as a lump sum indemnity.
  - IV. The following exceptions apply (see point 7.c).
- b. During the term:
  - I. If you cancel 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 7.c).
- c. Exceptions
  - I. If you cancel before the beginning of the semester due to visa refusal (proof is required), the full school fees paid will be refunded minus an administrative charge of CHF 250.
  - II. If you cancel during the semester for medical reasons and you have taken cancellation insurance, you are entitled to a maximum refund of CHF 15'000 per semester (proof is required).
  - III. If you cancel during the term for valid, exceptional reasons (approved by SEG management) and want to return at a later intake, the 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).

## 8. Expulsion

- a. We reserve the right to expel any student for constant violation of rules and regulations, drug use, or vandalism.
- b. There is no refund of fees in case of expulsion. The full fees paid are kept as a lump sum indemnity.
- c. Expelled students are not allowed to pursue their studies within any SEG school.

## 9. Cancellation policies for bridge courses, Summer Sessions, English Foundation Program, retakes, and Independent Studies

- a. If you cancel one week or less before the beginning of the course, you are not entitled to any refund.
- b. If you cancel more than one week before the beginning of the course, the full fees paid will be refunded minus CHF 250 administrative charge.

## 10. Activities

Students undertake extracurricular activities outside of planned school activities at their own risk, and the school cannot be held responsible.

## 11. Applicable Law

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

## 12. Jurisdiction

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

## 13. Other Points

The school also reserves the right to alter dates, fees, location, curriculum, or class hours without prior notice. We can provide a complete set of school rules and regulations upon request. Furthermore, Swiss Hotel Management School reserves the right to use all images, videos, and testimonials produced by the student (individually or within a group) or by Swiss Hotel Management School for marketing and promotion, on-and-offline on a global scale. The agreement is irrevocable, worldwide, and perpetual and is binding upon the student's heirs and assigns.

## 14. Advance Learning Program

Upon arrival on campus, all students will be required to complete a short screening assessment for English language skills. Students who do not meet the minimum level for their academic program will be required to participate in the Advance Learning Program at the campus. The Advance Learning Program runs in parallel to regular studies. Students who are required to participate in the Advance Learning Program will be assessed an additional CHF 390 in addition to any other fees required for the student's attendance at the school.

### 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 Swiss Hotel Management School that are available upon request.

Signature of applicant/date:

Signature of parent, guardian or sponsor/date: (if applicant is a 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.

Swiss Hotel Management School reserves the right to modify any information contained within this document at any given time, without prior notice. Swiss Hotel Management School also reserves the right to alter dates, fees, curriculum or class hours without prior notice. The latest version of the terms and conditions, available on our website apply, and supersede all previous versions.



ACCREDITED MEMBER



International Centre of Excellence in Tourism and Hospitality Education (THE-ICE)  
Accredited to meet THE-ICE Standards of Excellence



If you need help with your application, please do not hesitate to contact us.

Our team will put you in touch with an education counselor or admissions advisor in your region.

**Contact details**

contact@shms.com  
www.shms.com

**Caux campus**

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Rue du Panorama 2  
1824 Caux, Switzerland  
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**Leysin campus**

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