Application Procedure, Payment & Refund Policy

General Details

Step 1 => Email us the application form and school certificates to following address => ics@hds.ch
Step 2 => School sends an Offer Letter
Step 3 => Student transfers CHF 3000 as down payment in bank account of the school
Step 4 => Student receives an Attestation / Letter of Acceptance
Step 5 => Student contacts The Swiss Embassy to apply for a student visa (6 to 8 weeks procedure)
Step 6 => In case of rejection, CHF 2600 will be refunded
Step 7 => Upon approval school receives an authorization from Immigration Authorities
Step 8 => Student transfers rest of the payment in school’s bank account
Step 9 => Student obtains an entry visa from Swiss Embassy

Important notice! Students are obliged to inform school administration about their flight details, date and time of arrival at least one week prior to their arrival so that an airport pick up can be arranged (Zurich airport only).

1. The application form is considered a binding contract therefore enrolment fee CHF 400 is not refundable
2. The contract becomes valid as soon as the school issues a formal written confirmation of acceptance
3. In case of withdrawal, the school reserves the right to keep one third of the down payment
4. No refunds possible once an authorization is issued by the Immigration Authorities
5. Changes in the contract must be confirmed in writing by both parties
6. In exceptional circumstances, at the director’s discretion, the semester package may be refunded partially if a student cannot begin a course.
7. The contract can be cancelled before an intake starts with a two months written and signed notice.
8. The school reserves the right to expel students on disciplinary grounds. Students are expected to conform not only to the school’s code of conduct but also to the laws of Switzerland.
9. All school fees must be paid even if the student resigns during or before the end of a semester or he or she is expelled for any reason.
10. The school cannot be held liable for loss of or damage to private property on school premises
11. The contract can be contested only in court in St. Gallen, Switzerland.
12. Prices are fixed per semester of enrolment, but are subject to change at the start of any semester with due notice.

For further information please send us an email => ics@hds.ch

Administration
HBEC Switzerland