APPLICATION FORM HOSPITALITY MANAGEMENT PROGRAMMES (EXTENDABLE)

Please indicate the month and year you wish to start:

☐ January
☐ April
☐ August
☐ November

Year ______________________

In collaboration with St. Gallen School of Interpreting & Commerce and Gastro St. Gallen Institute HBEC Switzerland offers below mentioned Hospitality Management Programmes. Please indicate course of your interest:

☐ Diploma in Catering Management
☐ Diploma in Sales & Service Management
☐ Diploma in Business Management (Final year Professional Bachelor in Hospitality & Tourism Management)
☐ Postgraduate Diploma in Hospitality & Tourism Management
☐ Professional Master in Hospitality & Tourism Management

Please mention your future plans after completing your study programme:
### Personal Data of Applicant

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<td>NAME OF MOTHER</td>
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At which Embassy of Switzerland are you going to apply for your entry visa?
Qualifications (Latest Educational and Professional)

1. Primary School
   From:  
   Till:  
2. Secondary School
   From:  
   Till:  
3. High School
   From:  
   Till:  
4. University (if any)
   From:  
   Till:  
5. Work Experience
   Employer/Company:  
   From:  
   Till:  
6. Work Experience
   Employer/Company:  
   From:  
   Till:  
7. Mother tongue and other foreign languages

VERY IMPORTANT

General rules and regulations

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 student makes the down payment of CHF 3000 in any form.
3. In case of visa rejection, CHF 2600 will be refunded.
4. In case of withdrawal, the HBEC Switzerland GmbH reserves the right to keep one third of the down payment.
5. No refunds possible once the Immigration Authorities issue an authorization for visa.
6. Students with an issued visa must attend classes within the first two weeks after a term has started. Late arrivals will not be accepted.
7. Enrollment in the next term is possible. Changes in the contract must be confirmed in writing by both parties.
8. The contract can be cancelled before a semester starts with a two month written and signed notice.
9. The HBEC Switzerland GmbH and its partner institutions reserve the right to expel students on disciplinary grounds. Students are obliged to conform to codes of conduct of all institutions, their rules and regulations as well as the laws of Switzerland.
10. Students must attend 90% of lectures in order to qualify for writing the final examination. Failure to achieve a minimum of 90% attendance in any subject will result in a student not being allowed to write the annual / final exam. The final exam may then be written at a later date. A re-sit fee of CHF 1600 will be payable before the final exam may be written. Attendance below 80% may lead to cancellation of study contract as well as the permit student in result must leave Switzerland.
11. Students are responsible to look for an internship on their own, however a proper support will be provided during schooling. Students are permitted to work only during their paid industry-training period. Industry training is not a reward for spending 6 months in Switzerland, but is an important part of the education program. Students must prepare their resume, compose motivation letters and attend interviews. Applications must be submitted at least 3 months before an internship period starts. In the event of a student leaving the industry training position without consent of University Centre HBEC Switzerland, the residential permit will be cancelled and the student must leave Switzerland.
12. All tuition fees must be paid even if the student resigns during or before the end of a semester or he / she is expelled for any reason.
13. Students may change their accommodation after the first semester, however health insurance remains the same through out study program and must be paid for one year in advance.
14. The HBEC Switzerland cannot be held liable for loss or damage to private property on school premises. A household & liability insurance is highly recommend to be made by the student within the first week after arrival.
15. The contract can be contested only in court in St. Gallen, Switzerland.
16. Total dues for one year have to be paid before arrival in Switzerland.

Fee Description:

CHF 16'200 for the 1st year: Tuition fee, learning workshops, educational material, examination fee, excursions, bank transaction charges, accommodation for 6 months, health & accident insurance for one year as well as full service before and after arrival for a period of 9 to 10 months by HBEC Switzerland GmbH and its partner abroad.

Services & support before arrival: Student consultancy & online support, such as information by phone with regard to the course programme and visa services for a period of 4 to 6 months before arrival.

Services & support after arrival: Accommodation for 6 months, foods on first day, health & accident insurance, integration, registration, permits, student care & support for a period of 6 months after arrival.

Fee for each following year: CHF 7'900 (Tuition fee, learning workshops, educational material, examination fee, administration, health & accident insurance for students under 30 years of age). Accommodation not included.

Institute HBEC Switzerland www.hbec-switzerland.com is responsible for administration work, student services & support such as visa services, accommodation and health care. These services are to be considered right from the time student or his/her agency abroad contacts the HBEC Switzerland GmbH for the first time, however a student cannot be charged for these services before he/she has made an initial down payment. Administration costs in Switzerland are very high and can vary from case to case, therefore charges for a primary integration, administration, student services & support are also included in fee for the first year and remain the same for everyone.

Annual fee is considered as a package. HBEC Switzerland GmbH reserves the right to accommodate students in double rooms within the same package. To avoid all kind of misunderstandings all applicants are highly recommended to stay in contact with The HBEC Switzerland GmbH before they arrive in Switzerland.

PLEASE RETURN FULLY COMPLETED APPLICATION FORM.

I have read and agree with all of the enrolment conditions.

Place and date:  
Signature:  

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E-Mail: admin@hbec-switzerland.com www.hbec-switzerland.com