



The Swiss Hotel Management School



Dates and Fees 2012

Enrolment Procedure and Conditions

STEP 1: Enrolment Form

Fill in the enrolment form and send it together with the following documents to our local representative or to SHMS:

- Transcript of your previous education
- Letter of Motivation
- TOEFL, IELTS or SHMS English placement test results
- Work references (if available and appropriate)
- 3 passport size pictures
- Copy of valid passport

Failure to provide the above details in full will delay assessment of applications.

STEP 2: Provisional / Conditional Acceptance

If your application is successful we will send the Provisional or Conditional Acceptance within one week.

The deposit must then be paid within 4 weeks:

- CHF 3'300.- if cancellation insurance **is** required
- CHF 3'000.- if cancellation insurance **is not** required

If you receive the provisional acceptance 6 weeks or less before the commencement date, full fees must be transferred immediately. If the deposit is not paid on time, the programme will no longer be guaranteed.

STEP 3: Confirmation

The confirmation will be sent as soon as we have received the deposit payment. This document is needed to apply for the Visa.

Important: The balance of your school fees must reach the School's accounts no later than 6 weeks before arrival. SHMS is usually fully booked and does not guarantee the place offered if the payments are not received on time. Single, deluxe, superior deluxe rooms may only be confirmed only once full fees have been received.

STEP 4: Visa Application

For many countries outside Europe, it is necessary for the student to make an application for an entry visa to Switzerland. This procedure may take up to 8 weeks. Please check with the local Swiss Embassy.

Payments:

Payments can be made by bank draft, payable in Swiss Francs to SHMS, Swiss Hotel Management School or by telegraphic transfer to: Banque Cantonale Vaudoise, Case Postale 270, 1001 Lausanne, AC no for Caux/Montreux: S 0918.40.97, IBAN: CH50 0076 7000 S091 8409 7, Swift code: BCVLCH2L, AC no for Leysin: L 5105.91.57, IBAN: CH78 0076 7000 L510 5915 7, Swift code: BCVLCH2L

Currency:

Prices are given in Swiss Francs and payment should be made in this currency. Bank charges are not covered by SHMS.

Cancellations:

Cancellations will be accepted only up to 8 weeks prior to the start of the course by registered mail. Students may make one transfer of their deposit or fees paid to another commencement date provided that a minimum of 8 weeks notice is given by registered mail. No refunds shall be given if students choose to cancel their enrolments after having deferred. For cancellations made less than 8 weeks before course commencement no refund will be made under any circumstances. We recommend that you take out our insurance to cover cancellation or early termination due to medical reasons or accident (max. coverage: CHF 10,000.-). The current cost of this insurance is CHF 300.- per term and must be paid at the same time as your deposit. If a student's visa is refused by the Swiss Immigration, SHMS will refund the full amount received in CHF but deduct an administrative charge of CHF 250.-. Refunds will be made 6 weeks after the commencement date concerned. The deposit is not refunded in any case (only if visa refused).

AH&LA:

Students studying the Higher Diploma or PGD programme can apply for certification by AH&LA, American Hotel and Lodging Association for an additional fee of CHF 50.- per certificate or CHF 600.- for the diploma.

Swiss Degree:

The BA Honours Degree awarded by the University of Derby at SHMS is fully recognized by the Quality Assurance Agency (QAA), the governing body for higher education in the United Kingdom, and meets the requirements of the Bologna Treaty. SHMS also awards its own degree confirming the successful completion of the programme at its campuses in Switzerland. This degree is formal recognition by SHMS of the standards achieved by graduates.

Fees:

Fees are reviewed yearly but can be subject to change at any time.

Foundation

The sponsored fees for the Foundation programme is only available to students who pay the full fee of their subsequent term at the time of applying for the Foundation programme. No refund will be given should a student choose not to progress to further study with SEG/SHMS. (Usual price: CHF 930.-, SEG sponsoring CHF 500.- per week = CHF 430.- per week charged to students.)

Programme:

Each term includes 2 or 3 weeks holiday normally at the end of term or during Christmas. SHMS is not responsible for providing accommodation outside the academic term (18 weeks). Students of the BA/MA programme who wish to complete their dissertation in Switzerland have the option to stay at SHMS in Leysin depending on rooms availability. A range of accommodation options are available at a weekly cost of CHF 300.- (double standard room) up to CHF 550.- (single superior deluxe room).

Holidays:

SHMS reserves the right to expel any student for constant violation of rules and regulations or for drug use or vandalism, in which case fees will be forfeited.

Expulsion:

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

Activities:

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

Applicable Law:

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

Jurisdiction:

SHMS reserves the right to alter dates, fees, curriculum or class hours without prior notice. SHMS reserves the right to use images and comments of students for promotional purposes.

Other points:

Dates and Fees 2012

Dates

Option I: Spring Intake - February 6th, 2012

	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Year 1	ACADEMIC TERM 1					INTERNSHIP 1 *						
Year 2	ACADEMIC TERM 2					INTERNSHIP 2 *						
Year 3	ACADEMIC TERM 3					ACADEMIC TERM 4						

Option II: Autumn Intake - September 3rd, 2012

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug
Year 1	ACADEMIC TERM 1					INTERNSHIP 1 *						
Year 2	ACADEMIC TERM 2					INTERNSHIP 2 *						
Year 3	ACADEMIC TERM 3					ACADEMIC TERM 4						

(* During the internship no fees are due to SHMS, but a monthly gross salary of CHF 2168.- to CHF 2450.- can be earned. Start and finishing dates of the internships indicated in the tables above will depend on employer's requirements.)

Additional Charges

For 1st year; PGD, BA, MA, MIB students, direct entries into year 2 or 3	CHF 3'500.-
For 2nd/3rd year returning students	CHF 2'800.-

Included in the additional charges: • Enrolment fees/documents • Induction Week-End • Visitor Tax • Residence Permit • Books • Max. 10 hours of study mentor (1st and 2nd year only) • Internship Services (1st year and PGD, only, limited assistance for 2nd year students) • Teaching Material • Guest Speakers • Award Ceremony (not for 1st/2nd years) • Students Card • Train Pass as indicated • SHMS Business Suit & Uniform (1st year, PGD students only) • 2 Sightseeing Excursions or Professional Visits* • Medical/Accident Insurance during academic term • Social Assistance from SHMS Student Counsellor • Use of SHMS Facilities including Library, Internet, Disco/Bar, Gym etc. • After-Graduation Services as described • VAT (Value Added Tax) • Leysin: "Club Maxx!" Member Card with 250 credits* (*not for Foundation students).

For BA/MA students: • Dissertation Supervision • Inter Library Loan Facilities • Access to University of Derby on-line Learning Resources (but no personal text books).

Fees

Fees for Tuition, Accommodation and Meals

	Leysin Campus	Caux Campus
Diploma, Higher Diploma Programmes	CHF 24'200.-	CHF 26'100.-
BA Degree Term	CHF 26'200.-	
MA Degree Term	CHF 29'200.-	
Postgraduate Diploma Programmes (PGD)	CHF 25'200.-	CHF 26'100.-
MIB 1st year	CHF 25'200.-	
MIB 2nd year	CHF 29'200.-	
SEG Foundation Programme ⁽¹⁾ (price per week)	CHF 430.-	

Foundation Programme

	Duration/Dates	Cost
The partially sponsored Foundation programme is a great option to prepare yourself for the first year of study and improve your English. The usual fees for this programme are CHF 930.-/week, however SEG, Swiss Education Group sponsors CHF 500.- if you enrol for a 1 to 4 year programme. These fees include tuition, accommodation (in double standard room), meals and all additional charges. Duration 4 - 16 weeks.	16 weeks: 19.09.11 - 27.01.12	CHF 6'880.-
	12 weeks: 17.10.11 - 27.01.12	CHF 5'160.-
	8 weeks: 14.11.11 - 27.01.12	CHF 3'440.-
	4 weeks: 02.01.12 - 27.01.12	CHF 1'720.-

Refundable Deposit

For all students	CHF 1'000.-
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On completion of the academic term (and internship when undertaken), the deposit will be refunded minus fees for damage/loss of school property and deductions for outstanding invoices. Administrative procedures mean that the return of the deposit may not be possible for several months following the completion of the term/internship.

Contact Details

SHMS Caux Enrolment Office, "Caux-Palace", CH-1824 Caux/Montreux (Switzerland) Phone: +41 21 962 9555, Fax: +41 21 962 9556

SHMS Leysin Enrolment Office, "Mont-Blanc Palace", CH-1854 Leysin (Switzerland) Phone: +41 24 493 23 00, Fax: +41 24 49326 66
www.shms.com, info@shms.com

7. Leisure

Students Card/Trainpass

An SHMS students card is provided at arrival and can also be used as a free train pass on the "Panorama train" between Caux and Montreux or Leysin and Aigle during the academic term.

Sports Clubs/Club Maxx!

Students can join any of the sports clubs which include volleyball, soccer, basketball. In the Leysin Campus, students get a membership card with a bonus of 250 credits per term to use for sports, ski and leisure facilities in Leysin.

Gym

The gym is available to students free of charge. Leysin: Free access to the "Angsana" Gym & Spa.

Excursions

2 optional excursions per term are included in the fees: One professional visit (visit to a hotel or a tradefair), one shopping/sightseeing coach excursion.

Disco

The Grotto/Club Maxx Discos are open on Friday and Saturday night. Entrance is free for SHMS students. Drinks are charged at a nominal cost.



8. Insurance and Social Assistance

Insurance

Students are covered during the academic term against illness and accident. Details of the insurance conditions are stated in the students handbook. Students retain this same insurance during their internship and benefit from a discounted monthly premium of app. CHF 110.-/month (subject to change).

Social Assistance

Our student counsellor is available for any personal or medical assistance required. For serious situations, she will arrange a medical appointment.



9. SHMS Business Suit & Uniforms

The following suits and uniforms are included for 1st year and PGD students:

- 1 business suit (1 jacket plus 1 trousers or 1 skirt)
- 1 tie or scarf
- Kitchen uniform is offered on loan to students
- 1 pair of kitchen shoes

BA/MA students are expected to wear business attire (not included in the fees).

10. After Graduation Services & Alumni

After Graduation

SHMS prides itself on its graduate placement services. SHMS provides a fulltime Graduate Careers Advisor who assists students to identify post graduate employment opportunities.

Alumni

Membership to the SHMS Alumni is included for Graduate students. Alumni events are organised in many countries around the world.

What's included?

1. Enrolment Documents, Residence Permit, VAT

Enrolment Documents

The following documents are issued for each successful applicant and sent - outside of Europe normally by the SHMS Worldwide Express Delivery Service - to the applicant, or her/his agent:

- **Provisional Acceptance Letter**
This letter is sent out immediately after receiving your enrolment.
- **Confirmation Letter/Invoice**
This letter is sent to you immediately after we have received your deposit payment of CHF 3.000.- or - if you wish to take the cancellation insurance - CHF 3300.-.

Residence Permit

SHMS will apply for your residence permit as soon as you arrive in Switzerland. All costs to the authorities are included.

VAT

All expenses for VAT (Value Added Tax) are covered in your fees.

Visitor Tax

Foreign nationals staying in Switzerland for more than one week have to pay a daily tax to the local authorities. SHMS covers this tax.



2. Pre-Departure Assistance, Induction Weekend

Pre-Departure Orientation Session/Group Departure

In many countries, SHMS or its local representatives, organise Pre-Departure orientation sessions and a group departure directly to Switzerland.

Welcome Desk/Transfer to SHMS

During the arrival weekend, SHMS has a Welcome Desk in Geneva Airport. SHMS organises transportation from Geneva Airport to Caux or Leysin, at an additional charge of CHF 175.- one way.

Induction Workshops

Induction Workshops are organised on Saturday and Sunday of the arrival weekend to help students to get important information about their stay in Switzerland.

Welcome-Party

A Welcome-Party is organised on the Saturday night of the arrival weekend. In addition, we also organise a BBQ on Saturday night in the September intake if weather conditions allow to do so.

24h International Buffet

During arrival weekend, SHMS offers a 24 h international buffet, available to all students (Friday noon till Sunday midnight).



3. Academics

Tuition

Tuition by qualified and experienced lecturers. The number of lessons depend on the selected programme and year of study (please refer to brochure for details).

Books & Teaching Material

Excellent, modern, latest edition text books, as well as all required teaching materials are included in the fees.

Academic Guidance

The Programme Leaders or Academic Dean guide students through the academic term and are available to solve any academic problems that may occur.

Independent Study Supervision for BA/MA Students

Students on the BA/MA programmes receive expert supervision during the completion of their dissertation thesis or business project. This supervision is usually provided on a "distance learning" basis. Accommodation packages for the dissertation period are available.

Study Mentor

1st and 2nd year students with initial difficulties in certain subjects can request a study mentor, who is normally a student of the same nationality. A maximum of 10 hours per semester are covered by SHMS.



Records of Achievement (not applicable for BA/ MA students)

Two Records of Achievement per semester are given directly to students. The 2nd Record of Achievement is issued at the end of the semester and sent to the student on internship.

Internet

Students have free access to the internet in either the Internet Café, the internet computer room or by using the wireless internet access with the airport modem.

Learning and Resource Centre

Students have free access to the Learning and Resource Centre. An experienced librarian is available to offer assistance.

SHMS Student Folder

The SHMS Student Folder contains important information regarding academics, rules & regulations. This folder is normally also used by students to file academic records and documents.

Award Ceremony & Final Qualification

At the end of the chosen academic programme, graduates, relatives and friends are invited to participate in the Award Ceremony.



4. Internship Services

Assistance for new students

The SHMS Internship Office assists students in the 1st year of the Higher Diploma Programme and the PGD Programme to find an internship in Switzerland.

During the CV Interview, the Internship co-ordinator will discuss with each student individually her/his Curriculum Vitae and update it in the SHMS database. As soon as a Hotel/Restaurant confirms interest, a job interview will be arranged. Students will be provided with details regarding the location of the interview and requested preparation. The work contract is then signed directly between the employer and the student.

Assistance for returning students

Returning and higher degree students are encouraged to find their own internship as part of their academic skills development. However, the Internship co-ordinator remains available if help is requested.

Assistance/visits during Internship

The SHMS Internship co-ordinator remains available to offer any assistance or help requested during the internship. An SHMS Internship co-ordinator normally visits students on internship in Switzerland.



5. Accommodation

Rooms

Included in the fees is accommodation in a Double Standard room. SHMS also offers a range of more exclusive rooms.

If you wish to be accommodated in the main building of the campuses, you should choose a Deluxe or Superior Deluxe room since many of the standard rooms are located in annex buildings. Room allocations are made upon receipt of full course fees, subject to availability.

	Standard Rooms		Deluxe Rooms		Superior Deluxe	
	Caux	Leysin	Caux	Leysin	Caux	Leysin
Bathroom/toilet ensuite			✓	✓	✓	✓
Shared bathroom/shower/toilet	✓	✓				
Phone	✓		✓	✓	✓	✓
Internet Connection	✓	✓	✓	✓	✓	✓
TV/Hi-Fi/DVD Player					✓	✓
Cost per term						
Double	included	included	1'800.-	1'800.-	3'350.-	3'350.-
Single	2'700.-	2'700.-	3'800.-	3'800.-	4'700.-	4'700.-



Bed linen/towels

Bed linen and towels are provided for all room categories. Towels are changed once per week by the housekeeping department. Bed linen is changed every two weeks or upon request.

Cleaning of Rooms

Rooms are cleaned once per week by the housekeeping department.



6. Meals

Meals

All meals are included 7 days/week: 3 meals from Monday to Friday, Brunch and Dinner on weekends. Students can choose either of the three SHMS food outlets (details in the brochure:)

Caux-Montreux Campus:

- "4 Seasons" - International Buffet Cafeteria
- "Caux-Palace" - French Restaurant
- "Trendz" - Fusion Concept

Leysin Campus:

- "Sitio" - International Buffet Restaurant
- "Le Mont-Blanc Palace" - French Restaurant
- "Market Place" - Self-Service Cafeteria

Student Kitchen

Students can book the "Student Kitchen" at the front desk (free of charge), if they wish to prepare their own meals. Recommended especially on week-ends.

Special Diet

- For vegetarians, a special main course is available.
- For students who cannot eat pork or beef due to religious reasons, other choices are available.



Representative:

Admissions Office:

SHMS Caux Enrolment Office, "**Caux-Palace**", CH-1824 Caux/Montreux (Switzerland)

Phone: +41 21 962 9555, Fax: +41 21 962 9556

SHMS Leysin Enrolment Office, "**Mont-Blanc Palace**", CH-1854 Leysin (Switzerland)

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