

APPLICATION PACKAGE

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STARTING DATES/COURSE CALENDAR

2012

- Winter:** 9 January–23 March
- Spring:** 9 April–22 June
- Summer:** 9 July–21 September
- Fall:** 8 October–21 December

2013

- Winter:** 7 January–22 March
- Spring:** 8 April–21 June
- Summer:** 8 July–20 September
- Fall:** 7 October–20 December

2014

- Winter:** 6 January–21 March
- Spring:** 7 April–20 June
- Summer:** 7 July–19 September
- Fall:** 6 October–19 December

ADMISSIONS AND FEES

All prices are in Swiss Francs (CHF)

SWISS HIGHER DIPLOMA BACHELOR OF INTERNATIONAL BUSINESS IN HOTEL AND TOURISM MANAGEMENT

ADMISSION CRITERIA

Applicants must have successfully completed a high school diploma and should have a minimum age of 18 years. Students require an English language proficiency of TOEFL 500 or IELTS 5 or OOPT 50+ or equivalent. Applicants may take the Oxford Online Placement Test (OOPT) free of charge.

Applicants who do not have the required English level will be advised to join the English Foundation Programme.

BACHELOR OF ARTS IN HOSPITALITY BUSINESS MANAGEMENT

The Bachelor of Arts in Hospitality Business Management is awarded by Washington State University (WSU) and requires students to achieve a minimum of 2.50 Cumulative Grade Point Average (CGPA) after Term 4 to apply for the qualification. The same CGPA is required at the end of Term 8 to be awarded the WSU degree. Those who do not have a 2.50 CGPA but are above the César Ritz pass grade will be awarded with a Bachelor of International Business in Hotel and Tourism Management.

Students who have attended other university programmes or recognized hotel schools may apply to transfer their credits. All applications will be considered on an individual basis.

ACADEMIC SCHOLARSHIPS

César Ritz Colleges Switzerland grants scholarships based on academic performance.* The following scholarship amounts will be credited towards the last term of studies in the Bachelor of International Business in Hotel and Tourism Management:

- a** For students completing the full programme (180 ECTS/120 US-Credits) at César Ritz Colleges Switzerland or our affiliated colleges (mentioned below).
- b** For students transferring up to 45 ECTS (30 US-Credits) into the Bachelor programme for prior studies not undertaken at César Ritz Colleges Switzerland or our affiliated colleges (mentioned below).

*Conditions of scholarship eligibility include the number of credits obtained within the César Ritz Colleges network. This network includes: the European International College, Abu Dhabi, UAE; the International College of Management, Sydney, Australia; the Queenstown Resort College, Queenstown, New Zealand; Jindal School of Hotel Management, Vadodara, India.

The award of a scholarship is detailed in the course catalogue and cannot be cumulated with any other scholarship/financial award. The higher scholarship will be awarded.

STANDARD PACKAGE

Year 1	Term 1	14,750.-	Total 29,500.-	
	Term 2	14,750.-		
Year 2	Term 3	14,750.-	Total 44,250.-	
	Term 4	14,750.-		
	Term 5	14,750.-		
Year 3	Term 6	15,150.-	Total 15,150.-	Swiss Higher Diploma
	Term 7	15,150.-	Total 30,300.-	Bachelor of International Business
	Term 8	15,150.-		

CUMULATIVE GRADE POINT AVERAGE (CGPA)

	2.80 to 3.00	3.01 to 3.74	3.75 to 4.00
a	4,000.-	6,000.-	10,000.-
b	2,000.-	3,000.-	5,000.-

POSTGRADUATE DIPLOMA INTERNATIONAL HOSPITALITY MANAGEMENT

ADMISSION CRITERIA

Applicants require a recognized Bachelor degree. Candidates with a track record of supervisory or management experience in the hospitality and tourism industry will be considered on an individual basis by the Director of Postgraduate Programmes who will implement the relevant university procedures. Students require an English language proficiency of TOEFL 550 or IELTS 6 or OOPT 60+ or equivalent. Applicants may take the Oxford Online Placement Test (OOPT) free of charge.

Applicants who do not have the required English level will be advised to join the English Foundation Programme. The recommended minimum age of enrolment is 22 years.

STANDARD PACKAGE

Term 1	15,150.-	Total 45,450.-	Postgraduate Diploma
Term 2	15,150.-		
Term 3	15,150.-		

MASTER OF ARTS INTERNATIONAL BUSINESS IN HOTEL AND TOURISM MANAGEMENT MASTER OF SCIENCE INTERNATIONAL HOSPITALITY MANAGEMENT

ADMISSION CRITERIA

To further their education towards a Master of Arts (MA) or Master of Science (MSc), students need to have successfully completed the Postgraduate Diploma in International Hospitality Management and all its course modules. The MA and MSc have the same entry requirements as the Postgraduate Diploma (see admission criteria of this programme).

STANDARD PACKAGE

Term 1	15,150.-	Total 60,600.-	Postgraduate Diploma
Term 2	15,150.-		
Term 3	15,150.-		
Term 4	15,150.-		Master degree

ENGLISH FOUNDATION PROGRAMME

ADMISSION CRITERIA

On the first day of term, all students who do not have an official proof of English proficiency, will be given an English assessment test using the Oxford Online Placement Test (OOPT) in order to tailor the programme to their individual requirements.

The length of the programme depends on the student's personal English level and motivation, with the main objective of achieving the required score to enter the desired study programme.

The English Foundation Programme runs throughout the year in four-weeks blocks. Students may enter the programme at any point, but for a minimum of four weeks and a maximum of 20. Once the required score of the Oxford Online Placement Test has been achieved, the student may progress to the desired programme.

STANDARD PACKAGE

Per week	600.-
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DURATION ESTIMATION FOR ADMISSION TO HOSPITALITY PROGRAMMES

OOPT score on arrival	Bachelor students Required OOPT score: 50+	Postgraduate students Required OOPT score: 60+
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

STANDARD PACKAGE

The following items are included in the standard package price:

COURSE FEES

The course fees are based on the standard number of study credits required for each programme. Swiss students and permanent residents of Switzerland are eligible for a reduction per term. For more information, contact the admission office.

ACCOMMODATION

The standard package offers the following accommodation:

- Le Bouveret Campus – double standard room
- Lucerne Campus – double standard room
- Brig Campus – single deluxe room

Alternative options are available and are listed in the table (page 5) on a per campus basis.

MEALS

Students are offered the following meal plans:

- Le Bouveret Campus – breakfast, lunch and dinner from Monday to Friday; on weekends, brunch and dinner
- Lucerne Campus – breakfast, lunch and dinner from Monday to Friday; on weekends, brunch and dinner

- Brig Campus – lunch and dinner from Monday to Friday; on weekends, complementary equipped kitchens are available for students to cook.

ADDITIONAL CHARGES

The following items are included in the additional charges each term:

- Enrolment fees
- Induction weekend
- Access to academic guidance and study support
- Access to online library
- Books
- Teaching material
- Student Counsellor
- Uniform
- Wireless Internet connection
- Use of campus recreational facilities
- Residence permit
- Residency taxes

- Rent of the school's mobile phone
- Health insurance
- Student card
- Industry visits
- Internship services
- Career and alumni services
- VAT

PER TERM

Term 1	2,150.-
Further terms	1,500.-

With the school's mobile phone, students are allowed unlimited free calls to any of their fellow students. SMS, MMS and data are also included.

REFUNDABLE DEPOSIT

A refundable deposit of CHF 1,500.- is required by all applicants. This deposit will be refunded after completion of the full programme, provided that none of the school property has been damaged/misplaced by students.

LE BOUVERET CAMPUS

	PER TERM
On campus outdoor car parking (subject to availability)	150.-

Accommodation options

Double standard room	Included in the standard package
Double deluxe room	1,000.- additional cost
Single standard room	1,500.- additional cost
Single deluxe room	2,000.- additional cost
Single superior deluxe room	2,500.- additional cost

LUCERNE CAMPUS

Accommodation options

Double standard room	Included in the standard package
Double deluxe room	1,000.- additional cost
Single standard room	1,500.- additional cost
Single deluxe room	2,000.- additional cost

BRIG CAMPUS

On campus underground car parking (subject to availability)	300.-
On campus outdoor car parking (subject to availability)	150.-

Accommodation options

Single deluxe room	Included in the standard package
Single superior deluxe room	1,500.- additional cost

Further information about expenses is available upon request. Preference for allocation is made for applicants on a first paid, first served basis.

CONDITIONS

FEES

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

CURRENCY

Prices are given in Swiss Francs and payment should be made in this currency. Bank charges are not covered by César Ritz Colleges Switzerland.

PAYMENTS

Payments can be made by bank transfer payable in Swiss Francs to:

All Postgraduate/Master programmes
Swiss Higher Diploma/Bachelor programmes starting
at the Bouveret and Brig Campus:

UBS, Sebastiansplatz 4, 3900 Brig
Account No.: 689602.02T
Iban No.: CH76 0026 32 63 6896 0202 T
SWIFT/BIC: UBSWCHZH80A
Beneficiary: U.C. César Ritz Colleges AG

Swiss Higher Diploma/Bachelor programmes starting
at the Lucerne Campus:

UBS, Postfach, 6002 Lucerne
Account No.: 248 - 70184677.0
Iban No.: CH55 0024 8248 7018 4677 0
SWIFT/BIC: UBSWCHZH80A
Beneficiary: DCT Int. Hotel & Business

CANCELLATION – WITHDRAWAL – REFUND

Cancellations will be accepted only up to eight weeks prior to the start of the course by registered mail. An administrative charge in the amount of the deposit shall apply. For cancellation received less than eight weeks before the course commencement, no refund will be made except under the following circumstances:

- The student's visa is refused by the Swiss authorities; in which case the school will refund the full amount received in CHF minus an administrative charge of CHF 250.-
- The student has opted to pay for cancellation insurance (CHF 300.-) at the same time the deposit was paid; in which case the full deposit will be refunded, as well as any other fees paid to a maximum of CHF 10,000.-. Cancellation insurance only covers cancellation for medical reasons or accident.

Students may make one transfer of their deposit of fees paid to another commencement date provided that a minimum of eight-week notice is given by registered mail. No refunds shall be given if the student chooses to cancel his/her enrolment afterwards. If a student is enrolled for studies at César Ritz Colleges Switzerland but does not arrive on campus, withdraws for any reasons, discontinues the course or is expelled, **all** fees paid for the programme for which he or she was enrolled are forfeited.

EXPULSION

César Ritz Colleges 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

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

APPLICABLE LAW

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

JURISDICTION

Any dispute between César Ritz Colleges and the student will be subject to the exclusive jurisdiction of the courts of Sion, Switzerland.

OTHER POINTS

César Ritz Colleges Switzerland 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, César Ritz Colleges reserves the right to use images and comments of students for promotional purposes.

César Ritz Colleges Switzerland reserves the right to disclose progress reports to the guardian, sponsor or appointed representative when it is considered beneficial to the student's progress.

APPLICATION PROCEDURE

The completed application form and all related documents must be sent to the respective admissions office:

Admissions office for all Postgraduate/Master programmes and Swiss Higher Diploma/Bachelor programmes applicants who wish to start their studies at the Bouveret and Brig Campus:

César Ritz Colleges Switzerland
Admissions office - Route Cantonale 51
1897 Le Bouveret - Switzerland

Tel.: +41 24 482 82 82 - Fax: +41 24 482 88 99
E-mail: admissions@ritz.edu

Admissions office for Swiss Higher Diploma/Bachelor applicants choosing to start their studies at the Lucerne Campus:

César Ritz Colleges Switzerland
Admissions office - Löwenstrasse 16
6003 Lucerne - Switzerland

Tel.: +41 41 399 00 00 - Fax: +41 41 399 01 01
E-mail: admissions@ritz.edu

The application form can be sent by fax or scanned via e-mail, however, the original must be received by post. Missing documents will be noted on the provisional letter of acceptance (PLOA). Information about any missing documents should be given to the admissions office at the time of application.

STEP 1

Application form

The completed application form, including the date and signature, to be sent to the admissions office with the following documents:

- High school diploma/transcripts or university degree/transcripts
- Proof of English proficiency (TOEFL or IELTS or equivalent)
- Completed and signed Statement of Health document (page 11 of the application package)
- Four passport-size photographs
- Curriculum vitae (résumé)
- Motivation letter
- Work certificates if available

If you are in contact with a local representative, he or she will be able to help with this process.

WELCOME PACKAGE

Once your place is confirmed, we will send you a welcome letter together with:

- A welcome brochure with full details of the items you need to bring and supplementary information about the campus
- An arrival information form

You are requested to arrive between Friday and Sunday before the official starting date. Students starting at our campuses in Le Bouveret and Brig should, if possible, fly to Geneva airport, while students starting in Lucerne should fly to Zurich airport. We will have a school representative to welcome you at both airports. Flight reservations should be made well in advance of your starting date.

STEP 2

Provisional letter of acceptance (PLOA)

This will be issued once your application has been accepted. Payment deadline for the deposit of CHF 3,000.- (3,300.- if the cancellation insurance is requested) as indicated on PLOA is usually 30 days. Full bank details will be indicated in the letter.

If the above payment cannot be made by the deadline set, please contact the admissions office to request an extension.

The deposit paid will be applied toward the first term fees.

STEP 3

Letter of acceptance (LOA)

This will be issued upon receipt of the payment of the deposit. The LOA is necessary to apply for the student visa if required.

ARRIVAL IN SWITZERLAND

Welcome Desks, staffed by César Ritz Colleges' students, are set up in the Arrivals Hall at the Zurich and Geneva airports from Friday to Sunday (8:30 - 23:00 hrs) before the beginning of each term. You will be assisted with your luggage, train tickets, connections and transfers to Le Bouveret, Lucerne or Brig.

For any additional information, please do not hesitate to contact the admissions office at César Ritz Colleges Switzerland.

N.B. César Ritz Colleges reserves the right to modify the application procedures when necessary. Applicants will be notified immediately should any changes take place.

VISA APPLICATION PROCEDURES

VISA APPLICATION

In **most countries** you have to submit a student visa application at the nearest Swiss Embassy/Consulate where details will be given for your particular situation. This usually takes up to 12 weeks to process. Your local representative, if you are working with one, will also have full details of the visa application procedures.

Neither César Ritz Colleges Switzerland or its representatives have any jurisdiction over decisions concerning visa applications. All decisions are made by the relevant Swiss authorities.

You will need the letter of acceptance and receipt of your deposit to apply for your visa.

VISA COLLECTION

At the earliest, you can collect your visa 10 days before the start of your programme.

ADVANCE PAYMENT

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.

EXCEPTIONS

Nationals of most EU Member States do not require a student visa to enter Switzerland.

APPLICATION FORM

The completed application form, accompanied by the requested documents, should be mailed to the respective admissions office. Upon receipt of your application form, we will contact you regarding the next steps to take and how to reserve your place.

Please check that the application form is appropriately signed and dated before sending. Documents to be sent with the application form:

- School leaving certificates and high school transcripts
- University transcripts/degree (if applicable)
- Proof of English proficiency (e.g. TOEFL, IELTS, etc.)
- Curriculum vitae (résumé)
- Photocopy of passport
- Motivation letter
- Statement of health (page 11 of the application package)
- Four passport photos
- Work certificates if available

FOR WHICH PROGRAMME ARE YOU APPLYING?

DIPLOMA/BACHELOR

- Swiss Higher Diploma in Hotel and Tourism Management
- Bachelor of International Business in Hotel and Tourism Management/
Bachelor of Arts in Hospitality Business Management

POSTGRADUATE/MASTER

- Postgraduate Diploma in International Hospitality Management
- Master of Arts in International Business in Hotel and Tourism Management
- Master of Science in International Hospitality Management

ENGLISH PROGRAMME

- English Foundation Programme*
 - 4 weeks
 - 8 weeks
 - 12 weeks
 - 16 weeks
 - 20 weeks

CAMPUS SELECTION (only for Swiss Higher Diploma and Bachelor applicants)

- Lucerne Campus for Year 1 and 2
- Le Bouveret Campus for Year 1 and 2

*Refer to page 3 for further information on the English Foundation Programme needed length

STARTING DATES 2012

9 January

9 April

9 July

8 October

2013

7 January

8 April

8 July

7 October

2014

6 January

7 April

30 June

29 September

PLEASE COMPLETE IN BLOCK LETTERS AND RETURN TO THE ADMISSIONS OFFICE

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 Post code/town

Country E-mail

Telephone Fax

- 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 other the parents/guardian):

Father's name(s) Father's first name(s)
Mother's maiden name(s) Mothers's first name(s)
Guardian or sponsor (family name and first name) Mr/Mrs
Occupation House no./street
Post code/town Country
Telephone Fax
E-mail

EDUCATION

Schools attended (including hotel schools or universities if applicable)

Name	Town	From/To	Diploma obtained
.....
.....
.....

LANGUAGE KNOWLEDGE (Fluent/Good/Basic)

	Spoken	Written	Reading
TOEFL/IELTS English test score:			
Mother tongue			
Others			

LANGUAGE SELECTION (Bachelor programme; language is optional for Postgraduate/Master degree)

- French
- German
- Spanish (only if French and German are already spoken)

PREVIOUS PROFESSIONAL EXPERIENCE (Please attach copies of certificates – last three only)

.....
.....
.....

VISA

Should you require an entry visa to Switzerland, indicate the Swiss Embassy or Consulate closest to your hometown.

.....

REPRESENTATIVE (César Ritz Colleges representative (if applicable))

.....
.....



STATEMENT OF HEALTH

The following questions concerning your state of health must be answered completely and truthfully. Information concerning the health of the person will be kept confidential. César Ritz Colleges Switzerland will not disclose this information to any third parties.

Applicant's name:

Name and address of your family doctor whom you normally consult:

Your height: cm Your weight: kg

PLEASE TICK BOX AS APPROPRIATE:

YES NO

Are you presently ill or do you have health problems? YES NO

Do you have any physical disabilities? YES NO

Are you at present under treatment by a doctor, chiropractor, therapist, or any other medical specialist? YES NO

Do you regularly use medication? YES NO

For female applicants:

Are you pregnant? No Yes. Expected delivery date:

Do you have any known food allergies, religious dietary restrictions, or other special dietary requirements? YES NO

Do you have any allergies to common medications? YES NO

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 the doctor responsible or hospital

COMMENTS, KNOWN CONDITIONS, OR KNOWN LIMITATIONS:

.....

.....

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

SUPPLEMENTARY INFORMATION

ACCOMMODATION REQUESTS

If no preference is made, you will be informed of your room allocation upon arrival.

César Ritz, Le Bouveret Campus

(all rooms are non-smoking)

- Double standard room (included in the standard package)

Additional cost per term

- Double deluxe room CHF 1,000.-
 Single standard room CHF 1,500.-
 Single deluxe room CHF 2,000.-
 Single superior deluxe room CHF 2,500.-

Single and double deluxe rooms are subject to availability.

César Ritz, Lucerne Campus

(all rooms are non-smoking)

- Double standard room (included in the standard package)

Additional cost per term

- Double deluxe room CHF 1,000.-
 Single standard room CHF 1,500.-
 Single deluxe room CHF 2,000.-

Single and double deluxe rooms are subject to availability.

University Centre, Brig

(all rooms are non-smoking)

- Single deluxe room (included in the standard package)

Additional cost per term

- Single superior deluxe room CHF 1,500.-

Students in Brig who are allocated double room accommodation will receive a financial refund.

César Ritz Colleges Switzerland cannot guarantee that all requests can be met in full. 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.

CANCELLATION INSURANCE

- I would like to take the cancellation insurance (CHF 300.-).

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 César Ritz Colleges Switzerland 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.