

# APPLICATION PACKAGE

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## STARTING DATES

### 2019

<b>Winter:</b>	7 January – 22 March
<b>Spring:</b>	8 April – 21 June
<b>Summer:</b>	8 July – 20 September
<b>Autumn:</b>	7 October – 20 December

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### 2020

<b>Winter:</b>	6 January - 20 March
<b>Spring:</b>	6 April - 19 June
<b>Summer:</b>	6 July - 18 September
<b>Autumn:</b>	5 October - 18 December

- Winter and summer intakes are only available for the Bachelor's degree at the Lucerne campus
- Spring and autumn intakes are only available for the Bachelor's degree at the Le Bouveret campus

# ENTRY REQUIREMENTS AND FEES

All prices are quoted in Swiss Francs (CHF)

## BACHELOR OF INTERNATIONAL BUSINESS IN HOTEL AND TOURISM MANAGEMENT

### ENTRY REQUIREMENTS

- › High-school diploma or equivalent
- › English language proficiency of TOEFL iBT 55 or IELTS 5.5 or OOPT 50+ or equivalent<sup>1</sup>
- › Recommended minimum age of 18 years<sup>2</sup>

Applicants may take the Oxford Online Placement Test (OOPT) free of charge. Students who do not have the required English level will be advised to join the English Foundation Programme. (Please refer to page 4 for further information).

### WSU BACHELOR OF ARTS IN HOSPITALITY BUSINESS MANAGEMENT

The WSU 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 this 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 a Bachelor of International Business in Hotel and Tourism Management.

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

#### Intakes: January/April/July 2019

DURATION OF STUDY		TUITION/ACCOMMODATION/MEALS	ADDITIONAL CHARGES	SECURITY DEPOSIT	TOTAL	TOTAL PER YEAR	QUALIFICATION
Year 1	Term 1	17,140.–	2,250.–	1,500.–	20,890.–	39,880.–	Swiss Certificate
	Term 2	17,140.–	1,850.–		18,990.–		
	Internship <sup>3</sup>				-		
Year 2	Term 3	17,140.–	1,850.–		18,990.–	56,970.–	
	Term 4	17,140.–	1,850.–		18,990.–		
	Term 5	17,140.–	1,850.–		18,990.–		
	Internship <sup>3</sup>		-		-		
Year 3	Term 6	17,850.–	1,850.–		19,700.–	59,100.–	Higher Diploma
	Term 7	17,850.–	1,850.–		19,700.–		Bachelor Degree
	Term 8	17,850.–	1,850.–		19,700.–		
TOTAL						155,950.–	

#### Intakes: October 2019 and January / April / July 2020

DURATION OF STUDY		TUITION/ACCOMMODATION/MEALS	ADDITIONAL CHARGES	SECURITY DEPOSIT	TOTAL	TOTAL PER YEAR	QUALIFICATION
Year 1	Term 1	17,550.–	2,250.–	1,500.–	21,300.–	40,700.–	Swiss Certificate
	Term 2	17,550.–	1,850.–		19,400.–		
	Internship <sup>3</sup>				-		
Year 2	Term 3	17,550.–	1,850.–		19,400.–	58,200.–	
	Term 4	17,550.–	1,850.–		19,400.–		
	Term 5	17,550.–	1,850.–		19,400.–		
	Internship <sup>3</sup>		-		-		
Year 3	Term 6	18,250.–	1,850.–		20,100.–	60,300.–	Higher Diploma
	Term 7	18,250.–	1,850.–		20,100.–		Bachelor Degree
	Term 8	18,250.–	1,850.–		20,100.–		
TOTAL						159,200.–	

For preferential pricing options, please ask your local representative.

<sup>1</sup> Please note that OOPT is only accepted in CRCS - Lucerne

Please note that if you require a visa, Swiss authorities in CRCS - Bouveret need to be provided with a valid TOEFL or IELTS score (not older than one year)

<sup>2</sup> Please note that students must be 18 years of age to commence an industry internship.

<sup>3</sup> Minimum monthly gross salary during a four to six-month internship in Switzerland: CHF 2,179.–

## MASTER OF ARTS IN ENTREPRENEURSHIP FOR THE GLOBAL HOSPITALITY AND TOURISM INDUSTRY

### ENTRY REQUIREMENTS

- › Recognised Bachelor's degree (minimum 2:2) in any discipline
- › English language proficiency<sup>1</sup> of TOEFL iBT 80 or IELTS 6.0 or equivalent
- › Recommended minimum age of 21 years

Candidates with a track record of supervisory or management experience will be considered on an individual basis by the programme's manager who will implement the relevant university procedures.

### FEES

#### Intakes: April 2019

DURATION OF STUDY		TUITION/ACCOMMODATION/MEALS	ADDITIONAL CHARGES	SECURITY DEPOSIT	TOTAL	TOTAL PER YEAR	QUALIFICATION
Year 1	Term 1	18,000.–	2,250.–	1,500.–	21,750.–	41,600.–	Master of Arts
	Term 2	18,000.–	1,850.–		19,850.–		
	Internship <sup>2</sup>						

### FEES

#### Intakes: October 2019 and April 2020

DURATION OF STUDY		TUITION/ACCOMMODATION/MEALS	ADDITIONAL CHARGES	SECURITY DEPOSIT	TOTAL	TOTAL PER YEAR	QUALIFICATION
Year 1	Term 1	18,500.–	2,250.–	1,500.–	22,250.–	42,600.–	Master of Arts
	Term 2	18,500.–	1,850.–		20,350.–		
	Internship <sup>2</sup>						

<sup>1</sup> Please note that University of Derby does not accept the OOPT as proof of English for admission into an MA at CRCS.

<sup>2</sup> Minimum monthly gross salary during a four to six-month internship in Switzerland: CHF 2,179.–

## ENGLISH FOUNDATION PROGRAMME

The English Foundation Programme offered by the Swiss Education Group takes place on the Hotel Institute Montreux campus throughout the year in 4-week blocks. Students may enter the course at any point and must complete a minimum of four and a maximum of 12 weeks.

Student's English level will be tested upon arrival using the Oxford Online Placement Test (OOPT) in order to place students in the appropriate class level. The length of the course depends on each student's personal English level and motivation, with the objective of achieving the required score to enter the desired study course.

OOPT SCORE ON ARRIVAL	ESTIMATED DURATION FOR ADMISSION	
	BACHELOR'S PROGRAMME	MASTER'S PROGRAMME
50-60		4 weeks
40-50		12 weeks
45-50	4 weeks	
40-45	12 weeks	
1-39	A minimum score of 40 is required to attend the English Foundation Programme	

### FEES

CHF 850.– per week (including tuition, accommodation and meals)

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## INCLUDED IN THE FEES

### TUITION

Tuition fees are based on the standard number of study credits required for each programme and reductions are offered for early payment.

Special Conditions: A reduction of 5% is available to all students who pay their fees in full 120 days prior to the start of each term. The reduction of 5% is also available to students who pay three terms or more in advance, Swiss students and permanent residents of Switzerland are eligible for a reduced fee structure. For more information please contact the admissions office.

### ACCOMMODATION

The fees include 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 6) on a per campus basis.

Rooms are cleaned once per week by the housekeeping department. Bed linen and towels are provided.

All rooms are non-smoking.

### 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, complimentary equipped kitchens are available for students to cook

# INCLUDED IN THE ADDITIONAL CHARGES

## ARRIVAL IN SWITZERLAND

- › Enrolment fees
- › Welcome desk at the airport
- › Induction weekend
- › Residence permit
- › Swiss residency taxes
- › Swiss VAT taxes
- › School uniform (Le Bouveret and Lucerne only)
- › Student card

## ACADEMICS

- › iPad
- › Teaching material
- › Access to academic guidance and study support
- › Study advisor
- › Library access
- › Wireless Internet connection
- › Graduation and official certificate

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## INSURANCE AND SOCIAL ASSISTANCE

- › Health insurance (during academic term)
- › Student counsellor
- › World private civil liability plan

## INTERNSHIP AND CAREER SERVICES

- › Internship placement/assistance
- › Internship preparation and report
- › Participation in the International Recruitment Forum
- › Career guidance

## LEISURE

- › Use of campus recreational facilities
- › Sightseeing or professional excursion

## AFTER GRADUATION AND ALUMNI SERVICES

- › Swiss Education Group alumni network membership
- › Alumni services

For full details visit [www.cesarritzcolleges.edu](http://www.cesarritzcolleges.edu).

Additional charges only apply to Bachelor and Master's programmes.

# OPTIONAL EXTRAS

## ROOM EXTRAS

### FEES

Per term

	LE BOUVERET CAMPUS	LUCERNE CAMPUS	BRIG CAMPUS
Double standard room	Included in the fees	Included in the fees	
Double deluxe room	1,150.–	1,150.–	
Double superior deluxe room		1,750.–	
Single standard room		1,750.–	
Single deluxe room	2,300.–	2,300.–	included in the fees
Single superior deluxe room	2,900.–	2,900.–	1,750.–

## CAR PARKING

### FEES

Per term

	LE BOUVERET CAMPUS	BRIG CAMPUS
On-campus outdoor car parking	200.–	200.–
On-campus underground car parking		350.–

All parking options are subject to availability.

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# SECURITY DEPOSIT

A security deposit of CHF 1,500.– is required by all applicants. This deposit will be refunded after completion of the full course, provided that none of the school property has been damaged/misplaced by students. The monthly health insurance premiums during internships will be deducted from the security deposit (CHF 135.– per month).

Further information about expenses are available upon request.

# APPLICATION PROCEDURE

Applications can be made online through the school's website, by e-mail or by post.  
Please ensure all the relevant documents are included or attached.

## Students from Europe/Africa/ Middle East:

César Ritz Colleges Switzerland  
c/o Swiss Education Group  
Admissions Office  
Av. des Alpes 27  
1820 Montreux - Switzerland  
Tel. +41 21 965 40 20  
Fax +41 41 965 40 30

## Students from North America / Latin America:

César Ritz Colleges Switzerland  
c/o Swiss Education Group  
Admissions Office - SCN Quadra 01  
Bloco C n 85 - Sala 1102-1104  
Ed. Brasilia Trade Center  
Brasilia-DF 70711-902 Brazil  
Tel. +55 61 303 796 33  
Fax +55 61 303 796 33

## Students from Asia/Pacific:

César Ritz Colleges Switzerland  
c/o Swiss Education Group  
Admissions Office  
43 Pekin Street  
#02-01, Far East Square  
Singapore 048773  
Tel. +65 67 387 025  
Fax +65 62 388 148

E-mail:  
admissions@swisseducation.com

E-mail:  
americas@swisseducation.com

E-mail:  
asia-admissions@swisseducation.com

## STEP 1

### APPLICATION FORM

Please complete the application form and send it with the following documents:

- › High-school/university certificates/transcripts
- › Proof of English proficiency (TOEFL or IELTS or equivalent)
- › Completed Statement of Health document (page 11 of the application package)
- › Signed Conditions document (page 12 of the application package)
- › Copy of passport
- › Four passport-size photographs (3x4 cm – required upon arrival in Switzerland)
- › Curriculum vitae (résumé)
- › Motivation letter
- › Work reference letters (if available)

Copies of official documents are accepted however original documents may be requested.

Missing documents will be noted on the provisional letter of acceptance.

Information about any missing documents should be given to the admissions office at the time of application.

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

N.B. All documents must be translated into English and stamped by an official translator.

## STEP 2

### PROVISIONAL ACCEPTANCE

If the application is successful and the requested course is still available, the provisional letter of acceptance will be sent within one week. The confirmation fee must be paid within 30 days:

- › Confirmation fee: CHF 3,000.–
- › Cancellation insurance: CHF 290.– (please refer to the general conditions for details)

Full bank details will be indicated in the provisional letter of acceptance. If the letter is received six weeks or less before the starting date, full fees should be transferred immediately.

If the confirmation fee is not paid on time the place in the course is not guaranteed. If the above payment cannot be made by the deadline set, please contact the regional admissions office to request an extension.

The paid confirmation fee will be applied toward the first term fees.

N.B. Any special room requests (single, premium, deluxe or superior deluxe) can only be confirmed once full payment is received.

## STEP 3

### ACCEPTANCE AND VISA

The letter of acceptance will be issued upon receipt of the payment of the confirmation fee. This letter and the receipt of the confirmation fee payment are necessary to apply for the student visa (if required).

For many non-European countries a student visa application has to be submitted at the nearest Swiss Embassy/Consulate where details will be given for each particular situation. This usually takes up to 12 weeks to process. The local representative (if applicable) will also have full details of the visa application procedures. At the earliest students can collect their visa 10 days before the start of the course. Please note that in order to request a visa, Swiss Authorities in César Ritz Colleges Switzerland, Le Bouveret Campus, need to be provided with a valid TOEFL or IELTS score.

Swiss authorities require advance payment of the tuition fees (two terms\*) in some countries in order to receive a visa. For the Lucerne campus, students from all countries requiring a visa need to pay two terms in full in advance in order to receive their visa. Contact the admissions office for more information. Neither the school nor its representatives have any jurisdiction over decisions concerning visa applications. All decisions are made by the relevant Swiss authorities.

The balance of the school fees must reach the school's account no later than six weeks before arrival.

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Once a place is confirmed, students will receive detailed information for arrival at the school. For any additional information, please do not hesitate to contact the admissions office.

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



# APPLICATION FORM

Complete the application form and ensure that it is signed and dated before sending it with the required documents to the regional admissions office mentioned on page seven of the application package.

## 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
- › Motivation letter
- › Work reference letters (if available)
- › Copy of passport
- › Four passport-size photographs (3x4 cm)
- › Statement of health (page 11 of the application package)

## FOR WHICH PROGRAMME ARE YOU APPLYING?

### BACHELOR

- Bachelor of International Business in Hotel and Tourism Management/ WSU Bachelor of Arts in Hospitality Business Management

### MASTER OF ARTS

- Master of Arts in Entrepreneurship for the Global Hospitality and Tourism Industry (Only available for April and October intakes)

### ENGLISH PROGRAMME

- English Foundation Programme\*:  
 4 weeks  
 12 weeks

\* Refer to page four for further information about the required length of the English Foundation Programme

## CAMPUS SELECTION (only for Bachelor applicants)

- Le Bouveret Campus for Year 1 and 2 (Only available for April and October intakes)  Lucerne Campus for Year 1 and 2 (Only available for January and July intakes)

## STARTING DATES

**2019**  
**2020**

- 7 January  
 6 January

- 8 April  
 6 April

- 8 July  
 6 July

- 7 October  
 5 October

## 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 ..... E-mail .....

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

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 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 .....

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

Schools attended (including culinary schools or universities if applicable)

Name	Town	From/To	Qualification Obtained

LANGUAGE KNOWLEDGE	(fluent/good/basic)	Spoken	Written	Reading
TOEFL/IELTS/OOPT English test score	.....			
Mother tongue	.....			
Others	.....			

**LANGUAGE SELECTION**

French  German

**PREVIOUS PROFESSIONAL EXPERIENCE** (Please attach copies of work reference letters – previous three only)

Employer	Town	From/To	Position

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**ACCOMMODATION REQUESTS**

**César Ritz Bouveret Campus**

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

**César Ritz Lucerne Campus**

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

**César Ritz, Brig Campus**

- Single deluxe room (included in the fees)
- Single superior deluxe room

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

**TRANSFER**  Optional bus transfer from Geneva Airport to the Bouveret Campus (CHF 210.– one way)  I will arrange my own transportation

Comments: .....  
 Students going to the Lucerne Campus or Brig Campus will be met at the airport and directed to the campus by train.

**CANCELLATION INSURANCE**  I do not wish to take the cancellation insurance (CHF 290.–).

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

.....  
 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 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

<b>Have you ever suffered or do you suffer from (please tick box accordingly):</b>	<b>YES</b>	<b>NO</b>
Hepatitis B/C .....	<input type="radio"/>	<input type="radio"/>
Diabetes .....	<input type="radio"/>	<input type="radio"/>
Tuberculosis .....	<input type="radio"/>	<input type="radio"/>
Measles .....	<input type="radio"/>	<input type="radio"/>
Heart problems/conditions .....	<input type="radio"/>	<input type="radio"/>
Blood pressure disorders .....	<input type="radio"/>	<input type="radio"/>
Any neurological conditions (epilepsy, etc.) .....	<input type="radio"/>	<input type="radio"/>
Any mental conditions (psychological/psychiatric – depression, bipolar disorder, eating disorders) .....	<input type="radio"/>	<input type="radio"/>
Any substance dependency (alcohol, drugs, medicine, etc.) .....	<input type="radio"/>	<input type="radio"/>
Any learning difficulties (dyslexia, dyscalculia, ADHD, ADD, etc.) .....	<input type="radio"/>	<input type="radio"/>
Accident/disorder that may limit or hinder your ability to perform effectively in this demanding environment .....	<input type="radio"/>	<input type="radio"/>
Allergy to medicine or any other products .....	<input type="radio"/>	<input type="radio"/>
Are you at present under treatment by a doctor, chiropractor, therapist or any other medical specialist? .....	<input type="radio"/>	<input type="radio"/>
If yes, specify .....		
Please specify if you have any religious dietary restrictions or other special dietary requirements .....	<input type="radio"/>	<input type="radio"/>
.....		
For female applicants: are you pregnant? If yes, expected delivery date .....	<input type="radio"/>	<input type="radio"/>
Have you recently undergone any surgery? If yes, specify .....	<input type="radio"/>	<input type="radio"/>
Do you regularly use medication? If yes, specify .....	<input type="radio"/>	<input type="radio"/>

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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 Doctor or Hospital

## COMMENTS / KNOWN CONDITIONS / LIMITATIONS

.....

.....

.....

In keeping with the Swiss Education Group policies regarding proactive health care, the Student Counsellor in consultation with the student, parents, guardian or sponsor may request a student to 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 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

# CONDITIONS

## FEES

Fees are reviewed every year however can be subject to change at any time.

## PAYMENTS

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

All Master programmes and  
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 Luzern AG

## CURRENCY

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

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: U.C. César Ritz Colleges AG

## CANCELLATION POLICY

### 1. CONFIRMATION FEE

- All students must pay a confirmation fee of CHF 3,000.– within 30 days of receiving the acceptance letter (hereafter called "confirmation fee").
- This payment will ensure a place in the selected programme.
- This amount will be deducted from the total school fees (hereafter called "school fees").

### 2. SCHOOL FEES

- Full school fees must be paid at least six weeks before the beginning of the term.
- This payment will confirm a place in the selected programme.

### 3. CANCELLATION INSURANCE

- All students have the option to purchase cancellation insurance at a cost of CHF 290.– per term.
- Payment of the cancellation insurance must be made at the same time as the confirmation fee.
- The cancellation insurance only covers a maximum of CHF 9,000.– per term. It is only valid for cancellation (during the term) for medical reasons (for the full details regarding the cancellation insurance please contact your school representative).

### 4. CANCELLATION

- Before the beginning of the term:
  - If a student cancels 8 weeks or more before the beginning of term they 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 the article 160 of the Swiss Obligations' Code.
  - If a student cancels 4 to 8 weeks before the beginning of the term they are entitled to a refund of 50% of the amount paid minus the confirmation fee. The remaining is kept as lump sum indemnity.
  - If a student cancels 4 weeks or less before the beginning of the term the full school fees paid will be kept as a lump sum indemnity.
- The following exceptions apply (see point 4.c.).
- During the term:
  - If a student cancels during the term the full fees paid for that particular term would be kept as a lump sum indemnity.
  - The following exceptions apply (see point 4.c.).
- Exceptions

- If a student cancels before the beginning of the term for visa refusal reasons (proof is required) the full school fees paid will be refunded minus an administrative charge of CHF 250.–.
- In case a student cancels during the term for medical reasons and the student has taken the cancellation insurance, they are entitled to a maximum refund of CHF 9,000.– per term (proof is required).
- If a student cancels during the term for valid, exceptional, reasons (approved by SEG management) and wants to come back at a later intake, the full fees paid, which have not been "consumed", will be transferred to the next term minus an administrative charge of CHF 250.–. This case will be treated as a deferral (see point 6.).

### 5. EXPULSION

- If a student is expelled for any reason, no refund will be processed. The full fees paid are kept as lump sum indemnity.
- Expelled students are not allowed to pursue their studies within any SEG school.

### 6. DEFERRAL

- If a student decides 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 new published school fees.
- If the student, after deferring his studies decides to cancel, the full school fees paid will be kept as lump sum indemnity.

### 7. PAYMENT OF SEVERAL TERMS IN ADVANCE

- If a student has paid more than one term in advance and cancels before or during the first term then the above cancellation conditions apply. However the full fees paid for future terms will be refunded minus an administrative charge of CHF 250.–.

### 8. INFORMATION DUTY

- If the student is not the one paying for their school fees, they commit to inform the person in charge of doing so (parents, sponsors, agents, loan agencies...etc.) of the cancellation and payment conditions mentioned in this document. The student is also responsible of transmitting all payment/school fee related matters to the person in charge of payments.
- SEG cannot be held responsible if the student does not respect the above mentioned.

## 9. CANCELLATION POLICIES FOR BRIDGE COURSES, SUMMER SESSIONS, ENGLISH FOUNDATION PROGRAMME, RETAKES AND INDEPENDENT STUDIES

- If a student cancels 1 week or less before the beginning of the course, they are not entitled to any refund.
- If a student cancels 1 week or more before the beginning of the course the full fees paid will be refunded minus CHF 250.– administrative charge.

## EXPULSION

César Ritz Colleges Switzerland 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 Switzerland 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 Switzerland 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 Switzerland 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 Switzerland reserves the right to use all images, videos and testimonials produced by the student (individually or within a group) or by CRCS for the purpose of marketing and promotion, on-and-offline on a global scale. The agreement is irrevocable, worldwide and perpetual and is binding upon my heirs and assigns.

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.

## 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 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.