César Ritz
COLLEGES
SWITZERLAND

Application Package

A LEADING BUSINESS SCHOOL
WITH ENTREPRENEURSHIP
AND HOSPITALITY AT ITS HEART

cesarritzcolleges.edu 2021/2022

APPLICATION STEP-*by*-STEP

1. Submit your application

We highly recommend applying early. If you need a student visa, please be sure to allow at least 12 weeks between application and program start date.

Apply now

2. Process your application

Our team will process your application and you will receive a provisional acceptance within one week.

To confirm your place on your program, you must pay your confirmation fee within 30 days of your provisional acceptance.

3. Prepare for your arrival

Once you have paid your confirmation fee, we will confirm your place on your program and provide you with the documents necessary to prepare you for arrival – confirmation letter, study attestation, visa support, and welcome handbook.

You will also be invited to join prearrival information sessions.

4. Join your program

Our team will meet you at the airport in either Geneva or Zurich and help you organize your transportation to our campus where you will be welcomed to the school.

Throughout the first week, you will participate in a number of information sessions and social events that will ensure that you are ready to start your exciting journey.

APPLICATION FORM

Complete the online application or alternatively, complete the application form* and ensure that it is signed and dated before sending it with the required documents to the admissions office.

*Please note that an additional fee of CHF 100 will be charged for all non-online portal applications.

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 (resume)
- Motivation letter
- Work reference letters (if available)
- Copy of passport
- Four passport-size photographs (3x4 cm – required upon arrival in Switzerland)
- Statement of health (included in this document)

Which program are you applying for?

○ CRCS: Bachelor Program* More info

○ CRCS: Master Program** More info

○ CRCS: Wine Business Management*** More info

*Bachelor Program:
January and July intakes at Le Bouveret campus.
October intake at Lucerne campus.

**Master Program:
Available only for the April and October intakes.

***Wine Business Management:
Available only for the July intake.

English Language Programs More info

○ English Foundation Program:

○ 4 weeks ○ 8 weeks ○ 12 weeks

Fees

CHF 950 per week (including tuition, accommodation, and meals)

Intakes

2021 ○ October ○ December

2022 ○ April ○ June ○ July ○ September ○ October ○ December

Education

◯ I am transferring from a partner university (specify) .....

Schools attended (including culinary schools or universities if applicable)

Name	Location	From/To	Qualification Obtained

Language Knowledge	(Fluent/Good/Basic)	Spoken	Written	Reading
TOEFL/IELTS score				
Mother tongue				
Others				

Language selection

◯ French ◯ German

Previous professional experience (Please attach copies of work reference letters – previous three only)

Employer	Location	From/To	Position

Accommodation requests

Le Bouveret Campus Details

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

Lucerne Campus Details

(available for October)
◯ Double standard room (included in the fees)
◯ Double deluxe room
◯ Double superior deluxe room
◯ Single standard room
◯ Single deluxe room
◯ Single superior deluxe room

Brig Campus Details

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

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

Additional costs

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.

Cancelation insurance

◯ I do not wish to take the cancelation insurance (CHF 290 per term).

VISA

Should you require an entry visa to Switzerland,
indicate the Swiss Embassy or Consulate closest to your city/town of residence.

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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 ..... Email .....

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

◯ I am not sponsored by my parents/guardian or 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 .....

I am committed and capable of paying for Mr./Ms. ..... 's studies at César Ritz Colleges Switzerland and all relevant expenses. I understand that the fees and other financial conditions are modified annually and accept any revisions that may be made.

I understand that the legal relationship between the school and the student is governed by Swiss substantive law, to the exclusion of conflict of law provisions thereof.

I agree that the laws of the campus location will govern any dispute between the school and the student.

Signature of parent, guardian or sponsor/date: (if applicant is a minor or sponsored)

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How did you hear about us?

Are you working with an education counselor to support your application to CRCS? ◯ Yes ◯ No

Name of the representative/company .....

If company, name of contact (if known) .....

Location of the representative .....

If applicable, tell us who told you about César Ritz Colleges Switzerland (student or alumni)

◯ Name of current student .....

◯ Name and graduation year of alumni .....

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

Have you ever suffered or do you suffer from (please tick box accordingly):	Yes	No
Hepatitis B/C	○	○
Diabetes	○	○
Tuberculosis	○	○
Measles	○	○
Heart problems/conditions	○	○
Any neurological conditions (epilepsy, etc.)	○	○
Any mental conditions (psychological/psychiatric – depression, bipolar disorder, eating disorders)	○	○
Any substance dependency (alcohol, drugs, medicine, etc.)	○	○
Any learning difficulties (dyslexia, dyscalculia, ADHD, ADD, etc.)	○	○
Accident/disorder that may limit or hinder your ability to perform effectively in this demanding environment	○	○
Allergy to medicine or any other products	○	○
Are you at present under treatment by a doctor, chiropractor, therapist or any other medical specialist?	○	○

If yes, specify .....

Illness, disability, medication, allergy, etc.	Treatment date	Treatment terminated	Name and address of doctor or hospital

Comments / known conditions / limitations

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In keeping with the Swiss Education Group policies regarding proactive health care, the Student Counselor, in consultation with the student, parents, guardian or sponsor, may request, that a student 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 as a professional in the hotel and tourism industry without risk or limitation, except as detailed above.

Signature of applicant/date: Signature of parent, guardian or sponsor/date: (if applicant is a minor or sponsored)

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CONDITIONS

Fees
Fees are reviewed every year and are subject to change at any time.

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

Online Payment
We provide a simplified online payment solution for our international students in partnership with Flywire.

Payments
Payments can be made by bank transfer payable in Swiss francs to:
All program starting at the Lucerne campus:

Bank name:	UBS, Postfach, 6002 Lucerne
Account:	248 - 70184677.0
IBAN No.:	CH55 0024 8248 7018 4677 0
BIC/SWIFT:	UBSWCHZH80A
Beneficiary:	U.C. César Ritz Colleges Lucerne AG

All program starting at the Bouveret and Brig campus:

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

Terms & Conditions

1. Confirmation Fee

a. If you would like to proceed with your enrolment, you must pay a confirmation fee of CHF 3'000 within 30 days of receiving your acceptance letter.
b. The confirmation fee ensures a place is reserved on your selected program.
c. The confirmation fee is deducted from your total school fees.
d. The confirmation fee is refundable only in case of visa rejection.

2. School Fees

a. You must pay full school fees at least six weeks before the beginning of the intake (unless a payment plan contract has been agreed upon).
b. Requested accommodation type is confirmed after you have paid full school fees.
c. Students with an overdue open balance cannot join their program until they settle the balance.
d. Students with an overdue open balance will not receive transcripts, grades, or their diplomas.
e. We reserve the right to charge a late payment administration fee of CHF 250, and to suspend a student with an overdue open balance or with non-respected payment plan instalments from his or her studies until payment issues have been resolved.

3. Payment of several terms in advance

a. If you pay more than one term in advance and cancel before or during the first term, the cancelation conditions apply. However, the full fees paid for future terms will be refunded minus an administrative charge of CHF 250.

4. Sharing of information and payment conditions

a. If you are not the person paying your school fees, you commit to informing the person in charge of doing so (parents, sponsors, agents, loan agencies, etc.) of the cancelation and payment conditions mentioned in this document.
b. You are also responsible for transmitting all payment/school fee-related correspondence to the person in charge of your payments.
c. SEG cannot be held responsible if you do not respect the above-mentioned.
d. The school reserves the right to disclose progress reports to the guardian, sponsor, or appointed representative when considered beneficial to the student's progress.

5. Deferral

a. If a student chooses 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 published school fees for the chosen intake.
b. If, after deferring your studies, you decide to cancel, the full school fees paid will be kept as a lump sum indemnity.
c. Students are allowed to defer their enrolment to the next available intake and may do so only on two occasions. After two deferrals, we will cancel a student's application.

6. Cancelation

a. Before the beginning of the term:
   I. If you cancel eight weeks or more before the beginning of the intake, you 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 article 160 of the Swiss Code of Obligations.
   II. If you cancel four to eight weeks before the beginning of the intake, you are entitled to a refund of 50% of the amount paid minus the confirmation fee. The remaining fees are kept as a lump sum indemnity.
   III. If you cancel four weeks or less before the beginning of the intake, the full school fees paid will be kept as a lump sum indemnity.
   IV. The following exceptions apply (see point 6.c.).
b. During the term:
   I. If you cancel during the term, the full fees paid for that particular term will be kept as a lump sum indemnity.
   II. The following exceptions apply (see point 6.c.).
c. Exceptions
   I. If you cancel before the beginning of the term due to visa refusal (proof is required), the full school fees paid will be refunded minus an administrative charge of CHF 250.
   II. If you cancel during the term for medical reasons and you have taken cancelation insurance, you are entitled to a maximum refund of CHF 9'000 per term (proof is required).
   III. If you cancel during the term for valid, exceptional reasons (approved by SEG management) and want to return at a later intake, the 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 5).

7. Expulsion

a. We reserve the right to expel any student for constant violation of rules and regulations, drug use, or vandalism.
b. There is no refund of fees in case of expulsion. The full fees paid are kept as a lump sum indemnity.
c. Expelled students are not allowed to pursue their studies within any SEG school.

8. Cancelation policies for bridge courses, Summer Sessions, English Foundation Program, retakes, and Independent Studies

a. If you cancel one week or less before the beginning of the course, you are not entitled to any refund.
b. If you cancel more than one week before the beginning of the course, the full fees paid will be refunded minus CHF 250 administrative charge.

9. Activities

Students undertake extracurricular activities outside of planned school activities at their own risk, and the school cannot be held responsible.

10. Applicable Law

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

11. Jurisdiction

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

12. Other Points

The school also reserves the right to alter dates, fees, location, curriculum, or class hours without prior notice. We can provide a complete set of school rules and regulations upon 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 César Ritz Colleges Switzerland for marketing and promotion, on-and-offline on a global scale. The agreement is irrevocable, worldwide, and perpetual and is binding upon the student's heirs and assigns.

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)**

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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.

César Ritz Colleges Switzerland reserves the right to modify any information contained within this document at any given time, without prior notice.
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ACCREDITED MEMBER
International Centre of Excellence in Tourism and Hospitality Education (THE-ICE)
Accredited to meet THE-ICE Standards of Excellence

EDUQUA

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