

## GENERAL TERMS AND CONDITIONS

### Fees cover

Tuition, books & materials, accommodation (shared double room) & full board, health insurance during the academic semester at SHML and internship. Fees also cover selected events and excursions, administration costs, laundry of clothes, visitor's tax, cantonal and communal taxes, administration charges for internships & career advice, Swiss VAT, industry presentations and examiner fees. Laptop and 1/2 price public transportation pass in the first semester. Any unused services, clothes, school supplies and other benefits included in the tuition fee are non-refundable.

### Rooms and board

The academic semester fee includes accommodation in a shared double room at the school or in an apartment in Lenk and full board/3 meals per day (continental breakfast, lunch and dinner). Students may book a single room (with private suite bathroom) at an extra cost of CHF 1'500.- per academic semester, on a "first paid, first served" basis. First year students are not allowed to live off campus unless special permission is given by the SHML Board of Directors. Rooms must be returned in clean and tidy conditions upon check out or a cleaning fee of minimum CHF 250.- will be charged.

### Fees do not cover

Single room accommodation, personal expenses including travel to and from the college, pocket money, insurance excess, insurance during off-campus and internship periods, non-compulsory excursions on weekends.

### School bank details :

|  |             |   |             |             |
|--|-------------|---|-------------|-------------|
| Bank details for the transfer of school fees | Beneficiary | Truly Swiss AG, SWISS iM&H, Kantonsstrasse 85, 6353 Weggis, Switzerland |             |             |
|  | IBAN        | CH76 0079 0016 8514 9342 7  | Account No. | 16851493427 |
|  | SWIFT       | KBBECH22  | BC-No.      | 790         |
|  | Bank        | Bernier Kantonal Bank AG (BEKB), 3800 Interlaken, Switzerland           |             |             |

### Application & Methods of payment

Please refer to your invoice for payment. Payments should be done in **Swiss Francs CHF**. The deadlines must be respected.

Please ensure that the student's name is clearly indicated on the payment advice of the bank transaction.

### Students' personal expenses

It is estimated that students require a minimum sum of CHF 350.- to CHF 500.- per month to finance their out of pocket expenses - leisure such as snacks, drinks, entertainment, personal office supplies and any other personal expenses.

### **Pre-payment**

New students/Returning students

Upon acceptance of the student's application, a down payment of CHF 3'000.- must be paid within the terms stipulated in the invoice, in Swiss Francs, by bank transfer, which confirms and guarantees the student's place in the academic semester and is deducted from the academic semester's final invoice. The down payment of CHF 3'000.- is non-refundable, except if the student visa is not granted.

The above conditions apply also to all Returning Students.

### **Final invoice**

Payments should be made by bank transfer, in full, in Swiss Francs, as per invoice. The deadlines must be respected.

Please note that students will not be permitted to begin their studies until payment for the academic semester has been received in full.

Swiss Resident Permit, Academic Certificates and Degrees are only delivered and awarded when all fees and charges have been paid.

### **Refund policy**

If a student is dismissed, expelled or withdraws at the start or during the academic semester, only the "Accommodation & Board Fees" are reimbursed, proportional to the number of weeks remaining in the semester.

The "Tuition Fees" are refundable only if the student visa is not granted.

For any other reasons of cancellation, the following applies:

|                                      |   |  |
|--------------------------------------|---|--|
| From starting date                   | : | no refund  |
| 1 - 30 days prior starting date      | : | 25% are refunded   |
| 31 - 60 days prior starting date     | : | 50% are refunded   |
| 61 days and more prior starting date | : | 100% are refunded except for the initial CHF 3'000.- down payment. |

**In any case CHF 500.- will be deducted for administrative cost from any reimbursement.**

### **Expulsion**

SHML reserves the right to expel any student for constant violation SHML "House rules and regulations" or for drug use or vandalism, black work or any other criminal offence. Please refer to the "Refund policy" section in case of expulsion.

### **Health and other insurances**

Health insurance is compulsory by Swiss law and students are required to have one that is recognized by the Swiss Authorities and which is provided by the school.

The health insurance covers the entire treatment bill. An annual retainer of CHF 100.- on the first treatment must be paid by the student.

## **Uniforms**

All students are required to be dressed formally during official study and meal times. On arrival on the first semester, students will be issued with a college uniform and their service & kitchen (on loan). During school hours, the college uniform is compulsory. As SHML is a Hotel Management School we expect our students to be attired as future Managers and in line with the Hotel

Industry. It is also advisable that students bring with them a warm winter coat, scarf and gloves. During their free time, students are required to dress in "smart casual clothes" of a conservative nature, jeans are acceptable. Tattoos and body piercing (except one ear piercing with a discreet stud) must not be visible at any time during official school hours.

During breakfast, lunch and dinner, from Monday to Friday, the college uniform is required.

## **Internship and final job placement**

A 6 months internship in an SHML approved operation is an integral part of the student's education program. Unless exempted by the Academic Dean, Internships are compulsory and must take place within approved establishments. Therefore, for every internship there must be evidence of written application, response from prospected employers, a contract proposal completes with conditions, a signed contract by both parties, a student internship report (dossier de stage), an evaluation from the student's supervisor, a certificate from the employer. All of the above are conditions sine qua non-for SHML awarding of Certificates/Diplomas.

It is the student's responsibility to find the internship; SHML's Academic/Internship Placement Office will assist students by providing employer information, CV & application letter writing skills and reference letters. The main objective is to prepare students for their professional career.

Swiss way of learning by developing their own confidence, managerial, entrepreneurial and personal skills to their fullest through interesting and challenging internships. SHML has excellent relationships with the Swiss and the International Hospitality and Tourism Industry, and a wide choice of training possibilities is offered in large or small deluxe hotels, resorts and international hotel management companies in Switzerland or abroad.

In order to secure an interesting internship in Switzerland, students must have basic conversational skills in one of the official languages in Switzerland (German, French or Italian, depending on the linguistic region a student may wish to apply for an employment). This means that students must understand how important the language classes are on campus

## **Photographic material**

Students agree that film and photographic materials of students taken by SHML during student's stay at SHML may be used by SHML for commercial purposes at no cost.

## **External activities**

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

## **Review of Fees / General Terms & Conditions/ Academic curriculum**

SHML reserves the right to review, modify and adjust all fees in July/August but can be subject to change at any time during the year. The same applies for SHML's right to amend the General Terms and Conditions.

SHML also reserves the right to alter dates, curriculum or class hours without prior notice.

### **Student Progress Reports**

SHML reserves the right to disclose progress reports to the student's guardian, sponsor or appointed representative when considered beneficial to the student's progress.

### **Applicable Jurisdiction**

The present General Terms & Conditions shall be governed by Swiss Law. For any dispute or controversy arising between SHML and a student and/or agent, the place of jurisdiction shall be that of the Canton of Bern, Switzerland.

**By signing SHML application's form, the student and/or his/her legal guardian agrees and confirms that he/she is fully aware of and has read and understood the SHML "General Terms & Conditions".**