

# Application Package



Online *Executive* Master in  
Hospitality Management

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. As part of the application process, you are required to pay an application fee of CHF 75.

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

### Entry requirements

- ◆ A bachelor's degree in hospitality management (or related discipline) with a minimum of four months' work experience or
- ◆ A bachelor's degree in any discipline with a minimum of two years' work experience in the hospitality/tourism industry or
- ◆ A postgraduate diploma from any Swiss Education Group school (with internship) or
- ◆ A minimum of 3-5 years supervisory experience in the hospitality industry
- ◆ English-language proficiency of TOEFL iBT 55 or IELTS 5.5 or equivalent

### School Fees

- ◆ Tuition and fees all online: CHF 19'800
- ◆ Tuition and fees with onsite experience: CHF 23'200

To pay in installments, please  
complete this form as well.



Please select your 12 online modules by ticking the box next to the dates that suit you.

MODULES	DATES 2022		DATES 2023
Strategies for Leadership	From 09.03 to 26.04	OR	From 08.03 to 25.04
Global Hospitality Trends	From 09.03 to 26.04	OR	From 08.03 to 25.04
Project Management	From 04.05 to 21.06	OR	From 03.05 to 20.06
Experience Mapping	From 04.05 to 21.06	OR	From 03.05 to 20.06
Digital Sales and Marketing Strategy	From 29.06 to 16.08	OR	From 28.06 to 15.08
Quality Operations Management	From 29.06 to 16.08	OR	From 28.06 to 15.08
Consumer Intelligence and Value Creation	From 24.08 to 11.10	OR	From 23.08 to 10.10
Managing Generational and Cultural Diversity	From 24.08 to 11.10	OR	From 23.08 to 10.10
Strategies for Sustainability	From 19.10 to 06.12	OR	From 18.10 to 05.12
Strategic Business Planning and Entrepreneurship	From 19.10 to 06.12	OR	From 18.10 to 05.12
Financial Decision Making	From 11.01 to 28.02	-	-
AI and Technology-Driven Innovation	From 11.01 to 28.02	-	-

# Application Form

**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 .....

## 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

LISTENING

SPOKEN

WRITING

READING

TOEFL/IELTS score or .....  
.....

English is first language      YES

Other .....  
.....

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

Employer	Location	From/To	Position
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

# 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

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) .....

# Payment Methods

## **Fees**

Fees are reviewed every year; however, they 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.

## **Payments**

Once you submit your application, you will receive a confirmation email that includes a link to pay your application fee (CHF 75).

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

### **Bank name:**

Banque Cantonale Vaudoise, Case postale 270 - CH-1001 Lausanne

### **Account:**

S0918.40.97

**IBAN No.:** CH50 0076 7000 S091 8409 7

### **BIC / SWIFT:**

BCVLCH2L

### **Beneficiary:**

SHMS, Swiss Hotel Management School

# Terms & Conditions

## **1. Application fee**

- a. As part of the application process, students are required to pay an application fee of CHF 75.
- b. The application fee is non-refundable.

## **2. Confirmation fee**

- a. Please confirm your enrollment by paying CHF 1'650 within 30 days of receiving your acceptance letter.
- b. This confirmation fee ensures a spot is reserved on your selected program.
- c. The confirmation fee is deducted from your total school fees.
- d. The confirmation fee is non-refundable.

## **3. School fees**

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

## **4. Advance payment**

If a student has paid more than one module in advance and cancels before or during the first module, the cancellation conditions (see point 8) apply.

## **5. Information duty**

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

## **6. Deferral**

- a. If a student decides to defer their commencement date before the beginning of the module, full school fees paid will be transferred to the next intake. However, the student will have to pay the new published school fees.
- b. If the student decides to cancel after having deferred the module, the full school fees paid will be kept as a lump-sum indemnity.
- c. Students are only allowed to defer a module within the same academic year, a maximum of two times. However, the full fees paid for future modules will be refunded, minus a CHF 250 administrative charge.

## 7. Expulsion

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

## 8. Cancellation

- a. Before the beginning of the program

If a student cancels one week or more before the beginning of the program, 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 article 160 of the Swiss Code of Obligations.

- b. During the program

If a student cancels during the program, the paid fees, which have not been used, will be refunded minus the CHF 250 administrative fee.

- c. Exceptions

If a student cancels during the semester for medical or exceptional reasons (approved by SEG management) and would like to return at a later intake, the paid fees, which have not been used, will be transferred to the next semester minus an administrative charge of CHF 250. This case will be treated as a deferral (proof is required).

## 9. Activities

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

## 10. Applicable law

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

## 11. Jurisdiction

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

## 12. Other points

SHMS 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 upon request.

### 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 Swiss Hotel Management School 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.

ACCREDITED MEMBER



Accredited to meet THE-ICE Standards of Excellence



If you need help with your application,  
please do not hesitate to contact us.

Our team will put you in touch with an education counselor  
or admissions advisor in your region.

**Contact details**

contact@shms.com  
www.shms.com

**Caux campus**

Caux Palace  
Rue du Panorama 2  
1824 Caux, Switzerland  
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