

# Outstanding International Hospitality Management Education

> Your Future is our Mission





**Index**

Welcome and Introduction	3
Studying and Living in Switzerland	4
Grisons/Graubünden	5
World of Hospitality	6
Education Structure	7
Undergraduate Studies	8 - 9
Curriculum Overview: Undergraduate Studies	10 -11
Postgraduate Studies	12
Curriculum Overview: Postgraduate Studies	13
Entry Requirements:	
> Undergraduate Programs	14
> Postgraduate Program	15
Cost and Fee Structure	16 - 17
Fee Information	18
Application Procedure	19
Application & Payment Conditions	20
Enrolment Form	21 - 22
Switzerland	23

**Welcome to our SSTH World!**



We offer a wonderful experience at our school. You will expect, and receive, a first class management education delivered by highly motivated and qualified staff. But it doesn't stop there. New friends from all over the world are part of our offer, with home grown Swiss students waiting for your arrival as well. At Swiss School we expect our students to study hard, of course, but we also expect them to enjoy their time with us.

As I write this a new semester has been underway for two weeks. We have had our introduction days, and our welcome party, and the sun is shining, and it is Friday. At the moment the school is very quiet, as every classroom is occupied. It's not so quiet in the kitchens and dining room, as it is an hour to lunchtime and over 200 students and staff need to eat. Some students are cooking, and others are preparing the main dining room for service. We are a hotel school. We have restaurants. We don't have a cafeteria!

Tonight it is the first evening of the annual 'Chur festival' in the old town area of our small city of Chur. Most of our students will be out enjoying themselves, mixing in with the local Swiss people, and of course I will be there as well, as will many of the school staff.

On Monday it will be back to work again, with a full program of classes for every student. Language Course, Post Graduate Diploma, Higher Diploma, students from our partner Universities, Bachelor Degree final year students, Students from the German Language division- all together in the school hotel. Marvellous! What a super place to work and study.

Come and join us here: Your future really is Our Mission!

John Carr  
Head of SSH

**Your Future is our Mission**

Welcome to the source of fine hospitality education; welcome to SSTH in Chur and Passugg, Switzerland. Step into the world of hospitality and experience hotel management education in a traditional Swiss hospitality environment. In studying at SSTH Swiss School of Tourism and Hospitality you become part of a lively and spirited community of students from around the globe and, importantly, from Switzerland as well.

It is our pleasure to offer you the key to explore your future. At SSTH we believe in personal attention and treat each of our students and partners with respect, style and a strong influence on service quality.

**Your Experience**

To prepare for such an international industry, studying and living abroad is an experience you should not miss. Could you imagine living in a castle in Switzerland? Some of our students have said the SSTH Campus in Passugg feels safe like a castle- the home to our national and international student body. This home away from home forms a cultural crossroads, and is the place where international careers are developed.

Study abroad also teaches you about different cultures and helps you learn to respect varying thoughts and opinions. Take the opportunity to broaden your horizon and embark on an education with SSTH.

**Your Passion**

You are a person who thinks and acts global, you are communicative, creative and full of life, ideas and visions. Your attitude is driven by a friendly character, open to explore new horizons, and you are aware of the need for high standards in service quality. Such profiles are in demand in our vibrant hospitality industry.

Take the chance to play your part in one of the worlds most exciting industries, using the outstanding personal skills that SSTH will help you to acquire to become successful.

My career ambitions are to be a successful hotelier. I chose to study hospitality in Switzerland at Swiss School, because of the good reputation of this school and of Swiss hospitality studies. *Tina – China*

SSTH is a good place to study and create a vision for the future. Meeting international students from different cultures left an unforgettable memory. *Jun - Korea*



### Studying and Living in Switzerland

You will be studying and living on campus in Passugg, a very traditional former spa hotel. You will quickly discover that Passugg is a perfect place to pursue a top class management education, in familiar surroundings. With students from over 45 countries there is a unique mixture of cultures and languages, together with Swiss tradition, and the awareness of quality and customer service to prepare for a successful career.

On the campus there is an outstanding blend of a classical Belle Époque hotel and modern classroom facilities. During the academic semesters you will live on campus where up to 170 students in single and double rooms are accommodated.

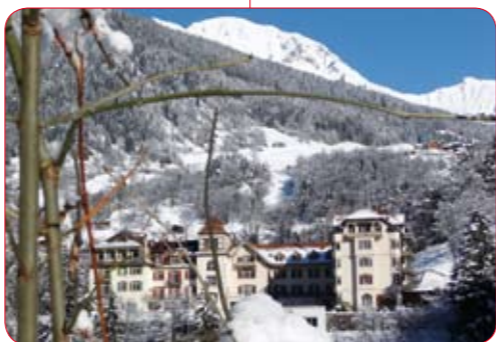
The school has spacious and airy classrooms with the latest teaching equipment. In the hotel building you will find the main dining room, an à la carte service restaurant, and also "Paulaner's" restaurant which is open to the public. Students work in two training kitchens and a third kitchen serves the "Paulaner's" restaurant. Students can relax in the pleasant hotel lounge, the games room, the in-house movie theatre, or in the student operated discotheque. For students who wish to produce some "home cooking", a fully equipped student kitchen is available.

The school hotel offers a unique experience of living and learning that makes it "your home away from home".

### Location

The School Hotel Passugg with its modern classroom annex is located near the city of Chur, and is nestled in the beautiful Swiss Alps close to Liechtenstein, Austria, Germany and Italy. Approximately 120 km to the south-east of Zürich, Chur benefits from an exceptional climate, and a high Swiss ranking in living quality for towns and cities in Switzerland.

Chur is the oldest city in Switzerland and is the capital of the Canton of Grisons, or Graubünden, the largest state in Switzerland. Tourism is the main industry in the canton and with over 2000 holiday destinations, it has been named the "Holiday Corner of Switzerland".



### Grisons/Graubünden

The location of the school within Graubünden and Switzerland is perfect for almost any kind of sport and free-time activity. Well known holiday resorts such as Arosa, Klosters, Davos, Lenzerheide, Flims-Laax-Falera and St. Moritz, to mention only a few, are in the area, offering a huge choice of free-time and sports activities both in summer and winter. If you are interested in culture you will also find museums, galleries, theatres and other cultural institutions offering interesting and exciting programs.

Besides the numerous regional offers in our area, you should not forget Swiss cities such as Zurich, Bern, Basel or Geneva, which are always worth visiting for a shopping or sight-seeing tour. All are easily accessible using the ever-efficient Swiss railway system. While in Switzerland you should also pay a visit to some of Switzerland's tourism landmarks, including Zermatt, a trip by mountain railway up the Jungfrauoch or the Rigi mountain.

### Leisure Activities

Once a week an evening sports activity is organised. The program depends very much on the wishes of the students, but the favourites are football, basketball and volleyball. Furthermore you can join various excursions or sport programs organised by the school during the week or at the weekends throughout the semester.

As a student of Swiss School you may use most of the facilities of the local Sports Centre "Obere Au" for free. This includes indoor and outdoor swimming pool, fitness area, fitness and aerobic lessons, ice rink and sauna.

During each semester a sports and leisure day is organised. Skiing, tobogganing or hiking are on the program in winter, with hiking and various other sports or fun activities taking place in summer.





## The World of Hospitality

Dynamic and international, challenging yet rewarding, the hospitality and tourism industry encompasses a world of exciting opportunities wherever and whatever your goal. Whether your dream is to own and manage a hotel or restaurant, or to lead a multi-national corporation, career possibilities are endless in hospitality and tourism- the most global of all industries.

Countless management positions in leading hotel and tourism outlets throughout the world are occupied by Swiss educated professionals, which is proof alone that a Swiss education could be your key to success. Naturally, in order to take advantage of such exciting career opportunities, you need to give yourself the benefit of the best education.

## Career Opportunities

Tourism, including hospitality, is the biggest industry in the world and is the main source of income for many countries. It is also one of the world's fastest-growing, job-creating industries. Whatever your talents are, this industry offers a wide range of international and national job opportunities.

Depending on your preferences, skills and goals you may find a challenging job in one of the following sectors:

- > Hotels and Resorts
- > Restaurants and Food Services
- > Culinary Arts
- > Cruise line and air line companies
- > Event and convention management

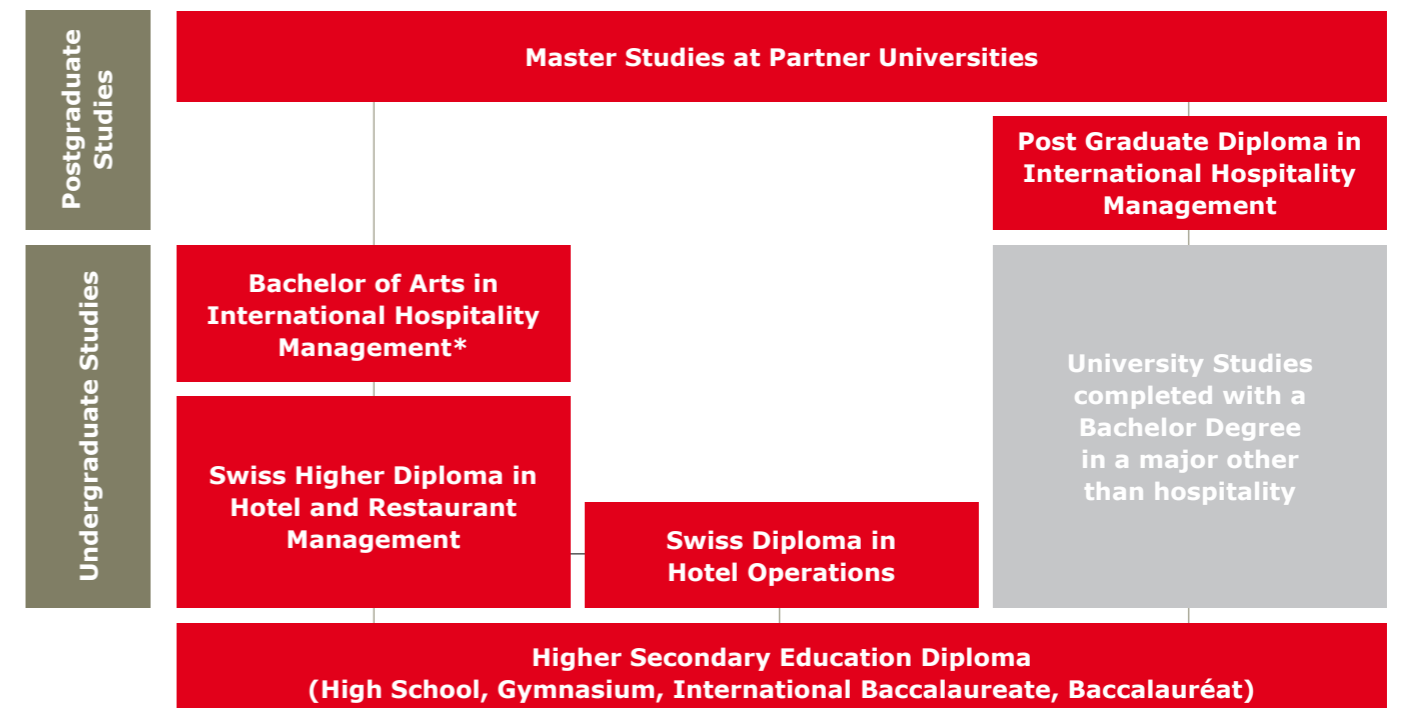
The list of opportunities is almost endless and a comprehensive education in hospitality and tourism can also open the door to other professional sectors such as marketing, human resources and banking, to mention just a few.

Our wide network and contacts to international hospitality enterprises can help you to find an exciting job after leaving Swiss School. On graduation you are welcomed into our network of alumni which is spread throughout the world- and this network is ready to support you in reaching your career goals.

## On the Job Training

The Swiss School education is supplemented and consolidated by practical industrial experience. It provides participants with the all-round experience required to be successful in the industry at any level. The industrial experience, internship or practicum as it commonly referred to, is an essential part of all programs at Swiss School. The knowledge gained in the academic semesters can be practiced under real working conditions and will be of importance for your first job experience after leaving SSTH. Swiss School supports you in finding an internship place corresponding to your interest and your abilities.

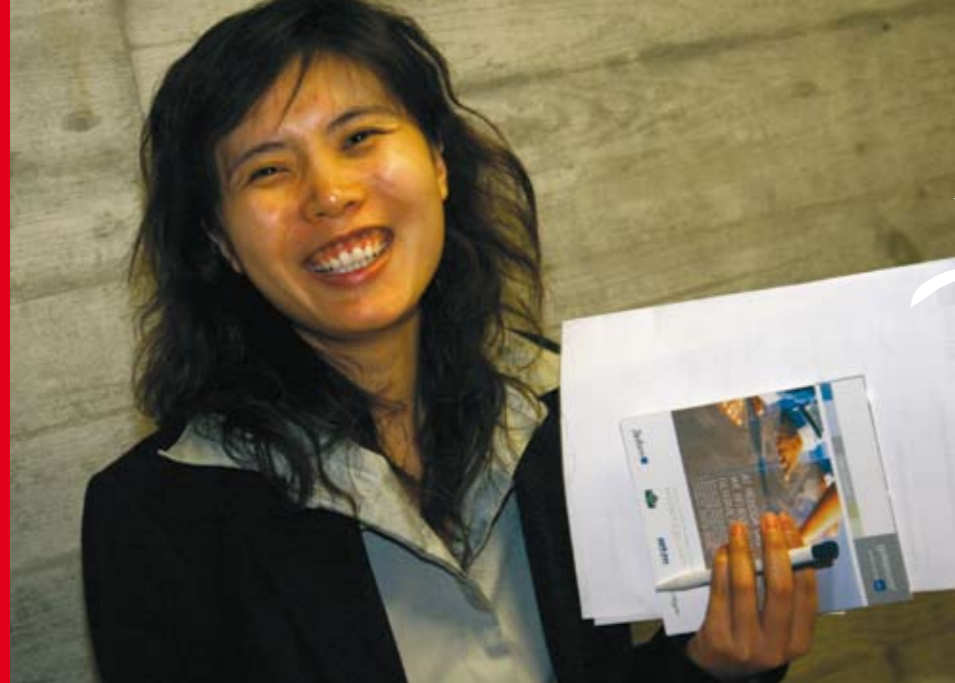
## Education Structure



\* The Bachelor of Arts in International Hospitality Management is accredited and awarded by Queen Margaret University, Edinburgh, Scotland, UK.

SSTH students graduating with the Swiss Higher Diploma in Hotel and Restaurant Management may complete an additional bachelor degree year, either in-house on campus Passugg, or at one of our affiliated universities.

- > Queen Margaret University (QMU), Edinburgh, UK
- > University of Delaware (UD), Newark, Delaware, USA  
Hotel, Restaurant and Institutional Management (HRIM)



### **Undergraduate Studies**

At the Swiss School of Tourism and Hospitality, which was founded in 1966, a perfect learning environment has been created in which to offer hospitality management programs.

Hospitality management cannot be taught in theory alone. Practical experience is necessary to get to know the industry, and to be successful in a competitive market. Our education programs are based on decision-making and responsibility, with reference to work and business related situations. Concrete daily exercises are the foundation of the education content and goals. Multi-talented faculty, with a strong link to the working environment, impart not only the learning content but also personal experience. The knowledge base is taught in a blend of theory classes, practical training, hands-on work and self-study. Improvement of the important competences in both the operational and managerial areas is continuously evaluated. Final qualifications are gained through target oriented exercises, projects and group work, as well as examinations.

Within SSTH, the English division follows the strict regulations of the HTF Hotel- und Touristikfachschnule, recognised by the government and the state of Graubünden. Students from the SSH Swiss School of Hotel and Tourism Management profit from such a well structured and controlled program.

### **Bachelor of Arts in International Hospitality Management**

The 4-year (3 + 1) bachelor degree program gives you the best of two educations; three years of operations and management education in the fine art of Swiss hospitality, with the recognised blend of practice and theory of the academic education, complemented with important work experience. After the three years you will be awarded the Swiss Higher Diploma in Hotel and Restaurant Management. This diploma is equivalent to the state recognised Hotelier - Restaurateur HF diploma of the German language division. A Bachelor Degree year involving strategic and general management, environmental management, human resources, entrepreneurship and research completes your curriculum, preparing you for a business career in the hospitality industry up to corporate level. The Bachelor of Arts in International Hospitality Management is accredited and awarded by Queen Margaret University, Edinburgh, Scotland, UK.

What makes studying at Swiss School so valuable, are the different cultures there, all studying together. I think experiencing students from all over the world helps you in your later career, as you understand the needs of international guests much better. *Evgeny - Russia*

Swiss School is an awesome place with nice people and an unforgettable atmosphere. The teachers really inspire me to be successful. With a solid education I am sure that I will get a good managerial position in a hotel after graduation and someday maybe set up my own business. *Tuomas - Finland*

### **Swiss Higher Diploma in Hotel and Restaurant Management**

The 3-year program prepares you for a general management and business career in the hospitality industry. To be successful you need to be trained in all areas of management in both theory and practice. The basis of the first part of this program is oriented on hospitality operations, comprising food & beverage, cuisine, housekeeping, lodging, administration and languages. With a deep and firm foundation you are well prepared for on the job training responsibilities. After internship completion the final year of academic studies is focused on managerial subjects. In addition, the third year will be accompanied by seminars and project work, and you will write a diploma paper.

The Swiss Higher Diploma in Hotel and Restaurant Management is equivalent to the state recognised Hotelier - Restaurateur HF diploma of the German language division and carries a worldwide acceptance.

### **Swiss Diploma in Hotel Operations**

The 1½-year program prepares you for a management career in one of the operational departments of a hotel or restaurant. Organisational skills, communication and front of house orientation are important attributes for students who are looking for a career in hotel operations, therefore the basis of this program is practice oriented; the first semester focuses on practical and theoretical in-house training in lodging, housekeeping, communications, languages and information technology. The second semester is focused on food and beverage services including cuisine. The six months on the job training will help you to improve your skills and prepare yourself for your future career.

### **Hospitality Management Program for Advanced Entry Candidates**

For professionals with work experience, or students with previous qualifications in the hospitality industry, Swiss School offers tailor-made programs to meet the specific needs of each individual. The goal of this program is to complement the previous work experience or educational qualifications with important theoretical background and a Swiss hospitality experience. Through a combination of operational and managerial subjects, the skills required to attain a leading position in one of the various hospitality divisions will be developed.

The duration of the program depends on previous qualifications and work experience, and can be between 6 months up to two years to gain the Swiss Higher Diploma in Hotel and Restaurant Management respectively the Bachelor of Arts in International Hospitality Management. An on the job training period of six months is usually part of the educational program. Applicants are subject to individual assessment.



**Curriculum Overview: Undergraduates Studies**

1 <sup>st</sup> Semester 18 Weeks	2 <sup>nd</sup> Semester 18 Weeks	3 <sup>rd</sup> Semester 6 Months	4 <sup>th</sup> Semester 6 Months	5 <sup>th</sup> Semester 18 Weeks	6 <sup>th</sup> Semester 18 Weeks	7 <sup>th</sup> Semester 16 Weeks	8 <sup>th</sup> Semester 16 Weeks
<b>Administration/ Lodging</b> <ul style="list-style-type: none"> <li>&gt; Hotel and Tourism Industry</li> <li>&gt; Hotel Accounting</li> <li>&gt; Front Office Procedures</li> <li>&gt; Front Office Computers</li> <li>&gt; Houskeeping Management</li> <li>&gt; Beverages</li> <li>&gt; English</li> <li>&gt; German Elementary 1</li> <li>&gt; Information Technology</li> <li>&gt; Word Processing</li> <li>&gt; Internship Preparation</li> <li>&gt; Study Skills</li> </ul>	<b>Communications / Food &amp; Beverage (F &amp; B)</b> <ul style="list-style-type: none"> <li>&gt; F &amp; B Service Theory</li> <li>&gt; F &amp; B Service Practice</li> <li>&gt; Food Production Theory</li> <li>&gt; Cuisine Practice</li> <li>&gt; Microbiology</li> <li>&gt; English Correspondence</li> <li>&gt; German Elementary 2</li> <li>&gt; Etiquette and Gala Dinner Preparation</li> <li>&gt; Internship Preparation</li> </ul>	<b>Practical Experience / Industrial Placement</b>	<b>Practical Experience / Industrial Placement</b>	<b>Hospitality Management</b> <ul style="list-style-type: none"> <li>&gt; Event Management</li> <li>&gt; Project Management</li> <li>&gt; Hospitality Supervision</li> <li>&gt; Marketing I</li> <li>&gt; Hospitality Law</li> <li>&gt; Economics</li> <li>&gt; Financial Accounting</li> <li>&gt; Psychology</li> <li>&gt; English Writing</li> <li>&gt; IT Applications</li> <li>&gt; Research Techniques Tutorial</li> <li>&gt; Diploma Paper Preparation</li> <li>&gt; Project Group Work</li> </ul>	<b>Hospitality Management</b> <ul style="list-style-type: none"> <li>&gt; International Human Resources</li> <li>&gt; Hospitality Marketing II</li> <li>&gt; International Hotel Management</li> <li>&gt; Quality and Environmental Management</li> <li>&gt; Facilities Management</li> <li>&gt; Managerial Accounting</li> <li>&gt; Food and Beverage Control</li> <li>&gt; Business Communication</li> <li>&gt; Sociology</li> <li>&gt; E-Learning</li> <li>&gt; Project Management</li> <li>&gt; Diploma Paper Preparation</li> </ul>	<b>Bachelor Studies</b> <ul style="list-style-type: none"> <li>&gt; Strategic Management</li> <li>&gt; Human Resources Management</li> <li>&gt; Managing Hospitality Enterprises</li> </ul>	<b>Bachelor Studies</b> <ul style="list-style-type: none"> <li>&gt; Business Management Consultancy and Research</li> <li>&gt; Contemporary Food and Drink</li> <li>&gt; Sustainable Hospitality Management</li> </ul>
<b>Total hours</b> 567 <b>Total credits</b> 32	<b>Total hours</b> 774 <b>Total credits</b> 33			<b>Total hours</b> 648 <b>Total credits</b> 35	<b>Total hours</b> 648 <b>Total credits</b> 35	<b>Total hours</b> 600 <b>Total credits</b> 60	<b>Total hours</b> 600 <b>Total credits</b> 60

> *Special Interest Seminars (optional, 90 h, 5 credits)*

**Swiss Diploma in Hotel Operations - 1 1/2 year**

**Swiss Higher Diploma in Hotel and Restaurant Management - 3 years**

**Bachelor of Arts in International Hospitality Management - 4 years** awarded by Queen Margaret University, Edinburgh, Scotland



### Postgraduate Studies

The postgraduate program is designed for those who hold a degree in a field other than hospitality, and have a vision of becoming a manager or executive in the global hospitality industry. This 1½ year program provides graduates with a thorough understanding of hospitality operations and complements their previous significant background. Critical thinking, entrepreneurship and problem solving, together with essential practical knowledge is required to become an effective and successful hospitality executive or manager. These skills are developed through a combination of managerial and operational courses. The semesters are designed to be an interesting and challenging mix of management courses, such as environmental management, event management or sociology, together with the key input of food and beverage services and cuisine. The on the job training experience will enable you to put your knowledge into practice under real working conditions.

Employers are likely to particularly appreciate the potential of a postgraduate candidate; someone who brings a diverse portfolio of talents to complement hospitality studies at Swiss School.

The postgraduate qualification from Swiss School can also be used as a pre-requisite to advance to our university partners gaining internationally recognized master degrees.

### Language and Hospitality Preparation Course

The language and hospitality preparation program, which is always linked to an undergraduate or postgraduate program first semester course, will help you to develop English language skills to meet the appropriate Swiss School entry requirements. An IELTS examination is included in the course objectives. As well as language improvement, this program also offers a foundation in Swiss tourism and hospitality. On various excursions you will learn something about typical Swiss products such as chocolate or cheese. After the completion of this preparation course you will be properly equipped for your continuing full time program at Swiss School, as you will already have an understanding of Swiss hospitality, culture and traditions.

I will always be thankful to all the SSTH staff and teachers for making my life in SSTH a great professional and personal experience. Living for 2 years in a small, but very welcoming place like Passugg, was a challenging experience which I fully recommend. *Danielle - Peru*

Hospitality is not something you can learn by studying, you have to experience it. At SSTH I did experience it and these years have been the best of my life! *Becky- Hong Kong*

I came to SSTH to study hospitality management because of the Swiss hospitality reputation. I must say that I have done the right thing by coming to SSTH. There were other schools recommended to me all over the world to study hospitality management. I am glad that I insisted coming to SSTH. The quality of life, education and the facilities are incomparable. *Mohit - India*

### Curriculum Overview: Postgraduate Studies

1 <sup>st</sup> Semester (A) 18 Weeks	2 <sup>nd</sup> Semester (B) 18 Weeks	3 <sup>rd</sup> Semester 6 Months
<b>Management</b> > Hotel and Tourism Industry > Quality & Environmental Management > Managerial Accounting > Hospitality Marketing > Psychology <b>Food &amp; Beverage (F &amp; B)</b> > F & B Service Theory > F & B Service Practice > F & B Control > Beverages <b>Communication</b> > German Elementary <b>Professional Development</b> > E-Learning > Internship Preparation	<b>Management</b> > Hotel Accounting > Event Management > Hospitality Law > Economics <b>Food &amp; Beverage (F &amp; B)</b> > Food Production Theory > Cuisine Practice > Microbiology <b>Administration/Lodging</b> > Front Office Procedures > Front Office Computers > Hospitality Supervision <b>Communication</b> > German Elementary <b>Professional Development</b> > Internship Preparation	<b>Practical Experience / Industrial Placement</b>
<b>Total hours</b> 774 <b>Total credits</b> 38	<b>Total hours</b> 756 <b>Total credits</b> 37	

The subjects of the first semester of study can be either semester A or B. Some adjustments in the order of other subjects on the study plan are possible. For example: Financial accounting rather than Managerial Accounting.

### Postgraduate Diploma in International Hospitality Management - 1 ½ year

### Language and Hospitality Preparation Course

#### 17 weeks or 8 weeks semester

#### Languages

- > English
- > English for IT users
- > German Elementary

#### Tourism/Hospitality

- > Swiss Culture and Tourism
- > Restaurant Introduction
- > Excursions

#### Total weekly hours 24

(including 15 hours English and 4 hours German language classes)



### Entry Requirements Undergraduate Programs

---

#### Age

Minimum 18 years of age, when entering Swiss School

#### Education Requirements

The following education is accepted for entry to Swiss School:

- > High School
- > International Baccalaureate
- > Gymnasium

Other higher secondary educational qualifications are accepted if they lead to university admission in the country where you have completed your diploma.

Should you be in your final year of secondary or high school education and wish to apply, you will be assessed on your results from previous years. For this you are required to submit certified transcripts. The results of your final exams and diploma can be submitted later, but always before the start of your studies at Swiss School.

#### Language Requirements

Excellent written and verbal command of English is required. As proof, you are asked to submit one of the following international English certificates:

- > IELTS (International English Language Testing System), [www.ielts.org](http://www.ielts.org) with a minimum score of 5.5
- > TOEFL (Test of English as a Foreign Language), [www.toefl.org](http://www.toefl.org) with a minimum score of 525 (paper-based), 196 (computer-based), 69/70 (internet-based)
- > TOEIC (Test of English for International Communication), [www.toeic.com](http://www.toeic.com) with a minimum score of 690
- > Cambridge First Certificate, [www.cambridge-efl.org](http://www.cambridge-efl.org)
- > Alternatively you could submit evidence that English was the main medium of instruction during the last three years of your secondary/high school studies.

---

Students with a score below the requirement have the option to attend the language and hospitality preparation course, linked to a Swiss School undergraduate course.

The following scores are required for the language and hospitality preparation course:

- |                |  |
|----------------|--|
| 17 week course | IELTS with a min. score of 4.5<br>TOEFL with a min. score of 480 (paper-based), 157 (computer-based), 54/55 (internet-based)<br>TOEIC with a min. score of 575 |
| 8 weeks course | IELTS with a min. score of 5<br>TOEFL with a min. score of 500 (paper-based), 173 (computer-based), 61 (internet-based)<br>TOEIC with a min. score of 628      |

### Entry Requirements Postgraduate Programs

---

#### Age

Minimum 21 years of age, when entering Swiss School

#### Education Requirements

The following education is accepted for entry to Swiss School:

- > Bachelor degree from a recognised university
- > 3 years of work experience at supervisory level acceptable to SSTH (evaluation by SSTH necessary)
- > Higher Diploma from a recognised educational establishment acceptable to SSTH (evaluation by SSTH necessary)

Should you be in the final year of your Bachelor Degree studies and wish to apply, you will be assessed on your results from previous years. For this you are required to submit certified transcripts. The results of your final exams and diploma can be submitted later, but always before the start of your studies at Swiss School.

#### Language Requirements

Excellent written and verbal command of English is required. As proof, you are asked to submit one of the following international English certificates:

- > IELTS (International English Language Testing System), [www.ielts.org](http://www.ielts.org) with a minimum score of 6.0
- > TOEFL (Test of English as a Foreign Language), [www.toefl.org](http://www.toefl.org) with a minimum score of 550 (paper-based), 213 (computer-based), 79/80 (internet-based)
- > TOEIC (Test of English for International Communication), [www.toeic.com](http://www.toeic.com) with a minimum score of 752
- > Cambridge First Certificate, [www.cambridge-efl.org](http://www.cambridge-efl.org)
- > Alternatively you could submit evidence that English was the main medium of instruction during the last three years of your secondary/high school studies or bachelor degree studies.

Students with a score below the requirement have the option to attend the language and hospitality preparation course, linked to the Swiss School postgraduate course.

The following scores are required for the language and hospitality preparation course:

- |                |  |
|----------------|--|
| 17 week course | IELTS with a min. score of 4.5<br>TOEFL with a min. score of 480 (paper-based), 157 (computer-based), 54/55 (internet-based)<br>TOEIC with a min. score of 575 |
| 8 weeks course | IELTS with a min. score of 5<br>TOEFL with a min. score of 500 (paper-based), 173 (computer-based), 61 (internet-based)<br>TOEIC with a min. score of 628      |



## Overview Tuition Fees and Expenses

All fees in Swiss Francs (CHF) Valid from August 2011		1 <sup>st</sup> Semester 18 Weeks	2 <sup>nd</sup> Semester 18 Weeks	3 <sup>rd</sup> Semester 6 Months	4 <sup>th</sup> Semester 6 Months	5 <sup>th</sup> Semester 18 Weeks	6 <sup>th</sup> Semester 18 Weeks	7 <sup>th</sup> Semester 16 Weeks	8 <sup>th</sup> Semester 16 Weeks
Undergraduate Programs	<b>Bachelor of Arts in International Hospitality Management (Sem. 1 to 8)</b> <b>Swiss Higher Diploma in Hotel and Restaurant Management (Sem. 1 to 6)</b>								
	Student Management Account	3'900.-					1'100.-	1'100.-	1'000.-
	Tuition Fee		13'400.-	13'400.-	no costs to be incurred	no costs to be incurred	13'400.-	13'400.-	11'000.-
	Accommodation and Board*		6'800.-	6'800.-			6'800.-	6'800.-	6'800.-
	Insurance* (medical and accident)		2'000.- <sup>1</sup>	2'000.- <sup>1</sup>			1'000.-	1'000.-	1'000.-
<b>Total</b>	<b>3'900.-</b>	<b>22'200.-</b>	<b>22'200.-</b>			<b>22'300.-</b>	<b>22'300.-</b>	<b>19'800.-</b>	<b>18'800.-</b>
Undergraduate Programs	<b>Swiss Diploma in Hotel Operations</b>								
	Student Management Account	3'900.-							
	Tuition Fee		13'400.-	13'400.-	no costs to be incurred				
	Accommodation and Board*		6'800.-	6'800.-					
	Insurance* (medical and accident)		1'500.- <sup>1</sup>	1'500.- <sup>1</sup>					
<b>Total</b>	<b>3'900.-</b>	<b>21'700.-</b>	<b>21'700.-</b>						
Postgraduate Program	<b>Postgraduate Diploma in International Hospitality Management</b>								
	Student Management Account	3'900.-							
	Tuition Fee		14'600.-	14'600.-	no costs to be incurred				
	Accommodation and Board*		6'800.-	6'800.-					
	Insurance* (medical and accident)		1'500.- <sup>1</sup>	1'500.- <sup>1</sup>					
<b>Total</b>	<b>3'900.-</b>	<b>22'900.-</b>	<b>22'900.-</b>						

### Partner university fees

Students who join the bachelor year (semester 7 & 8) at a partner university need to refer to the cost structure of the individual university.

SSTH has no influence on the fee structure of the universities.

### Language and Hospitality Preparation Course

You can only apply for the preparation course combined with registration for a linked undergraduate or postgraduate program, and you are required to cover the fee for the complete language and first semester package before starting on the language preparation element. The fee for this package is not refundable after the start of the language preparation element.

	17 Weeks		8 Weeks	
Student Management Account	4'400.-		4'400.-	
Tuition Fee		7'500.-		3'750.-
Accommodation and Board*		6'400.-		3'000.-
Insurance* (medical and accident)		1'000.-		500.-
<b>Total</b>	<b>4'400.-</b>	<b>14'900.-</b>	<b>4'400.-</b>	<b>7'250.-</b>

\* VAT 3.8% / 8.0% included according to Swiss regulations

<sup>1</sup> Covers the insurance premiums for the internship period (3<sup>rd</sup> resp. 4<sup>th</sup> semester)

SSTH reserves the right to make changes affecting policies or fees without prior notice.



## Fee Information

### Student Management Account

The student management account, including a CHF 500.- non refundable administration fee, is required to reserve your study place. The balance is credited to your student management account and is used during the program for the following expenses:

> Residence permit, study materials/books, professional clothing (kitchen and service uniform, optional purchase of executive dress), compulsory excursions, public liability insurance.

The student management account is not subject to interest. Any remaining balance on the student management account will be refunded to the student upon leaving the school.

### Accommodation and Board

The costs include accommodation in a standard single room with hot and cold water. A limited number of different types of rooms are available at the School Hotel at a surcharge/discount per semester. After acceptance by the school you will be asked to fill in a room request form to select a preferred room category. Accommodation during spring semester vacation is possible at a small extra charge.

Meals are provided seven days a week during 18 weeks of the semester (Monday - Friday: breakfast, lunch, dinner/ Saturday: breakfast, dinner/ Sunday: brunch, dinner). During vacations, no meals are provided.

### Insurance

Health and accident insurance is obligatory in Switzerland. All students are insured under the school insurance plan, covering all expenses incurred as a result of illness or accident. This assumes, however, that the student is healthy on arrival in Switzerland. Please note: dental fees are not included.

For students from EU/EFTA countries only, it is possible to be exempted from the obligatory school insurance. Students receive more detailed information with the general information sheet after acceptance to SSTH.

The public liability insurance is obligatory for all students. This insurance covers damage to property or injury to persons and financial loss towards third persons (third party insurance).

The premiums for health and accident insurance as well as public liability are fixed by the group insurance company. SSTH has no influence on the level of the premiums and these can be subject to change.

### Internship

Students on internship (3<sup>rd</sup> and/or 4<sup>th</sup> semester) in Switzerland are paid a minimum gross salary of CHF 2'168.- per month. Medical and accident insurance premiums for the internship period are covered at the same time as the semester fee payments for the 1<sup>st</sup> and 2<sup>nd</sup> semesters.

Students are allowed to complete internship outside Switzerland, however SSTH recommends students to complete at least 6 months of the internship in Switzerland.

## Admission Procedure

**Step 1** To apply to Swiss School of Tourism and Hospitality, you will need to provide the following:

- > The completed and signed enrolment form
- > A certified copy of your final diploma/school leaving certificate (high school or equivalent) and a certified translation if in a language other than English, French, Italian or German
- > A certified copy of your university degree/transcripts (if applicable) and a certified translation if in a language other than English, French, Italian or German
- > Work certificates (if applicable)
- > Proof of English level (TOEFL, TOEIC, IELTS or Cambridge First Certificate or equivalent)
- > 1 passport sized photographs
- > Copy of passport
- > Curriculum Vitae (Résumé) including special interests and activities
- > Statement of Purpose - Please cover the following three questions and limit your statement to no more than two A4 typed pages:
  - 1) What attracts you to the hospitality industry?
  - 2) What attributes do you think you have, to be successful in the hospitality industry?
  - 3) Why have you chosen SSTH and Switzerland, and how do you think SSTH can help you to achieve your objectives?

Acceptance to the program is subject to submission of all the required documents and fulfilling the minimum entry requirements.

The application can be sent also by fax or via e-mail (admissions@ssth.ch), but the original must be sent by post in any case.

**Step 2** After your application has been reviewed, you will be notified regarding acceptance. If your application has been successful you will be informed in writing, with a letter of provisional acceptance (PLA), and an invoice for the student management account. This includes a non refundable CHF 500.- administration fee. Payment deadline for the payment is indicated on the PLA, and is usually 30 days.

**Step 3** As soon as the student management account payment has been received, your place of study at Swiss School will be confirmed and reserved, and you will receive a formal letter of acceptance (LA), if all required documents have been submitted. The LA is necessary to apply for the student visa if required. Please note that you need to apply for your visa (if applicable) minimum 10 weeks prior semester start or as indicated on the LA.

**Step 4** The semester package fee is due no later than 30 days before the start of the semester. Note that the Swiss embassy in some countries will require evidence that an advance payment (1<sup>st</sup> semester) has been made, before you can collect the visa.



### Application and Payment Conditions

Valid from August 2009

1. The enrolment form is considered a binding contract. The contract becomes valid as soon as the school issues a formal written confirmation of acceptance.
2. The registration, respectively administration fee is CHF 500.- and is non refundable. The administration fee is invoiced with the student management account.
3. The tuition fees are payable prior to the start of semester and cover all compulsory subjects as well as the use of IT.
4. All school fees must be paid even if the student resigns during or before the end of a semester or if he or she is expelled for any reason.
5. In exceptional circumstances, at the Director's discretion, the semester fees may be refunded if a student is unable to meet the terms of this contract. In such cases an administrative charge will be rendered.
6. Prices are fixed per semester of enrolment, but are subject to change at the start of any semester with due notice.
7. The contract can be cancelled before the start of each semester with a two months written notice by the end of the corresponding calendar month. For example: End of May for an August semester start of any date; End of October for a January semester start of any date. Later cancellations entail cancellation charges. If a student fails to arrive to start a semester without official cancellation, the school fee for that semester is forfeit.

Should a student fail a semester, the contract can be cancelled without respecting the notice period. If such a student indicates in writing (including by e-mail), their intention to repeat the semester, the contractual obligations are reinstated.

Language course students are contracted for the language course plus the next following standard school semester. The composite school fee reflects this. Cancellation for this combined course must take place, as above, before the start of the language course.

8. The school reserves the right to expel students on disciplinary grounds. Students are expected to conform not only to the school's code of conduct but also to the laws of Switzerland.

9. The students are obliged:
- > to attend lessons regularly, within the absence control regulations
  - > to follow the house and school rules
  - > to follow the dress code of SSTH

10. The school cannot be held liable for loss of or damage to private property on school premises.

11. Changes in the contract must be confirmed in writing by both parties.

12. The contract can be contested only in court in Chur, Switzerland.

#### Bank account details

SSTH Swiss School of Tourism and Hospitality Ltd.  
 Comercialstr. 19, 7007 Chur, Switzerland  
 Account: CK414.091.500  
 IBAN: CH68 0077 4110 4140 9150 0  
 Swift/BIC: GRKBCH2270A  
 Graubündner Kantonalbank, 7002 Chur, Switzerland

**Important: Always state student name with bank payment**

### Enrolment Form

Please tick the program you wish to apply for.

- Language and Hospitality Preparation Course       17 week course       8 week course\*
- After completion of the Preparation Course I will continue with (please tick below)

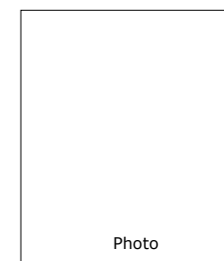
- Swiss Diploma in Hotel Operations
- Swiss Higher Diploma in Hotel and Restaurant Management
- Bachelor of Arts in International Hospitality Management (awarded by QMU)
- Post Graduate Diploma in International Hospitality Management
- Management Programs for Advanced Entry Candidates

Please indicate when you wish to start.

- January, year \_\_\_\_\_ (Application deadline October)
- August, year \_\_\_\_\_ (Application deadline May)

\*April and October intake only for 8 week Language and Hospitality Preparation Course

- April, year \_\_\_\_\_ (Application deadline January)
- October, year \_\_\_\_\_ (Application deadline July)



**Personal Data**  
 (Please use capital letters or type)

Family Name \_\_\_\_\_  male  female

First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Country of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Marital Status \_\_\_\_\_ Religion \_\_\_\_\_

**Personal Data Father** Family Name \_\_\_\_\_ First Name \_\_\_\_\_

**Personal Data Mother** Family Name \_\_\_\_\_

Maiden Name (before marriage) \_\_\_\_\_ First Name \_\_\_\_\_



**Address**

Street and Number \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Home Phone Country Code \_\_\_\_\_ Area Code \_\_\_\_\_ Number \_\_\_\_\_

Mobile Phone Country Code \_\_\_\_\_ Area Code \_\_\_\_\_ Number \_\_\_\_\_

Fax Country Code \_\_\_\_\_ Area Code \_\_\_\_\_ Number \_\_\_\_\_

E-Mail \_\_\_\_\_

**Passport Details**

Number \_\_\_\_\_ Valid Until \_\_\_\_\_

Place of Issue \_\_\_\_\_ Date of Issue \_\_\_\_\_

**At which Embassy of Switzerland are you going to apply for your Personal Entry Visa?**

City \_\_\_\_\_

**Qualifications (Latest Educational and Professional Qualifications)**

High School/University \_\_\_\_\_ Years \_\_\_\_\_

\_\_\_\_\_ Years \_\_\_\_\_

\_\_\_\_\_ Years \_\_\_\_\_

Work Experience \_\_\_\_\_ Years \_\_\_\_\_

\_\_\_\_\_ Years \_\_\_\_\_

Mother Tongue \_\_\_\_\_

Other Languages besides English \_\_\_\_\_

**Declaration**

I have read and agree with all of the general application and payment conditions (page 20). I declare that all the information given is true and correct.

Date \_\_\_\_\_ Signature Student \_\_\_\_\_

Date \_\_\_\_\_ Signature Parent or Guardian \_\_\_\_\_

**Switzerland**

Switzerland is located in the middle of Western Europe, bordered by Germany in the north, France in the west, Italy in the south, Austria and the Principality of Liechtenstein in the east. 26 Cantons make up the Confederation of Switzerland. Switzerland offers a great variety of landscapes; small villages nestled in the mountains, snow covered peaks, beautiful lakes and rivers. In addition, you will also find vibrant cities such as Zurich, Basel, Bern, St. Gallen and Geneva.

The four Swiss national languages are German (which is the most widespread spoken), French, Italian and also Rhaeto- Romansh. This is a special part of the wealth of Swiss culture, and reflects the geographical diversity of the country. You will notice strong Italian and French influences when travelling to different parts of Switzerland. Travel by road from Lugano to Chur and then to Geneva and the road signs are written in Italian, then German, and then French. (In the town of Biel/Bienne all signs are in both French and German).

Switzerland gave birth to modern tourism more than 150 years ago. Famous Swiss hotels laid the foundation for a major industry which is now flourishing the world over. There is no better place to study hospitality and tourism management than here: the place where it all began!

**Why Switzerland - Why Swiss School**

Switzerland is the first choice for students pursuing a tourism and hospitality management education. High standards, an excellent reputation, safe surroundings and of course value for money, are major factors influencing students to consistently head to this country, and SSTH, for an education in hospitality and tourism management. The unique approach of incorporating theory and practice into management studies makes a Swiss education a most interesting, valuable, and rewarding experience.

Our students are guaranteed high quality education, not only because the school is one of the elite-members of ASEH Association of Swiss Hotel Management Schools, and one of the few schools with a Swiss Federal Government recognition equivalency declaration, but also because it is one of the few hotel management schools worldwide to have achieved the International Standardization Organization ISO 9001 and EduQua Certification which confirm extremely high standards in all areas of education and operations.

Come and join us: Your future is our mission!

The school's location provides a good environment for studies in hospitality management. The course has been designed well and gives a perfect balance between academic work and leisure/recreation activities. SSTH is definitely a number one choice for hotel management studies. *Lionel - Kenya*



### Intakes

Undergraduate and Postgraduate Programs  
Language and Hospitality Preparation Course

August and January  
August and January (17 weeks course)  
October and April (8 weeks course)

### Admissions Address

#### **SSTH Swiss School of Tourism and Hospitality Ltd.**

Admissions Office, Comercialstrasse 19, P.O. Box, 7007 Chur, Switzerland

Tel. +41 (0)81 255 11 11, Fax +41 (0)81 255 11 19  
admissions@ssth.ch or info@ssth.ch  
www.ssth.ch

### Campus Address

#### **SSTH Swiss School of Tourism and Hospitality Ltd.**

Hauptstrasse 12, 7062 Passugg, Switzerland

Tel. +41 (0)81 255 11 11, Fax +41 (0)81 255 11 19  
info@ssth.ch  
www.ssth.ch

