

BHMS Academic Courses

Application form

Part 1 of 4

Please complete this application form digitally and return it with the following documents.

01

Documents to submit

For undergraduate and postgraduate students

- ☐ Original or notarized photocopies of school diplomas, transcripts or degrees *(in English)*
- ☐ Proof of English proficiency
- ☐ Photocopy of a valid passport
- ☐ Signed obligation

- ☐ Recommendation letters or references
- ☐ Personal digital photo
- ☐ Proof of financial funds for one study year *(including personal allowance)*
- ☐ Motivation letter
- ☐ Curriculum Vitae

For short courses

- ☐ Original or notarized photocopies of school diplomas, transcripts or degrees *(in English)*
- ☐ Proof of English proficiency
- ☐ Curriculum Vitae
- ☐ Photocopy of a valid passport

02

Personal details

Family Name (as in passport):

Passport Number:

First Name:

Place and Date of Issue:

Middle Name:

Embassy of Visa Application:

Gender: ☐ Male ☐ Female

Father's Family Name:

Date of Birth (Day/Month/Year):

Father's First Name:

Place and Country of Birth:

Mother's Family Name:

Home Address:

Mother's First Name:

Parents' Home Address:

Mobile No:

E-mail Address:

Tel No:

Marital Status:

Mobile No:

Country of Citizenship:

Email Address:

03

Which programme do you wish to register for?

Undergraduate

- | | | |
|---|--|---|
| <input type="checkbox"/> 12-month Diploma Business & Hospitality Management
(First year Bachelor Degree) | <input type="checkbox"/> ¹ (Direct Entry) 12-month Dual BA Degree Global Business Management
(Third year Bachelor Degree, awarded by RGU & BHMS) | <input type="checkbox"/> (Direct Entry) 24-month Dual BA Degree Culinary Arts
(Second & third year Bachelor Degree, awarded by RGU & BHMS) |
| <input type="checkbox"/> (Direct Entry) 24-month Dual BA Degree Hotel & Hospitality or Global Business Management
(Second & third year Bachelor Degree, awarded by RGU & BHMS) | <input type="checkbox"/> 12-month Diploma Culinary Arts
(First year Bachelor Degree) | <input type="checkbox"/> 36-month Dual BA Degree Culinary Arts
(awarded by RGU & BHMS) |
| <input type="checkbox"/> 36-month Dual BA Degree Hotel & Hospitality Management
(Awarded by RGU & BHMS) | <input type="checkbox"/> 12-month Diploma Pastry, Chocolate & Bakery
(First year Bachelor Degree) | <input type="checkbox"/> ¹ (Direct Entry) 12-month Dual BA Degree Culinary Arts
(Third year Bachelor Degree, awarded by RGU & BHMS) |
| <input type="checkbox"/> 36-month Dual BA Degree Global Business Management
(Awarded by RGU & BHMS) | <input type="checkbox"/> 24-month Higher Diploma Culinary Arts
(First & second year Bachelor Degree) | <input type="checkbox"/> ² 3-month Preparatory English Programme |
| <input type="checkbox"/> ¹ (Direct Entry) 12-month Dual BA Degree Hotel & Hospitality Management
(Third year Bachelor Degree, awarded by RGU & BHMS) | <input type="checkbox"/> 24-month Higher Diploma Pastry, Chocolate & Bakery
(First & second year Bachelor Degree) | |

Starting dates:

- | | | |
|---|------------------------------------|--|
| <input type="checkbox"/> January | <input type="checkbox"/> May | <input type="checkbox"/> September/October |
| <input type="checkbox"/> February/March | <input type="checkbox"/> June/July | <input type="checkbox"/> November |
| <input type="checkbox"/> April | <input type="checkbox"/> August | Year: |

Footnotes:

- | | |
|--|---|
| 1 Only offered in February, August and November of each year. | 2 This programme cannot be taken independently. It is only delivered in conjunction with other BHMS academic programmes. |
|--|---|

Postgraduate

- | | | |
|---|---|--|
| <input type="checkbox"/> ¹ 12-month M.Sc. Dual Degree International Hospitality Business Management
(Awarded by RGU & BHMS) | <input type="checkbox"/> ² 12-month MBA Dual Degree
(Awarded by RGU & BHMS) | <input type="checkbox"/> ⁵ 12-month Postgraduate Diploma Hospitality Management |
| <input type="checkbox"/> ¹ 12-month M.Sc. Dual Degree Global Business Management
(Awarded by RGU & BHMS) | <input type="checkbox"/> Digital Transformation in Tourism Management | <input type="checkbox"/> 12-month Postgraduate Diploma Culinary Arts |
| <input type="checkbox"/> ¹ 18-month combined M.Sc and MBA
(Awarded by RGU & BHMS) | <input type="checkbox"/> Luxury Brand Management | <input type="checkbox"/> ³ 3-month Graduate Certificate International Hospitality Business Management
(Awarded by RGU) |
| | <input type="checkbox"/> AI and Digital Innovation | <input type="checkbox"/> ⁴ 3-month Preparatory English Programme |
| | <input type="checkbox"/> Innovative Start-Up Business Strategies | |
| | <input type="checkbox"/> Cybersecurity and Big Data Management | |
| | <input type="checkbox"/> Global Marketing and Sales | |

Short courses - Culinary & Pastry

- | | |
|--|---|
| <input type="checkbox"/> ⁵ Certificate Culinary Operations | <input type="checkbox"/> ⁵ Certificate Pastry, Chocolate & Bakery |
| <input type="checkbox"/> ⁵ Advanced Certificate Culinary Operations | <input type="checkbox"/> ⁵ Advanced Certificate Pastry, Chocolate & Bakery |

Starting dates:

- ☐ January ☐ May ☐ September/October
☐ February/March ☐ June/July ☐ November
☐ April ☐ August Year:

Footnotes:

- 1 Only offered in February, August and November intakes.
2 Only offered in April and September intakes.
3 Only offered in May and August intakes.
4 This programme cannot be taken independently. It is only delivered in conjunction with other BHMS academic programmes.
5 Only offered in February, May, August and November intakes.

04

Previous schools

Give the names and addresses of all schools/colleges/universities you have or will have attended prior to entering BHMS Switzerland.

Name:

Name:

City/State/Country:

City/State/Country:

From/to (dates):

From/to (dates):

Diploma (H.school/Degree):

Diploma (H.school/Degree):

Date received:

Date received:

05

Learning disabilities

Do you have any diagnosed learning disabilities (dyslexia, dyscalculia, etc), illnesses, severe allergies, problems with vision or hearing or other health problems, that would affect your studies?

Please attach relevant evaluations (if available).
If yes, please specify:

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.....
.....
.....
.....

06

Language Knowledge

English: ☐ Fluent ☐ Good ☐ Basic

French: ☐ Fluent ☐ Good ☐ Basic

IELTS / TOEFL / Duolingo / Testpodium score:

Other (please state):

German: ☐ Fluent ☐ Good ☐ Basic

Mother tongue:

07

Accommodation

For undergraduate and postgraduate students:

- ☐ **Shared Standard City Campus**
3-4 bed shared apartment
for 24 weeks (included)
- ☐ **Shared Superior Lakeside Campus**
Twin room
CHF 1,800 surcharge
for 24 weeks

- ☐ **Studio Standard Lakeside Campus**
CHF 6,600 surcharge
for 24 weeks
- ☐ **Studio Superior City Campus**
CHF 7,500 surcharge
for 24 weeks

Students enrolled in short courses:

- ☐ **Shared Standard City Campus**
3-4 bed shared apartment
included
- ☐ **Shared Superior Lakeside Campus**
Twin room
CHF 900 surcharge

- ☐ **Studio Standard Lakeside Campus**
CHF 3,300 surcharge
- ☐ **Studio Superior City Campus**
CHF 3,750 surcharge

08

How did you first learn about BHMS?

- ☐ Swiss Embassy
- ☐ Former BHMS student
- ☐ Advertisement
(please specify)

.....

- ☐ BHMS representative
(please specify)

.....

- ☐ Educational consultant
(please specify name)

.....

- ☐ Other

.....

Terms and conditions

Registration and School Fees

A reservation fee is payable within 10 days of receiving the letter of acceptance. All fees and deposits must be paid to BHMS Business & Hotel Management School (BHMS) bank account in Switzerland.

The first year fee is payable upon receiving visa approval. All subsequent fees are payable before term start.

Academics

Students will receive guidance on academic, school and local regulations during their orientation session. Key documents including the Academic Policies and Student Handbook are readily available to students online as a reference and students are expected to be familiar with the regulations.

Accreditation

BHMS is an eduQua certified institution. EduQua standards are set by the Swiss Association for Quality & Management Systems (SQS). BHMS is an accredited Institution for adult learning and is regulated by the Canton of Lucerne for the provision of quality standards in Higher Education.

In addition, BHMS is accredited by Robert Gordon University, Aberdeen, Scotland, as well as ACF, the American Culinary Federation.

Transcripts & Credit Transfer

It is each student's responsibility to ensure that all high school and postsecondary transcripts are available during the admission process.

If these records are not immediately available, a "provisional" acceptance letter may be issued authorizing the applicant to begin a degree programme or another programme of study as an enrolled student for a limited period of time during which official documents required for matriculation are obtained. BHMS does not guarantee that academic credits from other institutions will be accepted.

Accommodation & Board

BHMS is obliged to provide room and board, as far as a student has contracted such.

Room and board includes shared or single accommodation, 24-hour supervision as well as food and beverage privileges that include a daily breakfast, lunch and dinner buffet from Monday to Friday. Brunch and dinners are offered on Saturdays, Sundays and public holidays.

Internship

Students may choose to undertake their internships in Switzerland or internationally.

During the Swiss internship, students will be under contractual obligation with their employers which will entitle them to receive a monthly trainee's gross salary of CHF 2,359.

To qualify for internship in Switzerland, students are expected to meet specific academic, professional, and language skills standards set forth by BHMS. For non-EU students, working part-time off-campus during the academic semester is illegal and therefore not permitted.

Liability

Courses are held only with a sufficient number of participants. BHMS or its subsidiary company reserve the right to cancel courses due to insufficient participants, or due to circumstances beyond its control. In such case, all fees paid in advance will be refunded to participants.

Claims for damages or compensation in this case will not be entertained and the participant agrees that they are excluded. Classes will be held in rooms, buildings or locations determined by the BHMS or its subsidiary company.

A right of the participant to have classes or instruction in a specific classroom, a specific school building, or specific location is excluded.

Claims for damages or compensation in this case will not be entertained and the participant agrees that they are excluded. In reasonable and justified cases, courses which have been started can be postponed, or alternatively continued in a location in another BHMS or subsidiary company school.

Refund Policy

In the event of cancellation 90 days or longer before the commencement date of the course, a refund minus the reservation fee will be made.

For cancellation received after this deadline, there will be no refund made under any circumstances. If a student withdraws for any reason during the semester, no refund of any fee (registration, tuition, accommodation, meals) will be made. The same applies to students who are dismissed for academic/disciplinary reasons from the school.

Students whose applications are not accepted or whose visa applications are rejected through no fault of their own, are entitled for a full refund excluding an administration fee of CHF 500.

No refund is made for unused or partially used services, such as in tuition fee, accommodation, board or operating expense.

Applicable Jurisdiction

The present Terms & Conditions shall be governed by Swiss law. For any controversy arising between BHMS and a student and or agent, the place of jurisdiction shall be that of the Canton of Lucerne, Switzerland.

CONSENT FORM

Consent to Disclose Student Information

I hereby grant permission to the BHMS staff and administrators to release information about my academic and internship progress, personal behaviour, attendance, disciplinary and other matters related to my studies at BHMS and during my internship to my parents, guardians, sponsors and/or the BHMS authorized representative. This consent will be valid until personally revoked in writing.

Declaration

I hereby apply for admission to BHMS. I agree to abide by its regulations and by the terms & conditions of enrolment contained in this application and on the BHMS official website at www.bhms.ch. I confirm that I am fit and ready to study and I agree to terminate my BHMS studies in the event of chronic psychological difficulties or the expectation of becoming a

parent, both of which I acknowledge as being an obstacle to the completion of my studies and I accept that all fees paid to BHMS will be forfeited.

I certify that the foregoing information is true and complete to the best of my knowledge and fully realize that omission or falsification of this information will be considered sufficient reason for rejection of this application or for dismissal. I herewith and without exception commit to leave Switzerland upon completion of my studies. I furthermore declare that I will not apply for any extension of the permit after my studies. I am also aware of the legal significance of my signature according to Swiss law.

I also agree that my electronic signature in this agreement is binding and is a legal equivalent of my manual signature.

Date:

Student Signature: