

## MBA Application Form (1 of 3)

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

- Original or notarized photocopies of school diplomas, transcripts or degrees (in English)
- Proof of English proficiency       Recommendation letters or references       Motivation letter
- Photocopy of a valid passport       Personal CV or resume       Personal digital photo
- Proof of financial funds for one study year (including pocket money)      Signed obligation

17.09

Name:

Family Name (as in passport)

First Name

Middle Name

Male:

Female:

Date of Birth:

Day:

Month:

Year:

Place and Country of Birth:

Present Mailing Address:

Home No:

Mobile No:

Email Address:

Marital Status:

Country of Citizenship:

Passport Number:

Place and Date of Issue:

Embassy of Visa Application:

**Which programme do you wish to register?**

18-24 month Dual MBA Degree in Hospitality Management (Awarded by The City University of Seattle & BHMS)

18-24 month Dual MBA Degree in Global Business (Awarded by The City University of Seattle & BHMS)

**Starting Date:**

April

July

Sept/Oct

**Academic Year:**

Give the names and addresses of all **colleges/universities** you have or will have attended prior to entering City University of Seattle at BHMS Switzerland:

Name	City / State / Country	From/to (dates)	Diploma/Degree	Date received

## MBA Application Form (2 of 3)

Is English your native language\*?  Yes  No

If no, please answer the following questions:

Have you taken a standardized English Language Test?  Yes  No

If yes, standardized test score & completion date:

Have you taken BHMS English Placement Test?  Yes  No

If yes, number of points scored & completion date:

\*Native English-speaking countries are defined as the United States, Canada, the United Kingdom, Ireland, Australia, and New Zealand exclusively.

**English Language Requirement:** applicants at CityU at BHMS program must demonstrate proficiency in English prior to enrollment. IELTS 6.0 or equivalent is a minimum requirement for enrollment. All students enrolled to the program (with no official IELTS or TOEFL score) will be required to take level evaluation test upon arrival and during orientation week.

Rooming request

Shared standard accommodation (2-3 students per room) inclusive meals (CHF4'200 for 24 weeks)

Single standard accommodation (with shared facilities) inclusive meals (CHF7'200 for 24 weeks)

Single studio accommodation (with private facilities) inclusive meals (CHF10'200 for 24 weeks)

Do you have any physical disabilities, illnesses, severe allergies, problems with vision or hearing or other health problems that would affect your studies? Please explain and attach relevant evaluations (if available).

If yes, please specify:

How did you first learn about CityU at BHMS?

Swiss Embassy  Ex-CityU student  Ex-BHMS student

Advertisement (please specify where)

CityU or BHMS Representative (please specify name and location)

Parents' Name and Profession:

Present Mailing Address:

Tel No:

Mobile No:

Email Address:

## MBA Application Form (3 of 3)

### Terms & Conditions of Enrolment

Registration & School Fees	A reservation fee is payable within 10 days of receiving the letter of acceptance. All fees and deposits must be paid to the BHMS Business and Hotel Management School bank account in Switzerland or to the BHMS ASEAN Admission Centre. The first year fee is payable upon receiving visa approval. All subsequent fees are payable before term start.
Academics	An academic catalogue will be provided upon each student's arrival to Switzerland and it is the student's responsibility to read it carefully and fully understand its contents. The BHMS and its subsidiaries reserve the right to make changes in the members of its staff and faculty and to modify policies, regulations, curricula, courses, tuition and fees, or any other aspects of its programmes deemed to be in the best interest of the institution and its students without prior notice. BHMS is obliged to provide no more than 24 teacher contact hours per week for the duration of program a student is enrolled in. Additional tutoring may require private tutoring at additional expense charged to the student. Further information can be found on the BHMS official website at <a href="http://www.bhms.ch">www.bhms.ch</a> .
Accreditation	City University of Seattle and the BHMS are accredited post-secondary education Institutions in the USA and in Switzerland. CityU is accredited by the Northwest Commission on Colleges and Universities, a regional accrediting body approved by the U.S. Department of Education. CityU has maintained continuous accreditation with the Commission since 1978 through rigorous peer-review and evaluation. The BHMS Business and Hotel Management School is certified by eduQua Swiss Association for Quality and Management Systems SQS. It is regulated by the Canton of Lucerne for the provision of quality standards in Higher Education.
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 other programmes of study as an enrolled student for a limited period of time during which official documents required for matriculation are obtained. The BHMS Business and Hotel Management School does not guarantee that academic credits from other institutions will be accepted.
Accommodation & Board	The BHMS is obliged to provide room and board, as far as a student has contracted such. Shared accommodation, 24 hour supervision as well as food and beverage privileges that includes a daily buffet breakfast, a light lunch, and a full dinner from Monday to Friday. Brunch and dinners are offered on Saturdays, Sundays and all holidays.
Industry Placement	During the industry training in Switzerland, students will be under contractual obligation with their employers which will entitle them to receive a monthly trainee's gross salary of CHF2,179. While no tuition fees are due to BHMS during this period, employers may have deductions for room, board, and taxes equivalent to ca. CHF700 - 900 on a monthly basis. To qualify for industry training in Switzerland, students are expected to meet specific academic, professional, and language skills standards set forth by the 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 reserves 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 Business and Hotel Management School 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. Claims for damages or compensation in this case will not be entertained and the participant agrees that they are excluded.
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 CHF400.
Applicable Jurisdiction	The present Terms and Conditions of Enrolment 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 Luzern, Switzerland.
Consent to Disclose Student Information	I, (NAME OF STUDENT) _____, hereby grant permission to the BHMS Business and Hotel Management School (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.

#### Student Signature:

**Declaration:** I hereby apply for admission to the CityU MBA programme offered at the BHMS. I agree to abide by its regulations and by the terms & conditions of enrolment contained in this application and on the BHMS Business and Hotel Management School's official website at [www.bhms.ch](http://www.bhms.ch). 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: