



# APPLICATION PACKAGE

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## Culinary Arts Academy Programmes

### **Admission Criteria**

Applicants must be 18 years of age or over. While 12 years of general education is preferred, applicants with prior learning from other fields such as culinary schools or workplace learning may also apply. Sound knowledge of spoken and written English TOEFL 500 PBT (173 CBT, 61 IBT) or IELTS 5.5 or equivalent is required. Students who do not have an official proof of English proficiency will be given an English assessment test on arrival. Those who do not have the required English level will be advised to join the Undergraduate English Language Programme.

### **Standard Package**

Per term (1 to 7) CHF 14,750 (as of January 2012)

## Undergraduate English Language Programme

*(1 to 3 terms duration)*

The Undergraduate English Language Programme (Undergraduate ELP) can be completed in one to three terms based on the student's English level at the start of the course and upon assessment of their performance throughout the programme. This course is designed to prepare students for their higher education studies. Upon successful completion of the Undergraduate ELP, students will be admitted to the Culinary Arts Academy programmes.

The intensive programme includes tailor-made modules covering academic English, structured writing and grammar, reading and text analysis, oral and comprehension skills as well as study techniques. Furthermore, the programme includes industry visits and guest speakers.

### **Admission Criteria**

Applicants should have a minimum of English language proficiency (e.g. TOEFL 425 PBT (113 CBT, 29 IBT) or IELTS 4\* or equivalent). On the first day of term, all students, including those who do not have an official proof of English proficiency, will be given an English assessment test.

\* For students from countries where an IELTS result is required for visa purposes (e.g. China), a minimum of IELTS 4.5 is required.

### **Standard Package**

Per term (1 to 3) CHF 10,250 (as of January 2012)

# Standard Package

The following items are included in the standard package price:

## ***Course Fees***

The course fees are based on the standard number of study credits required for each programme. Swiss students and permanent residents of Switzerland are eligible for a 50% reduction on course fees.

## ***Academic and Residential Fees***

All students have access to academic guidance, study support and career services. Also included in these fees are wireless Internet connection, extensive online and on-campus library resources, and full campus recreational facilities. Residence permit and residency taxes are covered.

## ***Accommodation***

The standard package offers double superior room accommodation. Alternative options are available and are listed on page 4 of the application form.

## ***Meals***

Students are offered breakfast, lunch and dinner from Monday to Friday and on weekends, brunch and dinner.

# Supplementary Fees

## ***Term 1***

Initial payment usually sufficient for two terms of study CHF 3,000

## ***Further Terms***

Restocking required as necessary

These fees include textbooks, uniforms, the rent of the school's mobile phone and the school's medical insurance.

With the school's mobile phone, you are allowed unlimited free calls to any of your fellow students. SMS, MMS and data are also included.

Private health insurance is mandatory in Switzerland and you will be enrolled in a programme specifically designed for the Culinary Arts Academy. European Union and Swiss nationals may be exempted from the school's medical insurance provided that proof of insurance is submitted and accepted under Swiss law.

In the first year of the Culinary Arts Academy programme, additional fees of an approximate cost of CHF 1,200 include a professional knife set and personalized chef uniform (ordered once you are on campus). These items have a one-time fee and can be paid in cash or by credit card once you arrive.

Further information about expenses is available upon request.

# Student Account

The initial payment of CHF 3,000 must be transferred to the student account that will be in the student's name upon registration. This student account is not subject to any interest rates and may not be used for any personal expenses. Once arrived on campus, you can check the balance of your account through the online student portal where statements are published on a regular basis.

**Week Three of each Term** All students enrolled in any of the Culinary Arts Academy programmes will receive a down payment request of CHF 3,000 for the following term. Please note the following points:

- This down payment counts as a reservation for your room and course registration for the next term
- The down payment request will be sent to all returning students
- Payment deadline is the end of week seven of the term.

**Week 11** A payment request will go out with the charges based on the room and course registration for the following term. Please note the following points:

- This payment request will include a price for the room you have reserved. If no room reservation has been received, you will be assigned a standard room
- The down payment of CHF 3,000 will be deducted from the payment request.

Students leaving for an internship in Switzerland or continuing their studies will be required to recharge their student account according to the number of terms of study remaining.

The balance of the student account will be reimbursed by bank transfer within three months of the student leaving the campus after having finished the studies and the return of his or her residence permit to the Culinary Arts Academy Switzerland.

# Starting Dates/Course Calendar

**2011** Fall: 3 October - 16 December

**2012** Winter: 9 January - 23 March  
Spring: 2 April - 15 June

Summer: 16 July - 28 September  
Fall: 8 October - 21 December

**2013** Winter: 14 January - 29 March  
Spring: 8 April - 21 June

Summer: 15 July - 27 September  
Fall: 7 October - 20 December

**2014** Winter: 13 January - 28 March  
Spring: 7 April - 20 June

Summer: 14 July - 26 September  
Fall: 6 October - 19 December

# Application Procedures

The completed application form and all related documents must be sent to the following address:

## **Culinary Arts Academy Switzerland**

César Ritz Colleges Switzerland

Admissions office - Route Cantonale 51 - 1897 Le Bouveret - Switzerland

Tel.: +41 24 482 82 82 - Fax: +41 24 482 88 99 - E-mail: admissions@culinaryarts.ch

The application form can be sent by fax or scanned via e-mail, however, the original must be received by post. Missing documents will be noted on the provisional letter of acceptance (PLOA). Information about any missing documents should be given to the admissions office at the time of application.

### ***Step 1. Application Form***

The completed application form, including the date and signature, to be sent to the admissions office with the following documents:

- High school diploma/transcripts or university degree/transcripts
- Proof of English proficiency (TOEFL or IELTS or equivalent)
- Completed and signed Statement of Health (page 3 of the application form)
- Two passport-size photographs
- Curriculum vitae (résumé)
- 500-word essay outlining your reasons for taking the programme and career goals. Either:
  1. My future in the international culinary industry or
  2. How a Swiss education will enhance my future prospects
- Work certificates if available

If you are in contact with a local representative, he or she will be able to help with this process.

### ***Step 2. Provisional Letter of Acceptance (PLOA)***

This will be issued once your application has been accepted. Payment deadline for the student account of CHF 3,000 as indicated on PLOA is usually 30 days. Full bank details will be indicated in the letter. If the above payment cannot be made by the deadline set, please do not hesitate to contact the admissions office to request an extension.

### ***Step 3. Letter of Acceptance (LOA)***

This will be issued upon receipt of the payment of the student account.  
The LOA is necessary to apply for the student visa if required.

# Visa Application Procedures

## **Visa Application**

In most countries you have to submit a student visa application at the nearest Swiss Embassy/Consulate where details will be given for your particular situation. This usually takes up to eight weeks to process. Your local representative, if you are working with one, will also have full details of the visa application procedures.

Neither the Culinary Arts Academy Switzerland nor its representatives have any jurisdiction over decisions concerning visa applications. All decisions are made by the relevant Swiss authorities.

You will need the letter of acceptance and receipt for the student account to apply for your visa.

## **Visa Collection**

At the earliest you can collect your visa 10 days before the start of your programme.

## **Advance Payment**

Some countries require advance payment of the tuition fees (three weeks prior to the start of the programme) before you can collect the visa (e.g. Kenya, Sri Lanka, Pakistan and India/New Delhi only). Advance payment for two terms is required for Chinese nationals applying at the Beijing, Shanghai and Guangzhou embassies and consulates.

## **EU Nationals/Malaysia**

Nationals of most EU Member States and Malaysia do not require a student visa to enter Switzerland.

## **Exceptions**

In the following countries, passport holders do not need to apply for their visa themselves:

- Japan
- Singapore

The admissions office will apply for your visa once you have provided them with the following documents (this process usually takes three weeks):

- Curriculum vitae (résumé)
- Financial statement (bank proof of having funds for the fee payment)
- All diplomas obtained
- Photocopy of passport

## **Welcome Package**

Once you have reserved your place, we will send you a welcome letter together with:

- A welcome brochure with full details of the items you need to bring and supplementary information about the campus
- An arrival information form

You are requested to arrive between Friday and Sunday before the official starting date. If possible, you should fly to Geneva airport where we will have a Welcome Desk. Flight reservations should be made well in advance of your starting date.

## **Arrival in Switzerland**

A Welcome Desk, staffed by César Ritz Colleges' students, is set up in the Arrivals Hall at the Geneva airport from Friday to Sunday (8:30 – 23:00 hrs) before the beginning of each term. You will be assisted with your luggage, train tickets, connections and transfers to Le Bouveret.

For any additional information, please do not hesitate to contact the admissions office at the Culinary Arts Academy Switzerland.

N.B. The Culinary Arts Academy Switzerland reserves the right to modify the application procedures when necessary. Applicants will be notified immediately should any changes take place.

# Application Form

The completed application form should be sent accompanied by the requested documents to the admissions office. Upon receipt of your application form, we will contact you directly regarding the next steps to take and how to reserve your place.

Please check that the application form is appropriately signed and dated before sending. Documents to be sent with the application form:

- School leaving certificates/  
high school transcripts
- Statement of Health  
(page 3 of the application form)
- Two passport photos
- Work certificates if available
- University transcripts/degree (if applicable)
- 500-word essay
- Proof of English proficiency  
(e.g. TOEFL, IELTS, etc.)
- Curriculum vitae (résumé)

**For which programme  
are you applying?**

- Swiss Advanced Certificate in Culinary Arts/  
Certificate in Higher Education
- Bachelor (BA) Culinary Arts
- Swiss Higher Diploma in Culinary Studies/  
Foundation Degree Culinary Arts
- Undergraduate English Language Programme

**Starting Dates 2011**

**2012**

**2013**

**2014**

- 3 October
- 9 January
- 14 January
- 13 January
- 2 April
- 8 April
- 7 April
- 16 July
- 15 July
- 14 July
- 8 October
- 7 October
- 6 October

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**PLEASE COMPLETE IN BLOCK LETTERS AND RETURN TO THE ADMISSIONS OFFICE**

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I am not sponsored by my parents/guardian nor by any other party, and will fully finance my studies myself.

**Student:**

Gender  M  F

Family name(s) \_\_\_\_\_

First name(s) \_\_\_\_\_

Date of birth (DD/MM/YYYY) \_\_\_\_\_

Marital status \_\_\_\_\_

Nationality \_\_\_\_\_

House no./street \_\_\_\_\_

Post code/town \_\_\_\_\_

Country \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

**Parent(s), guardian or sponsor (if other the parents/guardian):**

Gender  M  F

Family name(s) \_\_\_\_\_

First name(s) \_\_\_\_\_

Occupation \_\_\_\_\_

House no./street \_\_\_\_\_

Post code/town \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

<b>Education</b>	Schools attended (including hotel schools or universities if applicable)		
Name	Town	From/To	Diploma obtained

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**Language Knowledge** English TOEFL/IELTS/TOEIC test score: \_\_\_\_\_  
**(Fluent/Good/Basic)** Mother tongue: \_\_\_\_\_ Others: \_\_\_\_\_

**Previous Professional Experience** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
*(Please attach copies of certificates - last three only)*

**Visa** Should you require an entry visa to Switzerland, indicate the Swiss Embassy or Consulate closest to your hometown. \_\_\_\_\_

**Culinary Arts Academy Representative** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
*(if applicable)*

**Cancellation  
 Withdrawal  
 Refund  
 Waiver**

Should an accepted student wish to postpone enrolment to a later term, the Academy will transfer the full amount of the student account (CHF 3,000) to the new term. The Academy will accept only one postponement of enrolment. If a student's visa is refused by Swiss immigration, the Culinary Arts Academy Switzerland will refund the full amount received in Swiss Francs, but deduct an administrative charge of CHF 250. We recommend that you take out our insurance to cover cancellation or early termination due to medical reasons or accident (maximum coverage of CHF 10,000).

A complete set of school rules and regulations will be provided on request. The Management reserves the right to alter the contents at any time without prior notice. This application form relates to the course programmes published in the student handbook and supersedes all previous publications. The Culinary Arts Academy Switzerland reserves the right to disclose progress reports to the guardian, sponsor or appointed representative when it is considered beneficial to the student's progress.

Payment can be made by bank transfer payable in Swiss Francs to:  
 UBS, Sebastianplatz 4, 3900 Brig  
 Account No.: 689602.02T  
 Clearing: 263  
 Iban No.: CH76 0026 32 63 6896 0202 T  
 SWIFT/BIC: UBSWCHZH80A  
 Beneficiary: U.C. César Ritz Colleges AG

Prices are given in Swiss Francs and payment should be made in this currency. Bank charges are not covered by the Culinary Arts Academy Switzerland. Fees are reviewed every January but can be subject to change at any time.

# Statement of Health

*Information concerning the health of the person to be insured*

*The following questions concerning your state of health must be answered completely and truthfully.*

Student name: \_\_\_\_\_

Name and address of your family doctor whom you normally consult:  
\_\_\_\_\_

When was the last time you had treatment or underwent an examination?

Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Your height: (cm) \_\_\_\_\_ Your weight: (kg) \_\_\_\_\_

**Please tick box as appropriate:**

		<b>Yes</b>	<b>No</b>
1	Are you presently ill or do you have any <b>health problems?</b>	<input type="radio"/>	<input type="radio"/>
2	Are you presently <b>unfit for work?</b>	<input type="radio"/>	<input type="radio"/>
3	Have you been unfit to work for more than four weeks during the past five years?	<input type="radio"/>	<input type="radio"/>
4	Do you have any physical disabilities?	<input type="radio"/>	<input type="radio"/>
5	Are you at present under treatment by a doctor, chiropractor, therapist, or any other medical specialist?	<input type="radio"/>	<input type="radio"/>
6	Do you regularly use medication?	<input type="radio"/>	<input type="radio"/>
7	Do you have or have you had within the last five years, one of the following problems:		
	A Psychiatric or neurotic illnesses (depression, psychic or neurotic disorders, epilepsy, fainting fits, dizzy spells, etc.)?	<input type="radio"/>	<input type="radio"/>
	B Diseases of the respiratory organs (tuberculosis, asthma, chronic cough, etc.)? - If 'No' to tuberculosis, have you had a Mantoux test? <input type="radio"/> Yes, date: _____ <input type="radio"/> No - If Mantoux test was positive, a copy of the chest X-ray is required. Chest X-ray date: _____ Result: _____	<input type="radio"/>	<input type="radio"/>
	C Diseases of the heart or blood vessels (heart attack, blood pressure, vascular diseases, phlebitis, varicose veins, etc.)?	<input type="radio"/>	<input type="radio"/>
	D Blood diseases (leukaemia, etc.)?	<input type="radio"/>	<input type="radio"/>
	E Urinary or genital diseases (kidneys, bladder, prostate, sexual diseases, etc.)?	<input type="radio"/>	<input type="radio"/>
	F Tumors or cancer?	<input type="radio"/>	<input type="radio"/>
	G Diseases of the digestive organs (stomach, intestines, liver, gall bladder, pancreas, spleen, jaundice, haemorrhoids, etc.)?	<input type="radio"/>	<input type="radio"/>
	H Metabolic or glandular disorders (diabetes, gout, thyroid gland disturbances, cholesterol problems)?	<input type="radio"/>	<input type="radio"/>
	I Bone or joint diseases (spinal column, discus hernia, sciatica, rheumatism, arthritis, backache, knee, elbow, ligament, etc.)?	<input type="radio"/>	<input type="radio"/>
	J Disorders of the skin or sensory organs (eczema, psoriasis, eye or ear diseases)?	<input type="radio"/>	<input type="radio"/>
	K Nose and throat diseases?	<input type="radio"/>	<input type="radio"/>
	L Disorders of the nervous system?	<input type="radio"/>	<input type="radio"/>
	M Dyslexia?	<input type="radio"/>	<input type="radio"/>
	N Allergies?	<input type="radio"/>	<input type="radio"/>
8	Have you undergone an AIDS test, which was positive for HIV?	<input type="radio"/>	<input type="radio"/>

		<b>Yes</b>	<b>No</b>
9	Do you regularly consume, or have you regularly consumed drugs?	<input type="radio"/>	<input type="radio"/>
10	Do you suffer from illnesses, consequences of accidents, deformities, or congenital diseases?	<input type="radio"/>	<input type="radio"/>
11	Do you have any upcoming treatment planned (outpatient, partial inpatient, hospitalization)?	<input type="radio"/>	<input type="radio"/>
12	For female applicants:		
	A Are you pregnant?	<input type="radio"/>	<input type="radio"/>
	Expected delivery date:		
	Waiting period for maternity benefits 365 days		
	B Do you suffer, or have you suffered from gynaecological disorders (ovaries, uterus, fallopian tubes, sterility, miscarriage, irregular periods, breast complaints, etc)?	<input type="radio"/>	<input type="radio"/>

**If one or more questions have been answered with yes, please list in more detail below:**

Number	Illness, accident, disability, etc.	Treatment date	Treatment terminated	Name and address of the doctor responsible or hospital
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Supplementary Information

**Accommodation Requests** If no preference is made, students will be informed of their room allocation upon arrival.

- Double superior room (included in the standard package)     
 Double deluxe room CHF 600\*     
 Single deluxe room CHF 1,200\*

*\*Additional charge per term. All rooms are non-smoking.*

Students who are allocated triple room accommodation will receive a financial refund. Single and double deluxe rooms are subject to availability.

The Culinary Arts Academy Switzerland cannot guarantee that all requests can be met in full. Preference for room allocation is made for applicants on a first paid, first served basis. Accommodation may be allocated in different facilities subject to availability.

### Declaration

I declare that the information I have given is true and correct, and that I have read and agree with the **cancellation and refund policy** and accept the rules and regulations of the Academy that are available upon request.

Signature of applicant/date \_\_\_\_\_

Signature of parent or guardian/date  
(if applicant is minor or sponsored) \_\_\_\_\_

Signature of sponsor/date  
(if applicant is sponsored) \_\_\_\_\_

Should you be sponsored by parents/guardian or an external party, the sponsor may be contacted any time directly by the Academy for any financial matter.