

# APPLICATION PACKAGE



Culinary Arts Academy Programmes .....	1 - 2
School Application Procedures .....	3
Course Calendar .....	3
Visa Application Procedures .....	4
Application Form .....	5 - 6
Statement of Health .....	7 - 8
Supplementary Information .....	8

## Culinary Arts Academy Programmes

### ***Learning Outcomes***

The two culinary programmes develop a solid foundation in the appreciation of culinary excellence with a balance of hands-on and theory classes, allowing for future employment throughout the world. Aspiring Chefs will experience learning and practice in the Academy's demonstration, application and production kitchens.

### ***Programme Orientation***

The Culinary Arts Academy programmes are ideally suited for those seeking a career change or for newcomers to the culinary industry. 220 hours of demonstration and practical classes will expose the students to all basic aspects of classic cooking. During two years, students will develop the following culinary skills and knowledge:

- Nutrition
- Culinary studies and applications
- European cuisine
- Business management
- Product knowledge
- Bakery and pastry
- Beverage management, service and guest relations
- Entrepreneurship

Two six-month paid internships are compulsory components of the programmes.

### ***Programme Costs (Swiss Francs)***

CHF 14,500 per term (1 to 5)  
Tuition, accommodation, full board (Monday to Sunday), residence permit, residency taxes and Internet access

### ***Student Account***

Terms 1 - 2: CHF 3,000  
Further terms: Restocking required.  
Books, uniforms, uniform laundering, medical and accident assurance.  
Not included: Knife set, two kitchen uniforms personalized with name and logo (compulsory).  
These items can be purchased on campus, approximate cost CHF 1,200.

### ***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. On the first day of term, all students' English level is assessed. Should their English skills not be of a sufficient level to follow the Advanced Certificate Programme, they will be advised to enrol in the University Foundation Programme.

# University Foundation Programme

*(3 or 6 months duration)*

The University Foundation Programme (UFP) is an innovative programme that can be one or two terms in duration. It is designed to prepare students for their higher education studies, upon successful completion of the UFP students will be admitted to the Culinary Arts programme.

The programme includes tailor-made modules covering English for academic purposes, English conversation, information technology, and an introduction to the hospitality and tourism industries. Students are also given the opportunity to begin to study French or German. Furthermore, the programme includes field visits and excursions to hotels, restaurants, airports and tourist attractions.

## ***Programme Costs***

3 months CHF 7,500

6 months CHF 15,000

Includes: Tuition, accommodation, full board (Monday to Sunday), residence permit, residency taxes and Internet access

## ***Student Account***

CHF 3,000

Books, uniforms, medical and accident insurance

## ***Scholarships***

Upon successful completion of the UFP, students are awarded scholarships for the first three terms of the Culinary Arts programme. For those completing in three months the award is CHF 500 per term, and for those completing in six months the award is CHF 1,000 per term.

# Student Account Policy

The Student Account will be deposited in the student's name at the Academy upon registration. This Student Account is not subject to any interest rates and may not be used for any personal expenses (e.g. telephone fees, fines, outstanding bills, school fees).

The Student Account of CHF 3,000 is usually sufficient for two terms of study for textbooks, uniforms, Internet access and the school's medical insurance. European Union and Swiss nationals may be exempted from the school's medical insurance, provided that proof of insurance is submitted.

During the first year of the Culinary Arts Academy programme, the Student Account will need to be restocked from time to time. The balance of the Student Account will be reimbursed to the student by bank transfer, within three months of the student leaving the campus and returning his or her B-Permit to the Culinary Arts Academy Switzerland.

# School 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 - 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, the originals must also be sent by post. Any missing documents will be noted on the Provisional Letter of Acceptance (PLOA). Pending documents will be required when available. Information about any missing documents should be given to the Admissions Office at the time of application.

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

Completed application form including date and signature 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 (resumé)
- Work certificates if available
- 500-word essay outlining your reasons for taking the programme and career goals. Either:
  1. My future in the international culinary industry
  2. How a Swiss education will enhance my future prospects

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)**

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)**

Issued upon receipt of the payment of the Student Account.  
The LOA is necessary to apply for the student visa if required.

## Course Calendar

### **2010**

Winter: 11 January - 26 March  
Spring: 5 April - 18 June

Summer: 12 July - 24 September  
Autumn: 4 October - 17 December

### **2011**

Winter: 10 January - 25 March  
Spring: 4 April - 17 June

Summer: 11 July - 23 September  
Autumn: 3 October - 16 December

# Visa Application Procedures

## ***Visa Application***

In most countries students have to submit a student visa application at the nearest Swiss Embassy/ Consulate which usually takes up to eight weeks to process.

Details will be given for your particular situation. Your local representative, if you are working with one, will also have full details of the visa application procedures.

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. Sri Lanka, Pakistan, India - New Delhi only). Full fee payment for Year 1 is required for Chinese nationals applying at the Beijing, Shanghai and Guangzhou Embassy and Consulates.

## ***EU Nationals***

Nationals of most EU member States 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
- Malaysia
- New Zealand
- 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 (resumé)
- All diplomas obtained
- Photocopy of passport
- Financial statement (bank proof of having funds for the fee payment)

## ***Pre-Arrival Information***

Once you have reserved your place we will send you a Welcome Pack, with full details of the items you need to bring and supplementary information about the campus.

## ***Arrival in Switzerland***

Our Welcome Desk at Geneva airport is staffed by experienced students, who will help you with luggage and the purchase of the half-fare train card and train ticket. The Welcome Desk is open from Friday to Sunday 8:30 – 22:30. If you are arriving outside these hours please inform the Admissions Office in advance.

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. 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.

# Application Form

The completed application form should be sent accompanied by the requested documents to the Admissions Office at the address given below. 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, TOEIC)
- Curriculum vitae (resumé)

Address:

**Culinary Arts Academy Switzerland**

“César Ritz” Colleges Switzerland

Admissions Office - 1897 Le Bouveret - Switzerland

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

*For which programme  
are you applying?*

- University Foundation Programme
- Higher Diploma in Culinary Studies
- Advanced Certificate in Culinary Arts

*Starting Dates 2010  
2011*

- 5 April
- 4 April
- 4 October
- 3 October

---

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

---

**Student Details**

Family Name(s) \_\_\_\_\_

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

Street & House No. \_\_\_\_\_

State & Country \_\_\_\_\_

Telephone \_\_\_\_\_

Gender  M  F

First Name(s) \_\_\_\_\_

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

Nationality \_\_\_\_\_

Post Code & Town \_\_\_\_\_

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

**Parents or Guardian**

Family Name(s) \_\_\_\_\_

Occupation \_\_\_\_\_

Post Code & Town \_\_\_\_\_

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

First Name(s) \_\_\_\_\_

Street & House No. \_\_\_\_\_

State & Country \_\_\_\_\_

Telephone \_\_\_\_\_

**Education** Schools attended (including hotel schools or universities if applicable)  
**Name** Town From / To Qualification attained

---



---

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

**Previous Professional Experience** \_\_\_\_\_  
 \_\_\_\_\_  
*(Please attach copies of certificates - last 3 only)*

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

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

**Cancellation Withdrawal Refund Waiver** Cancellation may be accepted only up to 8 weeks prior to the start of the course, in which case CHF 1,500 of the initial down payment of CHF 3,000 will be reimbursed.

In case of withdrawal or dismissal from the course, please refer to our refund policy in the corresponding course catalogue. Should an accepted student wish to postpone enrolment to a later term, the Academy will credit the full amount of the Student Account (CHF 3,000) to the student's bank account, if informed 8 weeks before the beginning of the course. No refund is made in any case of withdrawal or postponement during the 8-week period preceding the beginning of the term. The Academy will only accept one postponement during the 8-week period preceding the beginning of the term. The Academy will accept only one postponement of enrolment.

A complete set of school rules and regulations, including refund policy in case of cancellation, 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 general "COURSE CATALOGUE" 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 student progress.

Fees are reviewed every January but can be subject to change at any time.

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

**Signature / Date** \_\_\_\_\_ *If applicant is minor, signature of guardian or sponsor*

# 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, who 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 health problems?	<input type="radio"/>	<input type="radio"/>
2	Are you presently unfit for work?	<input type="radio"/>	<input type="radio"/>
3	Have you been unfit to work for more than 4 weeks during the past 5 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 5 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.)?	<input type="radio"/>	<input type="radio"/>
	- 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: _____		
	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"/>

		Yes	No
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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Declaration**

I declare that the information I have given is true and correct.

**Signature / Date**

\_\_\_\_\_ *If applicant is minor, signature of guardian or sponsor*

# Supplementary Information

**How did you first hear about our programmes? (Please select one only)**

- |  |   |
|--|---|
| <input type="radio"/> Friends or family    | <input type="radio"/> Culinary Arts / "César Ritz" student* / graduate*                         |
| <input type="radio"/> School counsellor*   | <input type="radio"/> Industry professional* <input type="radio"/> Seminar / Fair (city, date)* |
| <input type="radio"/> Website / Internet   | <input type="radio"/> Newspaper*  |
| <input type="radio"/> Educational website* | <input type="radio"/> Other* <input type="radio"/> Swiss Embassy / Consulate                    |

\* Please give the name

**Accommodation Requests**

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

- |   |   |   |
|---|---|---|
| <input type="radio"/> Double / Triple superior room (no extra charge) | <input type="radio"/> Double deluxe room CHF 550* | <input type="radio"/> Single deluxe room CHF 1,150* |
|---|---|---|

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

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 come, first served basis. Accommodation may be allocated in different facilities subject to availability.

**Dietary Requirements**

- Vegetarian     Non-fish     Non-beef     Non-pork     Food allergies