

MBA Application Form (1 of 3)

Please complete this application form in BLOCK LETTERS and return it with the following documents:

- Original or notarized photocopies of school diplomas, transcripts or degrees and their notarized translations if issued in other language than English
- Proof of English proficiency Recommendation letters or references Motivation letter
- Photocopy of a valid passport Personal CV or resume Personal digital photo

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 MBA Degree in Hospitality Management (Awarded by The City University of Seattle)

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

Starting Date:

January

April

July

October

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 accommodation (2-3 students per room) inclusive meals plan (CHF5'400 for 24 weeks)

Single accommodation inclusive meals plan (CHF9'000 for 24 weeks)

Single studio accommodation inclusive meals plan (CHF11'400 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 University Centre 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 University Centre 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 www.bhms.ch .
Accreditation	City University of Seattle and the BHMS University Centre 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 University Centre 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 University Centre does not guarantee that academic credits from other institutions will be accepted.
Accommodation & Board	The BHMS University Centre is obliged to provide room and board, as far as a student has contracted such. Clean and safe accommodation in double occupancy, 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 CHF2,172. 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 University Centre. 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 University Centre 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 University Centre (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 University Centre. I agree to abide by its regulations and by the terms & conditions of enrolment contained in this application and on the BHMS University Centre's official website at 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 a hinderness 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.

Date: _____

Signature: _____