

www.htmi.ch



Agent Representative contact:

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HTMi
*Hotel and Tourism
Management Institute
Switzerland*



A Leading Hotel Management Institute in the World

*The School of International Hotel and Tourism Management
The International Hospitality Research Centre Switzerland
The Centre for Events Management Training
The Centre for Culinary Management
The Centre for Career Management
Global Campus on iTunes U*

2012

Courses and Application Details

Welcome to a Career in

*International Hotel and Tourism Management
International Events Management
Culinary Management*



Welcome to HTMi

“Come as a Student, Become a Manager”



Twitter.com/htmi



LinkedIn.com/company/668793



Youtube.com/htmiswitzerland



Facebook.com/htmiswitzerland

Courses Guide

The Courses Guide is designed to allow you to quickly target which course best suits your needs. All courses are designed to give you an excellent start or advancement in the international hospitality and tourism industry. 1 - 2

Undergraduate BSc (Hons) Degree in International Hotel and Tourism Management 5 - 6

This course is designed for high school leavers who want to study a university Bachelor Degree, awarded by University of Ulster, in Switzerland and also graduate with the famous Swiss Certificate, Diploma, Higher Diploma, as well as a Bachelor in Hotel Events Management from HTMi.

PgD, Postgraduate Diploma in International Hotel and Tourism Management 9-10

This course is intensive and is suitable for Bachelor Degree graduates in any discipline (or equivalent in prior experience) who want this very practical Swiss Diploma. Graduates with the PgD can then progress to Swiss and International Placements, or continue and study the MBA at HTMi.

MBA in Hospitality Management (Double Award: includes MBA PgD) 9-10

This course is suitable for graduates with a four-year Bachelor degree, or those with a PgD in Hotel, Tourism, or Events Management, and who want a higher level of learning which will benefit them throughout their career in the international hotel and tourism industry, and other industries. If you are interested in doing hospitality research, this course includes a dissertation which allows you to study a hotel or tourism topic in detail.

MBA Dissertation Course: The MBA dissertation can be done online after the taught course or students can choose this dissertation course option to stay on campus to complete it. 10

PgD, Postgraduate Diploma in Hotel Events Management 11

This course is intensive and is suitable for Bachelor Degree graduates in any discipline (or equivalent in prior experience), who want this very practical Swiss Diploma focused on hotel events. Graduates with the PgD can then progress to Swiss and International Placements, or continue and study the MBA at HTMi.

Master of Arts in Hotel Business Management (Double Award: Includes MA PgD) 12

This course is designed for Bachelor Degree or PgD graduates in any discipline who wish to receive a Swiss Masters Degree which includes hotel business planning instead of the research dissertation included in an MBA.

Postgraduate Diploma in Culinary Management 13

This course is designed for students with some prior culinary education or experience and who wish to have a very practical training and education in Swiss Culinary Management. The course is very 'hands on' with a focus on kitchen management, recipe development and culinary events.

Executive MBA in Hotel Management (Triple Award: Includes Exec. MBA PgC and PgD) 14

This course is designed for experienced hotel and tourism professionals who wish to update and refresh their knowledge concepts and advance to the next step in their careers. This course can be studied online or at the HTMi Campus.

Diploma in Training For Trainers in Hotel Management 15

This course reflects the hotel industry "Manager in Training" model where students are given an accelerated learning in supervision and responsibility in various facets of hotel management.



Ian R. J. Larmour
Director, HTMi



Hans Von Rotz
Senior Advisor



Dr. John Burgess
Academic Advisor



David Coy
Academic Dean



Rohit Bhatia
Director Marketing



Dr. Hazel Sommerville
Head of Research



David Hailstones
Director of Operations



Anthony Lack
Events and Training Manager

Dear Students and Parents ,

Welcome to HTMi Hotel and Tourism Management Institute Switzerland, and to the world of international hotel and tourism management. To retain and enhance our position as a Leading Hotel Management Institute in the World, we seek to recruit students with high potential, who are able to commit to the professional standards required by HTMi and by the hotel and tourism industry.

Our mission and wish for all students is: "Come as a Student, Become a Manager". To help achieve this the focus of HTMi is to provide high quality education, search for excellence in everything that happens within HTMi, and to provide an organisation that meets the contemporary needs of the international hotel and tourism industry. Our beautiful, real, Swiss hotel campus is a recognised part of the UNESCO Biosphere of Gemeinde Fluehli, Kanton Luzern, Switzerland. There, we have the following Centres of Excellence to support all students.



The HTMi School of International Hotel and Tourism Management provides high quality education, training and work internships to all students. Students gain Swiss-style diplomas for education and for training, followed by a Bachelor, Masters or MBA degree from universities with a long-standing tradition for excellence in degree level education, all taught in English. The Bachelor degree is awarded by the University of Ulster and the Masters and the MBA degrees are awarded as HTMi International Hospitality University Degrees Switzerland, and by other international universities. HTMi and its courses have achieved the Swiss EDUQUA education quality accreditation, officially recognised by the Swiss Government, and have accreditation from BAC (British Accreditation Council) from the UK. The undergraduate courses at HTMi have education quality accreditation from the largest international organisation for the hospitality industry, The Institute of Hospitality.



The International Hospitality Research Centre Switzerland at HTMi is unique in Switzerland and is an excellent example of HTMi leading in research and innovation. At HTMi, research is a key part of all courses and the institute has its own international research journals: The international Hospitality Student Journal and the Contemporary Issues in Hospitality Student Journal. Research is key part of developing students analytical skills, that are essential to be an excellent future manager in the international hotel and tourism industry.



The Centre for Events Management Training provides all students with a focus on events management, which is a very large part of a hotel organisation's revenue. On campus, each semester there are a large of number of events at all levels, including conferences, weddings and culinary events.



The Centre for Culinary Management focuses on preparing students with the required skills and knowledge to operate within a kitchen environment, develop recipes and operate within the à la carte and banqueting restaurants on campus at HTMi.



The Centre for Career Management at HTMi, connects with all major international hotel companies and places students around the world. The Centre organises international hotel company recruitment events on campus, career trips for award winning students to leading hotel centres around the world and provides job - searching skills and support for all students and graduates, worldwide.



Through the HTMi Centres for Excellence, HTMi is a Leading Hotel Management Institute in hospitality education and training. A key part of this leadership is HTMi's innovative culture, "Lead don't Follow, Create don't Copy", for example, HTMi is the first hotel school to become a research and development centre for a new Swiss-based international hotel brand Swisstouches Hotels and Resorts; the first hotel school in Switzerland to establish a research and development centre for Apple iPod Touch in hospitality education: and the first Switzerland Hotel School to have its own online newspaper for the hospitality industry, Hospitality Times and the Global Campus on iTunes U.



This catalogue gives all required details about our courses and how to apply. Of course if you have any questions please contact the institute directly by email, visit our website at www.htmi.ch, or contact one of our authorised representatives worldwide.

Established in 2010, the Hospitality Industry Leaders Advisory Board further strengthens HTMi's position as a leader and a creator of excellent hospitality education and training concepts.

*We are in search of excellence in every student we train, educate and help to become a manager. On behalf of all students, staff and our representatives worldwide,
Welcome to HTMi.*





UNDERGRADUATE COURSES

Applicants must be 17+ years old. HTMi will recognize all international high school pass certificates as entry to Year One. In addition, HTMi requires students to reach its required English level by interview/HTMi test or have TOEFL 450 or IELTS 5 or equivalent HTMi English Placement Test Score. Applicants must be sincerely interested and committed to a career in the international hotel and tourism industry.

YEAR ONE

Certificate in International Hotel and Tourism Operations
(Plus Certificate in Management Training)

Academic Study (20 weeks)
Work Placement/Internship (20-24 weeks)

YEAR TWO

Diploma in International Hotel and Tourism Management
(Plus Diploma in Management Training)

Academic Study (20 weeks)
Work Placement/ Internship (20-24 weeks)

YEAR THREE

Higher Diploma in International Hotel and Tourism Management (20 weeks)
(Plus Diploma in Management Training)
(for direct entries to Higher Diploma, HTMi may require a work placement of 20-24 weeks)

Bachelor, BSc (honours) Degree in International Hotel & Tourism Management (20 weeks)



For hospitality and tourism education, the University of Ulster is highly commended by the UK Government Quality Assurance Agency. The UK Guardian Good University Guide 2012, ranks UU in the top 2 universities for hotel and tourism management education.

Bachelor of Arts Degree in Hotel Events Management

(This is a special degree awarded in Switzerland for those students who successfully complete the Higher Diploma at HTMi and then successfully complete the BSc degree).

CERTIFICATE IN INTERNATIONAL HOTEL AND TOURISM OPERATIONS

	Contact Hours
Tourism Studies	40
Contemporary Issues in Hotel Studies	40
Hospitality Finance level 1	40
Food & Beverage Kitchen & Restaurant Practical	60
Food & Beverage Kitchen & Restaurant Theory	40
Information Technology 1	80
Business English and Study Skills 1	40
German Language 1	80
Hospitality Enterprise Project 1	20
TOTAL	440

DIPLOMA IN INTERNATIONAL HOTEL AND TOURISM MANAGEMENT

Hotel & Resort Management	40
Hospitality Finance level 2	40
Introduction to Marketing	40
Food & Beverage Management	40
Research Methods 1	40
Front Office Operations	40
Organisation Studies	40
Introduction to Human Resources Management	40
Bar Management	40
Information Technology 2	40
Business English and Study Skills 2	40
German Language 2	40
Hospitality Enterprise Project 2	20
TOTAL	500

HIGHER DIPLOMA IN INTERNATIONAL HOTEL AND TOURISM MANAGEMENT

Housekeeping Management Practical and Theory	60
Hospitality Finance 3	40
Customer Behaviour	40
Human Resources Management	40
Destination Marketing	40
Convention and Events Management	40
Front Office Management	40
Research Methods 2	40
Business English and Study Skills 3	40
Hospitality Enterprise Project 3	20
Restaurant and Bar Management (Practical Supervision)	20
TOTAL	420

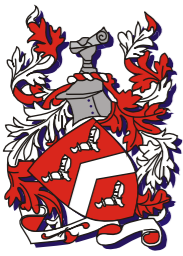
BACHELOR, BSc (HONOURS) DEGREE IN INTERNATIONAL HOTEL AND TOURISM MANAGEMENT

Human Resources Management	60
International Tourism Management	60
The Business of Hotels	60
Services Marketing Management	60
Strategic Management	60
Research Paper	60
TOTAL	360

HTMi reserves the right to make changes to the course and application details at any time.



POSTGR



POSTGRADUATE COURSES - THE MASTERS CLASS

POSTGRADUATE DIPLOMA IN INTERNATIONAL HOTEL AND TOURISM MANAGEMENT

TWO YEAR PROGRAMME:

20+ years old. HTMi will accept students with a degree in any discipline, or HTMi will consider students without a degree who have at least three years appropriate experience in the hotel and tourism industry and have suitable academic qualifications. HTMi requires students to reach its required English level by interview / HTMi test, or have TOEFL 500 or IELTS 5.5 or equivalent HTMi English Placement Test Score.

YEAR ONE

Postgraduate Diploma in International Hotel and Tourism Management
(Plus Diploma in Management Training)

Academic Study (20 weeks)
Work Placement / Internship (20-24 weeks)

YEAR TWO

MBA Hospitality Management (Double Award: Includes MBA PgD)

Academic Study (20 weeks)
Work Placement / Internship (20-24 weeks)
Dissertation completed by year-end



MBA Hospitality Management Dissertation Course - optional semester two

Academic Study (20 weeks)
Work Placement / Internship (20-24 weeks)

ONE YEAR MBA PROGRAMME: (Double Award: Includes MBA PgD)

20+ years old plus holders of Postgraduate Diploma in Hotel and Tourism Management or Bachelor Degree (honours) students in any discipline (including international equivalent), or students with substantial hotel and tourism experience and a higher education qualification. HTMi requires students to reach required English level by interview / HTMi test or have TOEFL 547 or IELTS 6.0

MBA Hospitality Management (Double Award: Includes MBAPgD)

Academic Study (20 weeks)
Work Placement / Internship (20-24 weeks)
Dissertation completed by year-end



MBA Hospitality Management Dissertation Course - optional semester two

Academic Study (20 weeks)
Work Placement / Internship (20-24 weeks)

POSTGRADUATE DIPLOMA IN INTERNATIONAL HOTEL AND TOURISM MANAGEMENT

	Contact hours
Hotel Finance and Control Systems	40
Tourism Management	40
People Management and Performance	40
Modern Hospitality Marketing	40
Service Operations Management	40
Food and Beverage Service & Production Theory / Practical	120
Consumer Behaviour	40
German Language	40
Entrepreneurial Group Project	40
TOTAL	440

MBA HOSPITALITY MANAGEMENT

Hotel Finance and Control Systems	40
Tourism Management	40
People Management and Performance	40
Modern Hospitality Marketing	40
Service Operations Management	40
Research Methods	40
Strategic management	40
Creative Manager	40
TOTAL	320

Students will write a dissertation of between 10,000-14,000 words on a topic of international importance supervised directly by HTMi either online or on campus if students decide to do the MBA Dissertation Course. The dissertation allows each MBA student to focus on a particular part of the international hotel and tourism industry, in which they are interested in starting their career. For those that wish to do their dissertation in Switzerland at HTMi, this optional course is offered:

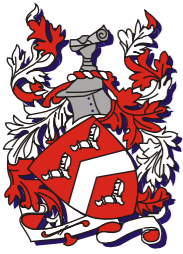
MBA HOSPITALITY MANAGEMENT DISSERTATION COURSE (OPTIONAL)

Research Methods	40
Dissertation Planning	10
Literature Review Tutorial	20
Sampling and Sample Selection	10
Design of Research Instruments	10
Research Ethics, Consents and Approvals	10
Planning Primary Research	10
Methodology	10
Analysis of Findings Tutorial	10
Discussion and Conclusions Tutorial	10
Strategic management*	40
Creative Manager*	40
TOTAL	220

During the dissertation semester scheduled classes are reduced to allow the students to research and write their dissertation. Self-directed study is a key feature of this course, supported by a personal academic tutor to supervise the process. The dissertation of 10-14000 words will be completed within 6-12 months, and students will be given online support from a Dissertation Supervisor following the MBA semester on campus. The topic will be based on the Hospitality and Tourism industry. This research is expected to be largely desk based, making use of academic resources.

*Students who have already passed these courses do not need to take them again.

HTMi reserves the right to make changes to the course and application details at any time.



POSTGRADUATE COURSES - THE MASTERS CLASS

POSTGRADUATE DIPLOMA IN HOTEL EVENTS MANAGEMENT & MBA

TWO YEAR PROGRAMME

20+ years old. HTMi will accept students with a degree in any discipline, or HTMi will consider students without a degree who have at least three years appropriate experience in the hotel and tourism industry and have suitable academic qualifications. HTMi requires students to reach its required English level by interview / HTMi test, or have TOEFL 500 or IELTS 5.5 or equivalent HTMi English Placement Test Score.

YEAR ONE

Postgraduate Diploma in Hotel Events Management
(Plus Diploma in Management Training)

Academic Study (20 weeks)
Work Placement/ Internship (20-24 weeks)

YEAR TWO

MBA Hospitality Management (Double Award: Includes MBAPgD)

Academic Study (20 weeks)
Work Placement/ Internship (20-24 weeks)
Dissertation completed by year-end



MBA Hospitality Management Dissertation Course - optional semester two

Academic Study (20 weeks)
Work Placement/ Internship (20-24 weeks)

POSTGRADUATE DIPLOMA IN HOTEL EVENTS MANAGEMENT

	Contact hours
Hotel Finance and Control Systems	40
Tourism Management	40
People Management and Performance	40
Modern Hospitality Marketing	40
Service Operations Management	40
Food and Beverage Service & Production Theory / Practical	120
Convention and Events Management	40
German Language	40
Entrepreneurial Group Project	40
Events Project Planning Management*	20
TOTAL	440

*This module is mainly practical project work in Events Leadership, partially supervised.

HTMi reserves the right to make changes to the course and application details at any time.



POSTGRADUATE COURSES - THE MASTERS CLASS

MASTER OF ARTS IN HOTEL BUSINESS MANAGEMENT (Joint Award: Includes MA PgD)

TWO YEAR PROGRAMME

20+ years old. Students must hold a three-year, Bachelor Degree or a Postgraduate Diploma in any discipline, or a minimum of three years suitable experience in the hospitality and tourism industry and have suitable academic qualifications. HTMi requires that students should reach its required English level by interview/HTMi English Test or have TOEFL 547 or IELTS 6 or equivalent HTMi Placement Test Score.

YEAR ONE

Master of Arts in Hotel Business Management (Joint Award: Includes MAPgD)

Academic Study (20 weeks)
Work Placement/ Internship (20-24 weeks)
Hotel Business Plan completed by year-end



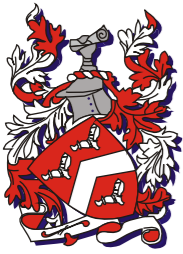
MASTER OF ARTS IN HOTEL BUSINESS MANAGEMENT (Joint Award: Includes MA PgD)

	Contact Hours
Hotel Finance and Control Systems	40
Tourism Management	40
People Management and Performance	40
Modern Hospitality Marketing	40
Service Operations Management	40
Consumer Behaviour	40
Creative Manager	40
German Language	40
Business Planning Methods and Approaches	10
TOTAL HOURS	330

Hotel Business Plan Project

The Hotel Business Plan Project is the final stage of the MA in Hotel Business Management. It challenges students to make a full and comprehensive critical analysis of an entire hotel operation, covering all of the key elements of marketing, finance, strategy, human resources, organisational structure, operations and business analysis. The project should be completed within the first year of the course, and will need to be approximately 10,000 words in length. Students will have the support of a Supervisor to do this.

HTMi reserves the right to make changes to the course and application details at any time.



POSTGRADUATE COURSES - THE MASTERS CLASS

POSTGRADUATE DIPLOMA IN CULINARY MANAGEMENT

ONE YEAR PROGRAMME

Students must be aged at least 20 years. HTMi will accept students with a minimum qualification of a two-year culinary diploma, and/or with at least two years of professional kitchen experience. HTMi expects applicants to reach its required English level either through interview or HTMi Test, have TOEFL 450 or IELTS 5 or an equivalent HTMi English Placement Test score.

YEAR ONE

Postgraduate Diploma in Culinary Management

Academic Study (20 weeks)
Work- Placement Internship (20-24 weeks)

POSTGRADUATE DIPLOMA IN CULINARY MANAGEMENT

	Contact Hours
Kitchen Operation	80
Recipe Book Development	80
Management of a la Carte and Banqueting Kitchens	80
Kitchen Quality Management	20
Confectionary and Patisserie	20
German Language	40
Integrative Culinary Projects and Events	80
TOTAL	400

The weekly time allocation is 20 hours per week, and is a carefully balanced mixture of tuition in the kitchen, research, development and practice spread over a 5-day week. The students are expected to take part in self-directed study and course work, as directed by the teaching staff, to a total of approximately 40 hours per week, and practical duties spread over a 7-day week.

HTMi reserves the right to make changes to the course and application details at any time.



POSTGRADUATE COURSES - THE MASTERS CLASS

EXECUTIVE MASTERS OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT (Triple Award: Includes Exec. MBAPgC and PgD)

ONE YEAR PROGRAMME

24+ years old. Students must hold a four-year Bachelor Degree graduates (honours) or a Postgraduate Diploma in any discipline, plus two years management (or supervisory experience) in hotel management, OR mature students with at least four years management experience in hotel management. HTMi requires that students should reach its required English level by interview / HTMi Test or have TOEFL 547 or IELTS 6 or equivalent HTMi English Placement Test Score. Full accreditation will be given for prior learning and prior experience and will be credited for the modules of this course.

YEAR ONE

Executive Masters of Business Administration in Hotel Management (Triple Award: Includes Exec. MBAPgC and PgD)

Academic Study (20 weeks)
Work Placement / Internship (20-24 weeks)
Dissertation completed by year-end



EXECUTIVE MASTERS OF BUSINESS ADMINISTRATION IN HOTEL MANAGEMENT (Triple Award: Includes Exec. MBAPgC and PgD)

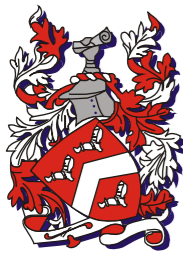
	Contact Hours
Hotel Finance and Control Systems	40
Tourism Management	40
People Management and Performance	40
Modern Hospitality Marketing	40
Service Operations Management	40
Research Methods	40
Strategic management	40
Creative Manager	40
TOTAL HOURS	320

Dissertation

The dissertation of 10 -14,000 words should be completed within 6 -12 months, and students will be given online support following the semester to assist them in doing this. The topic should be based on the Hospitality and Tourism industry, and should where possible make use of the experience that the student has gained within the industry. This research is expected to be largely desk based, making use of academic resources.

This course can also be completed online. For details please visit www.htmionline.ch

HTMi reserves the right to make changes to the course and application details at any time.



TRAINING DIPLOMA COURSE -for Post and Undergraduate Students

For admission to the Diploma candidates will be 18+ years old and must have at least one years hotel management education, plus operational experience in Food and Beverage, Front Office and Housekeeping. Excellent communication and interpersonal skills are required, with an English level at TOEFL 500 or IELTS 5.5. For external and internal candidates for this course, an interview will be a normal part of the admissions procedure.

SEMESTER ONE

Diploma in Training for Trainers in Hotel Management
Academic Study (20 weeks)
(This is an additional HTMi course and does not substitute for any other course at HTMi)

SEMESTER TWO

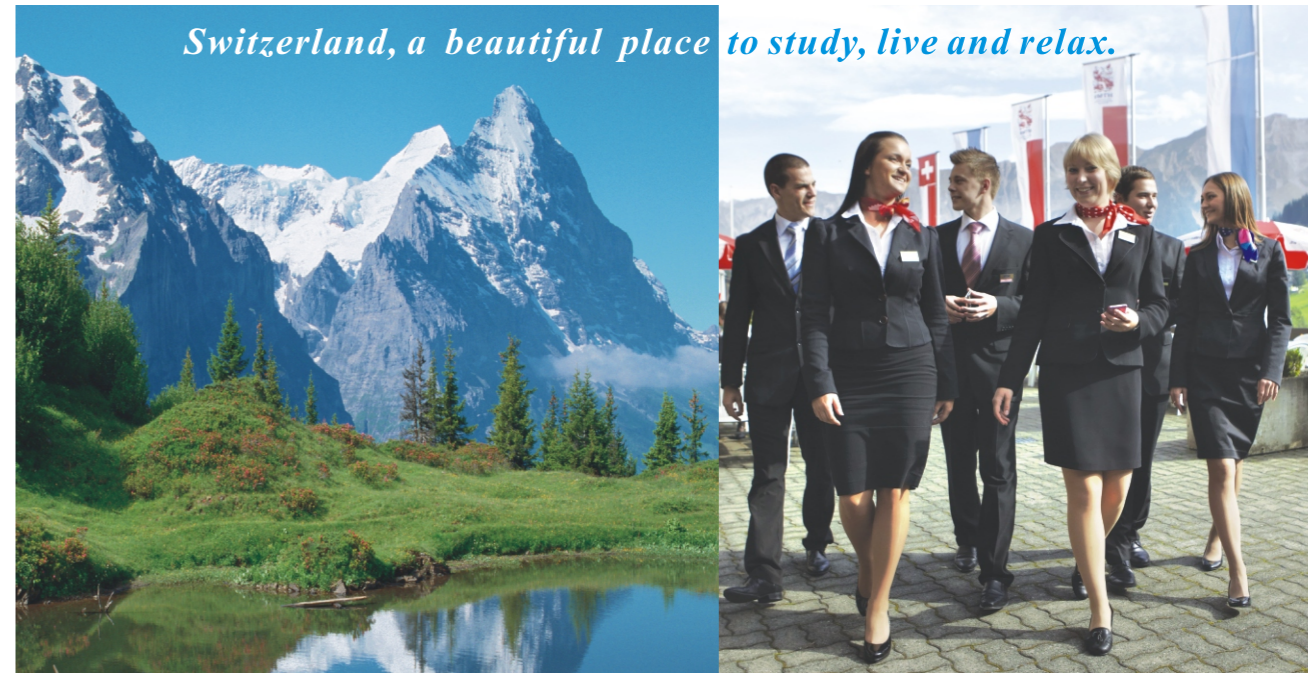
Progression to internship or the next academic level in HTMi courses.

DIPLOMA IN TRAINING FOR TRAINERS IN HOTEL MANAGEMENT

	Contact Hours
Train the Trainer	80
Restaurant and Coffee-shop Service Supervision	60
Front Office Supervision	40
Bar Supervision	40
Kitchen Supervision	40
Housekeeping & Laundry Operations supervision	40
Duty Management	40
TOTAL	340
Plus Events Management training projects and practicals	

Students time is divided between theoretical classes, practical experience and directed supervision in a range of departments. Students are expected to manage their time in accordance with the needs of their department, and be proactive in their involvement with the Events within that department, under the guidance of their tutor. This course reflects the hospitality industry “Manager in Training” programme.

HTMi reserves the right to make changes to the course and application details at any time.



Work Placement

During the second half of each year for the Certificate, Diploma and Postgraduate Diploma, HTMi will place students in hotels and restaurants in Switzerland for 20 weeks. The students will receive minimum gross wages worth Sfr 2,168 per month from which a minimum tax is deducted. In addition, the employer will normally deduct an amount to cover food, accommodation and insurance. On average students should expect to keep a minimum of Sfr 1,000 per month for pocket money.

Bank Details

Account Number: 01-02-503836-10
Account Name/ Beneficiary: “HTMi”
Bank Address:
Luzerner Kantonalbank, Schuepfheim, Switzerland

TIMETABLE (HTMi has 2 start dates each year)

ACADEMIC		WORK PLACEMENT
Start	End	5-6 Months
23rd Jan. 2012	08th Jun. 2012	
13th Aug. 2012	14th Dec. 2012	
21st Jan. 2013	07th Jun. 2013	

Note: The semesters starting in January finish on the dates shown, when all students will check out except for BSc students who are still completing their exams. The semesters starting in August finish on the dates shown when students can then go directly into internships, or students can stay on our campus to complete any research they are required to do by the first Monday in January, when all students will check out, except for BSc students who will still be completing their exams.

COURSE FEES AND WORK PLACEMENT WAGES IN SWITZERLAND (Swiss Francs)

	Undergraduate Courses (Certificate, Diploma, Higher Diploma, Dipl. in Training.)	Postgraduate Diplomas	Bachelor Degree	Master of Arts	MBA
Fees					
Tuition (20 weeks)	17,000	19,000	19,500	21,000	22,000
Food (20 weeks)	2,000	2,000	2,000	2,000	2,000
Accommodation (20 weeks)	2,000	2,000	2,000	2,000	2,000
Total fees per Course	21,000	23,000	23,500	25,000	26,000
Optional Dissertation Course (20 weeks)					11,000
Plus Student Deposit** (20 weeks)	3,000	3,000	3,000	3,000	3,000
Student's Work Placement Wages					
Gross Minimum Wages (20 weeks)	10,800	10,800	10,800	10,800	10,800

Executive MBA Course Fees

The total fees of this course include 20 weeks tuition, online supervisor support following the semester course completion and can be studied on campus or online. Maximum fee of Swiss Francs 31,000 less credited courses.

The standard room rate of sfr 2,000 (20 weeks) is for a shared room with wash basin and nearby shared bathroom. HTMi reserves the right to allocate this room type to each student, or students may apply to be upgraded on a "first come, first served" basis and subject to availability. Note: all rooms have beautiful views and many have balconies with Alpine views. All rooms have televisions, dial-in telephones, central heating and all students have a wardrobe, shelves, and study desk. Within room types there are two styles allocated at random:

"Swiss Alpine" and "Student Boutique Concept"

Superior room with bathroom, three students sharing (20 weeks)

Superior room with bathroom, two students sharing (20 weeks)

Single room, shared bathroom (20 weeks)

Single room with bathroom (20 weeks)

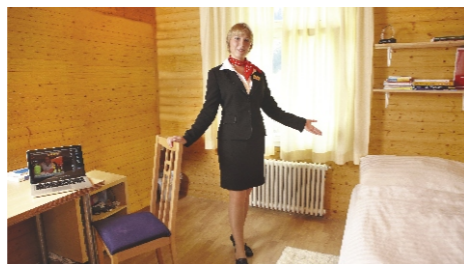
Upgrade supplement per student

sfr 300

sfr 500

sfr 750

sfr 1,300



Arrival in Switzerland

All courses start on a Monday. Students should plan to arrive one or two days in advance, either on the Saturday or the Sunday. Students will arrive either at Zurich Airport or Luzern Main Railway Station. If students inform the school about their date and time of arrival they will be met and transported to the school. If students arrive on the Saturday or Sunday before the school starts they will be picked up free of charge. If students arrive after the course starts they will be picked up at an extra charge which will be notified to them in advance. On arrival at HTMi, all students will be checked into their rooms and will be allowed to make a short telephone call, free of charge, to confirm to their parents their safe arrival in Switzerland.

** Student Deposit

The Student Deposit of Sfr 3,000 is non-refundable, is additional to the fees and is to be paid for each of the 20 week academic semesters for the Certificate, Diploma, Higher Diploma, Bachelor Degree, Postgraduate Diploma, Masters and MBA courses. The school will, at its discretion, charge to this account payments made for such things as: health insurance (which is compulsory in Switzerland); insurance in the school; textbooks and class materials; registration fee; permit and visa fees (in Switzerland) minor breakages of crockery; contributions to school excursions; and Value Added Tax. The deposit does not cover negligent or willful breakages or losses of school property, which will be charged at replacement cost.

The Student Deposit does not include health insurance during work placement in Switzerland, which is required by Swiss law. HTMi reserves the right to collect this from students prior to work placement. Students may apply to HTMi to pay this from work placement wages (approval is at the discretion of HTMi).

Application Procedure and Visas

To apply, students must complete an HTMi application form and enclose: 5 passport size photographs; copies of school certificates or diplomas awarded; and work testimonials (if any). After receiving the application, HTMi may issue a Letter of Offer to the students. To receive the Letter of Acceptance, the student must then send the Student Deposit directly to HTMi. The Letter of Acceptance is used to apply for the visa.

Cancellations and Refunds

- ◆ 100% refund of all fees and the Student Deposit, if 3 months or more notice is given by written fax to HTMi before the course starts, (or if a student's visa is refused).
- ◆ 50% refund of all fees and the Student Deposit, if between 2 and 3 months notice is given by written fax to HTMi before the course starts.
- ◆ 10% refund of all fees and the Student Deposit if between 1 and 2 months notices is given by written fax to HTMi before the course starts.
- ◆ 0% refund of all fees and the Student Deposit received after the course starts.
- ◆ HTMi may charge an administration fee of Sfr 250 for each refund.

All refunds will be made within 30 days of notification of cancellation from the student.