Application Form

DCT University Center
Switzerland

Hospitality Leadership &
European Culinary Arts

DCT University Center
Seestrasse
CH-6354 Vitznau
Switzerland
Phone ++41 41 399 00 00
Fax ++41 41 399 01 01
Skype: DCTSwissInfo
admission@dct.edu
www.dct.edu

Please send along with this Application Form:
- ❏ A completed DCT Medical Certificate
- ❏ 4 passport-sized photos
- ❏ Original or certified copies of High School and post-secondary school transcripts, diplomas and certificates (with English translations)
- ❏ A copy of the personal information and data pages from your passport
- ❏ CHF 200 Application Fee as a bank draft or electronic transfer confirmation

Please use BLOCK LETTERS:

Family Name _____ Nickname or Call Name _____

Given Name(s) _____ Date of birth: Day _____ Month _____ Year _____

Marital Status _____ Sex: ❏ Female ❏ Male

Nationality *(passport)* _____ Place of birth _____

Home address _____ Telephone (including country code) _____

Fax _____

E-mail _____

City & Postal Code _____ Mobile phone / Skype ID _____

Country _____ IM Service & Screen name _____

Correspondence address ❏ Same as home address listed above Address of: ❏ parent/guardian ❏ school ❏ DCT Rep ❏ other

Name _____ Telephone (including country code) _____

Address _____ Fax _____

E-mail _____

City & Postal Code _____ Mobile phone / Skype ID _____

Country _____ IM Service & Screen name _____

In what city is your nearest Swiss embassy or consulate? _____

For which program(s) and starting date do you apply? ❏ January ❏ April ❏ July ❏ October of 201 _____ (year)

❏ **Bachelor's Degree/Double Diploma:** Advanced Diploma in Hotel & Tourism Management, leading toward a Bachelor of Professional Studies Degree in Hospitality Management with Lynn University's Switzerland Program *(a separate Lynn U. application will be required once at DCT)*

❏ Advanced Diploma in Hotel & Tourism Management

❏ Diploma in Hotel Management

❏ Restaurant Operations Certification

❏ I am applying as a transfer student into the program I have marked above. Qualifications are examined on a case-by-case basis.

❏ **MBA Program:** Master of Business Administration in Hospitality Management Degree

❏ Post-Graduate Diploma in Hotel & Tourism Management

❏ yes ❏ no *I will include a Paid Swiss Internship as a part of my MBA or PGD program*

❏ Associate's Degree in Culinary Arts & Restaurant Management *(FEC + EGC + EPC + IMS + Swiss Internship)*

❏ Advanced Diploma in European Culinary Arts
please select four modules below

❏ Diploma in European Culinary Arts
please select three modules below

❏ Advanced Certification in European Culinary Arts
please select two modules below

❏ **FEC** ❏ **EGC** ❏ **EPC** ❏ **IMS**
(FEC is a prerequisite for EGC)

❏ Certification in European Pastry & Chocolate

❏ Certification in Foundation in European Cuisine

❏ I am applying for a culinary course waiver based on my previous relevant training and/or work experience

Schools attended

Name	City	From /To (dates)	Certificate/Diploma/Degree earned

Please supply copies of academic degree, diploma or school-leaving certificate (with translations).
Also please supply TOEFL, IELTS, TOEIC, or equivalent English language test score report if your mother tongue is not English. *(In place of English language test results, you may submit documents confirming that all of your secondary or higher-level studies were completed in English.)*

Employment held

Place	Position	Employer/Supervisor	From/To (dates)

Languages:	**Speaking**				**Writing**				**Reading**			
	fluent	good	limited	none	fluent	good	limited	none	fluent	good	limited	none
English	❑	❑	❑		❑	❑	❑		❑	❑	❑	
German	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑	❑

Mother tongue Other languages

Rooming request: All DCT rooms have a refrigerator, private bathroom with shower or bathtub, telephone, private balcony with a lake and/or mountain view, and free 24/7 wireless Internet access:

❑ **Category 1** Accommodation in either a standard double or a large triple room, included in tuition fee

❑ **Category 2** Deluxe (large) double room, CHF 500 charge per person, per term

❑ **Category 3** ❑ Single room within a two-room triple suite, CHF 1,000 charge per term
❑ Standard single room, a private room in an annex building with a shared terrace and balcony, CHF 1,000 charge per term

If your first room preference is not available, a room in the next lower available category will be reserved for you. Room categories are assigned according to availability. Payment for Category 2 or 3 rooms is to be made upon arrival.

Do you have any physical disability or a learning disorder? ❑ No ❑ If yes, please include details on Medical Certificate
Do you have any special dietary requirements? ❑ No ❑ If yes, please include details on Medical Certificate

By which advertisement, information or media source did you learn about DCT?

If you first learned about DCT via an Internet search, which specific site, directory, listing or search engine led you to DCT's site?

Did a DCT Representative outside of Vitznau assist you with your application process or provide information? ❑ No ❑ Yes
If yes, please indicate his/her full name and complete office address (including telephone number and e-mail address):

Declaration
I declare that the information I have given is true and correct. I am fully aware of and accept the DCT Policies and Procedures concerning fees, fee payment procedures, refund of fees, dismissal from the School, on-campus living, academic expectations, etc., as summarized on the DCT website and as outlined in the DCT Catalog.

Applicant's Signature Date

If applicant is under 18, signature of parent or guardian:

Any disputes will be settled by the courts in Lucerne, Switzerland.

APPLICATION AND PAYMENT PROCEDURES

Step 1 - The Application

Please prepare one Application Package containing:

- ❑ A completed and **signed** DCT Application Form (or a **signed** print-out of the online application).
- ❑ A DCT Medical Certificate that has been completed and **signed by a doctor** within the six months before your planned enrollment date.
- ❑ A CHF 200.00 non-refundable application fee (either a bank draft or the receipt from an electronic transfer).
- ❑ Original or certified copy of your High School Diploma, with an official English translation if in another language.
- ❑ Four recent passport photographs (3.5 x 4.5 cm) with a white background (real photos, on photo paper).
- ❑ A copy of the personal information pages of your passport (the pages with your name, photo, birth date, etc.).
- ❑ Proof of appropriate English language skills by:
  - ⌘ Being a native English-speaker and indicating this on the Application Form.
  - ⌘ Providing official confirmation that all of your High School Diploma, College Diploma, or Bachelor's Degree studies were completed in English.
  - ⌘ Providing a score report of a recognized English test showing results equivalent to at least 500/61 TOEFL, 600 TOEIC, 5.0 IELTS, Cambridge First Certificate. (MBA candidates: 550/79 TOEFL, 700 TOEIC, 5.5 IELTS, Cambridge First Certificate.)

If applying for an MBA or PGD program, you must also submit:

- ❑ Original or certified copies of your academic transcripts plus certificates, diplomas, or degrees from your prior institutes of higher education, with official English translations if in another language.
- ❑ MBA only: A certificate detailing your work experience (in any field). If you have not completed at least 6 months of work experience, you may meet this requirement immediately after your on-campus studies.

If applying for Transfer Credit (including a culinary course waiver request), you should also submit:

- ❑ Original or certified copies of academic transcripts, certificates, diplomas, or degrees from other higher education institutes (with official English translations).
- ❑ Copies of relevant course outlines or course syllabi from prior studies (with official English translations; if this information is available in English online, then providing the exact website address is sufficient).
- ❑ Certificates outlining any relevant work experience (length of employment, job responsibilities, etc.).

After you have completed and assembled the items listed above, submit your Application Package to an authorized DCT Representative, or send it by registered mail or by courier service directly to:

DCT University Center, Admission Office
Seestrasse
6354 Vitznau, Switzerland
(For courier services, the local telephone number that they require is: 041 399 00 00.)

Step 2 - Evaluation of Application

Once your complete Application Package is received by DCT, your application will be evaluated. If you are eligible, DCT will send you (or your DCT Representative) a Provisional Letter of Acceptance and an Invoice.

Step 3 - Payment of Enrollment Installment

When you (or your DCT Representative) receive the Provisional Letter of Acceptance and Invoice, you must pay your Enrollment Installment of CHF 2,300.00. This payment is due immediately upon receipt of the Invoice to reserve your place within a program. It must be sent by bank check or electronic bank transfer and is due in Swiss Francs. Mail, fax (++41 41 399 01 01) or e-mail (admission@dct.edu) a copy of your receipt confirming the transfer of your payment.

Electronic bank transfers should be remitted to:

Account Name: **DCT International Hotel & Business Management School AG**
Bank Name: **UBS Bank**
Bank Address: **6002 Luzern, Switzerland**
Bank Code: **248**
Swift Code: **UBS WCH ZH 80A**
Student Name: _____

For payments in Swiss Francs (CHF):
Account No: **248-70184677.0**
IBAN No.: **CH55 0024 8248 7018 4677 0**

For payments in US Dollars (USD):
Account No: **248-70184677.3**
IBAN No.: **CH71 0024 8248 7018 4677 3**

For payments in Euros (EUR):
Account No: **248-70184677.2**
IBAN No.: **CH98 0024 8248 7018 4677 2**

DCT Fees are invoiced and payable in Swiss Francs (CHF). If payment is made in another currency, it will be converted to Swiss Francs at the exchange rate in effect in Switzerland on the date that the payment is received. Please note that any bank, transfer, and currency exchange charges are to be paid by the payer (you). To minimize these charges, DCT recommends the use of electronic bank transfers.

If a place is not immediately available for the program you have applied for, you will be placed on a priority wait list and offered a space in the next intake.

Note: Your Enrollment Installment of CHF 2,300.00 is fully credited toward your first term's school fees. It becomes non-refundable 8 weeks prior to the starting date of your initial program at DCT, even if you later decide to cancel your enrollment. If you postpone your enrollment to a later intake, the full CHF 2,300.00 will be applied as a non-refundable Enrollment Installment for the new term if you inform us at least 8 weeks before the start of your initial program. If you postpone your enrollment within the 8-week period prior to the start of your program, you will be charged a CHF 1,500.00 Postponement Fee and the remaining CHF 800.00 will be applied as a non-refundable Enrollment Installment for the new starting date.

Step 4 - Letter of Acceptance and Visa Application
Upon receipt of your Enrollment Installment payment, DCT will mail an original "Letter of Acceptance" to you (or your DCT Representative). If you need a Student Entry Visa to enter Switzerland, you must apply for the visa at your nearest Swiss Embassy or Consulate **at least 8 - 10 weeks** before you plan to come to Switzerland and you must take/send them your original "Letter of Acceptance". If it is necessary to go to the Swiss Embassy or Consulate in person, you should make an appointment to do so well in advance.

In some cases, the local Swiss Embassy may require that you complete and submit a "Financial Declaration" form and/or provide them a current Bank Statement when you apply for the Student Entry Visa.

If you require a Swiss Student Entry Visa and your visa application is rejected, DCT will return your full Enrollment Installment payment of CHF 2,300.00 plus any pre-paid School Fees. Note that Swiss Immigration authorities are not obliged to provide an explanation of why any particular visa application is rejected.

Step 5 - Second Installment Payment, Release of Visa
The payment of your school fees (2nd installment) will be due as per the date indicated on the DCT Invoice. To allow appropriate time for visa processing, **payment of school fees is due 8 weeks prior to the start of your program**. Please mail, e-mail or fax a copy of your bank receipt confirming transfer of your school fee payment. Note: Bank transfers may take up to 5 days (from bank to bank) and you should take this into consideration when making this payment.

Local Swiss Immigration authorities require a receipt from DCT showing that the total amount of your Enrollment Installment plus the Second Installment of your first year's School Fees (as shown on the Invoice sent from DCT) have been paid before they will release the final approval for your visa to your local Swiss Embassy.

You must follow the steps exactly as outlined here, as well as any additional procedures or regulations required by your local Swiss Embassy, or the visa procedures will be prolonged, or the authorities may not issue your visa at all.

Step 6 - Travel Arrangements
Once you make your flight arrangements, fax or e-mail your arrival details to DCT (admission@dct.edu). You should fly to the Zurich Airport. You may wish to make tentative flight arrangements in advance but you should not confirm them until you receive your final Student Entry Visa approval (the stamp/sticker in your passport). DCT will confirm receipt of your flight or other arrival details by reply fax or e-mail.

The days for new students to check-in on campus are always on either the Friday or Saturday before the start of a term. Free Airport Pickup service is provided for new students who have provided DCT with their arrival details, and only on these days.

If you will arrive before or after these times, there will be additional administrative fees, and if you would arrive too late, you will be required to defer your studies until the next term. The administrative fee for early or late arrivals is CHF 200.00; room and board charges are also due if you arrive early. Payment of early or late arrival fees must be made in cash upon arrival on campus.

REMEMBER:
Your tuition fees must be paid in advance so that DCT can confirm payment to the Swiss authorities, allowing you to get the Student Entry Visa sticker/stamp in your passport (see Step 5).

Only students who have paid their Enrollment Installment payment and required school fees will be eligible to check in to campus accommodations, to begin their programs of study, and to start their classes on the first day of the term.

FEES AND FEE INFORMATION

HOTEL & TOURISM MANAGEMENT

Bachelor's Degree, Advanced Diploma, Diploma, and Certification Programs:

School Fees	Each term CHF	12,000
School Fees, Bachelor's Degree Terms 7 & 8 only**		13,200
Administrative & Course-Related Expenses (ACE) Fees	Each term	1,500
Health Insurance during Paid Swiss Internship periods	Each month	200

Bachelor's Degree/Double Diploma Program (DDD)
Eight (8) Terms* on-campus studies plus 6-month Internship

Advanced Diploma in Hotel & Tourism Management (ADHM)
Six (6) Terms* on-campus studies plus 6-month Internship

Diploma in Hotel Management (DHM)
Four (4) Terms* on-campus studies plus 6-month Internship

Certification in Restaurant Operations (ROC)
Two (2) Terms on-campus studies plus 6-month Internship

* **TRANSFER STUDENTS:** The number of terms in your DDD, ADHM or DHM program will vary on a case-by-case basis according to the total number of academic credits that can be transferred.

HOTEL & TOURISM MANAGEMENT

MBA Degree and Post-Graduate Diploma Programs:

School Fees	Each term CHF	13,200
Administrative & Course-Related Expenses (ACE) Fees	Each term	1,500
Health Insurance during Paid Swiss Internship periods	Each month	200

Master's Degree Program (MBA)
Two (2), Three (3), or Four (4) Terms on-campus study, depending upon Bachelor's Degree field;
Paid Swiss Internship optional

Post-Graduate Diploma in Hotel & Tourism Management (PGD)
Two (2) Terms on-campus studies;
Paid Swiss Internship optional

EUROPEAN CULINARY ARTS

Associate's Degree, Advanced Diploma, Diploma, Advanced Certification, and Certification Programs:

School Fees, FEC, EGC, EPC modules	Each term CHF	12,000
School Fees, MGC, IMS modules	Each term CHF	13,200
Administrative & Course-Related Expenses (ACE) Fees	Each term	1,500
Health Insurance during Paid Swiss Internship periods	Each month	200

Associate's Degree in Culinary Arts & Restaurant Management (ADRM)
FEC, EGC, EPC & IMS on-campus modules** plus a 6-month Paid Swiss Internship

Advanced Diploma in European Culinary Arts (ADECA)
Your choice* of any **four** on-campus modules** from FEC, EGC, MGC, EPC, IMS; Paid Swiss Internship optional.

Diploma in European Culinary Arts (DECA)
Your choice* of any **three** on-campus modules** from FEC, EGC, MGC, EPC, IMS; Paid Swiss Internship optional.

Advanced Certification in European Culinary Arts (ACECA)
Your choice* of any **two** on-campus modules** from FEC, EGC, EPC, IMS; Paid Swiss Internship optional.

Certification in European Pastry & Chocolate (EPC), or Certification in Foundation in European Cuisine (FEC), or Certification in Master Gourmet Cuisine (MGC)
One (1) Term on-campus studies.

* Note that FEC (or equivalent) is a prerequisite for EGC, and that EGC (or equivalent) is a prerequisite for MGC.

** **TRANSFER STUDENTS and EXPERIENCED CHEFS:** If you have appropriate prior cooking experience or culinary education, you may apply for a course waiver from the relevant courses or modules, which may shorten the length of your program. To qualify to complete a Paid Swiss Internship, you must still complete at least six months of study (2 modules) on campus.

ALL PROGRAMS

One-time Application Fee	CHF	200
Prerequisite, Elective, Makeup or Top-up course		1,200

School Fees include tuition for all required courses within your chosen program, full room & board in a standard double or triple room, full use of campus facilities and access to services, room and full board during term breaks, new student pickup at Zurich Airport, and both Swiss Internship and post-graduation international career placement assistance.

ACE Fees include many administrative and course-related expenses, such as local processing of your Swiss entry visa, a Swiss residency and study permit, monthly health & liability insurances, uniform pieces, various taxes (e.g., VAT for your room), textbooks & other course materials, various administrative fees, field trip & excursion fees, a 24/7 campus-wide wireless network, and a general student activity fee.

DCT and Lynn Switzerland Program Fees DO NOT include: Travel to or from Switzerland; Lynn registration fees; bank charges; or prerequisite, elective, makeup or top-up courses.

- If your program will last one or two terms (3 or 6 months), you will be invoiced in advance for your **total** program fees.
- If you enroll in a program lasting three terms or longer, you will be invoiced initially only for the first two terms of your program; you will receive an invoice term-by-term for the remainder of your program.
- You will be invoiced for the health insurance fees during your Paid Swiss Internship before the start of your training.

**Portions of the tuition fees within the Bachelor's Degree (DDD) program are invoiced in US Dollars and payable directly to Lynn University. Due to changes in the exchange rate of the US Dollar and Swiss Franc and to periodic adjustments in Lynn tuition fees, the total charges for these terms of the Bachelor's Degree program will be slightly more or less than CHF 13,200.00.

ADMINISTRATIVE AND COURSE-RELATED EXPENSES *(A.C.E. FEES)*

During the course of your studies, a number of additional administrative, legal, and course-related expenses arise which are not already included in the basic school fees. Examples of these expenses include: the local processing of an entry visa to Switzerland, a Swiss residency and study permit, monthly health and liability insurances, uniform pieces, various taxes, textbooks and other course materials, a campus-wide wireless network available 24/7, various administrative fees, field trip and excursion fees, general student activity fees. To cover these extra expenses, students are charged an A.C.E. fee of CHF 1,500.00 per term.

IMPORTANT NOTE: Before you leave campus for a Paid Swiss Internship, you must pre-pay your health insurance costs by depositing into your DCT account CHF 200.00 for each calendar month and part of a calendar month of your Internship contract. If you have not completed all of your classroom studies, you must include an additional CHF 2,000.00 in this deposit account.

During your Paid Swiss Internship, CHF 200.00 will be deducted from your deposit account each calendar month or part of a calendar month to cover your monthly Health Insurance. When you return to campus to complete your classroom studies, the additional CHF 2,000.00 deposit will be fully applied as a credit toward your next term's tuition and A.C.E. fees.

If you withdraw or drop out of school during your Paid Swiss Internship, you will forfeit all deposited amounts.

VALUE ADDED TAX:
Most goods and services are affected by this Swiss federal tax. For example, it is charged on the room and board portions of DCT fees, and is included in your A.C.E. fees each term you are on campus. The total amount depends on the length of your academic program. DCT's VAT number is 422.190.

ENROLLMENT INSTALLMENT PAYMENT

To reserve space in a particular program, all students are required to make a non-refundable "Enrollment Installment" payment of CHF 2,300.00 during the application process. This amount is fully applied toward your first term's program and A.C.E. fees. It will reduce the balance you will need to pay in your second school fees payment. The Admission Office supplies every applicant with a payment schedule for his/her complete academic program.

REFUND OF SCHOOL FEES

If a student is enrolled for studies at DCT but does not arrive on campus, withdraws for any reason, discontinues the course, is dismissed for ongoing unexcused absence from classes, or is dismissed from the School for reasons of Misconduct or Gross Misconduct, ALL fees for the program for which he or she was enrolled are forfeited. Space at DCT is valuable, and the School enters into contracts with faculty, support staff and other supply and equipment firms based on the good faith shown by a student's admission to the school.

Please note that the total school fees remain due for the full program in which you enroll, regardless of whether you later choose to discontinue your studies, withdraw, or drop out, or if you are suspended or expelled for disciplinary reasons, ongoing poor attendance, or very low academic performance.

Medical Certificate

DCT University Center
Switzerland

Hospitality Leadership &
European Culinary Arts

DCT University Center
Seestrasse
CH-6354 Vitznau
Switzerland
Phone ++41 41 399 00 00
Fax ++41 41 399 01 01
Skype: DCTSwissInfo
admission@dct.edu
www.dct.edu

To be completed and signed
by a Doctor within the six months
before your DCT enrollment date

Planned enrollment date: _____

Applicant's family name: _____ Given name: _____

Date of birth: _____ Sex: _____

Chronic medical condition(s) or ongoing illness(es) that DCT should be aware of: _____

_____

Medication(s) taken on an ongoing basis: _____

Known allergies to common medications: _____

Known food allergies, religious dietary restrictions, or other special dietary requirements: _____

Any other health-related matter that DCT should be aware of: _____

a) *The undersigned doctor certifies that the general state of health, as well as both the physical and mental condition of the applicant, are excellent and that he/she is not affected by any physical limitation, condition, infirmity or contagious disease. He/she therefore can comply with the strict physical and psychological requirements of training for a profession in the hotel and tourism industry without risk or limitation, except as detailed below.*

b) *The candidate is not obliged to follow a special diet, except as detailed below.*

c) *Comments, known conditions, or limitations:* _____

_____

_____

_____

_____

_____

Date: _____

Signature and stamp of Doctor: _____