

Fee Regulations

EHL SSTH Swiss School of Tourism and Hospitality Ltd.

Undertaken updates / modifications		
Update	Approval through Executive Committee	Effective date
Art. 2. ▪ Program deposit: "Books" and "external courses" are not covered for HoKo. The examination fees for the IT SIZ examinations are included in the deposit.	12.01.2023	12.01.2023
Art.2. ▪ Program deposit: "Books" and " external courses" are not covered for HF.	08.12.2022	08.12.2022
Art.2. ▪ the exact percentage of discounts has been removed. ▪ the names of all F&B outlets have been removed. ▪ "The amount of the chosen catering contract will be charged in full to the card at the start of the semester." Revised sentence and terms. Art.3.1. ▪ 4. no amounts will be refunded in the event of withdrawal from the contractual relationship with EHL Passugg after the start of the course/during the semester. Art.3.2. ▪ 5. withdrawal after the start of the semester: no refund of fees will be made by EHL Passugg. The full tuition fees as well as any invoiced accommodation, board and campus fees are due. ▪ 6. Two new paragraphs have been added on the subject of "Force Majeure". Art.4. ▪ 7. "Resident Manager" has been removed ▪ 8. "Until the debt is paid in full, the diploma will be withheld". Art.5. ▪ 9. new fee calculation: paragraph removed Art.6.4. ▪ 10. replacement student card: CHF 50. Art.7. ▪ 11. "If a delay in payment has occurred, a reminder fee of CHF 20.- shall be charged for the first reminder and a fee of CHF 50.- each for the second and all further reminders". ▪ 12. "Admission to examinations and final examinations shall only take place after full payment of all fees, as shall the award of the diploma."	01.09.2022	01.09.2022
Art. 1.1. Scope ▪ Reference to the abbreviation "EHL Passugg" used in the document in lieu of the full Ltd. name as in the trade registry.	21.12.2023	01.01.2024

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1. Principles

1.1. Scope

The fee regulations at EHL SSTH Swiss School of Tourism and Hospitality Ltd. (referred to in the following as EHL Passugg) define:

- a) how fees are charged to applicants, apprentices and students
- b) the terms of payment and maturity of the fees
- c) the services in kind and the obligations provided by EHL Passugg.

1.2. Fee structure

A list of all fees and their amounts is contained in the *Price lists* at <https://ssth.ehl.edu/en/fees-scholarships>. EHL Passugg reserves the right to adjust the prices as appropriate (see *Chapter 5*).

2. Types of fees

Application fee

The registration fee covers the administrative expenses of reviewing the registration documents and interviews. It is invoiced following receipt of the registration; the terms of payment as detailed in *Chapter 6.1* apply.

Tuition fees

The tuition fees cover the compensation of the educational service at EHL Passugg. They include all obligatory subjects and the use of all technical facilities.

The tuition fees are not equivalent to the value of a certain number of courses or school days. The fees remain payable, even if the apprentice/student fails to attend classes. There is no right to a reduction in fees in the event of absence or cancellation of classes.

Apprentices and students from Cantons that are not signatories to the Interkantonale Fachschulvereinbarung (HFSV – Inter-Cantonal Vocational Schools Agreement) or who in accordance with this agreement do not pay, or pay reduced fees, to EHL Passugg, will be charged an additional amount per semester (see *Price list*).

The tuition fees for foreign students without residence in Switzerland under civil law are subject to the regulations of Cantonal law and may also vary. The terms of payment as described in *Chapter 6* shall apply.

Program deposit

The deposit covers the costs incurred for school materials, excursions, sporting activities and professional clothing within the framework of the programs. For HoKo apprentices, the deposit also includes the examination fees for the Informatik SIZ examinations.

Furthermore, the program deposit includes expenditure for residence permits for foreign students, liability insurance and obligatory health insurance as applicable to students at the preparatory year and the higher vocational school.

The amount remaining in the deposit following settlement of all services will always be reimbursed at the end of the studies. Interest is not paid on the deposit credit.

Campus fee

The campus fee covers the use of facilities and services on the EHL campus Passugg. This includes amongst others the costs for the shuttle bus, leisure facilities, the gym, other facilities such as Stübli and The Attic, magazines and the newspaper subscription and the services provided at the Front Office.

The campus fee is owed to semesters in which the apprentices and students attend theory classes at the EHL Passugg; it does not apply to internship semesters. There is no right to a reduction in fees in the event of other absence.

Food & Beverage

The Food and Beverage (F&B) fee is a minimum fee for the cost for catering; the amount is dependent on the selected F&B model and is detailed in the *Price list*. The flat rate for the lunch consumption (5 days) is mandatory for all apprentices and students. It is possible to additionally choose a board including breakfast and dinner (5 or 7 days).

The minimum consumption depending on the F&B contract is based on estimated values; it may be exceeded and can be topped up in case the apprentice or student consumes more. The student card can be recharged independently anytime at the Terminal in the Lobby.

A percentage discount on the price of meals is granted in the case of a catering contract and individual consumption in the main dining room. In case of individual consumption in the Restaurant-Outlets, a separate discount on the prices indicated in the menus will be applied.

Payment for individual consumption is made using the EHL Passugg card system. The amount of the selected catering contract is loaded onto the card at the beginning of the semester. The card is used to pay for consumption in accordance with the contract but can also be used to pay for drinks and meals outside the catering contract.

The fee for the minimum consumption is charged per semester. The unused balance of the minimum consumption expires at the end of each semester. Credit loaded onto the card in addition to the minimum consumption, which remains unused, will however be transferred to the next semester or refunded at the end of studies.

The minimum consumption applies to semesters in which the apprentices and students attend theory classes at the EHL Passugg; it does not apply to internship semesters.

Accommodation

The fee covers the cost of accommodation at the available Campus facilities and the presence of a contact person and supervisory staff member on the ground. This includes accommodation on the school campus.

Students may be required to reside at EHL Passugg, depending on the program and semester they are currently attending. The terms in this respect are published on www.ssth.ehl.edu The fee applies to semesters in which the apprentices and students attend theory classes at the EHL Passugg; it does not apply to internship semesters. There is no right to a reduction in fees in the event of other absence.

3. Reimbursement of fees

A reimbursement of fees upon termination of the contractual relationship with EHL Passugg is granted in dependence on the time at which notice of termination is served.

		6 months Before start of semester	3 months Before start of semester	Start of semester
Reimbursement				
Tuition fees	Full reimbursement	50% reimbursement	No reimbursement	No reimbursement
Accommodation	Full reimbursement	50% reimbursement	No reimbursement	No reimbursement
Deposit	Full reimbursement	Reimbursement deducted expenses	Reimbursement deducted expenses	Reimbursement deducted expenses
Food & Beverage	Full reimbursement	Full reimbursement	Full reimbursement	No reimbursement
Campus fees	Full reimbursement	Full reimbursement	Full reimbursement	No reimbursement

3.1. Withdrawal before the start of school, i.e. studies

The following terms of reimbursement apply insofar as the student or apprentice withdraws before commencing a program at the EHL Passugg for payments already made:

Withdrawal > 6 months before the start of the semester The applicant does not incur any costs; EHL Passugg will reimburse all fees (with the exception of the registration fee) insofar as a payment has already been received.

Withdrawal between 6 and 3 months before the start of the semester EHL Passugg will provide reimbursement for 50% of the tuition fees and, if invoiced, any accommodation fees relating to the reserved place. Any

expenditures made from the program deposit shall also be deducted, and the residual amount will be returned.

Withdrawal < 3 months
before the start of the
semester

EHL Passugg will provide no reimbursement of tuition fees or, if invoiced, any accommodation fees. Any expenditures made from the program deposit shall also be deducted, and the residual amount will be returned.

In the event of withdrawal from the contractual relationship with EHL Passugg after the start of the studies/during the semester, no amounts will be refunded. In case of withdrawal after the start of school/studies, chapter 3.2. applies.

3.2. Departure following the start of school, i.e. studies

The following terms of reimbursement apply insofar as the student or apprentice departs after commencing a program at the EHL Passugg for payments already made:

Departure > 3 months
before the start of the
semester

The apprentice/student will not incur any costs. EHL Passugg will reimburse all fees minus expenditures already incurred, insofar as a payment has already been received.

Departure < 3 months
before the start of the
semester

The full tuition fees are payable, also the accommodation fees for the following semester if invoiced. Any expenditures made from the program deposit shall also be deducted, and the residual amount will be returned.

Departure following the
start of the semester

The EHL Passugg will not refund any fees. The entire tuition fees as well as any invoiced accommodation fees, catering and campus fees are payable. Expenses already incurred from the deposit will be deducted, the remaining amount of the deposit will be paid out.

Departure following the
end of the semester

The apprentice/student shall not incur additional costs, provided the three-month period of notice was adhered to.

The withdrawal periods shall not apply to departure due to failure to achieve promotion to the next semester. In this case there shall not be a general notice period of three months following the start of the degree program. EHL Passugg shall provide reimbursement of the fees for the following semester after deducting any expenditures already incurred.

All tuition fees, the campus fee and, if invoiced, the accommodation fees will be payable upon discontinuation of the degree program without notification to EHL Passugg or insofar as EHL Passugg serves immediate notice of termination for cause. Reimbursement will be provided for the food & beverage fees and the program deposit after deduction of expenditures already incurred. Any arrangement for instalment payments made in accordance with *Chapter 4* shall be suspended and the residual amount owed shall be payable immediately.

If the contractual obligations of the School cannot be fulfilled in the normal manner due to a case of force majeure (including but not limited to: government intervention, pandemic, military conflict) the School is authorized to provide replacement services and/or supplementary services as a substitution of the original obligation. The replacement and/or supplementary services lead to the complete execution of the original

contractual obligation. In this event, no reimbursement or reduction in tuition, campus and accommodation fees will be provided.

If the contractual obligations of the School cannot be fulfilled in the normal manner due to a case of force majeure, the School is authorized to compensate any reimbursement request by extra fees for the replacement and/or supplementary services that are to be provided in response to the exceptional event.

4. Partial payments

Partial payments of the fees can be agreed with EHL Passugg as required. The following terms apply to partial payment contracts:

Amount of interest	The residual debt is payable at the due date at 6% interest p.a.
Start of interest	The interest shall be charged from the 1st workday after the end of the payment period
Partial payment fee	One-off administrative charge of CHF 100,- per partial payment contract.
Dunning periods	See <i>Chapter 7</i>

Applications for a partial payment contract are placed with the financial accounting department at EHL Passugg; a *Payment agreement* is concluded. A credit rating check must be conducted with the School or Academic Management. The diploma will be withheld until the debt is paid in full.

5. Price increases, i.e. adjustments in fees

EHL Passugg is entitled as per the start of the semester to adjust all fees to match the general price development. EHL Passugg is entitled to adjust prices in line with the rate of inflation.

Written notification of the fee amounts will be provided at least four months before the start of the semester to ensure that the other party may serve notice of termination within the general notice period of three months (see *GTC*).

6. Maturity, terms of payment and invoicing

6.1. Upon registration

EHL Passugg will invoice for the registration fee following receipt and review of the registration documents. It is payable within 30 days of receipt, but must be paid before the admission examination will be held.

The registration fee shall not be reimbursed in the event that registration is withdrawn, the admission examination is not passed or the student or apprentice fails to start the course.

6.2. Before starting the program

Payment of the tuition fees or in case of the existence of a partial payment contract the payment of the partial payment fee, also signed copies of all the necessary documents, especially of the Study Contract with EHL Passugg, are binding requirements to claim services at EHL Passugg.

Invoice (entire cost block)		6 months before start of the semester	3 months before start of the semester
+ Tuition fees	40% of the entire cost block, payable inside of 30 days up to 6 months before the start of the semester	60% of the entire cost block, payable inside of 30 days up to 3 months before the start of the semester	
+ Accommodation			
+ Program deposit			
+ Food & Beverage			
+ Campus fee			

Tuition fees are payable on a semester basis. The program deposit, the food & beverage fee and, as applicable, the accommodation fees will be invoiced in addition to the tuition fees. EHL Passugg shall invoice for these amounts in good time and in two instalments. The first instalment is payable 6 months before the start of the semester and shall cover 40% of the entire cost block; the second instalment amounts to 60% of the entire cost block and is payable 3 months before the start of the semester. They must be settled within 30 days or, in the event of registrations on short notice, before commencing the program. In the event of late payment a default interest of 6% will be due without previous reminder (see *chapter 7*).

Adherence to the payment period is crucial to completion of the registration process. This applies in particular to foreign students in order to ensure that an immigration and residence permit can be obtained before the start of the degree course.

6.3. During the program

The program fees are payable on a semester basis in advance. EHL Passugg will provide an invoice in good time. The fees are payable within 30 days and must be settled before the start of the semester. If the fees will not be paid on time a default interest of 6% will be due without previous reminder (see *chapter 7*). To the payment of the entire fees EHL Passugg is legitimated to deny all services. Except of divergent regulations based on partial payment contracts.

For security reasons, cash payments can only be accepted up to the maximum amount of CHF 5000,-.

6.4. Card system

Every student will receive a chip card with their picture and period of validity. The card will serve as a Student Card, and at the same time can be used as an internal credit card for printing, copying and consuming meals at the various campus food outlets. The current balance can be checked individually and electronically.

The chosen food & beverage model will be stored within the card and allows for the purchase of breakfast, brunch or dinner. The student card must be used to pay for the consumption of each meal.

Student cards are not transferable. Cards can only be used to pay for the apprentice's / student's own consumption, i.e. they cannot be used for visiting guests or other apprentices/students. Any contravention of these regulations constitutes a violation of the Fee Regulations.

Loss of the card must be reported promptly to the Front Office or the Duty Manager, so that the card can be blocked immediately. The balance will be transferred to a new card for which a CHF 50.- deposit fee will be charged. EHL Passugg will not be held liable for lost or stolen cards.

7. Default

Outstanding fees must be paid punctually. If a delay in payment has occurred, a dunning fee of CHF 20.- will be charged for the first reminder and a fee of CHF 50.- will be charged respectively for the second and all further reminders.

A collection agency is commissioned in the event that the dunning procedure fails. EHL Passugg is entitled to charge default interest of 6% p.a. on late payments.

EHL Passugg is entitled to discontinue all services in the event of outstanding payments. Admission to examinations and final exams is only granted after full payment of all fees, as is the awarding of the diploma.

Finally, EHL Passugg shall be entitled to expel the apprentice/student insofar as payments remain outstanding after conclusion of the dunning procedure. EHL Passugg shall serve notice of termination to the contract for good cause insofar as fees remain unpaid at the end of the dunning procedure. Even insofar as EHL Passugg serves immediate notice of termination to the contract, the debtor shall nevertheless remain obliged to satisfy all financial commitments toward EHL Passugg and furthermore to compensate EHL Passugg for all damages incurred.


8. Entry into force

The Fee Regulations at EHL SSTH Swiss School of Tourism and Hospitality Ltd. were approved by the Board of EHL Passugg and come into force as per 01.01.2024. They replace all prior fee regulations.

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