

# Fee Regulations

## SSTH Swiss School of Tourism and Hospitality Ltd.

### Content

1. Principles.....	2
1.1. Scope .....	2
1.2. Fee structure .....	2
2. Types of fees.....	2
3. Reimbursement of fees .....	4
3.1. Withdrawal before the start of school, i.e. studies.....	5
3.2. Departure following the start of school, i.e. studies.....	5
4. Partial payments.....	6
5. Price increases, i.e. adjustments in fees .....	6
6. Maturity, terms of payment and invoicing.....	7
6.1. Upon registration.....	7
6.2. Before starting the program .....	7
6.3. During the program .....	7
6.4. Card system .....	8
7. Default.....	8
8. Entry into force.....	9

## 1. Principles

### 1.1. Scope

---

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

### 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 SSTH 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 <i>Chapter 6.1</i> apply.
Tuition fees	<p>The tuition fees cover the compensation of the educational service at EHL SSTH. They include all obligatory subjects and the use of all technical facilities.</p> <p>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.</p> <p>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 SSTH, will be charged an additional amount per semester (see <i>Price list</i>).</p> <p>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 <i>Chapter 6</i> shall apply.</p>
Program deposit	The deposit covers the costs incurred for books, school materials, excursions, sporting activities, professional clothing and extramural courses within the framework of the programs.

The program deposit also 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 SSTH; 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).

A percentage discount of 30% on the price of meals is granted in the case of a catering contract and individual consumption in the main dining room (The Market). In case of individual consumption in the Outlets (Campigiana, Umami, Da Fortunat), a discount of 25% on the prices indicated in the menus will be applied. The daily menu price in The Essence outlet is also discounted by 25%.

The EHL SSTH's card system is used to pay for personal consumption. For all catering contracts, a minimum consumption amount will be invoiced before the start of the new semester. Upon payment receipt, the minimum consumption amount will be credited to the student card at the beginning of the semester and at the beginning of each month (see *price list*). The Student Card is used to pay for meals as per catering contract, but it can also be used to pay for drinks and meals outside of the catering contract.

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

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 SSTH; 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 SSTH, depending on the program and semester they are currently attending. The terms in this respect are published on [www.ssth.ehl.edu](http://www.ssth.ehl.edu) The fee applies to semesters in which the apprentices and students attend theory classes at the EHL SSTH; 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 SSTH is granted in dependence on the time at which notice of termination is served.

	6 months before start of the semester	3 months before start of the semester	Start of the semester
<b>Reimbursement</b>			
<b>Tuition fees</b>	50% Reimbursement	No Reimbursement	No Reimbursement
<b>Accommodation</b>	50% Reimbursement	No Reimbursement	No Reimbursement
<b>Program deposit</b>	Reimbursement - expenses	Reimbursement - expenses	Reimbursement - expenses
<b>Food &amp; Beverage</b>	Full Reimbursement	Full Reimbursement	Reimbursement - expenses
<b>Campus fee</b>	Full Reimbursement	Full Reimbursement	Reimbursement - expenses

### **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 SSTH for payments already made:

Withdrawal > 6 months before the start of the semester	The applicant does not incur any costs; EHL SSTH 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 SSTH 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 SSTH 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.

A withdrawal from the contractual relationship with EHL SSTH after the start of the program/during the semester is considered equivalent to a departure following the start of school, i.e. studies, and *Chapter 3.2.* will be applicable.

### **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 SSTH for payments already made:

Departure > 3 months before the start of the semester	The apprentice/student will not incur any costs. EHL SSTH 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	EHL SSTH will not provide reimbursement of the fees. The entire tuition fees will be payable, also the accommodation fees if invoiced, as well as the effectively incurred program deposit, food & beverage and campus fees.
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 SSTH 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 SSTH or insofar as EHL SSTH 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.

## 4. Partial payments

Partial payments of the fees can be agreed with EHL SSTH 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 SSTH; a *Payment agreement* is concluded. A credit rating check must be conducted with the School Management and/or the Resident Manager. The debt must be settled before the end of the program.

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

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

The determining factor is the respective index level four months before the semester begins. The adjustment is made according to the following formula:

$$\text{New Fee} = \text{Previous Fee} \times \text{New Index} / \text{Previous Index}$$

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 SSTH 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 SSTH, are binding requirements to claim services at EHL SSTH.

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 SSTH 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 SSTH 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 SSTH 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 20.- deposit fee will be charged. EHL SSTH will not be held liable for lost or stolen cards.

### **7. Default**

Outstanding fees must be paid punctually. As a rule, the payment period is 30 days. A reminder will be issued 5 days after the end of the payment period, detailing a grace period of 10 days. The dunning procedure then commences after the reminder period; dunning notices are sent every 5 days. The dunning charges are CHF 20.- each for the first and second dunning notice; a charge of CHF 50.- is levied for the third and final dunning notice.

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

EHL SSTH is entitled to discontinue all services in the event that payments are outstanding. Apprentices and students shall not be admitted to the examinations or final examinations until all fees owed have been paid in full. The Diploma shall not be awarded until all outstanding payments are settled.

Finally, EHL SSTH shall be entitled to expel the apprentice/student insofar as payments remain outstanding after conclusion of the dunning procedure. EHL SSTH 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 SSTH serves immediate notice of termination to the



contract, the debtor shall nevertheless remain obliged to satisfy all financial commitments toward EHL SSTH and furthermore to compensate EHL SSTH for all damages incurred.

## **8. Entry into force**

The Fee Regulations at SSTH Swiss School of Tourism and Hospitality Ltd. were approved by the Board of EHL SSTH and come into force as per 01.01.2022. They replace all prior fee regulations.