

Application Form (1 of 3)

Please complete this application form in CAPITAL LETTERS and return it to **EHH** with the following documents:

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

Name:

Family Name (as in passport)

First Name

Middle Name

Male:

Female:

Date of Birth:

Day:

Month:

Year:

Place and Country of Birth:

Present Mailing Address:

Home No:

Mobile No:

Email Address:

Marital Status:

Nationality:

Passport Number:

Place and Date of Issue:

UAE Resident Visa no (if Available):

Do you need a UAE visa?

Starting Dates:

February

April

June

July

September

November

Academic Year:

Which Program are you applying for?

<input type="radio"/> Foundation Hospitality and Tourism - Certificate	<input type="radio"/> Culinary Arts - Prof. Certificate
<input type="radio"/> Hospitality and Tourism Management - Certificate	<input type="radio"/> Baking and Pastry- Prof. Certificate
<input type="radio"/> Food Services and Catering Management - Prof. Certificate	<input type="radio"/> Swiss Chocolate and Sugar craft- Prof. Certificate
<input type="radio"/> Rooms Division & Housekeeping Mgt - Prof. Certificate	<input type="radio"/> Hygiene and HACCP: Prof. Certificate
<input type="radio"/> Hospitality operations and Management - Prof. Diploma	<input type="radio"/> Principles of Leisure and Tourism Management
<input type="radio"/> Hospitality operations & Mgt - Advance Prof. Diploma	<input type="radio"/> Principles of Food Productions
<input type="radio"/> Guest Services Professional- Certificate	<input type="radio"/> Other:

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Give the names and addresses of all **colleges/universities** you have or will have attended prior to entering EHH :

School Name	Dates	Qualification

Is English your native language? Yes No

If no, please answer the following questions:

Have you taken a standardized English Language Test? Yes No

If yes, standardized test score & completion date:

Have you taken EHH English Placement Test? Yes No

If yes, number of points scored & completion date:

Accommodation:

EHH student Services will guide you to a specialized agency for suitable accommodation

Single Room Shared Room Living with Family

Request if any:

Do you have any physical disabilities, illnesses, severe allergies, or difficulties with vision or hearing or other health problems that would affect your studies? Please attach relevant evaluations (if available).

If yes, please specify:

How did you first learn about EHH ?

Swiss Embassy Ex-EHH student Advertisement (please specify where)

EHH Representative (please specify name and location)

Other

Parents' Name and Profession:

Present Mailing Address:

Tel No:

Mobile No:

Email Address:

Application Form (3 of 3)

Terms & Conditions of Enrolment

Registration & School Fees	A reservation fee is payable within 5 days of receiving the letter of acceptance. All fees and deposits must be paid to the EHH Bank account detail on invoice. The first year fee is payable upon receiving visa approval. All subsequent fees are payable before term start. EHH is not responsible for any payment made to third parties or agencies.
Academics	EHH academic program detail will be provided upon each student's arrival on campus and it is the student's responsibility to read it carefully and fully understand its contents. EHH and its subsidiaries reserve the right to make changes in the members of its staff and faculty and to modify policies, regulations, curricula, courses, tuition and fees, or any other aspects of its programmes deemed to be in the best interest of the institution and its students without prior notice. EHH is obliged to provide no more than 24 teacher contact hours per week for the duration of program a student is enrolled in. Additional tutoring may require private tutoring at additional expense charged to the student. Further information can be found on the EHH official website at www.eheducation.com
Accreditation and License	EHH is an accredited Institution for adult learning. Academically, EHH is accredited KHDA, Licensed by DIAC
Transcripts & Credit Transfer	It is each student's responsibility to ensure that all high school and postsecondary transcripts are available during the admission Process. If these records are not immediately available, a "provisional" acceptance letter may be issued authorizing the applicant to begin a certificate programme or other programmes of study as an enrolled student for a limited period of time during which official documents required for matriculation are obtained. EHH does not guarantee that academic credits from other institutions will be accepted.
Accommodation	EHH will facilitate and guide student to find suitable accommodation, these services are provided by external licensed agencies.
Industry Placement	During the Industrial training in Dubai, students will be under contractual obligation with their employer, the employer usually pays the intern monthly trainee remuneration with living allowance, details will be on the Internship offer letter provided by the employer. No tuition fees are due to EHH during internship period- To qualify for industry training package, students are expected to meet specific academic, professional, and language skills standards set forth by the EHH and the Employer.
Liability	Courses are held only with a sufficient number of participants. EHH or its subsidiary company reserves the right to cancel courses due to insufficient participants, or due to circumstances beyond its control. In such case, all fees paid in advance will be refunded to participants. Claims for damages or compensation in this case will not be entertained and the participant agrees that they are excluded. Classes will be held in rooms, buildings or locations determined by the EHH Centre or its subsidiary company. A right of the participant to have classes or instruction in a specific classroom, a specific school building, or specific location is excluded. Claims for damages or compensation in this case will not be entertained and the participant agrees that they are excluded. In reasonable and justified cases, courses which have been started can be postponed, or alternatively continued in a location in another EHH or subsidiary company school. Claims for damages or compensation in this case will not be entertained and the participant agrees that they are excluded.
Refund Policy	EHH has a NO refund Policy , Except if the program is cancelled, or student does not obtain a student visa
Applicable Jurisdiction	The present Terms and Conditions of Enrolment shall be governed by UAE Law. For any controversy arising between EHH and a student and/or agent, the place of jurisdiction shall be Dubai, UAE.
Consent to Disclose Student Information	I, (NAME OF STUDENT) _____, hereby grant permission to the EHH Ecole Hôtelière Helvétique (staff and administrators) to release information about my academic and internship progress, personal behavior, attendance, disciplinary and other matters related to my studies at EHH and during my internship to my parents, guardians, sponsors and/or the EHH authorized representative. This consent will be valid until personally revoked in writing. Student and/or Guardian Signature: _____

Declaration: I hereby apply for admission to the EHH Ecole Hôtelière Helvétique. I agree to abide by its regulations and by the terms & conditions of enrolment contained in this application and on the EHH official website www.eheducation.com. I accept that all fees paid to EHH will be forfeited if I am expelled by EHH. I certify that the foregoing information is true and complete to the best of my knowledge and fully realize that omission or falsification of this information will be considered sufficient reason for rejection of this application or for expulsion from EHH.

Date: _____

Signature: _____