

APPLICATION FOR ADMISSION

Please read our Terms & Conditions before completing this application form. Complete this form in **BLOCK** capitals with **BLACK** ink.

Applicant's Skype ID:

SECTION 1: PERSONAL DETAILS

Title: Mr Mrs Miss Ms Others

First Name(s)

Surname

Date of Birth

Marital Status

Single Married Others

Gender

Male Female

Nationality

Passport Number

Date of Passport Issue

Place of Passport Issue

Date of Passport Expire

Address for Correspondence

Permanent Address

Country

Telephone

Mobile No.

Email

Country

Telephone

Mobile No.

Email

SECTION 2: PROPOSED COURSE OF STUDY

Title of course you wish to apply for:

1st choice

2nd choice

Course Level

Course Start Date
(for this level)

SECTION 3: EDUCATIONAL QUALIFICATION

Please state in chronological order (most recent first) and attach copies of certificates & transcripts

Qualification Title	Awarding Body	Start Date	End Date	Grade / Marks
		<input type="text" value="DD / MM / YYYY"/>	<input type="text" value="DD / MM / YYYY"/>	
		<input type="text" value="DD / MM / YYYY"/>	<input type="text" value="DD / MM / YYYY"/>	
		<input type="text" value="DD / MM / YYYY"/>	<input type="text" value="DD / MM / YYYY"/>	
		<input type="text" value="DD / MM / YYYY"/>	<input type="text" value="DD / MM / YYYY"/>	
		<input type="text" value="DD / MM / YYYY"/>	<input type="text" value="DD / MM / YYYY"/>	

SECTION 4: WORK EXPERIENCE

Please state in chronological order (most recent first) and use separate sheet if necessary

Name of Employer	Position	Start Date	End Date
		DD / MM / YYYY	DD / MM / YYYY
		DD / MM / YYYY	DD / MM / YYYY
		DD / MM / YYYY	DD / MM / YYYY

SECTION 5: ENGLISH LANGUAGE PROFICIENCY

1) In what language were you taught and examined in for your highest qualification?

2) Please state your first language?

3) Do you have any English Language qualifications, eg. ESOL, IELTS, TOEFL? Yes No

Name of the Test	<input type="text"/>	Your Score	<input type="text"/>
Place of the Test	<input type="text"/>	Date	DD / MM / YYYY

SECTION 6: ACCOMMODATION

- 1) What type of accommodation you would like? Single Room Shared Room
- 2) Would you require the SwissUniHEI to arrange collecting you from the airport? Yes No
(If 'Yes' please complete the specific Airport Pickup Form separately)

SECTION 7: STATEMENT IN SUPPORT OF YOUR APPLICATION

Please briefly provide the reason for your interest in your selected course and what you hope to gain from it

SECTION 8: DISABILITY MONITORING

- 1) Do you consider yourself to have any disability? Yes No
- 2) Do you have any special requirements? Yes No
- If 'Yes' please detail these requirements

SECTION 9: EMERGENCY CONTACT DETAILS

Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Relationship to you	<input type="text"/>	Relationship to you	<input type="text"/>

SECTION 10: MARKETING

How did you hear about the SwissUniHEI? Newspaper Website Seminar Friend Agent Other

Are you using a representative to assist you with your application? Yes No

If 'Yes' please Specify:

Name:
Address:
Telephone:
Email Address:

SECTION 11: TERMS AND CONDITIONS OF ENROLMENT

By enrolling for a course you accept that you have read and agreed to the terms and conditions of enrolment and that you are subsequently bound by these terms.

- 1) Once the student has enrolled with the Swiss Universal Higher Educational Institute (SwissUniHEI) it is the student's responsibility to register with any external awarding body for membership and examinations as applicable. The registration procedures and requirements will be provided by the SwissUniHEI and the student is responsible to meet the academic and financial requisites to fulfil such requirements and deadlines. All students must participate face-to-face or Skype interview with our admission team. The student, who receives an Offer Letter, must pay non-refundable Euros 250 prior to interview. However this amount will be adjusted with the actual tuition fee upon successful interview.
- 2) It is the student's responsibility to ensure that their personal details and contact details held by the SwissUniHEI are up-to-date and accurate at all times.
- 3) Your application form and all supporting documents will be held on file and remain confidential.
- 4) A student may defer their course start date to the next available term if they are still overseas awaiting their student visa approval, provided that the SwissUniHEI is informed. SwissUniHEI has the right to refuse deferral for visa students.
- 5) The SwissUniHEI reserves the right to dismiss any student at any time for behaviour which is deemed to be unprofessional, inappropriate or disruptive to other students and also in case of failure to meet academic or financial requirements set by the SwissUniHEI. No fees will be refundable for any student dismissed under this section.
- 6) The SwissUniHEI maintains the right to make changes to the timetable, tutors, or venues, without prior notice. Any alterations will not affect your subjects or qualification.
- 7) At the discretion of the SwissUniHEI, we reserve the right to reschedule or cancel courses if the SwissUniHEI deems there to be insufficient enrolments. The student will be offered a refund if the course cannot be rescheduled within 3 months.
- 8) If for reasons outside of the SwissUniHEI's control the class or course is cancelled, the class will be rescheduled.
- 9) The SwissUniHEI is not liable for loss or damage to student belongings when on SwissUniHEI property.
- 10) Payment: A student's place at the SwissUniHEI will not be held unconditionally without receiving the payment
- 11) Course Transfer: Any student who wishes to change course, must put their request in to the Admin team within the first 3 weeks of the course. The final decision will be made by the head of the department.
- 12) Certificates: Where a student passes a course and is entitled to a certificate, the SwissUniHEI reserves the right to withhold the certificate where course fees are still outstanding.
- 13) Non-Payment of Fee's: The SwissUniHEI maintains the right to terminate a student's enrolment at any time during the length of the course who has defaulted on agreed payment instalment.

SECTION 12: REFUND POLICY

All requests for refund must be made in writing by the applicant addressed to Swiss Universal Higher Educational Institute and should clearly state the following:

- * Details of the applicant to include reference number & course details.
- * Total fees deposited and the reason for request of tuition fees.

- * Applicants bank details including swift codes to receive refund.
- * All supporting and relevant documents to be returned to the SwissUniHEI.

The following rules will apply under the given circumstances:

1. Student arrived to the Switzerland: Once the student has arrived in the Switzerland, the student is NOT entitled to a refund. The student is required to attend classes; failure to attend will result in the student being expelled reported to the authorities.
2. Student obtained admission letter or visa but wishes to cancel their course prior to arrival to Switzerland or Student arrives at the airport in Switzerland but is deported: In such an event the student is required to approach the Embassy to cancel their visa and obtain a letter from the Embassy to state that the visa has been cancelled. Original visa cancellation letter has to be produced and has to be notarized. The applicant is then required to submit a refund request letter as stated above. The applicant will be entitled to a 50% refund of the tuition fee paid. This will be processed within six weeks of receiving request letter along with supporting documents.
3. Student Refused Visa: In such an event the student is required to submit to the SwissUniHEI a refund request letter with information stated above, along with the original visa refusal letter from the Embassy and has to be notarised. The student would then receive a refund less admin charge and any bank charges for the transfer. Refund processed within twelve weeks of receiving request letter along with supporting documents. Please note if student is asking for refusal letter to be translated by our SwissUniHEI staff, then additional one hundred euro cost will be deducted from the refund amount and in case of asking refusal letter to be translated by 3rd party authorised firm, then cost will be varied based on number of pages.
4. Student enrolling in Switzerland: Students enrolling locally are not eligible for a refund under any circumstances.
5. Deception/Fraud: If the applicant or anyone acting on the applicant’s behalf has used fraudulent measures or documents to gain enrolment at Swiss Universal Higher Educational Institute or to support their visa application at the Embassy and has been subsequently refused a student visa will be NOT be entitled to a refund.
6. Withdrawn Students / Expelled Students: Students withdrawing from their course after arrival or expelled due to misconduct, failure to meet academic or financial commitments will not be entitled for a refund of any tuition fees paid.
7. Third Party Payments: Students must send a signed letter to confirm that they require the refund amount to be paid to a 3rd party if this is required. The letter must include name, address, and bank account details.

Note: Student must pay the first year tuition fee before arrival. If an applicant decides to withdraw from a course either prior to or during the visa application process an administration charge of 500 EUROS will be applied. This charge is in addition to the non-refundable fees.

SECTION 13: DECLARATION

I hereby confirm that the information I have given is correct and complete, and that I have read, understood and agree to the terms, conditions and refund policy stated on this form.

Signature of the Applicant		Date	DD / MM / YYYY
Name of the Applicant			

APPLICATION CHECKLIST Please use the checklist below to ensure that the application is completed.

- Minimum Requirements for Admission:**
- Fully completed & signed Application Form
 - Two passport size photographs
 - Copies of Passport pages
 - Copies of Academic Certificates & Transcripts
 - English Qualifications (if any)
 - Appropriate fees stated on Conditional Offer Letter

- For Visa Application:**
- Bank Statement with appropriate funds
 - Accommodation Confirmation Letter
 - Police Clearance Certificate (Notarized)
 - Visa Letter from SwissUniHEI
 - Visa Form and Visa fee
 - Medical Insurance