

STUDENT APPLICATION FORM

Complete the application form and sign it before submitting it together with the required documents.

DOCUMENTS TO BE SENT WITH THE APPLICATION FORM

- High-school certificate/transcripts
- University certificate/transcripts (if applicable)
- Letter of Motivation (approx. 300 words)
- CV/Resume in English
- Proof of English proficiency (e.g. IELTS, TOEFL, etc.)
- Copy of passport

FOR WHICH PROGRAMME ARE YOU APPLYING?

CERTIFICATE - 6 Months

Certificate in Hotel & Tourism Management

BACHELOR (HONS) – 3 Years

BA (Hons) International Hospitality Business Management with Internship

BA (Hons) International Business Management with Internship

BA (Hons) International Culinary Management with Internship

GRADUATE – 6 Months

Graduate Diploma in International Hospitality Management

Graduate Diploma in International Culinary Arts

MASTER OF SCIENCE – 1 Year

MSc in International Hospitality Business Management

N.B: Possibility to enter the BA (Hons) at any year depending on qualification and getting a certificate for every year at IMI.

SHORT TERM

Summer Programme

Winter Programme

N.B: For the summer and winter programmes the only documents required are the application form and passport.

WHEN WOULD YOU LIKE TO START?

2026

2027

2028

2029

February

May

August

November

ARE YOU A TRANSFER STUDENT? (From An Affiliated Imi Partner School)

Yes, I am a transfer student.

No, I am not a transfer student.

Partner School Details (if applicable)

School Name _____

Country _____

STUDENT DETAILS - Please Complete In Capital Letters

Gender Male Female

Marital Status Single Married Other

First name(s) _____ Last Name(s) _____

Middle Name (if applicable) _____ Date of birth (DD/MM/YYYY) _____

Country of birth _____ Nationality _____ Mother tongue _____

Address _____ City _____

Postal Code _____ Country _____

Phone number (incl. country code) _____ Email address _____

IMI International Management Institute

Seeacherweg 1, CH-6047, Kastanienbaum, Luzern
+41 41 349 6400 . info@imi-luzern.com . imi-luzern.com



FUNDING

- I will self-finance my studies
- I will be supported by a sponsor/family/organization

PARENTS, GUARDIAN OR SPONSOR (if applicable)

If you are an independent student (living without a parent or guardian) please go straight to the next section.

Title: Mr Ms/Mrs/Miss

First name(s) _____ Last Name(s) _____

Occupation _____

Relationship to student (e.g. father, grandmother, sponsor) _____

Contact this person in case of an emergency? Yes No

Which language(s) s/he speaks _____

Phone number (incl. country code) _____ Email address _____

Address _____ City _____

Postal Code _____ Country _____

EDUCATION

Schools attended, most recent first (including universities or hotel management schools if applicable).

School Name	City	From/To	Certificates/Diplomas
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ACCOMMODATION & BOARDING

Select your preferred accommodation and Meal options. See the fees [here](#).

Room Type*

- Twin (shared shower & toilet) - girls only
- Twin (shared shower/private toilet)
- Twin (private shower & toilet)
- Single (shared shower & toilet)
- Single (shared shower/private toilet)
- Single (private shower & toilet)
- I am interested in applying for a room with Lake view

Boarding Options**

- Full Board
- Lunch & Dinner
- No Meals

*We will try to accommodate room choice on first come first served approach. Room Type will be confirmed after enrolment.

** Students staying on campus are required to take the Full Board meals option. Students staying off campus can choose any of the above three meal options.

VISA

Should you require an entry Visa to Switzerland, indicate the Swiss Embassy or consulate closest to your hometown.

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TERMS AND CONDITIONS

FEES

Fees are reviewed every year, however, can be subject to change at any time.

CURRENCY

Prices are quoted in Swiss francs, and payment can only be made in this currency. Bank charges are not covered by the school.

PAYMENTS

Payments can be made by bank transfer payable in Swiss francs (CHF) to: IMI International Management Institute Switzerland Ltd.
 Bank Name: UBS Switzerland AG
 Bank Address: Postfach, 6002 Luzern
 Bank Account Nr. / IBAN: CH66 0024 8248 2511 2701 W
 Bank SWIFT Nr.: UBSWCHZH80A

DEFERMENT

An accepted student may defer their place for up to one semester and their registration fee will be held as confirmation of their place. Should the student withdraw later, there will be no refund of the registration fee.

CANCELLATION

The following cancellation terms apply for current applications:
 Over 60 days prior to course start date: 50% of registration fee and full tuition, room and food charges will be refunded.
 60-30 days prior to course start date: Full tuition, room and food charges will be refunded.
 Under 30 days prior to course start date: 50% of tuition fee and full room and food charges refunded.
 The notice of cancellation must be sent in writing to the school, by registered mail.

WITHDRAWAL

If a student withdraws for any reason during the semester, no refund of any fee (registration, tuition, room or food charges) will be made. The same applies to students who are dismissed for academic/disciplinary reasons from the school.

VISA REFUSAL

Students whose visa applications are rejected will receive a refund of the registration fee and school fees (tuition, accommodation and meals) paid minus a CHF 500 administration charge.

PAYMENT TERMS

If accepted onto an IMI programme, a Letter of Acceptance will be issued confirming your eligibility for the programme. The registration fee must then be paid within 21 days. Latest eight weeks before the start of the course, 50% of the fees to be paid. The remaining 50% must then be paid at the latest two weeks after the start of the course.

TUITION FEES

The following items are included in the tuition fee: all class materials and handouts, loan of core textbooks, teaching materials, access to IMI's virtual learning platforms, professional excursions, extensive academic guidance, guaranteed internship opportunities, sourcing graduate placement opportunities in permanent positions for graduating students, personalized career coaching and on-campus recruitment, industry presentations and examiner fees.

ROOM FEES

Students may opt for their preference of room type during the application process. Allocation of rooms is on a first-come-first-served basis, and the room is confirmed once the registration fee has been paid. If the room choice is no longer available at the time the registration fee has been paid, students will be offered an alternative room category at an additional price (please refer to the [Fees list](#)).

Should students wish to live off-campus, our Admissions team will be happy to assist with advice regarding off-campus accommodation options.

MEALS FEES

We provide an attractive package for our students. The meals fee listed covers the academic semester of 22 weeks. The package includes breakfast, lunch and dinner from Monday to Friday plus brunch and dinner on weekends and public holidays.

REGISTRATION FEES

The registration fee is payable for every semester of study; however, returning students only pay CHF 3,000 for undergraduate and postgraduate courses. The registration fee includes: registration documents, residence permit, airport pickup for new students, compulsory monthly health and accident insurance premiums during the academic semester, tie or scarf for Certificate to Higher Diploma students, kitchen uniforms and shoes for Culinary Arts students and Kitchen practical classes, federal taxes, wireless internet connection, student card, social assistance from the Student Counsellor, extensive online and on-campus library resources, gym and other campus recreational facilities. Additionally, life-long membership to the IMI Alumni network. There is no registration or tuition fee payable to IMI during the internship semesters.

DISCLAIMER

IMI International Management Institute Switzerland reserves the right to alter fees, dates and curriculum without prior notice. Occasionally, IMI students will be required to participate in filming and/or photographic shooting for academic or marketing purposes. If you have any objections to this, please state them in writing to the Academic Dean.

SUMMER/WINTER PROGRAMMES

The following conditions relate specifically to our two-week Summer and Winter programmes:

- Please note there is no refund in case of withdrawal or no-show.
- Accommodation will be allocated on a first-come-first served basis
- Minimum age requirement is 16 years old.
- The minimum English requirement is IELTS 4.5 or equivalent.
- Students whose visa applications are rejected will receive a full refund of the fee paid minus a CHF 200 administration charge.
- Sample programmes and timetables are subject to change depending on number of participants and resource availability.

SCHOLARSHIP

Scholarship on fees

Periodically, we offer some part-scholarships to certain applicants. These partial scholarships are offered as a reduction on the tuition fees. There are no scholarships on offer on the registration fee or prices for accommodation and meals.

Community scholarship

In order to enhance students' knowledge and skills, we are pleased to offer some students the opportunity to gain some further experience during their academic semester. Selected students will dedicate a few hours per week for practical experience in one of the following departments at IMI:

- F&B Service
- F&B Stewarding
- F&B Kitchen
- Housekeeping
- Marketing
- Alumni
- Library

Notification about these community scholarships is issued during the first week of the semester and students will be required to submit an application if they wish to apply for one or more of these positions. An interview will be held with those shortlisted, after which an offer will be made to the selected students.

Failure to have a minimum of 90% in attendance and/or maintain good academic standing may result in a reduction or revocation of the scholarship.

DECLARATION

I confirm that all the information given is true to the best of my knowledge. I have read and accepted the information contained in the programme brochure, as well as the terms and conditions, grievance, fees refund policy, notice of withdrawal and dismissal, and image usage on the IMI website (imi-luzern.com/terms-and-conditions) I acknowledge that all school fees, including any outstanding amounts, are payable in full without the need for prior notice. I further confirm that I have read, understood, and agree to the processing of my personal data in accordance with the IMI Privacy Policy.

External disputes will be settled by the courts of the Canton of Luzern. I hereby undertake, except upon completion, to leave Switzerland upon completion of my studies. I furthermore declare that I will not apply for any extension of the permit after my studies. I am aware of the legal significance of my signature according to Swiss law.

Signature of applicant: _____ **Place and Date:** _____

(if applicant is a minor or sponsored)

Signature of parent/ legal guardian/ financial sponsor _____ **Place and Date:** _____

IMI Representative (if applicable): _____ **Place and Date:** _____

ACADEMIC

The following links lead to our internal and external academic regulations:

- [Manchester Metropolitan University - Undergraduate Regulations](#)
- [Manchester Metropolitan University - Postgraduate Regulations](#)

POLICY UPDATES

This policy may change from time to time and is available on our website. It was last updated in July 2023.

GDPR DISCLAIMER

All personal data submitted through this form is protected and confidential and on request can be permanently deleted. Contact info@imi-luzern.com to request data removal.