

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 in English
- Proof of English Proficiency (e.g. IELTS, TOEFL, Duolingo, etc.)
- Copy of Passport

FOR WHICH PROGRAMME ARE YOU APPLYING?

CERTIFICATE – 6 Months

Certificate Programme in International 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

Note: Students may enter the BA (Hons) programme at different levels depending on their previous qualifications and may receive an IMI qualification upon successful completion of each academic year.

SHORT TERM

Summer Programme

Winter Programme

Note: For the summer and winter programmes the only documents required are the application form and copy of passport.

WHEN WOULD YOU LIKE TO START? - Choose Year and Intake

2026

2027

2028

2029

February

May

August

November

Note: Culinary programmes are only available for the February and August intakes. If you are applying for a Summer or Winter Programme, please select the applicable year only.

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 _____ Second Nationality (If Applicable) _____

Address _____ City _____

Postal Code _____ Country _____

Phone Number (incl. Country Code) _____ Email Address _____

FUNDING

I will self-finance my studies

I will be supported by a sponsor/family/organization

IMI International Management Institute

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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

Language(s) Spoken _____

Phone Number (Incl. Country Code) _____ Email Address _____

Address _____ City _____

Postal Code _____ Country _____

EDUCATION

I am transferring from a partner university (please specify).

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

School Name	City	From/To	Qualification Obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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)

Boarding Options**

- Full board
- Lunch & dinner
- No meals

Lake View

I am interested in applying for a room with lake view

*We will try to accommodate room choice on first come first served basis. 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.

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 Group AG
Bank Name: UBS Switzerland AG
Bank Address: BAHNHOFSTRASSE 45, ZUERICH SWITZERLAND
Bank Account Nr. / IBAN: CH28 0023 8238 1231 8201 G
Bank SWIFT Nr.: UBSWCHZH80A

1. PAYMENT TERMS

If accepted onto an IMI programme, a Letter of Acceptance will be issued confirming student's eligibility for the chosen academic programme. To proceed with enrolment, the student must pay the registration fee of CHF 2,000 within 21 days of receiving the Letter of Acceptance.

At least eight weeks before the start of the course, 50% of the total fees must be paid. The remaining 50% must be paid no later than two weeks after the start of the course. Students with an overdue outstanding balance will not receive transcripts, grades, or diplomas until all fees have been paid in full.

2. REGISTRATION FEE

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.

The registration fee does not include health insurance during internship in Switzerland, which is required by Swiss law. IMI reserves the right to collect this from students prior to work placement.

3. 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, personalized career coaching and on-campus recruitment, industry presentations and examiner fees.

4. ACCOMODATION FEES

Students may select their preferred room type during the application process. Room allocations are made on a first-come, first-served basis, and a room reservation will only be confirmed upon receipt of both the registration fee and the first instalment payment. In the event that the selected room type is no longer available at the time payment is received, students will be offered an alternative room category. Additional charges may apply if the available alternative is of a higher room category.

5. MEALS FEES

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

6. DEFERMENT

An enrolment student may defer their place for up to one semester and their paid fee will be held as confirmation of their place. Should the student withdraw later, cancellation policy will apply.

7. CANCELLATION

Notice of cancellation must be submitted to the School in writing by registered mail.

- a. Before the beginning of the term
 - I. Over 60 days prior to course start date: student is entitled to a full refund of the tuition fees, accommodation fees and meals fees paid, less the registration fee, which covers administrative and reservation costs incurred by the school.
 - II. From 60 to 30 days prior to course start date: student is entitled to a refund of 50% of the amount paid minus the registration fee. The remaining fees are kept as a lump sum indemnity.
 - III. Under 30 days prior to course start date: the full school fees paid will be kept as a lump sum indemnity.

The following exceptions apply: if a student cancels before the beginning of the semester due to visa refusal (proof is required), student will receive a refund of the registration fee and school fees (tuition, accommodation and meals) paid minus a CHF 500 administration charge.

- b. During the term
 - I. If the student cancels during the semester, all fees paid for that semester shall be retained as a lump sum indemnity.

8. EXPULSION

IMI reserves the right to expel any student for constant violation of school rules and regulations, drug use, or vandalism. There is no refund of fees in case of expulsion. The full fees paid are kept as a lump sum indemnity.

9. 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.

10. SUMMER/WINTER PROGRAMMES

The following conditions relate specifically to IMI Summer and Winter programmes:

- Minimum age requirement is 16 years old, and the maximum age is 26 years old.
- The minimum English requirement is IELTS 4.5 or equivalent.
- Please note there is no refund in case of withdrawal or no-show.
- Accommodation will be allocated on a first-come first-served basis.
- Students whose visa applications are rejected will receive a full refund of the fee paid minus a CHF 200 administration charge.
- Programmes and timetables are subject to change depending on number of participants and resource availability.

11. SCHOLARSHIP

Fee Scholarship

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

Community scholarship

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 IMI Departments.

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. 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 any granted scholarship.

12. POLICY UPDATES

These Terms and Conditions may be amended from time to time. The current version is available on our website. This policy was last updated in June 2026.

13. DISCLAIMER

IMI Group AG 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.

14. 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.

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 Group AG Privacy Policy.

The present Terms & Conditions shall be governed by Swiss law. For any controversy arising between IMI Group AG and a student and or agent, the place of jurisdiction shall be that of the Canton of Lucerne, Switzerland.

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: _____

Signature of Parent / Legal Guardian / Sponsor _____ Place and Date: _____

(if applicant is a minor or sponsored)

IMI Representative (If Applicable): _____ Place and Date: _____