

## REGISTRATION FOR STAGIAIRES-PROGRAM WINTER 2023

I hereby register for the Stagiaires-Program Winter 23 in Switzerland. This is organized by Swiss Hospitality Academy GmbH (SHA). It will take place from 10<sup>th</sup> December 2023 until 9<sup>th</sup> April 2024 (an earlier return home is not possible).

For your binding registration, please go through the following steps. This makes administration easier for us and keeps the costs for the program low:

1. Read the whole application and also this registration in detail and ask if something is not clear.
2. Prepare all the necessary documents and scan them (ideally as pdf with maximal 1 MB per file). For the application you will need:
  - ☐ Application Form (save the filled in pdf before upload)
  - ☐ Actual CV with picture
  - ☐ Motivation Letter (1/3 to 1/2 page format A4)
  - ☐ Copy of passport or ID (if ID please front and back side in original size)
  - ☐ Copy of last school report (ideally in German or English)
  - ☐ further documents like work reference, further diploma or awards, etc.
3. open [www.hospitality-academy.ch/stagiaires](http://www.hospitality-academy.ch/stagiaires) → click the link to application
4. Fill in the online application completely until latest 16<sup>th</sup> September 2023 and upload the respective documents electronically (see above under #2).
5. Finally, you sign this form and bring it physically to the recruitment.

## IMPORTANT INSTRUCTIONS (TERMS AND CONDITIONS)

- ☐ The cost for the participants is CHF 3'450. It is payable in three instalments to CHF 1'150 from the salary you will earn during internship. The guaranteed monthly gross salary in internship (incl. 13<sup>th</sup> salary) is CHF 3'570. In the tables in the tender document the approximate deductions are shown.
- ☐ The effective cost can vary due to local circumstances (different accommodation, number of meals in the company, etc.). SHA tries its best to not raise the total cost for the students.
- ☐ In case of discontinuation of the program, the participant is personally liable for the payment of the course. If the student withdraws after definitive admission, does not show up or terminates earlier, he owes SHA in addition to the school fees (if the course has been joined) an administrative penalty of CHF 300.
- ☐ All participants are insured in Switzerland by SHA and the employer against illness and accident according to Swiss legal regulations without any deductible at respective insurers. Attention: in Swiss health insurances no dental treatments are covered! We recommend to make a liability insurance, to cover eventual damages a student causes.
- ☐ During the internship students are under Swiss labour law and L-GAV for gastronomy. Beside the contractual guaranteed salary, they also get holidays and public holidays. During internship a five-day week with up to 45 hours a week (depending on the employer) is standard. The Employer has the right to require overtime and additional working days. They have to be compensated and if this is not possible, paid at the end.

- ☐ A suitable internship company is sought by SHA. The address of the employer will be communicated as soon as all formalities are done. Typically, this is short before the start of the program.
- ☐ SHA keeps the right, in case of insufficient skills and knowledge or deficient behaviour, to send students back at any time of the program. In such a case all services used (course) have to be paid immediate.
- ☐ With the signature of this registration the students agree that SHA processes electronically all data necessary for the program administration. SHA takes all up-to-date measures to protect data and personality of the students.
- ☐ Based on legal regulations (e.g. limitations due to a pandemic) the program can be cancelled, stopped or students can be put on furlough also with short time notice. As SHA has no influence on such decisions, it cannot be held responsible. We try our best to support the students in such a case to find best possible solutions. If students cannot participate at the program due to legal regulations, we do not ask for a penalty.
- ☐ This is a not authorised English translation. In case of any dispute the German version of this registration form is binding.

## SIGNATURES

By signing this registration form, I confirm that I have read and understood all terms and conditions on the application and this form and agree with them. Furthermore, I confirm that I have finalized the online application (as described in the grey box on the first page).

Family Name, First Name: .....

Date / Signature: .....

Consent of the legal guardians if the candidate is not yet 18 years old:

Family Name, First Name: .....

Date / Signature: .....

We confirm that the candidate is student at our school:

Date / Signature and stamp of school: .....