

HOSPITALITY BUSINESS SUMMER PROGRAMS  
FOR 15-17 YEAR OLDS



# Pre-arrival

GUIDE



JULY & AUGUST 2024



# Pre-arrival guide

**HOSPITALITY BUSINESS SUMMER PROGRAMS  
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# Get ready for the trip

## Flight

Before your trip, please register your flight details for both your arrival and departure on your Application Portal:

If you have not accessed the Applicant Portal before, please contact your Education Counselor who will be pleased to help.

Once you register, you will receive an email with more information.

You must notify one of our team members in case of any last-minute changes.

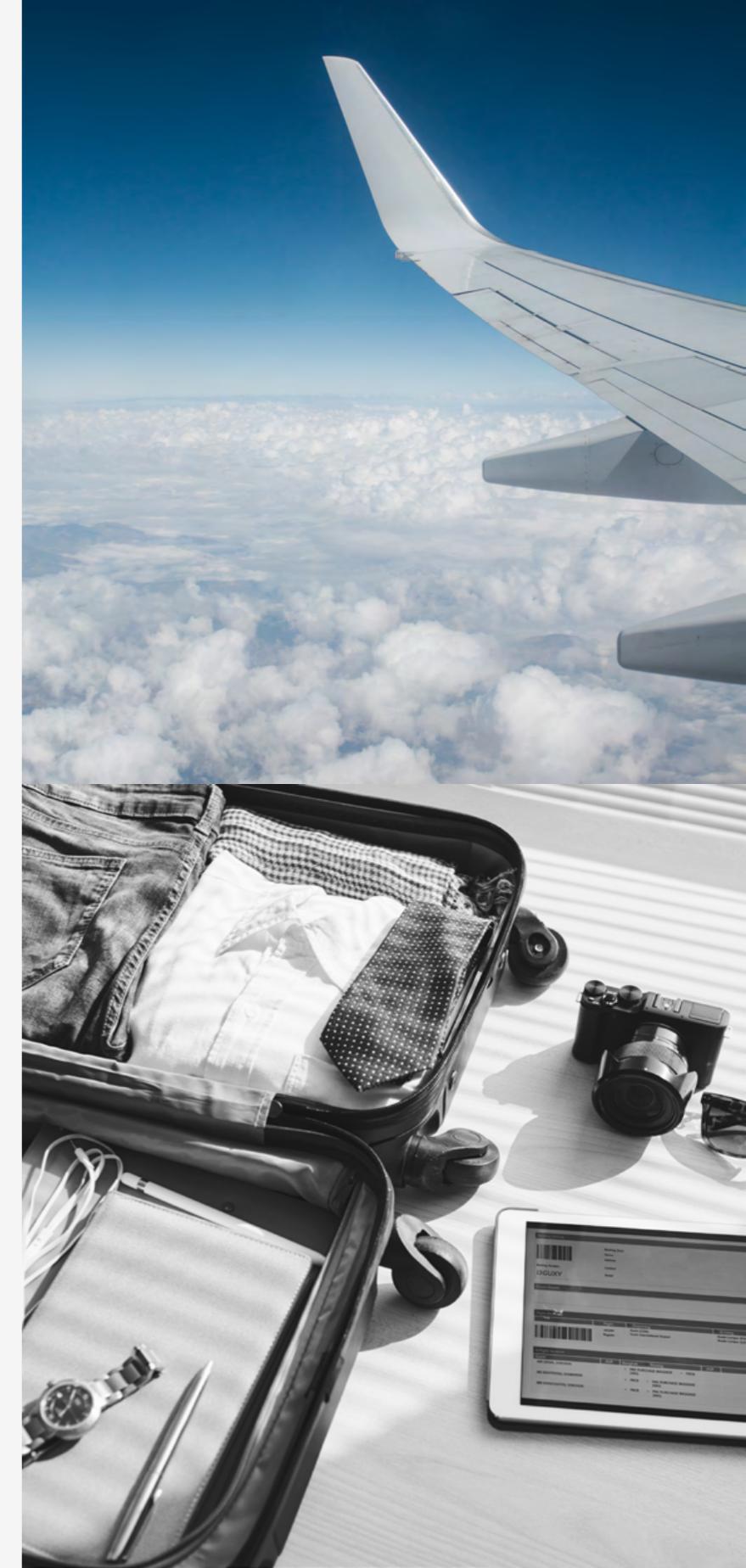
## Clothing

We recommend that you come prepared for all weathers, as conditions in London and the Alps during the summer can vary quite widely. We advise that you bring the following:

- Casual clothes.
- Plenty of layers, rather than thick clothing, as this will be more versatile if the weather fluctuates.
- Ensure you have a comfortable pair of shoes for everyday use (such as trainers/sneakers) and one pair of long trousers for Glion workshops.
- One smart-formal outfit and shoes appropriate for visiting a five-star hotel (no jeans, sneakers, miniskirts or shorts).
- A waterproof coat is essential.
- Adequate trainers, sports clothing, and a swimsuit, as various sporting and water sports activities are planned as part of the program.

## Toiletries

- Personal hygiene items such as shampoo and shower gel.
- Sun cream, to protect yourself when outdoors.
- In Switzerland, towels are provided. However, we recommend you to bring one for outdoor activities.
- In London, towels are not provided. We recommend you also bring one for outdoor activities.
- Please let us know if you are taking any medication, and ensure you bring this with you.



## *Electrical items*

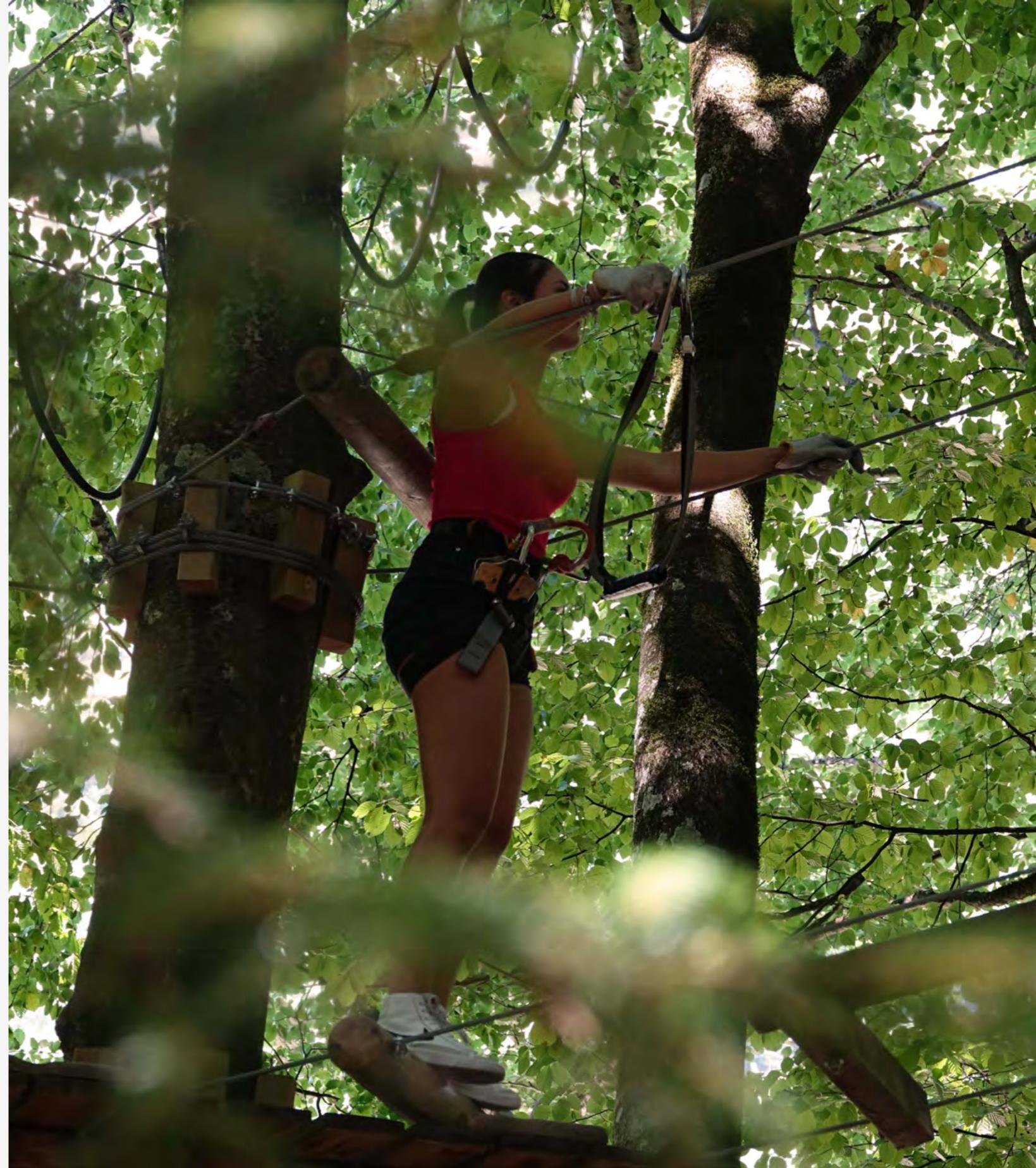
Electrical items, such as hairdryers, are not provided; if you need to use any electrical items please bring them with you.

The essential items are:

- *Adapter plugs for both UK and Swiss plug sockets (outlets).*
- *A mobile phone – you may find it useful, particularly with on-campus Wi-Fi.*

## *Other useful items*

- *Stationery, particularly paper and pens.*
- *Money for personal use, approximately £100 for week one and CHF100 for week two. Please note all meals, transportation and activities are already included.*



# Organized transportation in London

## *London Heathrow Airport (LHR) to Glion London Campus, United Kingdom*

On Sunday, 21st July, we will be running complimentary transfers from London Heathrow Airport (LHR) to the Glion London campus between 9 am and 5 pm.

After baggage claim and UK customs, a greeter with a 'Glion' sign will welcome you at Heathrow Airport. If you cannot find them, please contact Student Concierge on the following number:  
**+44 (0)20 8392 8178.**

## *Glion London campus, United Kingdom to Heathrow Airport (LHR)*

### **FOR THE ONE-WEEK PROGRAM ONLY**

On Sunday, 28th July, you will leave the program and take a complimentary transfer from Glion London campus to Heathrow Airport (LHR).

Please book your departing flight between 10 am and 4 pm to allow yourself time to transfer from Glion London campus to Heathrow Airport (LHR).

### **FOR THE SECOND PART OF THE TWO-WEEK PROGRAM IN SWITZERLAND**

On Sunday, 28th July, you will be taken to Heathrow Airport (LHR) and we will take the flight to Geneva Airport (GVA) all together as a group. This flight has been booked for you.



# Organized transportation in Switzerland

## *Geneva Airport (GVA) to Glion campus, Switzerland*

On Sunday, 28th July, we will be running complimentary transfers from Geneva Airport (GVA) to Glion campus, Switzerland, between 9 am and 5 pm. Therefore please make sure you book a flight that arrives within this time frame.

After baggage reclaim and Swiss customs, you will be welcomed by a greeter at the Glion Welcome Booth. If you cannot find the booth, please call the following number: **+41 79 916 15 70** (this number is only in use on official arrival dates).

## *Glion campus, Switzerland to Geneva Airport (GVA)*

On Sunday, 4th August, you will leave the program and take a complimentary transfer from Glion campus to Geneva Airport (GVA).

Please book your departing flight around early afternoon time – after 10 am at the earliest – to allow yourself time to transfer from Glion campus, Switzerland, to Geneva Airport (GVA).



# Visa requirements

## *For the United Kingdom\**

When you arrive at the airport, you must show your passport and entry clearance documentation (visa, where relevant) to the Border Control Officer.

### **NON-UK NATIONALS**

You will need to present the following:

- *Your passport and visa (we will have previously advised you on whether you require a visa for entry into the UK)*
- *Summer Program Acceptance Letter*
- *Your completed landing card*
- *Parental Consent Form*

A Border Control Officer will check that your documents are valid. You may be asked some questions about the reason for your visit. You may also be asked to have a brief health check by the airport doctor, which might include an x-ray. The Border Control Officer will then stamp your entry clearance certificate with a 'date of entry' stamp.

## *For Switzerland*

When you arrive at the airport, you must show your passport and entry clearance documentation (visa) to the Border Control Officer. There are usually two channels through Passport Control: one for EU/EEA or Swiss Nationals, and one for Non-EU/EEA Nationals.

### **EU/EEA OR SWISS NATIONALS**

No visa will be required for Switzerland - just your valid passport or travel document.

### **NON-EU/EEA NATIONALS**

You will need to present the following:

- *Your passport and visa (we will have previously advised you on whether you require a visa for entry into Switzerland)*
- *A health/medical certificate (if required)*
- *Your completed landing card*

A Border Control Officer will check that your documents are valid. You may be asked some questions about the reason for your visit. You may also be asked to have a brief health check by the airport doctor, which might include an x-ray. The Border Control Officer will then stamp your entry clearance certificate with a 'date of entry' stamp.



# Arranging your own travel to Glion London campus

If you are joining the program in London and will arrive at a different airport other than London Heathrow, you will need to arrange your own transfer from the airport to Glion London campus.

The London campus is easily accessible by public transport, with a number of different ways of reaching the campus. Please note that the majority of London Underground train stations do not have lifts, so you will be required to carry all of your luggage up/down staircases.

## **GLION LONDON CAMPUS ADDRESS**

Glion Institute of Higher Education  
Downshire House  
Roehampton Lane  
London, SW15 4HT  
United Kingdom

## *Gatwick Express*

Gatwick Express is a fast train between London Gatwick Airport and Central London, running between Gatwick Airport and Clapham Junction. With a timetable departure of every 15 minutes, and a journey time of 30 minutes, Gatwick Express is a convenient way to travel to the campus. Single tickets are available from £17.80 and can be bought at the airport.

From Clapham Junction you will need to take a train to Barnes Station. From there, take the Bus 72 or 265 (towards Roehampton/Tolsworth) and ride a few minutes to the stop at Clarence Lane.

## *Southern Trains*

The Southern National Rail Line is also available directly from the Gatwick Airport Rail Station. From here Southern Trains (towards London Victoria Station) can be taken directly to Clapham Junction. Single tickets are available from £11.80 and can be purchased at the airport.

Southern Train services to Victoria via East Croydon and Clapham Junction run four times an hour, with a journey time of around 35 minutes. From Clapham Junction you will need to take a train to Barnes Station. From there, take the Bus 72 or 265 (towards Roehampton/Tolsworth) and ride a few minutes to the stop at Clarence Lane.

## *Taxis & minicabs*

If you are not using our Arrival Service at Heathrow, or you are arriving in the United Kingdom at another London airport and you do not want to use the London public transport system, you can get a taxi or minicab to Roehampton.

London's black cabs operate at both Heathrow and Gatwick airports, but are generally expensive – check the cost of your journey before you get in.

Minicabs are a cheaper option, and you can phone one to pick you up at the airport.

# Arranging your own travel to Glion campus, Switzerland

If you choose not to use the organized transport, you will need to arrange your own transfer from Geneva Airport to Glion campus. Please note that the arrivals on campus are done only in the afternoon, so please arrange your trip accordingly.

Glion campus is easily accessible by public transport, with a number of different options to get you there.

## **GLION CAMPUS, SWITZERLAND ADDRESS**

Glion Institute of Higher Education  
Route de Glion 111  
1823 Glion sur Montreux  
Switzerland

### *By train*

The train station is conveniently located inside Geneva Airport and there is a direct train to Montreux departing every hour until 11pm. The journey takes approximately 1 hour and 15 minutes.

At Montreux train station, you will have to change trains and take the 'MOB' (a small train which takes 15 minutes) to Glion. From there, follow the signed footpath to the campus (which will be a five-minute walk).

Alternatively, if you have a lot of luggage, take a taxi from Montreux train station to the Glion campus (the taxi fare should be around CHF 25.- plus a surcharge for extra luggage).

Be aware that in Switzerland, trains really do leave on time!

### *By car*

The journey by car takes about 1 hour 10 minutes from Geneva to Glion campus (around 95 km).

1. Take the motorway – direction towards Lausanne, Simplon, Gd-St-Bernard, Montreux.
2. Take the Montreux exit (right turn).
3. At the first set of traffic lights, go straight.
4. At the roundabout, go straight.
5. At the next set of traffic lights, go straight.
6. At the next set of traffic lights, turn left (follow the 'Glion/Caux' and 'Hospital' signs). Keep going straight and always follow the 'Glion/Caux' sign.
7. As you arrive uphill, you will notice the white Glion Institute of Higher Education (GIHE) building on your left-hand side.
8. Upon arrival, parking security will direct you to where you can park your car.

# Welcome to London

If you want to be on the cutting edge of hospitality and tourism, then London is the place to go. London consistently ranks among the most visited cities in the world and has recently been crowned the Business Capital of Europe\*. International students choose London and the UK for their excellent academic reputation, immersion in English and as a thriving hub for business, luxury and entertainment.

\*[www.londonandpartners.com](http://www.londonandpartners.com)

## *London campus*

The Downshire House building of Glion London is located at the University of Roehampton. Inside this small community, you will feel at home with a friendly group of passionate hospitality students and faculty members. On the larger Roehampton campus, you are part of a big university with accommodation, restaurants, student clubs and sports centers.

### **FACTS & FACILITIES**

- *Established in 2013*
- *1 Glion London building*
- *6 classrooms*
- *Study rooms*
- *Student lounge*

### **CHECK-IN**

When you arrive on the Glion campus, we will provide you with a key to your room and the classrooms. We will also ask you to fill out a form with your emergency contact details and mobile phone number during your stay.



# Welcome to Switzerland

Switzerland is truly one of the best places in the world to spend your summer and study hospitality. Clean, safe and well-organized, Switzerland also offers a wide selection of historical cities, regional products and traditions. There are lots of outdoor activities to choose from in breathtaking locations, so you'll find plenty to do!

## *Glion campus*

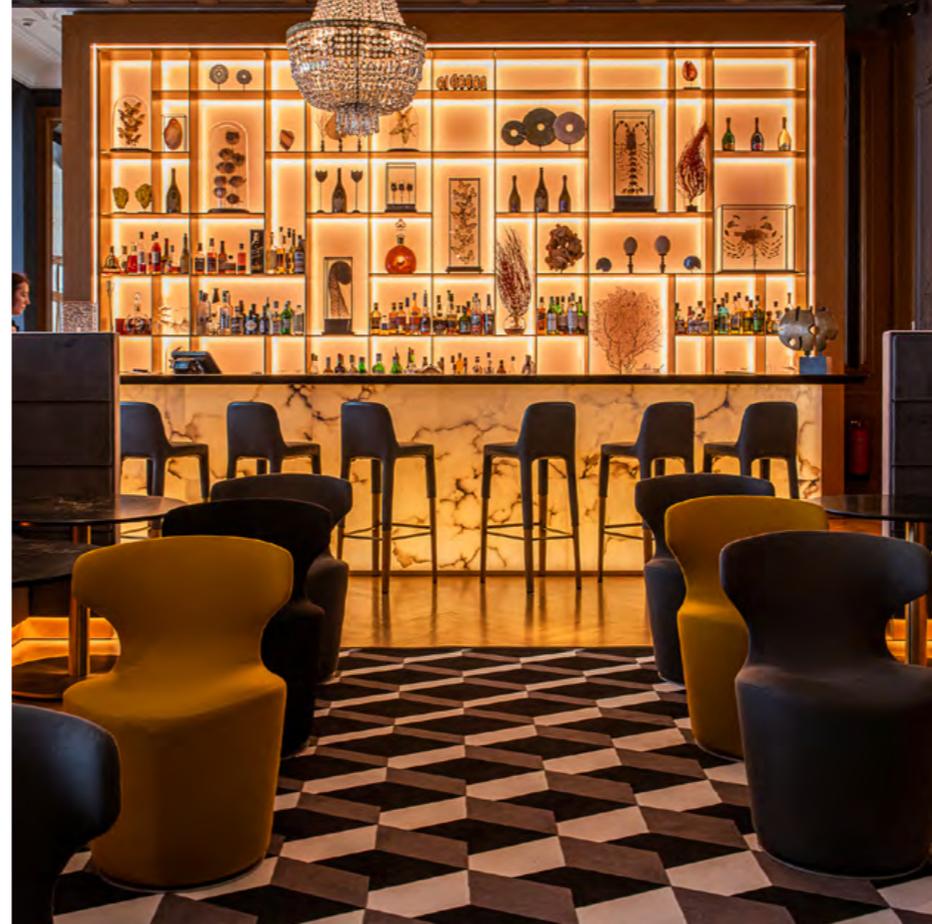
Glion is our flagship campus and practical learning center. It's located on the mountainside above Montreux, a picturesque town that attracts tourists all year round. From your classrooms, you will have a stunning view of Lake Geneva, as well as the beautiful Swiss and French Alps.

### **FACTS & FACILITIES**

- *Established in 1962*
- *5 student accommodation buildings*
- *16 classrooms and study rooms*
- *6 bars, cafés and restaurants, including a gastronomic Michelin-star restaurant*
- *An onsite fitness center and gymnasium*

### **CHECK-IN**

On arrival to Glion campus, you will pass through the registration and check-in process.



# *Campus* regulations

## *Insurance, illness & accidents*

In case you fall ill during the program, we have 24-hour security on our Swiss campuses who can help you and assist with making a doctor appointment if necessary.

For the London campus, a hospital is located just across the road, and there is a security team at the University of Roehampton who will be able to assist you with any emergency.

It is your responsibility to ensure that you have the correct health and accident insurance to cover any medical costs during the Summer Program should the need arise.

## *Campus well-being*

In the interest of student health, we have a firm stance on smoking, substance abuse and alcohol. Smoking and substance abuse are strictly forbidden for the duration of the Summer Program.

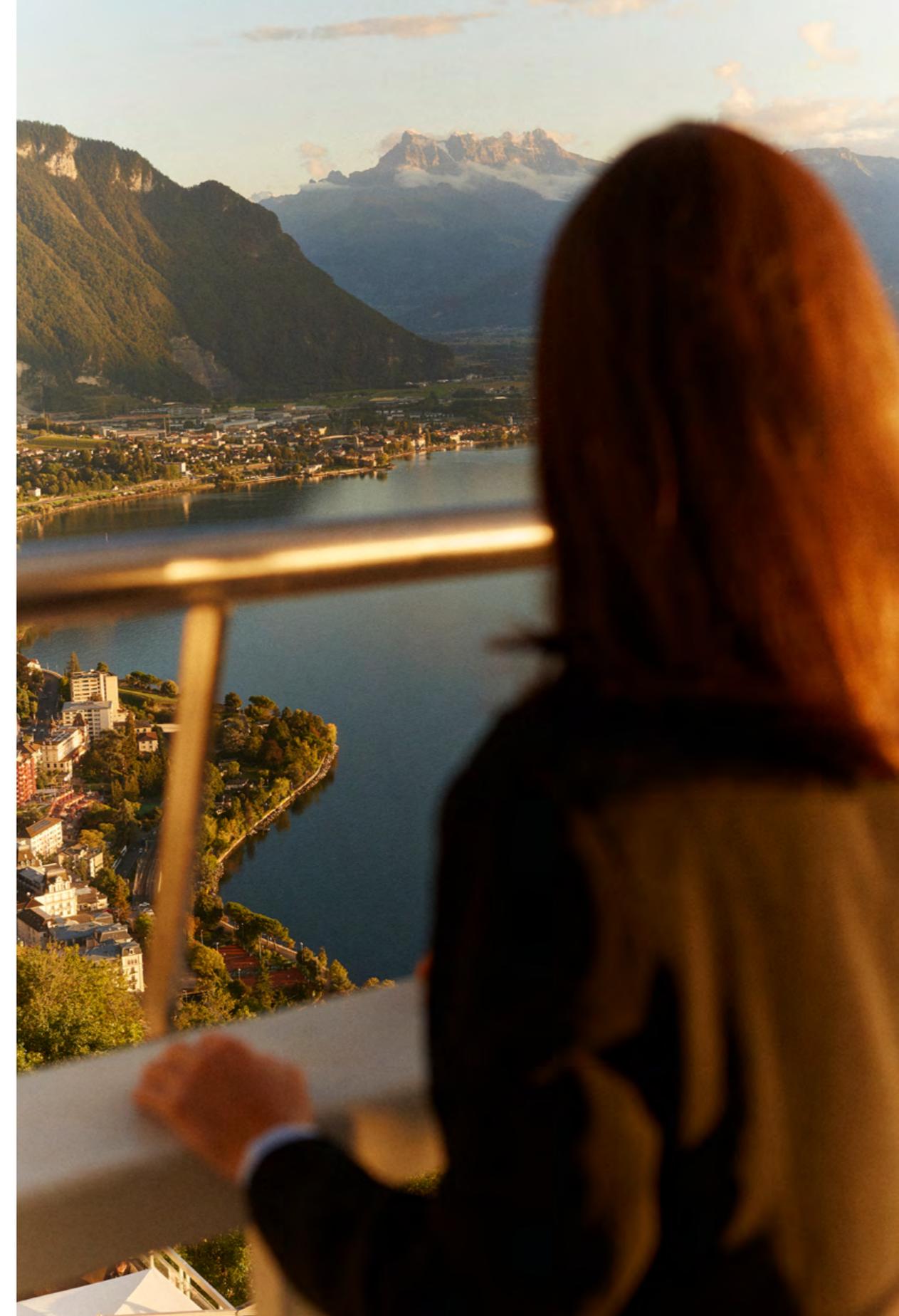
## *Dress code*

All clothing items must be smart and in good taste (hats, caps and ripped jeans are not permitted, nor is wearing sunglasses inside buildings).

Personal hygiene is essential in service professions, and it requires continuous attention. Your hair must be well groomed.

## *Money & valuables*

Personal and private insurances - to cover issues such as damage, theft or loss of personal property - are not mandatory but are strongly recommended. We accept no responsibility or liability for valuables left in your bedroom, public areas or in any storage places. You are strongly recommended not to keep large amounts of cash in your bedroom.



## *Campus rules*

Swiss law prohibits excessive noise, especially after 10pm and all day on Sundays.

For security reasons, only the following electrical appliances are allowed in the rooms: hairdryers, radios, stereos and computers. You are not allowed to cook in your room or light candles. Please note that if you fail to follow the accommodation standards, you may be asked to leave the campus accommodation.

## *Dietary requirements*

If you cannot eat certain foods, for medical or religious reasons, please inform the school during registration.

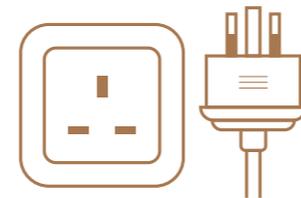
## *Security*

Our Safety Officers patrol the school grounds and are there to ensure your safety.

## *Electrical appliances*

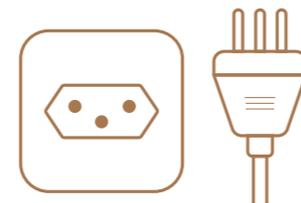
You may need a transformer and/or a plug adapter for both countries to use your electrical appliances. Check with an appliance store in your country to see if 220-240 voltage could potentially damage any electrical items you plan to bring.

### **ELECTRICAL OUTLETS IN THE UNITED KINGDOM**



3 pins  
220-240 V  
Type G

### **ELECTRICAL OUTLETS IN SWITZERLAND**



3 pins  
220-240 V  
Type J







+41 (0)21 966 35 35  
info@glion.edu

A **SOMMET EDUCATION** BRAND

**LONDON CAMPUS**

Glion Institute of  
Higher Education

Downshire House  
Roehampton Lane  
London, SW15 4HT  
United Kingdom

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