



Application package

**GLOBAL EXECUTIVE MASTER'S DEGREE
IN HOSPITALITY LEADERSHIP**

Glion Institute of Higher Education & ESSEC Business School



Applying to Glion & ESSEC's Global Executive Master's degree in Hospitality Leadership

STEP-BY-STEP GUIDE

01 

Submit your application

We strongly recommend to all candidates to apply early.

02 

Prepare for your admissions assessment

Within two days of submitting your documents
You will be contacted to schedule your admissions assessment.

03 

Receive admissions package

Within 1-2 weeks
Your admissions package will contain your letter of offer.

04 

Confirm your acceptance

Within 15 working days of receiving your letter of offer
To confirm your place, you must make the pre-payment on your tuition fees as outlined in your offer letter. This also confirms your acceptance to Glion's Terms and Conditions. You will then be sent a complete acceptance package that contains:

- Invoice
- On boarding guide



Application form

GLOBAL EXECUTIVE MASTER'S DEGREE IN HOSPITALITY LEADERSHIP

01 About the applicant

Family name _____	First name _____
Male Female	Nationality _____
Date of birth (DD/MM/YYYY) _____	Marital status Single Married
Postal address _____	
City _____	State _____
Postal code _____	Country _____
Home phone _____ <small>(including country code)</small>	Mobile phone _____ <small>(including country code)</small>
Email _____	Alternative email _____

02 Education

Name of college / university _____	
City _____	Country _____
Highest qualification and subject _____	Completion date (DD/MM/YYYY) _____

03 English language level

Mother tongue _____

To apply for the Global Executive Master's Degree in Hospitality Leadership program, applicants are required to demonstrate proficiency in the English language, you may do so by meeting any **one** of the criteria listed below:

English is my mother tongue

I spent my last two years working where English was the primary language

I can provide an official test score and supporting documentation:

IELTS score _____	TOEFL score _____
Cambridge First Certificate score _____	Cambridge Advanced score _____
TOEIC score _____	
Name of other provider _____	Score _____

04 Academic program

Please select the program you wish to enroll in:

Global Executive Master's in Hospitality Leadership
(Four distance learning modules of 12 weeks' duration each and four residential weeks)

Please indicate the intake and year you wish to start:

Fall (YYYY) _____

05 Professional experience

Do you have professional working experience in a hospitality-related field? Yes (please provide details in your CV) No

If you have professional working experience, please answer the following questions:

How many years professional experience do you have? _____

What is your most recent position? _____

Which company is your current or most recent employer? _____

06 Medical needs & learning differences

Please note, it is expected that all students that are enrolled on a program are fit to undertake and complete their studies. However, should a situation arise where there are concerns as to a student's fitness to study, the school will always try to accommodate by organizing reasonable appropriate support with the aim of supporting the student to start and continue with their studies. In rare cases, where this is not possible, the student may be de-matriculated. We always invite students to share any learning difference or medical condition that they believe might affect their fitness to study as early as possible so that we can discuss and organize appropriate support in due time.

07 Emergency contact

Mr. Ms.	Languages spoken _____
Family name _____	First name _____
Postal address _____	
City _____	State _____
Postal code _____	Country _____
Home phone _____	Mobile phone _____
Email _____	Alternative email _____

08 Application fee

Please pay the application fee of CHF 275 online at:

09 How did you hear about us?

Are you working with an education counselor to support your application to Glion and ESSEC? Yes No If yes, please state:

Name of the representative/company _____

If company, name of contact (if known) _____ Location of the representative _____

If applicable, tell us from whom you heard about Glion and ESSEC (If applicable, name and approximate year of graduation)

Glion/ESSEC current student _____

Glion/ESSEC graduate _____

Data Protection Statement

In accordance with data privacy regulations, we inform you that personal data provided on this form by you will be treated with the sole purpose of managing your application and, in case of being accepted, opening your Glion and ESSEC record, which will be later used for academic purposes. Medical information will be used to ensure we can adjust our teaching methods or attend any special need during your stay.

Your personal data will be stored as long as is necessary for the above-mentioned purpose extended by the duration of the applicable limitation period where relevant.

Any financial information or any information related to your studies that has a financial impact may also be shared with your sponsor who has a legitimate interest to be informed. Further information on how we use your personal data may be found at www.glion.edu/privacy-policy and www.essec.edu/en/contact/data-privacy-policy/. Please read our Privacy Notice carefully before completing this form. At any given time, you may exercise your rights in data protection writing to dpo@sommet-education.com or DPD@essec.edu



Study plan/motivation *letter*

GLION INSTITUTE OF HIGHER EDUCATION & ESSEC BUSINESS SCHOOL

Please write a short essay describing your ambitions, why you wish to study at Glion and ESSEC, and what you will contribute to the institution as a student and alumni (**approximately 300 words, no more than one page**).

Date (DD/MM/YYYY) _____ Signature of the Applicant _____

Please email to info@glion.edu or send to your Education Counselor.

In accordance with data privacy regulations, we inform you that any personal data provided will be treated with the sole purpose of managing this commitment.

Your personal data will be stored as long as is necessary for the above-mentioned purpose extended by the duration of the applicable limitation period where relevant.

Further information on how we use your personal data may be found at www.glion.edu/privacy-policy and www.essec.edu/en/contact/data-privacy-policy/. Please read our Privacy Notice carefully before completing this form. At any given time, you may exercise your rights in data protection writing to dpo@sommet-education.com or DPD@essec.edu.



Referral letter

OF PROFESSIONAL NATURE

To be filled in by the Referee

Applicant family name _____

Applicant first name _____

Applicant date of birth (DD/MM/YYYY) _____

Comments in support of this Applicant:

Name of the Referee _____

Position and establishment _____

Contact method of Referee (optional) _____

Date (DD/MM/YYYY) _____ Signature of the Referee _____

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Letter of commitment from Financial Sponsor

GLION INSTITUTE OF HIGHER EDUCATION & ESSEC BUSINESS SCHOOL

Type of Financial Sponsor: Individual Sponsor Corporate Sponsor

Individual Financial Sponsor details

Family name _____	First name _____
Nationality _____	Date of birth (DD/MM/YYYY) _____
Passport or ID number (please specify) _____	Telephone _____ <small>(including country code)</small>
Postal address _____	
City _____	State _____
Postal code _____	Country _____
Email _____	

Corporate Financial sponsor details

Company name _____	Company representative _____
Family name _____	First name _____
Position in company _____	
Postal address _____	
City _____	State _____
Postal code _____	Country _____
Telephone _____ <small>(including country code)</small>	Email _____

I hereby guarantee that _____ is capable of financing and commit to pay for Mr./Ms. _____ 's studies at Glion Institute of Higher Education and ESSEC Business School and all of his/her expenses.

I hereby declare to abide by the laws of the applicable campus location or, if no campus location was or can be determined, by the laws of the applicable campus location or, if no campus location was or can be determined, by the laws of Switzerland with respect to Glion modules and the laws of France with respect to ESSEC modules, regardless of the laws that might otherwise govern under applicable principle of conflicts of law thereof and accept the exclusive competence of the Courts of such location.

Date (DD/MM/YYYY) _____ Signature of the Sponsor / company representative _____

Please email to info@glion.edu or send to your Education Counselor.

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Signatory letter

GLION INSTITUTE OF HIGHER EDUCATION & ESSEC BUSINESS SCHOOL

Please read the statement below and confirm you agree by completing where indicated

Application statement

I understand that any information required as part of the application process is necessary to fulfil the identified purposes. I hereby declare that all information and attachments given as part of the application process are exact and complete. I understand that any statement which proves to be untrue or purposely misleading will render the application void and that if inaccuracies are highlighted at a later stage, any offer may be retracted, and I may be expelled with no refund of fees.

I further understand that in case of admission, I will be enrolled as a student with respectively Glion Institute of Higher Education and ESSEC Business School in accordance with the attached Terms & Conditions of the Global Executive Master's Degree in Hospitality Leadership.

I have read and understood the above conditions and accept them in full, including the attached Terms & Conditions of the Global Executive Master's Degree in Hospitality Leadership.

Please select one of the following:

I hereby guarantee that I am capable of financing and commit to pay my studies at Glion Institute of Higher Education and ESSEC Business School, and all my expenses.

The details of my financial sponsor are provided in the attached **'Letter of Commitment from Financial Sponsor'**.

Name of the Applicant _____

Date (DD/MM/YYYY) _____ Signature of the Applicant _____

Please email to info@glion.edu or send to your Education Counselor.

In accordance with data privacy regulations, we inform you that any personal data provided will be treated with the sole purpose of managing this commitment.

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Terms & conditions

OF THE GLOBAL EXECUTIVE MASTER'S IN HOSPITALITY LEADERSHIP

PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY BEFORE APPLYING TO THE GLOBAL EXECUTIVE MASTER'S IN HOSPITALITY LEADERSHIP (THE "PROGRAM") AS THEY GOVERN YOUR PARTICIPATION IN THE PROGRAM. BY ENROLLING IN THE PROGRAM, YOU UNCONDITIONALLY AGREE TO BE LEGALLY BOUND BY THESE TERMS AND CONDITIONS. THESE TERMS AND CONDITIONS PREVAIL IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY WITH ANY OTHER COMMUNICATION MATERIALS.

This Program is operated by GIHE Sàrl, a private Swiss Hospitality School registered in Switzerland at Rue de l'Ondine 20, 1630 Bulle, Switzerland acting on its own and on behalf of its affiliate in the United-Kingdom ("Glion") and Association Groupe ESSEC, an association of private higher education establishment, governed by the French Law of 1 July 1901, having its registered office at 3, Avenue Bernard Hirsch, CS 50105, 95021 Cergy-Pontoise Cedex, France, and whose registration number is 775 663 958 00046 ("ESSEC") acting on its own and on behalf of its affiliated campuses.

1. Fees

1.1 Application fee:

A non-refundable application fee of CHF 275 is required with each application. Payment of the application fee must be made online in CHF here www.glion.edu/apply-to-glion/application-fees-switzerland/

1.2 Program fees:

The Program Fees include Tuition fees & Four Residential Weeks fees as follows:

- Tuition fees include tuition, learning resources, Swiss VAT, contribution to the Alumni Association of Glion (AAG), tutoring or talent counselling as planned as part of the Program as the case may be, examiner fees and various learning materials such as e-books, access to library and online database. Any unused services, supplies, benefits, etc., are non-refundable.
- Residential Weeks fees include workshops, business field visits, and lunch. Other expenses such as accommodation, breakfast, dinner and travel expenses to and from campuses location are excluded. Residential Weeks are a compulsory part of the Program. Residential Weeks fees remain due in case the participant does not attend the residential week. In case the participant does not attend the residential week for any reasons, neither ESSEC or Glion will reimburse any travel or other related expenses, and no compensation will be paid by ESSEC or Glion. It is therefore strongly advised to buy modifiable and/or refundable travel tickets/accommodation

2. Payment

All Program Fees payments will be made to Glion.

2.1 Pre-payment:

Participants will receive their acceptance documents after receipt of the CHF 5,000 pre-payment. This pre-payment confirms the place in the program and is non-refundable, except in case of mitigating circumstances assessed by the Finance Committee. The pre-payment is deducted from the participant's invoice. Please note: If the participant postpones his or her studies after the pre-payment has been made, the balance may be carried forward to the next intake of the Program only.

2.2 Payment plan:

Payments must be made in full no later than 15th August (for the November intake), unless a payment plan contract has been approved. Participants will not be permitted to begin the program until the due amount has been received in full. Academic documentation (transcript of grades, degrees, attestations, etc.) are only delivered/awarded after all due fees and charges have been paid in full. Glion and ESSEC reserve the right to suspend from their studies, at any time, participants with pending due amounts or non-respected payment plan instalments.

2.3 Scholarships:

Scholarships are granted at Glion and ESSEC's sole discretion.

2.4 Refund policy:

Except as described hereinafter, all fees outlined and paid for are non-refundable. As per the pre-payment section, if a participant cancels before the official start date of the Program, only the pre-payment of CHF 5,000 will be retained. If a participant is dismissed or withdraws from the Program after the first module started, all fees are due and non-refundable. If the participant has to take a break from studies due to mitigating circumstances approved by the Finance Committee, any unused fees for tuition will be credited if the participant returns to the Program within two years. The unused Program and Residential week fees are proportional to the number of modules and residential weeks remaining in the program that have been invoiced for. In any case, if the due fees for the program have not been settled in full, the outstanding amount will be (or become in case of payment plan) immediately due and Glion will ask for instant payment.

2.5 Sponsorship

Sponsorship is a financial commitment by a sponsor (company, employer, parent or any other person) where the sponsor undertakes to pay any fees and other charges on behalf of the participant. Notwithstanding any sponsorship commitment as part of the application process, the participant remains liable for any outstanding debt. Any reference in these Terms and Conditions to liability of participants shall also infer liability on the sponsor of the participant as the case may be and such liability is joint and several.

3. Enrolment and admissions

The Program is a joint program, meaning participants in the Program will be enrolled at both Glion and ESSEC and upon successful completion of the Program, will be awarded a joint degree by Glion and ESSEC including the opportunity to become alumni of ESSEC and Glion as per standard policies and procedures of each institution.

Only candidates who successfully pass all stages of the selection process will be admitted to the Program. Glion and ESSEC reserve the right to deny admissions to any applicant that they deem academically unsuitable for any other reasons.

Upon receipt of an offer letter, and in order to confirm and finalize enrolment in the Global Executive Master's Degree in Hospitality Leadership, the participant may be required to sign a training contract with ESSEC.

By finalizing the application process and participating in the Program, the participant agrees to abide by Glion Institute of Higher Education and ESSEC regulations, policies and procedures (those being applicable to the Global Executive Master's Degree in Hospitality Leadership), as they may be revised from time to time.

4. Data protection

As part of the enrolment and admission processes and in order to operate the Program including opening a school record for the participant, Glion and ESSEC will collect, share and process certain personal data related to the participant. Glion will process the participant's personal data in compliance with applicable laws and according to the Glion Privacy Policy available at www.glion.edu/privacy-policy/. ESSEC will process the participant's personal data in compliance with applicable laws and according to the ESSEC Privacy Policy available at www.ESSEC.edu/en/contact/data-privacy-policy/.

5. Miscellaneous

Participants represent and warrant that they will comply with these Terms and Conditions as well as with any and all applicable laws or regulations in connection with their participation in the Program. Participants agree that Glion and ESSEC, their officers, directors, agents and employees (collectively, the "Indemnities") will not be liable in connection with any breach of the foregoing by participants and will indemnify the Indemnities from any action, claim, expense, or damages resulting therefrom.

If any provision shall be held to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired.

These Terms and Conditions, the Program and the legal relations between the parties hereto shall be governed by and construed in accordance with the laws of the applicable campus location or, if no campus location was or can be determined, by the laws of Switzerland with respect to Glion modules and the laws of France with respect to ESSEC modules, regardless of the laws that might otherwise govern under applicable principle of conflicts of law thereof. The exclusive place of jurisdiction for any claim, legal suit, action or proceeding arising out of or relating to these Terms and Conditions or the Challenge shall be the city of the applicable campus or, if no campus was or can be determined, by the laws of Switzerland with respect to Glion modules and the laws of France with respect to ESSEC modules.

CONTACT US

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Montreux campus

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Singapore campus

ESSEC
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5 Nepal Park
Singapore 139408

Paris campus

ESSEC
Business School

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