

Summer Intensive Course International Etiquette & Protocol

By Institut Villa Pierrefeu

Summer 2019

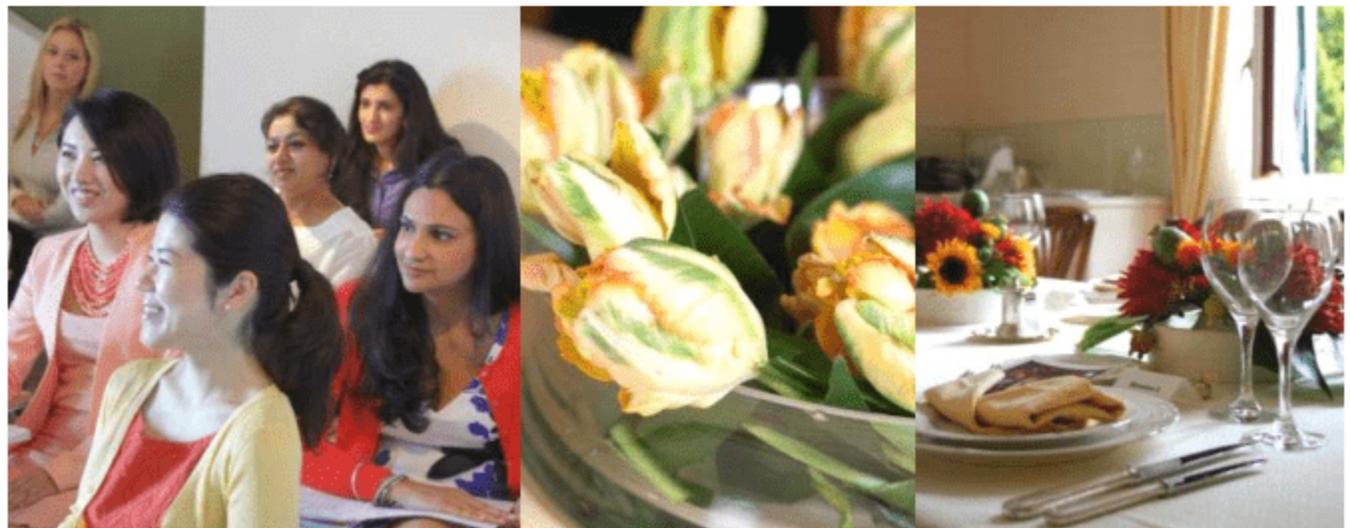
6 week course June 16 – July 26, 2019

3 week courses begin June 16 or July 7, 2019

Students from age 18 and above

The leading Swiss Finishing School, since 1954
More than 60 years experience teaching International Etiquette and Protocol

Institut
VIP
Villa Pierrefeu



IVP: Where polish is power

Institut Villa Pierrefeu

Institut Villa Pierrefeu is the world's best-known Finishing school, **a leader in teaching international etiquette and protocol since 1954.**

Attracting students from all over the globe, we offer a truly multicultural environment, ideally set in Switzerland, a country combining three major cultural influences.

As etiquette continuously evolves over time, so do the teaching methods and knowledge of our expert staff. That's why **our curriculum is relentlessly refined and updated to ensure accuracy and relevancy for our students.** While others teach knowledge, we turn good manners into a way of life for our graduates.

Over the past six decades we have taught international etiquette and protocol to women from many different backgrounds as well as business leaders, diplomats and members of ruling families.

Three generations

As a family-owned business spanning three generations, the school's **unique history, rich heritage and purpose-built campus** offer an exclusive and authentic educational experience that no other institution can replicate.

The school was founded by my grandmother, Madame Dorette Faillettaz, who had a passion for education, which led her to create a unique curriculum inspired by traditional Swiss values combined with modern general culture. Her mission was simple: to empower women by

giving them the skills and tools to successfully juggle their family, career, social and personal lives.

In 1972, my mother Madame Viviane Neri succeeded my grandmother as Principal of the school. As international travel became more accessible, she further developed the programs in intercultural communication, international business etiquette and diplomatic protocol – courses she still oversees and teaches today. In addition, she also continues to develop the many IVP course books that serve as a reference for our students long after they graduate.

In 2004, I joined IVP from the private banking world. There, I witnessed firsthand how essential etiquette and intercultural communication skills are for advancing in the business world.

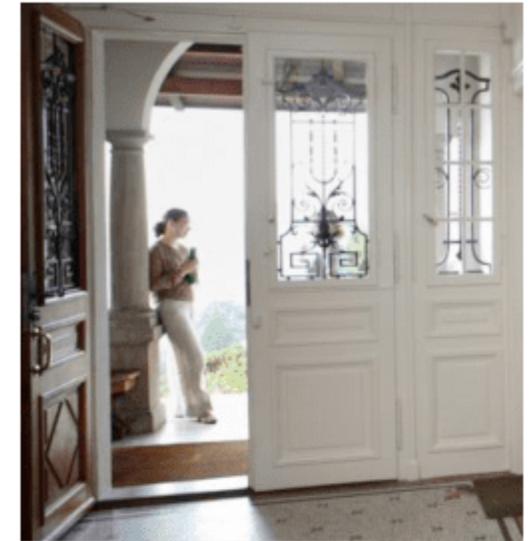
We now offer women a unique curriculum that aims to transform them into becoming more confident and empowered in their personal and professional lives.

The 6-week intensive summer course consists of 180-230 hours of class and, for those working toward a Diploma in International Etiquette and Protocol, some 30 tests and three practical exams. The limited number of students makes for **small class sizes**, providing a high quality of teaching and personal attention.

I look forward to having you come and experience this life-enriching program that will empower you, as my grandmother had originally intended.

Yours sincerely,

Philippe NERI, Director



What we offer

Courses taught in **English**. The full curriculum is covered in **6 weeks**.

A UNIQUE EXPERIENCE

Our curriculum in the field of International Etiquette and Protocol is constantly updated and truly multicultural. Over these many years we have accumulated a wealth of equipment, documentation and materials second to none.

Some classes are interactive with brainstorming, coaching, role-playing and question and answer sessions. **Practice with correction** results in more effective learning and progress.

Specially designed and extensively researched IVP books complement the subject matter covered in class and serve as a useful reference throughout the student's life. **The knowledge and vast experience that our experts have acquired in these fields also help to clarify many points and explain the evolution of international etiquette** over the years and even decades.



WHAT YOU WILL GAIN

Women who want to feel at ease in international social and/or business environments and wish to have an extensive practical knowledge of the subjects offered. **This course is essential for anyone dealing with officials, business people, clients or guests from different cultures at a high level.**

It will help you to feel comfortable in many situations and allow you to concentrate on your objectives rather than worrying about making costly cultural mistakes or etiquette "faux pas".

"...Spending a summer at IVP was the best decision I made, because the experiences I had stood out in my life...They personally enriched my life and I can also use my expertise and skills in my professional life..."

Christina (Germany)



PROGRAMS

We offer a **core course of 28 weekly class periods, which all students attend** (Higher Certificate and Diploma programs).

For students who want to go more in depth in the field of international etiquette and protocol, 8 more weekly class periods are given in the afternoons for a **Diploma program of 36 weekly class periods**.

The classes may be taken for your own benefit and enjoyment with no tests or exams, however, regular attendance is required to be eligible for the **Certificate of Attendance**.

CERTIFICATE OR DIPLOMA

To obtain an **IVP Higher Certificate in International Etiquette and Protocol** you need to attend the **28 weekly period core course during the full six weeks** and obtain a minimum overall average of 70% in the many theory tests and practical exams.

To obtain an **IVP Diploma in International Etiquette and Protocol** you need to attend the **28 weekly period core course with an additional 8 periods per week (Total 36) during the full six weeks** and obtain a minimum overall average of 70% in the many theory tests and practical exams.

"The course content is so amazing and exciting... It is more of a journey which unravels itself to you... Everything just exceeds the expectations."

R.K. (India)

Curriculum

Each of our in-depth classes runs 90 minutes, covering a vast array of subjects, with interactive and practical activities and expert instruction.

The core program that all students attend consists of the following list of classes and the classes marked in violet are added to make up the Diploma program:

EUROPEAN ETIQUETTE

Everyday etiquette

- Essential manners
- Global greetings and introductions
- Gifts: giving and getting them right
- Hotel etiquette: the considerate guest
- Restaurant manners

Corresponding

- Sophisticated personal stationery and invitations
- Writing personal thank you, apology and condolence notes

Dressing

- Understanding formal and informal dress codes

Around the table

Table service, manners and hostessing practice: formal/informal table service practice where students take turns serving or managing table service and daily table manners feedback and correction

- Refining French and English style table manners
- The art of table conversation
- Making sense of seating precedence. Lessons 1 and 2
- Small talk

- Cutlery and tableware: traditions, trends and how to use them
- Table setting styles and standards
- Types of table service. Lessons 1 (theory), 2 (practice)
- Dealing with tricky foods: Lessons 1 (theory), 2 (practice) and 3 (practice)
- **Precedence 3: difficult cases**
- **Tableware and crystal: Trends and traditions**

Entertaining

- Pairing food and wine
- Food and drink taboos around the world
- European formal meals and menu planning
- Hosting cocktail parties and standup receptions
- Worldwide traditions for engagements and weddings
- **International rites of passage (naming ceremonies, etc)**
- **Organizing various receptions: buffet, garden party, picnic and barbecue**

Floral art and table decoration

These classes involve hands on practice in which small groups work together.

- Floral art practical. Lessons 1-6
- Table decoration practical. Lessons 1-6

Enhance the theme of your table with artistically arranged napkins. Awaken your creativity by discovering how to make classical and modern floral arrangements to complement the occasion.

Running an efficient home

Taught by professional butlers

- **Organization of storage in the house**
- **Hiring staff**
- **Managing staff**
- **How does the staff perceive you and gratuities**

International drink cultures

Their history, customs and traditions, with numerous demonstrations and tastings

- The world of tea. Lessons 1 and 2
- The world of coffee. Lessons 1 and 2
- After dinner coffee variables
- The world of chocolate
- **Herbal tea, healing plants**

I consider the summer I spent at the Institut Villa Pierrefeu to have been a great gift. IVP, that last vestige of elegance in a world where manners have seemingly gone astray, taught me skills that will never fade with time. Learning fine intercultural etiquette with all its subtle nuances has given me a confidence that I already feel sets me apart in a crowd. The knowledge I gleaned at IVP, a place where the art of finishing is constantly refined over time by experts in the field, is something no one can ever take away from me. If you are passionate about self-improvement and investing in yourself, there is only one place to go: that beautiful chalet above Montreux. For IVP has no competitors -- the last true Finishing school stands alone.

Erin, USA

Curriculum (continued)

INTERNATIONAL SAVOIR-VIVRE

This in-depth course explores the **international customs and etiquette across some major countries in the world**. You will understand how multicultural diversity applies to your life and business. **Master-classes on non-European dining skills will also be given.**

More specifically, the course includes:

background, history and culture; greetings, introductions & business cards; dress codes; dining and entertaining; conversational do's and don'ts; gift-giving; cultural surprises.

General

- International body language
- Traveling wisely- do's and don'ts for the businesswoman in foreign cultures

Europe/Africa

- France
- Germany
- Italy
- Nigeria
- Switzerland
- UK
- **Spain**

Americas

- Argentina
- Mexico
- USA
- **Brazil**
- **Guatemala**

Asia / Middle East

- China
- Japan
- India
- UAE
- **Introduction to the non Arab countries of the Middle East**

(The list of countries is subject to modification)

BUSINESS ETIQUETTE

Much of the content of the European etiquette and International Savoir-Vivre classes includes knowledge that also applies to business.

- Important points to bear in mind at the office and at meetings, telephone savvy and Netiquette
- Business dress sense
- Successful business meals
- Media training
- **Organizing a large event**
- **International forms of address**
- **Chinese business etiquette**
- **Doing business in the Gulf**

PROTOCOL

- Differences between official and diplomatic protocol, understanding the basics, ranks, precedence and titles
- Flag etiquette, anthems and state visits 1
- State visits 2 and other ceremonial events
- **Receiving VIP guests.**
- **Understanding titles of royalty and nobility**
- **Life in diplomatic service, taught by an Ambassador**

SELF-DEVELOPMENT

- Introduction to stress release
- Leadership training (Key aspects of Leadership)
- Social media and you
- **Exercises for posture, elegance and health**

EXAM PREPARATION

Classes to help you prepare for the practical exams

- PEX 1 Introduction to the IVP tests and exams and requirements
- PEX 2 Floral Art theory
- PEX 3 Practical exam explanations
- **PEX 4 How to communicate with presentation software (for those taking the Business Etiquette exam option) or Preparation for the practical Maitre exam**
- **PEX 5 Dressing for elegant receptions and analysis of outfit worn at exam**



Extra classes (booked for 3 or 6 weeks)

EFFECTIVE COMMUNICATION

What is “effective” communication? What assumptions should communication make about human beings in order to be effective?

- Public speaking, including dos and don'ts related to presentation software
- Effective communication in difficult circumstances
- Effective communication and personal influence
- Digital “natives”: who they are (if you're under 25, you're one of them), how they think and how they're impacting communication

You will consider relevant topics such as **body language, confidence and personal influence.**

PRACTICAL HOUSEKEEPING

Acquire the practical skills for the upkeep of your household.

- Principles of efficient house cleaning
- Upkeep and cleaning of furniture
- Care and cleaning of silverware
- Laundry, stain removal, ironing and general care of clothes and household linen
- Upkeep of household appliances and utensils
- Master the art of packing a suitcase

The class is given in small groups and involves mainly “hands on” practice.

OENOLOGY

Build the foundation for a lifetime of wine appreciation by learning about the world of wine, how to serve and taste wine, how to pair wine with food.

- An introduction to grape varieties
- The making of white, red and rosé wines as well as Champagne and other sparkling wines
- The rules of wine tasting and wine terminology
- Reading a wine label
- Storing and ageing wine
- “Old world” and “New world” wines

Several wines are tasted in each class to help students more fully understand the characteristics and qualities of the wines explained in theory.

LATIN DANCE

Perfect for beginners who want to learn the most basic steps of numerous Latin dances and soon you'll move your hips like a polished dancer!

- Cha-cha, Rumba and Tango
- Samba and Salsa
- Disco and Swing

The class is taught once a week at a dance studio in town. (Fee includes transport from and back to IVP)

Cancellation policy for extra courses

Please note that **once booked, extra courses cannot be cancelled for the first 3 weeks**, as the teachers will have reserved their time. Only students who started the course in June and who wish to change their extra courses at the end of their first 3 weeks can do so for the course in July.

PRIVATE FRENCH

(minimum of 3 private lessons of 1.5 hours)

Students have the chance to take one-to-one private French lessons. Each lesson is taught around a chosen theme and you are expected to interact in French immediately.

For beginners, the objective of the course is to:

- Learn some basic vocabulary
- Express simple thoughts and requests
- Ask and answer basic questions

For intermediate level students who have acquired good technical knowledge, but may not have spoken French in school or at University, the objective is to:

- Improve French pronunciation and oral skills
- Practice conversing
- Build vocabulary and clarify grammar



“... Our expectations were exceeded by far. We gained valuable knowledge in Etiquette & Protocol. The practical training was also excellent and will definitely benefit us greatly in the future in our daily personal and professional life...”

UAE

One-of-a-kind private sessions

We have created a curriculum filled with indispensable courses you can only fully learn at Institut Villa Pierrefeu. However, we also offer additional subjects as private one-of-a-kind sessions with experts in their field.

PERSONAL PRESENTATION (one-to-one)

Develop a good self-image and convey the right message with your choice of clothes, accessories and the colors that suit you.

- Learn personal style and proportions with a **one-on-one session with a professional stylist at her studio**
- Discover how to choose the best wardrobe concept for you, selecting clothes, colors, accessories, hairstyles and makeup

Transportation is not included in the fee.

STRESS RELEASE MADE EASY® (in private sessions)

Given by the only accredited specialist in Switzerland, you can benefit from a one-on-one private session to enhance your life and get an action plan.

- Understand yourself and your reaction to stressful situations
- Learn how exercising, breathing and nutrition influence stress management
- Master the art of resilience and staying strong through the powerful technique of MIP®

MEDIA TRAINING

(Group class included in Core course)

Facing the media for any reason, positive or negative, is a nerve-racking experience. Aggressive journalists, tough questions, bright lights and noise can unhinge even the calmest individual. How to prepare? What guidelines can prepare you for any media situation? What to avoid? Above all, what do most journalists want and how to give it to them in ways that serve their interests as well as yours?

(Private sessions)

You will face an inquisitive, biased and aggressive 'journalist' who will bombard you with questions about a crisis situation. You will be uncomfortable yet need to stay calm in order to get your message across and not make basic mistakes. You will then be debriefed on your strengths and opportunities for improvement.

LEADERSHIP TRAINING

(Group class included in Core course)

Leadership is the ability to get people to follow you. It is easily the most sought-after skill in companies and organisations today. It is expected not only of managers, but also of employees at all levels and in all positions. But what does good leadership consist of? Why and in what ways does leadership fail?

(Private sessions)

You will be interviewed by a 'recruiter' who expects you to give evidence of your leadership skills. You will be tested in several ways and then debriefed on your strengths and opportunities for improvement.



DIPLOMATIC PROTOCOL

(with an Ambassador in private sessions)

Should you personally need to learn the finer details of various aspects of official and diplomatic protocol, a Swiss Ambassador, former deputy Chief of Protocol, can answer your questions, drawing from his vast experience in diplomacy and protocol.

CHINESE BUSINESS ETIQUETTE (in private sessions)

This session will be tailored to your personal and/or professional needs. It can cover specific professions, specific settings/contexts, or delve into particular topics within Chinese etiquette. This is particularly suitable for those seeking to live or work in China and is given by a Chinese businesswoman.

BUTLER & ESTATE MANAGEMENT (in private sessions)

Taught by an experienced Butler you will discover the finer details of efficiently managing houses with staff or learn about caring for high quality bespoke men's clothing.

Cancellation policy: Our one-of-a-kind private sessions can only be scheduled on certain dates, as renowned specialists with very busy schedules teach them. As a result, they **must be booked and be paid for well in advance and the reservation is then final with no refund, unless another person is on the waiting list.**

Miscellaneous information

A UNIQUE ENVIRONMENT

IVP is located in a private park in Glion, just above the city of Montreux, overlooking Lake Léman. The students benefit from the school's calm and secure location as well as breathtaking views.

The nearby picturesque town of Montreux, renowned for its international festivals and its micro-climate, provides much entertainment during leisure time. **In July, Montreux hosts a world famous Jazz Festival.** In 2019 it will also host the "**Fête des Vignerons**" which is recognized by UNESCO on its list of intangible cultural heritage. The "Fête des Vignerons" brings generations together, connecting people from the villages, the countryside and the vineyards, locals and foreigners, and offers each visitor the opportunity to go beyond themselves, to transcend and collectively participate in a show unique in the world.

There are many sports facilities in the area as well as cultural events to attend. With Paris and Milan only three hours away by train and many other famous European cities within an hour by plane, students can take short weekend trips.

INTERNET ACCESS

Internet access is available on your own notebook/tablet/phone with Wi-Fi.



RELIGION

The Catholic church is situated just below the school, a Protestant church five minutes from the school and a Russian Orthodox church in Vevey. The synagogue is in Lausanne (30 minutes by train). Muslim students may be excused from classes and activities for prayers.

ON CAMPUS ACCOMMODATION (LODGING)



"Resident" students: IVP offers **pleasant boarding school style accommodation on campus**, in double or triple rooms with their own bathroom. For all on campus single rooms, the bathroom is shared with one or more people.

Students who prefer a single room with their own bathroom are lodged at the Hotel Victoria, which is right next to the school.

The prices for the various types of rooms are on the application form. **Students are grouped by age and room allocation is made in order of enrolment.**

Students are expected to keep their rooms and bathrooms tidy at all times. They are cleaned daily and sheets (provided by the school) changed once a week. Towels and toiletries (Kleenex, soap, shampoo, etc) are not provided, therefore students are requested to bring their own.

Self-laundering facilities are available for the Resident students, otherwise there are laundry and dry cleaning services in town.

As this course is meant for adults, students are free to come and go as they wish, outside of class hours and practical duty times (i.e. hostessing or table service at lunch). There are no curfews. The sleep of the other students must however be respected and no noisy activities allowed from 10 pm to 7 am the following morning. Should this not be observed, the student will be asked to move to a hotel.

Visitors (including family members) are not allowed to visit or stay in the school buildings. They are of course welcome to visit on the arrival and departure days.

Students should **arrive on Sunday between 10am and 3pm and leave their room at noon on the Friday that their course ends.**

It is indispensable that our students follow and respect the school rules to create a pleasant atmosphere for all, so that the program can run smoothly and all participants enjoy their stay.

OTHER ACCOMMODATION

"Day students": Students can also stay in a hotel or Bed and Breakfast of their choice, though this is usually when they come with family members and staff. **A list of recommended hotels (including one with cooking facilities) can be requested from the school.** Some hotels have a mid-March deadline for booking long stays, so early reservation is highly recommended.

Because of the "Fête des Vignerons", it will be extremely difficult to find accommodation in the area as this event takes place only once every 18 to 25 years!

Miscellaneous information (continued)



My wish is to return to IVP and learn more and more. The level of professionalism and knowledge Institute Villa Pierrefeu has given me is simply impressive. Surrounded by the most remarkable teachers, I have observed a transformation in myself. I am most impressed by the standards you have set at the Institute and how you encourage others to share their local knowledge, culture and customs. We have learned how to understand and connect with people, no matter what country or background they come from.

J.R. Canada + Latvia

MEALS

Breakfast (for Resident students) and lunch (for all) are included Monday to Friday. Dinners and weekend meals are the responsibility of the student.

As it is necessary for table manners and service practice, lunch is provided from Monday to Friday and consists of a European style menu with meat or fish and a vegetarian menu. Whenever the main menu of meat or fish is not suitable for religious reasons, students can opt for the vegetarian menu. All vegetables and starches are cooked with purely vegetarian ingredients. This meal is included in the fees.

Should you have any food allergies or religious restrictions, please make sure it is mentioned in the medical history so that we can see if this can be taken into account for the practice meals. We regret that we cannot cater for any medical diets.

For dinner and week-end meals, students usually go to town to try the many varied cuisines available in the restaurants.

If they wish to prepare a light meal, Resident students have a rice-cooker, a simple microwave and fridge available in a kitchenette, as well as a kettle for making hot drinks.

There are also food delivery services from town, mainly for Italian, Indian and Chinese dishes as well as salads.

PERSONAL PROBLEMS

The Principal will be happy to assist and resolve as appropriate, with the support of an excellent team of staff, any problems that a student may have during her stay.

SMOKING, ALCOHOL AND DRUGS

Students are only permitted to smoke on the designated smoking areas. Students who do not respect this rule will receive one warning before being asked to leave the school.

Alcohol abuse, the possession, dealing and/or taking of drugs will result in the immediate expulsion of the student from the school.



Thank you so much for developing such a wonderful curriculum, for giving me so much extra attention and support, for being demanding and holding everyone to the highest standards of excellence. I feel so much better equipped for life as a result ...

■ Russia

How to apply

WE ACCEPT

Women over 18 years old (no upper age limit), with a good working knowledge of English.

DATES OF COURSE

The Summer Course program is planned over a period of 6 weeks, from Sunday June 16 to Friday July 26, 2019.

If you can only come for 3 weeks, you will cover 50% of the curriculum described in the preceding pages. You can also choose to come for 3 weeks one year and complete the program the following year.

Dates for the 3 weeks are from Sunday June 16 to Friday July 5 or Sunday July 7 to Friday July 26.

Priority is given to students applying for the full 6 week program.

DEADLINE FOR APPLICATION

There is no deadline for application, but we strongly encourage you not to wait until the last moment to reserve your place. Please be aware that spaces for the Diploma classes and all practical exams are limited. These spaces are only reserved for students who sign up early and pay all fees in full on time.

The application fee of CHF 600.-- should be paid upon application and is not refundable (unless the student cannot be accepted).

ADMISSION PROCEDURE

Applications are acted upon as they are received and to be processed should include all the required documents (see application check list).

Recommended insurance

For your stay in Switzerland, be sure to have **medical and accident insurance** as medical care can be quite expensive. (Minimum coverage: 50,000 USD or EUR)

We also recommend that you take out **travel and cancellation insurance**, in case you have to amend your plans for any reason.

PASSPORT

Your passport must be valid for the entire length of your stay plus 6 months. An identification card can only be accepted for EC (European Community) nationals.

VISA FOR SWITZERLAND

Since the end of 2008 Switzerland is part of the Schengen treaty countries so that, should a Schengen **tourist visa** be required for your nationality, you need to apply to the Swiss Embassy or Consulate of your country of residence. **For a short stay, a Schengen visa is not required for nationals of most European countries, Australia, Japan, Malaysia, North America and the UAE.**

The visa should be valid for the full duration of your stay. If you already have the required Schengen tourist visa please send us a copy. Otherwise, we will enclose the **attestation for the Embassy once the full fees have been paid**. Should a student not come or miss too many classes, the school has to inform the authorities and the visa is then cancelled.

APPLICATION CHECK LIST

Please note that only a completed application will be processed

- Before:**
 - Prepare all of the documents you need (points 2 & 3) in digital format (PDF, JPEG, PNG, Word)
 - Follow steps 2 and 3
- Use:** [REDACTED]
 - Fill in and sign the application form (pages 11 to 14 of this document)
 - Add your passport photo
 - Press "Submit" to send the document to us. You will also receive a copy by email.
- Email to** [REDACTED] **the following documents in their digital form:**
 - A CV (résumé) or short bio
 - A copy of your passport
 - A copy of a valid Schengen visa (if applicable)
 - Proof of payment



Personal Information

111. Title (Ms, Mrs, other) _____

112. First Name(s) / Given Name(s) _____

113. Last Name(s) / Surname(s) _____

114. Father's First & Last Name(s) _____

Passport

121. Date of Birth (DD/MM/YYYY) _____

122. Place of Birth _____

123. Nationality(ies) _____

124. Passport # _____

125. Issued by (Country) _____

126. Valid From (DD/MM/YYYY) _____

127. Valid Until (DD/MM/YYYY) _____

128. Schengen visa:
 I don't need a visa I have a valid visa I will need an attestation for the visa

Communication

131. Mobile # (including country code) _____

132. E-mail _____

133. Facebook _____

134. Twitter _____

Mailing Address

Select to copy info from "Personal Information"

151. Title _____

152. First Name(s)/ Given name(s) _____

153. Last Name(s)/ Surname(s) _____

154. Company _____

155. Position _____

156. Full Address _____

157. City, Zip Code, State _____

158. Country _____

161. Direct Tel # (including country code) _____

162. E-mail or Fax # _____

General Information

141. Company or Place of study _____	Photo
142. Sector or Major _____	
143. Job Title or Student _____	
144. Religion _____	
General	
146. Who recommended IVP? How did you find IVP? _____	

147. What do you hope to gain from the course? _____	

148. Have you already attended any Etiquette courses? <input type="radio"/> Yes <input type="radio"/> No	
Which one(s) & Where? _____	

149. Do you work for the media (press, TV, ...) <input type="radio"/> Yes <input type="radio"/> No, which one? _____	

Billing Address (if different from Mailing Address)

171. Title _____

172. First Name(s)/ Given name(s) _____

173. Last Name(s)/ Surname(s) _____

174. Company _____

175. Position _____

176. Full Address _____

177. City, Zip Code, State _____

178. Country _____

181. Direct Tel# (including country code) _____

182. E-mail or Fax # _____

Booking Summary

I am booking:

- 6 Weeks starting **June 16**, 2019
 3 Weeks starting **June 16**, 2019 (to July 5)
 3 Weeks starting **July 7**, 2019 (to July 26)

I have chosen to take the following program:

- Core Course** (28 weekly periods)
 Core Course **without** exams
 Core Course **with** Higher Certificate tests & exams

Diploma Course

 (36 weekly periods)

- Diploma Course **without** exams
 Diploma Course **with** Diploma tests & exams

I will be lodging:

- On campus or Hotel Victoria "Resident Student"
 Outside as a "Day student" - Please give us the address of where you will be staying.

I will be paying by:

The **payment** according to the Financial Conditions on this Application Form can be done:

By Bank Transfer to **UBS SA (Bank)**, 41 Avenue du Casino, 1820 Montreux, Switzerland. **Beneficiary:** Institut Villa Pierrefeu SA, Route de Caux 28, 1823 Gilon, Switzerland by **BIC/Swift:** UBSWCHZH80A or **ABA** 267 007 993 a/c N° 249-G5763255.0
IBAN: CH81 0024 9249 G576 3255 0

By Credit card with Visa, Mastercard or Amex and will incur a 3% - 6% surcharge.

Date, Place, Student's Full Name & Signature

Application Form (Fees in Swiss Francs) Summer 2019

1. Application Fee & Deposit		3 Weeks	6 Weeks	Total
Application Fee (Also for returning students)		CHF 600.-	CHF 600.-	CHF 600.-
Deposit		CHF 1'200.-	CHF 2'400.-	
Remainder refunded 60 days after the course ends				
Sub Total 1 - Application Fee & Deposit				
<i>Must be paid in full on application</i>				
2. School Fees (Weekly periods)		3 Weeks	6 Weeks	Total
2.1 Finishing Programs (taught in English)				
Core Course OR (Weekly 28)		CHF 7'920.-	CHF 15'840.-	
IEP Diploma Course (Weekly 36)		CHF 9'570.-	CHF 19'140.-	
2.2 Extras				
Books for Higher Certificate / Diploma		CHF 450.-	CHF 450.-	
Exam Fees for Higher Certificate / Diploma		CHF 1'200.-	CHF 1'200.-	
Effective Communication (3 classes of 1h30)		CHF 480.-	CHF 960.-	
Oenology (3 classes of 1h30)		CHF 480.-	CHF 960.-	
Practical Housekeeping (3 classes of 1h30)		CHF 360.-	CHF 720.-	
Latin dance & transportation (3 classes of 1h30)		CHF 180.-	CHF 360.-	
Private French language (3 lessons of 1h30)		CHF 660.-	CHF 1'320.-	
The Art of Personal Presentation (3 hours once only)		CHF 480.-	CHF 480.-	
Stress Release Made Easy (private class, per hour)		* CHF 250.-	* CHF 250.-	
Media training (private class, per hour)		* CHF 360.-	* CHF 360.-	
Leadership training (private class, per hour)		* CHF 360.-	* CHF 360.-	
Diplomatic Protocol (private class, per hour)		* CHF 400.-	* CHF 400.-	
Chinese business etiquette (private class, per hour)		* CHF 360.-	* CHF 360.-	
Butler & Estate Mgt (private class, per hour)		* CHF 360.-	* CHF 360.-	
* More sessions possible on request				
2.3 Accommodation				
On campus, Double / Triple room sharing bathroom		CHF 2'200.-	CHF 4'400.-	
On campus, Single room sharing bathroom		CHF 2'880.-	CHF 5'760.-	
At Hotel Victoria, Single room with own bathroom		CHF 4'340.-	CHF 8'680.-	
Sub Total 2 - Schools Fees (Program, Extras & Accommodation)				
<i>Must be paid by April 1st (starting June) or May 1st (starting July)</i>				

Art. 1: GENERAL

- 1.1. Institut Villa Pierrefeu, S.A., Route de Caux 28, CH-1823 Glion (Switzerland) thereafter "the School".
- 1.2. The Summer Course is planned over 6 weeks **and preference is given to students applying to study the complete course. Please note that students who can only come for a shorter stay will not cover all of the material mentioned in the curriculum.**
- 1.3. The school may amend the program, content or location without notice.
- 1.4. **Students must be over 18 years old to apply.**

Art. 2: DEFINITIONS

- 2.1. **The Application Fee** is not refundable.
- 2.2. **The Deposit depends on length of stay.** It is used to cover personal miscellaneous expenses such as: books and stationery, extra courses and private lessons, visa handling, cultural events, etc.
Note: The School cannot advance money to the students so they should arrive with their pocket money and travel tickets. Each student has a personal safe in her room for her valuables. After the end of her sojourn, the student will receive a detailed bill for miscellaneous expenses, the total of which will be deducted from the deposit and **the balance refunded within 60 days of the student's departure.**
- 2.3. **School Fees:**
For "Resident students" the School fees include: **the lessons for the chosen IEP course, accommodation, breakfast and lunch Monday-Friday, the one Saturday full day excursion per 3 weeks, residence tax and contribution to the expenses for school facilities & infrastructure.**
For "Day students": **lessons for the chosen IEP course, lunch Monday to Friday, the one Saturday full day excursion per 3 weeks, contribution to the expenses for school facilities and infrastructure.**

Art.3: PAYMENTS

- 3.1. The "Application Fee" and the "Deposit" must be paid in full on application.
- 3.2. The "School Fees" must be paid by **April 1st** for June entry; **May 1st** for July entry.
- 3.3. **Late payment:** places that have not been reconfirmed by the payment of the full fees when due will be given to other candidates.
- 3.4. **Credit Card payment** will incur a surcharge of 3% - 6%.

Art. 4: CANCELLATION AND REFUND

- 4.1. **All cancellations must be confirmed by registered letter.**
- 4.2. The "Application Fee" is refunded only if the applicant cannot be accepted.
- 4.3. If the letter is received **after** April 1st for June, May 1st for July, and a student cannot be replaced, a cancellation fee of CHF 2'000.-- **per week**, depending on the length of the stay booked, will be charged.
- 4.4. If the letter is received **after** April 1st for June, May 1st for July, and a student can be replaced by you, a total cancellation fee of CHF 1'500.-- will be deducted from the deposit and fees paid to date, the remaining sum will be refunded.
- 4.5. **Once the student has started**, she cannot cancel a reserved stay and only the balance of the deposit for miscellaneous expenses, if any, is refunded.
- 4.6. **If a student is expelled or leaves before the end of her booked stay, only the balance of the deposit for miscellaneous expenses, if any, is refunded.**

4.7. We strongly advise that you take out travel and cancellation insurance, in case you have to amend your plans for any reason.

Art. 5: REASONS FOR EXPULSION

5.1. Students will be expelled who: fail to comply with the rules and regulations, having received one warning (no warning is given for alcohol abuse, the possession, dealing or taking of drugs); persist with a negative attitude towards their studies, other students or staff; behave in such a way as to damage the School's reputation.

Art. 6: ABSENCES

6.1. No reductions or refunds will be made to a student who is absent during the course; is unable to attend a class; or cannot participate in an excursion or activity included in the program, whatever the reason may be.

Art. 7: NON-DISCLOSURE & PRIVACY

7.1. The students shall respect, protect and maintain the privacy and confidentiality of all information relating to the other parties and shall not, during the period of this Agreement, or at any time after its termination, divulge any information to any person without prior written authorization from the party involved. **People working directly or indirectly for the media** must inform the school by filling point 149 under "General Information".
7.2. The student authorizes the School to use her image in any media form (picture, sound, video, ...) carefully selected by IVP for educational or promotional purposes (book, brochure, website, press, ...). Should you disagree, you must inform the School in writing.

Art. 8: INTELLECTUAL PROPERTY

8.1. All of Institut Villa Pierrefeu's own class materials and the training you are receiving are copyrighted and for personal use only. They **cannot be used directly or indirectly for any commercial purposes** (free or income generating - i.e. Educating, consulting, training, media, ... list is non exhaustive) without a **prior written licensing agreement being signed** by the Principal and the corresponding fees being paid. By breaking this rule, the student agrees to indemnify the School for the expenses incurred as a result.

Art. 9: LAW AND JURISDICTION

9.1. If the fees have not been paid by the requested date, they are considered as a debt within the meaning of Art. 82 LP.
9.2. This agreement is made under Swiss legislation, and it is formally agreed that Swiss jurisdiction shall be applied whatever may be the residence of the student. Legal residence is elected in Switzerland, in the Canton of Vaud, and any difficulties which might arise from the present agreement would be submitted for decision to the local court in Montreux/Vevvey. **This contract is valid once the student's application has been accepted in writing by IVP.**

Art. 10: SIGNATURE

10.1. **Place, date and signature of the student who declares that having carefully read and truthfully completed the "Application form", the application documents (Bio, etc) and the financial conditions, she formally accepts them and will respect the School Rules and Regulations.**

Date, Place, Student's Full Name & Signature



CHECK-IN & CAMPUS TOUR

The check-in of the students and campus tour is on **Sundays June 16 and July 7 from 10 am to 3 pm**. Please plan to arrive at the school during that time period.

TRANSPORTATION

From **Geneva (GVA) Airport, Switzerland**
By private car: We can book a car for you at a rate of CHF 330.- to 360.- depending on the company. You should pay the driver in cash or by credit card (VISA and Mastercard are accepted). It takes 60-90 minutes to Montreux/Glion. **In case you have reserved a car with us but don't use it, we will have to charge the initial amount plus VAT of 7.7%.**

By train: From the airport there are direct trains to **Montreux** (75 min.) Then take a taxi (5 min.) to Glion.

When you want to go from the school to **Montreux**, you can either use: The **train** (15 minutes), the **cable car** (7 minutes) or a **taxi** (5 minutes).

Vaccinations & Date (if known: not compulsory but for information)

<input type="checkbox"/> 611. Smallpox	<input type="checkbox"/> 617. Hepatitis B
<input type="checkbox"/> 612. Diphtheria	<input type="checkbox"/> 618. Other
<input type="checkbox"/> 613. Whooping cough	
<input type="checkbox"/> 614. Tetanus	
<input type="checkbox"/> 615. Poliomyelitis	
<input type="checkbox"/> 616. BCG	

General medical questions

621. Blood group and Rhesus factor (if known): _____

622. Any past illness, operations, serious accidents ? _____
Specify which one(s): _____

623. Any physical or mental disabilities? _____

624. Any known food allergies ? _____

625. Are you vegetarian ? _____

626. Are there any foods you cannot eat (for medical or religious reasons)? _____

627. Any other known allergies (medicines, etc)? _____

628. Any prescribed medicines or drugs? _____

Date & Place

Full name and Signature of the student

Do you have an international medical insurance?

Yes, I am covered for the length of my stay

Note: Students who study in Switzerland for **less than 3 months** must be insured for illness and accidents and the insurance must be valid for the duration of their stay and cover them for expenses incurred in Switzerland.

A credit card guarantee must be given in any case (below) so as to cover emergencies, as the hospitals generally demand a large deposit.

To be completed by the cardholder

By signing at the bottom of this page, I hereby authorise Institut Villa Pierrefeu S.A. (the school) to debit my card to **cover medical and other related expenses** that:

I or (applicant's name: _____) may incur during my (her) sojourn at the School.

I understand that hospital and medical bills can get to the school **up to 9 weeks** after departure.

631. Card: Mastercard Visa // Amex Diners JCB

632. Card Number: _____

633. Card Expiration Date (mm/yy): _____

634. Cardholder's Name (as on card): _____

635. Cardholder's Address: _____

Date & Place

Signature of the cardholder

A day in the life at IVP - Sample timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
07:30-08:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
08:30-10:00	Core & Diploma Courses Classes	Core & Diploma Courses Classes	Core & Diploma Courses Classes	Core & Diploma Courses Classes	Core & Diploma Courses Classes	
10:15-11:45	Core & Diploma Courses Classes	Core & Diploma Courses Classes	Core & Diploma Courses Classes	Core & Diploma Courses Classes	Core & Diploma Courses Classes	
12:00-13:00	TSP* Table Service Practice	Informal Lunch*	TSP* Table Service Practice	Informal Lunch*	TSP* Table Service Practice	Informal Lunch*
13:15-14:00	Lunch for Service Group	Lunch for Service Group	Lunch for Service Group	Lunch for Service Group	Lunch for Service Group	
14:00-14:15	IEP Tests (students taking the exams)		IEP Tests (students taking the exams)		IEP Tests (students taking the exams)	
14:30-16:00		Diploma Course Advanced Etiquette		Diploma Course Advanced Etiquette	Practical Housekeeping	
16:15-17:45	HC Course Floral Art or Table Decoration	Diploma Course Advanced Etiquette	Private French	HC Course Floral Art or Table Decoration	Diploma Course Advanced Etiquette	Latin Dance (off campus)
18:00-19:30	Oenology	Diploma Course Floral Art or Table Decoration	Effective Communication	Diploma Course Floral Art or Table Decoration		

Included in **both courses**
 Included in **HC Course**
 Extra class (add. costs)
 Included in **Diploma Course**

The **Core course** includes 2 weekly lessons of **Floral Art** and **Table Decoration** (Monday/Wednesday or Tuesday/Thursday)

*TSP or Table Service Practice is held in the **formal dining room at lunch**. 12 students practice European style table service, manners and role-play. (TSP counts for 4 weekly periods of class). **Informal lunch**: Lunch in the informal dining room for the other students includes table manners and conversation practice.

One of a kind classes are placed according to each student's individual timetable.



“ ... In my life, I’ve never experienced anything like this, nor have I felt more enriched. Everyday I learned something new.”

■■■■
(India)

“What I learned in Pierrefeu: Not only knowledge, such as language, manners and culture, but also I acquired the skills to cooperate with people who have different cultures through daily life as well as classes.”

Akemi
(Japan)