



**UNIVERSITY COLLEGE OF
HOSPITALITY MANAGEMENT
AND CULINARY ARTS**
HOTEL SCHOOL SANT POL DE MAR

Affiliated to:



www.santpol.edu.es

Master in Culinary Arts and Kitchen Management 2023-2024

Admission & Enrolment Form

International Student



**HOTEL SCHOOL
SANT POL DE MAR**
HOSPITALITY MANAGEMENT
AND CULINARY ARTS

Founding member



ADMISSION PROCESS

In order to start the application process to become a future student of EUHT StPOL, the candidate must submit the following:

- 1. Admission Application Form duly completed**
- 2. Documents to be attached to the Application Form**

Please all the documentation attached in **one single** email to admissions@santpol.edu.es

We will confirm you the reception of your application once we received the complete documentation. Our Admissions Department will guide and help you in the whole application process.

Admissions Departament EUHT StPOL

Phone +34 902 021 925

Calling from outside Spain: +34 937 602 240

WhatsApp: +34 635 594 464

Correo electrónico: admissions@santpol.edu.es

1. ADMISSION APPLICATION FORM 2023-2024

Please use capital letters to fill in the form by hand.

PERSONAL DETAILS

Name _____ Last Name _____

Place and date of birth _____ Man Woman

ID/Passport _____ Nationality _____

STUDENT ADDRESS DETAILS

Street Name _____ Nº _____ Flat _____

Town/City _____ Province _____ Postcode _____ Country _____

Mobile phone _____ Phone _____

E-mail (CAPS) _____

SECURITY CONTACT DETAILS (RELATIVE/COLLEAGUE) *COMPULSORY*

Name _____ Last Name _____

Relationship _____ Phone _____

E-mail (CAPS) _____

PREVIOUS STUDIES

Completed Studies / Diploma obtained	Duration	Year of graduation	University	City/ Country
Studies in course	Year started	Expected End	University	City/ Country

The undersigned hereby certifies the truth of the details given above and accepts the conditions and regulations of internal use stipulated by EUHT StPOL and accepts each and every condition exposed in this document.

Signed in _____ on _____ 202__

Signature:

I hereby declare that I have fully read and understood the clauses (A) and (B), about legalization and optional academic fees.

Signature:

LEGAL NOTICE:

In compliance with articles 5 and 11 of the Spanish LOPD, we hereby inform you that your personal data will be included in our files for the effects of maintaining and developing the activities of EUHT StPOL, and may be passed on to all public bodies that might legally correspond and to the bank institutions with which we work for the payment and/or receipt of monetary amounts when this might proceed due to the needs of the service (page 7).

However, EUHT StPOL guarantees the holder of the data the exercise of all rights of access, rectification, cancellation and opposition to the data concerning them, by writing to the following address: EUHT StPOL Ctra. N-II s/n km664, 08395 Sant Pol de Mar (Barcelona) FAO Marketing and communication department.

The holder of the data is informed of the communication and treatment of said data under due conditions of security and professional secrecy for the period which might be necessary for the purpose for which they are collected, treated and granted.

2. DOCUMENTATION TO BE ATTACHED

Please note that all documents must be clearly visible

- Duly completed and signed the admission application form
- Passport (with expiration over 1 year)
- Copy of NIE (only for residents in Spain)
- Passport photo in digital format (only.jpg)
- Degree diploma and transcript/ academic certificate, certifying studies completed that provide access to MCAKM
- Curriculum Vitae (CV) according professional standard
- Recommendation Letter
- Motivation Letter

FOR ENROLMENT

- Copy of the international medical health insurance ² (Read page 6)
- European Diploma Supplement (SET) only for European diploma
- Residence Form (optional service)

OTHER REQUIREMENTS

Interview: The candidate should sit for an online interview with a member of the Director Board. It will be scheduled previously by the EUHT StPOL Admissions Department.

Annex

Students with foreign completed studies at a higher education institute/ university must submit for enrolment:

- A legalized copy of your degree-diploma.
- If you have not received your diploma, you can submit a copy of the receipt of the payment for issuing your diploma.
- Legalized original (or notarised copy of) transcripts/ personal academic certificate of the completed university degree (preferably with an average mark out of 10)
- A letter from the home university which allows student to study a postgraduate level degree
- European Diploma Supplement or Certificate issued by the home university that allows admission to master studies.

(1) Legalization of documents issued abroad

A. Documents issued in member states of European Union (UE) or signees of the Agreement on the European Economic Space.

They are not required any legalization

B. Documents issued in Countries having signed the HAGUE CONVENTION of 5 October 1961

Only the apostille stamp of the competent authorities is required in legalizing documents from these countries

Albania	Dominica	Liechtenstein	Russia
Andorra	Dominican Republic	Lithuania	Saint Kits and Nevis
Antigua y Bermuda	Ecuador	Luxemburg	Samoa
Argentina	El Salvador	Macao	San Marino
Armenia	Estonia	Macedonia	Santo Tome y Principe
Australia	Fiji	Malawi	Serbia
Austria	Finland	Malta	Seychelles
Azerbaijan	France	Marshall Islands	Slovakia
Bahamas	Georgia	Maurice Island	Slovenia
Bahrein	Germany	Mexico	South Africa
Barbados	Greece	Moldova	St. Lucia
Belarus	Grenada	Monaco	St.Vicent & Grenadine
Belgium	Guatemala	Mongolia	Suriname
Belize	Honduras	Montenegro	Swaziland
Bolivia	Hong Kong	Morocco	Sweden
Bosnia- Herzegovina	Hungary	Namibia	Switzerland
Brazil	Iceland	Netherlands	Tajikistan
Brunei	India	New Zeland	Tonga
Bulgaria	Ireland	Nicaragua	Trinidad y Tobago
Burundi	Israel	Niue Island	Tunisia
Cabo Verde	Italy	Norway	Turkey
Chile	Japan	Oman	Ukraine
Colombia	Kazakhstan	Panama	United Kingdom
Cook Islands	Korea (Republic of)	Paraguay	Uruguay
Costa Rica	Kyrgystan	Peru	U.S.A
Croatia	Latvia	Poland	Uzbekistan
Cyprus	Lesotho	Portugal	Vanatu
Czech Republic	Liberia	Romania	Venezuela
Denmark			

C. Documents issued in countries that have signed the Agreement Andrés Bello

All documents should be legalized by diplomatic via.

- Ministry of Education in the country of origin for qualifications and academic certificates
- Ministry of Foreign Affairs in the country that has issued the documents
- The Spanish Consulate or Consular representation in the country of origin.

D. Documents issued in other countries

All documents should be legalized by diplomatic via.

- Ministry of Education in the country of origin for qualifications and academic certificates
- Ministry of Foreign Affairs in the country that has issued the documents
- The Spanish Consulate or Consular representation in the country of origin.

E. Official Translation

All documents issued in a foreign language except for documents issued in English language by the home institution, must be accompanied by a sworn translation into Spanish.

- Any diplomatic or consular representation of the Spanish State abroad.
- Diplomatic or consular representation in Spain of the applicant's country or the country of origin of the document.
- A sworn translator duly authorised and registered in Spain.

NOTE: For more information, you can contact the Embassy or Consulate of Spain in your country.

(2) Copy of personal private medical-health insurance

A. Students from countries of the European Union:

Photocopy of the private medical-health card valid for Spain or a photocopy of the European Health Insurance Card (EHIC) valid for use in Spain.

B. Students from other countries:

They must hold a private medical insurance valid for Spain during the time of their studies and internships in EUHT StPOL. This insurance must show the following:

- Name of the student
- Name of the insurance company
- Policy number
- Validity (in the case of insurance renewal, the receipt must be presented at the secretary's office)

NOTE:

- The medical insurance must be the same that was submitted to the Spanish Consulate for obtaining student visa residence.
- We recommend to check the insurance conditions if it meets the requirements for applying student visa residence to the Spanish Consulate.

FEES

A. ACADEMIC FEES

Total Academic Fee: 16.900€

First Payment

Payment of **3.000€** in order to reserve your place.

Rest of the amount

The student must pay the remainder **13.900€**, one month before classes start.

Payment methods:

Option 1: By [Flywire](#), an international platform to transfer money in your own currency without additional bank fees.

Click here euhtstpol.flywire.com choose the amount and make the payment. Quick and easy.

Option 2: By bank transfer issued from abroad:

Account Name: ESTUR S.L.

BBVA (Banco Bilbao Vizcaya Argentaria)

Office: 1008 – Carrer Mallorca 419 – 08013 Barcelona (Spain)

IBAN ES48 0182 1008 72 0101507980

ACCOUNT: 0182 1008 72 0101507980

BIC/SWIFT: BBVAESMMXXX

Reference/ Concept: **Student's name and surname + MCAKM**

NOTE: If any bank transfer amount is returned, the bank expenses will be charged to the student.

B. ACADEMIC TAXES AND DIPLOMA FROM UdG

Students will receive EUHT StPol Diploma and a second one, which is mandatory. They can choose between:

- University Diploma of Specialisation in Culinary Arts awarded by University of Girona.
- Master's Degree in Culinary Arts (Título Propio) awarded by University of Girona. (Only for those students who accomplish the academic requirements)

The cost of the academic taxes is **900€ and it is included in the tuition fee**. However, it is not subject to any scholarship or financial aid.

UdG will required the payment of an additional fee of **185€** per copy in order to issue its diploma.

Please note that fees may be subject to changes each year.

C. UNIFORMS & UTENSILS

The MCAKM students will need the following pieces of clothes and utensils from the first day of the classes.

C. 1. UNIFORMS

Uniform Shop [SE DIFERENT](#)

Calle Sant Joan nº 56, Calella.

Email: info@uniformes-sediferent.com

Whatsapp: [+34 722 158 887](https://wa.me/34722158887) / Tel: +34 93 766 1626

Uniform	units
Kitchen Jacket	2
Kitchen Trousers	2
Chef hat	2
Kitchen Shoes	1

Payment methods:

The price of this uniform pack is **€300 (VAT included)** and has to be paid on the shop or by the shop online, through this link:

- <https://www.uniformes-sediferent.com/producto/pack-uniformes-macdc/>
- password: EUHT2021M

NOTE:

- In case of special size, please put yourself in contact with the shop with enough time.
- The shop will need at least one week to prepare the order.

It includes persona ID on the clothes by the School.

C. 2. UTENSILS

Items	units
Knife set case	1
Knives	3
Peeler	1
Kitchen Scissors	1

It's compulsory to have a knife set (3 knives and a peeler). In case the student does not have one, EUHT StPOL offers to purchase the complete set through the following link <https://bit.ly/2DszqNc>. The price is **105€**. You will be able to pick up your set at the Admission Department the first day of classes providing us with your payment receipt.

D. STUDENTS RESIDENCE

EUHT StPOL has a residence for students with 3 food services included: breakfast, lunch and dinner. If you are interested, ask the Admissions Department to obtain the residence form. admissions@santpol.edu.es

E. LAUNDRY SERVICE

The hotel-school has an optional laundry service for the uniform. The cost of this service for the whole course is **220€**. This service can be acquired through the following link <http://bit.ly/2ggEmnv>
School residents have this service included in the price.

F. COURIER SERVICE FOR SENDING ACCEPTANCE LETTER FOR STUDENT VISA

In order to ensure the correct receipt of the original letter of acceptance for students to get their student visa, the letter will be sent by private courier (US). The cost must be paid by the candidate along with the admission fees.

Courier Prices: **Europe: 65€ / Other countries: 75€ / Russia: 110€**

PAYMENTS

Concept	Amount	Payment method
A. Academic Fee	16.900€	One payment before classes start
B. Taxes UdG*	900€	Included in the academic fee
B. Diploma UdG	185€*	Payment to UdG
C.1 Uniform	300€	Payment to shop or shop online
C.2 Utensils	105€	Online payment
F. Courier visa letter	65€ (Europe) 75€ (Other countries) 110€ (Russia)	Payment

*This price is subject to change.

CASES OF JUSTIFIED RELINQUISHING

When a candidate relinquishes their studies at EUHT StPOL once any amount has been paid for any item (example: admission, enrolment, accommodation and maintenance), the amount paid will only be returned in the following cases:

- When a candidate asks to leave EUHT StPOL, the candidate will only be entitled to be refunded the amount paid, less a 15% deduction, when they should report their intention in writing at least 90 days before the beginning of the school year.
- When a candidate is not admitted for any opportune reasons decided by the Board of Directors, the candidate will be refunded 100% of the amount.
- When a candidate certifies causes considered by the Board of Directors as "force majeure" the candidate will be refunded the amount paid less a 15% deduction.

In no case will any amount be refunded once the course has started or later than 60 days before it starts.

No amount paid will be refunded in the event of compulsory abandonment due to disciplinary action.

In any case of refund, the candidate will cover all corresponding bank costs



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Residence and food application form
2023-2024



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AND CULINARY ARTS

Founding member



1. RESIDENCE WITH MEALS APPLICATION FORM

Name and surname: _____

Select :

Male Female

Academic program:

MASTER IN CULINARY ARTS AND KITCHEN MANAGEMENT

Starting Date: ()

September

Other: _____

Type of bedroom:

Double room, shared with other student: 10.070 €

Single room: 13.430€* (*depending on availability)

DATES:

EUHT StPOL Student's Residence covers the period of the academic year **from the first day of classes until the last day of classes**, including Christmas and Easter holidays.

NOTES:

- **During summer holidays (from June to September) the residence is not available for students.** Students who started their program in February/March intake will be returning to the residence the night before the beginning of classes, according to their academic calendar.
- For shorter periods of time (specialization courses), please check the corresponding fees information.

DEPOSIT:

A 200 € deposit should be paid as a residence deposit. It will be refunded back to the student once the condition of the room has been checked and no damage has been observed. In case of causing any flaw to the room, the related amount will be taken from the deposit.

The amount will be refunded within 30 days after the student has left the room, to the account number that the student prefers. In case there are any transfer costs, these will be deducted from the deposit amount. For several reasons, it's recommended to have a Spanish bank account.

PAYMENTS CALENDAR:

A bank transfer of the 50% of the amount when delivering this application form in order to confirm the booking of the student residence.

The rest of the payment should be done one month before the beginning of the academic program. It is also possible to pay the total amount in one single payment.

CONDITIONS:

Through the current application form I accept the conditions established by the school to the resident students:

1. This modality includes three meals per day during the entire course (except the ones already included with the course) and during the training days in the hotel-school established in the school calendar. The lunch schedule and dining room will be assigned by the residence staff.
2. The residence has a limited number of placements; the assignment of placements depends on its receipt order.
3. Keep the room in a perfect mode, using properly the furniture and accepting the Residence's rules of use (see next page).
4. Respect the established timetable.
5. Be conscious that getting the placement in the residence means it is for the entire course (8months), it will not be refunded any amount of money if the student leaves it before the course ends.
6. In the case the student remains in the school some days before/after the calendar course (5 days maximum, having booked it previously, see the official school calendar), the student could remain in the residence at the price of 35€ per day (3 meals included). Since the sixth day on, the price will be 55 € per day in a shared double room, as a special rate for the student. In the case of not having availability in the residence it will be offered a second residence at the price of 25€. (All prices VAT included).

Signature: _____

Date: ____ / ____ /202__

TERMS OF USE OF THE DORMITORY FACILITIES

When accepting these rules is understood that each student staying in the dormitory facilities is directly responsible for his/her room during the period of use.

1. ACCESS

- 1.1. The access to the resident's area is exclusive for current residents. Access is forbidden for anyone else.
- 1.2. Due to civil responsibilities, it is forbidden to get connected between rooms through the non-common access.
- 1.3. The owner of the room is recognized as the ultimate responsible for any incident that may occur within it.

2. TELEPHONE

There is a phone in each room. Its use is only to receive calls from outside. The calls won't be passed during the class/training hours.

3. VALUES DEPOSIT

The school is not responsible for any valuables that could be stolen to the student (neither in the rooms nor in the rest of hotel-school).

The school is not responsible for any disappeared/stolen valuables (neither in the rooms nor in the rest of hotel-school).

It is possible to hire Safe Box in the room

4. ROOM CONDITIONS

- 4.1. The room must be in perfect conditions at all times. Any observed damage must be notified to the reception for its immediate repair.
- 4.2. Any flaw noticed (paint, damage, deterioration of the electric system) imputed to the student will be paid from the deposit. It will always be notified to the student. There will be periodic inspections to the rooms, at least once per week.
- 4.3. Linen or other objects damaged by negligence will be paid sharing the cost between the students living in the same room. It will be taken from the deposit.
- 4.4. It is forbidden to hang posters or other kind of object from the walls.
- 4.5. It is forbidden to light candles or incense into the rooms.
- 4.6. It is prohibited to smoke inside the room, although it is allowed on the terrace with the door closed.
- 4.7. Leaving on the lights from the room or bathroom without a reason can be penalized.
- 4.8. It is forbidden to cook in the rooms
- 4.9. It is forbidden to modify the electric system of the room, neither the installation of any kind of new light.
- 4.10. It is forbidden to own any kind of animal in the room, neither any kind of plant in the balcony.
- 4.11. When leaving the room (at Christmas, Easter or when de course finishes) the student should leave the room in the same conditions he/she found it.
- 4.12. If the student wants a private mini-refrigerator in the room, that should be asked to Mr. Ramon Arnalot, Residence Manager, and will be provided at an extra cost of €100 and with an extra deposit of €20,00.
- 4.13. Resident students who use a bicycle will not use the terrace of the room to park it. For this purpose, we enabled the final area of the pediment.

5. CLEANING THE ROOM

Room cleaning is included in the residence services once a week, for that purpose, the room should be kept as tidy as possible.

- 5.1. It will be duly noticed in advance to the residents the time and the day of such cleaning.
- 5.2. At every single moment the student should maintain his/her room tidy and clean, as at any time a responsible from the residence could enter into the room if it would be needed. Any flaw noticed should be reported to the reception department in order to be immediately repaired.
- 5.3. If it is not possible to clean the room due to its poor conditions when it comes to cleanliness and hygiene, the Executive Board is authorized to make it clean and leave it in its normal conditions, and it will be charged an extra cost of 20€. If it's a shared room, the cost will be spared between the residents.
- 5.4. In the event you wish the room to be cleaned more frequently, the cost will be 20€ for each additional service.

6. COHABITATION RULES

- 6.1. It is completely forbidden to bring, store and consume alcohol or any other kind of illegal substances into the rooms.
- 6.2. The TV or particular radio should always be at a right volume, in order to do not disturb any other person. Its use is forbidden between 12 pm and 8 am.
- 6.3. The student should facilitate the access to the room to any responsible or teacher that should inspect it.
- 6.4. The student cannot change her/his room with another student without the authorization of the school management.
- 6.5. It is not allowed to remain in somebody else's room after 11pm.
- 6.6. Aside from the meals schedule, the night access to the residence is as follows: until 1am on working days, and, until 3 am on previous days to festivities.

7. USE OF THE RESIDENCE OUT OF THE ACADEMIC CALENDAR

The period of residence includes from the first day of the course until the end in the month of May or first days of June.

- 7.1. The non-residents students that wish to spend some days in the Hotel Gran Sol until founding other kind of accommodation, can stay in a double shared room at a special price of 55 euros per night (VAT NOT INCLUDED), including 3 dairy meals. (Subject to availability and with a previous booking required).

THE BREACH OF THIS AGREEMENT COULD MEAN THE EXPULSION FROM THE RESIDENCE WITHOUT THE REFUND OF THE PAID AMOUNT.

I have read and accept the Terms of Use for the dormitory facility.

Name and surname: _____

Signature: _____

Date: ____ / ____ / 202__