

*Member of the Lemania Group of Schools*

## REGISTRATION AND CONDITIONS - BBA Program

Thank you for considering Business School Lausanne for your studies. This document will provide you with important information to starting a BSL study program, including:

- Admission requirements and process
- Tuition fee structure and financial conditions
- Living expenses
- Visa process

### **Entry Date & Application Deadlines**

Completed applications are reviewed as they are received; therefore it is in your interest to apply early.

#### **Applying for BSL**

##### **Application Deadlines**

Business School Lausanne accepts applications from qualified candidates throughout the year.

##### **Start Dates**

Our programs start in September and February.

##### **When do apply?**

As soon as you have decided that BSL is the right business school for you, you should submit your application. We do our best to process applications up until the program start date, but are unable to guarantee a place for anyone applying less than 30 days before the start of a BSL program.

##### **VISA Advisory**

It takes between 45-60 days to receive a VISA for studying in Switzerland. If you require a VISA, and want to be sure to start at BSL for a specific term, you should send in your application 60 days prior to the program's start date in February or September. If we receive your application less than 60 days prior to the program's start, your ability to start will depend on whether or not your VISA arrives in time.

## BBA Admission Requirements

BSL's admission requirements for the BBA program are:

- International Baccalaureate (minimum score 32), High School Diploma, Swiss Maturité, German Abitur, English "A" Levels (minimum of 2 "A" Levels, 3 recommended), French Baccalaureate or equivalent
- Fluency in English (either mother tongue or acquired during studies) at a TOEFL level of 550 or equivalent
- The successful completion of a personal interview with our admissions officer, either in person or by phone

## BBA Admission Process

The BSL Admissions Committee will only review complete applications. A complete application file must include the following documents:

- Application form duly filled and signed
- Official Transcript and High School Diploma or equivalent (Foreign Official Transcripts and High School Diploma or equivalent must be certified by a legal authority, such as a Public Notary with translation when necessary)
- Curriculum Vitae/Resume (overview of studies and activities)
- A convincing motivation letter/essay highlighting:
  - your perspective on your professional future
  - reasons why you wish to study business
  - why you believe BSL is the right school for you
- Two reference letters (letters should be from non-family related adults who can provide insight on your personally qualities. School principals, college counsellors, teachers, sports coaches, and employers all make good references)
- English TOEFL score or equivalent
- Four identical passport photographs
- A copy of your passport or identity card
- A copy of your student permit, if available

### **Transfer candidates**

BSL accepts transfer credits from recognized institutes of higher learning, provided the course description fits that of a course offered at BSL and a satisfactory performance has been demonstrated. A maximum of 90 (out of the total of 120 credits) transfer credits will be allowed. Originals or certified copies of transcripts are required in order to gain transfer credits.

### **Personal interview**

After the Admissions Committee has reviewed your application file, you will be invited for an interview and will be given the opportunity to attend a class with our current students and professors. The interview will be conducted at BSL, or by telephone for those not in Switzerland, by our Associate Dean. The applicants will receive a final response within three weeks.

## Terms and conditions

### 1. Tuition fee and payment terms:

The BSL BBA is a three year bachelor program which is designed to be completed in two years. The program consists of forty courses spread over eight terms, with five courses per term.

- Tuition fees for the entire BSL BBA Program: CHF 84'800.— (eight terms)

The tuition fees include:

- all printed course notes
- all printed case studies
- examination and graduation
- course books where applicable
- use of printers, photocopiers and Internet connection

- The above fees do not include travel, accommodation, meals, medical or accident insurance (please refer to the section "Expenses")

- Additional fees:

Administrative fee CHF 1'900.—

- Fees are payable according to the schedule on BSL's invoice, which requires payment of two terms in advance. In order to secure a place in the program, and secure an entry visa on-time, payment must be made upon receipt of the invoice, in favor of BSL, Lausanne IBAN no CH80 0076 7000 K090 7585 6 with Banque Cantonale Vaudoise, swift code BCVLCH2LXXX.  
For those who do not require an entry visa, payment needs to be made at least 1 ½ month prior to beginning the program.

### 2. Procedure for late payments and non-finalized study visa/permit formalities:

- BSL reserves the right to suspend a student from attending classes if the payment of the invoice has not been made in accordance with the payment deadline.
- Students may also be suspended from attending classes if they have not finalized administrative matters with regard to the study visa or permit application process.
- Balances which remain outstanding beyond the deadline for payment may be subject to a 1% monthly interest charge.
- The final transcript and the diploma will only be released upon full settlement of the student's account.

### 3. Cancellation Procedure:

- If the request for a Study Visa is refused by the Swiss authorities, BSL will refund all fees except for Registration and Study Visa fees.
- If BSL has confirmed either Preliminary or Final Acceptance and the student has paid the fees but subsequently wishes to cancel the application, BSL has to be notified of this decision in writing and by registered mail.
- In the event of cancellations being received by BSL on or before the first day of the month preceding the first day of the term in which the student is due to enter the program, BSL will be entitled to 12.5% of the fees due in respect of the entire BBA program. Payments in excess of this percentage will be refunded.
- In the event of candidates cancelling their application after the first day of the month preceding the first day of the term in which the student is due to enter the program, BSL will be entitled to 25% of the fees due in respect of the entire BBA program. Payments in excess of this percentage will be refunded.

**4. Leaving the program – Financial effects :**

- If a student wishes to withdraw from the program for whatever reason, BSL has to be notified in writing as soon as possible. The term in which notice is given and the following term remain payable.
- If a student is asked to leave the school for academic/disciplinary reasons in accordance with the “Student Policy Manual” or due to unpaid fees, the fees are payable as indicated above.

**5. Amendments to the study plan**

- The study plan represents an integral part of the “Terms and Conditions”. Amendments to the study plan have to be discussed with the Dean and/or Associate Dean, who will confirm any new version of the study plan.
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- Oral agreements with regard to the courses students are attending or not attending are not recognized by BSL’s administration.
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- BSL invoices according to the study plan. Consequently, when the study plan changes, the corresponding tuition fees will be invoiced or credited if courses have been added or removed. Invoices in respect of such changes are payable as indicated by BSL.

## Estimated Living Expenses

### Accommodation - General

Furnished apartments with bathroom and kitchen facilities range from between CHF 950.— and CHF 2'000.— per month. Guest rooms with a local family are available from CHF 600.— per month.

### Accommodation - Initial expenses

It is customary in Switzerland to have to pay an advance deposit (refundable) when you enter into a rental agreement, concerning accommodation. (This usually consists of an amount equal to three months rent). In addition, the rent for the first month of occupancy is payable in advance.

### Medical and accident insurance

A listing of some medical insurance companies may be obtained from our Accounts Department. The cost is between CHF 100.— and CHF 300.— depending on benefits and age.

*Please budget a minimum of CHF 25'000.— up to CHF 35'000.— per year for expenses related to accommodation, food, toiletries and medical insurance.*

### Student Services

SIEPS provides assistance with all aspects of living in Switzerland.

Tel. ++41 21 616 00 11                      [www.sieps.ch](http://www.sieps.ch)

### BSL Relocations

BSL Relocations provides students with assistance in finding and changing apartments. The organization is managed by two BSL students. In addition to typical apartment searches, they are also able to provide support in taking-over apartment leases (for current students with apartments), as well as coordinating collocation with other students.

[www.bsl-relocations.com](http://www.bsl-relocations.com)

### Accommodation

#### Campus Accommodation

We recommend that new BBA students coming to Switzerland for the first time should stay in the Lemania College accommodation for at least the first three months. This will allow them to become orientated in Switzerland while living in a friendly, international environment with meals provided. The campus is situated only 10 minutes walking distance from BSL.

Lemania College

Tel. ++41 21 320 15 01                      [www.lemania.com](http://www.lemania.com)

#### Guest Family

Families (French or English speaking) are selected by Lemania College. Accommodation is generally in a single room, with breakfast and dinner during the week, and three meals per day on weekends.

Lemania College

Tel. ++41 21 320 15 01                      [www.lemania.com](http://www.lemania.com)

#### Apartments

OK Logements, Rue de Bourg 27, 1003 Lausanne                      [www.oklogements.ch](http://www.oklogements.ch)                      Tel. ++41 21 323 55 16

Advise Relocation, Ch. des Daillettes 22, 1009 Pully                      [www.swiss-advise.ch](http://www.swiss-advise.ch)                      Tel. ++41 21 721 42 50

Bernard Nicod, Av. De la Gare 26, 1001 Lausanne                      [www.bernard-nicod.ch](http://www.bernard-nicod.ch)                      Tel. ++41 21 311 11 11

Office du Tourisme, Av de Rhodanie 2, 1007 Lausanne                      [www.lausanne-tourisme.ch](http://www.lausanne-tourisme.ch)                      Tel. ++41 21 613 73 73

## Entering Switzerland on a foreign passport for study purposes

BSL Applicants who seek to enter Switzerland on a passport for any of the countries mentioned below must be in possession of a **STUDY VISA** issued by a Swiss Embassy or Consulate before entering Switzerland for the purposes of studying:

Europe:	Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Georgia, Kosovo, Macedonia, Moldova, Montenegro, Romania, Russia, Serbia, Turkey and Ukraine
Africa:	all countries
Asia:	all countries, <b>except</b> for students from Brunei Darussalam, Japan, Malaysia and Singapore
Oceania:	all countries, <b>except</b> for students from New Zealand
America:	all countries

### Notes:

- This list may be changed at any time. It is thus advisable to consult a Swiss Embassy or Consulate about the latest position.
- Applicants from all countries require a STUDY PERMIT to stay in Switzerland for the purposes of studying. The STUDY PERMIT is applied for on arriving in Lausanne.
- The applicant cannot be accompanied by other members of his/her family.
- A TOURIST VISA does NOT satisfy the above requirements and does NOT authorize a student with a foreign passport to study in Switzerland.
- The Swiss authorities may require up to three months to process a study visa application from the date such application is submitted to the Swiss Embassy/Consulate.

BSL prepares all study visa and permit applications for its students. However, Embassies and Consulates provide the information on the process to the student, not BSL. Therefore students are expected to keep BSL informed about the progress of their visa applications.