

## REGISTRATION and CONDITIONS – Modular Executive MBA 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
- Application process
- Tuition fee structure and financial conditions

### Entry Date & Application Deadlines

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

**\*\*Please note that the following deadlines for the admission process are to be respected if you wish to successfully apply to our program:**

#### **Application Deadlines**

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

#### **Start Dates**

The ideal entry date is either in February or September but can be determined by BSL and the candidate.

### Admission Requirements

#### BSL Admission Requirements are:

- EITHER a bachelor's degree in business or in a business related area, from a recognized university or institution. Candidates with a bachelor degree in another field are eligible to apply but must complete BSL's prerequisite courses.
- OR significant work experience (for professionals over 30 years of age). Working professionals with careers focused exclusively on one area of business are eligible to apply but must complete BSL's prerequisite courses.

#### In addition, Admission Requirements Include:

- Five years of professional, working experience, including management experience (defined as having managed people or a project).
- Fluency in English 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.

### Admission Process

The BSL Admissions Committee will only review applications that are a 'Complete File'. A completed application file must include the following documents:

- Application form, completed and signed
- Official Transcripts and copy of the College/University degree
- Curriculum Vitae (overview of studies, relevant working experience and activities)
- A convincing motivation letter/essay highlighting:
  - your perspective on your professional future
  - why you wish to study business
  - why you have chosen BSL
- Two reference letters from current or previous employers
- Two passport photographs

# Terms and conditions

## 1. Tuition Fee and Payment Terms :

- Tuition fees for the BSL EMBA Program: CHF 44'800.—

The tuition fees include:

- all printed course notes
- all printed cases
- examination and graduation
- use of printers, photocopiers and Internet connection

## Additional fees:

Administrative fee

CHF 1'900.—

- Fees are payable according to the following schedule:

### Executive MBA:

- Either one-time payment prior to the course starts with a discount of CHF 2'800.—

Or

- 40% prior to the course start, 30% prior to the second semester start and 30% prior to third semester

### Flex MBA:

- Either one-time payment prior to the course starts with a discount of CHF 2'800.—

Or

- 25% prior to the start of every semester (February and September)

Please make all payments in favor of BSL, Lausanne IBAN no CH80 0076 7000 K090 7585 6 with Banque Cantonale Vaudoise, swift code BCLVCH2LXXX or IBAN CH96 0024 3243 G056 9576 0 with UBS, swift code UBSWCHZH80A .

## 2. Late payments:

- 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.
- 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 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 semester in which the student is due to enter the program, BSL will be entitled to 15% of the fees due in respect of the entire program. Payments in excess of this percentage will be refunded.
- In the event of cancellation of an application after the first day of the month preceding the first day of the semester 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 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 semester in which the notice is given, and 50% of the following semester remain payable.
- If a student is asked to leave the school due to unpaid fees, or for academic/disciplinary reasons in accordance with the "Student Policy Manual," outstanding fees are payable as indicated above.