

Diploma in Advanced Studies (DAS) in Sustainable Business Application Form – February 2018

Please fill in electronically, then print and sign the form.

Do you contribute a sustainability project to the course (i.e. a sponsor organization willing to pay CH 24'000 for having a real-life project generating a value of 750h of work by course participants during 9 months)?

Yes No

If selected, this entitles you to a discount of CH 6'000 of your program cost! Program Direction will advise.

Company name _____ www. _____

Address _____

Contact Person _____

Email _____ Phone _____

1. Personal information and contact details

First Name: _____ Middle Name: _____ Family Name: _____

Male Female Mr./Mrs./Ms.: _____ Email: _____

Date and Place of Birth: _____

Mailing Address: _____ Post Code _____

City & Country: _____

Telephone: _____ Passport Number: _____

Mobile Number: _____ Nationality: _____

Swiss Resident Permit: *If you travel on a foreign passport, but have a Swiss Resident Permit or Visa please attach a copy of the document, even if it has expired.*

Please submit a digital
passport style portrait
photograph with your
file

Business card

2. Education (List the highest degree or qualification obtained)

Degree or qualification	obtained(year)	by (Institution and location)
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. English Level

Mother tongue	Excellent	Good	Fair
If applicable, please indicate the score obtained in the following English test			
TOEFL /score: _____	TOEIC/score: _____	IELTS/score: _____	

4. Work experience (At least 3 years of relevant working experience. Please mention your most recent positions starting with the current one)

Company Name	Industry Sector	Position	Dates (MM/YY to –MM/YY)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Name and address for Invoices Tick if same as contact details

Please indicate to whose name the invoice for the program fees should be addressed:

Name of Company: _____

Family Name Dr./Mr./Mrs./Ms.: _____ First Name: _____

Mailing address: _____ Post Code: _____

City: _____ Country: _____

Main Telephone: _____ Email: _____

6. How did you hear about the Program? (Please indicate the source)

Fair: _____ Internet: _____

School rankings: _____ Social media: _____

Press article: _____ Print advertising: _____

Friend/Family/Colleague: _____ BSL faculty: _____

Agent: _____ High school (counselor/event): _____

Other institutions/organizations: _____

Career advisor/Employer: _____

Event/Conference: _____

From a BSL former/current student: _____

Business School Lausanne and the University of St. Gallen reserves the right to change or modify in part or completely any course description and/or program in the interests of all parties concerned, or to cancel the course in case of insufficient number of applicants up to 2 weeks prior to course start. The place of legal venue for any dispute shall be Lausanne, Vaud, Switzerland.

I, _____, hereby certify that I have read and understood the “Registration and Conditions” and sign in acceptance of these conditions. I fully adhere to the rules and regulations of the school. I also confirm that the information entered by myself on the application form is correct.

First name: _____ Family name: _____

Date: _____ Signature of applicant: _____

Please return your complete & signed application file to:
Business School Lausanne
Office of Postgraduate Admissions
Rte de la Maladière 21
1022 Chavannes, Switzerland

REGISTRATION TERMS AND CONDITIONS

Diploma in Advanced Studies (DAS) in Sustainable Business

Thank you for considering Business School Lausanne and the Institute for Economy and the Environment of the University of St. Gallen for your studies. This document will provide you with important information to starting a BSL/HSG study program, including:

- Admission requirements and 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.

As the number of participants is limited, we encourage you to send your complete application file for consideration as soon as possible. The applications will be considered in the order received.

The following application deadlines apply

October intake:

- 1st round deadline: September 30
- 2nd round deadline: October 31
- 3rd round deadline: December 31 (latest deadline for applications with project proposal)
- 4th round deadline: February 8 (pending availability)

Start Dates

The program starts in February

When to apply?

As soon as you have decided that the DAS in Sustainable Business is the right program 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 program.

Admission Requirements

Basic admission requirements are:

- The DAS in Sustainable Business is open to applicants with a university degree or equivalent. In exceptional cases, applicants without a degree may be accepted.
- Applicants should have at least five years of pre- or post-masters professional experience at management level (not necessarily in business only).
- The program is designed for applicants with interest and background in sustainability for business. A motivation letter highlighting why this program is of interest to the applicants is a critical part of the application.

Additional admission requirements are:

- Fluency in English at a TOEFL level of 90 or equivalent.
- The successful completion of a personal interview with our Admissions Officer, either in person, by Skype or by phone.

Admission Process

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

- Application form duly filled and signed
- Official Transcripts and copies of University degrees (Foreign Official Transcripts must be certified by a legal authority such as a Public Notary, with translation when necessary)
- An up-to-date Curriculum Vitae/resume (overview of studies, relevant working experience and activities)
- A convincing motivation letter/essay highlighting:
 - your perspective on your professional future
 - reasons why you wish to study sustainable business
 - why you believe this program is right for you
- Two reference letters from current or previous employers
- Two identical passport photographs
- A copy of your passport or identity card

After the Admissions Committee has reviewed your application file, you will be invited for an interview with the Program Director. The interview will be conducted at BSL or at the University of St. Gallen, or by Skype or telephone for those not in Switzerland. The applicants will receive a final response within three weeks after the interview.

1. Tuition fee and payment terms

- Tuition fee for the one year part-time DAS in Sustainable Business: CHF 18'000.—
The tuition fee includes:
 - all printed course notes and case studies where applicable
 - examination and graduation
 - use of printers, photocopiers and Internet connection
 - food on the day of the course
- The above fee does not include travel and accommodation

Additional fees

- Administrative fee (non-refundable) CHF 800.—
- Additional charges of CHF 500.—are added in case the invoice is paid in installments.

Fees are payable according to the schedule on the invoice, which requires payment of Fr. 9'000.- in advance. In order to secure a place in the program. 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. The first payment needs to be made at least 1 ½ month prior to beginning the program.

2. Procedure for late payments

- We reserve the right to suspend a participant from attending classes if the payment of the invoice has not been made in accordance with the payment deadline.
- 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 participant's account.

3. Cancellation Procedure

- If BSL-HSG has confirmed either Preliminary or Final Acceptance and the participant has paid the fees but subsequently wishes to cancel the application, BSL-HSG has to be notified of this decision in writing and by registered mail.
- In the event of cancellations being received by BSL-HSG 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-HSG will be entitled to 25% of the total program fees. 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 semester in which the participant is due to enter the program, BSL-HSG will be entitled to 50% of the total program fees. Payments in excess of this percentage will be refunded.

4. Leaving the program – Financial effects

- If a participant wishes to withdraw from the program for whatever reason, BSL-HSG has to be notified in writing as soon as possible. The semester in which notice is given and 50% of the following semester remain payable.
- If a participant 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. Deferring the application - If the participant is accepted and decides to postpone the intake it can be done only for the next available intake. Any fee paid will also be transferred to the next intake.