

## REGISTRATION TERMS AND CONDITIONS

### Diploma in Advanced Studies (DAS) in Sustainable Business

Thank you for considering Business School Lausanne 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

### Entry Dates & 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

- 1<sup>st</sup> round deadline: September 30
- 2<sup>nd</sup> round deadline: October 31
- 3<sup>rd</sup> round deadline: December 31 (latest deadline for applications with project proposal)
- 4<sup>th</sup> 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 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 tuition fee 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 has confirmed either Preliminary or Final Acceptance and the participant 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 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 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 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 in can be done only for the next available intake. Any fee paid will also be transferred to the next intake.