

REGISTRATION TERMS AND CONDITIONS

for

- Modular Executive MBA Program
- Modular Executive MBA Program in Sustainable Business

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 Dates & Application Deadlines

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

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 for the Modular Executive MBA programs are:

- EITHER a bachelor's or a master's degree in business or in a business related area, from a recognized university or institution. Candidates with such degrees in another field are eligible to apply but must complete BSL's prerequisite courses.
- Candidates with a **bachelor's** are expected to have a minimum of five years of relevant professional experience, including management experience (defined as having managed people or a project). Candidates with a **master's** are expected to have a minimum of three years of relevant professional experience, including management experience (defined as having managed people or a project)
- 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.
- Fluency in English at a TOEFL level of 90 points or equivalent.

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 transcript and copy of the College/University degree
- An up-to-date 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 identical passport photographs
- A copy of your passport or identity card

Terms and conditions

1. Tuition Fees and Payment Terms:

- Tuition fees for the EMBA Program (1.5 years): CHF 44'800.—
- Tuition fees for the EMBA in Sustainable Business Program (2 years): CHF 49'800.—

The tuition fees include:

- all printed course notes
- all printed cases
- examination and graduation
- use of printers and Internet connection
- food on the day of the course

Additional fees:

Administrative fee (non-refundable) CHF 1'900.—

- Fees are payable according to the following schedule:
 - Either one-time payment prior to the course starts with a discount of CHF 2'800.—

Or

EMBA Program:

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

EMBA in Sustainable Business Program:

- 40% prior to the course start, 20% prior to the second semester start, 20% prior to third semester and 20% prior to the fourth semester

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 participant from attending classes if the payment of the invoice has not been made in accordance with the payment deadline.
- A participant 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 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 participant 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 participant 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 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 the notice is given, and 50% of the following semester remain payable.
- If a participant 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.

BSL reserves the right to guarantee EMBA class course only when the minimum number of registered participants (6 people) is reached.