

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 equivalent to IELTS 6.5 or TOEFL level of 90 points.

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: CHF 44'800.—
- Tuition fees for the EMBA in Sustainable Business Program: CHF 44'800.—

The tuition fees include:

- all printed course notes
- all printed cases
- online library resources
- examination and graduation
- use of printers and Internet connection
- meals during full course days (Thursdays & Fridays)

Additional fees:

Application fee (non-refundable)	CHF 120.—
Administrative fee (non-refundable)	CHF 1'900.—
Additional charges for payments in installments are added to the invoice in case the semesters are paid separately.	CHF 1000.—

- 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 BCVLCH2LXXX 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.

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. 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 all expenses related to accommodation, food, toiletries and medical insurance.

Accommodation

Campus Accommodation

We recommend that new MBA students coming to Switzerland for the first time should stay in the Lémania 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.

Lémania College

www.lemania.ch

+41 21 320 15 01

Guest Family

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

Apartments

OK Logements, Rue de Bourg 27, 1003 Lausanne

www.oklogements.ch

+41 21 323 55 16

Advise Relocation, Ch. des Daillettes 22, 1009 Pully

www.swiss-advise.ch

+41 21 721 42 50

Bernard Nicod, Av. De la Gare 26, 1001 Lausanne

www.bernard-nicod.ch

+41 21 311 11 11

Office du Tourisme, Av de Rhodanie 2, 1007 Lausanne

www.lausanne-tourisme.ch

+41 21 613 73 73

Student Services

SIEPS provides assistance with all aspects of living in Switzerland.

SIEPS

www.sieps.ch

+41 21 616 00 11

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:	Turkey and Eastern Countries except Bulgaria, Estonia, Latvia, Lithuania, Romania and Slovenia.
Africa:	All countries
Asia:	All countries, <u>except</u> for students from Brunei Darussalam, Japan, Malaysia and Singapore
Oceania:	All countries, <u>except</u> for students from New Zealand
Americas:	All countries

Important Notes:

- This list may be changed at any time. It is advisable to consult a Swiss Embassy or Consulate for the latest update.
- 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.