

REGISTRATION TERMS AND CONDITIONS

For

- Modular MBA program
- Modular 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
- Tuition fee structure and financial conditions
- Living expenses
- Visa process

Entry Dates & 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.

Applying for BSL

Application Deadlines

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

Start Dates

Our programs start in September and February.

When to apply?

As soon as you have decided that BSL is the right business school 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 BSL program.

VISA Advisory

It takes between 45-60 days to receive a visa for studying in Switzerland. If you require a visa, and want to be sure to start at BSL for a specific term, you should send in your application 60 days prior to the program's start date in February or September. If we receive your application less than 60 days prior to the program's start, your ability to start will depend on whether or not your visa arrives in time.

Admission Requirements

BSL admission requirements for the Modular Full-Time 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. Candidates with a **master's** are expected to have a minimum of three years of relevant professional experience.
- 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 complete applications. A complete application file must include the following documents:

- Application form duly filled and signed
- Official Transcripts and copy of the College/University degree (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 business
 - why you believe BSL is the right school for you
- Two reference letters from current or previous employers
- Two identical passport photographs
- A copy of your passport or identity card
- A copy of your student permit, if available

After the Admissions Committee has reviewed your application file, you will be invited for an interview conducted at BSL, by Skype or by telephone for those not in Switzerland, by the Program Director. The applicants will receive a final response within one week.

Terms and Conditions

1. Tuition fee and payment terms:

- Tuition fees for the Full-Time Modular MBA Program: CHF 44'800.—
- Tuition fees for the Full-Time Modular MBA Program in Sustainable business 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)

- The above fees do not include travel, accommodation, medical or accident insurance (please refer to the section "Expenses")

Additional fees:

Application fee (non-refundable) CHF 120.—
Administrative fee (non-refundable) CHF 1'900.—
Payments in installments incur additional charges (added to the invoice, paid separately) CHF 1000.—

- Fees are payable according to the schedule on BSL's invoice, which requires payment of one semester in advance. In order to secure a place in the program, and secure an entry visa on-time, payment must be made upon receipt of the invoice, in favor of BSL, Lausanne IBAN CH96 0024 3243 G056 9576 0 with U.B.S., swift code UBSWCHZH80.

For those who do not require an entry visa, payment needs to be made at least 1 ½ month prior to beginning the program.

2. Procedure for late payments and non-finalized study visa/permit formalities:

- 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 with regard to the study visa or permit application process.
- 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 the request for a study visa is refused by the Swiss authorities, BSL will refund all fees except for Registration and study visa fees.
- 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 25% of the fees due in respect of the entire Full-Time MBA program. 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 student is due to enter the program, BSL will be entitled to 50% of the fees due in respect of the entire Full-Time MBA 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 notice is given and 50% of the following remain payable.
- If a student 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.

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.

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.com Tel. +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.

Lémania College www.lemania.com Tel. +41 21 320 15 01

Apartments

OK Logements, Rue de Bourg 27, 1003 Lausanne www.oklogements.ch Tel. +41 21 323 55 16

Advise Relocation, Ch. des Daillettes 22, 1009 Pully www.swiss-advise.ch Tel. +41 21 721 42 50

Bernard Nicod, Av. De la Gare 26, 1001 Lausanne www.bernard-nicod.ch Tel. +41 21 311 11 11

Office du Tourisme, Av de Rhodanie 2, 1007 Lausanne www.lausanne-tourisme.ch Tel. +41 21 613 73 73

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.

Student Services

SIEPS provides assistance with all aspects of living in Switzerland.

SIEPS www.sieps.ch Tel. +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, except for students from Brunei Darussalam, Japan, Malaysia and Singapore
Oceania:	all countries, except for students from New Zealand
Americas:	all countries

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.