

## Advanced Studies Application Form

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

**Please indicate the Program to which you wish to apply:**

- Certificate in Advanced Studies (CAS)

**Entry date**

Year: \_\_\_\_\_ (YYYY)

**Choose Certificate:**

- Financial Markets  
 Corporate Finance  
 Management Skills for Entrepreneurs  
 Quantitative Skills for Data Analysis  
 Leadership for Systems Thinking

Please indicate the term to which you wish to apply:

- Fall Term (September)  
 Winter Term (November)  
 Spring Term (February)  
 Summer Term (May)

### 1. Personal Information and Contact Details

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
 Family Name \_\_\_\_\_  
 Gender:    Male    Female    Mr./Mrs./Ms.: \_\_\_\_\_    Date of Birth: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Post Code & City: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Country: \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. English Level

- Mother tongue                       Excellent                       Good                       Fair

### 3. Education (List the highest degree or qualification obtained)

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

### 4. Mandatory Enclosures Required

- ➔ Your Curriculum Vitae (résumé) - PDF document
- ➔ Your highest academic degree plus the related transcript (grade sheet) – PDF scans

If you have any questions, please contact the admission team at [admissions@bsl-lausanne.ch](mailto:admissions@bsl-lausanne.ch)

**5. How did you hear about BSL?** (Please indicate the source)

Agent: \_\_\_\_\_  
BSL current student: \_\_\_\_\_  
BSL former student: \_\_\_\_\_  
BSL faculty: \_\_\_\_\_  
Career advisor/Employer: \_\_\_\_\_  
Event/Conference: \_\_\_\_\_  
Fair: \_\_\_\_\_  
Friend/colleague: \_\_\_\_\_  
High school (counselor/event): \_\_\_\_\_  
Internet: \_\_\_\_\_  
Other institutions/organizations: \_\_\_\_\_  
Press article: \_\_\_\_\_  
Print advertising: \_\_\_\_\_  
School rankings: \_\_\_\_\_  
Social media: \_\_\_\_\_  
Studied at BSL before: \_\_\_\_\_  
Other: \_\_\_\_\_

**6. Registration Process**

Our Admission Office will evaluate your registration file to make sure that your profile corresponds to the program pre-requisites. This evaluation process usually takes up to one week. If you are eligible for the program, we will send you a course pre-reservation. Once we receive payment, we send you a reservation confirmation.

**7. Program Fee & Payment**

A CAS consists of 3 courses (15 ECTS credits) and costs CHF 6'500.— plus CHF 800.- of administrative fees (non-refundable), all courses must be completed within 12 months. The courses are payable upfront, however a payment plan can be requested in writing.

The above fees include course hand-out material but no books which need to be purchased separately (approx. CHF 100.-- per course).

In order to secure a place in a given course or program, payment needs to be made, at your earliest convenience but at least two weeks prior to course start, in favor of BSL, Lausanne, IBAN CH80 0076 7000 K090 7585 6 with Banque Cantonale Vaudoise, swift code BCVLCH2LXXX.

**8. Cancellation Procedure**

If BSL has confirmed the course pre-reservation and the participant wishes to cancel, BSL has to be notified of this decision in writing.

- a) In the event of a cancellation received by BSL 30 days or more prior to program start, the participant is reimbursed 80% of the fee.
- b) In the event of a cancellation received by BSL less than 30 days before the program start, the participant is reimbursed 50% of the fee.
- c) As of the first day of class, the full tuition remains due and no refund is possible.
- d) All administrative fees mentioned in p.7 are non-refundable

**9. Program Confirmation**

BSL confirms two weeks before course start, that the program takes place. In case of cancellation by BSL, the full tuition fee is reimbursed to the participant.

I, \_\_\_\_\_, hereby certify that I have read and understood the registration process, the payment terms, the cancellation procedure and sign in acceptance of these conditions. I also confirm that the information entered by myself on the application form is correct.

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**You can then either scan the document and email to [admissions@bsl-lausanne.ch](mailto:admissions@bsl-lausanne.ch) or mail to Business School Lausanne, Admissions Office, Rte de la Maladière 21, 1022 Chavannes, Switzerland**