

## REGISTRATION TERMS AND CONDITIONS

### Master of International Business (MIB):

### Concentration in Entrepreneurial Leadership or Finance or Sustainability

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

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

Please note that earlier deadlines apply if you have to apply for a study visa. The visa process generally takes 6 to 8 weeks but may take up to three months. Please refer to the section "Entering Switzerland on a foreign passport for study purposes", page 4 for more details on the visa procedure.

#### Admission Requirements

##### BSL admission requirements:

- A bachelor's degree from a recognized university or institution. Candidates with a bachelor degree in a non-business related field are eligible to apply but may be required to complete BSL's prerequisite courses.

##### In addition, admission requirements include:

- Fluency in English at a TOEFL level of 90, IELTS 6.5, TOEIC 800 or equivalent (one test required only)
- GMAT is not mandatory.
  - The successful completion of a personal interview with the Academic Director, either in person, by phone or video call.

#### Admission Process

The BSL Admissions Committee will only review complete applications. A complete application file must include the following documents:

- Application form duly completed 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 if any 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 (letters should be from non-family related adults who can provide insight on your personally qualities. School principals, college counselors, teachers, sports coaches, and employers all make good references)
- 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 and will be given the opportunity to attend a class with our current students and professors. The interview will be conducted at BSL or by telephone for those not in Switzerland by the Admissions Officer. The applicants will receive a final response within 1 week.

Terms and conditions
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**1. Tuition fee and payment terms:**

- Tuition fees for the 1.5 year MIB CHF 38'000.—

The Tuition fees include:

- all printed course notes and cases studies where applicable
- Internet connection
- examinations and graduation

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

- Additional fees:

- Administrative fee (non-refundable): CHF 1'900.—
- Fee for repeating a failed course (5 ECTS): CHF 1'800.—
- Fee for 1 additional course freely chosen: CHF 1'500.—
- Fee for any change of orientation track: CHF 400.—  
(only possible during the first term):

- A 6.05% discount on the full tuition fees amount is granted if the program is paid in one-time.  
If a scholarship up to 20% is granted, the discount is calculated on the tuition amount minus the scholarship  
If a scholarship above 20% is granted, the discount for one-time payment is of CHF 1'000.—

- A 5% fee on the invoice value is charged in case of monthly installments

- 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 no CH96 0024 3243 G056 9576 0 with UBS, swift code UBSWCHZH80A.

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 and Postponement Procedure:**

- Please note that the authorities in charge of releasing visas do not inform BSL about the progress of the visa request. Refusal letters are sent directly by the Swiss authorities only to the visa applicants.  
If the request for a study visa is refused, BSL will refund all fees except the administrative fees on the condition BSL is informed in writing by the student within 10 days of receipt of the refusal letter. If BSL is not informed about the visa refusal within the 10-day time-frame and the term has started, BSL is entitled to keep the payment for the first term of studies.

- If BSL has confirmed either Preliminary or Final Acceptance and the student has paid the fees but subsequently wishes to cancel or postpone the application, BSL has to be notified of this decision in writing and by registered mail.

- In the event of cancellations or postponement being received by BSL on or before the first day of the

month preceding the first day of the term in which the student is due to enter the program, BSL will be entitled to 12.5% of the fees due in respect of the first year of the Master program. Payments in excess of this percentage will be refunded.

- In the event of candidates cancelling or postponing their application after the first day of the month preceding the first day of the term in which the student is due to enter the program, BSL will be entitled to 25% of the fees due in respect of the first year of the Master 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 term in which notice is given and the following term 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.

#### **Medical and accident insurance**

The health and accident insurance in Switzerland is mandatory for anyone living in the country on permanent basis for more than 3 months. This also applies to the student body. The cost of this insurance varies from CHF 100.— and CHF 300.— per month depending on benefits and age of the applicant.

European students can get an exception using their national health insurance membership, once the Swiss Authorities have validated it.

***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 relocating and living in Switzerland.

[www.sieps.ch](http://www.sieps.ch)

Tel. +41 21 616 00 11

#### **Accommodation**

##### **Campus Accommodation**

We suggest that new graduate students coming to Switzerland for the first time should stay in the Lémania College campus for at least the first three months. This will allow new students to become familiar with Switzerland while living in a friendly, international environment with meals provided. The campus is situated at only a 5-minutes walking distance from the (M1) Metro – Flon/Lausanne station.

Lémania College

[www.lemania.ch/en/boarding-house/](http://www.lemania.ch/en/boarding-house/)

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 weekdays, and three meals per day on weekends.

Lémania College

[www.lemania.ch](http://www.lemania.ch)

Tel. +41 21 320 15 01

##### **Apartments**

SIEPS

[www.sieps.ch](http://www.sieps.ch)

Tel. +41 21 616 00 11

FMEL, Fondation Maison pour Etudiants Lausanne

[www.fmel.ch](http://www.fmel.ch)

Tel. +41 21 617 81 54

OK Logements, Rue de Bourg 27, 1003 Lausanne

[www.oklogements.ch](http://www.oklogements.ch)

Tel. +41 21 323 55 16

Advise Relocation, Ch. des Daillettes 22, 1009 Pully	<a href="http://www.swiss-advise.ch">www.swiss-advise.ch</a>	Tel. +41 21 721 42 50
Omnia Concept, Rte de la Conversion 247, 1093 La Conv.	<a href="http://www.omnia-concept.ch">www.omnia-concept.ch</a>	Tel. +41 21 791 72 02
Office du Tourisme, Av. de Rhodanie 2, 1007 Lausanne	<a href="http://www.lausanne-tourisme.ch">www.lausanne-tourisme.ch</a>	Tel. +41 21 613 73 73
On-line portals	<a href="http://www.homegate.ch">www.homegate.ch</a>	<a href="http://www.immoscout.ch">www.immoscout.ch</a>
	<a href="http://www.home.ch">www.home.ch</a>	<a href="http://www.immostreet.ch">www.immostreet.ch</a>

Entering Switzerland on a foreign passport for study purposes
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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 European Countries except Bulgaria, Estonia, Latvia, Lithuania, Poland, Czech Republic, Romania and Slovenia.
Africa:	All Countries.
Asia:	All Countries, <b>except</b> for students from Brunei, Japan, Malaysia and Singapore.
Oceania:	All Countries, <b>except</b> for students from New Zealand.
Americas:	All Countries.

**Notes:**

- The above list may be changed at any time. It is advisable to check with the 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.
- 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 submission date of the 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.**