

## REGISTRATION TERMS AND CONDITIONS – Bachelor of Business Administration (BBA) Program

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
- Visa process

### Entry Date & Application Deadlines

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

#### Applying for BSL

##### Application Deadlines

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

##### Start Dates

All of our BBA programs

- Accelerated BBA Program (2 years)
- BBA Program with Internship Option (3 years)
- Double Degree BBA Program (2.5-3 years)
- Entrepreneurial Learning BBA Program (3 years)

Offer four start dates each year:

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

##### 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 8-12 weeks 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 no later than the International Deadline to the program's start date in September, November, February or May. If we receive your application less than 10 weeks prior to the program's start, your ability to start will depend on whether or not your visa arrives in time.

# Admission Requirements and Admission Process

## BBA Admission Requirements

BSL's admission requirements for the BBA program are:

- International Baccalaureate, High School Diploma, Swiss Maturité, Swiss Professional Maturity (in commerce), German Abitur, or Nationally Accredited Upper Secondary School Diploma granting University entry, English "A" Levels (minimum of 2 "A" Levels, 3 recommended), French Baccalaureate or equivalent
- Fluency in English at a TOEFL level of 80, IELTS 6, DUO LINGO 105 or equivalent
- The successful completion of a personal interview with our Academic Deputy Director, either in person or by Video conference

## BBA Admission Process

A complete application file must include the following documents:

- Application form completed and signed
- Scanned Copy of Official Transcripts and copy of the Secondary School/University degree (Foreign Official Transcripts must be certified by a legal authority such as a public notary, with translation when necessary) will be required first. After acceptance, Official Transcripts can be submitted by the Institution electronically to [admissions@bsl-lausanne.ch](mailto:admissions@bsl-lausanne.ch) or by post to the Office of Admissions: Route de la Maladière 21, 1022 Chavannes – Switzerland
- Curriculum vitae/resume (overview of studies 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 to your personal qualities. School principals, college counsellors, teachers, sports coaches, and employers all make good references)
- English Proficiency Certificate (if applicable)
- A digital profile picture
- A copy of your passport or identity card
- A copy of your student permit, if available

### **Transfer candidates**

BSL accepts transfer credits from recognized institutes of higher learning, provided the course description fits that of a course offered at BSL and a satisfactory performance has been demonstrated. A maximum of 100 ECTS (out of the total of 200) or 60 US Credits (out of the total of 120) transfer credits will be allowed. Originals or certified copies of transcripts are required in order to gain transfer credits.

### **Personal interview**

After the Admissions department 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 video conference for those not in Switzerland, by our Deputy Academic Director. The applicants will receive a final acceptance decision within one week.

# Terms and Conditions

## 1. Tuition Fees and payment terms:

The BSL BBA is a three year bachelor program with different options

- a) The third year can be completed at Dublin Business School (Ireland) or at Université Paris-Est Créteil (France) resulting in a Double Degree
- b) The third year can be done at BSL (including internship possibility), or
- c) The program can be completed in two years

The program consists of 200 ECTS or 120 US credits.

- Tuition fees for the entire two or three year BBA Program: CHF 87'000.—

The tuition fees include:

- all printed course notes and case studies
- examination and graduation
- use of printers and Internet connection

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

- Additional fees:

Application fee:	CHF 120.—
Administrative fee (non-refundable):	CHF 1'900.—

- 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 two terms 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 0056 9576 0 with U.B.S., swift code UBSWCHZH80A.

## 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:

- 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 at 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 timeframe and the term has started, BSL is entitled to keep the payment for the first term of studies.

## 4. Deferral Policy

BBA candidates apply for a given intake. Once the BBA Student has been admitted in the program, the selected intake is final and cannot be deferred to another term, for reasons other than related to Visa issuance.

## 5. Leaving the program – Financial effects, communication to the authorities:

- 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 a 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.

- Once a student who obtained a residency permit for studies purpose, interrupts, withdraws or is expelled from Business School Lausanne, BSL must inform the local cantonal authorities and the residency permit will be cancelled.

## 6. Study plans and amendments to the study plan

- The individual study plan will be shared with the Student after full enrollment at the start of the program.
  - Amendments to the study plan due to transfer credit have to be discussed with the Deputy Academic Director, who will confirm any new version of the study plan. Transfer credits duly justified by originals or certified copies of transcripts can only be discussed during the first term of studies.
- Oral agreements with regard to the courses students are attending or not attending are not recognized by BSL’s administration.
- BSL invoices according to the study plan. Consequently, when the study plan changes, the corresponding tuition fees will be invoiced or credited if courses have been added or removed. Invoices in respect of such changes are payable as indicated by BSL.
- BSL reserves the right to modify the program content, structure and/or format and update your study plan accordingly at any point in time during your program.

## 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, 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:

- This 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 upon 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.**

I, \_\_\_\_\_, hereby certify that I have read and understood the “Registration Terms and Conditions” and sign in acceptance of these conditions. I fully adhere to the rules and regulations of the school. I also confirm that the information entered by myself on the application form is correct.

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

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

Date: \_\_\_\_\_

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

Please return your completed application file to the Admissions Department at [admissions@bsl-lausanne.ch](mailto:admissions@bsl-lausanne.ch) or by Post to:

**Business School Lausanne**  
Rte. de la Maladière, 21  
1022 Chavannes, Switzerland