

REGISTRATION TERMS AND CONDITIONS

for
Executive Certificate of Advanced Studies (E-CAS)
15 ECTS Program

or
Diploma of Advanced Studies (DAS)
30 ECTS 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

Entry Dates & Application Deadlines

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

As the number of participants is limited, we encourage you to send your complete application file for consideration as soon as possible. The applications will be considered in the order received.

Start Dates

The ideal entry date is either February or September but can be determined by BSL and the candidate.

When to apply?

As soon as you have decided that the E-CAS or DAS is the right program 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 first class.

Admission Requirements

Basic admission requirements are:

- The E-CAS or DAS Programs are open to applicants with a university degree or equivalent. In exceptional cases, applicants without a degree may be accepted.
- Applicants should have at least five years of professional and relevant industry work experience.
- Fluency in English at a TOEFL level of 90 or equivalent.

Admission Process

The 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 copies of University degree(s) (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 sustainable business
 - why you believe this program is right for you
- One (E-CAS only) or Two reference letters from current or previous employers
- One digital Passport style photo
- A copy of your passport or identity card
- Payment of the CHF 120 Application Fee

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

Terms and Conditions

1. Tuition fee and payment terms

- Tuition fee for the E-CAS Program: CHF 12'500.—
- Tuition fee for the DAS Program: CHF 22'500.—

Special rates for the E-CAS and DAS Programs in Sustainable Business:

- Tuition fee for the E-CAS in Sustainable Business Program: CHF 9'000.—
- Tuition fee for the DAS in Sustainable Business Program: CHF 18'000.—

The tuition fee includes:

- all printed course notes and case studies where applicable
- examination and graduation
- Internet connection
- food on the day of the course (Thursday & Friday)

The above tuition fee does not include travel and accommodation.

Additional fees

- Administrative fee (non-refundable) CHF 800.—
- Additional charges of CHF 500.— are added in case the tuition fee is paid in installments

Fees are payable according to the schedule on the invoice, which requires payment of Fr. 9'000.- in advance. In order to secure a place in the program. Payment must be made upon receipt of the invoice, in favor of BSL, Lausanne IBAN

no CH80 0076 7000 K090 7585 6 with Banque Cantonale Vaudoise, Swift Code BCVLCH2LXXX. The first payment needs to be made at least 1 month prior to beginning the program.

2. Procedure for late payments

- We reserve 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.
- 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 student is due to enter the program, BSL will be entitled to 25% of the total program fees. Payments in excess of this percentage will be refunded.
- In the event of candidates canceling their 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 35% of the total program fees. Payments in excess of this percentage will be refunded.

4. Deferral Policy

E-CAS / DAS candidates apply for a given intake. Once the E-CAS / DAS 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 consequences & communication to the authorities

- 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 notice is given and 50% of the following semester remain payable.
- If a participant 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 canceled.

6. Study plan and amendments to 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 must be discussed with the Deputy Academic Director, who will confirm any new version of the study plan.
- 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.

Business School Lausanne reserves the right to change or modify in part or completely any course description and/or program in the interests of all parties concerned. The place of legal venue for any dispute shall be Lausanne, Vaud, Switzerland.

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 or by Post to:

<p>Business School Lausanne Rte. de la Maladière, 21 1022 Chavannes, Switzerland</p>
