

## REGISTRATION TERMS AND CONDITIONS

### for Executive Master of Business Administration (EMBA) 60 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
- Visa process

### Entry Dates & Application Deadlines

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

#### Application Deadlines

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

#### 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 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 Executive 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, including managerial experience (defined as having managed people or a project). Candidates with a **master's** are expected to have a minimum of three years of relevant professional experience, including managerial experience (defined as having managed people or a project).

- 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 completed application file must include the following documents:

- Application form, completed and signed
- Application Fee CHF 120
- 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 (overview of studies, relevant working experience and activities)
- A convincing motivation letter/essay highlighting:
  - your perspective on your professional future
  - why you wish to study business
  - why you have chosen BSL
- Two reference letters from current or previous employers
- Two identical passport photographs
- A copy of your passport or identity card

After the Admissions Committee has reviewed your application file, you will be invited for an interview conducted at BSL, by Zoom, 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 fees and payment terms

- Tuition fee for the EMBA Program: CHF 44'800.—

The tuition fee include:

- all printed course notes
- all printed cases
- online library resources
- examination and graduation
- Internet connection
- meals during full course days (Thursdays & Fridays)

The above tuition fee does not include travel, accommodation, medical or accident insurance.

- Additional fees

Application fee (non-refundable)	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.—
- 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 participant 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 participant'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 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 participant is due to enter the program, BSL will be entitled to 25% of the fees due in respect of the entire program. Payments in excess of this percentage will be refunded.
- In the event of cancellation of an 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 fees due in respect of the entire program. Payments in excess of this percentage will be refunded.

## **4. Deferral Policy**

EMBA candidates apply for a given intake. Once the EMBA 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 the notice is given, and 50% of the following semester remain payable.
- If a participant is asked to leave the school due to unpaid fees, or for academic/disciplinary reasons in accordance with the "Student Policy Manual," outstanding 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.

## 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, <b>except</b> for students from Brunei Darussalam, 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 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.

*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](mailto:admissions@bsl-lausanne.ch) or by Post to:

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