

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
- Visa process

Entry Date & Application Deadlines

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 10 to 12 weeks. Please refer to the section “Entering Switzerland on a foreign passport for study purposes”, page 4 for more details on the visa procedure.

BSL admission requirements:

- A bachelor’s degree from a recognized university or institution. Candidates with a bachelor’s 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 Deputy Academic Director, either in person, by phone or video call.

Admission Process

A complete application file must include the following documents:

- Application form duly 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 or by post to the Office of Admissions: Route de la Maladière 21, 1022 Chavannes – Switzerland
- 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 recommendation letters (letters should be from non-family related adults who can provide insight on your personal qualities. School principals, college counselors, teachers, sports coaches, and employers all make good references)
- A digital profile picture
- A copy of your passport or identity card
- A copy of your student permit, if available

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 zoom for those not in Switzerland by the Deputy Academic Director. Applicants receive a final acceptance decision within 1 week after the academic interview.

Terms and conditions

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:

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 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 0056 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 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.

4. Deferral Policy

MIB candidates apply for a given intake. Once the MIB 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, communications 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 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 plan 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.
- Please note that 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
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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, except for students from Brunei, Japan, Malaysia and Singapore.
Oceania:	All Countries, except 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 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 or by Post to:

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