

## 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 about starting a BSL study program, including:

- Admission requirements and process
- Tuition fee structure and financial conditions
- Visa process

### Deadlines & Entry Date

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

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?

You should submit your application as soon as you have decided that BSL is the right business school for you. We do our best to process applications until the program start date, but we cannot guarantee a place for anyone applying less than 30 days before the start of a BSL program.

#### VISA Advisory

It takes 8-12 weeks to receive a visa to study 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 before the program starts, your ability to start will depend on whether or not your visa arrives in time.

## **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.
- A scanned Copy of Official Transcripts and a 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 into your personal qualities. School principals, college counselors, 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 200) or 60 US Credits (out of the total of 120) transfer credits will be allowed. Originals or certified copies of transcripts are required to gain transfer credits.

### **Personal interview**

After the Admissions department has reviewed your application file, you will be invited for an interview. You can attend a class with our current students and professors. The interview will be conducted at BSL or by video conference for those outside of Switzerland by our Deputy Academic Director. The applicants will receive a final acceptance decision within one week.

## Financial 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
- b) Université Paris-Est Créteil (France) resulting in a Double Degree
- c) The third year can be done at BSL (including internship possibility) or
- d) The program can be completed in two years

The program consists of 200 ECTS or 120 US credits.

### Tuition fees

- 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: CHF120.—
- Administrative fee (non-refundable): CHF 1'900.—

### Scholarship and discount

- A 5% discount on the full tuition fee is granted if the program is paid simultaneously.
- If a scholarship, an early-bird discount or an Alumnus discount is granted, the discount for a one-time payment is CHF 1'000.—
- A 5% fee on the invoice value is charged in case of monthly installments.

### Payment Terms

- Fees are payable according to the schedule on BSL's invoice, which requires payment of two terms in advance.
- 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 UBSWCHZH80A.

## Non-standard circumstances

### Procedure for late payments and non-finalized study visa/permit formalities:

- BSL reserves the right to suspend a student from attending classes if the invoice payment has not been made by the payment deadline.
- Students may also be suspended from attending classes if they have not finalized administrative matters about the study visa or permit application process.
- BSL reserves the right to expel a student from the program and the school for academic/disciplinary reasons by the written academic regulations or due to unpaid fees.
- 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 fully settling the student's account.

### **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 that BSL is informed in writing by the student, with official proof of the visa refusal, 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 two terms of studies.

### **Deferral Policy**

Candidates apply for a given intake. The selected intake is final once the Candidate has been admitted into the program. It cannot be deferred to another term for reasons other than related to Visa issuance.

If students cannot join the intake they have applied for and have been admitted to, there will be no refund, and BSL is entitled to keep the payment for the first two terms of studies.

### **Leaving the program – Financial implications, communication to the authorities:**

- If a student wishes to withdraw from the program, BSL must be notified in writing as soon as possible. The term in which a notice is given and the following term remain due by the student and will be invoiced accordingly.
- If a student is expelled from the school for academic/disciplinary reasons following the written academic regulations or due to unpaid fees, the fees are payable as indicated. The term in which a notice is given and the following term remain due by the student and will be invoiced accordingly. Students may also be suspended or expelled from attending classes if they have not finalized administrative matters concerning the study visa or permit application process.
- Once a student who obtained a residency permit for studies purposes interrupts, withdraws, or is expelled from Business School Lausanne, BSL must inform the local cantonal authorities, and the residency permit will be canceled.

### **Study plans and amendments to the study plan**

The individual study plan will be shared with the Student after complete enrollment at the start of the program.

- Amendments to the study plan due to transfer credit must 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.
- BSL's administration does not recognize oral agreements regarding the courses students are attending or not attending.
- 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 for 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 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 have a **STUDY VISA** issued by a Swiss Embassy or Consulate before entering Switzerland to study:

Europe: Turkey and Eastern 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 on the above list**

- 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 study in Switzerland. The STUDY PERMIT is applied upon arrival in Lausanne.
- The applicant cannot be accompanied by other members of their family
- A TOURIST VISA does NOT satisfy the above requirements or 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 visas 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 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 I entered 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