

Admission contract  
CREA Ecole de création en communication SA  
(hereinafter EBS Genève/CREA INSEEC U.)

Photo

## Master in Digital Sustainable Business & E-Commerce 2021/2023 Session

SELECTED MASTER(S)

- MASTER 1**  
Period: 18<sup>th</sup> October 2021 – 10<sup>th</sup> February 2022
- MASTER 2**  
Period: 7<sup>th</sup> March 2022 – 23<sup>rd</sup> June 2022

### KEY DATES

**Internship** Between July 2022 and April 2023  
**Master Thesis** January 2023  
**Graduation** April 2023

### PERSONAL DETAILS

Last name \_\_\_\_\_ First name \_\_\_\_\_  
Civil status \_\_\_\_\_ Gender  F  M  
Date of birth \_\_\_\_\_ AVS number (if any) \_\_\_\_\_  
Citizenship \_\_\_\_\_  UE/Swiss citizen  non-UE citizen  
Email \_\_\_\_\_ Phone \_\_\_\_\_

#### Home address

c/o \_\_\_\_\_  
Street \_\_\_\_\_  
Postcode \_\_\_\_\_  
City / Country \_\_\_\_\_

#### Local address (CH / F)

c/o \_\_\_\_\_  
Street \_\_\_\_\_  
Postcode \_\_\_\_\_  
City / Country \_\_\_\_\_

Have you ever lived in Switzerland?  yes  no

Are you currently carrying out a student job in Switzerland?

If yes: period \_\_\_\_\_

Are you currently holding a Swiss Permit?

Student's B Permit  B Permit  Other \_\_\_\_\_

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## EMERGENCY CONTACT PERSON

Last name \_\_\_\_\_ First name \_\_\_\_\_

Relationship with the student (family, friend, ...) \_\_\_\_\_

### Address

c/o \_\_\_\_\_ Email \_\_\_\_\_

Street \_\_\_\_\_ Phone \_\_\_\_\_

Postcode \_\_\_\_\_ City / Country \_\_\_\_\_

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## APPLICATION DEADLINE

**30<sup>th</sup> September 2021**

*(Subject to availability)*

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## APPLICATION DOCUMENTS

- Passport / ID copy
- Cover letter
- CV
- Copy of Diplomas (or last grade report)
- English certification
- Proof of deposit

**Enrolment becomes definitive upon receipt of this duly signed form with all the requested documents and along with the deposit.**

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## ADMISSION INTERVIEW

Once the application file is validated by EBS Genève/CREA INSEEC U.'s top management, the candidate shall receive instructions for the admission interview.

The interview takes place with the Master's program Director, in EBS Genève/CREA INSEEC U. premises or by Skype.

Date and time are communicated to the student by email from Admission Department.

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**EBS Genève/CREA INSEEC U. reserves the right to cancel the course in the event of insufficient numbers.**

# MASTER 1

## TERMS AND CONDITIONS

### 1. TUITION FEES AND PAYMENT SCHEDULE

MASTER 1 period: 18<sup>th</sup> October 2021 – 10<sup>th</sup> February 2022

**Tuition fees amount to 9.500 €**

**This amount doesn't include the 70€ fee for the Adobe Creative Cloud pack during Master 1 session.**

Payment methods - please tick the appropriate box corresponding to your choice:

<u>UE / SWISS CITIZEN or RESIDENT</u>	<u>NON-UE CITIZEN</u>
<b>Deposit</b> Upon enrolment, by wire transfer 800€	<input type="checkbox"/> <b>Option A</b> Down payment The total fees (9.500 €) must be received by wire transfer at the enrolment.
<b>Remaining amount: 8.700 €</b>	<input type="checkbox"/> <b>Option B</b> Payment in 2 instalments  The failure to pay one instalment by the due date cancels this chosen payment method and makes the balance of remaining tuition fees immediately due.
<input type="checkbox"/> <b>Option A</b> Down payment The remaining fees (see above amount) must be received by wire transfer at the latest on <b>15<sup>th</sup> September 2021</b> .	1 <sup>st</sup> payment 50% of the tuition fees upon enrolment by wire transfer 4.750 €
<input type="checkbox"/> <b>Option B</b> Payment in instalments (see the below schedule)  The failure to pay one instalment by the due date cancels this chosen payment method and makes the balance of remaining tuition fees immediately due.	2 <sup>nd</sup> payment 50% of the tuition fees by 31 <sup>st</sup> October 2021 4.750 €
1 <sup>st</sup> payment by 30 <sup>th</sup> September 2021 2.900 €	
2 <sup>nd</sup> payment by 30 <sup>th</sup> November 2021 2.900 €	
3 <sup>rd</sup> payment by 31 <sup>st</sup> January 2022 2.900 €	

### 2. EBS GENÈVE/CREA INSEEC U. BANKING DETAILS

Credit Suisse, Geneva / IBAN: CH23 0483 5175 2978 1200 0 / Clearing: 4835 / Swift: CRESCHZZ80A

### 3. CANCELLATION OF REGISTRATION

Cancellation conditions:

<u>UE / SWISS CITIZEN or RESIDENT</u>	<u>NON-UE CITIZEN</u>
Cancellations received <b>until 18<sup>th</sup> October 2021</b> : a penalty of 2.000 € will be charged.	In case of cancellation, EBS Genève/CREA INSEEC U. will not refund the fees, except when the visa is refused.
Cancellations received <b>between 18<sup>th</sup> October 2021 and 17<sup>th</sup> November 2021</b> : a penalty of 4.700 € will be charged.	In case of visa refusal, the application may be cancelled free of charge if the school is informed by registered letter within 8 days of the official notification.
Cancellations received <b>as from 18<sup>th</sup> November 2021</b> : a penalty of 9.500 € will be charged.	

**Important: Termination of this admission contract, by either party, must be formally communicated to the other by a registered letter. Informing via email is not allowed nor valid.**

# MASTER 2

## TERMS AND CONDITIONS

### 4. TUITION FEES AND PAYMENT SCHEDULE

MASTER 2 period: 7<sup>th</sup> March 2022 – 23<sup>rd</sup> June 2022

**Tuition fees amount to 11.000 €**

**This amount doesn't include – for the Master 2 session :**

- 140€ fee for the Adobe Creative Cloud pack
- 800€ fee for the mandatory Study trip

Payment methods - please tick the appropriate box corresponding to your choice:

#### UE / SWISS CITIZEN or RESIDENT

##### **Deposit**

By 31<sup>st</sup> December 2021 800€

**Remaining amount: 10.200 €**

##### **Option A**

Down payment

The remaining fees (see above amount) must be received by wire transfer at the latest on **15<sup>th</sup> February 2022**.

##### **Option B**

Payment in instalments (see the below schedule)

The failure to pay one instalment by the due date cancels this chosen payment method and makes the balance of remaining tuition fees immediately due.

1 <sup>st</sup> payment	
by 28 <sup>th</sup> February 2022	3.400 €
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2 <sup>nd</sup> payment	
by 30 <sup>th</sup> April 2022	3.400 €
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3 <sup>rd</sup> payment	
by 30 <sup>th</sup> June 2022	3.400 €

#### NON-UE CITIZEN

##### **Option A**

Down payment

The total tuition fees (11.000 €) must be received by wire transfer at the latest on **31<sup>st</sup> December 2021**.

##### **Option B**

Payment in 2 instalments:

The failure to pay one instalment by the due date cancels this chosen payment method and makes the balance of remaining tuition fees immediately due.

1 <sup>st</sup> payment	
50% of the tuition fees	
By 31 <sup>st</sup> December 2021	5.500 €
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2 <sup>nd</sup> payment	
50% of the tuition fees	
by 28 <sup>th</sup> February 2022	5.500 €

### 2. EBS GENÈVE/CREA INSEEC U. BANKING DETAILS

Credit Suisse, Geneva / IBAN: CH23 0483 5175 2978 1200 0 / Clearing: 4835 / Swift: CRESCHZZ80A

### 3. CANCELLATION OF REGISTRATION

Cancellation conditions:

#### UE / SWISS CITIZEN or RESIDENT

Cancellations received **before 30<sup>th</sup> November 2021**: the deposit of € 800 will be repaid minus the costs of 300 €.

Cancellations received **between 30<sup>th</sup> November 2021 and 31<sup>st</sup> December 2021**: a penalty of 2.200 € will be charged.

Cancellations received **between 1<sup>st</sup> January 2022 and 6<sup>th</sup> March 2022**: a penalty of 5.500 € will be charged.

Cancellations received **after 7<sup>th</sup> March 2022**: A penalty of 11.000 € will be charged.

#### NON-UE CITIZEN

In case of cancellation, EBS Genève/CREA INSEEC U. will not refund the fees, except when the visa is refused.

In case of visa refusal, the application may be cancelled free of charge if the school is informed by registered letter within 8 days of the official notification.

**Important: Termination of this admission contract, by either party, must be formally communicated to the other by a registered letter. Informing via email is not allowed nor valid.**

## **SPECIAL CONDITIONS**

### Missing prerequisite

In case of failure to an examination required for the admission of the student, the application may be cancelled free of charge if the school is informed by registered letter within 8 days of the publication of results. A copy of the results must be attached to the registered letter. In the case of deferment, these conditions will not apply, no refunds will be granted.

### Visa refusal

In case where the Visa is refused, the application may be cancelled free of charge if the school is informed by registered letter within 8 days of the official notification.

As an exception due to the administrative costs generated by EBS Genève/CREA INSEEC U. for the Visa application, any student who has obtained a Visa to study in Switzerland via the registration documents provided by our school will not be entitled to any refund in case of cancellation, regardless of the date of the request or the reason.

### Termination clauses

In the event of being unable to continue training for objective reasons or relating to his/her person, the student will be allowed to terminate the contract he/she has with EBS Genève/CREA INSEEC U..

In case of termination at the wrong time, particularly in the course of the semester, the student must pay the tuition fees for the semester in progress.

## **4. PARTIAL OR TOTAL INTERRUPTION OF THE PROGRAM**

Any unauthorized absence of the student for more than four consecutive weeks will be considered by the school as a definitive termination of the enrolment. In case of a payment method in instalments, the total due costs will must be paid immediately.

In case of contract termination, EBS Genève/CREA INSEEC U. will immediately inform the Office Cantonal de la Population et des Migration accordingly.

## **5. INTERNSHIP**

Students benefit from internship agreements for 5 months minimum and up to 8 months maximum within the same company. The search for an internship falls under the active responsibility of students, with ongoing support from the "Career Center" at EBS Genève/CREA INSEEC U..

No internship agreement can be issued by EBS Genève/CREA INSEEC U. if the student has not yet ended the Master 2 course.

By my signature, I, \_\_\_\_\_, hereby accept the conditions in the admission contract and the attached "International Masters" admission regulations. I declare that I am going to enroll and undertake to pay the complete amount due.

SELECTED MASTER(S)

- MASTER 1**  
Period : 18<sup>th</sup> October 2021 – 10<sup>th</sup> February 2022
- MASTER 2**  
Period : 7<sup>th</sup> March 2022 – 23<sup>rd</sup> June 2022

**STUDENT**

Place and date

Signature of the student

\_\_\_\_\_

\_\_\_\_\_

**EBS GENÈVE/CREA INSEEC U.**

Place and date

EBS Genève/CREA INSEEC U.  
Ecole de création en communication SA  
René Engelmann  
Director

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\_\_\_\_\_

## **“International Masters” admission regulations**

*Article 1:* The candidate can obtain the admission contract either on the school’s website, during a private meeting or during an information session.

*Article 2:* The candidate must fill in the admission contract in order to attend the evaluation interview. He/she will be advised of the date via email. If the candidate is unable to attend, he/she must contact EBS Genève/CREA INSEEC U. immediately. If the student fails to show up at the evaluation interview, the enrolment fees are not reimbursed.

*Article 3:* To receive the Master’s degree at the end of the course the candidate must hold a Bachelor degree or a qualification recognized as equivalent.

*Article 4:* The admission contract and its attachments must be sent by the deadline stipulated in order to guarantee access to the relevant course session. The entrance interview will only be deemed approved by the payment of the enrolment fee.

*Article 5:* The decision following the evaluation interview is communicated to the candidate within 20 working days. The decision is firm and irrevocable. In case of refusal, the enrolment fees are refunded within 4 weeks.

*Article 6:* The candidate can be admitted without conditions, or under the following conditions:

- fulfil a missing prerequisite
- attend another evaluation interview
- have an interview with another member of management

*Article 7:* A confirmed student who decides to cancel his enrolment, he must communicate his decision by a registered letter sent to EBS Genève/CREA INSEEC U. The conditions for a cancellation of registration are mentioned in the admission contract.

*Article 8:* If a student notices an orientation error in his Master’s program choice, a change can only be made under the following conditions, within 2 weeks after the start of the course:

The student must present clear reasons to the management of the Master course he/she wants to join.

The change may be approved provided that the occupancy rate of the requested Master allows it.

*Article 9:* In the event of postponement of the admission contract, the student agrees to follow the process and to pay the due amount.

*Article 10:* If a student repeats a year, the extra academic year will not be invoiced (apart from travel costs). The student is required to continue paying tuition fees according to the methods and due dates indicated in the admission contract signed by the different parties. The student will therefore have paid the entire tuition fee amount a year before the end of his/her course.

*Article 11:* With regards to the tuition fees, the student undertakes to be up to date in his payments before submitting his/her Master Thesis. The Diploma will be delivered to the student only once all tuition fees have been paid.

*Article 12:* Any student who takes steps to apply for a scholarship must read and sign EBS Genève/CREA INSEEC U.’s “scholarship application” document. The relevant instructions must be strictly adhered to. EBS Genève/CREA INSEEC U. may, without being obliged to, help the student in this process.

*Article 13 :* In case where the study trip is cancelled by the school, the related amount will be refunded.

*Article 14:* All disputes are handled by EBS Genève/CREA INSEEC U.’s legal department and no right of appeal is possible regarding the admission process.

*Article 15:* With regards to the current Covid19 situation, EBS Genève/CREA INSEEC U. reserves the right to switch some or all of the courses to online sessions, if the health measures require it and/or if the students’ and staff’s security can’t be ensured.