

## Admission contract

CREA School of Communication Arts & Digital Marketing  
(hereinafter CREA)

### Master in Business Innovation 2019 – 2020 Session

**I Identity and residential address** (please write in capital letters)

Surname ..... Date of birth .....

First name ..... Place of birth .....

Address ..... Civil status.....

Postcode and city ..... Tel.....

Email ..... Mobile .....

AVS number (only if domiciled in Switzerland)  
.....

**Business contact details**

Company.....

Street.....

Postcode and City.....

Email .....

Tel.....

Mobile.....

**( ) Attach a copy of your identity document**

**II Full bank account details for invoicing** (please complete in capital letters)

Account holder .....

Name of bank establishment .....

IBAN .....

Clearing .....

Swift .....

**III Previous studies**

Name of education establishment	Title of diploma	Years studied	Diploma received	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

**( ) Attach a complete CV and copy of your diplomas**

### III Enrolment

I hereby confirm my enrolment in the 2019-2020 training course at CREA, the total tuition fees amounting to ~~CHF 20,500.~~ **CHF 18,000\***, including a study trip to a campus of the INSEEC U group.

*\*Offer valid for all enrolments until 21 December 2018.*

The following are not included in the tuition fees:

- the enrolment fee of CHF 200.00 for setting up the file\*\*
- accessing the Learning 7 platform and preparing for and going through the certification process, CHF 100.00

Optional choice: the financial contribution to the international study trip (for example: San Francisco) estimated at CHF 3,000.00.

\* When enrolling, an amount of CHF 200 must be paid for setting up the file.

This amount will not be reimbursed in the event of withdrawal. However, if the candidate is not selected, this enrolment amount will be reimbursed. The payment is to be made to the following account

**Credit Suisse, Geneva / IBAN: CH30 0483 5175 2978 1100 1 / Clearing: 4835 / Swift: CRESCHZZ80A**

**Enrolment:** **Friday 21 December 2018**, based on the amount of the offer above

**Start of course:** **30 September 2019**

**End of course:** **December 2020**

**Master thesis:** **January 2021**

### IV Payment methods

I agree to pay the amount of CHF 18 000 to CREA as follows:

The due dates must be respected, even during internship and holidays periods.

Please tick the preferred option:

- 1 payment totaling CHF 18 000 on 30.06.2019
- quarterly based on the following payment schedule, the amount totaling CHF 18 000

Payments	31.03	30.06	30.09	31.12	Total
2019		3 000	3 000	3 000	9 000
2020	3 000	3 000	3 000		9 000

- 18 monthly payments of CHF 1 000 from 30.06.19 to 30.11.19, the amount totaling CHF 18 000
- based on a special payment schedule agreement drawn up with CREA, the amount totaling CHF 18 000, and which will form an integral part of the present contract

If the course is being co-financed by the company, please indicate the contribution of each.

Individual \_\_\_\_\_%

Company \_\_\_\_\_%

If the invoice is to be sent to the company: indicate the exact address for invoicing on page 1 of the admission contract under "Business contact details".

#### **Withdrawal clauses:**

If the student withdraws before 28.02.19, he/she owes nothing. The enrolment fees of CHF 200 are not reimbursed.

If the student withdraws during the period 28.02.19 to 29.09.19, 20% of the tuition fees, i.e. CHF 3 600, must be paid.

If the student withdraws during the period 01.10.18 to 30.06.19, 50% of the tuition fees, i.e. CHF 9 000, must be paid.

If the student withdraws during the period 01.07.19 to 30.11.19, 100% of the tuition fees, i.e. CHF 18 000, must be paid.

**Important: Termination of the present admission contract, by either party, must be formally brought to the attention of the other by registered letter. Informing via email is neither permitted nor valid.**

#### **Late payment**

In the event of late payment, based on the student's payment choices in the present contract, and after the 3<sup>rd</sup> reminder (registered letter), the total balance of the tuition fees will be automatically due without delay. CREA reserves the right to initiate legal proceedings to recover the outstanding balance without prior notice.

#### **Termination**

If the contractual relations are terminated, the student recognizes through the present document that he/she owes the amounts shown under "Withdrawal clauses" for each of the periods stipulated and agrees to pay the balance due, according to the period the termination relates to (see aforementioned withdrawal clauses).

By signing the present contract, the student agrees to be liable for the amounts due as mentioned above under "Withdrawal clauses".

#### **Failing to obtain the bachelor, federal *brevet* (certificate) or equivalent**

Any student who passes his/her entrance examination and is in the final year at a university, specialist higher education school or another equivalent establishment, will be required to first obtain his/her bachelor, federal *brevet* (certificate) or equivalent.

If the diploma is not obtained, the student has the option of postponing his/her enrolment at CREA to the following year, without having to re-sit the entrance examination. To do so, the student must

- Provide a copy of his/her academic record showing the final marks and confirming the fail.
- Complete a new admission contract form for the following course (2020-2022 course), when this becomes available (as of October 2020).
- Pay the 1st term's tuition fees of CHF 4,600.00 by 30.09.2019.
- This amount will be credited against the tuition costs due.
- The new admission contract for the year, in which the student will begin his/her course, shall apply.

Any student who does not want to join CREA and continue studies, will be reimbursed the amount already paid to CREA with the exception of the enrolment fee of CHF 200.00. The student will need to provide a copy of his/her academic record showing the final marks and confirming the fail.

#### **Termination clauses for force majeure**

In the event of force majeure as recognized by the school ("... the notion of force majeure includes extraordinary and unforeseeable events that occur outside the sphere of activity of the party in question and that are imposed on said party from the outside with no resistance possible."), the student will be allowed to terminate the contract he/she has with CREA but must pay the tuition fees for the semester in progress.

## V Internship

The search for an internship falls under the active responsibility of students, but with ongoing support from the “Internships and Businesses Department” at CREA.

No internship agreement can be issued by CREA if the student has not yet started the course, i.e. the first day when classes resume.

Throughout the entire period of their studies at CREA, students benefit from internship agreements of up to 8 months maximum within the same business.

The minimum period recommended by CREA for internships is 5 months.

Executive masters are in internships/jobs 80% (sometimes 90%) of the time.

If a student is employed, he/she will be required to provide an attestation from his/her current employer.

## VI Documents to provide with the application form

- admission contract duly completed, dated and signed
- 1 covering letter
- 1 curriculum vitae
- copies of diplomas (or copy of grades sheet)
- 1 piece of evidence showing payment of the enrolment fee (CHF 200)
- 1 copy of your identity document
- 1 copy of your AVS card (if domiciled in Switzerland)

The complete application must be sent to the following address:

CREA School of Communication Arts & Digital Marketing

Rte des Acacias 43

1227 Geneva – Acacias

## VI Evaluation interview

The evaluation interview is held on the CREA premises, on the date indicated below, and in the presence of the director of the master course.

### Deadlines

Sending the admission contract	Evaluation interview
<b>Friday 21 December 2018</b>	<b>Date to be agreed with the candidate</b>
The signed admission contract must be sent to CREA	On the premises of CREA in Geneva

The candidate’s enrolment at CREA becomes final only after Management’s approval following the evaluation interview.

CREA reserves the right, in the event of insufficient numbers, to cancel the course.

The student agrees to comply with the regulations in force at CREA Geneva.

In the event of a dispute, the parties shall refer to the courts of Geneva only (CREA headquarters).

In signing this, I hereby accept the conditions in the admission contract and the “Master” admission regulations attached.

**STUDENT**

Place and date

Signature of the student

.....

.....

If invoices are to be addressed to a third party or a legal entity, the latter must also sign this admission contract. It shall agree, as a liable joint debtor (*co-débiteur solidaire*) as per the meaning of Art. 143 ss of the Code of Obligations, to pay the tuition fees due.

Surname: .....

First name: .....

Street: .....

Postcode / City.....

Place and date

Signature of the joint debtor

.....

.....

**BUSINESS**

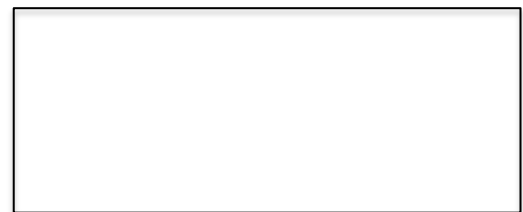
Place and date

Signature of the business management

.....

.....

Stamp and signature of the business:



**CREA**

Place and date

CREA Ecole de création en communication SA  
René Engelmann  
Director

.....

.....

## **“Master” admission regulations**

*Article 1:* You 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 CREA immediately. If the student fails to show up at the evaluation interview, the enrolment fees are not reimbursed.

*Article 3:* The candidate must meet the following admission conditions in order to receive the Master degree at the end of the course: 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. Attendance at the evaluation interview is deemed approved following 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 definitive and irrevocable. In the event of rejection, the enrolment fees are reimbursed within 3 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:* If enrolment is cancelled by an admitted student, the student must indicate this by registered letter sent to CREA; the withdrawal clauses stipulated in the admission contract apply.

*Article 8:* If a student notices an error in the course program in terms of his/her choice of Master, a change can only be made under the following conditions, within 2 weeks of the course starting:

The student must present clear reasons to the management of the Master course he/she wants to enrol in. The change may be approved provided there are enough students in the preferred Master course.

*Article 9:* 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 10:* The Diploma will be given to the student only once all tuition fees have been paid.

*Article 11:* Any student who takes steps to apply for a scholarship must read and sign CREA’s “scholarship application” document. The relevant instructions must be strictly adhered to. CREA may, without being obliged to, help the student in this process.

*Article 12:* All disputes are handled by CREA’s legal department and no right of appeal is possible regarding the admission process.