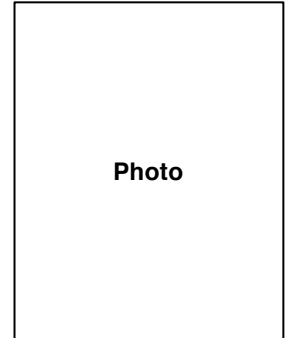


Admission contract
CREA Ecole de création en communication SA
(hereinafter EBS Genève/CREA)

**Master in Digital Sustainable Business & E-Commerce
2022/2024 Session**



SELECTED MASTER(S)

- MASTER 1**
Period: 17th October 2022 – 11th February 2023
- MASTER 2**
Period: 7th March 2023 – 23rd June 2023

KEY DATES

Internship Between July 2023 and April 2024
Master Thesis January 2024
Graduation April 2024

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 **Local address (CH / F)**
c/o _____ c/o _____
Street _____ Street _____
Postcode _____ Postcode _____
City / Country _____ 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 _____

EMERGENCY CONTACT PERSON

Last name _____ First name _____

Relationship with the student (family, friend, ...) _____

Address

c/o _____ Email _____

Street _____ Phone _____

Postcode _____ City / Country _____

APPLICATION DEADLINE

31th May 2022

(Subject to availability)

APPLICATION DOCUMENTS

- Passport / ID copy
- Cover letter
- CV
- Copy of Diplomas (or last grade report)
- English certification
- 1 proof of the payment of the registration fee
- A copy of the AVS card (only when you live currently in Switzerland)

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

ADMISSION INTERVIEW

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

The interview takes place with the Master program Director and or the International Recruitment manager, in EBS Genève/ CREA premises or by a visio meeting online.

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

EBS Genève/ CREA 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: 17th October 2022 – 10th February 2023

Tuition fees amount to **9.500 €**

This amount doesn't include:

- **70 € fee for the Adobe Creative Cloud pack during Master 1 session.**
- **500 € for the Salesforce certification**

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

<u>UE / SWISS CITIZEN or RESIDENT</u>	<u>NON-UE CITIZEN</u>
Deposit Upon enrolment, by wire transfer 800 €	<input type="checkbox"/> Option A Down payment The total fees (9.500 €) must be received by wire transfer at the enrolment.
Remaining amount: 8.700 €	<input type="checkbox"/> 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.
<input type="checkbox"/> Option A Down payment The remaining fees (see above amount) must be received by wire transfer at the latest on 16th September 2022 .	1 st payment 50% of the tuition fees upon enrolment by wire transfer 4.750 €
<input type="checkbox"/> 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.	2 nd payment 50% of the tuition fees by 30 st September 2022 4.750 €
1 st payment by 30 th September 2022 2.900 €	
2 nd payment by 30 th November 2022 2.900 €	
3 rd payment by 31 st January 2023 2.900 €	

2. EBS GENÈVE/CREA 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 between **15.06 2022 and 30.06.2022** – 800€

Cancellations received **until 17th October 2022**: a penalty of 2.000 € will be charged.

Cancellations received **between 17th October 2022 and 18th November 2022**: a penalty of 4.700 € will be charged.

Cancellations received **as from 18th November 2022**: a penalty of 9.500 € will be charged.

NON-UE CITIZEN

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

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

In case of visa refusal whilst attending the master program, the tuition fee will be refunded by ratio of attendance, as is the case of cancellation for EU citizens.

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

1. TUITION FEES AND PAYMENT SCHEDULE

MASTER 2 period: 6th March 2023 – 23th June 2023

Tuition fees amount to 11.000 €

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

- **140 € fee for the Adobe Creative Cloud pack**
- **900 € for the mandatory Study trip**

The above mentioned tuition costs don't include the costs relating to the study trip, subject to effective organization by EBS Genève/CREA and subject to variations in particular related to the destination of the trip and the terms of implementation: Master 2, one week study trip to an Omnes Education Group campus, for an estimated budget of 900.- euros. If the study trip is cancelled, financial participation will be not required.

EBS Genève/CREA reserves the rights, to may there be not enough participants, to cancel the study trip.

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

<u>UE / SWISS CITIZEN or RESIDENT</u>	<u>NON-UE CITIZEN</u>
Deposit By 31st December 2022 800 €	<input type="checkbox"/> Option A Down payment The total tuition fees (11.000 €) must be received by wire transfer at the latest on 31st December 2022 .
Remaining amount: 10.200 € <input type="checkbox"/> Option A Down payment The remaining fees (see above amount) must be received by wire transfer at the latest on 15th February 2023 .	<input type="checkbox"/> 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.
<input type="checkbox"/> 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 st payment 50% of the tuition fees By 31 st December 2022 5.500 €
1 st payment by 28 th February 2023 3.400 €	2 nd payment 50% of the tuition fees by 28 th February 2023 5.500 €
2 nd payment by 30 th April 2023 3.400 €	
3 rd payment by 30 th June 2023 3.400 €	

2. EBS GENÈVE/CREA 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 30th November 2022**: the deposit of € 800 will be repaid minus the costs of 300 €.

Cancellations received **between 30th November 2022 and 31st December 2022**: a penalty of 2.200 € will be charged.

Cancellations received **between 1st January 2023 and 6th March 2023**: a penalty of 5.500 € will be charged.

Cancellations received **after 7th March 2023**: A penalty of 11.000 € will be charged.

NON-UE CITIZEN

In case of cancellation, EBS Genève/CREA 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.

4. LATE PAYMENT

In the event of late payment for any of the sums due under the admission contract and related documents, the student is automatically in default, without any notification being required from the student. EBS Genève/CREA. Depending on the situation, EBS Genève/CREA may send the reminder (s), without calling into question the exigibility of the sums and / or the remainder. In addition, if applicable, after the 3rd reminder (recommended), the total balance of schooling (for the current year, the previous installments remaining due and acquired to EBS Genève/CREA is automatically due without delay.

The non-payment of one or other of the deadlines for the current schooling may result in (i) a temporary suspension of the training and / or (ii) the termination of the admission contract by EBS Genève/CREA. However, all amounts owed by the student remain to be paid.

In particular, in the event of significant late payment, EBS Genève/CREA may require that the payment of school fees be up to date, before the start of the school year, including when moving from one year to another and / or (ii) the presentation of the Master's thesis.

More specifically in relation to the Master Work, if the student is not up to date in the payment deadlines, EBS Genève/CREA require the regularization of the situation and the student does not comply, then the Master Work is postponed to the following year (only one postponement possible). During this period, pending the presentation of the Postponed Master thesis according to the above, the student will not be exempted from teaching. The presentation of the Master's thesis which has already been postponed to the following year cannot be postponed again. This would be a definitive case of failure of the Master's program if the presentation of the Master's thesis (already postponed) cannot take place the following year due to late payment.

In all cases, the award of the Master's Degree is subject to payment of all tuition costs.

In the event of the student's residence, EBS Genève/CREA reserves the right to recover all amounts owed by legal means, without prior notice. The related costs will be charged to the student.

5. SITUATION IN CASE OF FAILURE

In the event of failure of the student during the Master program (with or without repeating a situation), no reimbursement or reduction in tuition costs is applicable. Likewise, if the student informs EBS Genève/CREA of his wish to terminate the current Master program, no reimbursement or reduction in tuition costs is applicable and the provisions of this contract apply.

6. EXTRAORDINARY SITUATION CLAUSE

If the student finds himself, through no fault of his own, in a situation of such gravity that the continuation of the training is not possible (in other words, an extraordinary situation), the student will contact EBS Genève/CREA without delay in order to to (i) set out in detail The reasons and the applicable circumstances, in writing or any other form that would be accepted by EBS Genève/CREA and (ii) provide information on its own assessment of the foreseeable duration of this extraordinary situation. EBS Genève/CREA will examine the extraordinary situation and will provide its best efforts to offer the student any accommodations that may be acceptable in this context.

7. IN THE EVENT OF FAILURE TO OBTAIN A BACHELOR DEGREE, FEDERAL CERTIFICATE OR AN EQUIVALANCE

The candidate / student whose application is approved by EBS Genève/CREA at the end of his assessment interview and who is in the last year of university, specialized high school or another equivalent establishment (according to the appreciation of EBS Genève/CREA), may be admitted on the condition of obtaining the bachelor's degree, the federal patent or the equivalence concerned.

In the event that the diploma concerned is not obtained, the candidate / student will ensure that EBS Genève/CREA is immediately informed of the situation, at the latest within the time limit and in the form prescribed by EBS Genève/CREA for this purpose (by means of any communication intervening in this regard). In these circumstances, the candidate / student has the option of postponing their registration at EBS Genève/CREA for the following year, without having to repeat their assessment interview. To do this, the candidate / student must:

- Submit a copy of their final report card, which confirms their failure.
- Complete a new admission contract for the next session (2023-2025 session), when the latter will be available (from November 2022).
- Pay the 1st term of schooling in an amount as agreed by both parties (EU citizen or Non EU citizen) by 30.09.2022. This amount will be credited against future school fees.
- The provisions of the new admission contract, for the following session, will prevail, it being however specifically agreed that the amount applicable for the 1st term of schooling (above, subject to adaptation by EBS Genève/CREA) is acquired at EBS Genève/CREA in all cases.

The candidate / student who does not wish to integrate EBS Genève/CREA for the Master and prefers to continue his education with a view to obtaining the diploma concerned will be reimbursed for any amount of the tuition that has already been paid to EBS Genève/CREA, except the registration fee which will be acquired by EBS Genève/CREA. In this sense, the candidate / student must provide EBS Genève/CREA with a copy of (i) his final transcript confirming his failure and (ii) any document establishing the continuation of the education concerned.

8. POSTPONEMENT OF THE ADMISSION CONTRACT

In the event of a wish to postpone the admission contract, the candidate / student has the option of asking EBS Genève/CREA to postpone his / her registration with EBS Genève/CREA for the following year. To do this, the candidate / student must imperatively formulate his / her request for postponement by June 30, 2022 at the latest (this request can thus be made exclusively before year 1) in accordance with the following:

- Send a registered letter to EBS Genève/CREA to request the postponement of admission.
- Complete a new admission contract for the next session (session 2023-2025), when it becomes available (from November 2022).
- Pay the 1st term of schooling as agreed in payment method as being an EU - or Non-EU citizen. This amount will be credited against future school fees.
- Pay the provisions of the new admission contract, for the following session, will prevail, it being however specifically agreed that the amount applicable for the 1st term of schooling (above, subject to adaptation by EBS Genève/CREA) is acquired at EBS Genève/CREA in all cases.

9. PROFESSIONAL EXPERIENCE: INTERNSHIP / EMPLOYMENT

The search for an internship is the active responsibility of the student, with the support of the Career Center & Corporate Relations.

The International Master student must validate a professional experience (internship or job) related to his/her training, lasting a minimum of 5 months to 8 months maximum during the training: it comes at the end of the M2. This internship can be done in 1 or 2 different companies, in Switzerland (if possible, depending on the visa of the student) or abroad.

No credits are linked to professional experience, however professional experience is mandatory and required to validate the Master's degree.

In case of repetition, failure or non-submission of the Master Thesis, the student does not benefit from a new internship agreement if the internship period has already been validated during his training.

10. ADMISSION PROCESS

After validation of the admission contract and the related file by the management of EBS Genève/CREA the candidate receives the instructions for the assessment interview.

The assessment interview is organized at EBS Genève/CREA premises or online, with the participation of the Director of the Master and or the International recruitment manager.

11. DEADLINE ADMISSION

Return of admission contract and file	Evaluation interview
At latest 1 May 2022	To plan with the Recruitment department
The signed contract is completed and send to EBS Genève/CREA	In the premises of EBS Genève/CREA or online by a Visio meeting

The details concerning the hours of passage and the progress of the assessment interview will be communicated by EBS Genève/CREA in due course, by e-mail.

The candidate's registration for EBS Genève/CREA becomes final after the full admission session, including validation of the application by CREA at the end of its assessment interview.

12. FINAL PROVISIONS

The Master admission regulations are given to the candidate / student and apply.

EBS Genève/CREA reserves the right, in the event of insufficient participation, to cancel the Master's program.

Registration by the candidate / student becomes firm and final as soon as the admission contract is countersigned by EBS Genève/CREA.

The candidate / student agrees to comply with the regulations in use at EBS Genève/CREA. This will be communicated later.

The relations between EBS Genève/CREA and the candidate / student, in particular those resulting from this admission contract, are subject to Swiss (internal) law. In the event of a dispute, the ordinary courts of the Canton of Geneva have sole jurisdiction, subject to any recourse to the Federal Tribunal.

13. 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 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.

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.

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 : 17th October 2022 – 10th February 2023
- MASTER 2**
Period : 7th March 2023 – 23rd June 2023

STUDENT

Place and date

Signature of the student

EBS GENÈVE/CREA

Place and date

Ecole de création en communication SA
René Engelmann
Director

The signing of this admission contract constitutes an acknowledgment of debt within the meaning of art. 82 LP for the amount of tuition and the costs detailed therein (Sections 2 and 3 above, in particular), where applicable for any sums due for withdrawal.

“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 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
- re-set part or all of the entrance examination and have an interview with a new jury.

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

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

- present clear reasons to the management of the Master course he/she wants to join.
 - pass the entrance examination for the Master program he/she wants to get into
- The change may be approved provided that the occupancy rate of the requested Master allows it.

Article 9: In the event of deferral of the admission contract, the student engages him/ herself to respect the adjustment procedure and pay the tuition fees.

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’s “scholarship application” document. The relevant instructions must be strictly adhered to. EBS Genève/CREA. May, without being obliged to, help the student in this process. There is no guarantee given by EBS Genève/CREA that the student will obtain a scholarship.

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’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 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.

