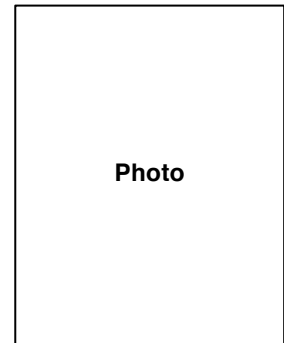




Admission contract  
CREA INSEEC U. Ecole de création en communication SA  
(hereby CREA INSEEC U.)



**International Master in Digital Marketing & Communication  
2020/2021 session**

SELECTED MASTER(S)

- MASTER 1**  
Period: 12<sup>th</sup> October 2020 – 11<sup>th</sup> February 2021
- MASTER 2**  
Period: 8<sup>th</sup> March 2021 – 24<sup>th</sup> June 2021

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**KEY DATES**

**Internship** Between July 2021 and April 2022  
**Master Thesis** January 2022  
**Graduation** April 2022

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PERSONAL DETAILS

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

**Home address**

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

**Local address (CH / F)**

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

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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

**30th June 2020**

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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 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 CREA INSEEC U. premises or by Skype.

Date and time is communicated to the student by email.

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**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: 12<sup>th</sup> October 2020 – 11<sup>th</sup> February 2021

**Tuition fees amount to 9.000 €**

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

<u>UE / SWISS CITIZEN</u>	<u>NON-UE CITIZEN</u>
<b>Deposit</b> <b>Upon enrolment</b> , by wire transfer 800€	<input type="checkbox"/> <b>Option A</b> Down payment The total fees (9.000 €) must be received by wire transfer at the enrolment.
<b>Remaining amount: 8.200€</b>	<input type="checkbox"/> <b>Option B</b> Payment in 2 instalments
<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>30<sup>th</sup> June 2020</b> .	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 B</b> Payment in instalments (see the below schedule)	1 <sup>st</sup> payment 50% of the tuition fees upon enrolment by wire transfer 4.500 €
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 30 <sup>th</sup> June 2020 4.500 €
1 <sup>st</sup> payment by 30 <sup>th</sup> June 2020 2.740 €	
2 <sup>nd</sup> payment by 30 <sup>th</sup> September 2020 2.730 €	
3 <sup>rd</sup> payment by 30 <sup>th</sup> November 2020 2.730 €	

### 2. 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</u>	<u>NON-UE CITIZEN</u>
Cancellations received <b>before 31<sup>st</sup> May 2020</b> : the deposit of € 800 will be repaid minus the costs of 300 €.	In case of cancellation, CREA INSEEC U. will not refund the fees, except when the visa is refused.
Cancellations received <b>between 1<sup>st</sup> June 2020 and 31<sup>st</sup> July 2020</b> : a penalty of 2.000 € 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>between 1<sup>st</sup> August 2020 and 6<sup>th</sup> October 2020</b> : a penalty of 4.500 € will be charged.	
Cancellations received <b>after 12<sup>th</sup> October 2020</b> : a penalty of 9.000 € 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: 8<sup>th</sup> March 2021 – 24<sup>th</sup> June 2021

**Tuition fees amount to 10.500 €**

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

<u>UE / SWISS CITIZEN</u>	<u>NON-UE CITIZEN</u>
<b>Deposit</b> By <b>31<sup>st</sup> December 2020</b> 800€	<input type="checkbox"/> <b>Option A</b> Down payment The total tuition fees (10.500 €) must be received by wire transfer at the latest on <b>31<sup>st</sup> December 2020</b> .
<b>Remaining amount: 9.700€</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> February 2021</b> .	1 <sup>st</sup> payment 50% of the tuition fees By 31 <sup>st</sup> December 2020 5.250 €
<input type="checkbox"/> <b>Option B</b> Payment in instalments (see the below schedule)	2 <sup>nd</sup> payment 50% of the tuition fees by 28 <sup>th</sup> February 2021 5.250 €
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 2021 3.240 €	
2 <sup>nd</sup> payment by 30 <sup>th</sup> April, 2021 3.230 €	
3 <sup>rd</sup> payment by 30 <sup>th</sup> June 30, 2021 3.230 €	

### 2. 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</u>	<u>NON-UE CITIZEN</u>
Cancellations received <b>before 30<sup>th</sup> November 2020</b> : the deposit of € 800 will be repaid minus the costs of 300 €.	In case of cancellation, CREA INSEEC U. will not refund the fees, except when the visa is refused.
Cancellations received <b>between 30<sup>th</sup> November 2020 and 31<sup>st</sup> December 2020</b> : a penalty of 2.000 € 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>between 1<sup>st</sup> January 2021 and 1<sup>st</sup> March 2021</b> : a penalty of 5.250 € will be charged.	
Cancellations received <b>after 2<sup>nd</sup> March 2021</b> : A penalty of 10.500 € 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.**

## **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 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 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, 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 "Pôle Stages & Entreprises" at CREA INSEEC U.. No internship agreement can be issued by 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 : 12<sup>th</sup> October 2020 – 11<sup>th</sup> February 2021
- MASTER 2**  
Period : 8<sup>th</sup> March 2021 – 24<sup>th</sup> June 2021

**STUDENT**

Place and date

Signature of the student

\_\_\_\_\_

\_\_\_\_\_

**CREA INSEEC U.**

Place and date

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

\_\_\_\_\_

\_\_\_\_\_

## **“International Masters” 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 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 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:* 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 delivered 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 INSEEC U.’s “scholarship application” document. The relevant instructions must be strictly adhered to. CREA INSEEC U. may, without being obliged to, help the student in this process.

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