



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

**Bachelor in Digital Business Management
2019 – 2022 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)
.....

Contact details of mother

Surname.....
First name.....
Profession.....
Street.....
Postcode and city
Email.....
Tel.....
Mobile

Contact details of father

Surname.....
First name.....
Profession.....
Street
Postcode and city
Email.....
Tel
Mobile

() Attach a copy of your identity document

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

Account holder

Name of bank establishment

IBAN

Clearing

Swift

* In case of refund, unless otherwise stated, the amounts due will be paid to the account holder mentioned.

III Studies background

Name of education establishment	Title of diploma	Years studied	Graduated	
			Oui	Non
			Oui	Non
			Oui	Non
			Oui	Non
			Oui	Non
			Oui	Non
			Oui	Non

() Attach a complete CV and copy of your diplomas

IV Enrolment

I hereby confirm my enrolment in the 2019-2022 training course at CREA, the total tuition fees amounting to CHF 48'000.-.

This amount also includes the costs of a MacBook Pro computer and graphics softwares for the 3 years of the Bachelor course.

The following are not included in the tuition fees :

- the enrolment fee of CHF 400.- for setting up the file*
- theft and loss computer insurance for the MacBook Pro amounting to CHF 60.- per year
- access to the Learning 7 platform and preparing for and going through the certification process, CHF 100.-
- the financial contribution to the international study trip (for example: San Francisco) estimated at: CHF 650.- to CHF 850.-

* When enrolling, an amount of CHF 400.- must be paid for setting up the file.

This amount will not be reimbursed in the event of withdrawal or if the candidate fails to show up at the entrance examination. 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:	31st March 2019
Course start :	7th October 2019
Course end :	June 2022
Bachelor thesis:	September 2022

V Payment methods

I agree to pay the amount of CHF 48'000.- to CREA.

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

Please tick your choice :

- in 3 payments totaling CHF 48'000.-

Year 1 (2018/2019): CHF 16'000.- on 30.06.2019

Year 2 (2019/2020): CHF 16'000.- on 30.06.2020

Year 3 (2020/2021): CHF 16'000.- on 30.06.2021

- quarterly based on the following payment schedule, the amount totaling CHF 48'000.-

Payments	30.06	30.09	31.12	31.03	Total
Year 1 (2019/2020)	4'000.-	4'000.-	4'000.-	4'000.-	16'000.-
Year 2 (2020/2021)	4'000.-	4'000.-	4'000.-	4'000.-	16'000.-
Year 3 (2021/2022)	4'000.-	4'000.-	4'000.-	4'000.-	16'000.-

- in 36 monthly payments, the amount totaling CHF 48'000.-

Year 1 (2019/2020) :

1st monthly payment of CHF 1'700.- on 30.06.19
11 monthly payments of CHF 1'300.- from 31.07.19 to 31.05.20
Total: CHF 16'000.-

Year 2 (2019/2020) :

1st monthly payment of CHF 1'700.- on 30.06.20
11 monthly payments of CHF 1'300.- from 31.07.20 to 31.05.21
Total: CHF 16'000.-

Year 3 (2020/2021) :

1st monthly payment of CHF 1'700.- on 30.06.21
11 monthly payments of CHF 1'300.- from 31.07.21 to 31.05.22
Total: CHF 16'000.-

- based on a special payment schedule agreement drawn up with CREA for a total amount of CHF 48'000.- and which will form an integral part of the present contract
First payment 30.06.2019 / Minimum monthly amount of CHF 800.-.

Cancellation of registration :

Cancellations received before 15.06.2019, he/she owes nothing. The enrolment fees of CHF 400 are not reimbursed.

Year 1 (2019/2020)

Cancellations received between the 15.06.19 to 06.10.19 : the amount of the 1st quarter of Year 1, so CHF 4'000.-, must be paid.

Cancellations received between the 07.10.19 to 31.12.19 : the amount of the 1st and 2nd quarter of Year 1, so CHF 8'000.-, must be paid.

This clause is also applicable if the person enrolled does not turn up on the day the course resumes.

Cancellations received between the 01.01.20 to 30.06.20 : the amount of the 3rd and 4th quarter of Year 1, so CHF 8'000.-, must be paid.

Year 2 (2020/2021)

Cancellations received between the 01.07.20 to 31.12.20 : the amount of the 1st and 2nd quarter of Year 2, so CHF 8'000.-, must be paid.

Cancellations received between the 01.01.21 to 30.06.21 : the amount of the 3rd and 4th quarter of Year 2, so CHF 8'000.-, must be paid.

Year 3 (2021/2022)

Cancellations received between the 01.07.21 to 31.12.21 : the amount of the 1st and 2nd quarter of Year 3, so CHF 8'000.-, must be paid.

Cancellations received between the 01.01.22 to 30.06.22 : the amount of the 3rd and 4th quarter of Year 3, so CHF 8'000.-, must be paid.

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.

Payment failure

The failure to pay one instalment by the due date, based on the student's payment method choice, and after the 3rd reminder (registered letter), the outstanding balance of the tuition fees will be automatically due without delay. CREA could initiate a legal procedure to recover the outstanding balance without prior notice.

Termination

If the contractual relations are terminated, the student recognizes by the present contract that he/she owes the amounts aforementioned under "Cancellation of registration" for each of the periods stipulated and agrees to pay the balance due, according to the formal date of termination (registered letter).

By signing the present contract, the student agrees to be liable for the amounts due as mentioned under "Cancellation of registration".

Failing to obtain a *maturité, baccalauréat* or equivalent

Any student who passes his/her entrance examination and is in the final year at a lower or upper secondary school establishment (*Gymnase, Collège or Lycée*) or equivalent, will be required to first obtain his/her *maturité, baccalauréat* or equivalent.

If the diploma is not obtained, there are two solutions available :

- 1) 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 (2020-2023 course), when this becomes available (as of October 2020).
 - Pay the 1st term's tuition fees of CHF 4'000.- by 30.09.2019.
 - This amount will be credited against the tuition costs to pay.
 - The new admission contract for the next year be faith.
- 2) The student has the option of joining CREA.
If the student does not want to repeat his/her year in order to obtain the *maturité, baccalauréat* or equivalent, he/she still has the option of beginning the Bachelor at CREA. Please refer to Article 3 of the "Bachelor" admission regulations on page 8.

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 400.-. 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 case of force majeure acknowledged by the school ("... the term of force majeure includes extraordinary and unforeseeable circumstances beyond the control of the party, that occur outside of his sphere of activity and that are imposed 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.

VI 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.

2 mandatory internships of 5 months must be realized during the Bachelor.

Throughout the period of their studies students benefit from internship agreements of up to 8 months maximum within the same company.

VII Documents to provide with the application form

- the 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 400.-)
- 1 copy of the identity document
- 1 copy of your AVS card (if domiciled in Switzerland)

The complete application must be sent to the following address or at info@creageneve.com :
CREA Ecole de création en communication SA
Rte des Acacias 43
1227 Geneva – Acacias

After approval of the application form by CREA's management, the candidate receives instructions for his/her entrance examination.

VIII Entrance examination

The entrance examination is held on the premises of CREA (date indicated below), lasts about 30 minutes and takes place in the presence of two experts, one of whom is a member of the school's management.

1. Presentation of personal project (about 20 minutes)

This is a personal project carried out by the candidate based on a briefing (topic given) sent to the student within 5 days of CREA receiving the school enrolment form. The student has about 2 to 3 weeks to work on this project. The topic chosen and the related materials are described in the briefing.

2. Face-to-face interview (about 10 minutes)

Interview and discussion covering diverse subjects (motivation, general knowledge, personal talents, analytical skills, creativity and ability to express oneself).

Deadlines

Sending the admission contract	Entrance examination
31st March 2019 The signed admission contract must be sent to CREA	Week of 22th April 2019 or Week of 29th April 2019 On the premises of CREA in Geneva

The time of the oral evaluation will be confirmed by email.

The candidate's enrolment at CREA becomes final only after the admission process has been completed, including the entrance examination.

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

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

By my signature, I hereby accept the conditions in the admission contract and the “Bachelor” admission regulations attached.

STUDENT

Place and date

Signature of the student

.....

.....

Signature of the parents (in the case of a minor)

.....

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 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

.....

.....

CREA

Place and date

CREA Ecole de création en communication SA
René Engelmann
Director

.....

.....

“Bachelor” 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 entrance examination. He/she will be advised of the date in the contract. If the candidate is unable to attend, he/she must contact CREA immediately. If the student fails to show up at the entrance examination, the enrolment fees are not reimbursed.

Article 3 : The candidate must meet the following admission conditions in order to receive the Bachelor degree at the end of the course: be between 18 and 25 years of age at the start of the course – hold a diploma of secondary school studies II or equivalent. There are special admission conditions for candidates without a diploma of secondary school studies II who have demonstrated real talent during the entrance examination. These students will receive a Diploma except in cases where they have an overall average of 5.

Article 4 : The admission contract and its attachments must be sent by the deadline stipulated in order to guarantee access to the relevant course. Sitting the entrance examination is deemed approved following payment of the enrolment fee.

Article 5 : For candidates who are minors at the time of enrolment, the admission contract must be signed by a parent or legal guardian.

Article 6 : The results of the entrance examination are communicated to the candidate within 20 working days. The decision of the jury is definitive and irrevocable. In the event of rejection, the enrolment fees are reimbursed within 4 weeks.

Article 7 : The candidate can be admitted without conditions, or under the following conditions:

- fulfil a missing prerequisite
- re-sit part or all of the entrance examination
- have an interview with a new jury

Article 8 : A confirmed student who decides to cancel his enrolment, he must communicate his decision by a registered letter sent to CREA. The conditions for a cancellation of registration are mentioned in the admission contract.

Article 9 : If a student notices an error in the course program in terms of his/her choice of Bachelor, a change can only be made under the following conditions, within 2 weeks of the course starting :

- present clear reasons to the management of the Bachelor he/she wants to enrol in
- pass the entrance examination for the Bachelor he/she wants to get into

The change may be approved provided there are enough students in the preferred Bachelor course.

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 : The student benefits from a MacBook Pro computer included in the tuition fees. At the end of the 3 years course and after having paid all tuition fees, the computer provided to the student becomes the student’s property. If the student decides to leave CREA during the course, he/she must return the computer. He/she can also purchase the computer on a prorata basis of the balance due.

Article 12 : The Diploma will be given to the student only once all tuition fees have been paid.

Article 13 : 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 14 : All disputes are handled by CREA’s legal department and no right of appeal is possible regarding the admission process.