



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

**International Master in Digital Marketing & Communication  
2019/2020 session**

SELECTED MASTER(S)

- MASTER 1**  
Period: 7<sup>th</sup> October 2019 – 13<sup>th</sup> February 2020
- MASTER 2**  
Period: 2<sup>nd</sup> March 2020 – 2<sup>nd</sup> July 2020

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**KEY DATES**

**Internship**            Between July 2020 and April 2021  
**Master Thesis**     January 2021  
**Graduation**        April 2021

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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 \_\_\_\_\_

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 2019

>> **Early Booking offer : 30th April 2019** <<

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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's top management, the candidate shall receive instructions for the admission interview.

The interview takes place with the Master's program Director, in CREA premises or by Skype.

Date and time is communicated to the student by email.

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**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: 7<sup>th</sup> October 2019 – 13<sup>th</sup> February 2020

Tuition fees amount to ~~9.000 €~~

>> Early booking offer 8.000 € (deadline: 30<sup>th</sup> April 2019) <<

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

<u>UE CITIZEN</u>	<u>NON-UE CITIZEN</u>
<input type="checkbox"/> Down payment The total fees (see above amount) must be received by wire transfer at the latest on <b>30<sup>th</sup> September 2019</b> .	<input type="checkbox"/> Down payment The total fees (see above amount) must be received by wire transfer at the latest on <b>30<sup>th</sup> September 2019</b> .
<input type="checkbox"/> 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.  Deposit upon enrolment, by wire transfer <span style="float: right;">800 €</span> <hr/> <b>1<sup>st</sup> payment</b> by 30 <sup>th</sup> June 2019 <span style="float: right;">2.400 €</span> <hr/> <b>2<sup>nd</sup> payment</b> by 30 <sup>th</sup> September 2019 <span style="float: right;">2.400 €</span> <hr/> <b>3<sup>rd</sup> payment</b> by 31 <sup>st</sup> December 2019 <span style="float: right;">2.400 €</span>	<input type="checkbox"/> 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.  <b>1<sup>st</sup> payment</b> 50% of the tuition fees upon enrolment by wire transfer <span style="float: right;">4.000 €</span> <hr/> <b>2<sup>nd</sup> payment</b> 50% of the tuition fees by 31 <sup>st</sup> October 2019 <span style="float: right;">4.000 €</span>

### 2. CREA BANKING DETAILS

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

### 3. CANCELLATION OF REGISTRATION

Cancellation conditions:

<u>UE CITIZEN</u>	<u>NON-UE CITIZEN</u>
Cancellations received <b>before 31<sup>st</sup> May 2019</b> : the deposit of € 800 will be repaid minus the costs of 300 €.	In case of cancellation, CREA will not refund the fees, except when the visa is refused.
Cancellations received <b>between 1<sup>st</sup> June 2019 and 31<sup>st</sup> July 2019</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 2019 and 6<sup>th</sup> October 2019</b> : a penalty of 4.000 € will be charged.	
Cancellations received <b>after 7<sup>th</sup> October 2019</b> : a penalty of 8.000 € 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: 2<sup>nd</sup> March 2020 – 2<sup>nd</sup> July 2020

Tuition fees amount to ~~10.500 €~~

>> **Early booking offer 9.500 € (deadline: 30<sup>th</sup> April 2019)** <<

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

#### UE CITIZEN

Down payment :  
The total fees (see above amount) must be received by wire transfer at the latest on **15<sup>th</sup> February 2020**.

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.

Deposit upon enrolment,  
by wire transfer 800 €

1<sup>st</sup> payment  
by 29<sup>th</sup> February 2020 2.900 €

2<sup>nd</sup> payment  
by 30<sup>th</sup> April 2020 2.900 €

3<sup>rd</sup> payment  
by 30<sup>th</sup> June 30, 2020 2.900 €

#### NON-UE CITIZEN

Down payment :  
The total fees (see above amount) must be received by wire transfer at the latest on **15<sup>th</sup> February 2020**.

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  
upon enrolment  
by wire transfer 4.750 €

2<sup>nd</sup> payment  
50% of the tuition fees  
by 29<sup>th</sup> February 2020 4.750 €

### 2. CREA BANKING DETAILS

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

### 3. CANCELLATION OF REGISTRATION

Cancellation conditions:

#### UE CITIZEN

Cancellations received **before 30<sup>th</sup> November 2019**:  
the deposit of € 800 will be repaid minus the costs of 300 €.

Cancellations received **between 30<sup>th</sup> November 2019 and 31<sup>st</sup> December 2019**: a penalty of 2.000 € will be charged.

Cancellations received **between 1<sup>st</sup> January 2020 and 1<sup>st</sup> March 2020**: a penalty of 4.500 € will be charged.

Cancellations received **after 2<sup>nd</sup> March 2020** :  
A penalty of 9.500 € will be charged.

#### NON-UE CITIZEN

In case of cancellation, 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.**

## **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 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 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.

## **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 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. No internship agreement can be issued by CREA 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 : 7<sup>th</sup> October 2019 – 13<sup>th</sup> February 2020
- MASTER 2**  
Period : 2<sup>nd</sup> March 2020 – 2<sup>nd</sup> July 2020

**STUDENT**

Place and date

Signature of the student

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**CREA**

Place and date

CREA Ecole de création en communication SA  
René Engelmann  
Director

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## **“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 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. 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’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.