



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

**MBA in Business Development & Entrepreneurship  
2021 – 2022 Session**

**I Identity and residential address student** (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)  
.....

**Student bank account details** \*(please complete in capital letters)

Account holder .....  
Name of bank establishment .....  
Postcode and city .....  
IBAN .....  
Clearing .....  
Swift .....

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

## II Studies background

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

## III 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 300.-)
- 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](mailto:info@creageneve.com) :  
CREA Ecole de création en communication SA  
Rte des Acacias 43  
1227 Geneva – Acacias

#### IV Enrolment

**I hereby confirm my enrolment in the 2021-2022 MBA Business Development & Entrepreneurship course at CREA, the total tuition fees amounting to CHF 20'500.-.**

The following are not included in the tuition fees :

- the enrolment fee of CHF 300.- for setting up the file\*
- access to the Learning 7 platform and preparing for and going through the certification process, CHF 100.-.

Optional supplement :

- the financial contribution to the international study trip (for example : San Francisco) estimated at CHF 3'000.-.

\* When enrolling, an amount of CHF 300.- 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: 31<sup>st</sup> August 2020**

**Course start : January 2021**

**Course end : Mars 2022**

**Master thesis: April 2022**

#### V Payment methods

I agree to pay the amount of CHF 20'500.- to CREA.

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

Please tick your choice :

- Down payment of CHF 20'500.- on 30.09.2020
- Quarterly based on the following payment schedule. The amount sum of CHF 20'500.-

Payments	30.09.2020	31.12.2020	31.01.2021	31.03.2021	30.06.2021	30.09.2021	<b>Total</b>
Year 2020/2021	3'500.-	3'400.-	3'400.-	3'400.-	3'400.-	3'400.-	<b>20'500.-</b>

- First payment of CHF 2'900.- must be received by wire transfer at the latest on 30.09.2020. Eleven (11) monthly payments of CHF 1'600.- from 31.10.2020 to 31.08.2021. The amount sum of CHF 20'500.-.
- Based on a special payment schedule agreement drawn up with CREA, for a total amount of CHF 20'500.-, and which will be part of this contract.  
First payment on 30.09.2020 / Minimum monthly amount of CHF 800.-.

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

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

If the invoice has to be sent to the company, please write the exact address for invoicing on page 1 of this document under "Company contact details". Then on page 7, add the company's stamp and the signature of the company's manager.

**Company contact detail** (please complete in capital letters)

Company's name.....

Address.....

Postale code & City.....

Mail .....

Phone.....

Mobile.....

**Company bank account details** (please complete in capital letters)

Account holder .....

Name of bank establishment .....

Postcode and city .....

IBAN .....

Clearing .....

Swift .....

**Cancellation of registration :**

Cancellations received before 30.11.20, he/she owes nothing. The enrolment fees of CHF 300.- are not reimbursed.

Cancellations received between the 30.11.20 to 31.12.20 : 20% of the tuition fees of CHF 4'100.- is due .

Cancellations received between the 01.01.21 to 31.08.21 : 50% of the tuition fees of CHF 10'250.- is due.  
*This clause is also applicable if the person enrolled does not turn up on the day the course resumes.*

Cancellations received between the 01.09.21 to 31.12.21 : 100% of the tuition fees of CHF 20'500.- is due.

***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).

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.

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

Any student who passes his/her entrance interview at CREA but 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 to be admitted at CREA.

If the student is not graduated, he/she has the option to postpone his/her enrolment at CREA to the following year, without having to re-sit the entrance interview. 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 (2022-2023 session), as soon as it will be available (as of March 2021).
- Pay the 1st quarter tuition fees of CHF 4'250.- by 30.09.20.
- This amount will be credited against the tuition costs to pay.
- The new admission contract for the next year be faith.

The student who does not want to join CREA, and continue studies, will be refunded the amount of the tuition fees already paid to CREA except the enrolment fee of CHF 300.-. The student will have to provide a copy of his/her academic record showing the final marks and confirming the fail.

**Postponement of the admission contract**

If the student would like to postpone his/her enrolment at CREA to the following year, without having to re-sit the entrance interview. 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 (2022-2023 session), as soon as it will be available (as of March 2021).
- Pay the 1st quarter tuition fees of CHF 4'250.- by 30.09.20.
- This amount will be credited against the tuition costs to pay.
- The new admission contract for the next year be faith.

## VI Professional project / Internship / Experience

Throughout the entire period of their studies at CREA, students have the choice between 3 options :

1. **Defining his/her professional project to develop** : if a student has a project he wants to develop during the entire period of his/her studies, he/she will provide the materials linked with each module and will have a close follow-up with the Head of the Master.
2. **Getting an 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 started the course, i.e. the first day when classes start.
3. **Having an existing position**: if a student is employed, he/she will be required to provide a proof from his/her current employer.

## VII

After validation of the file by CREA’s management, the candidate will receive the instructions for the entrance interview.

## VIII Entrance interview

The evaluation interview is held at CREA premises with Master course’s director presence.

### Deadlines

Sending the admission contract	Evaluation interview
<b>31<sup>st</sup> August</b> The signed admission contract must be sent to CREA	<b>Date to be agreed with the candidate</b> At Geneva CREA’s premises

The time of the interview will be confirmed by email.

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

CREA reserves the right, in case of insufficient participants, to cancel the course.

The student agrees to respect the regulations in force at CREA.

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 "MBA" 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 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

.....

.....

**COMPANY**

Place and date

Company's responsible signature

.....

.....

Company's stamp and signature



**CREA**

Place and date

CREA Ecole de création en communication SA  
René Engelmann  
Director

.....

.....

## **“MBA” 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 MBA 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 MBA 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* : In case of postponement of the admission contract, the student commit to respect the process and pay the amount owed.

*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 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 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 and pay the potential amount.

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