



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

**Bachelor in Digital Business Management  
 2021 – 2024 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**

Other (to be defined) : .....

Surname.....

First name.....

Profession.....

Street.....

Postcode and city .....

Email.....

Tel.....

Mobile .....

**Contact details of father**

Other (to be defined) : .....

Surname.....

First name.....

Profession.....

Street .....

Postcode and city .....

Email.....

Tel .....

Mobile .....

**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 due amounts will be paid to  
The mentioned account holder.

**II Studies background**

Name of education establishment	Title of diploma	Years studied	Graduated	
			Yes	No
			Yes	No
			Yes	No
			Yes	No

**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 500.-)
- 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 [contact@ebs-geneve.com](mailto:contact@ebs-geneve.com) :  
EBS Genève/CREA INSEEC U.  
BAT L - Rte des Acacias 43  
1227 Geneva – Acacias

#### IV Enrolment

I hereby confirm my enrolment in the 2021-2024 training course at EBS Genève/CREA INSEEC U. the total tuition fees amounting to CHF 49'500.-.

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 500.- for setting up the file\*
- theft and loss computer insurance for the MacBook Pro amounting to CHF 60.- per year
- the accommodation and the travel in London or Paris
- the financial contribution to the international study trip (for example: San Francisco) in the amount of CHF 1'200.-. In case of non-participation to the study trip, 1 additional month during the second internship will be required. If the study trip is cancelled, no financial contribution will be requested.

\* When enrolling, an amount of CHF 500.- 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:** 30<sup>th</sup> September 2021 (subject to availability)

**Course start :** 18<sup>th</sup> October 2021

**Course end :** June 2024

**Bachelor thesis:** September 2024

#### V Payment methods

I agree to pay the amount of CHF 49'500.- to EBS Genève/CREA INSEEC U.  
The due dates must be respected, even during internship and holidays periods.

Please tick your choice :

- in 3 payments totaling CHF 49'500.-

Year 1 (2021/2022): CHF 16'500.- on 30.09.2021

Year 2 (2022/2023): CHF 16'500.- on 30.06.2022

Year 3 (2023/2024): CHF 16'500.- on 30.06.2023

- quarterly based on the following payment schedule, the amount totaling CHF 49'500.-

Payments	30.06	30.09	31.12	31.03	Total CHF
Year 1 (2021/2022)	-	8'250.-	4'125.-	4'125.-	16'500.-
Year 2 (2022/2023)	4'125.-	4'125.-	4'125.-	4'125.-	16'500.-
Year 3 (2023/2024)	4'125.-	4'125.-	4'125.-	4'125.-	16'500.-

- In 33 monthly payments, the amount totaling CHF 49'500.-

**Year 1 (2021/2022) :**

1st monthly payment of CHF 5'700.- on 30.09.21  
8 monthly payments of CHF 1'350.- from 31.10.21 to 31.05.22  
Total: CHF 16'500.-

**Year 2 (2022/2023) :**

1st monthly payment of CHF 1'650.- on 30.06.22  
11 monthly payments of CHF 1'350.- from 31.07.22 to 31.05.23  
Total: CHF 16'500.-

**Year 3 (2023/2024) :**

1st monthly payment of CHF 1'650.- on 30.06.23  
11 monthly payments of CHF 1'350.- from 31.07.23 to 31.05.24  
Total: CHF 16'500.-

- based on a special payment schedule agreement drawn up with EBS Genève/CREA INSEEC U. for a total amount of CHF 49'500.- and which will form an integral part of the present contract.  
First payment 30.09.2021 / Minimum monthly amount of CHF 800.-.  
**An LSV / SEPA Direct Debit will be requested for this payment method.**

**Cancellation of registration :**

**Year 1 (2021/2022)**

Cancellations received until the 17.10.21 : the amount of the 1st quarter of Year 1, so CHF 4'125.-, must be paid.

Cancellations received between the 18.10.21 to 31.12.21: the amount of the 1st and 2nd quarters of Year 1, so CHF 8'250.-, 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 01.01.22 to 30.06.22: the amount of the 3<sup>rd</sup> and 4<sup>th</sup> quarters of Year 1, so CHF 8'250.-, must be paid.

**Year 2 (2022/2023)**

Cancellations received between the 01.07.22 to 31.12.22 : the amount of the 1st and 2nd quarters of Year 2, so CHF 8'250.-, must be paid.

Cancellations received between the 01.01.23 to 30.06.23: the amount of the 3<sup>rd</sup> and 4<sup>th</sup> quarters of Year 2, so CHF 8'250.-, must be paid.

**Year 3 (2023/2024)**

Cancellations received between the 01.07.23 to 31.12.23 : the amount of the 1st and 2nd quarters of Year 3, so CHF 8'250.-, must be paid.

Cancellations received between the 01.01.24 to 30.06.24: the amount of the 3<sup>rd</sup> and 4<sup>th</sup> quarters of Year 3, so CHF 8'250.-, 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.

EBS Genève/CREA INSEEC U. could initiate a legal procedure to recover the outstanding balance without prior notice.

### **Termination**

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.

### **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 EBS Genève/CREA INSEEC U. 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 (2022-2025 course), when this becomes available (as of October 2021).
  - Pay the 1st term's tuition fees of CHF 4'125.- by 30.09.2021.
  - 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 EBS Genève/CREA INSEEC U.  
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 EBS Genève/CREA INSEEC U. Please refer to Article 3 of the "Bachelor" admission regulations on page 8.

Any student who does not want to join EBS Genève/CREA INSEEC U. and continue studies, will be reimbursed the amount already paid to EBS Genève/CREA with the exception of the enrolment fee of CHF 500.-. The student will need to provide a copy of his/her academic record showing the final marks and confirming the fail.

### **Postponement of admission contract**

In event of deferral of admission contract, the student shall have the possibility to postpone his/her enrolment to EBS Genève/CREA INSEEC U. for the next year. To do so, the student must:

- Send a registered letter to announce its wish to deferral its contract
- Complete a new admission contract form for the following course (2022-2025 course), when this becomes available (as of October 2021).
- Pay the 1st term's tuition fees of CHF 4'125.- by 30.09.2021.
- This amount will be credited against the tuition costs to pay.
- The new admission contract for the next year be faith.

## VI Internship

The search for an internship falls under the active responsibility of students, but with ongoing support from the "Career Center & Businesses Department" at EBS Genève/CREA INSEEC U.

No internship agreement can be issued by EBS Genève/CREA INSEEC U. if the student has not yet started the course, i.e. the first day when classes resume.

Two mandatory internships must be completed. An internship of 4 to 12 weeks at the end of the 1<sup>st</sup> year of the Bachelor. The 2<sup>nd</sup> internship of 6 to 8 months must be carried out during the 3<sup>rd</sup> year of the Bachelor.

In case of failure of the Bachelor Thesis, the student can't benefit from an additional internship agreement, if the mandatory internship period has been already validated.

## VII Entrance examination

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

The entrance examination is held on the premises of EBS Genève/CREA INSEEC U. (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 EBS Genève/CREA INSEEC U. 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
<b>30<sup>th</sup> September 2021</b> <i>(subject to availability)</i>  The signed admission contract must be sent to EBS Genève/CREA INSEEC U.	<b>To be coordinated with the Recruitment &amp; Admissions.</b>  On the premises of EBS Genève/CREA INSEEC U. or online.

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

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

EBS Genève/CREA INSEEC U. 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 (EBS Genève/CREA INSEEC U. 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.

Last Name.....

First name.....

Street .....

Postcode / City.....

Email .....

Mobile phone.....

Place and date

Signature of the joint debtor

.....

.....

**EBS Genève/CREA INSEEC U.**

Place and date

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

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## **“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 EBS Genève/CREA INSEEC U. 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 and 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 EBS Genève/CREA INSEEC U. 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 :* In case of deferral of the admission contract, the student engage himself/herself to respect the adjustment procedure and pay the tuition fees.

*Article 11 :* 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 12 :* 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 EBS Genève/CREA INSEEC U. 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 13 :* The students undertakes to have settle all the tuition fees when presenting his Bachelor’s Thesis. The Diploma will be given to the student only once all tuition fees have been paid.

*Article 14 :* 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 INSEEC U. may, without being obliged to, help the student in this process. The student cannot be conditioned at the obtaining a scholarship.

*Article 15 :* All disputes are handled by EBS Genève/CREA INSEEC U.’s legal department and no right of appeal is possible regarding the admission process.

*Article 16:* Given the Covid-19 situation, EBS Genève/CREA INSEEC U. reserves the right to switch some or all courses to online format, if the sanitary restrictions require it and/or when the students’ security can’t be ensured anymore.