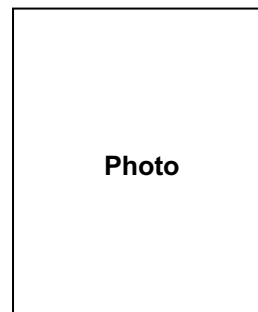


Admission contract
CREA Ecole de création en communication SA
(hereinafter EBS Genève / CREA)

**Bachelor in Digital Business Management
2022 – 2025 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

Have you ever lived in Switzerland? ☐ yes ☐ no

If yes: period

Are you currently carrying out a student job in Switzerland?

Are you currently holding a Swiss Permit?

☐ Student's B Permit ☐ B Permit ☐ Other

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 due amounts will be paid to the mentioned account holder.

III Studies background

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

IV 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 :
EBS Genève / CREA Ecole de Création en Communication SA
BAT L - Rte des Acacias 43
1227 Geneva – Acacias

V Enrolment

I hereby confirm my enrolment in the 2022-2025 training course at EBS Genève/CREA the total tuition fees amounting to CHF 49'500.-.

This amount also includes:

Costs of a MacBook Pro computer and graphics softwares for the 3 years of the Bachelor course.

A Salesforce e-learning program

Additional costs

Following costs are to be paid and are not included in the tuition fees:

- The enrolment fee of CHF 500.- for setting up the file.
Once the enrolment is confirmed, CHF 500.- is payable for the file application. *This amount is not refunded if the candidate withdraws or does not attend the entrance examination. However, if the candidate is not selected, the enrolment fee is refunded.*
- Per year: CHF 60.- for computer insurance for theft and loss of the MacBook Pro (according to the terms of applicable regulations).
- Year 3 – Semester at the London Campus: the travel et accommodation are additional.

Optional study trip

The above-mentioned tuition fees do not include costs related to the optional study trip, subject to actual organization by EBS Genève/CREA and subject to variations notably in relation to the destination of the trip and how it is arranged:

- Year 2: Study trip to San Francisco, a campus of the OMNES Education group, at an estimated cost of CHF 1'500.-. If the student does not go on the study trip, an additional 1 month of the 2nd internship is required. If the study trip is cancelled, payment will not be required.

EBS Genève/CREA reserves the right to cancel the optional study trip if not enough students take part.

Payments are to be made to the following account:

CREA - ECOLE DE CREATION EN COMMUNICATION SA

Crédit Suisse, Genève / IBAN: CH30 0483 5175 2978 1100 1 / Clearing: 4835 / Swift: CRESCHZZ80A

Enrolment:	31th March 2022
Course start :	17th October 2022
Course end :	June 2025
Bachelor thesis:	September 2025

VI Payment methods

I agree to pay the amount of CHF 49'500.- to EBS Genève/CREA

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

Year 2 (2023/2024): CHF 16'500.- on 30.06.2023

Year 3 (2024/2025): CHF 16'500.- on 30.06.2024

- 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 (2022/2023)	4'125.-	4'125.-	4'125.-	4'125.-	16'500.-
Year 2 (2023/2024)	4'125.-	4'125.-	4'125.-	4'125.-	16'500.-
Year 3 (2024/2025)	4'125.-	4'125.-	4'125.-	4'125.-	16'500.-

- In 36 monthly instalments covering a total amount of CHF 49,500

Year 1 (2022/2023):

1st monthly instalment of CHF 1'650.- on 30.06.22

11 monthly instalments of CHF 1'350.- from 31.07.22 to 31.05.23

Total: CHF 16'500.-

Year 2 (2023/2024):

1st monthly instalment of CHF 1'650.- on 30.06.23

11 monthly instalments of CHF 1'350.- from 31.07.23 to 31.05.24

Total: CHF 16'500.-

Year 3 (2024/2025):

1st monthly instalment of CHF 1'650.- on 30.06.24

11 monthly instalments of CHF 1'350.- from 31.07.24 to 31.05.25

Total: CHF 16'500.-

- According to a special payment plan agreement to be drawn up by mutual agreement and in writing with EBS Genève/CREA covering a total amount of CHF 49'500.-, which shall (subject to acceptance) form an integral part of this contract.

1st instalment on 30.06.2022 / Minimum monthly amount of CHF 800.-.

An LSV/SEPA Direct Debit is required for this payment method.

VII Withdrawal clause

Year 1 (2022/2023)

If the student withdraws during the period 30.04.22 to 16.10.22: the amount for the 1st term of year 1, i.e. CHF 4'125.-, is due.

If the student withdraws during the period 17.10.22 to 31.12.22: the amount for the 1st and 2nd terms of year 1, i.e. CHF 8'250.-, is due.

This clause is also valid if the student does not attend the first day when classes resume.

If the student withdraws during the period 01.01.23 to 30.06.23: the amount for the 3rd and 4th terms of year 1, i.e. CHF 8'250.-, is due (and the sums due for the 1st and 2nd terms remain due and payable to EBS Genève/CREA).

Year 2 (2023/2024)

If the student withdraws during the period 01.07.23 to 31.12.23: the amount for the 1st and 2nd terms of year 2, i.e. CHF 8'250.-, is due (and the sums due for year 1 remain due and payable to EBS Genève/CREA).

If the student withdraws during the period 01.01.24 to 30.06.24: the amount for the 3rd and 4th terms of year 2, i.e. CHF 8'250.-, is due (and the sums due for year 1 and the 1st and 2nd terms of year 2 remain due and payable to EBS Genève/CREA).

Year 3 (2024/2025)

If the student withdraws during the period 01.07.24 to 31.12.24: the amount for the 1st and 2nd terms of year 3, i.e. CHF 8'250.-, is due (and the sums due for year 1 and year 2 remain due and payable to EBS Genève/CREA).

If the student withdraws during the period 01.01.25 to 30.06.25: the amount for the 3rd and 4th terms of year 3, i.e. CHF 8'250.-, is due (and the sums due for year 1, year 2 and the 1st and 2nd terms of year 3 remain due and payable to EBS Genève/CREA).

Important: Any withdrawal, in accordance with the above, must be formally notified to EBS Genève/CREA by registered letter. Notification by e-mail is neither permitted nor valid.

VIII Late payment

In the event of late payment of any of the sums due under the admission contract and related documents, the student shall automatically be in default, with no notification required from EBS Genève/CREA. Depending on the situation, EBS Genève/CREA may send reminder(s), without questioning the payability of the amounts and/or the default. In addition, where applicable, after the third (registered letter) reminder, the total balance of the fees (for the current year, with previous instalments remaining due and payable to EBS Genève/CREA shall automatically be payable with immediate effect.

Non-payment of any of the instalments for the current fees may result in (i) temporary suspension from the course and/or (ii) termination of the admission contract by EBS Genève/CREA. However, all amounts due by the student remain payable.

In particular, in the event of a significant delay in payment, EBS Genève/CREA may require payment of any tuition fees before (i) classes resume, including when moving from one year to the next and/or (ii) submission of the Bachelor Thesis.

More specifically in relation to the Bachelor Thesis, if the student is not up to date with payment instalments and EBS Genève/CREA requires that the situation be sorted out, but the student does not comply, then the Bachelor Thesis shall be deferred to the following year (only one deferral possible). During this period, while waiting for submission of the deferred Bachelor Thesis as described above, the student will not receive any education. The submission of the Bachelor Thesis that has already been deferred to the following year cannot be deferred again. It would be deemed a definitive fail for the Bachelor program if the submission of the (already deferred) Bachelor Thesis cannot take place the following year due to late payment.

In all cases, the awarding of the Bachelor's degree (if applicable, the Diploma) is subject to payment of all tuition fees.

If the student is in default, EBS Genève/CREA reserves the right to recover any sums due by legal means, without prior notice. The related costs will be charged to the student.

IX Situation in the event of a fail

If the student fails in the Bachelor program (with or without repeating a year), there shall be no refund or reduction of tuition fees. Similarly, if the student informs EBS Genève/CREA that they wish to stop the current Bachelor program, there shall be no refund or reduction of tuition fees and the provisions of this contract shall apply.

X Extraordinary circumstances

If the student, through no fault of their own, finds themselves in a situation of such seriousness that continuing the course is not possible (in other words, an extraordinary circumstance), the student shall contact EBS Genève/CREA immediately in order to (i) explain in detail the relevant reasons and circumstances, in writing or in any other form acceptable to EBS Genève/CREA and (ii) provide their own assessment of the anticipated duration of the extraordinary circumstance.

EBS Genève/CREA will review the extraordinary circumstance and do all that it can to offer the student any options that may be acceptable given the circumstances.

XI In the event of failure to obtain the university entrance qualification (maturité), school leaving certificate (baccalauréat) or equivalent

If the candidate/student passes their entrance examination and is in the final year at a lower or upper secondary school establishment (Gymnase, Collège or Lycée) or equivalent (as determined by EBS Genève/CREA) they may be admitted subject to obtaining their university entrance qualification, school leaving certificate or equivalent.

If the relevant diploma is not obtained, the candidate/student shall immediately inform EBS Genève/CREA of the situation, at the latest within the time limit set and in the form prescribed by EBS Genève/CREA for this purpose (by means of any communication used in this regard). In these circumstances, two solutions are possible:

- 1) The candidate/student has the possibility of deferring their enrolment at EBS Genève/CREA to the following year, without having to re-sit the entrance examination. Opting for this solution means that the candidate/student must:
 - Submit a copy of their grades sheet confirming their fail.
 - Complete a new admission contract for the following session (2023-2026 session), when this becomes available (from November 2022).
 - Pay the 1st term's tuition fees of CHF 4'125.- by 30.09.2022. This amount will be credited against future tuition fees.
 - The provisions of the new admission contract, for the following session, shall apply, with it however being specifically agreed that the amount applicable for the 1st term's tuition fees (above, subject to adjustment by EBS Genève/CREA) shall remain payable to EBS Genève/CREA in all cases.
- 2) The candidate/student has the possibility of starting at EBS Genève/CREA
If the candidate/student does not want to repeat their year in order to obtain the university entrance qualification, school leaving certificate or equivalent, they still have the option of beginning the Bachelor at EBS Genève/CREA, subject to acceptance. Regarding this, the provisions of Article 3 of the *Bachelor admission regulations* provide useful additional information.

Any candidate/student who does not wish to start at EBS Genève/CREA for the Bachelor course and who prefers to continue their studies for the relevant university entrance qualification, school leaving certificate or equivalent, will be reimbursed for any tuition fees already paid to EBS Genève/CREA, with the exception of the enrolment fee of CHF 500.-, which will remain with EBS Genève/CREA. For this, the candidate/student must submit to EBS Genève/CREA a copy of (i) their grades sheet and (ii) any document establishing the continuation of the relevant studies.

XII Deferral of the admission contract

If the candidate/student wishes to defer the admission contract, they may apply to EBS Genève/CREA to have their enrolment at EBS Genève/CREA deferred to the following year. To do so, the candidate/student must make the deferral request by 30 June 2022 at the latest (this request can thus be made only prior to year 1) in accordance with the following:

- Send a registered letter to EBS Genève/CREA requesting deferral of admission.
- Fill in a new admission contract for the following session (2023-2026 session) when this is available (from November 2022).
- Pay the 1st term's tuition fees of CHF 4'125.- by 30.09.2022. This amount will be credited against future school fees.
- The provisions of the new admission contract, for the following session, shall apply, with it however being specifically agreed that the amount applicable for the 1st term's tuition fees (above, subject to adjustment by EBS Genève/CREA) shall remain with EBS Genève/CREA in all cases.

XIII Internship

The search for an internship is the active responsibility of the student, with the support of the Career Center & Corporate Relations.

Two mandatory internships must be completed related to his/her training. An internship of 4 to 12 weeks at the end of the 1st year of the Bachelor. The 2nd internship of 6 to 8 months must be carried out during the 3rd year of the Bachelor program. These internships can be accomplished in Switzerland or abroad.

In case of repetition, failure or non-submission of the Bachelor Thesis, the student does not benefit from a new internship agreement if the internship period has already been validated during his/her training.

XIV Entrance examination

Following approval of the admission contract and related file by the EBS Genève/CREA management, the candidate receives instructions for the entrance examination, which can take place in person or remotely.

XV Time schedule

Admission contract and file returned	Entrance examination
31 March 2022 The completed and signed admission contract and the file must be sent to EBS Genève/CREA	Week of 14 March 2022 or week of 21 March 2022 On the premises of EBS Genève/CREA (in special circumstances: remotely).

Details of the times and procedure for the entrance examination will be communicated by EBS Genève/CREA in due course by e-mail.

The candidate's enrolment at EBS Genève/CREA becomes definitive after the complete admission session, including passing the entrance examination.

XVI Final provisions

The *Bachelor admission regulations* are given to the candidate/student and are applicable.

EBS Genève / CREA reserves the right to cancel the Bachelor program if there are not enough students taking part.

The candidate/student's enrolment becomes binding and final as soon as the admission contract is countersigned by EBS Genève/CREA.

The candidate/student undertakes to comply with the regulations in force at EBS Genève/CREA. These will be communicated at a later date.

The relationship between EBS Genève/CREA and the candidate/student, in particular those stemming from this admission contract, falls under Swiss (national) law. In the event of a dispute, the ordinary courts of the Canton of Geneva shall have exclusive jurisdiction, subject to any appeal to the Federal Court.

The signatures follow.

By signing, I accept the terms of this admission contract, including the attached *Bachelor admission regulations*.

CANDIDATE/STUDENT

Surname and first name of the candidate/student:

.....

Place and date

Signature of the candidate/student

.....

.....

Surname(s) and first name(s) of legal guardian(s)
(if a minor):

Surname(s) and first name(s) of legal guardian(s)
(if a minor):

.....

.....

Signature of legal guardian(s)
(if a minor)

Signature of legal guardian(s)
(if a minor)

.....

(copy of identity document to be provided)

.....

(copy of identity document to be provided)

The signing of this admission contract shall be deemed a recognition of debt within the meaning of Art. 82 of the LP (Debt Enforcement and Bankruptcy Act) for the amount of the tuition fees and the costs detailed therein (Sections V and VI above, in particular), where applicable for any sums due in the case of withdrawal (Section VII above).

The signatures of the third-party payer and of EBS Genève/CREA follow.

THIRD-PARTY PAYER

In the event that the candidate/student agrees that the invoices are to be sent by EBS Genève/CREA to a third party (other than the candidate/student), this third party shall complete the section below and countersign the present admission contract, so as to undertake to personally pay the tuition fees and related costs (Sections V and VI above, in particular), where applicable any sums due in relation to a withdrawal (Section VII above).

By signing, this person therefore undertakes, independently and on their own account, to pay in due time the invoices that EBS Genève/CREA sends them in accordance with the present admission contract.

Surname First name

Street Postcode and city

Email Mobile

Place and date Signature of the third-party payer

.....
(copy of identity document to be provided)

In the event that this third party does not pay the sums due to EBS Genève/CREA in due time, EBS Genève/CREA maintains all its rights vis-à-vis the candidate/student to demand that the latter fulfils their commitments stipulated notably in Sections V, VI and VII above (and referenced again on this signature page).

Surname and first name of the candidate/student:

.....

Place and date Signature of the candidate/student

.....

CREA's signature follows.

CREA - ECOLE DE CREATION EN COMMUNICATION SA

Place and date 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 EBS Genève/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:
(1) be between 18 and 25 years of age at the start of the course, (2) hold a diploma of secondary school studies II or equivalent by CREA, (3) passed the entrance exam. 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 or her enrolment must communicate his or her decision by a registered letter sent to EBS Genève/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 enroll 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 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 student undertakes to settle all the tuition fees when presenting his Bachelor 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 may, without being obliged to, help the student in this process. There is no guarantee given by EBS Genève/CREA that the student will obtain a scholarship.

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

Article 16 : Given the Covid-19 situation, EBS Genève/CREA 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.