School of Communication Arts
& Digital Marketing
Genève

Photo

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

International Master in Digital Marketing & Communication 2020/2021 session

SELECTED MASTER(S)

☐ **MASTER 1**
Period: 12th October 2020 – 4th February 2021

☐ **MASTER 2**
Period: 1st March 2021 – 24th June 2021

KEY DATES

Internship	Between July 2021 and April 2022
Master Thesis	January 2022
Graduation	April 2022

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

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 _____

EMERGENCY CONTACT PERSON

Last name _____ First name_____

Relationship with the student (family, friend, …) _____

Address

c/o _____ Email _____

Street _____ Phone _____

Postcode _____ City / Country _____

APPLICATION DEADLINE

30th June 2019

>> Early Booking offer : 31st December 2019 <<

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.

ADMISSION INTERVIEW

Once the application file is validated by CREA INSEEC U.'s top management, the candidate shall receive instructions for the admission interview.

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

Date and time is communicated to the student by email.

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

MASTER 1

TERMS AND CONDITONS

1. TUITION FEES AND PAYMENT SCHEDULE

MASTER 1 period : 12th October 2020 – 4th February 2021

Tuition fees amount to ~~**9.000 €**~~
>> Early booking offer 8.000 € (deadline for application: 31st December 2019) <<

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

UE / SWISS CITIZEN

Deposit
Upon enrolment, by wire transfer 800€

Remaining amount: 7.200€

☐ **Option A**
Down payment
The remaining fees (see above amount) must be received by wire transfer at the latest on **30th June 2020.**

☐ **Option B**
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.

1st payment by 30th June 2020	2.400 €
2nd payment by 30th September 2020	2.400 €
3rd payment by 30th November 2020	2.400 €

NON-UE CITIZEN

☐ **Option A**
Down payment
The total fees (8.000 €) must be received by wire transfer at the enrolment**.**

☐ **Option B**
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.

1st payment 50% of the tuition fees upon enrolment by wire transfer	4.000 €
2nd payment 50% of the tuition fees by 30th June 2020	4.000 €

2. CREA INSEEC U. BANKING DETAILS

Credit Suisse, Geneva / IBAN: CH23 0483 5175 2978 1200 0 / Clearing: 4835 / Swift: CRESCHZZ80A

3. CANCELLATION OF REGISTRATION

Cancellation conditions:

UE / SWISS CITIZEN

Cancellations received **before 31st May 2020**:
the deposit of € 800 will be repaid minus the costs of 300 €.

Cancellations received **between 1st June 2020 and 31st July 2020:** a penalty of 2.000 € will be charged.

Cancellations received **between 1st August 2020 and 6th October 2020:** a penalty of 4.000 € will be charged.

Cancellations received **after 12th October 2020:**
a penalty of 8.000 € will be charged.

NON-UE CITIZEN

In case of cancellation, CREA INSEEC U. 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.

MASTER 2

TERMS AND CONDITONS

4. TUITION FEES AND PAYMENT SCHEDULE

MASTER 2 period: 1st March 2021 – 24th June 2021

Tuition fees amount to ~~**10.500 €**~~
>> Early booking offer 9.500 € (deadline for application: 31st December 2019) <<

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

UE / SWISS CITIZEN

Deposit
By **31st December 2020** 800€

Remaining amount: 8.700€

☐ **Option A**
Down payment
The remaining fees (see above amount) must be received by wire transfer at the latest on **15th February 2021.**

☐ **Option B**
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.

1st payment by 28th February 2021	2.900 €
2nd payment by 30th April, 2021	2.900 €
3rd payment by 30th June 30, 2021	2.900 €

NON-UE CITIZEN

☐ **Option A**
Down payment
The total tuition fees (see above amount) must be received by wire transfer at the latest on **31st December 2020.**

☐ **Option B**
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.

1st payment 50% of the tuition fees By 31st December 2020	4.750 €
2nd payment 50% of the tuition fees by 28th February 2021	4.750 €

2. CREA INSEEC U. BANKING DETAILS

Credit Suisse, Geneva / IBAN: CH23 0483 5175 2978 1200 0 / Clearing: 4835 / Swift: CRESCHZZ80A

3. CANCELLATION OF REGISTRATION

Cancellation conditions:

UE / SWISS CITIZEN

Cancellations received **before 30th November 2020**:
the deposit of € 800 will be repaid minus the costs of 300 €.

Cancellations received **between 30th November 2020 and 31st December 2019:** a penalty of 2.000 € will be charged.

Cancellations received **between 1st January 2021 and 1st March 2020:** a penality of 4.500 € will be charged.

Cancellations received **after 2nd March 2021 :**
A penalty of 9.500 € will be charged.

NON-UE CITIZEN

In case of cancellation, CREA INSEEC U. 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 INSEEC U. 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

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.

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 INSEEC U. 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 INSEEC U.. No internship agreement can be issued by CREA INSEEC U. 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 : 12th October 2020 – 4th February 2021

☐ **MASTER 2**
Period : 1st March 2021 – 24th June 2021

STUDENT

Place and date

Signature of the student

CREA INSEEC U.

Place and date

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

“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 INSEEC U. 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 INSEEC U.. 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 INSEEC U.’s “scholarship application” document. The relevant instructions must be strictly adhered to. CREA INSEEC U. may, without being obliged to, help the student in this process.

Article 12: All disputes are handled by CREA INSEEC U.’s legal department and no right of appeal is possible regarding the admission process.