

Institute of Business and Management Sciences of Geneva (IBMS)

Enrollment Agreement for International & Swiss Student
16 Rue Voltaire 1201 Genève- Switzerland
E-mail: info@ibmsgeneva.com www.ibmsgeneva.ch
Phone : +4122 3447060 -Cell phone: +41794161251 -Fax:+41225190482
Application Form for Undergraduate & Graduate Programs

Last Name	First Name	
Date of Birth	Place of Birth	Citizenship

Permanent Home Address

Number and Street		Postal Code
City	Province	Country
Telephone (with area code)	Fax	Email Address

Business Address

Number and Street		Postal Code
City	Province	Country
Telephone	Title	Position
Does your company sponsor your education?		
Full <input type="checkbox"/> Yes <input type="checkbox"/> No Part <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes ____%)		

Please list all colleges and universities you have attended and attach a copy of your transcript and a photocopy of your undergraduate degree or equivalent.

Name of College	Location (City, State)
Degree/Diploma	Dates Attended
Name of College	Location (City, State)
Degree/Diploma	Dates Attended

My signature below indicates that all the information contained in my application is complete and honestly presented

Signature

Date

Institute of Business and Management Sciences of Geneva (IBMS)

Enrollment Agreement for International & Swiss Student
16 Rue Voltaire 1201 Genève- Switzerland
E-mail: info@ibmsgeneva.com www.ibmsgeneva.ch
Phone : +4122 3447060 -Cell phone: +41794161251 -Fax:+41225190482

To be enrolled in IBMS, please read the following information carefully.

Course Fees Payable on registration:

CHF 100- Application fee (Non – refundable)

Undergraduate: (BBA (hons) 3 years programs) 13,900 Swiss Francs per annum

Graduate: MBA-MBA Flexi-EMBA 19900 Swiss Francs per program

TTH Diploma (one year program) with internship 10000 Swiss Francs per annum

TTH Diploma (6 months program) with internship 6500 Swiss Francs for 6 months

Accounting professional Diploma 4 month's program, 5600 for full package include exams and professional assignments.

This fees amount does not include lodging, food, books, medical insurance, and materials. The admission's Fee CHF 500/ student must pay in advance with application. All payment must be made in the IBMS account in Geneva. Account information is on website.

Undergraduate & Graduate Admissions Requirements and Procedure:

To enter the undergraduate program, student must have successfully completed secondary school diploma. In addition student must have proficiency in English. TOEFL score of 550 or equivalent English proficiency IELTS test scores for non-native English students. SAT scores required for students from the United States Education system.

Master program student must have Bachelor's degree in relevant field and GMAT/ IELTS Test Exam.

To apply please send the following documents:

- Admission form completely fill in and signed
- 4 passport size photocopies not more than 3 months old
- Photocopies of all degrees, certificates, and diplomas
- Photocopy of your passport
- Enrollment Agreement (this page) duly signed and dated

Upon receiving your application, you will be evaluated. If you are qualifying, an attestation will be sent to you. Upon receiving the attestation, you should go to Swiss Embassy and apply for visa. Upon receiving the visa, you must pay the tuition in full.

Please note that you or your sponsor must be able to dispose of the Bank guarantee for year fees and other expenses. About CHF 30,000 for the first year. (Requirement from OCP Geneva)
Please see the website (site officiel de l'état de Genève [www. Ge.ch](http://www.Ge.ch))

Tuition fee Refund Policy

Withdrawal from the IBMS programs:

If the visa is refused by the Swiss authorities, IBMS will refund the advanced fees with the exception of the bank charges within 30 days of the refund requested.

Institute of Business and Management Sciences of Geneva (IBMS)

Enrollment Agreement for International & Swiss Student
16 Rue Voltaire 1201 Genève- Switzerland
E-mail: info@ibmsgeneva.com www.ibmsgeneva.ch
Phone : +4122 3447060 -Cell phone: +41794161251 -Fax:+41225190482

Visa Granted from the Swiss Embassy to enter in Switzerland

No refund is permitted once student received his/her student visa from Swiss Embassy or enters in Switzerland on a student visa obtained as a result of a request by the IBMS Geneva to Swiss Embassy abroad. Or an extension of a student visa through IBMS. No refund will be permitted if the student's resident permit in Switzerland is renewed as a result of a request from the IBMS Geneva.

Withdrawal from the IBMS programs:

For student present in Switzerland, beginning with the undersigned date and prior to the commencement Of courses, the refunds will be subject to the following deductions.

1- 21 days	CHF 2000
More than 21 days	CHF 25% of the total fees will be refunded

No fees will be refunded once classes have been started. All documents certifying that you are a student of IBMS Geneva must be cancelled or returned to IBMS before the withdrawal.

Exceptional Circumstances:

In case of long illness, death, or other circumstances beyond the control of the student, a tuition fees refund will be considered.

Medical and Liability Coverage:

Under the Swiss law the medical insurance is obligatory to all Swiss residents. Therefore, all students must have medical insurances in Switzerland. IBMS have an arrangement with an international insurances company in Geneva. The policy provides an economical and secure means of insuring yourself against any medical mishaps.

Duration and length:

BBA

3 years intensive program, 1st year, 2nd year, 3rd year research project in writing

9 months full time courses in the classroom. Each Year July, August, September will be holidays.

MBA – one year intensive program with research project and full time classes

E-MBA and Flexi programs 18 months part time and Evening classes and research project in writing 6 months (Specialization fields) Marketing, Finance, and Management Development

All programs are from October to end of June every academic year. Students can specialized in their chosen field.

Please Sign here:

My signature below certifies that I have read this document, understand, and agree to my responsibilities, and that I have read and understand the agreement outlining the institution's cancellation and refund policy and fees. I understand that when this agreement has been accepted by IMBS with my signature, it will be a legal document. I understand and acknowledge that my semester will begin when I have been provisionally accepted by IBMS. I further certify that information I have supplied is complete and accurate, and I understand that any misrepresentation may be cause for refusal of admission or subsequent disenrollment.

Signature: _____ Date: _____