

### Geneva Campus

La Voie-Creuse 16  
1202 Geneva, Switzerland  
T: +41 22 906 94 94  
E: geneva@gbsge.com

### Barcelona Campus

Carrer de Rivadeneyra 4  
08002 Barcelona, Spain  
T: +34 934 816 506  
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### Madrid Campus

Calle del Conde de Peñalver 45  
28006 Madrid, Spain  
T: +34 910 353 469  
E: madrid@gbsge.com



**Geneva  
Business School®**  
*Real Business. Responsible Leaders.*

# TERMS & CONDITIONS

Bachelor of International Management  
Master of International Management  
Master of Business Administration  
Continued Learning

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## Ownership

Use of the website confers User status and implies acceptance and knowledge of the terms and conditions.

The company responsible for this website [www.gbsge.com](http://www.gbsge.com) is Geneva Business School SA, with the IDE number: CHE-109.605.291 situated at La Voie-Creuse 16, 1202 Geneva (Switzerland)  
T: +41 22 906 94 94  
E: [geneva@gbsge.com](mailto:geneva@gbsge.com)

## Data Protection

In compliance with the General Data Protection Regulation 2016/679, we inform you that your contact data will be incorporated into a file owned by Geneva Business School. The purpose of this file is to process your application and inform you of our programs, activities, and news. In order to exercise your rights of access, rectification, cancellation, opposition, restriction, and portability established by law, you can contact Geneva Business School by sending an email to the address [gdpr@gbsge.com](mailto:gdpr@gbsge.com) or directly in any of our campuses. Please kindly check our [privacy policy](#).

## Quality Assurance and Accreditation

The Swiss educational system is composed of public and private institutions.

Swiss public universities are managed by the state and the degrees are equally issued by the state or a state-run governing entity.

As a private business school, Geneva Business School is not government-subsidized, but its programs are accredited by international regulatory bodies such as IACBE, EDUQUA, and AASBI.

To find out more about the Swiss private model and

our accreditations, please visit our [Quality Assurance](#) and [Accreditation](#) pages.

## Payment Terms and Deadlines

### **For prospective students:**

An Application Fee of EUR 150 (non-refundable) is payable at the time of the application submission.

Tuition Fees for the first semester and an Administration Fee, which contributes towards the enrollment of the student, student support, and student activities during the entire program, are payable upon the reception of the Conditional Acceptance Letter and will hold the student's place.

Once all payments have been received, the School will send the Final Acceptance Letter and visa package.

For more details on fees:

[Bachelor's Fees](#)

[Master's Fees](#)

[MBA Fees](#)

[Continued Learning](#)

The School reserves the right to withdraw any campus place previously confirmed if the above payment terms and conditions are not met.

### **For current students:**

Upon receipt of the Tuition Fees for the first semester, the student will be accepted on campus and allowed access to all study platforms. Payment due dates for following semesters are outlined in the Conditional Acceptance Letter and must be adhered to.

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Failure to pay **by the due date** will lead to a 10% late payment fee.

Failure to pay the fee plus 10% **by the start of the new semester** will lead to an increase of this late payment fee to 20%.

Failure to pay **within the first two weeks of the semester** will lead to the student's removal from all study platforms and campus facilities. At this point, Geneva Business School reserves the right to inform the visa authorities of the students removal from their program, which may lead to the cancellation or invalidation of the student's visa.

#### For current students who wish to transfer:

Students who wish to transfer between campuses must pay the Tuition Fees for the destination campus to the bank account of their original campus. For example, a student studying at Geneva who transfers to Barcelona pays Tuition Fees for Barcelona campus to the Geneva campus account.

All subsequent semesters must be paid to the student's destination campus.

## Payment Methods

The Application Fee is payable online via a payment link provided by Geneva Business School.

The Administration and Tuition Fees are payable via a payment link provided by Geneva Business School or on campus. All types of transactions and related fees (e.g. bank fees) are the responsibility of the payer. If a prospective or current student is eligible for a refund, Geneva Business School will credit the account with the balance of funds received only.

The Application Fee is non-refundable at any time after the application form has been submitted.

## Withdrawals and Refunds

Refund of 100% of the Tuition Fee and 80% of the Administration Fee **if the entry visa or the residence permit is refused** by the visa authorities.

Refund of 100% of the Tuition Fee and, where applicable, the Administration Fee, **in case of force majeure**.

Refund of 100% of the Tuition Fee and, where applicable, the Administration Fee, if Geneva Business School receives written cancellation **more than eight weeks before** the official start date of the course.

Refund of 50% of the Tuition Fee if written cancellation is received by Geneva Business School between **four and eight weeks before** the official start of the course. No refund if written cancellation is received later than four weeks before the official start of the course.

If a refund form is accepted, the refunds will be issued within one month.

No refund at any time if the student receives a positive decision for their entry visa.

No refund if an admitted student postpones their entry to Geneva Business School and then postpones or cancels the registration again.

Non-attendance does not constitute official withdrawal. Geneva Business School must be notified if any student wishes to leave the program.

If the student is on a student visa, discontinuation of enrollment and/or non-payment of pending fees constitutes a breach of visa conditions and may lead to the cancellation or invalidation of the student's visa.

Geneva Business School reserves the right to notify immigration authorities of student non-compliance with visa conditions.

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## Admissions Policy

The admissions process at Geneva Business School is in place to evaluate the suitability of each prospective student to the intensive undergraduate and graduate business programs. Full details of the admissions process are listed on the website:

[Bachelor's Requirements](#)

[Master's Requirements](#)

[MBA](#)

[Continued Learning](#)

Please note that all courses are taught in English. Therefore the admissions team will assess a prospective student's English level through both their TOEFL/IELTS results and an interview according to the standard required to follow the program.

## Student Visa

It is the student's responsibility to apply for a student visa if required. Geneva Business School will provide all documentation required upon enrollment.

In addition, for visa purposes, the student must meet the full-time student residency requirements of the country they wish to study in.

## Scholarship Policy

Geneva Business School offers scholarships opportunities on a case-by-case basis. The School's Scholarship Policy is based on the following objectives:

1. To promote a diverse student body.
2. To encourage outstanding applicants to apply.
3. To provide financial assistance to qualified applicants in need of such assistance.

Scholarships will only be granted once an application is fully complete. For details on how to apply directly, prospective students should contact the Admissions Team at [admissions@gbsge.com](mailto:admissions@gbsge.com), while current students should contact the Student Services department on their campus.

## Cancellation or Changing of Programs and Locations

If enrollment numbers for a specific program are not considered sufficient to run the program, Geneva Business School reserves the right to cancel or move any offered program to another campus location. Where possible, the School will try to offer alternative options to affected students.

## Credit Transfer

For bachelor-level programs, the maximum number of transfer credits earned from institutions other than Geneva Business School is 120 ECTS or equivalent. For master-level programs, the maximum number of transfer credits is 24 ECTS or equivalent.

## Grading Procedure

### Grading Standards

Professors and instructors will evaluate and assess participant performance. Grades are assigned according to the instructor's assessment of performance.

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The instructor has full authority and responsibility to establish performance criteria, evaluate participant performance, and award grades. Geneva Business School uses the following grading system to evaluate participant performance:

6.0 = Excellent

5.5 = Very good

5.0 = Good

4.0 = Pass

> 3.0 = Fail – May resubmit assessment or retake exam

< 3.0 = Fail – Course must be retaken

Students will be instructed by the professor as to how each course is graded at the beginning of every course.

Bachelor's students must achieve a grade of 4.00 to pass a course and master's students must achieve a grade of 4.50.

The Campus Academic Manager releases official final course grades at the end of each semester. Every student is entitled to know the manner in which their course grade was calculated and can seek this information directly from their professors.

### Grade Point Average

A weighted grade point average (GPA) is computed by calculating an average grade of all results. Full details of the school's academic policies are listed in the Student Handbook that is issued at course registration.

### Graduation Requirements

Students at the bachelor level must achieve 180 ECTS credits in order to graduate. Students at the master's level must achieve 90 ECTS credits in order to graduate. Students must also satisfactorily complete all requirements of the degree program as set out in the current Student Handbook.

### Dismissal from the Program

The School reserves the right to dismiss any participant at any time if their academic performance is unsatisfactory, their conduct is considered unacceptable, they have not paid their fees, or those whose legal or medical problems hinder satisfactory performance. In such cases, the Dean will notify the participant in writing, a degree will not be awarded to the student, and, as appropriate, the participant's sponsor will be notified. For students on a student visa at their campus of study, dismissal from Geneva Business School will invalidate the student's visa and immigration authorities will be informed.

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**Signature**

**Date**