

Master/MBA

Tuition fees 2018-2019

1. MBA

First Instalment : CHF 5,500.-
Tuition fees per term* : CHF 9,000.-
Duration : 3 terms

2. MBA Executive (part-time)

First Instalment : CHF 5,500.-
Tuition fees per term* : CHF 4,500.-
Duration : 6 terms

INFORMATION

Tuition fees are in Swiss Francs. Tuition fees are applicable from January 2018 and may be modified. Tuition fees must be paid directly to IFM.

OTHER FEES

Application fee: CHF 150.-
Registration fee : CHF 1,000.-
Administrative fee for international students: CHF 700.-
Textbooks, printing, IT : CHF 1,500.-
Additional course or option: CHF 2,800.-
To retake an exam : CHF 400.-
Graduation and diploma fee : CHF 300.-
Late payment fee : 3% of due amount

Terms and policies

- 1) The application fee is non-refundable and must be paid before an application can be analysed.
- 2) Registration fee : a one-time non-refundable registration fee must be paid when registering for a degree.
- 3) A first instalment which contributes towards the tuition fees, is payable within 14 days of registration into the programme and will hold the student's place.
- 4) **Payment terms and deadlines**
 - a. All fees related to the academic year must reach us before or on the due dates stated on the invoice(s) and no later than 40 days prior to the start of the academic year.
 - b. Mandatory textbook fees and study material will be invoiced in full at the beginning of each academic year.
 - c. All financial matters must be settled for the student to be registered, attend classes, to graduate, obtain a diploma or any administrative document.
 - d. Option to pay via term instalments : local students have the option to pay via term instalments by providing proof of financial means. (Swiss nationals, resident permit holders). International students already living in Switzerland (but not for study purposes) and European students may request to pay by term instalment.
 - e. Term payments must reach IFM before or on the due dates stated on the invoice(s) and no later than 40 days prior to the start of classes.
 - f. **International Students**
other international students pay all fees related to the academic year in full before or on the due dates stated on the invoice(s) and no later than 40 days prior to the start of the academic year. The university will begin its part of the visa procedure only once registration fees, a one-time non-refundable administration fee, 1st instalment and 1st term payment have all been received.
- 5) Not included are sport activities, events (study trips, skiing, outings...), housing and insurances.

6) Refund and cancellation policy

- a. In the event of a student visa refusal by the Swiss authorities and only before the student has started to attend classes, the university will refund 100% of the tuition fees paid except for the non-refundable registration fee and non-refundable administrative fee which will be deducted.
- b. In case of another type of cancellation, the university will refund the tuition fees which have already been paid - with the exception of the first instalment, registration fee, administrative fee and a CHF 900.- cancellation fee, according to the scale below:
 - b.1. If the cancellation is received at least 3 months before the beginning of the courses, the university will refund the entirety of the remaining tuition fees.
 - b.2. If the cancellation is received less than 3 months before the beginning of the courses, the university will refund the remaining tuition fees but not the first term fees.
 - b.3. When a student has started the academic year and the cancellation is received within two weeks after the beginning of the term, the university does not refund the term tuition fees. The rest of the academic year tuition fees will be refunded and CHF 1000.- administrative fees will be deducted.
- c. There is no refund, if a student has started the academic year and if the cancellation happens later than two weeks after the beginning of the courses. There is no refund, if a student delays his programme entry, then delays it again and/or cancels his registration.
- d. Any request for a refund must be made in writing and supported by appropriate documentation (e.g. Visa Refusal Letter). Cancellation and refund requests must be approved by our Finance Officer. Refunds will be made by bank transfer within 30 days after the request has been approved.



Calendar

An academic year lasts 3 terms

Fall Term 2018

Admissions deadline : see website
Starts October 15th, 2018
Holidays: November 12th – 16th, 2018
Exams: December 10th – 14th, 2018
Ends December 14th, 2018

Winter Term 2019

Admissions deadline : see website
Starts January 21st, 2019
Holidays: February 18th – 22nd, 2019
Exams: March 18th – 22nd, 2019
Ends March 22nd, 2019

Spring Term 2019

Admissions deadline : see website
Starts April 23rd, 2019
Holidays: May 20th – 24th, 2019
Public Holiday: May 30th & June 10th 2019
Exams: June 18th – 24th, 2019
Ends June 24th, 2019

Fall Term 2019

Admissions deadline : see website
Starts October 14th, 2019
Holidays: November 11th – 15th, 2019
Exams: December 9th – 13th, 2019
Ends December 13th, 2019