

Tuition fees

BACHELOR / BBA

1st year

First instalment : CHF 5,500.-
Semester 1 : CHF 11,500.-
Semester 2 : CHF 11,500.-

2nd year & 3rd year

First Instalment : CHF 5,500.-
Semester 1 : CHF 13,000.-
Semester 2 : CHF 13,000.-

MBA / EMBA

First instalment : CHF 5,500.-
Semester 1 : CHF 14,000.-
Semester 2 : CHF 14,000.-

The MBA & EMBA programmes
last 2 academic semesters.

Other fees & information

Application fee: CHF 150.-
One-time registration fee : CHF 1,000.-
Textbooks, printing : CHF 1,500.-
Personal and professional development fee : CHF 250.-
Administrative fee for international students: CHF 700.-
Administrative fee for credit transfer: CHF 500.-
BBA : additional course or option (2nd & 3rd year): CHF 2,300.-
MBA : additional course or option : CHF 2,900.-
To retake an exam : CHF 300.-
Graduation and diploma fee : CHF 300.-
Late payment fee : 3% of amount due.

IFM's quality programs and competitive study fees allow for an excellent return on investment (ROI).
Tuition fees are in Swiss Francs and paid directly to IFM. Terms and financial conditions can be found **on the back** of this document.

Academic calendar : BBA & MBA

FALL / WINTER SEMESTER 2020-2021

Start of the semester : October 12th, 2020

Week 1 : October 12th - 16th, 2020
Week 2 : October 19th - 23rd, 2020
Week 3 : October 26th - 30th, 2020
Week 4 : November 02nd - 06th, 2020
Break : November 09th - 13th, 2020
Week 5 : November 16th - 20th, 2020
Week 6 : November 23rd - 27th (Case studies)
Week 7 : November 30th - Dec. 04th, 2020
Week 8 : December 07th - 11th, 2020
Break : December 14th - January 08th, 2021
Week 9 : January 11th - 15th, 2021
Week 10 : January 18th - 22nd, 2021
Week 11 : January 25th - 29th, 2021
Week 12 : February 01st - 05th, 2021 (Exams)

End of semester : February 05th, 2021

SPRING SEMESTER 2021

Start of semester : March 08th, 2021

Week 1 : March 08th - 12th, 2021
Week 2 : March 15th - 19th, 2021
Week 3 : March 22nd - 26th, 2021
Week 4 : March 29th - 31st, 2021
Break : April 01st - 16th, 2021
Week 5 : April 19th - 23rd, 2021
Week 6 : April 26th - 30th, 2021 (Case studies)
Week 7 : May 03rd - 07th, 2021
Week 8 : May 10th - 14th, 2021
Public Holiday : May 13th, 2021 (Ascension)
Break : May 17th - 21st, 2021
Public Holiday : May 24th, 2021 (Pentecost)
Week 9 : May 25th - 28th, 2021
Week 10 : May 31st - 04th, 2021
Week 11 : June 07th - 11th, 2021
Week 12 : June 14th - 18th, 2021 (Exams)
End of semester : June 18th, 2021

Admissions

Deadlines and timeframes
for your application
are posted on
www.ifm.ch/english

**1 academic
year
=
2 academic
semesters**

Following IFM's calendar

Academic calendar : Executive MBA

FALL / WINTER SEMESTER 2020-2021

01. October 15th - 17th, 2020
02. November 05th - 07th, 2020
03. December 03rd - 05th, 2020
04. January 14th - 16th, 2021
05. February 04th - 06th, 2021

SPRING SEMESTER 2021

06. March 11th - 13th, 2021
07. April 22nd - 24th, 2021
08. May 06th - 08th, 2021
09. June 10th - 12th, 2021
End August 30th, 2021 (Project deadline)

EMBA Admissions

Deadlines and timeframes
for your application
are posted on
www.ifm.ch/english

Terms & financial conditions 2020-2021

1) The tuition fees, in Swiss Francs, are applicable from February 2020 onwards and may be modified.

2) The application fee is non-refundable and must be paid before an application can be analysed.

3) The one-time non-refundable registration fee must be paid when registering for a degree.

4) The first instalment is an advance payment of the annual tuition fees (excluding semester fees); it ensures the student's involvement in a course and is a non-refundable instalment (except in the case of visa refusal). It is payable within 14 days of registration.

5) **Payment terms and deadlines**

a. Students and/or their guarantor pay the full tuition fees for the academic year (2 semesters) on the due date stated on the invoice(s) sent by email and no later than 60 days prior the start of the year.

b. A mandatory flat rate for books, textbooks, supplies, IT costs, personal and professional development fees is charged at the beginning of each academic year and is paid in full before the start of classes.

c. Students cannot attend classes, obtain a diploma, a transcript or any document until all outstanding financial obligations have been settled.

d. Instalment payments by semester: IFM may authorise a local student and/or his/her guarantor to pay the tuition fees on a semester basis, provided they have already submitted written proof of financial means or those of the guarantor. Payments must reach IFM in full on the due date stated on the invoice(s) and no later than 60 days prior the start of the semester.

d.1. Swiss nationals, C permit holders, European students and international students already living in Switzerland (but not for study purposes) may request to pay by instalment.

d.2. **International Students** : other international students pay all fees related to the academic year (2 semesters) in full before or on the due dates stated on the invoice(s), and no later than 60 days prior to the start of the academic year. IFM will begin its part of the visa procedure only once non-refundable registration fee, non-refundable administration fee, 1st instalment and 1st semester payment have all been received.

6) The tuition fees do not include documentation, books, student activities, events, trips, transportation, housing, and mandatory insurances. Students shall purchase a personal computer (not included in the fees) in order to carry out their studies in an optimal manner and to take advantage of the online tools.

7) IFM reserves the right to modify the organisation, the courses, the academic calendar and course contents at any time.

8) **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, IFM 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, IFM will refund the tuition fees, which have already been paid - with the exception of the first instalment, registration fee, administrative fee, according to the scale below:

b.1. If the cancellation is received 90 days before the beginning of academic year, IFM will refund the remaining tuition fees.

b.2. If the cancellation is received with less than 90 days remaining before the beginning of the academic year, IFM will not refund the tuition fees of the 1st semester but will refund the tuition fees of the 2nd semester.

b.3. When a student has started the program and the cancellation is received within 30 days after the beginning of the 1st semester of an academic year, IFM will not refund the tuition fees of the 1st semester but will refund the tuition fees of the 2nd semester deducting an additional administrative fee of CHF 1,500.-.

c. There is no refund, if a student has started the academic year and if the cancellation happens after the first 30 days of the semester. There is no refund, if a student delays his entry to the programme, then delays it again and/or cancels his registration.

d. Any refund request 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.

