

## Tuition fees

### BACHELOR / BBA

#### 1<sup>st</sup> year

First instalment : CHF 5,900.-  
Semester 1 : CHF 12,900.-  
Semester 2 : CHF 12,900.-

#### 2<sup>nd</sup> year & 3<sup>rd</sup> year

First instalment : CHF 5,900.-  
Semester 1 : CHF 13,900.-  
Semester 2 : CHF 13,900.-

### MBA

First instalment : CHF 5,900.-  
Semester 1 : CHF 14,900.-  
Semester 2 : CHF 14,900.-

### EMBA

First instalment : CHF 5,900.-  
Part 1 : CHF 14,900.-  
Part 2 : CHF 14,900.-

### Other fees & information

Application fee: CHF 150.-  
One-time registration fee: CHF 1,000.-  
Tablet, digital platform, ebooks, e-libraries: CHF 1,500.-  
Personal and professional development fee: CHF 500.-  
Administrative fee for international students: CHF 800.-  
Administrative fee for credit transfer: CHF 700.-  
BBA : additional course or option (2<sup>nd</sup> & 3<sup>rd</sup> year): CHF 2,400.-  
MBA / EMBA : additional course or option: CHF 3,000.-  
To retake an exam: CHF 300.-  
Graduation & diploma fee: CHF 350.-  
Late payment fee: 3% of amount due.

Tuition fees are in Swiss Francs and paid directly to IFM.  
Terms and financial conditions can be found **on the back** of this page.

## Academic calendar : BBA & MBA

### FALL / WINTER SEMESTER 2024-2025

#### Start of the semester : October 14, 2024

Week 01 : October 14 - 18, 2024  
Week 02 : October 21 - 25, 2024  
Week 03 : Oct. 28 - November 01, 2024  
Week 04 : November 04 - 08, 2024  
Break : November 11 - 15, 2024  
Week 05 : November 18 - 22, 2024  
**Week 06** : Nov. 25 - Nov. 29, 2024 (Case studies)  
Week 07 : December 02 - 06, 2024  
Week 08 : December 09 - 13, 2024  
Break : Dec. 16, 2024 - January 03, 2025  
Week 9 : January 06 - 10, 2025  
Week 10 : January 13 - 17, 2025  
Week 11 : January 20 - 24, 2025  
**Week 12** : January 27 - 31, 2025 (Exams)

End of semester : January 31, 2025

### SPRING SEMESTER 2025

#### Start of semester : March 03, 2025

Week 01 : March 03 - 07, 2025  
Week 02 : March 10 - 14, 2025  
Week 03 : March 17 - 21, 2025  
Week 04 : March 24 - 28, 2025  
Break : March 31 - April 04, 2025  
Week 05 : April 07 - April 11, 2025  
Week 06 : April 14 - April 17, 2025  
Break : April 18 - May 02, 2025  
**Week 07** : May 05 - 09, 2025 (Case studies)  
Week 08 : May 12 - 16, 2025  
Week 09 : May 19 - 23, 2025  
Week 10 : May 26 - 28, 2025  
Extended week-end : May 29 - 30, 2025 (Ascension)  
Week 11 : June 02 - 06, 2025  
Whit Monday : June 09, 2025 (Pentecost)  
**Week 12** : June 10 - 16, 2025 (Exams)

End of semester : June 16, 2025

#### Admissions

Deadlines and timeframes  
for your application  
are posted on  
[www.ifm.ch](http://www.ifm.ch)

**1 academic  
year  
=  
2 academic  
semesters**

Following IFM's calendar

## Academic calendar : Executive MBA

### FALL / WINTER 2024-2025

Session 01 : October 16 - 18, 2024  
Session 02 : November 06 - 08, 2024  
Session 03 : December 04 - 06, 2024  
Session 04 : January 08 - 10, 2025  
Session 05 : January 29 - 31, 2025 (Exams)

Assignments can be held online outside of the dates

### SPRING 2025

Session 01 : March 05 - 07, 2025  
Session 02 : March 26 - 28, 2025  
Session 03 : April 09 - 11, 2025  
Session 04 : May 14 - 16, 2025  
Session 05 : June 11 - 13, 2025 (Exams)

Project length : 1 month

#### EMBA Admissions

Deadlines and timeframes  
for your application  
are posted on  
[www.ifm.ch](http://www.ifm.ch)

0) The tuition fees for on-campus and flexible formats are the same.

1) The fees, in Swiss Francs, are applicable from January 2024 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 (not including semester fees); it secures the student's place in the course and is non-refundable (except in instances of visa denial 8.a). This amount is due within 14 days of initial registration.

### 5) **Payment terms and deadlines**

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

b. Mandatory flat-rate fees for tablets, digital platforms, e-books, e-libraries, and personal and professional development are charged at the beginning of each year and are payable in full before the start of classes.

c. Students will be unable to attend classes, obtain a diploma, a transcript, or any other document until all outstanding financial obligations have been settled.

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

e. **Instalment payments** : IFM may authorise a student\* and/or their guarantor to pay the tuition fees on a semester basis.

e.1.\*Swiss nationals, holders of a C permit, EU students, and international students already living in Switzerland (but not for study purposes) may request to pay in installments, if they have already submitted written proof of financial means or those of the guarantor.

e.2. Payments must reach IFM in full on the due date stated on the invoice(s) and no later than 60 days prior to the start of the semester.

6) Excluded from Fees

a. The tuition fees do not cover student activities, events, trips, transportation, housing, or mandatory insurances.

b. Students are required to purchase a personal computer (not included in the fees) to carry out their studies effectively.

7) IFM reserves the right to make changes to the organisation, curriculum, academic calendar, delivery methods, and course content at any time.

### 8) **Refund and cancellation policy**

a. If a student is refused a visa by the Swiss authorities and has not yet started attending classes, IFM will refund 100% of the tuition fees paid, except for the non-refundable registration fee and the non-refundable administrative fee.

b. For any other type of cancellation, IFM will refund the tuition fees that have already been paid, minus the first installment, registration fee, and administrative fee, according to the following scale:

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

b.2. If the cancellation is received within 90 days of the start of the academic year, IFM will not refund the tuition fees for the first semester but will refund the tuition fees for the second semester.

b.3. If a student has started the program and cancels within 30 days of the start of the first semester of an academic year, IFM will not refund the tuition fees for the first semester but will refund the tuition fees for the second semester, minus an additional administrative fee of CHF 1,500.

c. There is no refund if a student has started the academic year and cancels after the first 30 days of the semester. There is also no refund if a student delays their entry to the program and then delays it again or cancels their registration.

d. All refund requests must be made in writing and supported by appropriate documentation (e.g., visa refusal letter). Cancellation and refund requests must be approved by IFM's Finance Officer. Refunds will be made by bank transfer within 30 days of the request being approved.

