



PARTNER INSTITUTION

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Check list (FOR PARTNER'S ADMISSIONS OFFICE ONLY)

Please provide UBIS with:

- Copies of official certified high school transcripts and/or university transcripts (final transcript of grades and courses)
- Copies of official high school diplomas and/or university diplomas. - Two passport photos
- Photocopy of valid passport
- CV
- TOEFL or other official English placement exam result (if your previous schooling has not been in English)

Personal information

Family name

Given name(s)

Maiden name(s)

Sex Male Female

Permanent mailing address

Present mailing address (Leave blank if same than permanent address)

Tel Tel

Fax Fax

E-mail Address valid until

Date of birth

City of birth

Country of birth

Country(ies) of citizenship

Passport information

Country of passport

Passport number

Place of issue

Date of issue

Expiration date

Father's Mailing Address:

Applying for

- UBIS Bachelor of Business Administration (BBA)
- UBIS Master of Business Administration (MBA)
-

Starting date :.....

UBIS enrollment agreement

Catalog

The UBIS catalog will be made available to you. You are responsible for reading it and fully understanding its contents. You understand and agree that UBIS/the partner institution reserves the right to make changes in members of the staff and faculty and to modify policies, regulations, curricula, courses, tuition and fees or any other aspects of the programs deemed to be in the best interest of the institution and its students at any time.

Class Admittance:

If you fail to pay your tuition and fees when due, or violate any of the conditions herein, UBIS/the partner institution may prohibit you from attending courses until your tuition has been fully paid or until satisfactory arrangements have been made with UBIS/the partner institution.

Job Placement:

UBIS will not guarantee job placement. However, UBIS will assist the student in career planning and provide placement assistance, subject to job market conditions.

Scholarship:

If you are a recipient of a UBIS/ partner institution scholarship, you should carefully read the information concerning the duration of your scholarship (scholarships are not automatically extended over the entire study period) and be sure to follow through with timely reapplication for any short-term award. You also agree to maintain a grade point average of at least a B average for undergraduates and a A average for graduates. The scholarship will be revoked if the student fails to meet satisfactory academic progress requirements for more than two consecutive terms or in case of non-payment.

Admissions

Admissions to UBIS programs are subject to UBIS Admission policies and guidelines. Exceptional cases maybe considered but must be referred to the UBIS Admissions Office in Geneva, Switzerland for final verification and approval. Final enrollment onto any and all UBIS programs is reserved by UBIS.

Disclosure of Personal Information

I understand that by providing my mailing address, e-mail address, telephone and/or cell phone numbers, I consent to receive communications sent by, or on behalf of, The University (and its subsidiaries, affiliates, and/or agents) via regular mail, e-mail, telephone, cell phone, and/or SMS text message.

I grant permission to UBIS University to use my image (photographs and/or videos) taken at the University, other University-related places/ University-sponsored events, for use in publications including videos/TV, email blasts, recruiting brochures, newsletters, newspapers, and magazines and to use my image in electronic versions of the same publications or on the website or other electronic forms of media. I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

Refund Policy

To cancel an Enrolment or withdraw from the university program, the student must notify UBIS and Partner Campus Registrar in writing. If a student cancels his/her Enrollment or withdraws from the university prior to the first 30 days of the scheduled UBIS start date, then the student will receive a 30% refund of the tuition fee paid. However, if the student cancels his/her Enrolment or withdraws from the university after the start of the first UBIS course, no refund will be provided. The effective date of cancellation will be the date the student first notified to the UBIS and the partner institution via email or letter. The student must provide a duly signed written communication of his/her intention to forfeit his/her place on the program to the partner institution.

Payment of tuition and other educational fees:

Enrollment onto this program is subject to the terms of the agreement made by and between the University of Business and International Studies and the partner institution. In the instance of course cessation or program termination students who have paid some or all of their fees to UBIS will be entitled to continue their studies with UBIS however the terms of payment and delivery of the program may be subject to change. The delivery of this program is dependent on the terms of the collaboration agreements being met by the partner institution.

"Force Majeure"

In case of "force majeure", and before the term starts, the tuition fees will be refunded, except for the application and administration fees. "Force Majeure" means any circumstances beyond the University's reasonable control, including but not limited to war or threat of war, riot, civil strife, terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, interruption in power supplies or other services for any reason, fire, boycott, and telecommunications failure.



I hereby enrol with the University of Business and International Studies. I agree to abide by its regulations and by the terms of the Enrollment Agreement contained in this application. I certify that the foregoing information is true and complete to the best of my knowledge and I fully realize that omission or falsification of this information will be considered sufficient reason for rejection of this application or for dismissal.

Date: ____ / ____ / _____

Signature of Applicant:

Signature of Parent or Guardian (if necessary):

FOR THE PARTNER INSTITUTION ONLY

I hereby certify that the above mentioned student meets the requirements set by the UBIS Admissions Office and admissions standards of our own institution.

Official stamp and signature of the partner institution:

Please mail this form and the attachments to:

**UBIS, Admissions Office
46, Avenue Blanc
1202 Geneva
Switzerland**

