



ALINE ADELIA ANALTINA JOAO KASSANGE
CASA n°48 ZONA 17 SECTOR 5
BAIRRO QUICOLO
CACUACO LUANDA
ANGOLA

Dear **Aline**,

Congratulations! We are pleased to confirm your acceptance to the University of Business and International Studies (UBIS) Geneva, Switzerland, and the University of the Potomac, in the: **Dual Swiss/US Bachelor of Arts in Business Administration Program (BBA)**

Beginning of your Studies: *Year: 2015 Module: A (Blended) Start Date: January 5th*

Status: *Full-time student*

Missing academic paperwork is required to be submitted to the Admissions Office at UBIS no later than 30 days preceding the start of any on-ground courses. Students arriving on campus, must present their missing documentation no later than at registration. **If documents are not issued in English, then you must provide certified translations as well as the originals by the time of your registration. Students who fail to provide the required documentation within the required time period risk not being permitted to register for further classes until the necessary paperwork has been received. UBIS will not issue official transcripts prior to completing matriculation.**

On general, UBIS requires payment of full fees for the first term 30 days after receipt of this letter. Please see the enclosed charge sheet/invoice for your amount due and payment deadline. Students wishing to procure an entry visa for on-ground studies at the Geneva campus will need to pay within 15 days of receipt of this letter, since it can take between 2-4 months to obtain a visa. One of the requirements for visa application is presentation of a receipt for full payment issued by UBIS. Students applying for on-ground classes and seeking a travel visa to Switzerland, must enroll as full time students. Further information regarding visa applications and tuition is enclosed in the acceptance package sent to your address via post.

Please be sure to read the attached Joint UBIS-Potomac College credit information as well as the technical information and print out a copy, complete the form and return it to the UBIS offices if you have not already done so.

Again, congratulations on your acceptance to UBIS Geneva. We look forward to welcoming you to our increasingly multicultural student body. If you have any questions, please do not hesitate to contact us.

Geneva **17 December 2014**

Best wishes,

A blue ink handwritten signature, appearing to read 'Ludovic Chaker', written in a cursive style.

Ludovic Chaker
Head of Admissions

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I (print name) _____ hereby accept to do my studies at The University of Business and International Studies (UBIS).

UBIS Enrollment Terms

I (print name) _____ hereby accept to do my studies at The University of Business and International Studies (UBIS).

UBIS Enrollment Terms and Conditions

Non-Refundable Advance Tuition Deposit Policy:

A **non-refundable advance tuition deposit** of CHF 2,500 is required to hold the student's seat in their program of study as part of UBIS's Admissions process. This **non-refundable deposit** will be applied to the tuition payment for the semester, and must be paid within **7 days of receipt of an official acceptance letter, unless stated otherwise**. In the case of non-enrollment in the program of study for reason(s) not covered by the withdrawal policy below, all deposit(s) paid will be withheld from any and all refund payment to the student. However, student may choose to apply the deposit towards future courses/studies within a 12 month period, from the date of acceptance, upon written notice to the Registrar's office. **Students who accept Admissions to the University must sign and pay their Advance Tuition Deposit and any other tuition fees for the semester and/or year**. Students must also confirm that they are able to cover all other financial responsibilities related to their tuition fees and expenses during their studies.

Withdrawal Policy:

It is the responsibility of the student to inform the Campus Registrar in writing that the student wishes to withdraw from UBIS. Any refunds, which may be due to a student, will be made within thirty (30) calendar days of the student's official withdrawal date, which is the date on which the student notifies the Campus Registrar. Refunds to students who fail to notify UBIS of their withdrawal will be processed according to whichever of the following is sooner: either from the day UBIS determines that the student has withdrawn or thirty (30) days from the end of the term during which the student withdrew.

Refund Policy:

If a student is incapable of commencing on the intended term of studies, due to causes beyond his/her control, such as medically recorded illness, social unrest or natural disasters in the country of residence or visa refusal, the above amount is completely refundable or deferrable to a later term of studies within a **one calendar year**, according to the student's desire, **as long as the student informs UBIS before the date of intended commencement**. **Students denied a visa is eligible for a full refund of all fees paid, minus the non-refundable application fee.**

All Terms

Students receive 100% refund if they notify the registrar in writing by 12 noon Geneva time on the Friday of the first week of classes of their withdrawal. Students receive no refund at all if they notify the registrar after the 12 noon time limit Geneva time on the Friday of the first week of classes.

Important information:

Tuition and fees for each course or program in which you enroll are charged at the current fee, but UBIS has the right to modify tuition for future terms. *Textbooks and other supplementary materials required for courses are not included in the above fees.* **Students are responsible for payment of all fees incurred in procuring their passport, student entry visa and student residence permit.**

Class Admittance:

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

By signing below, I certify that I have read the above statement, and fully understand and agree to the terms of enrollment as it pertains to UBIS's policy and the **non-refundable, advance tuition fee deposit of CHF 2,500**.

Signature

Date

Please sign, keep and copy for your record, and return by e-mail to lchaker@ubis-geneva.ch

Charge Sheet (INVOICE) for Undergraduate Blended Studies

Undergraduate Blended /Regular Courses Cost Detail Report:

Cost Dual BBA program from module A to F 2015 (15 courses) :	CHF24,400
20% scholarship:	CHF 4,880
Total cost of on ground courses:	CHF 19,520

***A non-refundable, advance tuition deposit fee of CHF2,500 must be paid by December 20th, to hold your seat in the 2015 BBA program.**

Please pay the remaining balance **(CHF17,020)** by December 26th.

How to Pay your Tuition:

Tuition Fee payment can be made either through PayPal over the Internet (please request payment request be sent to you by UBIS)

Or by bank transfer to the following account: **Account Number:** 0240 854647.01E

Bank Name: UBS SA

Bank Address: Rue de Rhone 8 CH-1204 Geneva Switzerland

IBAN: CH27 0024 0240 8546 4701 E

BIC/SWIFT: UBSWCHZH80A

sort code : 240

Account Holder: UBIS SA-University of Business and International Studies

Geneva **17 December 2014**

Thank you.