

## Tuition Policy

The payment should be made in Swiss Francs. As GSD invoices for the full academic year, payment deadlines are indicated on the invoice per the payment options which have been selected (see page 1) by the student.

The GENEVA SCHOOL OF DIPLOMACY reserves the right to suspend a student for non-payment of fees. Students can also be suspended from classes for incomplete administrative requirements with the Geneva Canton or GSD administrative requirements. Examples of the latter would be failing to fulfil immigration requirements or failing to complete the full application process. However, tuition fees remain payable.

### *Late Payment Fees*

The GENEVA SCHOOL OF DIPLOMACY reserves the right to suspend a student for non-payment of fees. Late payment fees of CHF 200.- will be charged by GSD as of two weeks beyond the payment deadline on the invoice, or, as of the second reminder by GSD to receive said tuition fees.

Students who need to defer payment, for legitimate reasons, must request and justify this delay, in writing and in advance, with the Business Office.

## Tuition Refund Policy

### *Cancellation of applications before study programmes have begun*

The registration fees of CHF 200.- (BA-IR, MIR, EMIR) / CHF 250.- (DIR) remain non-refundable. Should the Swiss Authorities refuse to issue the student a visa, despite completion of all their administrative requirements, the GENEVA SCHOOL OF DIPLOMACY will refund tuition fees paid.

GSD must be notified by **registered post**, by the student of said refusal, only with the supporting documents will refunds be considered.

However, if choice of withdrawal is the student's, and is received up to one month prior to the student's first day of the trimester to be attended, the GENEVA SCHOOL OF DIPLOMACY will levy a penalty as outlined below of the tuition fees:

- BA-IR 12.5%;
- MIR 25%;
- EMIR 25%;
- Doctorate 25%.

Payments received in excess of these percentages will be refunded.

*Example: If a student's Bachelor Programme starts on 1 September and cancellation is received by August 1, 12.5% of the annual tuition fee remain payable to the school.*

If a student wishes to withdraw less than a month prior to trimester's commencement, the GENEVA SCHOOL OF DIPLOMACY will levy a penalty of the following percentages of one year programme tuition fee:

- BA-IR 25%;
- MIR 50%;
- EMIR 50%;
- Doctorate 50%.

Payments received in excess of these percentages will be refunded.

*Example: If a student's Bachelor Programme starts on 1 September and cancellation is received after August 1, 25% of the tuition fees remain payable.*

### *Financial penalties of the student withdrawing from GSD once their programme has started*

Any student who chooses to withdraw completely from their programme, must immediately inform GSD by registered post.

BA-IR : Tuition is due for two trimesters (the ongoing one and the following one). The third trimester, if it has been paid, will be reimbursed.

MIR and EMIR : Students who withdraw from these programmes are liable for the programme over the relevant academic year (subject to when student started).

DIR: Tuition fees for the DIR Programme's full programme year is due to the school by the student.

Note that suspended student's fees will remain payable, as stated above, if a student is requested to leave GSD for academic and/or disciplinary reasons or as a result of unpaid fees.

### *Deferral of enrolment*

Should a student chose to withdraw from GSD to return at a later date, a flat fee of 25% of the academic year's tuition is due to GSD.