



## TUITION POLICY

### I. TUITION 2018 - 2019 AND OTHER EXPENSES

*from September 2018 to December 2019 – fees may be subject to annual adjustments*

Programmes	Duration	Tuition Fees (Swiss Francs)	Deposit *
<b>BA-IR Bachelor's degree</b>	3 years	CHF 27'500.-/year	CHF 9'500.-
<b>MIR Master's degree</b>	1 year	CHF 32'900.- (a)	CHF 11'000.-
<b>MA-IR Double Master's degree</b>	1 / 1,5 year	CHF 37'500.-	CHF 12'900.-
<b>EMIR Executive Master's degree</b>	9 months	CHF 18'000.-	CHF 6'500.-
<b>DIR by Research</b>	3 years	CHF 11'000.-/year(b)	CHF 5'500.-
<b>DIR by Dossier</b>	n/a	CHF 9'000.-	CHF 1'000.- (c,d)
<b>Short Term Certificate Course</b>	1 semester	CHF 4'600.-	CHF 4'600.-

\*The deposit (non-refundable) is due in full upon receipt of the first invoice by GSD, in order to reserve your place in the programme as well as to allow sufficient time for Visa applications.

a: Starting from February 2017 intake

b: A unilateral request for change of advisor will be considered by the school and may entail an advisory service fee of 1'000.-, and administrative fee of 200.- (to be settled by the student).

c: Deposit of CHF 1000, - (non-refundable). The rest of the amount should be done after receipt of the final decision of our Academic Board.

d: In case of any important notifications instructed by advisors, an extra fee of CHF 500,- may be charged.

These fees do NOT include travel, living accommodation, meals, medical or health insurance and the required study trip. Payment plans are available upon request.

#### Other fees (non-refundable):

Registration fee payable upon registration:

BA-IR, MIR, EMIR, Short Term Cert.: CHF 300.-

MA-IR: CHF 400.-

DIR: CHF 500.-

Winter School, Summer School, Case Study Weekends: CHF 100,-

Books, course materials & support:  
(includes online library, graduation & transcript fees, Turnitin services and photocopies)

BA-IR, MIR, MA-IR: CHF 1'200.-/year

EMIR: CHF 600.-

Short Term Cert.: included in the price

**Maintaining matriculation:** DIR: 12 months: CHF 1'000.- / from 13 to 24 months: CHF 1'500.-  
from 25 months: CHF 2'000.- per year  
MIR, MA-IR, EMIR: CHF 1'000.- per 3 months

**Course/component repeats:** BA-IR, MIR, MA-IR, EMIR: CHF 1'500.- per course (a)

**Class audit:** for external students per semester without receiving  
Credits: CHF 1'000.-

**Late payment fees:** CHF 300.-

## **Estimates of living expenses in Geneva (per month)**

**Lodging** Between CHF 800.- and CHF 1'000.-

\*can vary widely depending on your desired living situation, as well as on the size and the quality of the apartment

**Food and other** Between CHF 800.- and CHF 900.-

**Insurance & Transport** About CHF 450.-

**Total expense per month** **Between CHF 2'050.- and CHF 2'350.-**

- a. If the component is composed of more or less than 4 ECTS credits, the fee will be calculated based on the number of credits (e.g. a thesis of 30ECTS: 30x400.- = 12'000.- (approx.).

## **II. FINANCIAL AID**

Although the Geneva School of Diplomacy is committed to assisting as many students in need as possible, the number of internal funding opportunities is limited. These limited spaces are highly demanded and applications for financial assistance should be submitted together with your application for admission.

### **GSD Fellowship**

GSD also awards a limited number of fellowships to students who fulfill the criteria of financial need and academic merit. GSD Fellowships usually range between 10% to a maximum of 50% tuition waiver. Applicants are kindly requested to submit to the Admissions Office the completed "GSD Fellowship Application Form" (on the bottom of this page you can find the form: <https://genevadiplomacy.ch/admissions/financing-your-studies/>) together with their hardcopy documents.

## **III. PAYMENT**

**Enrolment at GSD becomes effective only upon payment of the full deposit as indicated on the invoices.**

**Each semester is payable in full before its start, as per "GSD's Academic Calendar" (will be online soon).**

As GSD invoices for the full academic year, payment deadlines are indicated on the invoice per the payment options selected by each student.

Tuition and fees are to be paid in Swiss Francs. Please be aware of the bank charges fees transactions to Switzerland and for the currency conversion to Swiss Francs. **All bank charges and exchange rate differences shall be borne by the students.**

**Tuition and other fees can be subject to annual adjustments every academic year.**

All financial transactions are conducted through the Business Office. Any questions pertaining to your account should be addressed: [accounts@genevadiplomacy.com](mailto:accounts@genevadiplomacy.com).

Payment by bank transfer may be made to:

**Account's holder:** GENEVA SCHOOL OF DIPLOMACY AND INTERNATIONAL RELATIONS  
**Beneficiary's bank:** UBS SA  
CASE POSTALE  
8098 ZURICH  
SWITZERLAND  
**SWIFT:** UBSWCHZH8 0A  
**IBAN (Account no.):** CH46 0022 8228 5581 6401 Q

\*please indicate the student's full name as and the invoice number as a reference on all payments.

#### IV. LATE AND NON-PAYMENT

**Late payment fees of CHF 300.-** 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 the tuition fees.

**GSD reserves the right to withhold GSD official documents (attestation, transcripts, diplomas,...), suspend enrolment for a current term, and/or refuse enrolment for future terms, if any tuition or other fees to GSD are not paid as and when due.** GSD will issue the final diploma to students once all degree requirements and students' accounts have been cleared.

#### V. REFUND POLICY

Registration Fees are in any circumstances non-refundable.

Any request for a refund must be written and supported by appropriate documentation (e.g.: Visa Refusal Letter, other official documents which could be asked by GSD)

**a) Cancellation due to Visa refusal**

Should the Swiss Authorities deny the Visa, despite completion of all administrative requirements, GSD will refund 100% of the tuition fees paid.

**b) Cancellation for any other reason before the start of**

**the courses** In case the cancellation is received:

**at least one month** before the beginning of the courses: GSD will refund **the totality of the tuition fees paid**

**less CHF 1'000.- administrative fees**, which will be deducted,

**less than one month** before the beginning of the courses: GSD will refund **the totality of the tuition fees paid**

**less the deposit paid**, which will be deducted.

**c) Cancellation of enrolment during the academic year/programme\***

If a student wishes to withdraw completely from a programme and therefore to cancel his enrolment as a student at GSD, GSD must be informed in writing by registered post by completing the "**Cancellation of enrolment form**" (available at Academics office).

The following fees remain payable to GSD:

BA-IR, MIR, MA-IR, EMIR, DIR\*\*: **100% of the fees for the full year within which notice is given.**

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

\*In certain exceptional cases, and at the Financial Director's discretion, a refund may be granted, in which case it would carry the minimum of CHF 1'000.- as administrative fees.

\*\*This also applies to all our programmes including our short term programmes (STCC, Summer/Winter Schools, etc).

**d) Request for temporary suspension of studies**

If a student wishes to temporarily suspend her/his studies, she/he is requested to complete, sign and return the "**Suspension of Studies request form**" (available at Academics office) to GSD.

**The suspension will only take effect on the date of receipt of the said form by GSD.**

**There is no refund in case of suspension of studies.** The totality of the fees, for the full year within which notice is given, remains payable to GSD.

Under that condition, and after the agreed suspended period, the student will be allowed to resume her/his studies without any additional fees for the equivalent period of time upon completion of the "**Request to resume studies form**" (available at Academic Office).