



TUITION POLICY

I. TUITION AND OTHER EXPENSES

September 2020 to September 2021 – fees may be subject to annual adjustments

Programmes	Duration	Tuition Fees (Swiss Francs) CHF	Deposit *
BAIR Bachelor's degree	3 years full-time	27'500.-/year	9'500.-
MIR Master's degree	1 - 1.5 years full-time	32'900.-	11'000.-
MAIR Dual master's degree	1.5 years full-time	37'500.-	12'900.-
EMIR Executive master's degree	6 modules ^a	18'000.-	6'500.-
DIR by Research	3 years	11'000.-/year	5'500.-
DIR by Dossier	n/a	9'000.-	1'000.- ^{bc}
STCC Short Term Certificate Course	1 semester	4'600.-	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: 1 module = 5 days intensive course-work. For more details, please contact our Admissions/Academic Office.

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: 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.-
Summer School: 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 500.-
Short Term Cert.: included in the price

Maintaining matriculation:	DIR: 12 months = 1'000.- from 13 to 24 months = 1'500.- per year 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.-

- 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.).

Estimates of living expenses in Geneva (per month)

All expenses can vary (more or less) depending upon the lifestyle and preferences of the student.

Lodging	Average 900.-
*can vary widely depending on your desired living situation, as well as on the size and the quality of the apartment	
Food and other	Average 900.-
Insurance & Transport (public transport + student insurance)	Average 500.-
Total expense per month	Average 2'300.-

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 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 together with the supporting documents. For more information, please contact the Admissions Office.

III. PAYMENT

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

Each semester is payable in full before its start, as per "GSD's Academic Calendar".

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 student.**

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

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 tuition fee paid minus an administrative fee of 1'000.-CHF
- **less than one month** before the beginning of the courses: GSD will refund the tuition fee paid minus the deposit (please refer to the table above)

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

If a student wishes to withdraw completely from a programme, GSD must be informed in writing by using the "**Cancellation of enrolment form**" (available at the Academic Office, Admissions Office and in the CRM) completed, signed, and submitted to any of our offices.

The following fees remain payable to GSD:

BA-IR, MIR, MA-IR, EMIR, DIR: ****100% of the fees for the full year within which the 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 the short term programmes (STCC, Summer School, modules).

d) Request for temporary suspension of studies

If a student wishes to temporarily suspend his/her studies, he/she is requested to complete, sign and return the “**Suspension of Studies request form**” (available at the Academic Office, Admissions Office and in the CRM) 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 the notice is given, remains payable to GSD.

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