

# REGISTRATION FORM

Double Degree Program:

MBA Master of BUSINESS ADMINISTRATION (USQ)

EMBA Executive Master of BUSINESS ADMINISTRATION (HWZ)

**HWZ** | University of Applied Sciences  
in Business Administration Zurich

Surname	Employer
First name	Work address
Street	
Postal code/City	
Date of birth	Immatriculation no.
Citizenship	Cell phone
Home phone	Work phone
Home e-mail	Work e-mail

I apply to study in the MBA/EMBA program

I hold a Bachelor's (or equivalent) degree in \_\_\_\_\_  
from (school) \_\_\_\_\_ obtained in (year) \_\_\_\_\_

I have two years of leadership experience as \_\_\_\_\_

## Study program

MBA Master of Business Administration (USQ)  
EMBA Executive Master of Business Administration (HWZ)

## Start date

November

## School day (08:15–16:45)

Saturday

## Billing address

Home address       Work address

I acknowledge the General Terms and Payment Terms and Conditions printed on the overleaf. The registration fee is CHF 500. This amount will be deducted from the first semester's tuition.

I declare that the information supplied on this form and the relevant attachments are true and correct. I understand that the university may amend or terminate its offer of matriculation if any of the information provided turns out to be false. I understand that there are limited study spots available and that early application will give one a better chance of obtaining a study spot in the MBA program. I understand that the whole program is in English and I declare my English level as sufficient for discussing business topics.

## Enclosed with this application are:

- CV (in English)
- Employer's confirmation of the student's job position in a leadership function (in English)
- Copies of Bachelor's degree and list of courses attended with grades received (original and certified English translation)
- Proof of English knowledge (according to [www.usq.edu.au](http://www.usq.edu.au))
- 1 passport-sized photograph (electronic)

Place and date \_\_\_\_\_ Signature \_\_\_\_\_

Please send the application to:  
**HWZ Hochschule für Wirtschaft Zürich**  
MBA and DBA Department  
Lagerstrasse 5, CH-8021 Zürich

→  
Please closely review the  
General Terms and Payment  
Terms and Conditions on  
the reverse side.

## GENERAL TERMS

The application form with a legally valid signature shall constitute an educational agreement for the corresponding Master's study program.

By signing this form, the student acknowledges the study program-related Admission, Testing and Payment Terms and Conditions. These Terms and Conditions are recorded in the corresponding study program.

Enrolment is legally binding and may only be cancelled before the end of the first semester. Notice of withdrawal must be sent by registered mail to the university administration 30 days before the end of the semester.

The HWZ reserves the right to decide whether a course of study is to be offered, taking the number of applicants into account. If a course of study is not offered in a given year, all students affected will be notified. They may then opt for another course of study.

Students receive a log-in and password for the extra web of the HWZ where curricula and other information can be accessed. Students are to read their HWZ e-mail regularly, as official information is sent to the HWZ e-mail accounts. All students must own a laptop computer which fulfils the minimum requirements ([www.fhhwz.ch](http://www.fhhwz.ch)) of the HWZ.

All rights pertaining to the course materials and the logo of the HWZ are reserved. Reproduction or redistribution of any materials for other than educational purposes is strictly prohibited without the written permission of the university administration.

Copyright also protects all software and the HWZ e-mail system which the HWZ provides to its students. Any student who violates these rules or commits unlawful acts will be held liable for damages arising therefrom and may be expelled from the university without a refund of tuition payments.

Students must provide their own accident insurance. The HWZ provides no insurance coverage. All students receive a student ID card at the beginning of their studies.

Students are obliged to attend at least 80% of the classes. If the student is absent, it is the student's responsibility to keep up with the coursework.

There are special detailed rules which exist. Students must comply with all rules and regulations of the HWZ. They can be reviewed on the website of the HWZ and downloaded. The university administration will notify students of any possible changes in these rules and regulations in due time.

## PAYMENT TERMS AND CONDITIONS

Standard fee	CHF 39,000
Fee for alumni members*	CHF 38,100

\*Student needs to be alumni member before start of the program.

The fee is payable in six instalment payments

Each instalment payment	CHF 6,500
Each instalment payment for alumni members	CHF 6,350

The instalment payments are due at the beginning of each term (three each year).

Included: mandatory books and study materials, lodging and meals for international project. Not included: travel, other lodging and meals.

If the student withdraws or is expelled after beginning the study program, the full fee of CHF 39,000/38,100 shall be charged with the exception of the portion for which the student is not responsible (e.g. disabilities, accidents, etc.).

No reductions may be made for vacations, illness/sick days or exemptions.

Changes in the mode of payment (from semester billing to monthly billing and vice versa) may be made at the beginning of each semester. Requests for this must be submitted six weeks prior to the start of the semester.

Changes in the billing address must be reported 45 days prior to the start of the semester.

If bills are to be forwarded to the employer for payment, written confirmation by the company or organisation is needed which states that they will take on all financial obligations arising from the agreement. In case of a change in employment, the student is responsible for the payments.

The university administration shall provide three months' notice when making any changes to the General Terms and Payment Terms and Conditions. Any increase of the fees by the USQ will be charged to the students.

January 2011

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**University of Applied Sciences Zurich**  
**Lagerstrasse 5, CH-8021 Zürich**  
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