

# The Institute for International Business Tuition Terms and Conditions

The Tuition Terms and Conditions are binding between the student and the Institute for International Business Law («Institute») at the University of Fribourg upon admission to the program<sup>1</sup>.

The Institute is an academic offering fully funded by tuition fees.

- 1. Financial Obligations:** Each Student is responsible for paying the administrative, registration, and tuition fees in full<sup>2</sup> at the time of admission. Students can benefit from discounts by paying the tuition fee in full before the program starts; alternatively, students can opt for low-interest payment plans. Our Regional or Excellence Scholarship offers a discount on the LL.M. tuition fee - these scholarships are mutually exclusive. Students may apply for a scholarship via the application form; the scholarship is granted at the discretion of the Scientific Council.

Payments must be made according to the terms specified on the invoice provided to each Student.

The Institute reserves the right to ensure outstanding fees are paid. This may include temporary suspension from the teaching platform, and up to suspension from the program entirely if the student does not fulfil their financial obligations.

- 2. Timely Payments:** The Student agrees to make all payments on time in line with the invoice, including any interest, understanding that reminders will not be sent when a payment is due.

Access to the online teaching platform, required to complete the program, will be granted only:

- First semester – upon payment of administration and registration fees.
- Second semester onwards – when the student is fully up to date in line with their payment plan.
- Students who, for valid reasons, need to adjust their payment plans must have written confirmation by the IBL administration. An updated invoice will be issued.

- 3. Deferral:** Students may defer the start of their programme for up to three semesters.

Below explains how to request a deferral:

- The request must be submitted in writing. Email: [ibladmissions@unifr.ch](mailto:ibladmissions@unifr.ch)
- Deadline: no later than 1 month before the semester begins.
- A valid reason must be provided (e.g., serious health issues, financial hardship, personal difficulties, unavoidable absence, visa or study-permit refusal).

Important conditions:

- A. A deferral is only confirmed once the registration and administration fees have been paid.
- B. If these fees are not paid, the application will be automatically cancelled.
- C. Deferral requests received less than one month before the semester start cannot be approved. In this case, the admission becomes void, and a new application is required.

Upon approval of a deferral request, an updated admission letter and invoice will be issued reflecting the new start date and adjusted payment plan.

Note: If a visa or study permit is refused, students will be offered the option to begin their studies online.

- 4. Non-Refundable Fees:** The Student understands that during admission, the Institute incurs various expenses, including matriculation and administration costs. Consequently, the administration and registration portion of the fees is non-refundable, regardless of the reasons for not joining or leaving the program.

<sup>1</sup>These Terms and Conditions are subject to periodic updates. The latest version published on our website will always take precedence.

<sup>2</sup> Any bank charges are to be covered by the student. The Institute must receive all fees in full.

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- 5. Reimbursement Policy:** If a student is unable to start or continue their studies, the Institute may offer alternative options, such as online study or a study pause. For students who withdraw, tuition fees are reimbursed on a pro-rata basis:
- 60% refund from the registration invoice date through to the 31<sup>st</sup> January for the spring semester or the 31<sup>st</sup> August for the fall semester. Thereafter,
  - 40% until the first scheduled day of the semester. Thereafter,
  - 20% until 15<sup>th</sup> March for the spring semester, or 15<sup>th</sup> October for the fall semester.

Note: In the event of a visa or study permit refusal and the student declines the option to study online without a valid reason, the standard reimbursement conditions apply. If online study is not an option, and the Executive & Academic Director concurs, tuition fees are fully reimbursed, except for the registration and administration fees as specified in point 5 above.

Refunds may take up to 90 days to process.

- 6. Attendance:** If you have relocated to Fribourg to study in person and have obtained a study visa and residency permit to do so, both the Institute and the Service de la population et des migrants (SPoMi) expect you to attend classes in person on campus.
- 7. Graduation Eligibility:** The Student acknowledges that all fees must be settled in full before graduation. If any outstanding obligations remain after graduation, the Institute reserves the right to withhold attestations, certifications, and references until all fees are paid.
- 8. Exclusion Policy:** Tuition fees do not cover any expenses such as visa fees, accommodation, cost of living, exam re-takes, travel expenses, or other program-related events unless specifically sponsored by the Institute. Additional fees may apply for program extensions, additional credits, exam re-takes, and administrative changes including track changes.
- 9. Student Handbook:** Refer to the [IBL Student Handbook and Code of Conduct](#) for more information.
- 10. Exceptions and Exemptions:** All exceptions and exemptions to the aforementioned requirements must have written approval from the Executive & Academic Director.
- 11. Governing Law and Jurisdiction:** These terms and conditions are governed by Swiss law. The exclusive place of jurisdiction is Fribourg, Switzerland.