

TUITION DEPOSITS, INVOICES, DEADLINES AND WITHDRAWALS

Following an offer of admission to Webster University Geneva, a tuition deposit of CHF 1,500.- is requested to confirm your intention to enroll. This reserves your place at the University, and initiates other services on campus in preparation for your academic registration to classes and campus orientation program.

For applicants who will require a student visa to live in Switzerland (non-local, non-EU citizens), the deposit will allow us to release your official visa invitation (“attestation”) letter so you can begin the process.

Tuition deposits can be paid remotely via bank transfer, or in person at the Business Office by credit card (details provided upon admission). *Your tuition deposit will appear as a credit* on your student account, and it will be applied toward your first tuition invoice at the University.

DEPOSITS, REFUNDS AND DEADLINES (for new students)

BACHELOR STUDENTS:

Tuition deposits are highly encouraged as soon as you decide to enroll at the University.

International (non-local, non-EU) Students: Tuition deposits are also strongly encouraged by four months in advance of the start date (or immediately after an offer of admission is extended, if under four months), since the Swiss student visa process can take between 2 and 3 months to process *after* documents have been submitted to the Swiss Consulates.

Specific Fall Semester Deadlines for Deposit may be announced and published each year on the “Welcome” website for new students, given that this is the largest intake of new student enrolments each year.

BACHELOR DEPOSIT REFUNDS

Early deposits can be refunded upon request in writing to the Business Office up to two months (8 weeks) prior to the semester start date, if your enrolment plans change.

However, if under the 8 weeks prior to the start date, your deposit will be forfeited. Exceptions are always granted in unexpected, documented cases where a student visa is denied, or an exception may be approved for a documented health condition (or similar emergency) prevents enrolment.

If for any reason you need to *defer* your start date to a future term/semester, your deposit may not be refunded, but would be applied toward that first semester invoice.

MASTER STUDENTS:

Tuition deposits are highly encouraged as soon as you decide to enroll at the University. This allows faculty members to begin working on your academic plan and facilitates your pre-registration.

International (non-local, non-Swiss) Students: We will issue your visa paper work after your tuition deposit is received. Deposits are also strongly encouraged at least four months in advance of the start date (or immediately after an offer of admission is extended, if under four months), since the Swiss student visa application process (through the foreign Consulates) often takes from 8 to 12 weeks after all documents have been submitted. *Continued...*

Swiss Citizens (and local residents on a Swiss permit): Your tuition deposit will initiate the course registration process. We request a deposit 2 months (8 weeks) prior to the term (or as soon after your decision to enroll as possible). If your admission is shortly before the start of classes, you may be approved for expedited registration (and you will be invoiced for the first term accordingly).

MASTER DEPOSIT REFUND

Early deposits can be refunded, upon request in writing, up to two months prior to the term start.

ALL REGISTRATIONS, INVOICING, PAYMENT DEADLINES AND WITHDRAWALS

Invoices for the semester are generated after your academic course registration, which is typically between 4 to 6 weeks *prior* to the start date. Invoices are sent via email (your tuition deposits are applied to the student account and will appear as a credit towards your first bill). They are payable before the term begins, and no later than Friday of “Week 1” of the term. See the payment terms at the bottom of the [tuition & fees](#) sheet for details.

ENROLLMENT CANCELLATION

The University’s “Drop/Add” policy allows a student to make changes to their enrollment commitment (ie, either to revise or cancel their course schedule). This can impact billing, as follows:

“DROP” DEADLINES AND REFUNDS

Bachelor students dropping *individual courses* may change the ‘rate’ of tuition (if below 12 credits). It is important to reconfirm with the Business Office if this is the case.

If a bachelor or master student fully “Drops” their full schedule/enrollment at the University **by Friday of Week 1** of the term, through formal communication to their academic advisor or campus Registrar (either by signing a ‘drop’ request in person or by written email), the full tuition *except the initial tuition deposit* will be credited and refunded.

COURSE AND ENROLLMENT WITHDRAWALS AND REFUNDS

Beyond Week 1 of the term, there are financial implications for your enrollment, as you made a commitment to the course schedule. Students have the option to “Withdraw” from a course, for some weeks into the term, and this appears as an official “W” on the academic transcript. Always refer to the [University’s Withdrawal policy](#), and consult with Academic Advising and the Business Office, if you are considering to Withdraw. Note that a Withdrawal from a specific course (or courses) full-time students may not change your obligation to the full-time, flat fee rate of tuition.

Withdrawal from your full enrolment at the University (withdrawing from all courses in the semester) has various implications. A portion of tuition may be refundable (see [Withdrawal policy](#)).

HOUSING DEPOSIT

A Housing Deposit of CHF 1,000 is required to secure a room in a University facility (either on campus in the Living and Learning Center or in the Les Bergues du Rhone in center-city). See more details at the Residential Life web page. Early housing deposits are only refundable up to two months (8 weeks) prior to the semester start, by request in writing to housing@webster.ch. Beyond this date, students who have documented reasons (visa denial, documented health, etc.) may appeal for an exception in writing.