



**ADMISSION APPLICATION FORM**

<p>Applicant is advised to read the Terms and Conditions of Admission overleaf. Attach required documents for Admission Processing. CHECK the boxes below to be certain all documents are included before submitting your application</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete and Sign Application Form</li> <li><input type="checkbox"/> Two Passport Photos</li> <li><input type="checkbox"/> Copy of National ID and Passport (the page with name + photo)</li> <li><input type="checkbox"/> Curriculum Vitae (to support your application)</li> <li><input type="checkbox"/> Certified Copies of Qualifications &amp; Awards of all previous Education completed (in English)</li> <li><input type="checkbox"/> Certified Copies of Academic Transcripts of all previous Education completed (in English)</li> <li><input type="checkbox"/> Receipt of Paid Admission Processing Fees – EUR 100.00</li> <li><input type="checkbox"/> Report of IELTS, TOEFL etc (for non-native English speaking applicants)</li> <li><input type="checkbox"/> Recommendation Letters from two references at educational or professional levels (Graduate Prog)</li> </ul> <p style="text-align: center;">TYPE / WRITE IN CAPITAL LETTERS</p>		<p><b>OFFICE USE</b></p> <p>DATE:</p> <p>REF:</p> <p>FIN:</p> <p>AEC:</p>
<p>Last Name &amp; Other Names:</p>		<p>Attach 2 recent passport photos here</p>
Date of Birth:	Gender:	
Place of Birth:	Nationality:	
<p>Current Address:</p> <p>Telephone Nr: _____ email: _____</p> <p>Name of Next-of-Kin:</p> <p>Address of Next-of-Kin:</p> <p>Telephone Nr. _____ email: _____</p> <p>Program to study:</p> <p>Proposed Starting Date:</p> <p>Mode of Study:            <input type="checkbox"/> Full time                      <input type="checkbox"/> Part time                      <input type="checkbox"/> DL Distance Learning</p>		

**EDUCATION HISTORY**

NAMES OF SCHOOL, COLLEGE, UNIVERSITY & LOCATIONS	FROM	TO	QUALIFICATION / GRADES OBTAINED

**EMPLOYMENT HISTORY**

NAMES OF RECENT EMPLOYERS & LOCATIONS	FROM	TO	POSITION

How do you hear about RCM University Switzerland? \_\_\_\_\_

ENGLISH LANGUAGE PROFICIENCY:    Excellent       Very Good       Good       Fair

ENGLISH TEST SCORE: IELTS, TOEFL or equivalent: \_\_\_\_\_ (attach result if applicable)

REFERENCES: Names, Address and Telephone of two people that can provide information about you

(1)

(2)

**TUITION FEES PAYMENT OPTIONS:**

Current Tuition Fees online - [www.rcmedu.ch](http://www.rcmedu.ch) - or see attached Tuition Fees Information Data, select a payment plan option:

Tuition Fees with Textbooks       Tuition Fees without Textbooks

- A.  One time full payment of total tuition fees
- B.  Two equal instalment payments of total tuition fees
- C.  Three equal instalment payments of total tuition fees

**DECLARATION**

I CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE, AND THAT I HAVE READ, UNDERSTOOD AND ACCEPT THE TERMS AND CONDITIONS OF ADMISSION

PLACE + DATE

SIGNATURE OF APPLICANT OR SPONSOR

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**OFFICE USE: OFFICE OF ADMISSIONS - RCM UNIVERSITY, ZURICH**

STUDENT ID-ISSUED:

ADMIN. DECISION:

VERIFY BY:

APPROVED BY:

FINANCE DEPT:

DATE + SIGNATURE:

SEND APPLICATION FORM & SUPPORTING DOCUMENTS TO:  
**RCM UNIVERSITY. PO BOX 620. CH-8040 ZURICH. SWITZERLAND**

**ROCKFIELD COLLEGE OF MANAGEMENT, ZURICH / SWITZERLAND**  
**TERMS AND CONDITIONS OF ADMISSION**

Rockfield College of Management - herein referred to as "RCM"; the following Terms and Conditions of Admission are divided into THREE Sections: Section "A" applies to ALL Applicants. Section "B" for Full-Time Study. Section "C" for Distance Learning Study

**SESSION A**

The Following Terms and Conditions Apply to ALL Prospective Students

All declarations made and information provided by applicant in this application form shall be accepted in good faith.

1. **FALSE DECLARATION:** Any false declarations about qualifications held or age of the applicant or failure to produce documentary evidence of qualifications held may render a student liable to exclusion from the course he/she has been admitted to.
2. **FRAUDULENT DOCUMENTS:** Applicants who have used fraudulent documentation to gain admission onto a course will render their admission null and void and forfeit any fees or deposits paid.
3. Registration Fee is only refundable if the application has not been accepted, or if the course for which an application is made will not run for whatever reason.
4. All details printed in the prospectus and accompanying documents are correct at the time of printing. RCM reserves the right to make changes to the structure and content of courses, including the amalgamation or withdrawal of courses, if deemed necessary. In the event of a course being withdrawn a full refund of tuition fees would be made, unless the student wishes to follow an alternative course.
5. RCM makes every effort to ensure that the information contained in its prospectus is consistent with that appearing on its website ([www.rcmedu.ch](http://www.rcmedu.ch)) However, in the event of any difference between printed and website information, the details given on the website will prevail.
6. If application form has been signed by an agent or representative of the applicant, the terms and conditions of admission will still apply.
7. **ADMISSION REQUIREMENTS:** Student enrolling for any course must meet the minimum requirement for admission please study the admission requirement for your program as stated in RCM Brochure and website [www.rcmedu.ch](http://www.rcmedu.ch)
8. **TERMINATION OF STUDY:** RCM reserves the right to terminate a student's enrolment if he/she has been in breach of any of the stated terms and conditions, including any other academic and internal regulations as may be specified.
9. **APPEAL / STUDENT GREIVANCE RESOLUTION:** Student wishing to make a complaint against Examination and Academic Records regarding an alleged wrong/omission must make such complaint/appeal in writing and send it to Office of Student Services and Office of Academics for instant attention and resolution
10. **RE-SIT EXAMINATION:** Student that fails or made poor performance in an examination may write Petition/Appeal to be allowed to re-sit such examination once and within a limited period of time as allowed by Faculty and Exams Board
11. **DISCLAIMER:** RCM reserves the rights to make any changes in the course requirements, course curriculum, text books, brochure, student handbook, graduation requirements and tuition fees without informing students. Changes and new policies are reflected in updates on our websites and brochures.
12. **GOVERNING LAW:** The terms and conditions of admission state herein shall be governed by and construed in accordance with the Laws of Canton Zurich in Switzerland. Any dispute or difference shall be determined under the arbitration rules of Canton Zurich in Switzerland.
13. **LANGUAGE OF COMMUNICATION:** The official language to be used in all aspect of communication between RCM and students including any method of Arbitration shall be in English

**SESSION B**

In addition to the terms and conditions of admission in Section "A" above, the following conditions apply to students following FULL-TIME STUDY

1. Enrolling for a course at RCM constitutes a binding agreement on the student to follow the course applied for and to abide by the Code of Conduct, or any course regulations. The Code of Conduct is contained in the Student Handbook, which is given to all students at the beginning of their studies.
2. Students found to have difficulties in following a course due to inadequate language skills; will be required to follow a remedial course in English Language until their level of English reaches a satisfactory standard. The admissions department will make all arrangements and notify the student of any additional fees payable for the English course.
3. Students are required to attend classes regularly and punctually. Full-time students are expected to attend daytime lectures for 15-21 hours per week, Monday through Friday, depending upon their curricula. At the lecturer's discretion, students who arrive late for a class may be refused admission
4. Students whose overall attendance is less than 50% during a semester or term may not be allowed to take any examinations for that semester.
5. Important notices, such as examination dates and changes to time-tables etc are displayed on the main notice board regularly. Students should check the notice board to ensure that they are aware of any issues affecting their studies.
6. Unless otherwise stated, fees quoted are for tuition only (course textbooks are additional costs)
7. The tuition fees are payable in full before a student commences studies. At the discretion of the RCM, students may be allowed to pay their fees by instalments, but a surcharge to cover additional administrative costs and interest will be added to the tuition fees. Details of instalment facilities and charges are available on request.
8. **BANK ACCOUNT:** Students are required to pay tuition fees or deposit fees directly into the RCM's bank account in Switzerland. RCM will not be responsible for any fees payments made to any other party other than the College: Details of the RCM bank account are provided to students
9. **TUITION FEES OR DEPOSITS PAID** are not refundable or transferable to another student or to a course starting at a later date. If you have been refused Student Visa to enter Switzerland, you may be entitled to a refund if you have paid 50% or more of the first year's tuition fees, subject to meeting all of the following conditions.
  - a. If Student Visa or Residence Permit is refused and the student hasn't started the courses,
  - b. You have informed RCM in writing about your inability to start your course on the scheduled date at least six (6) weeks prior to the commencing date of your course

- c. You provide RCM with the original notice of refusal of Visa issued by the Embassy/Consulate of Switzerland or Cantonal Immigration Department within 4 weeks of the date of refusal
- d. You have not and do not intend to appeal against the refusal of visa. If an appeal has been lodged, the fees will be refunded only upon RCM receiving documentary evidence the appeal has been dismissed.
- e. Original Letter of Acceptance and the Receipts of paid Tuition Fees/Deposit paid are returned to RCM

**10. REFUND POLICY & NOTICE OF CANCELLATION**

If a student has to cancel the registration for whatever reason, RCM must receive a written Notice of Cancellation. The refunds of Tuition/Deposit Fees (less Application and Administration Fees) will be handled as follows:

- a. 100% at least 6 weeks before the start of the course
- b. 50% between 6 to 4 weeks before the start of the course.
- c. 0% later than 4 weeks before the start of the course
- d. 0% if admitted student postpones entry to RCM and then cancel the registration
- e. 0% except application and administration fees if admitted student had received Student Visa and later decide to change his/her mind within 4 weeks to the start of the course

**AMOUNT OF THE REFUND:**

The amount of the refund will depend on the amount of the total tuition fees/deposit paid:

- a. If you have paid CHF 4'000.00 or less (as deposit to reserve your place in a course) you will have no refund
- b. If you have paid 50% or more of the first year's tuition fees: You will receive refund according to our refund policy (less Application and administration fees).

- 11. RCM reserves the right to demand the payment of a higher than usual deposit, or a full year's tuition fees before it can issue a Letter of Acceptance for visa purposes.
- 12. RCM reserves the rights to amend or make changes to tuition fees without prior notice
- 13. Fees and deposits paid are for a course starting on a specific date. Students who fail to take up their course on the scheduled date will not be able to transfer their fees or deposit to a course starting at a later date. However, in special cases but at the absolute discretion of RCM, this may be allowed. If such a transfer is to be allowed a non-refundable transfer fee of CHF2'500.00 will be charged.
- 14. Students who are late in starting their course for whatever reason will not be entitled to a refund of, or reduction in tuition fees; this also applies where students have not attended all their classes or courses.
- 15. If student is required by the Cantonal Immigration Office to leave Switzerland because of poor attendance, or because of any breach of Swiss law, tuition fees paid will not be refundable.
- 16. RCM does not take responsibility for any wrong information provided by Students Recruiting Agents
- 17. Students and Applicants are requested to check with RCM before paying any fees to Agents.
- 18. **EXPULSION:** RCM reserves the right to terminate a student's enrolment if he/she has been in breach of any of the above stated terms and conditions, including any other academic and internal regulations as may be specified.

**SESSION C**

In addition to the terms and conditions of admission in section "A" above, the following terms and conditions apply to students enrolled on DISTANCE LEARNING STUDY.

**DATE OF ENROLMENT:** The official date of Enrolment for Distance Learning Study is the date on which RCM has dispatched the study materials to the student. Student enrolled on a Distance Learning program has a right to cancel the enrolment before the completion of the program and received a refund. The notice of cancellation must be made in writing and the cancellation date is the date the written notice has been received by RCM office in Switzerland

**REFUND POLICY & AMOUNT OF REFUND**

The amount of the refund will depend on the amount of the fees paid:

- (a) 20% Refund: If you have paid 50% or more of Total Tuition Fees; when written notice of cancellation is received within 6 weeks after the date of enrolment.
- (b) 10% Refund: If you have paid 1/3 of Total Tuition Fees; when written notice of cancellation is received within 3 weeks after the date of enrolment. (Because RCM has already order the entire study materials that covers the fees paid)
- (c) 0% Refund: If the cancellation notice is received three months after the date of enrolment.

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PLACE + DATE

SIGNATURE OF APPLICANT OR SPONSOR

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SEND APPLICATION FORM WITH SUPPORTING DOCUMENTS TO:

OFFICE OF ADMISSION  
RCM UNIVERSITY  
P. O. BOX 620.  
CH-8040 ZURICH.  
SWITZERLAND