



Swiss International
Institute Lausanne

TUITION FEES REGULATIONS

Swiss International Institute Lausanne - SIIL

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Swiss international Institute Lausanne - SIIIL

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I GENERAL PROVISIONS

Article 1. Purpose

These regulations set out the fees to be paid by students.

Article 2. Definitions

The "tuition fee" is the fee that all registered students who are not on leave, as well as all admitted students who are not yet registered, must pay per semester before the start of the semester and in order to obtain the e-access to the personal account on the SIIIL e-learning platform, within a deadline set by Student Office. The amount of this fee does not depend on the number of modules taken during the semester, nor on the results obtained. The fee does not include study materials.

The "administrative fee" corresponds to the fee that Student Office and the management may charge for special services.

The "decision fee" corresponds to the fee that may be charged in the event of a decision on appeal by the Management or the Appeals Commission.

II FEES

Article 3. Tuition Fees for Bachelor Study Programmes

The tuition fee for each Bachelor's programme is € 1480 per semester.

Once a semester has begun (the access to the student personal account granted and the access to the learning materials of the semester granted), any fees paid or due will not be refunded or cancelled and will not be carried forward to a subsequent semester.

Students who have registered for the following semester, or who have been admitted but not yet registered, must pay an administrative fee of € 50 if they declare in writing before the start of the semester that they are withdrawing their registration.

Study fees already paid may be deducted.

If the Student has signed the Study contract but the payment has still not been made, the Management will charge the reminder fee of €5. If after 1 (one) month after signing the Study contract, the Tuition fee payment has still not been made done but the access to the Study programme has been granted, the Student will be disenrolled and his/her access will be temporarily blocked.

If the Student failed at his/her exam, he/she must retake the subject. The fee for the retake of one discipline is equal to € 100.

Article 4. Tuition fees for the Master Study programmes

The tuition fee for each Master's programme is € 1'960 per semester.

Once a semester has begun (the access to the student personal account granted and the access to the learning materials of the semester granted), any fees paid or due will not be refunded or cancelled and will not be carried forward to a subsequent semester.

Students who have registered for the following semester, or who have been admitted but not yet registered, must pay an administrative fee of € 50 if they declare in writing before the start of the semester that they are withdrawing their registration.

Study fees already paid may be deducted.

If the Student has signed the Study contract but the payment is still not done, the Management will require the reminder fee of €5. If after 1 (one) month after the Study contract signature, the Tuition fee payment is still not done but the access to the Study programme was granted, the Student will be disenrolled and his/her access will be temporarily blocked.

If the Student failed at his/her exam, he/she must retake the subject. The fee for the retake of one discipline is equal to € 100.

Article 5. Tuition fees for other programmes

SII offers to its student the 2 months training programmes. The tuition fee for these Study programmes is fixed by the Management at the amount of € 170 for the whole training.

Article 6. Administrative fees

An administrative fee may be charged for special services provided by Student Services and the Management.

The amount of such a fee may vary according to the tasks performed and amounts to a minimum of € 50.00 and a maximum of € 100.00.

Article 7. Appeal decision fees

A decision fee may be charged for decisions on appeals taken by the Management and the Appeals Commission.

This fee must be paid in addition to the costs of the appeal and is refunded if the appeal is accepted or waived.

This fee is € 200 for decisions made by the Management and € 300 for decisions made by the Appeals Commission.

In case of the Appeal Procedure for the Bachelor/Master thesis issues, the fee is 500 euros.

Article 8. Reminder fees

In the event of non-payment of fees due within 30 days, reminder charges will be applied as follows:

- a. first reminder: € 0.00
15 days after the invoice due date;
- b. second reminder: € 5.00
30 days after the invoice is due;
- c. third reminder: € 5.00
40 days after the invoice due date.

III LEGAL REMEDIES

Article 9. Bodies

The Student Department, the Executive Board and the Appeals Commission are the competent bodies for decisions relating to the fees mentioned in these regulations.

The Appeals Commission is made up of a dean, a lecturer and a member of the Academic Council. It is chaired by the Dean. The dean and the lecturer belong to different departments. If the appeal concerns the subject area of one of the members of the committee, he or she must recuse himself or herself.

The members of the Appeals Commission are appointed for three years by the Academic Council on the recommendation of the Management. They may be reappointed.

Article 10. Decisions and Appeals

Decisions taken by the Student Office, the Faculty Dean and the Academic Director may be appealed in writing to the Rectorate within 30 days, stating the reasons for the appeal.

Duly motivated appeals against decisions made by the Rectorate may be submitted to the Appeals Commission within 30 days of receipt of the decision.

Decisions taken by the Appeals Commission may be appealed to the Council of State of the Canton of Vaud by submitting a complaint within thirty days in accordance with the provisions of the Law on Administrative Procedure and Jurisdiction of 6 October 1976.

IV FINAL PROVISIONS

Article 11. Entry in force

These regulations come in force on 15.11.2024 and supersede all previous regulations.

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