

STUDY CONTRACT

For Students at the American Institute of Applied Sciences in Switzerland (AUS)

1. INTRODUCTION

The Study Contract describes the terms and conditions for all students at the American Institute of Applied Sciences in Switzerland (AUS), and it represents the relationship between the student and AUS from the period of admission to graduation.

Students are required to read this document in its entirety and confirm their contract in writing on the last page. In case of questions, students can contact admin@aus.swiss. The document will be returned signed at the same time as the acceptance of the Offer Letter.

We may revise and amend this contract without prior notice. If you think there is a mistake, please make sure that you ask us to confirm any changes in writing, as we only accept responsibility for statements and representations made in writing by our staff.

2. GLOSSARY OF TERMS

Application - the process of submission of the required documents for admission at AUS;

Admission - the process where the application of a prospective student has been reviewed, and a positive decision has been made to accept the student into an AUS program;

Enrollment - the formal confirmation that a student is enrolled into an AUS program after they have successfully met all admissions requirements, they have signed the Offer Letter and Study Contract, and they have paid the relevant tuition and related fees due;

Auditing - taking a course without seeking a grade or credit for it, but for reasons such as self-interest and academic exploration. Students auditing a course will be expected to comply with all rules and regulations that apply to the respective course, except taking part in any assessment, whether formative, summative, or any graded assignment and examination.

Registration - the student confirmation that they wish to participate in the learning activities, submit assignments and obtain credit for the courses included in the structure of their study program for a particular term. Students are required to register during the registration period by confirming, adding, or dropping individual courses;

Suspension - a student can be suspended in the following situations: 1. Voluntary - based on the student's request to have their studies with AUS temporarily interrupted; 2. Involuntary - based on the AUS decision to have a student registration status on hold due to a bad academic,

disciplinary, or financial standing. In either situation, a student cannot have their studies interrupted for a period longer than one year;

Withdrawal - the request of the student to have their enrollment with AUS definitively terminated;

Dismissal - the termination of the student's enrollment with AUS due to academic, financial, or disciplinary reasons;

Graduation - successful completion of an AUS program.

3. POLICIES

When you accept the offer of a place at AUS, you agree to be bound by these terms, which we advise you to read carefully. Before you apply for a place or accept the offer of a place at AUS, you should familiarize yourself not only with this document but also with all AUS policies, which together make up your contract information.

If you become a student at AUS, you become a member of our academic community and are expected to treat all staff, students, and members of our community with respect.

The institution reserves the right to make changes without notice in its policies and regulations, as educational considerations demand and amendments to the institution's policies may occur from time to time. By signing this document, you acknowledge that it is your responsibility to note and comply with AUS policies.

4. FEES AND PAYMENT

All students should read and understand the financial options as further detailed in the [Student Finance Policy](#).

Should you accept the offer to enroll at AUS, it comes with the understanding that you are expected to pay tuition and other fees for the duration of your enrollment and undertake to do so by the due dates.

It is also your responsibility to fund any additional and incidental costs that you incur for the duration of your enrollment with AUS, including but not limited to accommodation, food, health insurance, flight costs, permit costs, personal expenses, etc.

In the event of any failure to pay any amount due by the payment deadline, AUS may take action until full payment is made.

In case you enter loans or sponsorship contracts to fund your studies, it is your responsibility to review any additional terms and conditions presented and act in accordance with them.

In addition to the tuition fees, during your studies, you will become subject to additional administrative fees, as further detailed in the [Student Finance Policy](#).

5. SCHOLARSHIPS

In order to reward academic performance and to support students coming from socio-economically disadvantaged backgrounds, AUS offers two categories of scholarships, each with their own criteria. Upon being presented with an Offer Letter from AUS, a student will also be communicated if a scholarship has been approved and in what amount.

By signing this document, you understand that the receipt of a scholarship implies meeting the criteria and conditions regulated in the [Policy and Procedure for Scholarships](#).

6. VISAS AND RESIDENCE PERMITS FOR INTERNATIONAL APPLICANTS

Upon receiving the Offer Letter and Study Contract, AUS will provide prospective students with an official Certification of Studies, which is necessary for many countries for student visa requests. EU/EFTA residents do not need a visa to come to study in Switzerland.

a. EU/EFTA Prospective Students

Upon arrival, students who are residents of EU/EFTA need to register with the local authorities (commune) in the town where they are staying within 8-14 days (depending on the requirements of the commune) from their arrival date in Switzerland. Following registration, the student will be invited to the Biometry Centre in Lausanne to register biometric data for the Swiss residence permit. The residence permit is usually issued for the duration of the study program, but depending on the student's situation, it might be issued yearly with the possibility of renewing the residence permit each year.

The student must prove that they have come to Switzerland to study and that they are enrolled with AUS. For this, AUS will support with the necessary documentation.

Students must also prove that they have health insurance and can cover their living costs during their stay. The student's family (spouse and children) can join the student in Switzerland, but the student has to show that they have enough resources to accommodate them.

Students can hold jobs but for up to 15 hours a week; otherwise, they must apply for a work permit. Working while studying is possible, but should not prolong the study duration excessively.

b. Non-EU/EFTA Prospective Students

Non-EU/EFTA member states students must apply for a visa at the Swiss embassy or consulate in their home country. Students are asked to explore the necessary documentation and procedure with the relevant embassies/consulates; AUS will provide the Visa Application, Certification of Studies, Study Plan, Written undertaking, and Receipt of Payment, which are required for the visa application submitted by the student themselves.

After arriving in Switzerland, non-EU/EFTA students need to register with the local authorities (commune) in the town where they are staying within 8-14 days (depending on the requirements of the commune) from their arrival date in Switzerland. Following registration, the student will be invited to the Biometry Centre in Lausanne to register biometric data for the Swiss residence permit. The residence permit is issued yearly, with the possibility of renewing the residence permit each year.

AUS will provide all students with support and guidance during the visa application and process (prior to arrival in Switzerland), as well as application and subsequent renewals of the student permit (after arriving in Switzerland). However, students are responsible for the application and subsequent renewals of both visas and student permits.

AUS will not be held liable or responsible for any sanctions incurred due to a violation of visa requirements.

Non-EU/EFTA students can hold jobs for up to 15 hours a week and are not authorized to work during the first six months of their stay in Switzerland. Authorization must be obtained from the cantonal Employment Service before the students start working. During the holidays, students are authorized to work full-time for a maximum of 3 months per year. Working while studying is possible, but should not prolong the study duration excessively.

7. HEALTH INSURANCE

AUS students coming to Switzerland are required to secure health insurance for the duration of their studies from the first day of arrival in the country. You can either work with one of the health insurance providers partners of AUS, in which case AUS will support you through the process, or inform the institution if you intend to secure your own health insurance; if you opt for the latter, you are required to bring a copy of the insurance certificate and/or card to the Student Affairs team.

You will be responsible for your healthcare or any medical expenses incurred whilst you are registered with the institution; you are also responsible for the communication and any necessary approvals from your health insurance provider.

8. ACCOMMODATION AND MEALS

AUS is a non-residential campus. As such, the responsibility of finding accommodation and meals lies with the student.

9. HOW WE COMMUNICATE WITH YOU

Once you have been admitted to AUS, the institution will issue you an official email address. All students must use their AUS e-mail accounts to communicate with the administration, course instructors, and other students. Important notices, schedules, and other information will be sent exclusively to your AUS e-mail.

You will receive your AUS e-mail account details upon your enrollment as a student. Please activate the AUS email account promptly and check it daily. You are responsible for reading all messages and notifications carefully, staying informed, and replying promptly. We recommend connecting your new email account to your phone, tablet, or laptop and activating the notifications.

Students who, for whatever reason (disciplinary, academic, withdrawal), do not complete their academic program with AUS will lose access to their institutional email account. As email is the property of AUS, we reserve the right to suspend a student's email account in case of a drop-out or dismissal from AUS or if any suspicious activity is detected on the account.

Students who successfully complete an AUS program can keep their email addresses to support alumni relations.

10. ACADEMIC PARTNERSHIPS

When you enroll in a program that AUS delivers in partnership with another academic institution, you understand that you become subject to the rules and regulations of the respective academic partner, in addition to those of AUS.

11. ATTENDANCE POLICY AND ABSENCES

Providing a student experience of the highest possible quality is a commitment that our institution takes very seriously. Promoting and encouraging student engagement with all aspects of their learning experience is a key aspect of this. AUS believes that students' regular attendance to lessons generates a meaningful and rewarding learning environment that promotes peer learning, teamwork, and leadership. Attendance is central to the AUS culture and each student's individual development. The institution's expectations of attendance are set to

mirror and develop behaviors and qualities associated with success in academic studies and beyond.

Students are expected to attend all classes for the courses in which they are enrolled, as well as to come to class prepared for maximum participation and engagement. A breach in the attendance policy has repercussions on both your enrollment and immigration status. Students are expected to maintain a professional standard of appearance at all times by adhering to the business attire dress code while on campus and at any institutionally affiliated academic, professional, or networking events.

Please refer to the [Student Attendance Policy](#) for further details about the attendance, lateness, and absence provisions at AUS.

12. LEARNING ENVIRONMENTS

The students can use the campus facilities, such as classrooms, computer lab, and library, outside class hours, e.g., for studying and student activities. The AUS sports court is available for use upon request. Please respect and use AUS campus facilities and equipment with care. Ensure that you leave the facilities clean and tidy after use and dispose of the waste correctly in the appropriate recycling bins for food containers, bottles, coffee cups, paper, etc. All students are expected to be aware of and adhere to the AUS rules and regulations; failure to do so may result in fines, replacement costs, or disciplinary action.

AUS will ensure that we provide appropriate learning environments for all students. This includes the provision of physical environments such as campus spaces and virtual learning environments as and when required. It is AUS's responsibility to confirm the mode of learning available to students for each course and to ensure that any physical locations it affiliates itself with or manages have access to a stable internet connection and provide an environment suitable for learning and collaboration.

All students must follow the protocols and guidelines set out by AUS with regard to accessing its learning environments, be they virtual or physical.

AUS uses Google Classroom as a method for sharing documents, such as the syllabus, updates, assignments, and practical information, with students. Students will receive invitations by email to join AUS Google Classrooms by the beginning of each term, respecting the individual timetable. There you will find your course schedules, outlines, materials, assignments, and other important information.

Each student will be issued an ID Card valid for the whole duration of the student's enrollment at AUS. The services offered remain active while the person's card is valid until the end of their studies. Newly enrolled students will receive their cards by the end of the first week of the term. Current students already in possession of a Student ID Card will not have a new card issued.

However, current students may request a new card at the reception for a replacement fee of CHF 30.-. Worn cards will be looked at on an individual case-by-case basis; a charge of CHF 10.- may apply.

The administration does not provide any photocopying and printing services. Students can obtain a printing card to use the printer on the second floor of the campus. The printing card deposit is CHF 5.-, which is non-refundable if the card is not returned to AUS. The minimum charge is CHF 15.-. Please consider twice before printing from a sustainability standpoint and avoid printing when it is not necessary.

By signing this, you agree that you will be held responsible or liable for damages or injury you incur to any property or individuals within any of the physical spaces AUS affiliates itself with.

13. ACADEMIC AND DISCIPLINARY EXPECTATIONS

AUS defines the student rights and responsibilities in the [Student Code of Conduct](#), whereas the breaches in its provisions are regulated in the [Disciplinary Policy and Procedure](#).

The academic expectations that students are expected to fulfill as part of their study program are included in the syllabus made available on Google Classroom for each individual course. If a student is deemed to be at risk due to their academic progress, they may be put on Academic Probation or be provided with extra support, such as tutoring.

Students are required to be present on campus for all examinations. Missing a midterm exam without a valid documented reason will result in a score of zero being assigned. Missing the final examination without a valid documented reason will result in automatic failure of the exam. It is the student's responsibility to be available for scheduled examinations. Further details are available in the [Assessment Policy and Regulations](#).

AUS students are expected to adhere to the highest standards of academic integrity and avoid any type of academic dishonesty. Our institution is founded on integrity, which it considers a bedrock of academic success and includes truthfulness, respect, honor, fairness, accountability, and responsibility. AUS considers plagiarizing, copying, cheating, and other similar actions illustrating a lack of academic integrity as serious offenses against AUS's values. Further details about the institutional definitions and arrangements for academic integrity are available in the [Assessment Policy and Regulations](#).

By signing this contract, you agree that you will be held responsible for any breach in the academic and non-academic responsibilities defined by AUS and understand that any such breach will result in disciplinary action.

14. CHANGES IN THE STUDENT STATUS

a. Suspension of studies

Students may, for a variety of reasons, want to suspend their studies for a period no longer than one year. Students should make their request to the Student Affairs team, who will communicate this to the Executive Dean and relevant faculty. A student who has suspended their studies is not entitled to attend any teaching or take any assessments; during a suspension of studies, a student is considered enrolled but not registered.

b. Withdrawal

A student may, for a variety of reasons, want to have their enrollment with AUS definitively terminated. Students will submit their request to the Student Affairs team, who will communicate this to the Executive Dean; students will receive an Academic Transcript that reflects their academic progress during the period of enrollment up to their withdrawal date.

c. Dismissal

AUS may decide to terminate the student's status due to academic, financial, or disciplinary reasons; the exact circumstances for such decisions are transparently regulated in the applicable policies and procedures that AUS implements consistently. The institution undertakes all remedial measures to support the student in addressing any academic, financial, and disciplinary difficulties, and dismissal is only considered the last option.

d. Graduation

Successful completion of an AUS program, confirmed by the issuing of an official Diploma accompanied by a Diploma Supplement and an Official Transcript.

All details pertaining to student status are provided in the [Regulations for Student Enrollment, Registration, Suspension of Studies, Withdrawal, Dismissal, and Graduation](#).

Depending on the timing during the academic year, when there is a change in the student status, students may need to pay their tuition up to date or not have their tuition refunded, as applicable; this is further detailed in the [Student Finance Policy](#).

15. HEALTH AND SAFETY

AUS will, so far as is reasonably practicable, take all steps necessary to ensure the health, safety, and wellbeing of all members of the institution, including staff, students, and visitors, and will conduct its affairs in such a way as protects everyone who may be affected by its activities.

You should be aware of the safety rules applying to AUS, read the safety notices and know what to do in the event of a fire, and be aware of at least two escape routes from your place of study or any other area you may occupy. In addition, students with either permanent or temporary mobility disabilities, which might affect their ability to leave the building or use the stairs unaided, should inform AUS Administration so as to enable the institution to implement personal emergency evacuation plans (PEEPs) and fulfill its obligations in relation to fire safety arrangements.

There are restrictions on bringing hazardous materials or substances onto AUS premises, which could give rise to safety or security concerns, e.g. flammable materials, gas canisters, pyrotechnics, toxic chemicals, illegal substances, drugs, etc.

This should include the following:

- a. fire evacuation
- b. accident prevention and reporting (accidents should be reported to the member of staff in charge of the session)
- c. safe use of materials/equipment
- d. any hazardous substances
- e. specific policies/safe working procedures
- f. risk assessments/safety precautions.

Safety regulations and procedures will also apply during off-site activities such as field trips. Everyone has a legal duty not to interfere or misuse anything that has been provided in the interests of welfare or health and safety and to cooperate with the institution where duties are imposed under statutory provisions. This includes avoiding silly or reckless behavior and also taking positive steps to identify and understand hazards, paying particular attention to dangerous areas as well as residences. You are required to comply with safety rules and procedures and thus ensure that nothing you do or fail to do will place yourself or others at risk. Any issues regarding health and safety should be reported to the faculty.

The institution's disciplinary procedures may be invoked in the case of students breaking specific safety regulations. Failure to follow safety rules may also result in criminal prosecution. AUS will not be held liable for any personal belongings that are misplaced and/or stolen. The students are responsible for ensuring that their belongings are constantly in sight.

For the health and safety of its staff and students, the public spaces on the AUS campus are under surveillance; footage can be used by the authorized staff in cases of disciplinary breaches.

16. INFORMATION AND DATA PROTECTION

We collect and process your personal data in order to make admission decisions, to provide education, to provide information and education to you, and for administration, health, safety, welfare, and security reasons. We are also required to disclose your personal data to statutory bodies, including, for example, the accreditation agencies and other regulators.

Students are required to notify the AUS Administration of any changes to their personal information and contact information, including address, phone number, and matters related to their residency in Switzerland. Students are not to provide false information in any form to AUS officials. Students are not to knowingly misuse, misrepresent or falsify any institution record, I.D. card, form, computer resource, or procedure. Students who assist by any means the providing of false information will be considered in violation.

AUS and all third parties contracted by it are required to ensure that a student's personal data is kept confidential and secure. This is the case throughout the collection, retention, and processing of this information for the purposes of academic and professional development and applies to work undertaken by administrative and support services as well as third parties for the duration of time with AUS.

By joining AUS, all students consent to the collection of their personal data respectively for research, statistical, skill assessments, impact measurement, operational improvement, professional development, credit control, and publication purposes.

Tutors, faculty and coaches assisting students will be granted access to grades and attendance records in order to provide the most effective support. In the event that a student's personal data is required for processes not directly related to the undertaking of the operations stated above, AUS will ask for specific consent involving the reason for collecting this data and request permission to share this information.

By signing this, you understand and accept these processes. You also recognize that in the event that a data processor recognizes a mistake in your personal data, it is their responsibility to inform the relevant person(s) at AUS, who will proceed to update or correct this and inform you of the actions taken. However, it is ultimately your responsibility to update your personal details and notify AUS if they are inaccurate.

Further details are available in the AUS [Data Protection Policy](#).

17. INTELLECTUAL PROPERTY

Intellectual property (IP) refers to all outputs of creative endeavor in any field at the institution for which legal rights may be obtained or enforced pursuant to the law.

IP may include:

- a. Literary works, including publications and associated materials, including drafts, data sets, and notebooks;
- b. Teaching and learning materials; other original literary, dramatic, musical, or artistic works; sound recordings, films, broadcasts, and typographical arrangements; multimedia works, photographs, drawings, and other works created with the aid of institution resources or facilities;
- c. Databases, tables or compilations, computer software, preparatory design material for a computer program, firmware, courseware, and related material;
- d. Patentable and non-patentable technical information;
- e. Trade secrets;
- f. Know-how, information, and data associated with the above;
- g. Any other institution-commissioned works not included above.

All students own their intellectual property on their work done during their time at AUS. However, in the following scenarios, a piece of intellectual property would be considered to have been ceded to AUS. This includes, but is not limited to:

- a. Situations where the work you carry out makes a direct contribution to the Institution's projects;
- b. Situations where your work with AUS employees generates IP that is needed to enable the use of the entire technology and;
- c. Situations where you received financial support from the institution (for example, a scholarship) to undertake the work or material contribution, such as the use of AUS infrastructure, facilities, and staff.

Course materials prepared by the instructors, together with the content of all lectures and review sessions presented, are the property of the course instructors. Video and audio recording of lectures and review sessions without the consent of the instructors is prohibited. On request, the instructors will usually grant permission for students to audiotape lectures on the condition that these audio tapes are only used as a study aid by the individual making the recording. Unless explicit permission is obtained from the instructors, recordings of lectures and review sessions may not be modified and must not be transferred or transmitted to any other person, whether that individual is enrolled in the course.

18. INTERNSHIPS

Students at AUS are encouraged to undertake internship periods during their studies at AUS in order to apply the skills they learn in real-world environments, even though internships are currently not included in the AUS study program structure. Students must note that an internship can only be initiated six months after the beginning of studies, and work authorization is required from the relevant Swiss authorities; whilst an internship can be organized full-time during official academic breaks, during the academic year, students can attend an internship for

up to 15 hours per week. Generally, internship scheduling has to be carefully planned outside of class hours because it does not constitute an excuse for absence.

Students are responsible for securing their own internships, and they must take ownership of their internship experience.

All details regarding internships are provided in the [Internship Policy](#).

19. CHANGES TO COURSES AND PROGRAMS

Courses are subject to review and development on an ongoing basis, and changes may sometimes be necessary, for example, to ensure that course content is up to date and relevant or to comply with the requirements of professional or accrediting bodies, or as a result of student feedback. The institution will normally only make changes where it considers it is necessary to do so or in the best interests of students, but occasionally may have to make changes for reasons outside of the institution's control. Negative changes may sometimes be unavoidable because of unforeseen issues such as staff availability, student numbers, or the availability of other resources, but the institution will seek to minimize the impact of any changes on students and any negative impact on the student experience.

A list of the courses that form part of your program may be found on Google Classroom. The institution does not guarantee that a course will always run or be available to all students. Courses may be restricted by limits on timetabling, staffing or facilities, or the number of available places.

The institution regularly reviews all of its taught provisions in line with the national, professional, and regulatory requirements to ensure that the design, academic standards, and quality of learning opportunities remain appropriate to the awards to which they lead and are informed by reference to institution regulations and policies, national benchmarks and relevant professional and employment demands.

If the institution reviews a course and decides to close it for future intakes, it will make sure that appropriate arrangements are in place until current students have completed the course, and will manage and maintain academic quality and standards, and will provide appropriate learning opportunities.

If the institution withdraws a course that you have applied for or accepted an offer on because the numbers recruited to it are so low that it would not be possible to deliver an appropriate quality of education for students registered on it, the institution will use reasonable endeavors to offer you an alternative arrangement such as a place on a different course.

Any graduation document issued by our institution shall bear the name of the program at the time when the student has completed their academic obligations; by signing this contract, you

confirm your understanding that this name may be different from the one that appeared on your Offer Letter at the time of admission.

By signing this document, you agree that the institution may make reasonable changes without giving you notice to ensure you are provided with the best quality of educational experience, including by keeping course content and delivery up to date and relevant.

20. PROGRAM CLOSURE

Under exceptional circumstances which are beyond the institution's reasonable control, AUS reserves the right to cease to offer any program in accordance with the remaining provisions of this condition. Examples of such circumstances may include, but are not limited to:

- a. acts, decrees, legislation, or restriction of any local or federal authority;
- b. where the numbers recruited to the program are so low that it is not possible to deliver an appropriate quality of education;
- c. the unexpected absence or departure of a key member of staff;
- d. acts of God, flood, earthquake, windstorm, or another natural disaster, including epidemics of infectious disease;
- e. fire, explosion, or accidental damage;
- f. the collapse of building structures, failure of machinery, computers, or vehicles;
- g. labor disputes, including strikes and industrial and other action;
- h. interruption or failure of utility service, including but not limited to electric power, gas, or water.

In such events, it would be the preferred option of AUS to cease admitting new students into the program but continue the delivery for the students enrolled until their successful graduation. Should that not be an option and the program closure impacts enrolled students, AUS shall use commercially reasonable endeavors to support students to achieve the expected or a similar comparable award with either AUS or any other education institution that AUS may choose to partner with in this regard.

21. WITHDRAWAL OF SERVICE

The institution reserves the right to make variations to or withdraw services if such actions are reasonably considered to be necessary by the institution, for example, where:

- a. events beyond the institution's reasonable control prevent a service from being delivered either temporarily or permanently;
- b. information technology systems require essential maintenance work, upgrades, or repairs;
- c. health and safety or other legal reasons apply; or
- d. improvements and changes are being made to the institution's estate and facilities.

The institution will take reasonable steps to mitigate the impact of such withdrawals on students wherever reasonably possible, for example, by substituting similar alternative services and giving warning of forthcoming changes or likely periods of non-availability.

The institution reserves the right to make reasonable additional charges and to vary such charges from time to time for services in order to cover costs or to ensure the availability of services for the benefit of all students (for example, by fining students who misuse library services to the detriment of other users).

The institution is unable to guarantee that all services will be available at all times to all students but will endeavor to provide a reasonable level of provision when the institution is open.

22. TERMINATION OF CONTRACT

The institution may terminate your contract at any time if you are in material breach of these terms and conditions and under the following circumstances:

- a. If you have provided false, inaccurate, or misleading information in your application to the institution.
- b. If you fail to meet the conditions of your offer letter.
- c. If you fail to enroll.
- d. If you no longer meet immigration requirements.
- e. If you acquire a relevant criminal conviction.
- f. If you fail to meet the academic, financial, and disciplinary expectations.

23. GENERAL

The contracting party is the American Graduate School of Business (AGSB SA), operating as the American Institute of Applied Sciences in Switzerland (AUS). Any changes in the name of the institution due to regulatory requirements do not impact AUS retaining its rights and obligations determined within the framework of this document. Any graduation document issued by our institution shall bear the name that the institution is legally allowed to use at the time when the student has completed their academic obligations; by signing this contract, you confirm your understanding that this name may be different from the one that appeared on your Offer Letter at the time of admission.

If any provision of this contract is or becomes void, illegal, invalid, or unenforceable, that shall not affect the legality, validity, or enforceability of the other provisions. These terms and conditions and the documents referred to in this document override any other communication, document, or representation made by us, either in writing or orally. These terms and conditions are the entire understanding between you and us about your program and replace any other undertakings or representations. This contract is personal to you; you are prohibited from assigning or transferring it or any of the rights and obligations under it to a third party. Neither

party intends that any of the terms of this contract will be enforceable by any third party. Failure to enforce any of the provisions of this contract will not constitute a waiver of any provision and will not affect our right to enforce that or any other provision. A reference to a statute or a regulation shall include any amendments made from time to time under that statute or regulation. The relationship between us shall be governed by and in accordance with the laws of Switzerland.

Neither party shall be responsible for any loss that the other suffers arising out of the contract to the extent that such loss caused by negligence was reasonably foreseeable. The total liability of either party under this contract (whether in contract or tort, including negligence) shall not, in any event, exceed the fees for your course or any insurance cover we may have, whichever shall be the higher.

24. CONTACT INFORMATION

All inquiries relating to meeting requests, documents, absences, etc., should be sent to the Student Affairs team by email at admin@aus.swiss.

The primary contact for academic questions or concerns is the Executive Dean, Dr. Dominic Szambowski, at d.szambowski@aus.swiss.

25. DECLARATION

By signing below, the two parties accept the terms and subject to the conditions set out therein.

AUS

Student

Dominic Szambowski

Full name

Signature

Date

Place

Signature