



AUS

American Institute
of Applied Sciences
in Switzerland

STUDENT FINANCE POLICY

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1. INTRODUCTION

All students enrolled in a degree program at the American Institute of Applied Sciences in Switzerland (AUS) will be required to pay tuition fees and all other charges with respect to each academic year of the period of study.

Fees are due before the start of classes in week one of each term. Progression through a program of study may be affected if this obligation is not fulfilled. It is the student's responsibility to ensure that the necessary funds are in place.

Students who wish to pursue a dual degree and/or an exchange with our educational partner Tiffin University (TU) shall be subjected to the specific TU policies and fee schedules.

2. COST OF STUDIES

Students are required to refer back to this policy and the AUS website and check the fees applicable for each academic year because tuition and fees are subject to inflationary increases on an annual basis.

2.1. Tuition

The following tuition fees apply for the academic year 2026-2027:

Study Program	Tuition Fee
Bachelor Dual Degree AUS BSc + Tiffin University BBA + Specialization <i>3-Year Program = 9 academic terms</i>	CHF 84'000.- / 3-Year
	CHF 28'000.- / 1-Year
Master Dual Degree AUS MSc + Tiffin University MBA + Specialization <i>2-Year Program = 6 academic terms</i>	CHF 50'000.- / 2-Year
	CHF 25'000.- / 1-Year
Doctorate of Business Administration <i>3-Year Program = 9 academic terms</i>	CHF 78'000.- / 3-Year
	CHF 26'000.- / 1-Year
Federal Diploma of Higher Education in Business Administration	CHF 84'000.- / 3-Year
	CHF 28'000.- / 1-Year

Third-Party Partner University Fees (Dual-Degree Programs):

Students enrolled in programs leading to a dual degree or validation with Tiffin University incur a mandatory institutional partner fee of USD 6,000.- for the overall program (already included in the fees above). This fee covers external matriculation, curricular accreditation, US credit transcription, and institutional registration contracted directly with Tiffin University. Because this financial commitment is irrevocably executed by AUS on the student's behalf upon formal matriculation, the USD 6,000.- partner fee is strictly non-refundable under all circumstances once committed. In the event of voluntary withdrawal, suspension, or dismissal at any stage of the program, the student remains fully liable for this amount; it will be deducted from any eligible tuition refund or, in the case of installment payers, will become immediately due and payable.

2.2. Administrative fees

The administrative fees applicable for the academic year 2026-2027 are provided in Annex 1 to this document.

2.3. Other incidental fees

It is the student's responsibility to fund any additional and incidental costs for the duration of their enrollment with AUS, including but not limited:

- Accommodation
- Books and e-books
- Cantonal and communal registration fees
- Capstone fees
- Course materials
- Health insurance (compulsory, by law)
- Personal expenses
- Photocopying costs
- Retake examinations
- Social activities/trips
- Transportation
- Tutoring

3. FUNDING YOUR STUDIES

No matter the preferred method to fund their studies, applicants will be required to provide to the Swiss authorities, as part of their visa and residence permit applications, as applicable, proof that a minimum of CHF 25'000.- is in the student account to cover any subsistence expenses. Students who are unable to demonstrate sufficient financial means may be required to deposit a sum to be determined in an escrow account.

Students may choose to fund their studies through one of the following mechanisms.

3.1. Self-funding

Students can opt to pay for their own studies based on personal circumstances, and may also receive support from their parents and guardians. They will need to demonstrate that they have sufficient financial means to support themselves during their studies with AUS.

3.2. Scholarship

In order to reward prior academic performance and to support students coming from socio-economically disadvantaged backgrounds, AUS offers partial scholarships covering up to 30% of the tuition fee.

3.3. Sponsorship

Students may wish to explore options to get their studies funded by external third parties, including those from their home countries, such as employers, companies, or other organizations. In such cases, it is the student's responsibility to review and agree with any additional terms and conditions presented as part of their sponsorship and act in accordance with them; this may include the student agreement that their academic progress and attendance records be shared with the sponsor, as well as any other potential employment with the sponsor upon graduation.

The student should connect AUS and the relevant sponsor for a direct settling of all applicable fees.

3.4. Study Loan

In order to support both existing and new students in pursuing their studies, our institution has partnered with the company Cashare in order to provide student loans. The loan is intended to be used to cover only the tuition fee with AUS. The loan will be given directly to AUS for a limited duration of a maximum of 24 months, under the name of the student; the student will start repaying their loan on a monthly basis, with an interest rate of 7.9%. Signing a student loan agreement comes with the understanding that the applicant must pay the first-term fees in advance. All students who are interested in securing a student loan may reach out to the AUS Administration and be provided with the complete terms and conditions, as reflected in the Student Loan Agreement (available on request).

In addition to the AUS-Cashare partnership, students may pursue their own pathways to secure student loans with other similar providers, such as Splendit or EducaSwiss, in which case the student should connect AUS and the loan program for a direct settling of all applicable fees.

Whether a student opts for an AUS-facilitated loan or an individually secured one, it is the student's responsibility to review and agree with any conditions presented as part of their loan and act in accordance with them.

4. PAYMENT PLANS

AUS operates on an annual tuition framework. Invoices are issued based on the payment plan selected at the time of accepting the Offer Letter, which becomes contractually binding for the academic year.

Students may choose between two standard payment options:

- **Annual Payment Plan (Institutional Standard):** Tuition is settled in full prior to the start of the academic year. As the preferred institutional settlement method, accounts paid under this plan benefit from an advance settlement incentive discount of up to 5%.
- **Term Installment Plan (Subject to Surcharge):** Tuition is settled in three installments, strictly due before the commencement of each academic term. Because multi-stage billing increases institutional exposure and administrative overhead, all fees under this plan are subject to a mandatory 5% administrative installment surcharge per term. This surcharge is non-negotiable and non-refundable.

Individualized payment plans deviate from institutional policy and are granted strictly on an exceptional basis. Requests must be submitted with verifiable, documented evidence demonstrating the impossibility of settling fees through the standard methods. Approval is at the sole discretion of the AUS Administration. Should an individualized plan be approved, any default or delay on a scheduled deadline immediately voids the agreement, causing the entire outstanding academic year balance to become due and payable immediately.

5. METHODS OF PAYMENT

- **Bank transfer**

National (within Switzerland) payments can be done with the QR code provided on the invoice, which includes all the relevant references.

For international payments, students can pay their fees using the banking details below:

Beneficiary: AGSB SA (Chemin du Levant 5, 1814 La Tour-de-Peilz)

Bank: Valiant AG

Account Number: 50.744.796.455.0

IBAN: CH34 0630 0507 4479 6455 0

BIC: VABECH22XXX

- **By card with the AUS Administration**

Students can visit the AUS Administration, which is equipped with a POS card machine; the accepted cards include: Visa, Visa Electron, V Pay, Mastercard, Maestro, American Express, JCB, Bancontact. Students will be responsible for any bank-related transaction fees.

- **Currency**

Payments must be made in Swiss Francs. Any payment made in a different currency will be automatically converted by our bank into Swiss Francs using the spot commercial bank rate on the date payment is received. Any difference in exchange and/or bank charges will be the responsibility of the payer.

Please send your payment/wire transfer receipts to the finance department at finances@agsb.ch, quoting our invoice number as payment reference, to facilitate reconciliation and allocation to your account.

6. INVOICES

AUS sends invoices to students by email by the registration date at the beginning of each term. Students should expect invoices as follows:

Fall Term (September - December): Around the first week of August
Winter Spring (January - March): Around the third week of November
Spring Term (April - July): Around the third week of March

7. RESPONSIBILITY OF STUDENTS

Students are responsible for paying their tuition and related fees in full before the start of each term. It is your responsibility to communicate all finance-related matters to your guardian or sponsor, if applicable, and ensure they pay on time.

Students are also responsible to notify any address change for invoicing purposes.

8. REFUND POLICY

8.1. Application Fee

An Application Fee is payable by all prospective students upon applying for admission to AUS.

The Application Fee is earned immediately upon receipt of the application dossier and is strictly non-refundable and non-transferable under all circumstances, regardless of the admissions outcome, withdrawal of the application, cancellation, or deferral.

This fee is due at the time the applicant submits their application; verified proof of payment must accompany the application dossier for it to be processed. The Application Fee is an administrative charge covering file intake, credential evaluation, transcript verification, and initial admissions screening.

8.2. Admission Fee

In order to officially accept an offer of admission and secure a place in the academic program, all incoming students are required to pay a non-refundable Admission Fee.

The Admission Fee is strictly an administrative charge, not tuition; it does not constitute a prepayment of tuition and is not credited toward any tuition invoice. Because this fee covers immediate operational and administrative services performed upon admission, it is earned upon receipt and is strictly non-refundable and non-transferable under all circumstances, including official visa denials, cancellations, deferrals, or personal changes of mind. Should a student formally withdraw from, defer, or interrupt their studies at any point, the Admission Fee remains entirely forfeited.

This fee is due within 10 days of receiving the Offer Letter. Failure to remit the Admission Fee by the designated deadline may result in the forfeiture of the student's place in the program. The Admission Fee is an administrative charge covering file registration, student ID generation, issuance of official matriculation attestations, and preparation of the cantonal sponsorship dossier for the Vaud Migration Office (*Service de la population - SPOP*).

8.3. Advance Tuition Payment

Following formal admission and payment of the Admission Fee, all incoming students must remit an Advance Tuition Payment to guarantee their physical seat in the program and confirm their course registration.

The Advance Tuition Payment is strictly non-refundable in the event of personal cancellation, voluntary withdrawal, deferral, or failure to matriculate on the scheduled start date. In the event that a student's Swiss study visa or entry permit is formally refused by the competent Swiss cantonal or federal authorities, the Advance Tuition Payment will be refunded, subject to the deduction of applicable bank transfer charges. To be eligible for this refund, the student must provide the official formal written refusal decision (*décision formelle de refus*) to the AUS Administration within ten (10) calendar days of its issuance by the authorities.

Should an applicant formally request and be granted a deferral prior to the official start of classes for reasons other than a visa refusal, the Advance Tuition Payment cannot be refunded in cash. The amount may be held as a credit on account for up to a maximum period of three (3) years from the date of payment to be applied toward future tuition. After three years, any unused credit is permanently forfeited.

This payment is due within the timeframe specified in the Offer Letter or at least thirty (30) days prior to the start of classes, whichever comes first. The Advance Tuition Payment constitutes a prepayment of instructional fees and is credited directly against the student's first-term tuition invoice.

8.4. Tuition Fee

a. Student withdrawal from the program

Enrollment at AUS represents a binding academic and financial commitment for the selected study period. Because faculty staffing, facility allocations, course scheduling, and operational overhead are contracted in advance, the institution enforces a strict non-refundable policy upon the commencement of classes.

Tuition fees are strictly separate from the Application Fee (Section 8.1), the Admission Fee (Section 8.2), any non-refundable third-party academic partner fees, and incidental or living costs, all of which remain non-refundable under all circumstances once committed.

Refunds of tuition fees paid are determined strictly as follows:

- 60 days or more prior to classes (Both Plans): Full refund of tuition fees paid, minus a non-refundable CHF 300.- administrative charge. The Advance Tuition Payment is refunded within this settlement net of the administrative charge, while the Admission Fee remains non-refundable.
- Less than 60 days prior to classes: For the Annual Payment Plan, 50% of the annual tuition is retained by AUS as liquidated operational and administrative compensation (absorbing the Advance Tuition Payment) and 50% is refunded. For the Term Payment Plan, 100% of the upcoming term's tuition is forfeited/due in full (absorbing the Advance Tuition Payment), and the student is released from future terms.
- On or after Day 1 of classes (Both Plans): Zero refund (0%). For the Annual Payment Plan, 100% of the annual tuition is earned and retained in full. For the Term Payment Plan, 100% of the active term's tuition is forfeited/due in full, and future terms are cancelled provided written notice is submitted before the active term concludes.

VA beneficiaries will be refunded on a prorated daily basis and will be refunded within 30 days of a student's withdrawal from AUS.

a. Student suspending their studies

Students can suspend their enrollment status in a study program for a maximum period of one year, provided that there is no outstanding tuition or any other applicable fee. In cases where the student has paid their tuition in full at the start of the academic year, the tuition will be considered blocked until the student resumes their studies.

b. Students being dismissed from the program

Students dismissed from a program on academic or disciplinary grounds are not entitled to a refund of any fees, tuition, or payments that have been paid in connection with their participation in the program. Students who are dismissed from the program on financial grounds understand that no academic transcript will be made available to them unless all due fees have been paid. Students dismissed on financial grounds may be permitted to resume their studies, subject to review. Reinstatement is conditional upon settling all outstanding tuition fees and providing any additional financial assurances required by the authorities or AUS Administration (e.g., advance tuition payment for a term, an academic year, or the remainder of the program).

Refund process

Refund requests must be made by completing a refund request to the AUS Administration, subject to approval, as per the provisions of the present policy. All refunds are processed by bank transfer into the original payer's bank account, net of any amounts owed to the institution and applicable bank charges. Should a refund have been approved, the process may take between 6-8 weeks from the submission of the refund request.

Refunds will be remitted to the original source account from which the funds were drawn. In the event payment was rendered via credit card, the credit must be applied to the same card account.

Prior to calculating or remitting any approved tuition refund, the institution will automatically deduct any non-recoverable third-party partner obligations incurred on the student's behalf, including the full USD 6,000.- Tiffin University dual-degree fee, together with any applicable bank transfer charges.

9. CREDIT TRANSFER

Students will generally not get a discount on any particular term if they are exempted from a course they received credit for as per the [Credit Transfer Policy and Procedure](#). However, AUS recognizes that transfer credits may lead to a shortened academic program or year and will adjust their overall fees accordingly.

10. NON-PAYMENT PROCEDURE

The following schedule will be followed in the case of non-payment:

- a. First reminder: The Finance and Accounting Department (finances@agsb.ch) will send a reminder immediately after the payment deadline mentioned on the invoice has elapsed.
- b. Second reminder: Within 10 days from the first reminder, AUS issues a second reminder.
- c. Third reminder: Within 30 days from the elapse of the invoice due date, AUS issues the third reminder.
- d. Final reminder: After the third reminder, if the invoice remains outstanding by the first day of Week 9 of the Academic Term, AUS will issue the final reminder. This represents the final warning before AUS takes action, such as, but not limited to:
 1. Restrict students from sitting their final exams
 2. Prevent eligibility for future scholarship and loan programs
 3. Begin to add interest of 3% on a monthly basis
 4. Prevent students from attending the graduation ceremony
 5. Retain the degree certificate until all outstanding balances are paid
 6. Suspend the student from their studies until all outstanding balances are paid
 7. Dismiss the student from their studies at AUS
 8. Pursue the cantonal debt collection office

A student will not be part of the graduation ceremony unless they have paid all outstanding tuition and related fees.

11. ANNEX 1

Administrative Fees

Object	Amount in CHF
Application Fee	250.00
Admission Fee	1.000.00
Advance Tuition Payment	3.000.00
Attestation of enrolment	25.00
Attestation of residence	25.00
Provisional transcript	25.00
Student ID card replacement	30.00
Official transcript	50.00



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*Visa authorisation (without bio)	95.00
Diploma replacement	100.00
*Visa authorisation (with bio)	115.00
Graduation ceremony – Guest fee	150.00
Retake / Make-up Examination	500.00

Other services such as printing and stationery are available at charges set by the administration.