

Pre-Bachelor Foundation Program



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Foundation Programs in Business Studies

SGSB.SWISS Foundation Program (Pre-Bachelor) is three semesters long and helps high school graduates prepare for a university program. For students who are not qualified to transfer directly to university, a foundation year bridges the gap and make higher learning available to students who are willing to study hard.

What is a Foundation Program in <Business and Management Studies>?

This Foundation Program is an option for students who do not yet meet entry requirements for their chosen degree program. The foundation year strengthens a student's academic, communication and business skills, and helps them gain acceptance to a university. A student can choose from a selection of classes that pertain to the aspect of business that they are most interested in, such as Finance, Management, Leadership, International Business, Cross-Cultural Business, and among others.

If a student is unsure if a BBA degree program is right for him or her, the Foundation Program can be a time of confidence building. Students will generally have a firm grasp of what will be expected of them academically at the BBA from the Business School, university level. Some programs allow students to learn at their own pace.

Many colleges around the world offer a foundation year in business. Cost varies from one school to another and from country to country. Students are encouraged to research the best options for them before committing to a program.



Pre-Bachelor Foundation Program

Students who complete a foundation year are then able to pursue a degree in business. Once they complete their academic career, they can enter the workforce in an area of business that they have mastered. Almost every industry has business jobs, so graduates might find themselves working as managers, marketing directors, financial advisors, retail operation directors, or others.

Most Foundation Programs are taken in person rather than online. Part-time schedules can be available for students who need a flexible schedule. Search for your program below and contact directly the admission office of the school of your choice by filling in the lead form.

BUSINESS STUDIES

1. Business and Society
2. Principal Economics (1) (2)
3. Entrepreneurship (1) (2)
4. Fundamental Management (1) (2)
5. International Trade (1) (2)
6. Leadership
7. Cross-Cultural Management
8. And More



Foundation Program

A Solid Foundation

The SGSB Foundation Program is an exciting and challenging Three-semester program designed to both inspire and prepare you to enter a bachelor's BBA degree program. You'll follow a modern curriculum designed by business faculty and senior managers, with each course giving you the skills required to be successful in an undergraduate program. The foundation program has served as a bridge for our students to successfully enter our Bachelor of Business Administration, BBA program and bachelor's degree programs at the Swiss Graduate School of Business.



Pre-Bachelor Foundation Program

What You'll Learn

The Foundation program is a well-balanced combination of Academic Preparation, Professional Development, and Business Knowledge courses.

- English Skills for University level Success
- University Level Mathematics Preparation
- Professional Skills for Career Advancement
- Introduction to Business
- Cross-cultural knowledge
- Interpersonal communicational skills
- Fundamental Management knowledge
- Current Topics in International Economics
- Extracurricular Activities as various outdoor class events
- Technical Company visits nationwide in Switzerland

An important part of the Foundation program is participation in Academic and Career Success Seminars. These courses will help you become more effective in multicultural environments and prepare you for your role in the business world and in society.

How You'll Learn

The cornerstone of the Foundation program is Practical Experiential Learning, a focus on the relevance of modern business theories and the application to real-world best practices. Inside the classroom, your professors use discussions, case conceptualizations, and cross-functional learning teams to create a learning space which fosters creativity, exploration, and leadership development.

Learning takes place beyond the classroom with a series of excursions. You'll see business in action as we visit leading companies across Switzerland and learn how they successfully apply management theory in their organizations.

Admissions Requirements

- Secondary School Completion
- English Proficiency
- Letter of Recommendation
- Personal Interview



Pre-Bachelor Foundation Program

Foundation at a Glance

- 30 ECTS / 15 US Credits x 3 Semester = 90 ECTS
- Full-Time
- 2 Entry Dates (apply from April until August for Fall semester, starting program from October; apply from October till January for Spring Semester, starting program from February)
- 4~5 Courses per semester
- Various Extracurricular activities, outdoor class events, company visits, etc.
- 1 Year program / 3 Semesters (Fall semester from October to January; Spring semester from February to May; Summer semester from June to August)

Questions?

- Questions, more Information, Contact & Applications
 - info@sgsb.swiss
 - admissions@sgsb.swiss
 - undergraduate@sgsb.swiss



Tuition and Scholarships

Tuition Fees for Foundation Program

- Total Tuition: CHF.9,000.00 / Per Semester x 3 Semesters

CHF 27'000.00

Payment Options

Option	Payment Amount
1) Pay before the beginning of the semester	1 payment of CHF.20'000.00
2) Pay before the beginning of Fall semester and Spring semester	2 payments of CHF.24,000.00
3) Pay before the beginning of Fall semester and Spring semester	3 payments of CHF.27,000.00



Scroll Down until Page #10



Pre-Bachelor Foundation Program

Other fees

<ul style="list-style-type: none"> ○ Application fees (for 2 campuses) : : Non-refundable ● Switzerland + France 	CHF 150.00
<ul style="list-style-type: none"> ○ Registration fees (for 2 campuses) : Non-refundable ● Switzerland + France 	CHF 200.00
<ul style="list-style-type: none"> ○ Deposit fees (100% refundable) 	CHF 2,000.00
<ul style="list-style-type: none"> ○ Official Transcripts fee 	CHF 20.00
<ul style="list-style-type: none"> ○ Official Diploma fee 	CHF 20.00
<ul style="list-style-type: none"> ○ Official Notary Seals: On Request ● Transcripts (50) + Diploma (50) 	CHF 100.00
<ul style="list-style-type: none"> ○ Graduation Ceremony fee 	CHF 200.00
<ul style="list-style-type: none"> ○ Extracurricular Activity (Asia Study Tour 10 days) : Mandatory 	CHF 2'950.00
<ul style="list-style-type: none"> ○ Paris Seminar & Culture Tour for 6 days: Mandatory 	CHF 1'950.00
<ul style="list-style-type: none"> ○ Other Extracurricular Activities of Ski trip, company visits, all excursions, and various outdoor school activities. 	Free of Charge

The following items are **included** in the student fees: courses, teaching materials and assessments, learning materials in class, case studies, all excursions, career and academic support workshops, internship and career placement support, academic advisor, student ID card, wireless internet connection, any certificate as an attending student.



Pre-Bachelor Foundation Program

The following items are **not included** in the student fees: School's mandatory 2-Extracurricular activities (1)Asia study tour for 10 days, and (2)Paris seminar & culture tour for 6 days, personal computer, personal expenses such as travel, accommodations, health insurance.

Need-Based Financial Aid

Incoming and continuing students with a demonstrated financial need may be awarded Need-Based Financial Aid of up to **CHF 1'500.00** in the form of scholarships for Pre-Bachelor Foundation Program, (and Pre-Master Foundation Program as well.)

Admission Steps

We welcome undergraduate students who come from diverse academic and personal backgrounds, but share the vision and determination to work together in an active, collaborative, and supportive learning environment.

We admit Foundation Students two times per year, for the Fall and Spring terms. Although we accept applications on a rolling basis throughout the year, we recommend that you submit all of your materials at least one to 4 months prior to the start of the term. International applicants who require a student visa should apply at least 12 weeks prior to the start of the semester, especially international students from Asian countries at least 4 months prior to the start of the semester.

Admissions Criteria

We often get asked, "What are you looking for in an applicant?" Although grades are important, we take a holistic approach to admissions. We evaluate a candidate's potential for success both in the certificate program and after graduation by looking at all of your achievements, both academic and personal, and evaluate your application the context of your own educational circumstances. While no one attribute guarantees the admission, we use the following 5 themes to evaluate an applicant:



Pre-Bachelor Foundation Program

What We Are Evaluating	What We Use To Evaluate Your Application
Your Prior Academic Performance	<ul style="list-style-type: none"> • Previous Studies (minimum of secondary school completion) • Letters of Recommendation • Standardized Testing (e.g. SAT, ACT)
Your Personal Accomplishments	<ul style="list-style-type: none"> • Application Form • Application Essay • Personal Interview • Letters of Recommendation
Your English Language Proficiency	<ul style="list-style-type: none"> • Standardized Testing (e.g. TOEFEL, IELTS) • Previous Studies
Your Motivation for Completing a Degree	<ul style="list-style-type: none"> • Application Essay • Personal Interview
Your Character	<ul style="list-style-type: none"> • Letters of Recommendation • Personal Interview

Step 1: Apply.

The easiest way, you can send them by e-mail or post them as the register letter at the post-office.

1. Application Form

Available on your request.

2. Curriculum Vitae

A short CV including what studies you have undertaken and any relevant extra-curricular activities you may have participated in.



Pre-Bachelor Foundation Program

3. Academic Transcripts

All applicants must have completed secondary school. Please provide academic transcripts which reflect your grades for the prior 2 years.

You may submit unofficial copies with your application; however, we require official transcripts if you are accepted for study. Foreign credentials in a language other than English, German or French or any other countries must be officially translated into English. Applicants currently enrolled in the final year of their high school program may apply but official transcripts which reflect completion of high school will be required for full admission.

4. Recommendation

Please provide contact information for one referee who can attest to your skills and character, such as a current teacher.

You will need to provide the referee's full name and email address.

5. Application Essay (*Optional)

The application essay is our opportunity to get to know you better and how your experiences have prepared you for this educational commitment.

Essay question: Describe an instance in your life when you felt that you had a positive impact on your family, friends, or community.

The essay should be a maximum of 1,000 words.

This will be highly recommended to evaluate with ease and effectively.

6. English Language Proficiency

Applicants whose native language is not English should submit proof of English language proficiency. This requirement can be waived for applicants who have successfully completed at least three academic years in high school, or one academic year of university-level coursework, in English.

The minimum requirements for admission are:

- TOEFL - 550
- TOEFL iBT - 80
- IELTS - 6.0





7. Application Fee

The CHF.150 application fee can be paid by bank transfer. You will receive the details upon submitting your application.

8. Acceptance Deposit Fee

The CHF.2,000 Acceptance Deposit Fee can be paid by bank transfer. You will receive the details upon submitting your application.

8. Optional: SAT / ACT / Standardized Test Scores

Although not required, you may choose to submit standardized test scores if you wish to supplement your application. Scores older than five years are not considered valid and cannot be accepted.

Step 2: Personal Interview.

Once your application is complete, we will set up an interview in person or, if you are outside the local area, online.

The interview is an important aspect of the application process. It gives us the opportunity to learn more about you, and for you to learn more about us. We want to make sure you will do well in our environment and that we can help you meet your goals.

Step 3: Decision.

The admissions committee reviews your application and the recommendations of your referees and interviewer and will make a decision, usually within 1 to 2 weeks.

You will receive an official letter, attestation or a certificate stating whether you have been accepted or not. If you have been accepted, you need to pay the requested program fee (1 time or 2 times) to confirm your enrollment and ensure a seat in the program of your choice.

Step 4: Visa Application.

(International applicants only) Once you have confirmed your enrollment, you will receive all the necessary information to apply for a visa.



Pre-Bachelor Foundation Program

Step 5: Start Your Studies. With us in Switzerland.



" Welcome with open arms to be www.sgsb.swiss family! "



Scroll Down until Page #10