

EPFL Executive Education (EPFL EXED) - General Terms and Conditions

EPFL Executive Education (EPFL EXED) is a unit of the College of Management of Technology at EPFL (Swiss Federal Institute of Technology in Lausanne), headquartered at the Odyssey Building, Station 5, 1015 Lausanne, Switzerland.

EPFL EXED organizes the offer of executive education programs under license of EPFL in collaboration with Formation Continue UNIL-EPFL.

Article 1 Scope

These General Terms and Conditions apply to all programs offered by or through EPFL EXED. Specific provisions set out in these General Terms and Conditions apply exclusively to the EPFL EMBA.

Article 2 Study regulations and registration / enrollment form

¹ Specific provisions of these General Terms and Conditions may apply for some EPFL EXED programs. These special provisions may be set out in:

- the study regulations for the specific EPFL EXED program;
- the Code of Conduct form for the specific EPFL EXED program;
- the enrollment form of the specific EPFL EXED program; or
- any other program-related documents, such as a non-disclosure agreement (NDA).

² Should specific provisions applicable to a particular EPFL EXED program conflict with these General Terms and Conditions, the program-specific provisions shall prevail.

Article 3 Protection of personal data

¹ Personal data of candidates and participants shall be processed in accordance with the Swiss Federal Act on Data Protection (FADP, RS 235.1) and EPFL's Privacy Policy. Such processing includes administration of application and enrollment, delivery of programs, certification, and compliance with legal obligations.

² Participants have the right to access, rectify, and request deletion of their personal data, subject to applicable legal requirements.

Article 4 Admission to an EPFL EXED program

¹ The relevant program administration is responsible for deciding whether to admit an applicant based on an applicant's fulfilment of prerequisites, the suitability of that person's profile or any other selection criteria relevant to the program.

² In addition, in the case of courses leading to certification, the admission requirements are specified in the relevant study regulations for the course.

³ EPFL EXED reserves the right to refuse admission, to ensure appropriate academic standards and learning conditions.

⁴ Admission to a program does not constitute enrollment. Candidates admitted to a program will receive an offer of admission and a request for payment. Enrollment is confirmed only upon receipt of the required payment within the deadline specified on the invoice.

⁵ If the required payment is not received by the stated deadline, the offer of admission shall automatically lapse, and the administration of the program reserves the right to allocate the place to another candidate.

Article 5 Tuition fees and payment terms

¹ All tuition fees for EPFL EXED programs are stated in Swiss francs (CHF).

² All tuition fees must be paid within the deadline specified on the invoice or payment request issued to the participant.

³ EPFL EXED reserves the right to charge additional fees in case of failure to meet the payment deadline, which may amount to up to CHF 250.

⁴ Failure to pay any tuition fee installment by the applicable due date is not deemed a cancellation of, or withdrawal from a program and shall not release the participant from the obligation to pay the full tuition fee. A duly completed enrollment form submitted by a participant constitutes a recognition of the amount due (Art. 17 of the Swiss Code of Obligations).

⁵ EPFL EXED reserves the right to suspend or deny access to classes, learning platforms, examinations, academic and administrative services, transcripts, titles, certificates, and any other program-related activities or deliverables until all outstanding amounts have been paid in full.

Article 6 Withdrawal or request for deferment by a participant

¹ Any notification of withdrawal must be submitted in writing to EPFL EXED.

² If a participant withdraws from a course within 30 days prior to the first day of class, 10% of the total tuition fee is due.

³ If a participant withdraws after a course has started, the full tuition fee for that course is due.

⁴ As a general rule, the postponement of an enrollment to a later session is not permitted. Exceptions to this policy may be granted by the program administration depending on the academic and financial conditions relating to the program.

Article 6A – Specific Conditions applicable to the EPFL EMBA

¹ Any notification of withdrawal or request for deferment must be submitted in writing to the EPFL EMBA Administration.

² Admission to the EPFL EMBA program does not constitute enrollment. Candidates admitted to the program will receive an offer of admission and a request for payment of the first tuition fee installment.

³ Enrollment in the EPFL EMBA program is confirmed only upon receipt of the first tuition fee installment within the deadline specified by EPFL EMBA. Upon confirmation of enrollment, the candidate becomes a participant in the program.

⁴ If the first tuition fee installment is not received by the specified deadline the offer of admission shall automatically lapse, and EPFL EMBA reserves the right to allocate the place to another candidate.

⁵ Participants who withdraw between 120 and 90 calendar days prior to the first day of class are liable for a withdrawal fee equal to 10% of the total tuition fee.

⁶ Participants who withdraw between 90 and 30 calendar days prior to the first day of class are liable for a withdrawal fee equal to 25% of the total tuition fee.

⁷ Participants who withdraw later than 30 calendar days prior to the first day of class, or at any time after the program has started, remain liable for 100% of the total tuition fee. Any tuition fees paid are non-refundable and any outstanding tuition fees remain due and payable.

⁸ A participant may request a deferment to the next available intake of the EPFL EMBA program. Any request for deferment:

- a. must be submitted before the start of the program;
- b. is subject to approval by the EPFL EMBA Administration;
- c. may only be granted once; and
- d. is subject to an administrative fee of CHF 750.

⁹ Participants granted a deferment shall be transferred to the next available intake and may be subject to the tuition fees, regulations and conditions applicable to that intake.

¹⁰ Participants granted an extension beyond the standard 16-month duration of the program shall be charged an additional fee of CHF 1'800.

¹¹ The EPFL EMBA program must be completed within a maximum period of 28 months from the participant's initial program start date.

Article 7 Substitution of a participant in the short course

¹ For short courses only, a participant who is unable to attend may request to transfer their registration to another person instead of withdrawing their participation. The participant is responsible for identifying the proposed substitute. Such substitution is only possible if the course has no waiting list.

² The proposed substitute must apply and complete the admission process. The substitution shall become effective only after EPFL EXED has reviewed the application and confirmed that the substitute satisfies the course admission requirements.

³ Once the substitution has been approved by EPFL EXED, the substitute shall assume all rights and obligations associated with the registration. The original participant shall have no further financial obligations in relation to the registration.

⁴ A substitution approved within ten (10) calendar days prior to the start of the course may be subject to an administrative fee of up to CHF 250.

Article 8 Cancellation or deferment of a program by EPFL EXED

¹ EPFL EXED may cancel or postpone any program in cases of force majeure or if an insufficient number of applicants enrolled for a course.

² Applications and enrollments remain valid even when a program has been postponed.

³ In the event of cancellation of an EPFL EXED program, EPFL EXED will refund the paid tuition fee. No other compensation shall be owed by EPFL EXED.

Article 9 Absences

Any missed classes or course sessions, regardless of the reason for absence, may not be made up and are not refundable.

Article 10 Organization of EPFL EXED programs

EPFL EXED reserves the right to modify the organization of the programs. EPFL EXED may do the following:

- a. modify the dates or times initially planned for courses;
- b. replace lecturers that were initially assigned to classes;
- c. update or modify content of the program;
- d. move a course to a location other than that initially planned; and
- e. make changes to the teaching methods, for example by switching from an in-person format to a distance format and vice versa.

Article 11 Certificates of successful completion and certificates attendance

To receive a certificate of successful completion or a certificate of attendance, participants must:

- a. have attended at least 80% of the class days of the program;
- b. have successfully completed course requirements and complied with the rules and regulations for the EPFL EXED program concerned; and
- c. have paid all the tuition fees.

Article 12 Intellectual property

Content and teaching materials provided to participants as part of their programs in any form whatsoever may not be used for any other purposes than for the course work. These may not be used, modified, reproduced, distributed or utilized in any manner whatsoever without the express written consent of EPFL EXED and the course lecturer to whom such material is attributable.

Article 13 Audio and video recordings

¹ No audio or video recordings of EPFL EXED programs by participants are permitted without the prior authorization of EPFL EXED and the participants, unless these practices are an integral part of the program.

² AI-based notetaking or recording tools are not permitted, as they may compromise privacy and reduce engagement and active participation.

Article 14 Confidentiality obligation

When confidential information is transmitted as part of a program, whether by EPFL EXED, course lecturers or any other participant, all participants undertake to treat the data and information obtained with any required degree of confidentiality and, where applicable, in accordance with the instructions given at the time they were transmitted.

Article 15 Exclusion of a participant

¹ EPFL EXED reserves the right to exclude a participant whose behavior disrupts the program hinders the proper conduct of the academic process, or violates applicable rules or regulations

² In such case, no refund shall be granted, and the full tuition fee remains due.

Article 16 Limitation of liability

¹ The commitment of EPFL EXED is to provide services, not to ensure results. EPFL EXED declines all responsibility should a continuing education course fail to meet the expectations of a participant. All participants are required to pay the entire tuition fee and cannot request any reimbursement, regardless of their personal assessment of the content, teaching methods, mode of delivery, and continuing education method in use.

² Under no circumstances shall EPFL EXED be held liable for any technical failure of equipment, nor for any other grounds on which the event, its organization, or related decisions may be challenged.

³ To the extent permitted by applicable law, EPFL EXED shall not be liable for any damage, injury, theft, loss or other travel-related or personal issues during the program, whether on its premises or off-campus, including excursions, suggested study trips, or while commuting to the academic location. All participants must have adequate liability, accident and other insurance coverage to cover travel and related risks.

⁴ EPFL EXED cannot be held responsible for any confidentiality violation made by participants or lecturers.

Article 17 Applicable law and jurisdiction

All legal matters pertaining to EPFL EXED are subject to Swiss law and to the jurisdiction of courts in Lausanne.

Article 18 Amendments to these General Terms and Conditions

EPFL EXED reserves the right to modify these General Terms and Conditions from time to time. The version applicable to a participant shall be the version in force at the time of enrollment, unless changes are required by law or are not materially detrimental to the participant.

Article 19 Entry into force

These General Terms and Conditions enter into force on the 15th of October 2026 and remain in force until amended or replaced.