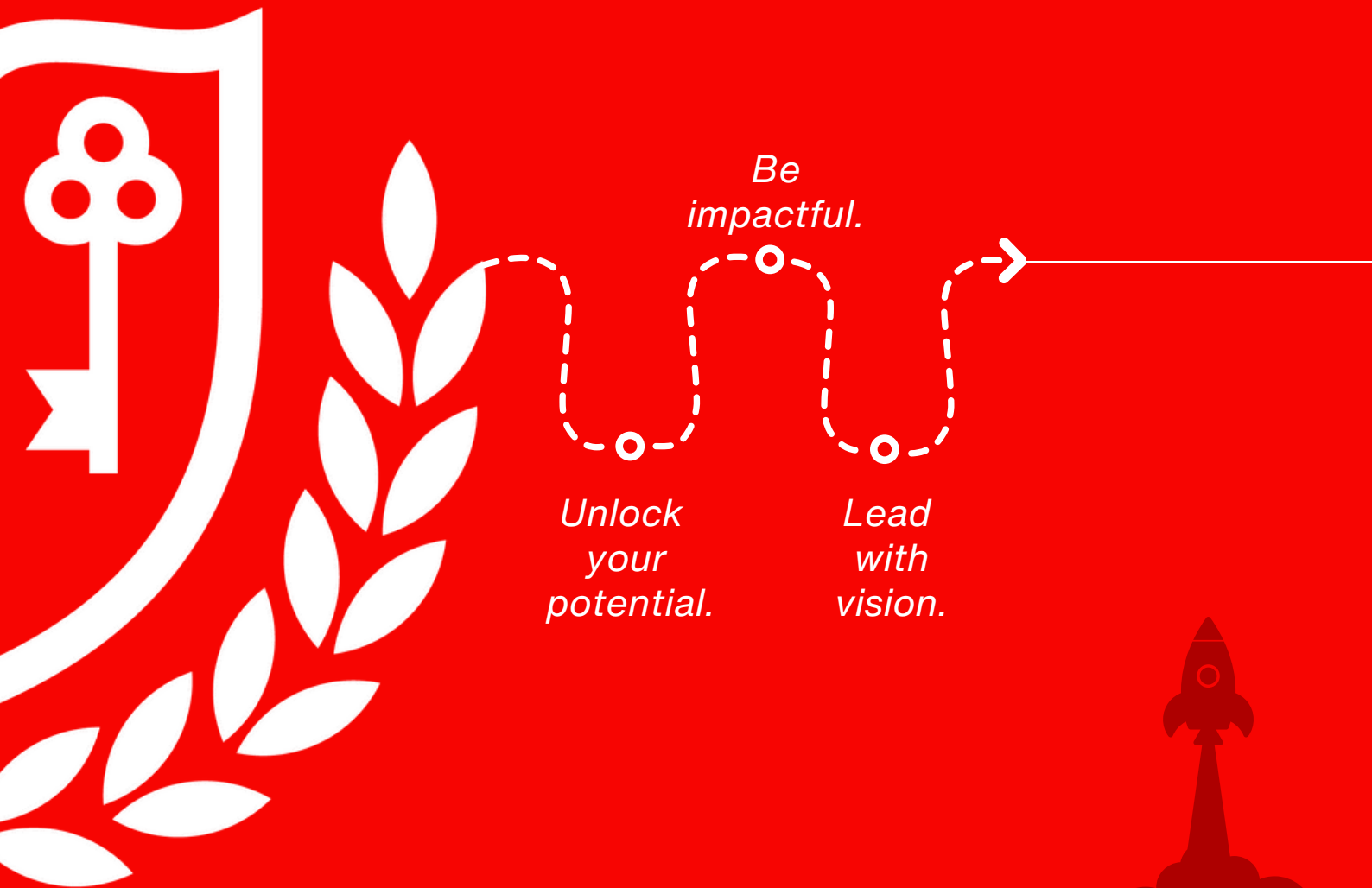


REGISTRATION PROCESS

Swiss Academy
for Leadership
and Sustainability



STEP BY STEP TO SUCCESS:
YOUR REGISTRATION GUIDE



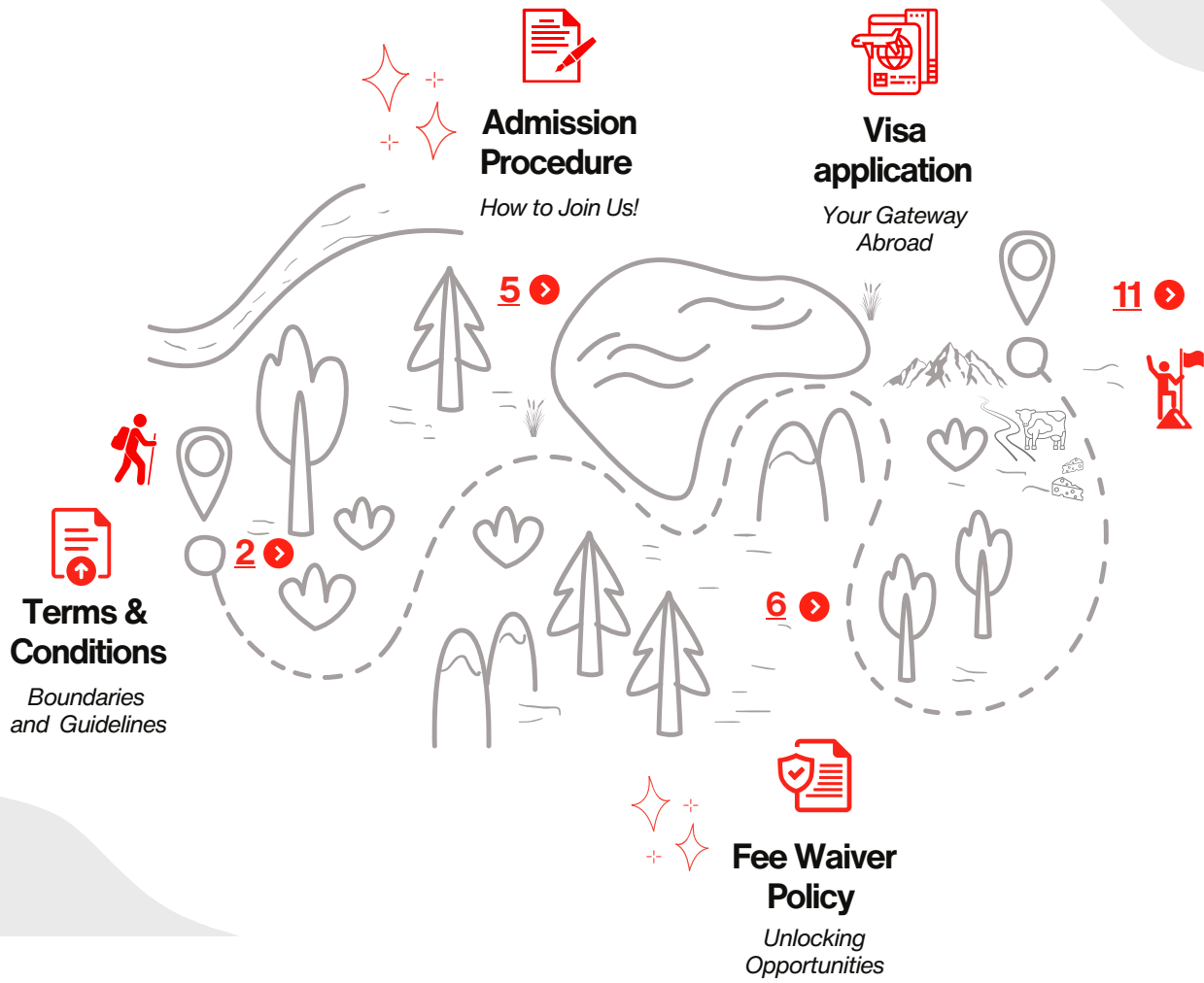
WWW.SALS.ACADEMY

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Swiss Academy
for Leadership
and Sustainability

Step by Step to Success: Your Registration Guide



Let's begin the adventure! 

The Swiss Academy for Leadership and Sustainability (SALS) is a Centre of Excellence that empowers individuals with key skills and knowledge that enables them to achieve their potential and be impactful and transformational leaders. SALS also aims to accomplish a positive global governance by working with communities and governments towards accelerating the achievement of the Sustainable Development Goals.

Lead. Innovate.
Sustain.

Terms & Conditions



Boundaries and Guidelines

Eligibility & Application Process.

- Participants must be at least 18 years old and proficient in English. Interpretation services are available upon request for an additional fee.
- Applicants must submit the registration form. Each program has a dedicated form.
- Applications will be reviewed on a rolling basis, and accepted candidates will be notified via email.
- The number of available spots is limited, and selection is based on merit and relevance to the program's objectives.

Cancellation Policy.


- Full refunds may be granted only in exceptional cases, such as verified medical emergencies or visa rejections. Refund requests must be submitted in writing and are subject to administrative approval, minus a non-refundable administrative fee of 100 CHF.

Participant Cancellation:

30+ days prior: 70% refund.

11-29 days prior: 50% refund.

Less than 10 days: No refund.



Read carefully before joining the program!

Program Fees, Payment & Refunds.

- The course fee covers tuition, study materials, field visits, and networking events. Accommodation, travel and personal expenses are not included.
- Once an applicant is accepted, they will receive from **registration@sals.academy** a payment link and further instructions. Please be aware of scams and in case you are unsure about an email you receive please bring it to our attention at registration@sals.academy.
- The full payment must be made by the deadline specified in the *acceptance letter*. Failure to pay by the due date. may result in the *cancellation of the participant's spot*.
- The participant will be asked to send the bank or credit card confirmation of the payment.

No refunds will be issued once the program has commenced.

ACCEPT



Attendance, Participation & Conduct.



- Participants are expected to attend all lectures, workshops, and study visits in order to receive a certification upon completing the program.
- Absences must be communicated in advance to the program coordinators. Missing key sessions may affect eligibility for certification.
- English is the primary language of communication and conducting SALS programs.
- Professional behaviour is expected at all times.

Participants must:

- Show respect towards trainers, guest speakers, and fellow participants.
- Engage actively in discussions and activities.
- Refrain from recording sessions/presentations unless permitted.
- Maintain confidentiality of sensitive discussions.
- Refrain from any disruptive, disrespectful, or inappropriate behavior.

Visa, Travel & Accommodation Responsibility.


- Participants are responsible for organizing their own travel and visa arrangements.
- Upon request, an official invitation letter can be provided to assist with visa applications.
- The program organizers are not liable for visa denials, travel disruptions, or any costs incurred due to missed travel plans.
- Participants must inform the administration if they encounter any issues with their visa.
- Accommodation should be arranged in advance, and while recommendations may be given, it is the participant's responsibility to secure their stay.

Health, Safety & Insurance.

- Participants are required to have valid health insurance for the duration of the program.
- The program organizers are not responsible for any injuries, accidents, medical emergencies, or loss of personal belongings during the program.
- Those with pre-existing medical conditions or dietary restrictions should inform the program coordinators prior to arrival.

Intellectual Property & Media Consent.

- Course materials and lecture content are for educational purposes only and may not be copied, distributed, or reproduced without written permission from SALS.
- By enrolling in the program, participants grant the organizers the right to use photographs, videos, and testimonials for promotional and educational purposes.
- Those who wish to opt out of media consent must notify the organizers in writing before the start of the program.

 **The program organizers reserve the right to dismiss any participant who violates the code of conduct, without a refund.**

Force Majeure & Program Cancellation, Modification.

- The organizers retain the right to modify, reschedule, or cancel the program in response to unforeseen circumstances.
- If external factors such as pandemics, natural disasters, or travel restrictions hinder the program's execution, alternative arrangements may be explored.



Certification & Completion Requirements.

- Participants who successfully complete the program will receive an official certificate.
- To be eligible for certification, participants must:
 1. Attend all required sessions and study visits.
 2. Engage in group activities and workshops.
 3. Demonstrate active participation and professional conduct.



Read carefully before joining the program!

If the program is canceled by the organizers, registered participants will receive:

- A full refund (if canceled before start)
- A partial refund or credit for a future program (if disrupted mid-way)

Data Protection & Privacy.

- The program organizers are committed to protecting participants' personal data.
- Any personal information collected during the application process will be used solely for program-related purposes and will not be shared with third parties without consent.
- Participants have the right to request access, correction, or deletion of their personal data at any time.

GET STARTED

Admission Procedure

How to join us?

Are you ready to be a part of our program?

1

Submit Your Application:

Fill out the online application form with your details to begin the process.

2

Application Review:

Our team will carefully review your submission to assess your eligibility.

3

Get Confirmed:

If selected, you'll receive a confirmation email with all the details about payment and next steps.

4

Secure Your Spot:

Complete the payment process to confirm your participation.

5

Final Enrollment:

Once payment is confirmed, you're officially enrolled!
You'll receive all the materials you need to get started.

Fee Waiver Policy Overview



Unlocking Opportunities



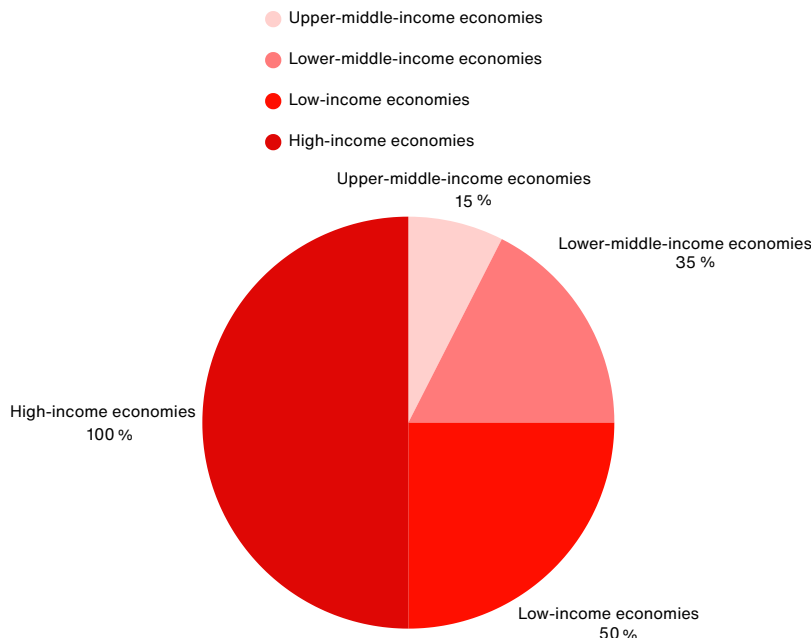
Fee waivers are determined by the participant's nationality, as indicated by their passport, and aligned with the World Bank's income classifications. To this end, we are excited to announce a special waiver program that offers financial assistance.

SALS is driven by a commitment to fair access and equality. To support this mission, we provide special fee waivers of up to 50% to nationals from countries classified as needing financial assistance, based on the World Bank's World Development Indicators (WDI).

The purpose is to ensure that talented individuals from underrepresented countries have the chance to access our programs.

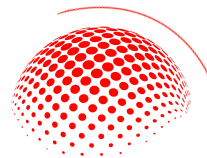
This policy ensures that participants from diverse economic backgrounds can engage in our programs.

High-income economies	full fare
Upper-middle-income economies	waiver 15%
Lower-middle-income economies	waiver 35%
Low-income economies	waiver 50%



The income classification system for countries comes from the World Bank, which uses a country's Gross National Income (GNI) per capita to categorize economies into different income groups.

World Development Indicators



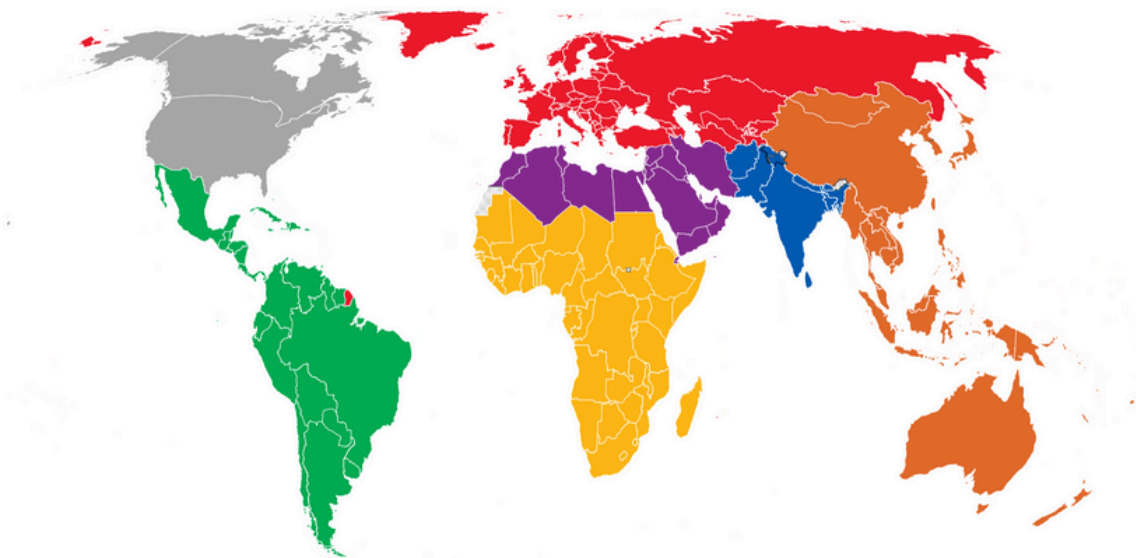
The World Bank classifies economies for analytical purposes into four income groups: low, lower-middle, upper-middle, and high income. For this purpose it uses gross national income (GNI) per capita data in U.S. dollars, converted from local currency using the World Bank Atlas method, which is applied to smooth exchange rate fluctuations.

Estimates of GNI are obtained from economists in World Bank country units who rely primarily on official data published by the countries; the size of the population is estimated by World Bank demographers from a variety of sources, including the UN's biennial World Population Prospects.


(source: The World Bank)

The world by region

East Asia & Pacific Europe & Central Asia Latin America & Caribbean Middle East & North Africa North America South Asia Sub-Saharan Africa



For the full list of the countries, please check the link:

 <https://datatopics.worldbank.org/world-development-indicators/the-world-by-income-and-region.html>

Fee Waiver Policy
Boundaries and Guidelines

Discover If You Qualify for a Fee Waiver



The participation fee depends on your nationality stated in the ID document.



You will be asked to provide a scan of your passport.

Here are some examples of countries.

High-income economies

Australia	South Korea
Belgium	Switzerland
Canada	United Kingdom
Denmark	United States
France	Monaco
Germany	Qatar
Hong Kong SAR	United Arab Emirates
Italy	Kuwait
Japan	Brunei
Netherlands	Saudi Arabia

Upper-middle-income economies

Argentina	Mauritius
Azerbaijan	Mexico
Belarus	South Africa
Brazil	Thailand
China	Turkey
Colombia	Ukraine
Ghana	Vietnam
Honduras	Kenya
Indonesia	Peru
Jamaica	Philippines

Lower-middle-income economies

Bangladesh	Bolivia
Cambodia	Djibouti
India	Algeria
Nepal	Lebanon
Pakistan	Sri Lanka

Low-income economies

Afghanistan	Chad
Burundi	Ethiopia
Central African Republic	Guinea
Democratic Republic of the Congo	Liberia
	Malawi



Receiving a fee waiver does not exempt participants from covering other costs, such as travel, visa fees, accommodation, and personal expenses.

Waiver Policy Examples



Swiss Academy
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Unlocking Opportunities

1 waiver 50%

Bekele, an aspiring young diplomat from Ethiopia, may be eligible for a *50% fee waiver** as he comes from a "Low-income economy" according to the World Bank classification. In this case, he will also need to present his passport and make the necessary arrangements to obtain a visa** in order to travel to Switzerland.

2 waiver 35%

Nada, a business owner from Cairo, may be eligible for a *35% fee waiver** as she comes from a "Lower-middle-income economy" according to the World Bank classification. To be considered for the fee waiver, she will need to present her passport. However, she must also ensure that she *obtains the necessary visa*** to travel to Switzerland.

3 waiver 15%

Juan is a young entrepreneur from Peru, may be eligible for a *15% fee waiver* as Peru is classified by the World Bank as an "Upper-middle-income economy". To qualify for the fee waiver, Jan will need to present his passport and meet all other specified requirements.

4 passport-based

Kibet, a manager originally from Kenya (a Lower-middle-income economy), but currently residing in Germany (a High-income economy), may still be eligible for a fee waiver based on the country of origin, Kenya, as per the World Bank classification.



*Subject to terms and conditions

** More information about the visa application process you will find on the page 11



Fee Waiver Application Process

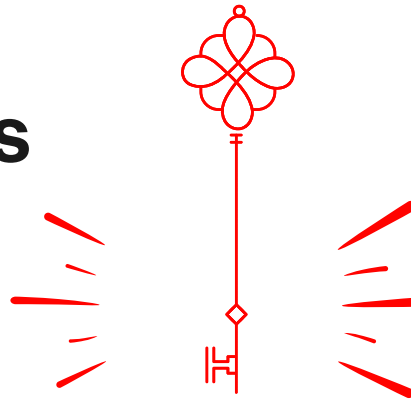


Unlocking Opportunities



Program Capacity & Funding Availability

Search



Passport Scan Submission & Eligibility Based on Nationality

Participants must submit a clear, valid scan of their passport as part of the registration process. The nationality listed on the passport determines eligibility, regardless of current residency.

Confirmation Email & Payment Instructions

Upon approval, participants will receive a confirmation email detailing the adjusted fee after the waiver and instructions for payment.

Payment Process and Deadline

Participants must complete the payment process for the remaining balance within the timeline specified in the confirmation email. Failure to pay may result in forfeiture of the waiver and cancellation of the spot.

Eligibility Criteria

The waiver percentages and eligibility criteria are based on the World Bank's annual WDI updates. SALS may adjust waivers if a country changes its position.

Consequences of Falsification or Misrepresentation

Any falsification or misrepresentation of passport details will result in immediate disqualification from the waiver and potential cancellation of registration without refund.

Revocation of Waiver Upon Withdrawal

If a participant withdraws from the program after being granted a fee waiver, SALS reserves the right to revoke the waiver and may deny future applications for financial assistance.

Compliance with Swiss Requirements

All participants, including those granted a waiver, must ensure they meet Swiss requirements to enter the country.

Program Capacity & Funding Availability

Waivers are subject to program capacity and funding availability. SALS reserves the right to limit the number of waivers granted per intake.

Non-Transferability of Fee Waivers

Fee waivers are specific to the individual applicant and can not be transferred to another person or program intake.

Appeal Decision

SALS's decision on appeals is final and binding, reflecting our commitment to transparency and accountability.

Final Waiver Percentage

The waiver percentage is final and non-negotiable once confirmed.

Visa Application Requirement



Swiss Academy
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and Sustainability

Your Gateway Abroad

Switzerland, as part of the Schengen Area, has specific visa requirements for international visitors. SALS supports participants by providing an official invitation letter for visa applications, but the responsibility for obtaining a visa rests solely with the participant

For more information, please refer to this website:

 <https://www.sem.admin.ch/sem/en/home/overview-einreise.html>

<https://www.ch.ch/en/foreign-nationals-in-switzerland/entry-and-stay-in-switzerland/visas-for-foreign-nationals#who-needs-a-visa>



Participants are responsible for obtaining their visa, and we highly recommend starting the application process early, as delays are common during the summer months.

Visa Procedure

Let's conquer the world together!



- ▶ **Confirm Your Payment**
 - Ensure your payment for the program is successfully processed. Once confirmed, SALS will send you a confirmation email.
- ▶ **Receive the Invitation Letter**
 - After payment confirmation, SALS will issue an official invitation letter confirming your participation in the program.
- ▶ **Review Visa Requirements**
 - Visit the Swiss Embassy or Consulate website to review the specific visa requirements for your nationality.
- ▶ **Submit Your Visa Application**
 - Submit your completed visa application form along with all necessary documents to the nearest Swiss Embassy or Consulate.
- ▶ **Travel to Switzerland**
 - Once your visa is granted, you can proceed with your travel plans to Switzerland for the program.

Visa Support Procedure for SALS Program Participants

Final Enrolment and Payment *

Participants must be officially enrolled in a SALS program and have completed full payment to qualify for visa support.

Invitation Letter Validity *

The invitation letter is only valid for the specified program dates and cannot be used for extended stays or other purposes.

Issuance of Invitation Letter *

Upon confirmation of payment, SALS will issue an official invitation letter, in PDF format, confirming the participant's enrolment, program dates, and location in Switzerland. This letter will be sent via email to the participant.

Visa Application Process *

Participants must use the invitation letter to apply for a Schengen visa at the nearest Swiss Embassy or Consulate. SALS will not send the invitation letter directly to the Embassy. Participants are strongly advised to initiate the visa application process immediately upon receiving the invitation letter, as delays may occur. It is recommended to apply for the visa at least 8-12 weeks before the intended travel date.

Visa Approval and Denial *

SALS cannot guarantee visa approval, as the decision is made exclusively by Swiss authorities. SALS will not intervene in the event of a visa rejection or legal dispute, as such matters fall under the jurisdiction of the Swiss authorities. In case of a visa rejection, participants are entitled to a full refund of the program fee, minus a 100 CHF non-refundable administrative fee.

Visa-Related Costs *

All visa-related fees, travel expenses, and incidental costs (e.g., translation services) are to be borne by the participant. A fee waiver from SALS does not exempt participants from the requirement to demonstrate sufficient financial resources for visa approval.

Refund in Case of Visa Rejection *

If the visa is rejected less than ten days before the program starts, participants will receive a 50% refund of the program fee.

SALS Liability *

SALS is not liable for any financial losses caused by visa denial or travel cancellations.

Schengen Entry Requirements *

Participants must comply with all Schengen entry requirements, including valid travel insurance and adequate funds, as per Swiss immigration authorities.

Visa Application Responsibility *

Obtaining a visa is the sole responsibility of the participant. SALS does not assist with form completion, appointment scheduling, or direct communication with the Embassy beyond issuing the invitation letter. Participants must submit all required documents (e.g., passport, proof of financial resources, travel insurance) directly to the Swiss Embassy in line with Swiss authorities' requirements.

Amendments to Terms *

SALS reserves the right to amend these terms and conditions, with notice provided via email or on the SALS website to ensure transparency.

Compliance with Swiss Immigration *

Participants must adhere to all Swiss immigration regulations and leave the country according to their visa conditions.

Governing Law *

These terms and conditions are governed by Swiss law, and any disputes will be resolved in the courts of Canton Geneva.



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Clearing Up the Frequently Asked Questions

FAQS

- **Who can I contact if I need help during the process?**
Read carefully this brochure, you will find answer to many of your questions. Our admissions team is always available to assist you. You can reach out to us via email info@sals.academy for any questions or support you need.
- **Can I get a refund if I change my mind?**
Please review the terms and conditions above. In case of doubt, contact our team for specific refund details.
- **Is there an application deadline?**
Yes, there are application deadlines for each intake. Be sure to submit your application before the deadline to ensure you're considered for the program. Be aware that for each program there are limited spots.
- **What language is the program conducted in?**
The program is conducted in English, and all course materials, lectures, and communications will be in this language. Your level should be professional, enough to learn and communicate with the trainers, coordinators and peers in this language. If you need a translation service, please let us now in advance (it can be arranged *upon extra fee*).
- **How long is the application process?**
The application process typically *takes 5 days* from submission to confirmation. In case of fee waiver application or visa application, it might be longer and *take up to 2 weeks*.
- **What is the course duration?**
Each program has its own duration. Please refer to the program's website for specific details.
- **Who will conduct the training, and what is their level of expertise?**
Experts and invited guests, as well as SALS Coordinators and all other people involved in SALS activities are top-notch experts in their field. The list of experts will be announced *2 weeks before* the activity.
- **Do you offer scholarships or financial aid?**
We provide fee waivers of up to 50%. For more details, please refer to the Terms and Regulations above. Additionally, we offer various scholarship opportunities. Information on eligibility and the application process is available on each program's website.

Transparency

The Swiss Academy for Leadership and Sustainability (SALS) is committed to upholding the highest standards of **excellence**, transparency, and accountability in all its endeavours. As an institution operating under the **rigorous legal framework** of Switzerland, SALS adheres to strict regulatory requirements that ensure the integrity of its operations and its unwavering dedication to **quality learning**.

Our organisation undergoes **annual audits**, conducted with the utmost diligence, to verify compliance and maintain **trust** with our stakeholders. SALS operates within a transparent **governance** structure designed to meet the educational and **ethical standards** that Switzerland is renowned for.

*Building Trust,
Upholding Law.*



Legal Information

The Swiss Academy for Leadership and Sustainability (SALS) is registered in the Commercial Register of Canton Geneve under those business identification numbers:

CHE-168.218.104 (UID)
CH-660-4627024-1 (CH-ID)

Headquarters

The Swiss Academy for Leadership and Sustainability (SALS) is based in Geneva, Switzerland.

Postal address:
38, Chemin des Crêts-de-Champel
CH-1206 Genève (GE), Switzerland

Banking

The Foundation entrusts all its bank accounts to UBS, one of Switzerland's most prestigious banks, and BCG Banque Cantonale de Geneve.

Contact Details

info@sals.academy

Postal address:
38, Chemin des Crêts-de-Champel
CH-1206 Genève (GE), Switzerland

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