IE BUSINESS SCHOOL ENROLMENT PROCESS

To ensure your place within IE Business School, each student is requested to make a place reservation and contribution to the Instituto de Empresa Foundation, in addition to the signing the Enrolment Contract. Upon receipt of the Enrolment Contract and supporting documents, we will confirm your place within the program, given places are still available. Should no places be available the Enrolment Contract will be void and the funds returned.

All documents should be signed, scanned and returned to the IE Business School Admissions Department via email to MIM.admissions@ie.edu or IMBA.admissions@ie.edu according to your program. Upon receipt of the signed Enrolment Contract and all necessary documents, the student will be matriculated in the program and intake indicated and confirmation will be sent via email.

ENROLMENT PROCESS - CONTRACT AND SUPPORTING DOCUMENTS

1. Transfer of non-refundable €5,000.00 Place Reservation (transfer details below) and €1,200.00 contribution to the Instituto de Empresa Foundation (transfer details on page 2). Proof of transfer should be presented along with the signed Enrolment Contract. The place reservation is required to secure a place within the program and intake, regardless if the student will be receiving 100% company sponsorship.

2. Indicate the preferred payment scheme preferred within the Enrolment Contract for payment of the outstanding tuition fees by student. Page 3

In case of partial payment of outstanding tuition fees by a company, indicate the amounts to be paid by each party and the payment scheme (1 or 3 payments) preferred by the student for the outstanding tuition fees within the Enrolment Contract under Corporate Funding. Page 3

3. Sign and date the Enrolment Contract and Legal Clauses. Pages 3 and 4

4. Should a company be paying partial or full tuition fees on behalf of the student, the Corporate Funding document is required for each company making subsequent payments, regardless if the company pertains to the family of the student. Page 5

The €5,000.00 place reservation is required, even for students receiving full company funding, in order to matriculate the student.

5. For all students with a bank account in Spain, the Direct Deposit Authorization Form is required, also indicating the corresponding payment scheme preferred. Page 6

6. As needed due to relevant changes, a new Enrolment Contract can be signed to reflect the most current situation (i.e. student request a change in payment scheme or additional Corporate Funding).

PLACE RESERVATION TRANSFER

Bank Account Data of Instituto de Empresa

Transferee: Instituto de Empresa, S.L.  
Bank: BBVA  
Amount: 5,000.00€  
Account No: 0182/2329/94/0201514513  
SWIFT: BBVAESMMXXX  
IBAN: ES3601822329940201514513  
Concept: Your name and program will appear here

Please submit all documents via email to MIM.admissions or IMBA.admissions@ie.edu
The IE Foundation is a not-for-profit organization which supports students during and after the program. Funds received by the IE Foundation support various scholarships, printed materials, IE Student Office, life-long Careers Management Center Services and membership to the IE Alumni Association.

In case you wish to receive a certificate of a receipt that may serve for tax purposes, the person responsible for the transfer should provide the data below and send a scanned copy of this document together with the transfer receipt pertaining to the contribution to the Instituto de Empresa Foundation and the Enrolment Contract to MIM.admissions or IMBA.admissions@ie.edu

Please note that the certificate of receipt may only be issued to the person responsible for the transfer and may not be issued to the student on behalf of the transferor.

<table>
<thead>
<tr>
<th>Bank Account Data of the Instituto de Empresa Foundation:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transferee:</strong> Instituto de Empresa Foundation</td>
</tr>
<tr>
<td><strong>Bank:</strong> BBVA</td>
</tr>
<tr>
<td><strong>Amount:</strong> 1,200,00€</td>
</tr>
<tr>
<td><strong>SWIFT:</strong> BBVAESMMXXX</td>
</tr>
<tr>
<td><strong>Concept:</strong> Your name and program will appear here</td>
</tr>
</tbody>
</table>

Please submit all documents via email to MIM.admissions or IMBA.admissions@ie.edu

In case you wish to receive a certificate of a receipt that may serve for tax purposes, the person responsible for the transfer should provide the data below and send a scanned copy of this document together with the transfer receipt pertaining to the contribution to the Instituto de Empresa Foundation and the Enrolment Contract to MIM.admissions or IMBA.admissions@ie.edu

Please note that the certificate of receipt may only be issued to the person responsible for the transfer and may not be issued to the student on behalf of the transferor.

**Transferor:** ___________________________ **Fiscal No:** ___________________________

**Address:** ___________________________

Please submit all documents via email to MIM.admissions or IMBA.admissions@ie.edu
# ENROLMENT CONTRACT

## STUDENT

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name(s)</td>
<td></td>
</tr>
<tr>
<td>Name(s)</td>
<td></td>
</tr>
<tr>
<td>Place of birth</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Fiscal No. or Passport</td>
<td></td>
</tr>
</tbody>
</table>

## PROGRAM

<table>
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<th>Field</th>
<th>Information</th>
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</thead>
<tbody>
<tr>
<td>Program</td>
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</tr>
<tr>
<td>Year</td>
<td>XXXX</td>
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</table>

## AWARDS

<table>
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<tr>
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<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award(s)</td>
<td></td>
</tr>
<tr>
<td>Amount (in Euros)</td>
<td></td>
</tr>
</tbody>
</table>

## PLACE RESERVATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## OUTSTANDING TUITION FEES

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount financed by the student</td>
<td></td>
</tr>
<tr>
<td>Amount financed by the candidate</td>
<td></td>
</tr>
</tbody>
</table>

---

**Place of birth**

Date of birth: DD/MM/YYYY

Address:

Your permanent address here

Telephone: 00-country code-area code-number

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**ENROLMENT CONTRACT PAGE 1**

In case the program will be financed completely by the student, please indicate your preferred method of payment for the amount financed by the student.

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Amount (in Euros)</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 payments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you choose 3 payments, the 3 will be of the same amount.

Check the box that corresponds with your preferred payment method: 1 payment or 3 payments.

**Corporate Funding**

In case a company is partially sponsoring the program, please indicate the following:

- Amount financed by the company(s) ___________ euros
- Amount financed by the candidate ___________ euros

Please indicate your preferred method of payment for the amount financed by the candidate.

Note: In case of 3 payments option, the payments would be of equal amounts.

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Amount (in Euros)</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 payments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please send proof of payment of outstanding tuition fees by email to administracion2@ie.edu.

Date: 22/11/2012

Signature and stamp of INSTITUTO DE EMPRESA

THE STUDENT

Please send a signed and scanned copy of this document package to IE at MIM.admissions@ie.edu or IMBA.admissions@ie.edu according to your program.

This enrolment contract is contingent upon the availability of places in the program when IE receives the document package.
PARTIES

On the first part: THE STUDENT indicated on page 1 (hereinafter, STUDENT).

On the second part: INSTITUTO DE EMPRESA, S.L., represented herein by Mr. Miguel Ságués González-Estrada, acting in his capacity as Controller, with its registered office located in Madrid, Calle María de Molina, 13, fiscal number B – 82334319 (hereinafter, IE). Both parties, in mutual recognition of their full legal capacity to enter into this contract, make the following recitals.

RECATIALS

INSTITUTO DE EMPRESA

Whereas IE is a private institution, engaged in the business school sector, its main activity is to provide educational and training programs in all aspects of the field of management, law and taxation, and these programs are designed by its academic department, and under the management, control and coordination of said department.

STUDENT

Whereas STUDENT is aware of the academic activity undertaken by IE and is interested in undertaking the program stated on the page 1. Whereas STUDENT knows the content, nature and demands of the program, its evaluation system and the Code of Ethics, which are considered as part of this contract, has read them and given them due consideration before taking the decision to undertake this program. STUDENT fully accepts the implications of this decision and submits totally to the academic and ethic discipline of IE.

OTHER PARTIES

In light of the above recitals, hereby manifest their assent to enter into this ENROLMENT CONTRACT, pursuant to the clauses set forth below and pursuant to the clauses included in the document “Particular Terms” if the student has obtained special financing in order to undertake the program given his/her status as an IE student.

CLAUSES

INSTITUTO DE EMPRESA

FIRST.- IE shall reserve a place in the stipulated intake for STUDENT in order to undertake the program stated on page 1, and shall assign the appropriate faculty to teach said program. In case STUDENT is offered conditional admission, subject to completing a university degree, this contract will only be valid if he/she effectively obtains said degree. STUDENT who does not obtain said degree prior to the beginning of the program, will not be admitted to the program, and the reservation will be refunded upon submittal of proof that he/she has not obtained the degree. STUDENT who does obtain said degree, will have to deliver original of his/her university degree within one month from the start of the program. In case STUDENT does not comply with this obligation, STUDENT will be expelled from the program.

SECOND.- IE shall indicate to STUDENT during the program the academic documentation required and/or recommended, together with such material means of support that may facilitate the learning process.

THIRD.- IE shall provide STUDENT with reasonable advance notice of such order and development of subjects as their program directors may consider most appropriate for the educational process. Nevertheless, program directors reserve the right to alter the program schedule, and to modify the content of the course or change professors in order to better fulfill teaching objectives, or in case of force majeure.

FOURTH.- IE shall not use the projects undertaken by STUDENT in the area of entrepreneurship without the student’s written permission.

FIFTH.- IE shall award the corresponding degree and/or certificate to STUDENT upon satisfactory completion by STUDENT of all academic requirements established for the program and full payment of the total fees for the program, in such manner and within such time period as may be determined by IE. Upon receipt of the degree, STUDENT becomes an Alumnus of IE.

THE STUDENT

SIXTH – STUDENT agrees to deliver the original of his/her university degree prior to the beginning of the program. In case STUDENT does not comply with this obligation, he/she will not be entitled to begin the program.

SEVENTH.- Given the eminent practical nature of the program, STUDENT shall attend a minimum number of academic sessions that form part of each one of the subjects that comprise the course. This minimum is 90% in the case of postgraduate programs, and 80% in the case of executive programs. In order to undertake the educational process correctly and to receive the pertinent degree and/or certificate, STUDENT shall satisfactorily complete all academic requirements established for the program, including but not limited to participation in class, self-study, presentation of practical cases set by the professor, evaluation tests and examinations. STUDENT shall achieve minimum standards in accordance with IE academic criteria, and if required, shall complete an end-of-course thesis or project in accordance with the stipulated terms and conditions. Likewise, to the extent that the program is intended to develop managerial and/or professional skills, the evaluation will take into account both the level of knowledge, and the general and specific skills within each area that a manager or professional should have.

EIGHTH.- STUDENT shall not use the documentation provided by IE during the program for any purpose other than STUDENT’s own education or training, without prior written permission from the institution that provided the pertinent documentation.

NINTH.- STUDENT waives all rights to exploit the work carried out as part of the program, and IE may only dispose of said work for academic or research purposes, with due mention of the author’s name.

TENTH.- STUDENT may be expelled from the program by IE in cases of a serious or repeated breach of ethical standards, manifest lack of interest in the learning process, failure to fulfill minimum attendance requirements, or failure to pass the examinations scheduled in each part of the course. In particular, in the case of programs that feature periodic evaluation, STUDENT will not be permitted to continue the program if he or she does not achieve the minimum established standards.

Any materially false or misleading statement, whether by action or omission, during the admissions process, or failure to pay the total program fees in the agreed manner and by the stipulated deadline, shall also be considered cause for expulsion from the program. Expulsion entails the loss of the right to attend class, the loss of the right to receive the corresponding degree and/or certificate for the respective program and the consequent expulsion from IE University, if enrolled therein. Under no circumstances shall an expelled student be considered an Alumnus of IE.

ELEVENTH – STUDENT shall have seven working days since the delivery of this contract to IE, to cancel it without penalty, as long as the program has not started yet. STUDENT may exercise this right by sending an email to Admissions@ie.edu.

PAYMENT OF FEES

TWELFTH.- STUDENT shall pay the total fees for the program, indicated on page 1, in the manner and by the deadline stipulated herein. Any agreement between a third party and IE to pay all or part of STUDENT’s program fees shall not discharge STUDENT’s duty to make payment in full, which shall be considered a joint and several liability of STUDENT and such third party.

Given that IE shall reserve for STUDENT one of the places hitherto available on the program and the fact that it is impossible to fill a vacancy left by a STUDENT, STUDENT shall not be entitled to refund of reservation fee and price of given sessions in case of expulsion or if he or she y ceases attending classes once the program has started.

THIRTEENTH.- IF STUDENT falls behind in his or her installment payments, IE shall grant the STUDENT a period of one (1) month in order to remedy the entire arrears. If STUDENT fails to do so by the end of said period, IE shall be entitled to expel STUDENT. In any event, STUDENT shall be liable for any costs incurred by IE by reason of the arrears. Expulsion under this clause shall have the same effects as set forth in Clause ELEVENTH.

FOURTEENTH.- If the payment of interest becomes due under this contract, the interest shall be calculated at a rate of 1% per month. If the student fails to pay the interest in any of the payments agreed for recruiting processes. Unless STUDENT places a cross in the corresponding box he or she authorizes the transfer of said data to entities that comprise IE group in order to inform STUDENT about their activities.

PROCCESSING OF PERSONAL DATA

FIFTEENTH.- IE hereby notifies STUDENT that his or her personal data, whether provided in this contract or in the admissions process, will be entered into the existing automated files at IE in order to maintain and manage all matters related to this contract. Student also authorizes the transfer of said data to IE Foundation and Alumni Association in order to manage his or her contribution to IE Foundation and his or her inscripción as associated alumnus. Likewise, STUDENT places a cross in the corresponding box he or she authorizes the use of his or her personal data by IE and its Alumni Association to maintain a link with STUDENT during and upon completion of the program, keep him or her informed of their activities and services and render services related to career development and networking, including the distribution or access to class lists to alumni for networking activities and to third parties with whom IE enters into collaboration agreements for recruiting processes. Unless STUDENT places a cross in the corresponding box he or she authorizes the transfer of said data to entities that comprise IE group in order to inform STUDENT about their activities.

CHOICE OF LAW AND JURISDICTION

SIXTEENTH.- Madrid (Spain) shall be considered the place of celebration of this contract. This contract shall be governed by and interpreted in accordance with the law of Spain. The parties hereby expressly submit to the jurisdiction of the courts and tribunals with jurisdiction over the corresponding law apply for resolution of any dispute arising from or related to the interpretation or performance of this contract.

Date: 22/11/2012

Signature and stamp of INSTITUTO DE EMPRESA

Please send a signed and scanned copy of this document package to IE at MM.admissions@ie.edu or IMBA.admissions@ie.edu

THIS ENROLMENT CONTRACT IS CONTINGENT UPON THE AVAILABILITY OF PLACES IN THE PROGRAM WHEN IE RECEIVES THE DOCUMENT PACKAGE.

Signature and date:

THE STUDENT
CORPORATE FUNDING OF THE MASTER PROGRAM

This form is required in all cases where tuition fees are paid by a company, as opposed to the student, regardless if the company pertains to the family of the student. Should more than one company be responsible for tuition fees, a separate form duly completed, should be sent for each company.

Presentation of this form should accompany the place reservation and signed Enrolment Contract.

We hereby confirm our commitment to finance the person named below in the specified master program and intake of Instituto de Empresa, S.L. We provide the following data in order for Instituto de Empresa to emit the corresponding invoice.*

Employee's Full Name: Your name will appear here

Master Program: Your program will appear here

Intake (Please state your preferred intake): ________________________________

Company: __________________________ Fiscal Number: __________________________

Address: __________________________________________________________________

Telephone: __________________________________________________________________

Fax: __________________________________________________________________

E-mail: __________________________________________________________________

Amount Financed*: __________________

Date of payment for outstanding tuition fees will be: 20/03/2013

Name:

Designation:

Date:

Signature and Company Stamp

In cases where the Amount Financed is 100% of the tuition fees, two invoices will be sent. The first invoice corresponds to the €5,000,00 place reservation and will be dated as according to when the funds were received to reserve the place of the student. The second invoice will be issued for the outstanding tuition fees, to be paid by the 20th of the month indicated above.

Please send scanned copies of the signed Enrolment Contract and Supporting Documents to IE at MIM.admissions@ie.edu or IMBA.admissions@ie.edu
Dear Sirs:

Please charge to my account, the details of which are stated below, the receipts presented for payment by Instituto de Empresa S.L. for enrolment in the Master’s PROGRAM to be undertaken by the student:

Student: [Your name will appear here]  Passport number: [Your passport number will appear here]
Program: [Your program will appear here]  Intake: [Your intake will appear here]

Transferor’s bank account data (please fill in the following fields):

Accountholder: ________________________________
Bank: ________________________________
Account No. (20 Digits): ________________________________

Method of Payment (Place mark with a X):

- [ ] 1 payment  Amount: 24.000,00 Euros  Deadline: 15/01/2013
- [ ] 3 payments  Amount: 8.000,00 Euros,  Deadlines: 02/01/2013  02/02/2013  02/03/2013

Date ________________________________  Signed: ________________________________

The Transferor

Please send scanned copies of the signed Enrolment Contract and Supporting Documents to IE at MIM.admissions@ie.edu or IMBA.admissions@ie.edu