

# Waiting list: most commonly asked questions

## → My program of choice has opened a waiting list. What options do I have?

If your program of choice has opened a waiting list, you have four options:

→ Your first option is to be included on the waiting list for the program of your interest (your first choice) which is currently closed and wait for a spot to open up for you. We will contact you based on the order your place reservation was received. If we ultimately cannot offer you a spot, or you decide that you no longer wish to wait, your place reservation deposit would be fully refunded.

→ If the program of your choice is open in another campus, you can request to switch campus and confirm your place reservation for that campus. You can of course still be included on the waiting list for your first campus choice. Please keep in mind, in this case, your place reservation fee would not be refunded.

→ Explore different program options and ask to be evaluated for another bachelor\* and if admitted, reserve your place (in this scenario, your place reservation fee is non-refundable). You can also request to still be included on the waiting list for your first-choice program in case a spot opens up for you.

\*Please keep in mind that the reservation deposit amount may vary depending on the program.

→ Your fourth option is to defer your conditional admission offer to the following year intake.

At the beginning of the next year, you would need to send us your final high-school grades, first-semester university transcript (if available) and an updated resume. You would then be evaluated again for 1) a definitive admission offer and 2) a scholarship (if you were granted one before).

If you receive your conditional or definitive admission for the following year intake and you wish to accept and join the IE community, you would need to pay a place reservation fee for that intake. Please also keep in mind that the tuition fees may change.

Should you decide not to enroll in the following year intake and you do not wish to make the corresponding place reservation, we can cancel your application for you, you would just need to inform us of this.

### → Please remember

Admission to a specific program does not guarantee acceptance to a different one, please check with your admissions advisor about that possibility.

**→ How long do I have to wait on the waiting list to get an answer about a potential spot?**

Sadly, we cannot anticipate when a spot could become available, but waiting lists are typically dynamic as admitted students sometimes change campuses or programs, leaving a vacancy in the original program. Additionally, a student with a conditional admission who does not meet the requirements of their admission may have their admission revoked, leaving a spot available in the program. From our experience, most changes tend to occur between May and July.

**→ When does the waiting list close?**

We will keep the waiting list open for as long as possible to give everyone a fair chance in case a spot becomes available at any stage before the start of the program. However, we understand and appreciate that there might be students who need to make a decision earlier, and this varies depending on each student and their needs. If you would like to have your name removed from a waiting list, this is not an issue, just let us know.

**→ My program is closed and I'm on the waiting list. How can I enroll?**

Should a spot become available for you, we would let you know and you would be removed from the waiting list. Once your spot is confirmed, you would be able to begin the enrollment process which our admissions team would be on hand to help you with.

**→ I have just made my payment. Is my place guaranteed now?**

Please note that a reservation is registered in our system only once the deposit has been received by IE University and acknowledged by our Administration Department. This may take a few days after the deposit has

been sent or the payment has taken place, especially considering international transactions. Once we have confirmed receipt of the deposit, if the program you are admitted to still has places available, you will receive an email confirming your place. If the program is already closed, you will be included on the waiting list unless you tell us otherwise. If you do not wish to wait and therefore do not want to be included on any waiting list, your deposit would be fully refunded.

**→ If I pay the deposit to be placed on the waiting list and I a spot in my first-choice degree doesn't become available for me, will my deposit be refunded?**

Yes, your deposit would be refunded if we ultimately cannot offer you a spot on the program. However, please remember that if you have reserved a place in another program while you wait for a spot in the closed program of choice, the deposit would not be refunded in this case.

**→ If I make the deposit to be placed on the waiting list and, later on, decide to withdraw from the list, will I receive a refund?**

Yes, you would receive a refund, unless you have reserved a place in another program while you wait for a spot in the closed program of choice. In this case, the deposit is non-refundable.

**→ What If I pay now and don't meet the admission conditions?**

If you don't meet the conditions stated in your admission letter, the Admissions Committee would holistically review your application and final grades. If ultimately your admission is revoked, your deposit would be refunded.

**→ The program I have been admitted to is closed and has a waiting list. I have decided to take a gap year. Can I defer my admission to the next intake?**

Yes, you can of course transfer your application to the next intake. Please note that you will have to submit updated documents (including your resume and academic transcripts) and the Admissions Committee may need to re-evaluate your application before offering definitive admission. If you receive your conditional or definitive admission for the following year intake and you wish to accept and join the IE community, you would need to pay a place reservation fee for that intake. Please also keep in mind that the tuition fees may change and that you may need to apply for a scholarship again.

**→ I am interested in the Bachelor in Business Administration (BBA), but it is closed and has a waiting list. Are dual degree programs that include the BBA also closed?**

Not necessarily. As these are independent programs, they may not necessarily be closed. Please do not hesitate to contact your admission advisor to receive information about their availability. Please also remember that admission to the Bachelor in Business Administration does not guarantee admission to a dual degree program or any other program.

**→ I have been admitted to a program that has a waiting list, but I still need to hear from Financial Aid. What should I do?**

In this case, you have two choices. You can pay straight away to be placed on the waiting list at the earliest possible date. If the financial aid provided later on is not enough, you can withdraw from the list and your deposit will be refunded.

Your other option is to wait for the final scholarship resolution and if the financial support is satisfactory to you, pay the place reservation deposit after to be placed on the waiting list .

**→ I have been waiting for several days and I have heard no news about the waiting list.**

Unfortunately, this means that a spot hasn't become available for you yet. We understand you are waiting for news so please know that we will contact you immediately if a spot becomes available for you. We would recommend having a plan B in case we can't offer you a spot in the end. If you want to be evaluated for a different available bachelor's program or move your application to the following year intake, please let us know by reaching out to your advisor.

**→ Can I start in a different program and then switch to my first-choice program after completing Year 1?**

You can be admitted into a different program to begin your studies. If, during your first year, you don't want to continue, you can request a change. However, while these changes are possible, we sadly can't guarantee that they will be approved. Please also keep in mind that joining a program you are not fully invested in might affect your academic performance during the year. If, during your first year, you want to change your bachelor's program, the Academic Departments of both programs will need to examine your academic trajectory and approve the change. Please note that the admission criteria might vary from one year to another. The tuition fees applicable for the second program, if you are starting it in a different intake, may also be different.