



SRH Fernhochschule – The Distance Learning University

# Distance learning contract and application for enrolment

It's as simple as that: **1. Complete the contract** — **2. Sign the contract (digitally)** — **3. Send it along with the other documents (as pdf, jpg or png) by e-mail to [info@srh-dlu.com](mailto:info@srh-dlu.com)**

**I would like to register for the following Master's degree programme**

  

Name of the degree programme

## My personal details

  
  

First name

Last name

Title

  
  

Sex

Date of birth

Birth name

Place and country of birth

Nationality

Street / No.

Postal code / City / Country

Phone

E-mail (required for the e-campus)

I will start my studies at the earliest on **01.**  .

(Start at the first of each month, registration possible max. 3 months in advance)

Current as of: December 01, 2023

## Admission modalities

If the required 210 ECTS are not available for admission to the **90 ECTS** variant of a Master's degree programme, but are between 180 and 209 ECTS, the required competencies must be demonstrated in a motivational interview with the programme director.

If the required 240 ECTS are not available for admission to the **60 ECTS** variant of a Master's degree programme, but are between 210 and 239 ECTS, the required competencies must be demonstrated in a motivational interview with the programme director.

If the required 240 ECTS are not available for admission to the **60 ECTS** variant of a Master's degree programme, but are between 180 and 209 ECTS, the required competences must be proven within the framework of an aptitude test.

## My study and financing model

Specify your study model here (60, 90, 120 ECTS) and determine the payment duration of your tuition fees.

You don't have to decide in advance how long you will study – we guarantee that we will continue to serve you for up to twice the standard period of study without any additional fee.

Please select your option by making a checkmark.

	<input type="checkbox"/> Flex 1	<input type="checkbox"/> Flex 2*	
<b>120</b> ECTS	Monthly rate	599€	419€
	Number of instalments	24	36
	Total price	14,376€	15,084€
	Standard period of study	4 semesters	4 semesters

	<input type="checkbox"/> Flex 1	<input type="checkbox"/> Flex 2*	
<b>90</b> ECTS	Monthly rate	699€	549€
	Number of instalments	18	25
	Total price	12,582€	13,725€
	Standard period of study	3 semesters	3 semesters

	<input type="checkbox"/> Flex 1	<input type="checkbox"/> Flex 2*	
<b>60</b> ECTS	Monthly rate	799€	649€
	Number of instalments	12	16
	Total price	9,588€	10,384€
	Standard period of study	2 semesters	2 semesters

\* only bookable with residency in the EU and in Switzerland, Norway, Liechtenstein and the United Kingdom

## Please note

The following degree programmes are offered exclusively with 120 ECTS:

- Finance, Accounting, Controlling & Taxation (M.Sc.)
- Management (M.Sc.)
- Management im Gesundheitswesen (M.A.)
- Personalpsychologie & Human Resource Management (M.A.)
- Psychologie (M.Sc.)
- Soziale Arbeit (M.A.)

## My financing model

This option is only bookable for students residing in the EU and in Switzerland, Norway, Liechtenstein and the United Kingdom. The Print Flat option cannot be booked for the degree programmes Design Management (M.A.), Data Science & Analytics (M.Sc), UX & Service Design (M.A.). The purchase of individual study material is possible.

No matter which financing model you choose – you will always receive the study material digitally.

If you would like to have these additionally printed and bound, please book the option Print Flat.

- I would also like to receive the study material in printed form. This Print Flat costs 550€ once for the 120 ECTS Master, 450€ once for the 90 ECTS Master and 350€ once for the 60 ECTS Master. Payment is charged on the 15th of the following month after the start of the degree programme or the booking thereof.

## My registration documents

**Please attach your documents as a pdf, jpg or png file.**

- Photograph
- Curriculum vitae in tabular form
- Proof of a completed Bachelor's degree or an, at least, equivalent university degree (with grades)
- Proof of professional experience (e.g. references, proof of internship). Not required for: Finance, Accounting, Controlling & Taxation (M.Sc.), Management (M.Sc.), Psychologie (M.Sc.), Soziale Arbeit (M.A.).
- If applicable, confirmation from your employer or the association of which you are a member, provided that this has a cooperation with our university and you receive a reduction as a result.  
  
Name of employer/association
- Certificate of higher education entrance qualification (Abitur, Fachhochschulreife), taken in the\*  
   
Administrative district State
- other university entrance qualification

\*Only applies to students who have completed their higher education entrance qualification (Abitur, Fachhochschulreife) in Germany.

## Notification of the start of my studies to the health insurance company\*

We require proof of your health insurance coverage for admission to a degree programme.

In accordance with § 199a Social Security Code Book V, your confirmation of insurance is transmitted to us digitally by the company providing your health insurance coverage. If you have a private health insurance, the exemption from compulsory health insurance coverage by any German health insurance company will be transmitted to us. Please contact your health insurance company using the following ID: H0003071

- I have informed my health insurance company about the commencement of my studies at SRH Fernhochschule and have ordered the transmission of the insurance confirmation/exemption from the statutory health insurance obligation.
- If you are covered by military medical healthcare or if you are insured abroad – please submit corresponding proof with your registration.

\*Only applies to students with residence and habitual abode in Germany

### **Admission documents for the degree programmes**

**"Business Analytics (M.Sc.)", "Business Administration (MBA)",  
"Data Science & Analytics (M.Sc.)", "Design Management (M.A.)",  
"Global Business Administration (MBA)", "Global MBA in Sustainability (MBA)",  
"International Finance (M.Sc.)", "UX & Service Design (M.A.)"**

Sufficient knowledge of the English language demonstrated through one of the following certificates:

- Level B1 of the Common European Framework of Reference for Languages (CEFR)
- School reports on at least 5 years of English as a foreign language (minimum grade equivalent to German "sufficient")
- At least 6 months' stay in an English-speaking country
- Study achievements with English-language modules amounting to at least 5 credit points
- English as a company language through certification by the employer
- I hereby register for the aptitude test in the form of a personal interview as an alternative.

### **Admission documents for the degree programme**

**"Finance, Accounting, Controlling & Taxation (M.Sc.)"**

Completed university studies in business administration or completed university studies with substantial business content as well as sufficient legal knowledge – completion of one or more modules with a focus on "civil law and commercial law".

- Evidence of the required knowledge is enclosed.
- I hereby register for the aptitude test in the form of a personal interview as an alternative.

**I was recruited by the following agency:**

agency

# General Terms and Conditions of SRH Fernhochschule

## A. COURSE OF STUDY

### 1. Graduation:

The student completes a distance learning programme with a standard period of study of 2, 3 or 4 semesters, the aim of which is the degree Master of Business Administration (MBA), Master of Arts (M.A.) or Master of Science (M.Sc.). An advanced semester lasts 6 months. All examinations for this are conducted and certified by SRH Fernhochschule.

### 2. Course of studies:

The degree programme is internet-based via the e-campus of SRH Fernhochschule. The participant himself/herself must ensure that he/she has the technically necessary components (hardware and software) that meet the requirements for participation in the e-campus of SRH Fernhochschule.

### 3. Implementation of the degree programme:

The implementation of the study programme is governed by the currently valid study and examination regulations and the associated currently valid implementation regulations, which are part of the study contract.

### 4. Tuition fees:

The fees can be found in this distance learning contract. If a third party pays the fees, the parties are jointly and severally liable. The payment of the fees shall be made in € (euros). Any fees incurred for payments/transfers are not covered by SRH Fernhochschule, but are to be borne by the payer.

#### The tuition fees include:

- Personal contact person for student support
- Supervision by a personal mentor from the professors' circle (mentor programme)
- All study materials provided for the respective degree programme in digital form (with the exception of legal texts for law examinations and modules in which reference books are used in print version).
- E-campus with access to study materials, podcasts, e-pubs, online lectures, study groups, etc.
- Digital tools and online libraries such as Office 365, Citavi, EBSCO, Vahlen eLibrary (only included in certain degree programmes), Statista, SpringerLink, SPSS
- All examinations as well as the assessment of the Master's thesis Worldwide WLAN access via Eduroom at participating institutions
- Issuing of certificates of academic achievement, certificates, testimonials
- SRH Social Guarantee (see A. COURSE OF STUDY 13.)

#### The following are not included in the tuition fees:

- The costs for telephone, internet, postage and remote data transmission and any additional working materials such as legal texts
- The costs for travel, accommodation and meals when participating in the accompanying events/examinations

### 5. Flex model:

The student chooses the payment period and thus the amount of the monthly tuition fees individually (Flex 1 or Flex 2). If Flex 2 (only bookable with residency in the EU or in Switzerland, Norway, Liechtenstein and the United Kingdom) is chosen, the monthly tuition fees are reduced with a longer payment period and a higher total fee. Regardless of the model chosen, the university provides full benefits; these benefits are the equivalent of the Flex 1 monthly tuition fees. After enrolment, a change (only bookable with residency in the EU or in Switzerland, Norway, Liechtenstein and the United Kingdom) from Flex 1 to Flex 2 is possible only once. The change to a Flex model with higher monthly tuition fees (e.g. from Flex 2 to Flex 1) is subject to a change fee of €650. The fee is due within 30 days of the changing of the model. The difference between the previous payment model and the new payment model that has arisen since enrolment must be settled by a one-off payment within 30 days. It is possible to change to a Flex model with a lower monthly tuition fee without having to pay a change fee. The total fee stated in the contract for the Flex model valid after the change is due. The option to change again is excluded.

### 6. Extension or shortening of the duration of studies:

The tuition fees include support for twice the standard period of study (for the standard period of study, see the respective degree programme). If the degree programme is continued after twice the standard period of study, monthly tuition charges equal to 50 percent of the regular Flex 1 tuition rate will apply. Should the degree programme be successfully completed before the end of the standard period of study, the chosen total tuition fee remains unaffected thereby. All costs must be paid before the diploma can be issued.

### 7. Recognition or crediting of test achievements:

Test results obtained at another educational institution can be credited or recognised in accordance with the Study and Examination Regulations. For each credit point (ECTS) credited within the standard period of study, the tuition fees are reduced by €40 at the end of the degree programme. When resuming a discontinued course of study at SRH Fernhochschule, the amount of the reduction in total costs cannot exceed the amount of the payments made to date.

### 8. Minimum number of participants:

If there are less than five registered applicants, SRH Fernhochschule reserves the right to cancel or postpone the start of the respective degree programme. In this case, an immediate notification will be sent out. Classroom events with small numbers of participants can also be held in the form of online presentations. If there are less than five registered applicants up to 14 days before the start of the event, SRH Fernhochschule reserves the right to cancel the in-class event.

### Change of locations:

SRH Fernhochschule operates study and examination centres in Germany, Austria and Switzerland. The university is entitled to change locations after giving reasonable notice.

## 9. Social guarantee SRH Fernhochschule:

If unforeseeable, important reasons (e.g. long-term illness, unemployment) arise after commencement of studies, a temporary deferment of the monthly fees for 6 months can be applied for at the university upon presentation of proof. If payments have always been duly made by this date, the request will be granted. The degree programme can then be continued in full.

### 10. Additional benefits:

Any additional services are not part of this contract. Enrolled students can take additional modules and participate in study days and study trips, taking exams along the way. These additional occupancies may be subject to a fee.

### 11. Change of study model:

If it becomes impossible or unreasonable for the higher education institution to carry out the degree programme in accordance with the study regulations, in particular the courses, for unforeseeable reasons for which the higher education institution is not responsible, the higher education institution is entitled to carry out the degree programme, and in particular the courses, in an appropriate alternative manner, provided this is reasonable for the student and, in particular, does not lead to an extension of the duration of the degree programme or an adverse change in the degree sought. In this case, the student shall not be entitled to terminate the study contract for good cause or to reduce the tuition fees or to claim damages.

## B. MEDIA USED AT THE UNIVERSITY

### 1. Internet access:

Access to a PC with an Internet connection and a current operating system is mandatory.

### 2. Study identification card:

The student ID card (only with residence in the EU or Switzerland, Norway, Liechtenstein and the United Kingdom) is provided digitally via an app. This is downloadable for Android and IOS via the Appstore. The student ID card can be printed for a processing fee of 50€. If the student ID card is lost, a new processing fee of 50€ will be charged.

### 3. E-campus and communication:

The e-campus, an Internet-based communication and learning platform, is an integral part of the university's study concept. Information from the university is made available to the student via the learning platform and via the university's internal e-mail address. Therefore, active participation in the e-campus and also accessing the e-mail mailbox, which is part of e-campus, is absolutely necessary for studying at SRH Fernhochschule. If additional software is required in addition to the usual internet browsers in order to use the offers, this will be provided by SRH Fernhochschule for download. Access to Adobe Collection, Adobe XD, or equivalent editing software is required for some modules in the Design programmes. This is not provided by the university.

#### Terms of Use:

The student may only use the e-campus for study and learning purposes. The transfer of rights of use as well as any content of the e-campus as well as the connected subsystems (online libraries etc.) to third parties is not permitted. When using the e-campus, the student shall not violate German laws and regulations, morality and the rights of third parties (copyright, data protection, etc.).

#### Data protection notice:

Only via the university's internal address can a legally secure transmission be guaranteed. The payment method is handled via the private e-mail address. This must be kept up to date by the student on the e-campus platform. The student is hereby also informed that access to data provided within the system as well as the access of individual participants to the system itself is automatically logged and can be viewed by members of the university and further processed for university purposes. SRH Fernhochschule GmbH, together with Microsoft as the provider of Microsoft 365, undertakes the necessary technical and organisational measures to ensure the security and availability of the data and tools provided free of charge with Microsoft 365 as a supplement to the e-campus. No additional backup copies of the data stored in Microsoft 365 are created by SRH Fernhochschule GmbH.

#### Declaration of consent:

By signing the contract, the student gives his/her consent to the Terms of Use and also to the use and storage of his/her data to the extent stipulated. By law, the student has the right to revoke, in text form at any time, the consent that was given. A revocation leads to the immediate and irrevocable deletion of all personal data and automatically entails the termination of the study contract in compliance with the contractually stipulated deadlines.

#### E-Campus:

The e-campus is available to you for the duration of your studies. Regular security and function updates can lead to the system being "unavailable". These will be announced in advance, if possible. A failure of the system does not lead to any claims for damages against SRH Fernhochschule.

#### 4. Study material:

The participant is obliged to respect the existing copyrights on the materials, contents and media – also in digital form – and accordingly neither to reproduce these nor to provide or sell them to third parties free of charge.

## C. LEGAL PROVISIONS

### 1. Right of revocation:

Students have a statutory right of revocation of 14 days. In addition, SRH Fernhochschule voluntarily grants a further 14 days in which the service and learning material can be tested without obligation. During this 4-week trial period (28 days) from the start of the programme, the student can make use of all services and cancel the contract if he or she does not like the programme. Materials sent are to be returned no later than 14 days after the revocation. During the 4-week test phase no tuition fees are charged. If the distance learning programme is continued beyond the 4-week test phase, this time counts towards the regular study duration and is calculated accordingly.

## 2. Term/Termination:

The minimum contract period is 6 months. After conclusion of the contract the student may terminate, in text form, this contract for the first time at the end of the first semester by giving 6 weeks' notice and thereafter at any time by giving 3 months' notice to the end of the month. The right to extraordinary termination for good cause remains unaffected. SRH Fernhochschule is entitled to terminate the contract if the participant does not meet his or her payment obligation on time despite repeated reminders or in the event of any violations of these examination regulations. There is no claim to repayment in the event of termination. Full benefits will be provided until the end of the notice period. In the Flex 2 financing model, any payments made do not correspond to the value of the services provided. This difference must be made up with a final payment in the event of termination or exmatriculation ex officio (e.g. due to loss of examination entitlement, lack of proof of health insurance, non-payment of fees and charges) (within 30 days of the termination/exmatriculation taking effect).

### 3. Liability for damages:

SRH Fernhochschule is liable for damages resulting from a deliberate or grossly negligent breach of duty by one of its legal representatives or vicarious agents. This does not apply to damages resulting from injury to life, physical integrity or health.

### 4. Change of personal data:

SRH Fernhochschule must be informed immediately in writing of any changes of address, name or account.

### 5. Contract amendments:

Amendments and supplements to this contract must be made in text form and require the consent of both contracting parties; unilateral contract amendments are not permitted. No ancillary agreements were made.

### 6. Place of jurisdiction:

The law of the Federal Republic of Germany applies to all claims arising from and in connection with this contract. The place of jurisdiction for disputes arising from the distance learning contract is the court responsible for the participant's place of residence. In the event that the participant moves his/her place of residence or usual abode outside the Federal Republic of Germany after conclusion of the contract or his/her place of residence or usual abode is not known at the time the action is brought, the place of jurisdiction for all disputes arising from or in connection with this contract is the German court responsible for the registered office of SRH Fernhochschule GmbH.

### 7. Final provisions:

SRH Holding guarantees that all enrolled students in Germany and Austria will be able to complete their studies in the event that SRH Fernhochschule ceases to operate.

### 8. Validity:

This offer is valid at least until June 30, 2024.

## D. COOPERATIVE STUDY PROGRAMMES

SRH Fernhochschule runs the Master's degree programmes "Management in Health Care" and "Personalpsychology and Human Resource Management" in cooperation with SRH University of Health Gera. According to § 70 Para. 3 of the Higher Education Act of Thuringia (ThürHG), in defined exceptional cases, applicants may also be admitted who have not completed a first academic degree but have completed vocational training in a related field and have 2 years of subsequent professional experience in this field. Through this, you can gain access to the Master's programme via an aptitude test. Students will be enrolled at the SRH University of Health upon completion of the distance learning contract and will receive the degree certificate from this university. The supervision and implementation of the study programmes is carried out by SRH Fernhochschule. For cooperation products the following link also applies: <https://www.mobile-university.de/datenschutz-kooperationen>

## Payment method

SRH Fernhochschule collects the fees via the selected payment model. Payment will be made in monthly instalments on the 1st of each month, but not, before I have received the study documents and the 4-week trial period has elapsed. The fee for the Print Flat option is debited in full on the 15th of the following month after booking. In the event of late payment, the university reserves the right to charge the fees for the return direct debits or, after the 1st payment reminder, to charge a reminder fee of 5€. In addition, the university reserves the right to delete the access data to the e-campus in the event of late payment of the tuition fees.

### Payment by direct debit

SEPA Direct Debit Mandate: I authorise SRH Fernhochschule to collect payments from my account by direct debit until further notice. At the same time, I instruct my credit institution to honour the direct debits drawn on my account by SRH Fernhochschule.

Please note: I can request a refund of the debited amount within 8 weeks, starting from the date of the debit. The conditions agreed with my credit institution apply. I agree that, in order to facilitate payment transactions, the 14-day period for information prior to the collection of a payment due will be reduced to one day prior to debiting. Creditor identification number: DE62ZZZ00002134308. The mandate reference will be communicated separately.

Account holder First name

Last name

IBAN

BIC

Place, Date

Signature with first and last name

Place, date and signature for the SEPA direct debit mandate is only required if the account holder is different.

### Payment by bank transfer

For payments from abroad or as an alternative payment option, a bank transfer to the following account is possible. The payment must be made in € (euros). Any fees incurred for bank transfers will not be covered by SRH Fernhochschule (setting up a standing order is recommended); please state your matriculation number, which you will receive after enrolment, when making the transfer:

Evangelische Bank eG  
IBAN: DE69 5206 0410 0108 0031 22  
BIC: GENODEF1EK1

### Payment by Flywire

This option is not bookable for students residing in Germany. Please pay your fees online via <https://srhfernhochschule.flywire.com> our preferred payment partner. With Flywire, you can pay from accounts in your home country and currency and you can login to view the statement of your payment.

To make your payment, go to <https://srhfernhochschule.flywire.com>

### Assumption of costs by the employer

My employer shall pay the costs for my distance learning degree programme. I have filled in and sent the form required for this, which can be found under [www.srh-distance-learning-university.com/declaration-of-sponsorship](http://www.srh-distance-learning-university.com/declaration-of-sponsorship)

## I am participating in the following campaign

### Cancellation policy

#### RIGHT OF REVOCATION

You have the right to revoke this contract within 4 weeks without providing any justification. The revocation period is 28 days from the start of the degree programme. In order to exercise your right of withdrawal, you must inform us (SRH Fernhochschule – The Distance Learning University, Kirchstraße 26, 88499 Riedlingen, Phone: +49 7371 9315-0, Fax: +49 7371 9315-115, E-mail: [info@srh-dlu.com](mailto:info@srh-dlu.com)) of your decision to revoke this contract by means of a clear declaration (e.g. a letter sent by post, fax or e-mail). You can use the sample revocation form for this, which you can find online at [www.srh-distance-learning-university.com/data-protection/withdrawal/](http://www.srh-distance-learning-university.com/data-protection/withdrawal/), but which is not mandatory.

To comply with the revocation period, it is sufficient that you send the notification of your exercising of the right of revocation before the end of the revocation period.

#### CONSEQUENCES OF REVOCATION

If you withdraw from this contract, SRH Fernhochschule shall reimburse you all payments that SRH Fernhochschule has received from you, including delivery costs (with the exception of additional costs resulting from the fact that you have chosen a type of delivery other than the least expensive

standard delivery option offered by SRH Fernhochschule), without delay and at the latest within 14 days of the day on which we receive notification of your withdrawal from this contract. For this repayment, SRH Fernhochschule shall use the same method of payment that you used for the original transaction, unless expressly agreed upon otherwise with you; in no case will SRH Fernhochschule charge you for this repayment. SRH Fernhochschule may refuse repayment until SRH Fernhochschule has received the starter package back or until you have provided proof that you have returned the starter package, whichever is the earlier.

You must return or hand over the starter package to the publisher (Rombach Druck- und Verlagshaus GmbH & Co. KG, Rosastraße 9, 79098 Freiburg) without delay and in any case no later than 14 days from the day on which you notify us of the cancellation of this contract. The deadline is met if you send the starter package before the end of the 28-day period and have deleted all digital supplementary materials received. You shall bear the direct costs of returning the starter pack.

You only have to pay for any loss in value of the starter pack if this loss in value is due to handling it in a way that is not necessary for checking the condition, properties and mode of operation.

### Registration and confirmation of the accuracy of my information

I hereby make a binding application for the SRH Fernhochschule course of study entered on p. 1, acknowledging the terms and conditions concerning studying at SRH Fernhochschule. I certify that the information I have provided is correct and complete. I have submitted copies of all required documents and signed the SEPA direct debit mandate, if applicable. I am aware that SRH Fernhochschule can revoke an enrolment based on false information.

I have read and taken note of the information on data processing and data protection for students at [www.srh-distance-learning-university.com/data-protection](http://www.srh-distance-learning-university.com/data-protection).

Place, Date

Signature with first and last name

**Any questions?  
We are here for you.  
Simply give us a call  
or drop us a line.  
+49 7371 9315-0  
info@srh-dlu.com  
www.srh-dlu.com**