



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** — **3. Send it along**  
by e-mail to [info@srh-dlu.com](mailto:info@srh-dlu.com)

## My personal details

|  |                                    |                      |
|--|------------------------------------|----------------------|
| <input type="text"/>   | <input type="text"/>               | <input type="text"/> |
| First name   | Last name                          | Title                |
| <input type="button" value="M"/> <input type="button" value="F"/> <input type="button" value="D"/> | <input type="text"/>               | <input type="text"/> |
| Sex  | Date of birth                      | Birth name           |
| <input type="text"/>   | <input type="text"/>               | <input type="text"/> |
| Place and country of birth   | Nationality                        |                      |
| <input type="text"/>   | <input type="text"/>               | <input type="text"/> |
| Street / No.   | Postal code / City / Country       |                      |
| <input type="text"/>   | <input type="text"/>               | <input type="text"/> |
| Phone  | E-mail (required for the e-campus) |                      |
| <input type="text"/>   | <input type="text"/>               |                      |
| Cooperation partner  | Advertising code                   |                      |

**I would like to register for the following certificate course(s)**  
(starting at the earliest on the first of the following month):

Name of the certificate course

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Each certificate comprises **6 ECTS**. The duration of each certificate is **3 months** with a free of charge advisory period of 15 months. The fee for each certificate is **840€**.

The total price is due as a single payment at the start of the course.

After successfully completing a certificate course – i.e. by passing the examination(s) – you will receive a university certificate showing the credit points earned and the grade(s) achieved, if grades were awarded.

# General Terms and Conditions of SRH Fernhochschule

## A. PROCEDURE

### 1. Implementation of the certificate course:

The procedure for the certificate courses is governed by the respective valid study and examination regulations as well as the currently valid implementation regulations, which are part of the distance learning contract.

### 2. Participation fees:

SRH Fernhochschule charges participation fees for its services. The corresponding fees can be found in the respective descriptions of the certificate courses. If a third party pays the fees, the parties are jointly and severally liable.

### The following is included in the

#### participation fees:

- Personal contact person for student support
- Supervision by a personal mentor from the professors' circle (mentor programme)
- Participants based outside the EU (political), except Switzerland, will not receive printed materials
- E-Campus with access to study materials, audiovisual media, interactive exercises, online lectures and study groups, etc.
- Digital tools and online libraries
- All tests
- Issuance of certificates of achievement, diplomas and transcripts of records
- In certificate courses that include language modules, if booked: busuu Premium Membership for a period of 24 months and language lessons from Lingoda GmbH

### In particular, the fees do not

#### include:

- 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

### 3. Examinations:

Accompanying examinations take place. These may require personal attendance at an SRH Fernhochschule study/examination centre. The student grants The Distance Learning University the right to analyse submitted written examination papers by means of plagiarism software.

### 4. Minimum Number of Participants:

If there are fewer than five registrations, the SRH Fernhochschule reserves the right to cancel or postpone the start of the respective certificate course. In this case you will be notified immediately. In-person courses with small numbers of participants can also be held in the form of online courses. If there are fewer than five registrations up to 14 days before the start of the course, the SRH Fernhochschule reserves the right to cancel the in-person event.

### 5. Change of Premises:

The SRH Fernhochschule operates study centres in Germany, Austria and Switzerland. The university is authorised to change locations or reduce the number of centres with reasonable prior notice.

### 6. Additional Services:

Any additional services are not part of this contract. Participants may take additional modules as well as take part in study days and study trips and thereby complete examinations. These additional assignments may be subject to a fee.

## 7. Change of Study Model:

If the implementation of the certificate course, in particular the teaching sessions, is not possible or unreasonable for the university to carry out due to unforeseeable circumstances for which the university is not responsible, the university is entitled to carry out the certificate course, and in particular the teaching sessions, in an appropriate alternative manner, provided that this is reasonable for the participant and in particular does not lead to an extension of the duration of study or a detrimental change of the intended certificate course. In this case, the participants are not entitled to the right to terminate the participant contract for good cause or to reduce the participation fees as well as make claims for damages.

## B. MEDIA

### 1. Access to the Internet:

It is mandatory to have access to a PC with internet connection and an up-to-date operating system. Equally necessary is a telephone number for the use of the E-Campus.

### 2. E-Campus and Communication:

The E-Campus, an internet-based communication and learning platform, is an integral part of the study concept of the university. Information from the university will be made available to the student via the university's internal e-mail address.

Therefore, active participation in the E-Campus and also accessing the e-mail inbox, which is part of the E-Campus, is absolutely necessary to study at the SRH Distance Learning University. If the use of services requires additional software besides major internet browsers, this will be provided by the university.

### Terms of Use:

The participant may only use the E-Campus for teaching purposes. The passing on 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 not permitted. The participant may not participate in the Use of the E-Campus does not violate German laws and regulations, morality and Rights of third parties (copyright, data protection, etc.) infringe.

### Data Protection Notice:

Only via the university's internal address is it possible to guarantee a secure transmission under data protection laws. [In urgent/special cases, the SRH Fernhochschule will use the private e-mail address. The student is responsible for ensuring that it is up to date. The participant is hereby also informed that access to data provided within the system and the access of individual participants to the system itself are 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, takes the necessary technical and organisational measures to ensure the security and availability of the data and tools that are 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 participant agrees to the terms of use and also to the use and storage of his/her data to the scope indicated. By law, the participant has the right to revoke the consent given in writing at any time. A revocation leads to the immediate and irretrievable deletion of all personal data and automatically results in the cancellation of the participant contract in compliance with the contractually stipulated deadlines.

### Loss of liability:

The E-Campus is available to you for the duration of your studies. Regular security and function updates can lead to „unavailability“ of the system. If possible, these will be announced in advance.

## 3. Teaching Material:

The participant is obliged to observe existing copyrights regarding all materials, contents and media – also in digital form – and to neither reproduce them nor to make them available free of charge or to sell them to third parties.

## C. LEGAL PROVISIONS

### 1. Right of Cancellation:

Participants have a statutory right of cancellation of 14 days. During the 2-week cancellation period, no tuition fees will be charged. The contract must be cancelled in writing by means of a clear declaration to info@mobile-university.de.

Materials sent must be returned no later than 14 days after the cancellation. If the distance learning programme is continued beyond the 14 days, this time counts as part of the regular duration of study and will be charged accordingly.

### 2. Contract period:

The contract period is 3 months, regardless of the number of modules booked. This is followed by a free support period of 15 months. The contract begins on the date specified during registration, but at the earliest on receipt of the access data. The contract can be terminated if the examination(s) have not been taken 6 months after the contract period for reasons for which the person to be examined is not responsible. The certificate of participation will be sent upon termination of the contract.

### 3. Ordinary termination:

The contract may be terminated with six weeks' notice, for the first time at the end of the first six months. Notice of termination must be given in text form. 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.

### 4. Changes to Personal Data:

Changes of address, name and account must be communicated to SRH Fernhochschule in writing immediately.

### 5. Amendments to the Contract:

Amendments and additions to this contract must be made in writing and require the agreement of both contracting parties; unilateral amendments to the contract are not permitted. Ancillary agreements have not been made.

### 6. Liability for Damages:

The SRH Fernhochschule is liable for damages caused by an intentional 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.

### 7. Final provisions:

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

### 8. Place of Jurisdiction:

All claims arising from and in connection with this contract shall be governed by German law. The place of jurisdiction for disputes arising from the distance learning contract is the court responsible for the place of residence of the participant. In the event that the participant's place of residence or habitual abode is not known after conclusion of the contract or is different from the Federal Republic of Germany or his domicile or habitual residence 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 will be the German court responsible for the registered office of SRH Fernhochschule GmbH.

### 9. Validity:

This offer is valid at least until 30.11.2024.

## Payment method

SRH Distance Learning University collects the fee on the 1st of each month, but at the earliest after I have received the study documents and the 14-day trial period has elapsed. In the event of late payment, the university reserves the right to charge the fee for the return debit note or to charge a reminder fee of €5 from the first reminder. In addition, the university reserves the right to delete access data to the e-campus in the event of late payment of tuition fees.

### Payment by direct debit

SEPA Direct Debit Mandate: I authorise SRH Distance Learning University to collect payments from my account by direct debit until further notice.

At the same time, I instruct my bank to honour the direct debits drawn on my account by SRH Distance Learning University.

Note: I can request a refund of the debited amount within 8 weeks of the debit date. The conditions agreed with my bank apply. I agree that, in order to facilitate payment transactions, the 14-day period for information prior to collection of a payment due may be shortened to one day before 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.

### Payments from abroad

For payments from abroad, or as an alternative payment option, a bank transfer to the following account is possible (setting up a standing order is recommended); when making the transfer, please state your matriculation number matriculation number, which you will receive after enrolment:

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

### 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)

Name of the employer / association

## Cancellation policy

#### RIGHT OF REVOCATION

You have the right to revoke this contract within 2 weeks without providing any justification. The revocation period is 14 days from the start of the degree programme. In order to exercise your right of withdrawal, you must inform us (SRH Fernhochschule – 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.

## Registration and confirmation of the accuracy of my information

I hereby register bindingly for the SRH Fernhochschule certificate course selected overleaf, recognising the conditions of study. I confirm that the information I have provided is correct and complete. I have submitted all required documents as copies and signed the SEPA direct debit mandate if applicable. I am aware that the SRH Fernhochschule may cancel 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