



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 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 Bachelor'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: February 10, 2023

## My financing model

Determine the payment period for your tuition fees. You do not 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

### Flex 1:

For all degree programmes: 36 monthly instalments à 388 € | totalling 13,968 €  
with the exception of the following degree programmes:

- Lebensmittelmanagement and Pharmamanagement:  
41 monthly instalments à 388 € | totalling 15,908 €
- Soziale Arbeit: 36 monthly instalments à 332 € | totalling 11,952 €
- Pflege: 24 monthly instalments à 388 € | totalling 9,312 €

The following options (Flex 2, 3 and "My study material") can only be booked for students residing in the EU and in Switzerland, Norway, Liechtenstein and the United Kingdom.

### Flex 2:

For all degree programmes: 50 monthly instalments à 299 € | totalling 14,950 €  
with the exception of the following degree programmes:

- Lebensmittelmanagement and Pharmamanagement:  
56 monthly instalments à 299 € | totalling 16,744 €
- Soziale Arbeit: 50 monthly instalments à 259 € | totalling 12,950 €
- Pflege: 34 monthly instalments à 299 € | totalling 10,166 €

### Flex 3:

For all degree programmes: 72 monthly instalments à 199 € plus a final instalment of 990 €  
totalling 15,318 € with the exception of the following degree programmes:

- Soziale Arbeit: 70 monthly instalments à 199 € | totalling 13,930 €
- Lebensmittelmanagement and Pharmamanagement: no Flex 3 model possible
- Pflege: 48 monthly instalments à 199 € | totalling 10,542 € plus a final instalment of 990 €

## My study material

No matter which Flex model you choose – you will always receive the study materials digitally.  
If you would like to have these additionally printed and bound, please book the option Print Flat  
(except for Wirtschaftsinformatik, Wirtschaftsrecht).

I would also like to receive the study material in printed form. The option Print Flat costs a one-time fee of 500 € and 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 English B1 for the English-language degree programmes (Betriebswirtschaftslehre VWA + B.A., Medien- und Kommunikationsmanagement B.A., Nachhaltigkeitsmanagement B.A., Pharmedizin und -technologie B.Sc., Wirtschaftsingenieurwesen B.Sc., Wirtschaftsrecht LL.B., Business Management B.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

## 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

### Access via an international degree

university entrance qualification

### Access via higher education entrance qualification

(only applies to students with a school leaving certificate or vocational training in Germany)

Certificate of higher education entrance qualification (Abitur, Fachhochschulreife), taken in the

administrative district

State

— OR

### Access via § 58 Para. 2 No. 5 of the Higher Education Act of Baden-Württemberg (LHG BW)

Certificate of further vocational training regulated by public law (at least 400 teaching hours)

After reviewing your application for enrolment, you will have a telephone consultation with us.

— OR

### Access via § 58 Para. 2 No. 6 of the Higher Education Act of Baden-Württemberg (LHG BW)

Certificate of completed vocational training\*

Proof of three years' professional experience\*

Certificate of the passed aptitude test

\*subject-related according to the degree programme

### 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 6 semesters and a scope of 180 credit points (ECTS), the aim of which is the degree Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.) or Bachelor of Laws (LL.B.).

A semester comprises 6 months.

### 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 Bachelor 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.)

#### In particular, the tuition 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

### 5. Flex model:

The student chooses the payment period and thus the amount of the monthly tuition fees individually (Flex 1, 2 or 3). If Flex 2 or Flex 3 (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 (applies only to students in the EU and Switzerland, Norway, Liechtenstein and the United Kingdom) to another Flex model is possible only once.

The change to a Flex model with higher monthly tuition fees (e.g. from Flex 3 to Flex 2) is subject to a change fee of 650€.

The fee is due within 30 days of the changing of the model.

A change to the Flex 1 model is possible within the first 36 months after enrolment. A change to the Flex 2 model in the first 50 months after enrolment. 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.

In the Flex 3 model, the final instalment is due upon registration for the thesis. This amount is not due in the case of a discontinuation of studies before registration for the final thesis.

### 6. Print Flat:

If the Print Flat option is selected, the student will receive, as of the time of booking, the study materials for those booked modules in printed and bound form and free of shipping costs. The Print Flat option can only be booked with a shipping address in the EU (political) and Switzerland, Norway, Liechtenstein and the United Kingdom. If the distance learning contract is cancelled, a refund of 250€ will be made during the first year after booking; 125€ during the second year after booking. There is no reimbursement in the last year of the standard period of study. The date of the effectiveness of the termination is decisive for the reimbursement. In case of a cancellation of the booked Print Flat option during the period of study, no refund will be made. Any e-books etc. used are excluded from the Print Flat option. The Print Flat option cannot be booked for the Business Information Systems B.Sc. and Business Law LL.B. degree programmes.

### 7. 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.

### 8. Leave of absence:

In cases of impediments, a "semester off" (6 months) can be applied for. Up to two semesters of leave are possible without justification. Repeat examinations (second and third attempt) can be taken. Further semesters of leave are possible if proof of such protected periods (maternity leave, parental leave and care leave) is provided. In this case, you are may attend courses, take examinations and use university facilities. The rights and obligations arising from this contract may be suspended in the event of a leave of absence on the part of both the student and SRH Fernhochschule. No tuition fees are charged during such a leave of absence. The distance learning contract cannot be terminated during this period.

### 9. Exams and final thesis:

Module-related examinations take place. Some of these require personal attendance at a study/examination centre at SRH Fernhochschule. The student grants SRH DLU the right to have submitted written examination papers checked using plagiarism software. The programme concludes with the final thesis (Bachelor's thesis).

### 10. 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. The tuition fee is reduced for each credit point (ECTS) awarded at the end of the programme.

After the standard period of study, there is no monetary adjustment after recognition. The crediting procedure in the Bachelor's degree programme "Nursing" deviates from this; here, after a positive crediting examination, a flat rate of two semesters is credited. 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.

### 11. 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.

### 12. Change of locations:

SRH Fernhochschule operates study and examination centres in Germany, Austria and Switzerland. The university is entitled to change the locations or to reduce the number of centres after giving reasonable notice. For events in the study and test centres, proof of valid health insurance is required. This must be presented without being requested to do so.

### 13. 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.

### 14. 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. Individual course materials can be sent in printed form upon request, for a fee, to mailing addresses in the EU (political) and Switzerland, Norway, Liechtenstein and the United Kingdom.

### 15. 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 35€. If the student ID card is lost, a new processing fee of 35€ 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.

### 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 privacy notice:

Only via the university's internal address can a legally secure transmission be guaranteed. 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.

### 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.

### 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 in writing by sending a clear statement to [info@srh-dlu.com](mailto:info@srh-dlu.com) 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. The contract can be terminated for the first time at the end of the first six months, with six weeks' notice to the end of the month. Thereafter, a notice period of 3 months to the end of the month applies. 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. Notice of termination must be given in text form. 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 and Flex 3 financing models, the 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 or her residence or habitual abode outside the Federal Republic of Germany after conclusion of the contract or if his or her residence or habitual abode is unknown 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. Validity:

This offer is valid at least until June 30, 2023.

## Payment by direct debit

This option is only bookable for holders of a German banking account. SRH Fernhochschule collects fees via direct debit. Payment will be made in monthly instalments on the 1st of each month, but at the earliest after 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. The fee for the Final instalment is debited in full on the 15th of the following month after registration for the final thesis. In the case of a late payment, the university reserves the right to charge the fees for returned direct debits or to charge a reminder fee of 10€ starting with the 2nd reminder. In addition, the university reserves the right to delete access data to the e-campus in the event of a late payment of tuition fees.

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: DE6ZZZ00002134308. 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.mobile-university.de/kostenuebernahme](http://www.mobile-university.de/kostenuebernahme)

## 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 – 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 General Terms and Conditions of 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 necessary. 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 there for you.  
Simply give us a call  
or drop us a line.  
+49 7371 9315-284  
info@srh-dlu.com  
www.srh-dlu.com**

**NAUTILUS®**  
SuperWhite

