

Only 3 more steps to your Bachelor's degree



SRH Fernhochschule – The Distance Learning University

Distance learning contract Fix Study

Here's how simple it is: **1. Complete the contract — 2. Sign it digitally — 3. Submit it together with your other documents (pdf, jpg or png format) by email to info@srh-dlu.com**

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

Name of study programme

This Contract applies exclusively to the fix study format. A separate contract must be concluded for the Flex and Connect (online evening) study formats.

My personal details

| | | |
|----------------------------|-------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| First name | Last name | Title |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Gender | Day | Month |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Place and country of birth | Birth name | |
| <input type="text"/> | <input type="text"/> | |
| Street/No. | Nationality | |
| <input type="text"/> | <input type="text"/> | |
| Telephone | Postal code/City/Country | |
| <input type="text"/> | <input type="text"/> | |
| | Email (required for E-Campus) | |
| <input type="text"/> | <input type="text"/> | |

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

(Start at the first of each month)

Fix study format financing model

Maintain full control of the costs and enjoy standard monthly fees up to submission of your Bachelor's thesis. You do not have to pay any monthly fees for supervision during your Bachelor's thesis, only a one-off supervision fee.

Fix Study € 299 monthly tuition fees plus one-off € 990 Bachelor's thesis supervision fee
€ 10,857 minimum total fee for graduation
(when registering for the Bachelor's thesis after 33 months of study)

Payment method

Payment is made in monthly instalments at the end of the month, but at the earliest after the 4-week trial period has expired. In the event of late payment, the University reserves the right to charge the fees for returned direct debits and/or to charge a reminder fee of €5 from the first reminder.

Payment by direct debit

This option is available to holders of a German bank account.
SEPA Direct Debit Mandate: I authorise SRH Fernhochschule to collect payments from my account by direct debit until further notice. I also instruct my bank to honour the direct debits drawn on my account by SRH Fernhochschule.

Note: I may request a refund of the debited amount within 8 weeks of the date of the debit. The conditions agreed with my bank apply. I hereby agree that the 14-day period for notification in advance of the collection of a payment will be reduced to one day before the debit to facilitate payment transactions. Creditor identification number: DE62ZZZ00002134308. The mandate reference will be communicated separately.

| | |
|---------------------------|------------------------------------|
| <input type="text"/> | <input type="text"/> |
| Account holder first name | Last name |
| <input type="text"/> | <input type="text"/> |
| IBAN | BIC |
| <input type="text"/> | <input type="text"/> |
| 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 (it is advisable to set up a standing order); please specify your matriculation number, which you will receive on enrolment, when making the transfer:

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

Payment by Flywire

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

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

Assumption of costs by an 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

My registration documents

Please attach your documents in pdf, jpg or png format.

- ☐ Photograph
- ☐ Curriculum vitae in tabular form
- ☐ For the B.A. Business Management programme: Proof of English level at least B1

Admission documents

Access via higher education entrance qualification

(only applies to students with a high school diploma or vocational training in Germany)

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

Administrative district

Federal state

— OR

Access via Section 58(2) No. 5 of the Higher Education Act of Baden-Württemberg (Landeshochschulgesetz Baden-Württemberg (LHG BW))

- ☐ Certificate of advanced vocational training regulated by public law (at least 400 teaching hours).
Once your enrolment application has been checked, you will have a telephone interview with us.

— OR

Access via Section 58(3b) of the Higher Education Act of Baden-Württemberg (LHG BW)

- ☐ Certificate of completion of vocational training*
- ☐ Proof of three years of professional experience*
- ☐ Admission is via a trial study programme: I am aware that I must complete at least 40 ECTS in the compulsory area of the intended study programme within one year in order to be able to continue my studies. Failure to achieve the 40 ECTS in the trial study programme will result in ex officio de-registration.
- ☐ I hereby declare that I have not definitively failed a trial study programme in accordance with Section 58(3b) in the same study programme as specified in this Contract or in a study programme related to the subject.

*Area related to the selected study programme

Admission documents for international students

Access on the basis of an international qualification

- ☐ International university entrance qualification

— OR

Access via Section 58(3b) of the Higher Education Act of Baden-Württemberg (LHG BW)

- ☐ Foreign school-leaving qualification that qualifies the holder to study at a university in the country in which the qualification was obtained.
- ☐ Admission is via a trial study programme: I am aware that I must complete at least 40 ECTS in the compulsory area of the intended study programme within one year in order to be able to continue my studies. Failure to achieve the 40 ECTS in the trial study programme will result in ex officio de-registration.
- ☐ I hereby declare that I have not definitively failed a trial study programme in accordance with Section 58(3b) in the same study programme as specified in this Contract or in a study programme related to the subject.

For international students: Please send us your documents both in the original language and in a German or English translation.

Notification of my health insurance company of the start of my studies*

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

In accordance with Section 199a of the German Social Code Book V (SGB V), confirmation of your insurance will be sent to us digitally by your health insurance company. If you have private health insurance, exemption from compulsory health insurance cover by a German health insurance company will be sent to us. Please contact your health insurance company using the following ID: H0003071

- ☐ I have informed my/a health insurance company of the commencement of my studies at SRH Fernhochschule and have requested submission of confirmation of insurance/exemption from the statutory health insurance obligation.
- ☐ If you are insured under a free professional medical care scheme, the free military medical care scheme or if you are insured abroad, please submit proof of this with your application.

*only applies to students with residence and habitual abode in Germany

General Terms and Conditions for Bachelor's Degree – FIX study format

A. GENERAL INFORMATION

1. Subject matter of the contract

The subject matter of this contract is the completion of a distance learning degree programme at SRH Fernhochschule Riedlingen, state-recognised university, Kirchstr. 26, 88499 Riedlingen, Germany (hereinafter: SRH Fernhochschule) with a standard period of study of 6 semesters and a scope of 180 credit points (ECTS), the aim of which is qualification with a Bachelor of Arts (BA) degree.

2. Contracting parties

The Contract is concluded between the student and SRH Fernhochschule GmbH, Kirchstr. 26, 88499 Riedlingen, Germany, which is the operating company of SRH Fernhochschule.

3. Conclusion of the contract

Offers, enquiries and other requests from students do not constitute a binding contractual offer, but merely a request to the distance learning university to provide an offer or declare acceptance. The Study Contract comes into effect only on express acceptance by SRH Fernhochschule GmbH, usually in the form of an order confirmation in text form.

4. Tuition fees

4.1. The student is obliged to pay the tuition fees. If a third party pays the fees, the parties have joint and several liability. Fees shall be paid in euros. Fees incurred for payments/transfers shall not be covered by SRH Fernhochschule, but shall be met by the payer.

4.2. The tuition fees for the 'Fix Study' model are €330 per month and are payable at the end of every month. The monthly tuition fees shall end at the end of the month in which registration for the Bachelor's thesis takes place. On registration for the Bachelor's thesis, a one-off fee of €990 is due on the last day of the month following registration. If the Bachelor's thesis is repeated, repeat payment of the fee of €990 is due. If the student completes their studies as quickly as possible within the standard period of study, the total fees shall amount to 11,880 euros (minimum total fee for graduation). Reduced tuition fees are possible under fixed-term promotions. Currently (as of October 2025), the monthly instalment is EUR 299 and the total fees are EUR 10,857 (minimum fee for graduation).

4.3. The tuition fees include:

- Personal contact person for student support
- All study materials provided for the respective programme in digital form
- E-Campus with all information about study, communication forums, access to study materials, audiovisual media, interactive exercises and learning groups, etc.; also available via an app
- Digital tools such as Office 365, Citavi, software for academic work and various online libraries
- All assessments, including of the Bachelor's thesis
- Issuing of transcripts, certificates, references
- SRH Social Guarantee (see B. 7 "Social Guarantee of SRH Fernhochschule")

Specifically not included in the tuition fees are:

- The costs for telephone, internet, postage, and data transmission, as well as additional work materials such as legal texts
- The costs for repeating the bachelor's thesis, including supervision and evaluation of a resubmitted bachelor's thesis

B. STUDY ARRANGEMENTS

1. Structure

The degree programme comprises 6 semesters. A semester comprises 6 months. The programme progresses online via SRH Fernhochschule E-Campus. The student is responsible for ensuring that he/she has the necessary technical components (hardware and software) to meet the requirements for participation in SRH Fernhochschule E-Campus.

2. Completion of the programme

The programme is run in accordance with the study and assessment regulations and the associated implementation regulations currently applicable, which form part of the Study Contract.

3. Semester of leave

In cases of impediments, an application may be made for a semester of leave for a period of six calendar months. The semester of leave shall commence on the first day of the calendar month following the application. Up to two semesters of leave are possible without giving reasons. Additional semesters of leave may be granted if proof of protection periods (e.g. maternity leave, parental leave, carer's leave) is provided.

During a semester of leave, the rights and obligations arising from this Contract are suspended for both the student and SRH Fernhochschule. No tuition fees are charged during a semester of leave. The Distance Learning Contract cannot be terminated during a semester of leave; the right to extraordinary termination for good cause remains unaffected. Once the Distance Learning Contract has been terminated, it is no longer possible to apply for a semester of leave. No examinations may be taken during a semester of leave.

4. Assessments and final thesis:

Assessments are carried out by module. The student shall grant SRH Fernhochschule the right to have assessments checked by plagiarism software. The study programme concludes with the final thesis (Bachelor's thesis).

5. Recognition or crediting of prior academic achievements and examination results:

Study and assessments that have been completed on another certified educational programme may be credited or recognised in accordance with the Study and Assessment Regulations. The minimum total fee for graduation shall be reduced by €149.50 per recognised curricular module.

Recognition or crediting of academic achievements does not automatically lead to a reduction in the monthly instalments or the total fee, but depends on the individual course of study.

If, on graduation, the total payments actually made are less than the minimum total fee calculated, the difference shall be paid by the student.

6. Minimum number of students:

If the minimum number of five students for a study programme is not reached, the University reserves the right to cancel or postpone the start of the study programme concerned. In this case, immediate notification shall be provided.

7. Social Guarantee of SRH Fernhochschule:

If unforeseeable, important reasons (e.g. long-term illness, unemployment) arise after commencement of the degree programme, a temporary deferral of the monthly fees for a maximum of 6 months may be requested of SRH Fernhochschule on presentation of proof. Approval of the application is subject to internal review. If approved, the degree programme can then be continued in full.

8. Additional services:

No additional services are part of this Contract. Students of SRH Fernhochschule may take additional modules and participate in supplementary events and study trips and complete the associated assessments. These additional activities may be subject to a fee.

9. Change of study model:

If, for unforeseeable reasons for which SRH Fernhochschule is not responsible, it becomes impossible or unreasonable for SRH Fernhochschule to continue running the study programme in accordance with the study regulations, it is entitled to run the study 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 study programme or a detrimental change in the qualification pursued. The right to extraordinary termination for good cause remains unaffected. If the change of study model is unreasonable for the student, there is the possibility of extraordinary termination or reduction of tuition fees in accordance with the statutory provisions.

C. MEDIA USED AT THE UNIVERSITY

1. Internet access:

Access to an internet-enabled device with a current operating system is mandatory. End devices include in particular desktop PCs, laptops, tablet computers and smartphones, provided they fulfil the technical requirements for using E-Campus and the digital study materials. A telephone number is also required to use E-Campus.

2. Student ID card:

The student ID card is made available digitally via an app. This is available in the respective app store.

3. E-Campus and communication:

E-Campus is an internet-based communication and learning platform and is an integral part of the SRH Fernhochschule study concept. Information from SRH Fernhochschule is made available to the student via this platform and through the University's internal email address. Active participation in E-Campus and access to the email mailbox that is part of E-Campus is therefore absolutely essential for studying at SRH Fernhochschule.

3.1. Terms of use:

The student may only use E-Campus for study and teaching purposes. The transfer of rights of use and of any content on E-Campus and its connected subsystems (online libraries etc.) to third parties is prohibited. When using E-Campus, the student may not violate German laws and regulations, common decency or the rights of third parties (copyright, data protection, etc.).

3.2. Data protection notice

Personal data is processed exclusively in accordance with the applicable data protection laws, in particular the GDPR. The university informs students in a separate data protection notice, available at <https://www.srh-distance-learning-university.com/data-processing>, about the type, scope and purpose of data processing and about their rights (information, correction, deletion, objection). Data will only be passed on to third parties if this is required by law or necessary for the fulfilment of a contract.

The use of the e-campus is logged exclusively for the purpose of ensuring system security, error analysis and proper use. Only authorised administrators have access to log data. SRH Fernhochschule, 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 provided free of charge with Microsoft 365 as a supplement to the e-campus. SRH Fernhochschule does not create any additional backup copies of the data stored in Microsoft 365. Microsoft Ireland Operations Limited is used as a processor for the use of Microsoft 365. Data may be transferred to the USA within the framework of the EU-US Data Privacy Framework or on the basis of standard contractual clauses.

3.3. Placement agency:

The student hereby agrees that SRH Fernhochschule may inform any placement agencies that have arranged this Study Contract about the conclusion of the Study Contract and may also inform them whether the payments for the first 6 months have been received.

3.4. Data processing:

Upon signing the contract, the terms of use set out in section 3.1 apply. SRH Fernhochschule processes personal data for the purpose of fulfilling the contract. Revocation of consent to data processing during the statutory contract revocation period and the additional trial period in accordance with D.1. will result in the immediate and irrevocable deletion of all personal data, provided that this does not conflict with any statutory retention obligations (e.g. for examination results or accounting documents). In these cases, the relevant data will be stored until the expiry of the statutory periods and then deleted. Revocation of consent to data processing after expiry of the statutory contract cancellation period and the

additional trial period in accordance with D.1. automatically results in termination of the study contract in compliance with the contractually agreed periods. The data will be deleted immediately and irretrievably at the time the termination takes effect, taking into account statutory retention obligations.

3.5 E-Campus:

E-Campus is available to students for the duration of their study programme. Regular security and functional updates may lead to "unavailability" of the system. Where possible, these shall be announced in advance.

4. Study material:

The student is obliged to observe existing copyright to the materials, content and media – including in digital form – and not to reproduce them or make them available to third parties free of charge or sell them.

D. FINAL PROVISIONS

1. Right of withdrawal and additional trial period:

Students have a statutory right of withdrawal of 14 days from the day on which services are first made available to them as part of their studies (start of studies). Details can be found in the following withdrawal policy. Beyond the statutory withdrawal period, SRH Fernhochschule voluntarily grants an additional trial period of a further 14 days.

This results in a total 4-week trial period (28 days from the start of the study programme; days 1–14 are the statutory withdrawal period, days 15–28 are the voluntary trial period), during which students can use all of the university's services without obligation.

- **Revocation:** Within the first 14 days of the start of the study, the contract can be revoked without giving reasons (e.g. by email to info@mobile-university.de).
- **Termination:** From the 15th to the 28th day after the start of the study, the contract can be terminated in writing without notice.

If the contract is revoked or terminated during the entire 4-week trial period, no tuition fees will be charged. If the distance learning programme is continued after the trial period has expired, this time counts towards the regular duration of study and will be charged accordingly.

2. Contract term/Notice period:

The Contract ends on successful completion of the degree programme. The minimum contract term is 6 months. The student may terminate this Contract in text form for the first time at the end of the first six months following conclusion of the Contract, subject to a notice period of 6 weeks, and thereafter at any time subject to a notice period of 3 months at the end of a month. The right to extraordinary termination for good cause remains unaffected. SRH Fernhochschule is entitled to extraordinary termination for good cause in particular if the student

- does not fulfil his/her payment obligation on time despite repeated reminders;
- repeatedly violates the terms of use of E-Campus;
- revokes his/her consent to the necessary data processing in accordance with C.3.4.;
- does not provide the required proof of health insurance;
- has lost his/her entitlement to assessment in the chosen study programme, whereby the loss of entitlement is not necessarily definitive;
- has not successfully completed the minimum of 40 credit points (ECTS) required in the first year of study during the probationary period pursuant to Section 58 (3b) LHG-BW and is therefore not eligible for university admission.

Notice of termination shall be given in text form. There is no claim to repayment in the event of termination. Full services shall be provided up to the end of the notice period.

3. Change of personal details:

SRH Fernhochschule shall be notified immediately in text form of any change of address, name, bank account or private email address.

4. Contract amendments:

Amendments and supplements to this Contract shall be made in text form and require the consent of both contracting parties; unilateral contract amendments are not permitted. There are no collateral agreements. Individual agreements shall take text form to be effective.

5. Warranty provisions:

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

6. Place of jurisdiction:

All disputes arising from this Contract are governed by German law. The place of jurisdiction is generally the court responsible for the student's place of residence. In the event that the student moves his/her place of residence or habitual abode outside the Federal Republic of Germany after conclusion of the Contract or their place of residence is not known at the time the action is filed, the place of jurisdiction is the court responsible for the registered office of SRH Fernhochschule GmbH.

I wish to participate in the following promotion and agree to the Terms and Conditions of the promotion.

I was recruited by the following placement agency.

Cancellation policy

RIGHT OF CANCELLATION

You have the right to cancel this Contract within fourteen days without giving any reason. The cancellation period is fourteen days from the start of the degree programme. In order to exercise your right of cancellation, you must notify us (at SRH Fernhochschule GmbH, Kirchstraße 26, 88499 Riedlingen, Germany, tel.: +49 7371 9315-0, fax: +49 7371 9315-115. Email: info@srh-dlu.com of your decision to withdraw from this Contract by means of a clear statement (e.g. a letter sent by post or an email).

You may also use the cancellation form template, but this is not mandatory. The form is available at: <https://www.srh-distance-learning-university.com/cancellation-form>

To comply with the cancellation period, it is sufficient for you to send the notification of your intention to exercise your right of cancellation before the end of the cancellation period.

CONSEQUENCES OF CANCELLATION

If you withdraw from this Contract, we shall reimburse all payments received from you, including the costs of delivery (with the exception of the additional costs resulting from your choice of a type of delivery other than the least expensive type of standard delivery offered by us), without undue delay and in any event no later than 14 days from the date on which we are informed of your decision to withdraw from this Contract. We will use the same means of payment for this repayment that you used for the original transaction, unless expressly agreed otherwise with you; you will not be charged any fees for this repayment.

ADDITIONAL TRIAL PERIOD

Irrespective of the statutory right of cancellation, SRH Fernhochschule voluntarily grants an additional trial period. Details can be found in the General Terms and Conditions of Study (D.1. Right of cancellation and additional trial period.)

Registration and confirmation of the accuracy of my information

☐ I have taken note of the cancellation policy and have been informed of my right of cancellation.

☐ I hereby make a binding application for the SRH Fernhochschule study programme entered on p. 1 and accept 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 applicable. I am aware that SRH Fernhochschule may revoke an enrolment based on false information.

☐ I have read and taken note of the information about data processing and data protection for students at <https://www.srh-distance-learning-university.com/data-processing>
By signing, I accept the terms of use and the processing of my data for the fulfilment of the study contract, in accordance with the General Terms and Conditions. C.3.1. 'Terms of Use' to C.3.4. 'Data processing'.

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 9315-600
info@srh-dlu.com
www.srh-dlu.com**