

## Your study contract

This is how you register for online studies:

Fill in, sign, attach documents and send them to us:

IU International University of Applied Sciences, Albert-Proeller-Str. 15 - 19, 86675 Buchdorf, Germany.

In case you have further questions, please contact us via email: [info-international@iu.org](mailto:info-international@iu.org)

### Personal Information

<input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Mr.	First Name test	Last Name test
Street Karntner Platz 4	House Number 80686	Country DE
Postcode 80686	City Munchen	
Date of Birth 03.05.2003		
Phone +4901628185081	E-Mail test7s@gmail.com	

⚠ Please enter a valid e-mail address so that we can send you your login data for the virtual campus.

I was recommended by / redeem the following voucher code

First Name	Last Name
E-Mail	Coupon

Course of studies: (Desired course of studies and desired duration of studies)

Course of studies B.A. Business Administration - 180 ECTS - English	Duration 72 months	Preferred start of studies 24.06.2021
Fees		26.990,00 €
Fees of the study programme		26.190,00 €
Graduation fee <sup>2</sup>		800,00 €
Installment <sup>1</sup>		363,75 €
Graduation fee <sup>2</sup>		800,00 €

Payment is made by:

☒ Zoho

Zoho is a payment subscription solution with over 30 million users worldwide. They are highly trusted and are used by IU to organise monthly payments for students. Zoho gives you a number of ways to pay which include credit card payments.

<sup>1</sup> Prices are subject to change, see costs on <https://www.iu.org/>

<sup>2</sup> The graduation fee is due upon registration for the final examination (colloquium). However, this can be omitted within the scope of discount campaigns (see Terms and Conditions).

## General Terms and Conditions

### 1. Conduct of the study programme

#### 1.1. Programme designation and degree

IU Internationale Hochschule GmbH (hereafter: IU) is committed to implementing the distance learning programme, accompanied by on-campus teaching, for students who choose to study at one of the IU campuses, as stated on page 1, in line with the valid study and examination regulations. The contract is legally binding once the electronic confirmation of acceptance to IU has been sent. Upon completing the study programme successfully, the student will acquire the academic degree dependent on the chosen study programme, in line with the valid study and examination regulations. The content of the offered courses, and the respective time-period, correspond to the module handbook, and curriculum, which will be made available to the student in a suitable form. This contract applies for Bachelor and Master programmes. Where necessary, differences in terms of use between Master and Bachelor programmes are mentioned. The IU points out that in the case of newly introduced degree programmes, there may be a restriction with regard to the availability of study content from higher subject semesters. Notwithstanding this, the IU guarantees that the contents of the respective degree programme can be completed within the underlying standard period of study.

#### 1.2. Changes to the course plan

The IU reserves the right to modify study plans if it is in the best interest of the students, and if said modifications are in correspondence with the educational objectives of the study programme.

#### 1.3. Admission to studies

For participants entering the Pathway Programme in accordance with the IU Zugangsprüfungsordnung or Path2Master Programme, the contract is subjected to the condition precedent that the student is entitled to university admission in accordance with the university law in its current version, applicable to the domicile of the university, and the study and examination regulations of IU in their current valid version, in particular that the student passes the tests according to the study and examination regulations of the Pathway Programme or the Path2Master Programme.

In addition, the student has to provide proof of English proficiency. The required proof of English proficiency is not a condition precedent and shall not affect the validity of this agreement. Failure to demonstrate proficiency in English may result in forced re-registration from the study programme.

#### For Master Programmes:

(1) Enrolment and admission to studies shall be in accordance with the provisions of the General Admission and Enrolment Regulations (AZE), and other applicable regulations of the IU, that are in force at the time.

(2) The provisions of this distance learning contract also apply to participants even if the term "student" is used.

#### For Bachelor Programmes:

(1) Enrolment and admission to studies shall be in accordance with the provisions of the General Admission and Enrolment Regulations (AZE), and other applicable regulations of the IU, that are in force at the time

(2) Applicants are admitted in accordance with the Zugangsprüfungsordnung and begin their study programme with the status of participant. Applicants shall only become registered students once they have successfully completed the required courses in accordance with the General Examination Regulations (APG) and the Zugangsprüfungsordnung. This entrance examination based on the Zugangsprüfungsordnung is only available and mandatory for students who begin their studies in the distance learning programme. The entrance examination must be successfully passed within a period of twelve months, otherwise this contract ends automatically at the end of twelve months without any notice of termination being required.

(3) Students beginning their studies in the on-campus study model have to be entitled to university admission until the start of their studies and must fulfil prior to study start the admission requirements in accordance with the university law in its current version, applicable to the domicile of the university and the study and examination regulations of IU. Students not eligible for direct entry to studies on Campus must successfully complete Pathway programme as entrance requirement.

(4) The provisions of this distance learning contract also apply to participants even if the term "student" is used.

#### 1.4. Minimum number of students

The IU reserves the right to withdraw from the distance learning contract by declaration in text form no later than four weeks before the start of the study programme, or to postpone the start of the study programme, if the minimum number of 12 students for the study programme selected on the cover sheet has not been reached by this time. Any advance payments already made will be refunded in full.

In the event of a postponement of the start of studies, the student has a right of withdrawal, which (s)he can exercise within four weeks after a declaration by IU to this effect, also using the text form. The declaration must be addressed to info-international@iu.org.

#### 1.5. Status of the student

Students will receive the official registered student status after the official start of the selected study program and the payment of the first instalment, and after he provides the university with all required documents. Bachelor applicants must complete the admission conditions successfully, as is stated in section 1.3 according to the Zugangsprüfungsordnung. Until these requirements are completely fulfilled the student will only be registered as a participant and not as an official student.

### 2. Contract duration

#### 2.1. Contract duration

The contract has a defined duration, which is stated on page 1. The contract starts on the date stated on page 1 and ends after the duration stated on page 1, without any notice of termination.

A student who is unable to provide the documents required to prove his/her university entrance qualification, or the documents required for admission to the selected degree programme in accordance with the General Admission and Enrolment Regulations (AZE) in force at the time, in question in the required form prior to the commencement of the contract, is provisionally granted access to the contents of the programme at the time. The contract period specified on page 1 will not pass until the submission of the documents. The student is obliged to submit the documents to the IU by postal mail within six months of the start of the contract as specified in section 2.1. If this is not done in due time, the study contract ends at the end of the sixth month without any notice of termination being required.

#### 2.2. Participation prior to official study contract

On the online application, the applicant will find a checkbox indicating that he/she wishes early access to the content of his/her study programme. This checkbox can be deactivated if the applicant does not wish early access but wants to begin on the official programme start date (online studies only). This option is not available for students who decide to carry out the study program in the on campus study model at an IU campus from the beginning.

#### For Master Programmes:

The applicant has the choice to begin the programme up to three months before the start date indicated on page 1 in the participant status. If the participant wants to make use of this option, he/she must inform IU on the online application for the programme in text. In this case, the contract begins at that time at which the participant is first given access to the programme content. Within this period, before the original start of the programme according to page 1, the participant can book and participate in a maximum of two courses. During this period, the participant will only have access to the programme content of the two selected courses.

#### For Bachelor Programmes:

The applicant has the choice to begin the programme up to three months before the start date indicated on page 1 in the participant status. If the participant wants to make use of this option, he/she must inform IU on the online application for the programme in text. In this case, the contract begins at that time at which the participant is first given access to the programme content. Within this period, before the original start of the programme according to page 1, the participant can book and participate in a maximum of two courses which are intended for the entrance examination according to the IU admission examination regulations valid at that time. During this period, the participant will only have access to the programme content of the two selected courses. Courses for the participant passed within this period, before the start date indicated on page 1, will be fully recognized for the following study programme at IU.

#### 2.3. Conditions for participation prior the Official Study Contract - students outside Germany in online studies only

In case of participation earlier than the official start of studies, according to section 2.2., the IU does not guarantee that all courses included in the chosen study programme can be booked by the participant. The IU therefore reserves the right to limit the choice of courses in this case of participation at the earlier start of the study programme as according to section 2.2. For this reason, the participant is not entitled to claim to book and take modules and courses during the following course of study, which, according to the IU study plan for the chosen course of study, are scheduled for a semester higher than the semester of the original start of study according to page 1 of this contract.

#### 2.4. Contract extension for students lacking performance records

If the student does not acquire all necessary performance records within the contract duration agreed upon on page 1, the student may request in text form that the contract be extended, subject to a charge. For the period of the fee-based extension of the contract, course fees must be paid in return for the continuation of use of the equipment and offers from the IU. Details are regulated by a separate agreement to be finalized for the contract extension. IU reserves the right to adjust the tuition fees to the current level (to increase or to decrease) in case of an extension following the standard period of study. In the event of the fee-based extension of the duration, the tuition fees that were valid at the time of commencement of studies are not automatically applied.

If the student does not submit an application in time, (s)he will be exmatriculated.

The IU may reject the application for a contract extension in justified cases.

#### 2.5. Possibility of change of Study Model

The student can change from the distance learning programme to the "on campus" study model by applying in textform at least three months before the start of the following "on campus" semester at IU which can be viewed by students in the Campus Management System. Changing to the "on campus" study is only possible under the condition that the corresponding study program is offered in the presence study of the IU, at the desired location at the time of the change of the student, and requires the consent of the IU and a separate supplementary agreement between both parties. To be allowed to start the "on campus" semester a successful visa application and at least 15 ECTS in the enrolled programme need to be completed (except 1. Semester students). Additional tuition and related charges may apply in the event of students making any changes to their study programme. The IU can reject the application in justified cases. For more information about the specific programmes and the associated charges, students are asked to reference the IU website

If the student changes back from the on-campus study model to the online study model, a handling fee of 500.00 euros will be charged for the change in each case. This fee is due at the time of the change of the study model and is to be transferred to IU by the student.

#### 2.6. Regular Termination of Contract

The contract may be terminated with one month's notice to the end of the full month with regard to the start of the study. Notice of termination must be given in textform (letter, fax, Care or e-mail). The right of ordinary termination by IU is expressly excluded.

If the student decides to switch to the on campus study model, the notice period for the contract of the online study model for the duration of the campus study model is based on the notice periods according to the supplementary agreement to be concluded for the campus study model. In the on campus study model, these are structured as follows: The contract for the on campus study model can be cancelled without cause only after a minimum of six months after the initial closing of the contract, and only if notice had been given one month prior to the end of said six months. Afterwards, notice of cancellation must be given at least a minimum of three months prior to desired cancellation.

#### 2.7. Immediate termination of contract

The right to an immediate termination of the contract for a reasonable cause remains unaffected. Important, justified causes for the student to qualify for immediate termination particularly include proven, unexpected unemployment, life-threatening illnesses as well as the death of a student. A change in the study programme, relocation, failed exams, financial or family reasons are not justified causes for immediate termination.

#### 2.9. Failing essential examinations

In the event that a student fails an exam, which is necessary to pass in order to successfully complete the study programme, the teaching contract ends without having to be terminated. In this case the student will be booked

For Master (additional, only if TASC is chosen): If the student does not pass the TASC aptitude test booked within the framework of the chosen distance learning course, the student can change to the 120 ECTS degree course. A written application must be submitted to the Students Office. For the 120 ECTS degree programme, a new distance learning contract will be concluded between the parties.

#### 3. Tuition fees

##### 3.1. Cost models per model of study

The total costs of the chosen programme are dependent on the chosen model of study. In the case of a time model change during the study programme, the tuition fees valid for the time model change at the time of application are taken as the basis.

##### 3.2. Tuition fees

The total costs for the chosen study programme are stated on page 1 of the study contract.

##### 3.3. Payment method and deadline

The tuition fees are payable monthly in advance.

If the student decides to switch to the on-campus study model, the student is obliged to pay the tuition fees for the duration of the campus study model in each case for three months in advance, at the latest one month before the respective period, beginning with the start of the studies in the on-campus study model.

The fee shall be payable exclusively in Euro currency, regardless of whether or not the student's place of residence is located within the Euro currency area. The use of online payment systems shall be necessary. Debit/credit card payments, payments by checks, bank draft or transfers will only be accepted via online payment systems. IU will exmatricate student about the available online payment systems. All and any charges due to fee payments abroad shall be exclusively paid by the student. The payment for the first period must have been received by IU before the start of the study programme. Otherwise, the student will not be allowed to start his/her studies

Students who have decided to participate prior to official study contract start in online study model (as stated in section 2.2) are obliged to pay the tuition fees monthly in advance from the moment they gain access to their first course. The total tuition fees as stated on page 1 of this contract remain the same.

The graduation fee must be transferred by the student until the date of the final exam. The graduation fee has to be paid within fourteen (14) days after registering for the final examination (colloquium). If the student wants to take the final examination (colloquium) before the end of the contract duration decided upon in Section 2.1, the outstanding tuition fees for the remainder of the course, until the end, have to be paid in full before the date of the colloquium. Changes in the amount of tuition fees may result in case of discount campaigns.

#### 4. Duties of the student

##### 4.1. Paying the Course Fees

If the tuition fees cannot be paid fully and on time by the student, the IU is entitled to charge any applicable fees to the student's invoice and claim them. Regardless of this, if the student is in default with fee payment, the IU is entitled to terminate the contract due to extraordinary reasons. IU is allowed to lock the access to all the systems in regard to the learning platform if the student's payment is delayed by a period of one month.

##### 4.2. Examinations

If the student has to repeat an examination due to attempted cheating or the submission of something which has been plagiarized, an additional payment of 300.00 Euro incurs for every examination that has to be reset.

Within 24 months of completing the corresponding courses, the student must take all the relevant examinations listed in the module handbook, even if just as a first attempt. If the student does not take the examinations or even attempt them for the first time within the 24 months after the allocation of the courses, all assessments taken up until then are void and have to be taken again within 12 months. Furthermore, the course will have to be taken again, which is subject to charges.

##### 4.3. Consent to submit academic achievements via online-tools

In some cases, the submission of academic achievements within certain modules or courses has to be undertaken via the usage of online tools, which need to process data also outside of the EU. The details of the data processing are explained in separate information sheets.

##### 4.4. Verification by plagiarism software

In order to enable IU to verify his/her examination by plagiarism software, the student is obliged to provide an electronic copy of his/her examination. The actual document must be submitted as an electronic copy and in a readable format (e.g. DOC, DOCX, PDF, RTF) and must not contain any personal details (without a cover page, personal statements, dedications, signature, etc.).

The student acknowledges that the IU and third parties, which are specially commissioned by IU, have the right to use his/her work for this purpose.

##### 4.5. Copyright protection

All study content and media are protected by copyright. Any use for purposes other than contractually permitted is prohibited and requires the prior written consent of the copyright owner. This applies in particular to making these available via the internet, duplication and disclosure to third parties. Saving and printing the study content and media for personal purposes is permitted.

##### 4.6. Other duties

The student agrees to be bound by the valid General Examination Regulations as well as the IU's study and examination regulations of the named study programme (page 1), the IU's privacy policy (IU's privacy policy (IU's Rules and Regulations)) and the guidelines for online-examinations and online-presentations.

#### 5. Virtual Campus and Digital Learning Materials

The central learning processes and the organization of the study programme will be handled internet-based via the IU's virtual campus. The student is obliged to inform himself independently whether the online-tools and other technology used by IU, which are necessary for the implementation of the study contract, are available to him/her in their respective country. An overview of the necessary online-tools and the required technical study equipment (software and hardware) can be found here. Providing necessary technical equipment is not included in the course fee. The student is solely responsible for providing technical study equipment (hard- and software) of his choice which needs to be compatible with IU's requirements.

IU's virtual campus is password protected. The campus' entry details will be given to the student at the beginning of his/her study programme and (s)he must assure that (s)he does not give these details to others. The student has to make sure, that unauthorized third parties cannot access the virtual campus or the programme's learning materials.

#### 6. Right of revocation

The student has the right to revoke this contract within one month of the start of this contract and the date the student gains access to the learning platform, without giving reasons.

The revocation period is one month from the date on which the student receives access to the distance learning materials. To exercise the right of revocation, the student must inform IU in a clear declaration (e.g. a letter sent by post or email) of his/her decision to revoke this contract. The sample revocation form, which is provided digitalized within the campus management system, can be used for this, but is not mandatory. The student can ensure the revocation period by sending the notification of his/her choice to exercise his/her right of revocation before the revocation period expires.

IU grants the student a free trial month within the distance learning if the student decides not to continue his/her studies within the revocation period. If the student continues his/her studies and does not use his/her right of revocation, this month is taken into account for the regular study duration and charges apply.

#### 7. Data privacy

The details for the processing of personal data and the rights of the student related to this are explained in the information notice for data privacy, which can be obtained by the student via the website of IU distance learning. In order to carry out the distance learning contract, IU uses the software of different providers, which causes the processing of personal data also outside the European Union. The student declares consent that the IU may store, collect and use the student's data which becomes known during the application process and during the contract period. The student also agrees that his/her data may be forwarded to the authorities in cases regulated by law.

#### 8. Liability of the IU

The IU is liable for damages resulting from a breach of obligations due to intentional or gross negligence on the part of its legal representatives or auxiliary persons. The IU is also liable for damages resulting from harm to life, body or health arising out of a breach of obligations due to the intentional or negligent breach of obligations on the part of the university's legal representatives or auxiliary persons.

Beyond this, the liability for damages arising out of a breach of obligations due to negligence or slight negligence or due to the commitment with negligence or slight negligence on the part of its legal representatives or auxiliary persons is excluded, except for damages arising out of a breach of fundamental obligations whose compliance is necessary to achieve the goals of the contract or which arise out of the justified reliance upon the relationship set forth herein. With respect to these exceptions, the liability is limited to the compensation for predictable damages.

#### 9. Jurisdiction and final provision

For all claims referring to or in connection to this contract German Law is applicable. If the student changes his/her legal domicile or habitual residence to a location outside of Germany after the conclusion of the contract or his domicile or habitual residence is unknown at the time of a filing of a lawsuit, the parties agree to the following: For any dispute arising out of this contract or in connection with this contract, the court with jurisdiction for the IU will have jurisdiction.

IU will not participate in a dispute settlement procedure according to the German law for dispute settlement (Verbraucherstreitbeilegungsgesetz; VSBG).

The IU has provided a private-sector guarantee in accordance with the legal requirements, which guarantees all students the completion of their studies regardless of the economic situation of the executing institution. For legal reasons, we would like to point out that the Free State of Thuringia does not provide any additional security.

There are no subsidiary agreements to this contract. Modifications or amendments to this contract must be made in text form. Modifications or amendments to this provision must also be made in text form. Should one or more provisions of this contract be or become invalid, the remaining provisions remain unaffected. In the case of a regulatory gap within this contract, the contracting parties shall find a resolution that corresponds to the purpose and economic intent of the remaining contract.

<sup>1</sup> Prices are subject to change, see costs on <https://www.iu.org/>

<sup>2</sup> The graduation fee is due upon registration for the final examination (colloquium). However, this can be omitted within the scope of discount campaigns (see Terms and Conditions).

If admission to the study programme expires, is revoked or cancelled after the conclusion of the contract, the student can terminate without observing the two week's notice period.

Justified causes for the IU to qualify for immediate termination particularly include outstanding tuition fees that amount to the equivalent of one quarterly rate, breaches against the IU's examination rules, a student's criminal actions at the expense of the IU, or if it is foreseeable, that a necessary (re)accreditation or admission of the study programme is not granted.

The IU is allowed to terminate the contract without any time of notice if the student is not able to provide the university by all needed documents that necessary for the final inscription by the end of the six month after the start of the contract.

#### 2.8. Leave of absence

In the case of illness or for other proven personal reasons, students may apply for a leave of absence semester for a period of six months. In principle, the leave of absence can take place at the beginning of the second semester at the earliest; meaning six months after the programme has commenced.

The bilateral rights and obligations of this contract lapse in this case for the duration of the leave of absence. The obligation to pay the total tuition fees in accordance to section 3.3. remains after the granting of the leave of absence to the student. If a six months' leave of absence is granted to the student, the monthly rates stated on page 1 of this contract must be paid beyond the agreed duration of the contract until the total amount of the monthly fees stated on page 1 are paid in full.

The application for a leave of absence of six months submitted with two weeks' notice before the intended start of the leave of absence and must be in writing. The study contract cannot be terminated during a granted leave of absence. When applying for a leave of absence, the "Information for a leave of absence" and/or the "Information for a leave of absence due to maternity leave or parental leave" becomes an integral part of the distance learning contract.

## Cancellation policy

### Right of Revocation

You have the right to revoke this contract within one month without reason. The withdrawal period is one month from the date on which you or a third party appointed by you who is not a carrier took or has received access to the learning material. To exercise your right of revocation, you must inform us of your decision to revoke this contract by means of a clear declaration (e.g. a letter sent by post or an email). In order to comply with the revocation period, it is sufficient that you send the notice of the exercise of the revocation right before the expiry of the revocation period.

### The revocation is to be addressed to:

IU Internationale University of applied sciences GmbH

Albert-Proeller-Str. 15-19

86675 Buchdorf

Germany

study-online@iu.org

### Non-payment and Revocation consequences

If you cancel this agreement, we will refund all payments we have received from you, including delivery costs (except for the additional costs resulting from your choosing a delivery method other than the cheapest standard delivery offered by us), immediately and at the latest within fourteen (14) days from the day we receive notice of your cancellation of this agreement. We will use the same means of payment for this refund as you used for the original transaction, unless otherwise expressly agreed with you; in no event will you be charged any fees for this refund. IU grants the student a free trial month within the distance learning, if the student decides not to continue his/her studies within the revocation period. If the student continues his/her studies and does not use his/her right of revocation, this month is taken into account for the regular study duration and charges apply.

## Declaration

I hereby register for the distance learning programme marked overleaf, taking into consideration the contractual terms and conditions, and assure the completeness and correctness of my stated data. With the acceptance of my offer by the IU, the contract between me and the IU Internationale Hochschule GmbH comes into effect. With my signature, I confirm that I have read and understood the General Terms and Conditions and the information letter on data protection „General information on the processing of personal data in connection with your studies at the IU“ and that I have been informed about the right of revocation.

*31/05/2021, Munchen*

Date, Place

*test*

Applicant's signature

# Checklist

Thought of everything? With this checklist you can check and tick whether you have compiled all relevant documents for your registration for online learning at the IU. (If you have not already uploaded them during registration)

 The documents will be destroyed after examination without a note.

☐

Officially certified copy(s) of the higher education qualification (e.g. graduation certificate)

☐

Scanned photo page of passport or :

- Drivers License
- Medical insurance cards
- Official ID cards
- National passports
- International passports
- Other official internationally recognized documentation like f.ex. UN refugee cards

☐

Curriculum Vitae

☐

Proof of English Certificate