



**University of Applied Management Studies (HdWM)**

**Fees Regulations (GebO)**

**(from 10.04.2019, valid for cohorts from winter semester 2019/20)**

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### § 1 1 Legal basis, scope and period of validity

- (1) The University of Applied Management Studies is recognized by the state and accredited by the Economic Council.
- (2) These Fees Regulations regulate the amounts of tuition fees for all courses of study offered at the university.
- (3) The present Regulations come into force on 10.04.2019 and are valid for all students starting from winter semester 2019/20 who have signed the study contract after 10.04.2019. This applies until a new fees regulations come into force.
- (4) The date of conclusion of a new study contract determines the applicability of new fee regulations. Exception: The fees regulations valid for an MA preliminary course at the time of conclusion of the study contract also apply to the MA course, if it directly follows the MA preliminary course.
- (5) Previous fees regulations remain valid for study groups that are already in progress.

### § 2 Tuition Fees in BA and MA courses

- (1) With the exception of the two courses MUPlus and Social Work - Integration Management, the monthly tuition fees for all BA courses amount to €590.00.
- (2) In the MUPlus BA course, the monthly tuition fees amount to:
  - a. general 550.00 €.
  - b. for trainees at partner companies 450.00 €.
- (3) The monthly tuition fees for the BA course Social Work - Integration Management amount to 490.00 €.
- (4) The monthly tuition fees for all MA courses beginning in the winter semester 2019/2020 amount to 590.00 €.
- (5) For all MA courses beginning in the summer semester 2020, the monthly tuition fees amount to 650.00 €.



### § 3 Tuition fees in the MA preliminary course

- (1) The tuition fees for the MA preliminary course are based on the amount of the fees pursuant to §2 (4) and (5) of the Fee Regulations.
- (2) Up to 30 credits can be earned in the MA preliminary course by participating in the modules. The credits missing for admission to the MA course will be determined during the admission process. The monthly fee for acquisition of the missing credits is currently 10 € / credit.
- (3) A monthly basic fee in the following amount is added:
  - (1) for all MA students beginning in the winter semester 2019/2020 290.00 €.
  - (2) for all MA students starting in the summer semester 2020 350.00 €.

### § 4 Payment modes and due date of fees for the course pursuant to §§ 2 and 3

- (1) Payment of the aforementioned monthly fees shall be due on the third calendar day of each month. The payment shall be made cashless into the account specified by the university.
- (2) Students are obliged to provide the university with a SEPA direct debit mandate. For this purpose, a German account must be set up at the latest at the time of commencement of studies.
- (3) The university has calculated a total amount of tuition fees; lecture-free periods are already included in this calculation. Non-participation in a lecture course does not release the student from the obligation to pay tuition fees.
- (4) In the case of repetition of individual examinations (tests, seminar papers, final papers) which require an additional semester beyond the standard period of study, the tuition fee shall be paid until the end of the additional semester, even if the examination is taken before the end of the semester.
- (5) In the event of leaving the university without a degree due to loss of the examination entitlement, payment shall be made by the end of the month in which the corresponding examination took place. If the student wishes to remain enrolled until the end of the semester, the tuition fee is payable until the end of the semester.
- (6) In all cases of extraordinary termination, the tuition fees are to be paid by the next ordinary termination date, if the extraordinary termination was caused by a breach of contract by the person applying for studies.

### § 5 Semesters abroad and break semester

- (1) Semester abroad: The applicable tuition fee is due monthly;
- (2) Break semester: On the third calendar day of the month in which the break semester starts, a flat-rate administration fee is due. It amounts to 10% of the total monthly tuition fees for the semester for which leave is requested.



## § 6 Solidarity contribution – semester ticket

- (1) Irrespective of the actual usage of transportation, each student shall pay a so-called solidarity contribution, which shall be paid by the university to the Transportation Authority (Verkehrsverbund). The solidarity contribution must be paid in the amount applicable at the time, irrespective of the moment at which the student joins the university. It amounts to
- currently 20.80 € per semester.
  - from 1.04.2020 22.80 € per semester.

## § 7 One-off payments

- (1) Admission fee for all courses 390.00 €.

The admission fee is due upon signing the contract.

However, it will only be collected by the university at the beginning of the first semester together with the monthly fee on the third calendar day of the month as part of the SEPA direct debit mandate.

In the case of students who have successfully completed a BA course at the university, the admission fee is not due again for admission to an MA course, neither for direct entry into the MA course nor for entry into the MA preliminary course. This also applies if the continuation does not immediately follow the BA course.

- (2) Fee for all courses of study in the event of premature termination of contract by the student or termination without notice by the university 390.00 €

This withdrawal fee will be collected by the university within the framework of the SEPA direct debit mandate. It does not apply if the contract is terminated prematurely due to the loss of the examination entitlement.

- (3) Issue of a substitute of a lost student ID card, a lost certificate or any other document of the university as well as the formal issuing of admission and withdrawal certificates.

30.00 €.

These fees must be paid in cash when the document is handed over at the Students' Office.



#### § 8 Discounts on monthly tuition fees

Discount entitlement	Amount	Proven by
BA graduates of the university (for MA and MA preliminary course)	15%	Certificates of the university
Children of permanent employees of the university and of permanent employees of the IB and employees of the university and the IB	10%	Contract of employment
Graduates of IB schools	10%	Proof of schooling
Permanent employees of the university's partner companies and their children, provided that the "Gold Promotion Package" has been concluded.	10%	Contract of employment
Brothers and sisters of students already enrolled at the university	10%	Proof of admission
<b>Only one discount can be granted per student.</b>		

#### § 9 Financing options

Options for advance payment	Amount	Contractual document
Full payment of tuition fees upon commencement of studies	4%	Payment agreement
Payment of tuition fees in one-semester advance	3%	Payment agreement

The right to deduct the discount expires if payment is not received by the university by the 14th calendar day of the month in which the course or semester begins.

#### § 10 Delayed issue of degree certificates in the event of payment arrears

- (1) The issuance of certificates or performance records as well as a leaving certificate requires that the student has paid all fees due at least three weeks before the end of her/his studies.

#### § 11 Entry into force

By decision of the Senate of 10.04.2019, these Regulations enter into force on 10.04.2019.