

# Important Appointments **EVERY** Semester



# MBA

h\_da  
HOCHSCHULE DARMSTADT  
UNIVERSITY OF APPLIED SCIENCES  
WEITERBILDUNG UND  
DUALES STUDIENZENTRUM

| Appointment                           | Given Deadline  | Extended Deadline (if any)   | Consequences, if the (final) deadline has passed          |
|---------------------------------------|---|--|---|
| Paying Tuition Fee                    | Upon receiving an invoice from our finance department within 30 days  |  | Delinquency procedure                                     |
| Paying Semester Fee (Re-registration) | The deadline changes every semester. Take a look at our semester dates: <a href="https://mba.h-da.de/index.php?id=510">https://mba.h-da.de/index.php?id=510</a>           | Extra charges apply after the first deadline has passed. You have 7 days to submit the fee.    | De-registration   |
| Signing in for Classes                | <u>1st to 15th March, for the summer</u><br><u>1st to 15th Sept, for the winter</u>   | During the second week of the resp. semester. Your scripts and books might be delayed.         | You cannot participate in this class this semester        |
| Signing in for Exams                  | Until 2 weeks prior to the particular exam.<br>In case of technical difficulties during registration period, please contact: <a href="mailto:mba@h-da.de">mba@h-da.de</a> |  | You cannot take this exam this semester                   |
| Signing in for retry Exams            | one month prior to the particular retry exam.<br>An application form will be sent to you via email about 4 weeks in advance   | Depends on each individual case. Please contact <a href="mailto:mba@h-da.de">mba@h-da.de</a> ! | You cannot take this particular retry exam                |
| Signing in for prep. courses          | <u>Summer semester - Until end of February</u><br><u>Winter semester - Until end of August</u>  |  | You cannot attend the course, nor can you take it's exam* |

\*Classes building upon this prep. course cannot be taken.