

Schedule of Charges

Master of Business Administration, part-time (MBA part-time)

Valid from the 2020/2021 winter semester

Preamble

The present schedule of charges covers specific fee-related issues. Further formal and content-related details regarding the issues addressed here are specified in the student agreement to be signed by both contract parties.

- (1) For the MBA part-time degree course, a participation fee of € 23,800.00 is charged.
- (2) In addition to this remuneration, the applicable semester fee of the Darmstadt University of Applied Sciences is also to be paid.
- (3) The participation fee comprises taxable payments of € 252.00 plus 19% VAT.
- (4) Expenses for excursions, summer schools, guest lectures and other extra events are not included in the fee.
- (5) Fees for courses of the subscribed degree program, which are completed before the start of the degree program shall be offset against the participation fee of the degree program, at € 1,584 per module. The offsetting is done from the first invoice.
- (6) The completion of courses of the MBA part-time degree program of the Darmstadt Business School, which are not necessary to complete the curriculum, are not included in the participation fee and can be subscribed to by registered students of the Darmstadt Business School for a fee of € 790 per course.
- (7) If corresponding capacities are available and lectures have been approved for this purpose, courses of the Bachelor "Internationale BWL" and Master "Internationale BWL" programs can also be subscribed to by students of the MBA part-time degree program. The respectively applicable prices apply for the extra courses of the IBWL Bachelor and IBWL Master degree programs.
- (8) Upon submitting an application for the recognition of credits to the MBA part-time degree program, a processing fee of € 90 per CP is charged for the module(s), which the recognition process concerns (€ 540 for a 6-CP module).
- (9) If the recognition of credits is positively assessed, the fee for the MBA part-time degree program is reduced by € 264 per approved CP (€ 1,584 for a 6 CP module). The credit note for the recognition process shall be issued with the invoice following the recognition procedure.
- (10) In the event of a negative decision upon the recognition of credits, and the later attendance of the non-approved module, 50% of the processing fee for the non-approved module will be offset against the next invoice.
- (11) The invoicing of fees is done at the start of each year of study.
 - a. The fees can either be paid in 24 monthly instalments (1 x € 984.00 and 23 x € 992.00)
 - b. Or in four semesterly instalments of € 5,950.00.

(12) Alumni discount

Applicants who have successfully completed a degree program at the Darmstadt University of Applied Sciences shall receive an alumni discount of 20% off the participation fee of the MBA part-time degree program, upon submission of corresponding evidence.

Employee discount

Academic and administrative employees of the Darmstadt University of Applied Sciences shall receive an employee discount of 20% off the participation fee of the MBA part-time degree program, upon submission of corresponding evidence.

Special discounts

Any special discounts shall be shown on the invoice documents.

Scholarship

In the MBA part-time degree program, students can apply for a part-scholarship, which provides a 30% discount off the participation fee.

Discounts as well as discounts and grants cannot be combined. Special discounts may be exempted from this regulation.

In the event that a person is entitled to various discount conditions or discount conditions and a scholarship, the higher discount shall be granted and offset against the participation fee.

- (13) If modules of the MBA part-time programme have not yet been attended after the four semesters subject to payment, the modules are provided within the validity period of the examination regulations applicable at the start of studies, without further payment.
- (14) Invoices are also issued in holiday semesters. Consequently, partial payments of fees are also due in holiday semesters.
- (15) The contract can be terminated before the start of the course, i.e. for the summer semester on 1st April and for the winter semester on 1st October, at the following conditions:

Start of course in the summer semester: Termination by ...	Start of course in the winter semester: Termination by ...	Compensation for processing expenses in €	Compensation for lost income due to the non-occupation of a place on the degree course
15 th January	15 th July	250.00	
15 th February	15 th August	250.00	60% of the participation fee for the 1 st semester
15 th March	15 th September	250.00	75% of the participation fee for the 1 st semester
31 st March	31 st September	250.00	90% of the participation fee for the 1 st semester

If the termination is done after the deadlines stated in the student agreement, the participation fee/ partial fee for the following semester must be paid.

If the contract is terminated by the student, € 250.00 will be charged to compensate the expenses incurred for processing.