

Schedule of charges

Course of study “Master of Business Administration, part-time” (MBA part-time)

applicable for contracts concluded from winter semester 2021/2022

Preamble

This schedule of charges covers specific fee-related issues. Further formal details and information about the content, regarding the issues addressed here shall be specified in the student agreement to be signed by both contract parties.

General

- (1) A fee of € 23,800.00 is charged for the MBA part-time degree course. The invoicing can be issued 100% to the participant, 100% to the employer, or proportionally to both, based on an agreement.
- (2) In addition to this fee, the applicable semester fee of the Darmstadt University of Applied Sciences is also to be paid by the student.
- (3) The participation fee comprises taxable services subject to VAT in the amount of € 252.00 plus 19% VAT.
- (4) Expenses for excursions, summer schools, guest lectures and other additional events are not included in the fee.
- (5) The fee is invoiced at the start of the respective year of study.
 - a. The fee can either be paid in 24 monthly instalments (1 x € 984.00 and 23 x € 992.00)
 - b. or in four semester instalments (4 x € 5,950).
- (6) Proportional invoices may contain different instalment payment plans.
- (7) Fees are also invoiced in holiday semesters. As a result, semester and participant fees are also due in holiday semesters.

Extra modules or modules already completed

- (8) Fees for courses of the subscribed degree program which are completed are fully paid before the start of the degree program shall be offset against the participation fee of the degree program, at € 1,584.00 per module. The offsetting is done from the first invoice, depending on the agreement also proportionally if necessary.
- (9) 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/enrolled students of the Darmstadt Business School for a fee of € 790.00 per course.
- (10) If corresponding capacities are available and lectures have been approved for this purpose, courses of the Bachelor “Internationale BWL”, Master “Internationale BWL” and MBA full-time 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, IBWL Master and MBA part-time degree programs.

Recognition process

- (11) Upon submitting an application for recognition of credit points for the MBA part-time programme, a handling fee of € 90.00 per CP is charged for the modules concerned by the recognition process (€ 540.00 for a 6-CP module). If proportional invoicing has been agreed, the handling fee for the recognition process is invoiced equally proportionate.
- (12) If the recognition of credit points is positively assessed, the fee for the MBA part-time degree program is reduced by € 264.00 per recognised CP (€ 1,584.00 for a 6-CP module). The credit from recognition is applied on the invoice following the recognition process, and can also be done proportionally if agreed.
- (13) In the event of a negative recognition decision, and the later attendance of the non-recognised module, 50% of the processing fee for the non-recognised module is offset on the next invoice.

Discounts for participants

- (14) **Alumni discount**
Students who previously 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.
- (15) **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.
- (16) **Special discounts:**
Any special discounts shall be shown on the invoice documents.
- (17) **Scholarships**
In the MBA part-time degree program, students can apply for a scholarship which provides a 30% discount off the participation fee.
- (18) With the exception of appropriately indicated special discounts, discounts cannot be combined with other discounts or scholarships.
- (19) In the event that a person is entitled to different discount conditions, or discount conditions and a claim for a scholarship, the higher discount shall be granted and settled with the participation fee.
- (20) Discounts for participants are only to be settled in invoices issued to participants.
- (21) Company discounts are only to be settled in invoices issued to companies.

Premature termination or withdrawal from the degree course

- (22) Participants have the right to withdraw from the study contract within 14 days of concluding the contract – based on the date of signing – without stating any reasons and without incurring any financial obligations from the contract.

(23) Before starting the degree course, for the summer semester on 1st April and for the winter semester on 1st October, termination of the contract is possible at the following conditions:

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

(24) Regular termination after the start of the course is possible at the deadlines stated in the student contract. If the termination occurs after the afore-mentioned deadlines (23), the participation fee / instalment for the respective subsequent semester is to be paid.

(25) If a new application is made for a place on the degree course MBA part-time after the termination of the student contract, the recognition of modules which have previously been completed within this degree program is possible. A processing fee is payable in the amount of € 250.00 for the assessment of recognition applications to be submitted in writing.