

# REGISTRATION FORM FOR THE COURSE OF STUDY LEADING TO THE REQUIRED CERTIFICATE OF HIGHER EDUCATION

Please use this registration form to register for our courses of study in accordance with the Contractual Conditions stated overleaf. After the IST University of Applied Sciences has processed your registration documents, you will receive a certificate of enrolment. At the beginning of your studies, we will either provide you with the initial course material or the data necessary to access your Online Campus interface.

We will use your data exclusively for purposes related to your studies. In particular, we will use your data in order to send you the study materials or to enable you to log in. Your data will also be used to correct your coursework or to issue your final certificates. Finally, we need your data to properly record the payment of your tuition fees. Once your data has served its necessary purposes, it will be stored in accordance with our retention and storage guidelines, unless there is a legal obligation to store it for a longer period of time or you have explicitly permitted us to use it for a specific purpose. We will not transmit your personal data to third parties for advertising purposes. Please read our Privacy Policy in this registration form carefully and confirm with your signature that you have understood this policy.

## PARTICIPANT

Title (Mr/Ms)* / Academic title	Last name* / First name*	Date of birth*
Residential address*		
Postal code*	City / Town*	Country*
Nationality*		
Telephone (daytime)	Mobile	Fax
Email*	* Required fields	

Comments regarding my registration:

I learned about the IST University of Applied Sciences through:

## CONTRACTUAL PARTNER

Please fill in if a person / company other than the participant will be paying the tuition fees!

Company		
Last name	First name*	
Full address*		
Postal code*	City / Town*	Country*
Telephone (daytime)	Fax	
Email*	* Required fields	

The Contractual Partner is also obliged to sign the registration form and the provisions regarding the revocation right, as well as to fill in all the details required for the SEPA direct debit mandate.

### Your Contractual Partner

IST-Hochschule für Management GmbH  
Erkrather Straße 220 a-c | D-40233 Düsseldorf  
Phone +49 211 86668 0 | Fax +49 211 86668 30  
info@ist-hochschule.de | www.ist-hochschule.de



**HOCHSCHULE**  
für Management  
University of Applied Sciences

## COURSE OF STUDY LEADING TO THE REQUIRED CERTIFICATE OF HIGHER EDUCATION

Please select your desired course of study leading to the required certificate of higher education and the corresponding starting date here (please fill in)

CERTIFICATE OF HIGHER EDUCATION	START OF STUDIES: MONTHLY	DURATION	PRIZE (in Euro)
<b>International Sports Business Management</b>	Choose your preferred month	3 Months	159,- monthly 477,- total amount

Have you already graduated from a course offered at the IST University of Applied Sciences or the IST study institute?

Yes      No

At the end of the standard period of study for the certificate courses, the university may extend the supervision period by 12 months without charging additional fees.

### ADMISSION REQUIREMENTS

Required documents (depending on admission requirements):

ADMISSION REQUIREMENT 1: UNIVERSITY ENTRANCE QUALIFICATION	ADMISSION REQUIREMENT 2: ADVANCED VOCATIONAL TRAINING	ADMISSION REQUIREMENT 3: VOCATIONAL TRAINING + WORK EXPERIENCE
General university entrance qualification („Abitur“) or university of applied sciences entrance qualification („Fachhochschulreife“)	You possess one of the following qualifications: <ul style="list-style-type: none"> <li>→ Master craftsman’s certificate</li> <li>→ Examination certificate of specialised advanced training</li> <li>→ Technical college qualification</li> </ul>	Completed vocational training followed by at least three years’ professional experience

### CHECKLIST OF REQUIRED DOCUMENTS

ADMISSION REQUIREMENT 1: UNIVERSITY ENTRANCE QUALIFICATION	ADMISSION REQUIREMENT 2: ADVANCED VOCATIONAL TRAINING	ADMISSION REQUIREMENT 3: VOCATIONAL TRAINING + WORK EXPERIENCE
<ul style="list-style-type: none"> <li>• Certificate of eligibility for university entrance (“Abitur“, “Fachhochschulreife“, other)</li> </ul>	<ul style="list-style-type: none"> <li>• Examination certificate of specialised advanced training</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of vocational training</li> <li>• Proof(s) of at least three years’ professional experience</li> </ul>

Please note that your application can only be processed if the submitted documents are complete!

# GENERAL TERMS AND CONDITIONS

Once the Contractual Partner has signed the registration form and IST-Hochschule für Management GmbH, hereinafter referred to as IST, has offered a place on the specified course, a contract, beginning at the date stated in the confirmation of registration, shall be deemed to have been concluded between the parties. The following IST Terms and Conditions shall apply to this contract.

## Section 1 Purpose of Courses of Study / Certificates of Higher Education

The courses of study / certificates of higher education offered by IST are to be understood as undergraduate-studies / advanced-training courses that are intended to provide participants with practical knowledge in the respective subject areas that will be of value in their professional lives.

## Section 2 Contract Contents / Discounting of Bridging Courses

(1) Upon conclusion of the contract, IST undertakes to deliver the course material to the Contractual Partner / participant each semester postage-free. In addition, the payment of fees shall cover, among other services, the correction of examination performances, the answering of technical questions, the attendance of online tutorials and classroom seminars on one occasion, as well as the use of the Online Campus interface.

(2) The Contractual Partner shall be obliged to pay the agreed fees. The fees shall be payable in monthly installments on the first banking business day of each month. The Contractual Partner shall issue a SEPA mandate to this effect. Other payment methods must be agreed in writing with IST. The fees stated in the registration form shall not be increased during the term of the contract. Participants who complete their studies in a period shorter than the given duration of study shall not be entitled to a reduction of the tuition fees.

(3) The Contractual Partner shall remain the fee debtor of IST, independent of any services provided by third parties. In the event that the Contractual Partner is in default with the payment of fees, default fees shall become due. Furthermore, IST reserves the right to charge default interest. In the event that course participants fail to pay one or several monthly installments on time, IST may put the dispatching of course materials on hold and suspend access to the Online Campus interface. The dispatching stop or suspension shall only be lifted once all liabilities have been settled.

(4) Our bridging courses are designed to fill the gaps in participants' knowledge in individual areas. These courses are heavily discounted and are aimed exclusively at those students who wish to enrol for a Master's

programme. In the event that the graduate of a bridging course wishes to take a Bachelor's course with IST and have ECTS credits earned in the bridging course recognised for this purpose, the discounts shall not apply. In this case, the difference between the discount and the regular fee shall be payable in arrears.

## Section 3 Progress of Study

(1) Studies shall be carried out according to the current and adopted version of IST's Study and Examination Regulations.

(2) The written study material shall be sent out each semester prior to the beginning of that semester. The corresponding online lectures shall be made available accordingly via the Online Campus interface.

(3) After the standard period of study has expired, the studies, or the course leading to a certificate of higher education, may be extended by 18/12 months free of charge. This free supervision period starts immediately following the end of the standard period of study. During the free supervision period, the course material can still be accessed. In addition, the participant may attend online tutorials and classroom courses not yet attended and take examinations.

(4) Studies may be continued even after the free supervision period. This extended period of study shall begin immediately after the free supervision period. An administrative fee of 250 euros shall be due for each semester of study that is started as part of the extended period of study. The extended period of study shall end with the expiry of the month in which the last examination was either passed or irreversibly failed, without any notice of termination being required.

(5) Upon application, the participant may be granted a semester of leave for sound reasons (illness, parental leave, unemployment), as long as this does not impact upon the orderly progress of study. The application may be submitted no earlier than the completion of the first semester and no later than the beginning of the last semester of the standard period of study. The application must be submitted at least six weeks prior to the beginning of the semester in question. During the semester of leave, payments and deliveries shall be put on hold. The contract may not be terminated during a semester of leave.

## Section 4 Notice Period / Due Date

The fees shall be payable in installments on the first banking business day of each month. For more details, please refer to the payment schedule provided with your registration confirmation, which you can always view in your log-in area. On the due date, fees will be collected by direct debit, provided that a SEPA mandate has been issued. The pre-notification period shall be shorter

to one day for both the initial debit and each subsequent debit. The participant undertakes to ensure that there are sufficient funds in the account. Costs resulting from the dishonouring or back-posting of the direct debit shall be borne by the participant as long as the dishonouring or back-posting was not caused by IST.

## Section 5 Revocation / Termination of the Contract

(1) No later than four weeks after the receipt of the initial course material or the activation of it on the Internet, the Contractual Partner may informally revoke his / her registration with IST-Hochschule für Management GmbH, Erkrather Straße 220 a-c, 40233 Düsseldorf, Germany, without stating reasons, by means of sending an express declaration to this effect or through this unsubscribe link ([www.ist-hochschule.de/kuendigung](http://www.ist-hochschule.de/kuendigung)). In this case, fees paid prematurely will be refunded in full. Please refer to the revocation policy for further details.

(2) This contract shall have a minimum duration of six months. Following the conclusion of the contract with IST, the earliest point at which the Contractual Partner may terminate this contract without giving reasons is at the end of the first half-year following a notice period of six weeks; thereafter, the Contractual Partner may do so at any time with a notice period of three months. The right of both the Contractual Partner and IST to terminate the contract with good cause shall remain unaffected. Fees must be paid until the end of the period of notice. Notice periods shall also apply in the event that the Contractual Partner already applied for deregistration from IST at an earlier point in time. In all other cases of deregistration, this contract shall end, without a notice of termination being required, at the latest with the Contractual Partner's deregistration; in these cases, fees must be paid until the day of deregistration.

(3) Good cause for termination of this contract on the part of IST shall exist, in particular, when the Contractual Partner fails to settle overdue fees and costs within the deadline specified, despite having received a final demand for payment with the final deadline given on the notice.

In the final demand for payment, the Contractual Partner shall be informed about the possibility of termination.

(4) It should be noted that, upon termination of this contract, the legal relationship between the student and IST shall end by means of deregistration; deregistration may have consequences for the participant's social-insurance status.

## Section 6 Cancellation and Non-Performance of Sessions

Seminars shall take place if a minimum of

five participants attend. In the event that a session does not take place because the required number of participants is not reached, IST will offer a replacement session within a reasonable period of time.

### **Section 7 Technical Requirements for the Use of the Online Campus Interface**

You can also use our courses and programmes via our online interface (Online Campus). For this purpose, you need a web-enabled device, Internet access and a current browser version. Cookies and Java Script must be activated. A DSL or 4G / LTE connection is recommended. If these technical requirements are not available, your use may be impaired. In individual cases, the use may prove to be completely impossible. IST does not assume any liability or warranty for the use of the Online Campus interface if the aforementioned conditions are not met.

### **Section 8 Changes to Personal Details**

Each Contractual Partner and each course participant must notify IST without delay and in writing of any change to his / her residential or postal address, telephone number or name. Furthermore, the Contractual Partner must notify IST without delay and in writing of any change to his /her bank details.

### **Section 9 Integral Parts of the Contract**

In addition to the General Terms and Con-

ditions, the following documents shall form integral parts of the contract:

- the signed registration form, including the schedule of fees and the supporting documents specified in the form;
- the regulations in force at the particular time under consideration (for instance, examination regulations, study regulations);
- the payment history.

### **Section 10 Accident Insurance**

(1) Within the framework of IST's statutory accident insurance, students shall be insured during their period of studies against any and all accidents occurring on their direct way to and from IST, provided that IST's accident insurance is liable for the cases of damage or loss in question.

(2) Cases of damage or loss arising in connection with studies at IST must be reported to IST without delay.

### **Section 11 Use of Your Data**

In order to execute the contract properly, we need to collect the data requested from you. We will use your data only within the scope of the statutory provisions and will on no account use them for purposes other than those related to the performance of your advanced training. Even after you have completed your training, we are obliged to continue to store data and documents in order to sa-

eguard your rights and claims. Storage and retention periods can be found in the corresponding guidelines, which you can find at [www.ist.de/download/storage-guidelines.pdf](http://www.ist.de/download/storage-guidelines.pdf). In the event that you wish to request an early deletion and / or destruction of your data and documents, we need an explicit and unambiguous declaration of intent from you. We will then carefully examine your request. In the event that we comply with your wish, we will not assume any liability for the consequences arising from such destruction or deletion.

### **Section 12 Final Provisions**

Should any provision of these General Terms and Conditions be or become, invalid, the validity of the remaining provisions shall not be affected.

### **Section 13 Place of Jurisdiction**

Insofar as distance learning is concerned, the place of jurisdiction shall be the Contractual Partner's area of residence. To the extent permitted by law, the place of jurisdiction shall be Düsseldorf, Germany.

---

## **PRIVACY POLICY**

You have the right

- to revoke your consent to this contract with us at any time, unless contractual obligations stipulate the contrary. As a consequence, in the future, we may no longer be allowed to continue processing your data based on this previously given consent;
- to request information about your personal data processed by us. In particular, you may request information on the processing purposes, the category of personal data, the categories of recipients to whom your data have been or will be, disclosed, the planned storage period, the existence of a right of rectification, deletion, restricted processing or objection, the existence of a right of complaint, information on the origin of your data if it has not been collected by us, as well as information on the application of an automated decision-

making procedure that includes profiling and, where appropriate, meaningful information on details regarding such an automated decision-making procedure;

- to demand the immediate correction of incorrect or incomplete personal data stored by us;
- to demand the deletion of your personal data stored with us, insofar as it's processing is not required in order to exercise the right to freedom of expression and information, in order to fulfil a legal obligation, for reasons in the interest of the general public or for the purpose of asserting claims;
- to demand the restriction of the processing of your personal data, insofar as the correctness of the data is disputed by you, the processing is unlawful,

but you object to the deletion of your data, which we no longer require, but you do, or if you have objected to the processing;

- to receive your personal data, which you have provided to us, in a structured, current and machine-readable format or to have your personal data transmitted to another responsible person.

In the event that your personal data is processed on the basis of legitimate interests, you have the right to object to the processing of your personal data if there are reasons for doing so that arise from your particular situation.

If you wish to make use of your right of objection, please simply send an email to [datenschutz@ist.de](mailto:datenschutz@ist.de).

Correspondence with the IST University of Applied Sciences is handled quickly and climate-neutrally via email / Online Campus. This applies, for example, to seminar invitations and registrations, invoices, questions and answers regarding the course schedule or to further information on seminars and examinations.

### Formation of learning groups

I **do not** agree to my address being passed on to fellow students for the formation of learning groups and the creation of lists of seminar participants.

### Online newsletter (in German)

Yes, I wish to subscribe to the free IST newsletter in order to receive monthly information about IST as well as about industry news, important events, discounts, literature tips and more.

Following the conclusion of the contract with IST, the earliest point at which the Contractual Partner may terminate this contract without cause is at the end of the first half-year following a notice period of six weeks; thereafter, the Contractual Partner may do so at any time with a notice period of three months. Notice of termination must be given in writing. Fees must be paid by the end of the period of notice.

This contract has a minimum duration of six months. The right of both the Contractual Partner and IST to terminate the contract for important reasons remains unaffected. An important reason for termination on the part of IST exists in the event that the Contractual Partner fails to settle overdue fees and costs within the deadline specified, despite having received the final demand for payment with the final deadline given on the notice. In the final demand for payment, the Contractual Partner shall be informed about the possibility of termination. In the event of termination, the Contractual Partner shall receive all services to be rendered by IST until the contract has been brought to an end.

I hereby register for the course of study leading to the certificate of higher education specified by me and accept the General Terms and Conditions as well as the Privacy Policy.

X  
Date, signature of Contractual Partner

X  
Date, signature of participant

**Revocation right:** You have the right to revoke this contract within four weeks without giving reasons. The revocation period shall be four weeks from the date on which you (or a third party – other than the carrier – designated by you) took possession of the initial distance-learning material.

In order to exercise your revocation right, you must inform us, IST-Hochschule für Management GmbH, Erkrather Str. 220 a–c, 40233 Düsseldorf, Germany, by means of a clear declaration (for instance in form of a letter sent by post, a fax or an email) about your decision to revoke this contract. It is not mandatory, but you may use the model revocation form that can be downloaded from our website at [www.ist-hochschule.de/download/widerruf.pdf](http://www.ist-hochschule.de/download/widerruf.pdf) for this purpose and send it by email to [info@ist-hochschule.de](mailto:info@ist-hochschule.de) or by fax to +49 211 86668 30. If you make use of this option, we will immediately (for instance by email) confirm receipt of your revocation. In order to comply with the revocation period, it is sufficient to exercise the revocation right before the expiry of the revocation period.

**Consequences of revocation:** If you revoke this contract, we will reimburse you for all payments received from you, including delivery charges (with the exception of additional charges resulting from your choice of delivery other than the cheapest standard delivery offered by us), without delay and no later than 14 days from the date on which we receive notice of your revocation of this contract. For this refund we will use the same means of payment that you used for the original transaction, unless expressly agreed otherwise with you; you will not be charged in any way for this refund. You are obliged in each instance to send back or hand over to us the distance-learning material without delay and no later than 14 days from the date on which you notify us of the revocation of this contract. The deadline shall be deemed to be met if you dispatch the distance-learning material prior to the expiry of the 14 days deadline. The immediate costs of returning the distance-learning material must be borne by you. If the distance-learning material has been handled by you in a way that caused a loss in its value, then you shall be required to pay for the incurred loss.

X  
Date, signature of Contractual Partner

X  
Date, signature of participant

## SEPA DIRECT DEBIT MANDATE

Creditor identification number: DE16ZZZ00000947953

Mandate reference: Will be communicated separately

I authorise the IST University of Applied Sciences to collect payments from my account via direct debit. Furthermore, I instruct my credit institution to honour the direct debits drawn from my account by the IST University of Applied Sciences.

**Notice:** I may request a reimbursement of the debited amount within eight weeks of the debit date. The terms and conditions agreed with my credit institution shall apply.

First name / last name of participant

First name / last name of account holder

Full address Postal code / city or town

DE

IBAN BIC Name of credit institution

X  
City or town / date Signature of account holder