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## **General Terms and Conditions for the Master's of Business Administration (MBA) in Wine, Sustainability, and Sales at the Ludwigshafen University of Business and Society (HWG)**

The following regulations govern the general conditions for participating in the degree program or certificate modules in the Master's of Business Administration (MBA) in Wine, Sustainability, and Sales at the Ludwigshafen University of Business and Society (HWG). The validity of the regulations of the Ludwigshafen University of Business and Society (namely the General and Special Examination Regulations as well as Certificate Regulations) remain in effect.

By applying or registering for one of the above-mentioned programs, the participant accepts these General Terms and Conditions, which therefore comprise an integral part of the contractual agreement between the participant and the University.

### **Contract**

By submitting a signed application for enrollment / signed application form, the applicant initiates an offer to enter into an applicable contract with the University. The University will provide acceptance of the offer by sending a letter of confirmation to the applicant.

The applicant is required to submit all documents necessary for enrollment/registration to the University by the application deadline. If all admission requirements are met, the applicant will receive a written acceptance. Admission is granted after on-time receipt of payment of tuition / certificate fee.

If the payment deadline is not met, the University reserves the right to drop the participant from the degree program/certificate module.

### **Non-Disclosure**

The personal information collected is kept confidential in accordance with Section 16 of the *Bundesstatistikgesetz* (Federal Statistics Act). According to § 6 *Bundesstatistikgesetz*, higher education statistical findings may be published in relation to individual higher education institutions and higher education locations.

### **Terms of Participation**

The terms of participating in the Master's of Business Administration (MBA) in Wine, Sustainability, and Sales are governed by the currently valid version of the Special Examination Regulations of the degree program as well as the General Examination Regulations of the Ludwigshafen University of Business and Society.

The terms of participating in the certificate modules are governed by the currently valid version of the Certificate Regulations of the Ludwigshafen University of Business and Society.

### **Scope of Services Provided**

The University agrees to provide instructional services as part of the degree program or certificate module and all related services as described in the documentation provided defining the degree program or certificate module.

All semester scheduling (course dates and examinations) are set at least four weeks before the start

of the course and are announced by the program coordinator. If in-person events are cancelled by the university, alternate dates will be offered.

The University reserves the right to make changes to the way in which the degree program/certificate module is conducted if the circumstances call for it. The University also reserves the right to appoint alternate lecturers and/or additional lecturers, and to change the course of degree program/certificate module sequence, provided that this does not alter essential features of the degree program/certificate module and the changes are acceptable to the participants. The University is obligated to ensure, within its scope of responsibility, that participants are able to take their academic examinations.

Registration for the module exam comes automatically with registration for the certificate module with final exam. ECTS points are awarded upon passing the examination and are certified by the University with a certificate.

It is also possible to participate in a certificate module without taking an exam. Such participants receive a certificate of participation following the certificate module.

Students will receive a certificate of attendance for the days attended at the end of each semester.

If a student cannot attend in-person dates, this must be communicated to the program coordinator before the start of the course.

## Costs

### 1. Degree Program: Master's of Business Administration (MBA) in Wine, Sustainability, and Sales

Tuition is distributed evenly over the four semesters of regular study and must be paid before the beginning of each semester.

Tuition does not include the costs associated with travel, room and board, or the semester fee that must be paid to the Ludwigshafen University of Business and Society (<https://www.hwg-lu.de/semesterbeitrag>).

Tuition is reduced by ten percent if an applicant's completed application documents are received by April 30th of the respective year. This tuition discount is then applied proportionally over the four semesters of regular study.

Payment of tuition in installments can be arranged from the second semester onwards. The amount of the installments and the payment dates must be determined in advance with the program coordinator and indicated accordingly in the invoice.

Should the standard period of study be exceeded but all regular examinations have been taken by the end of the 4<sup>th</sup> semester:

- Starting in the fifth semester, reduced tuition of 500€ per semester will be charged.

Should the standard period of study be exceeded and not all regular examinations have been completed by the end of the 4<sup>th</sup> semester (repeat semester):

- Starting in the fifth semester, reduced tuition of 500€ per semester will be charged.

## 2. Certificate Modules

The cost of participating in a certificate module depends on the scope and duration of the course. Current information can be viewed on the Wine Campus website.

### Termination

The University reserves the right to cancel the degree program/certificate module prior to the start of classes for organizational or other reasons. This applies namely if the minimum number of participants is not reached, or the degree program / certificate module cannot be provided due to force majeure or other reasons that are beyond the control of the University. In such cases, any tuition fees already paid will be refunded. No further claims apply except in cases of intentional or grossly negligent injury to life, limb, or other legal entitlements.

The participant may withdraw from the contract up to four weeks before the start of the degree program/certificate module. Fees for certificate modules already paid will be refunded less a 10 percent cancellation fee. Should the participant choose to withdraw at a later point, at least 50 percent and up to the full tuition / participation fee will be charged.