

## Enrolment form Bachelor of Arts Business Administration

Consenting to the General terms and Conditions on page 5, I hereby register for the indicated programme:

**Bachelor of Arts Business Administration (BBA)** WS20\_\_ / SS 20\_\_ at the ISEC<sup>1</sup>.

Please complete in BLOCK CAPITALS.

Ms  Mr

First name

Name

Date of Birth (dd.mm.yyyy)

Place of Birth

Country of Birth

Nationality

Street

Nr.

Post code

City

Country

Telephone (country code, number)

Mobile (country code, number)

E-Mail

### Education

Diplôme de fin d'études secondaires

Diplôme de fin d'études secondaire techniques

Abitur or Baccalaureate

Other (please specify)

<sup>1</sup> The Institut Supérieur de l'Économie-Hochschule der Wirtschaft - hereinafter ISEC - is a higher education institution accredited by the Ministry of Higher Education and Research of the Grand Duchy of Luxembourg under the sponsorship of the Institut Supérieur de l'Économie - Akademie der Wirtschaft (ISEC-AdW), société anonyme (limited liability company), a joint venture of the Chamber of Commerce and Chamber of Crafts of the Grand Duchy of Luxembourg, registered with the Luxembourg Trade and Company Register (RCS-L) under B201309, represented by its board of directors (Directoire). The administration and the study centre of the higher education institution are located at 7, rue Alcide de Gasperi, L-1615 Luxembourg.

<b>Enrolment fee:</b>	800 € (single payment upon enrolment)
<b>Tuition fee:</b>	14.490 € (single payment or 42 monthly rates of 345 €)
<b>Examination fee:</b>	750 € (single payment upon registration for thesis)

## Payment method

Please tick the box of your preferred payment method (I, II, III), fill in the relevant information and sign at the bottom of the page.

### I. Single payment

- The total amount of **16.040,00€** will be paid with the reference „ISEC Study fee BBA + Student name” to the following account:

IBAN: LU63 0030 2614 5372 0000  
BIC: BGLLLULL  
ID number: LU89ZZZ000000000LU28653241

*Institut Supérieur de l'Économie – Akademie der Wirtschaft  
7, rue Alcide de Gasperi  
L-1615 Luxembourg*

### II. SEPA direct debit

- The fees are paid in accordance with the following SEPA direct debit mandate. The enrolment and examination fee will each be paid in a single payment. The tuition fee will be paid in 42 monthly instalments of 345,00€. The direct debit will be made on the 15<sup>th</sup> of each month after invoicing begins at the beginning of the study programme.
- I /We authorize the ISEC-AdW to collect payments for my / our account by direct debit. At the same time, I / We instruct my / our bank to debit the payments for the ISEC-AdW from my / our account. The terms and conditions agreed with my / our bank shall apply. *Note: I /We can demand reimbursement of the debited amount within eight weeks of the debit date.*

Account holder

Name of the Bank

IBAN

BIC

Mandate nr. (to be filled in by the Administration)

### III. Assumption of costs employer

- My employer will cover the costs of the study programme. A separate payment agreement will be made.

Employer

Employer E-Mail

In the event of revocation of payments by the employer, the student will become the sole debtor of the study fees, starting with the date of the revocation by the employer.

Date (dd.mm.yyyy)

Signature payment method student

## Previous Studies

Until now I did not study at a university. *(Please write your name and signature at the bottom of the page)*

I already studies at:

University

Place of study

Country

Study programme

Duration

Nr. of semesters

Grade

Degree name

## Validation of Credits

I would like the recognition of previous study periods or credits:  YES  NO

**Please attach a copy of your academic transcript to this enrolment form.**

A validation of Credits is only possible if the examination(s) of the module(s) concerned has/have not already been taken/demanded. Credits that have already been awarded cannot be repeated (e.g. for grade improvement). We recommend that you submit the application for credit transfer before the start of the study programme.

## Definite Failed Examinations

I have DEFINITELY failed the following examination of a module/modules that was/were required in an examination regulation of a university. No entry means that you have not yet definitely failed any examinations.

Module & Study programme

Module & Study programme

**I am aware that false information can lead to de-registration. Furthermore, false information could constitute a criminal offence.**

First name

Name

Date (dd.mm.yyyy)

Signature student

## Right of Revocation

You can cancel your registration in text form (e.g. letter, e-mail) within 14-days of receipt of the registration confirmation without giving any reasons. To meet the deadline, the timely dispatch of the revocation is sufficient. The revocation must be sent to ISEC-AdW.

In the case of an effective revocation, we will pay you back the amount we have received from you within 14 working days of receipt of the revocation at the latest. For this repayment, we will use the means of payment used by you, unless otherwise expressly agreed with you. Using any other means of payment will not cost you.

If you have already participated in events/courses at your own request during the cancellation period, you must pay us a reasonable pro rata amount for participation until the time we received your revocation.

## Consent

- I hereby give my consent that ISEC, 7 rue Alcide de Gasperi, L-1615 Luxemburg, informs me about events, conferences, surveys or study programmes per mail, e-mail, or telephone and that my data is being stored and processed in this context. I know that I can revoke this consent at any time.

## Required Attachments

Please note that you must complete and sign the enrolment form and add the following documents:

- **School leaving certificate** (*certified copy*)
- **CV**
- **Proof of current employment**
- **Copy of identity card** (*front and back*)
- **Copy of health insurance**
- **Proof of English** (*at least level B2 CEFR*)

Additionally, for applicants whose degrees/documents are not in German, English or French:

- Certified translation of the degree/documents in English, German or French

Please send the complete documents via post to the following address:

Institut Supérieur de l'Économie –  
Hochschule der Wirtschaft (ISEC)  
7, rue Alcide de Gasperi  
L-1615 Luxemburg

## Terms & Conditions

### 1. Contracting partners

The study contract is concluded with the Institut Supérieur de l'Économie-Akademie der Wirtschaft (ISEC-AdW), société anonyme (limited liability company); hereinafter referred to as ISEC-AdW. ISEC-AdW is registered with the Registre des Commerces et de Sociétés Luxembourg (RCS-L) under B201309. ISEC-AdW is represented in and out of court by its board (Directoire). ISEC-AdW has its registered office and address at 7, rue Alcide de Gasperi in L-1615 Luxembourg.

ISEC-AdW is the holding company of the Institut Supérieur de l'Économie-Hochschule der Wirtschaft; in the following ISEC. The ISEC is accredited by the Ministry of Higher Education and Research Luxembourg.

### 2. Jurisdiction and applicable law

Jurisdiction is Luxembourg and applicable law is Luxembourgish law, subject to other regulations.

### 3. Study fees

The study fees for all study programmes are due at the beginning of the first semester. Monthly instalments can be agreed.

### 4. Written form

Registrations, revocations, and other changes must be made in writing. Verbal agreements have no legal effect.

### 5. Cancellation deadlines

If a participant unsubscribes from the programme before the start of the study programme in compliance with the following cancellation deadline, a processing fee of 75,00€ will be charged. The cancellation must be introduced in writing no later than 6 weeks before the beginning of the study period.

### 6. Cancellation or extension of a semester

- a. In the case of study programmes with a duration of over 6 months, a cancellation is possible at the end of each semester with a notice period of 6 weeks.
- b. Extension semesters are subject to a fee and must be requested in writing at least 6 weeks before the beginning of the semester. If there are still examinations to be completed in the extension semester, tuition fees in the amount of half of the regular tuition fees of a semester must be paid.

### 7. Start of a study programme

The start of a study programme depends on a minimum number of participants, which may vary depending on the programme and/or the start of the semester. If the minimum number of participants is not reached, ISEC-AdW reserves the right to terminate the study contract or to offer the student to postpone his/her studies to a later semester. In addition to the claims for reimbursement of fees already paid, there are no further claims of the participant.

### 8. Programme modifications, relocations, or dismissal

Programme changes, relocation or cancellation of events are also reserved. In addition to the claims for a reimbursement of fees already paid, there are no further claims admissible.

An elective is chosen during the studies. The modules offered in the elective can vary. The offer of a module depends on a minimum number of participants.

### 9. Offered degree

Upon successful completion of the study programme, the student will be awarded the German degree "Bachelor of Arts Business Administration" by the FOM Hochschule für Oekonomie & Management. The FOM is system accredited by the Foundation for International Business Administration Accreditation (FIBAA) therefore this study programme is also accredited.

### 10. Data storage

We hereby inform you that ISEC-AdW processes and stores the personal data of students for the following purposes and as required by applicable law:

- a. Administration and accounting
- b. Management of eligibility criteria, teaching (including schedules and organisation of courses/seminars/examinations), enrolment (including study fees), diploma management
- c. Online administration of students and diplomas, including the profiles set up by the students themselves.

This information will not be disclosed to third parties unless ISEC-AdW is required to do so by law, or by partners, stakeholders, and service providers, for the purposes stated above.

You have a right to access and correct this information by contacting the Student Affairs Office.

**I hereby accept the terms & conditions and register for the Bachelor of Arts Business Administration at the ISEC.**

First name

Name

Date (dd.mm.yyyy)

Signature student