

By filling out this form you will be enrolled at the ISEC for the WS 20 / .

**Enrolment**

Consenting to the general terms and conditions on page 4, I hereby register for the indicated programme:

**Master of Business Administration (MBA)**

Please complete in BLOCK CAPITALS.

If you have any questions regarding the enrolment procedure or the chosen programme please contact the Student Affairs Office (+352) 46 50 16 1 [info@isec.lu](mailto:info@isec.lu).

**A. PERSONAL DATA**

Mrs.  Mr.      Date of birth (DD MM YYYY)

First name       Last name

Place of birth       Country of birth

Nationality

Street       Number

Postal code       City       Country

Telephone (private) (country code, number)

Telephone (office) (country code, number)

Fax (country code, number)

Mobile phone (country code, number)

E-mail (private)

E-mail (office)

**Education**

General qualification diploma for university entrance       General qualification diploma for enrolment in a university of applied sciences

Diplôme de fin d'études secondaires       Diplôme de fin d'études secondaires techniques

Diplôme de technicien

Other

## B. ENROLLMENT

### Programme

<input type="checkbox"/> <b><u>Master of Business Administration (MBA)</u></b>	Degree: Master of Business Administration (MBA) Duration: 4 semesters Study fee: 12.480 € (24 monthly rates of 520 €) Enrolment fee: 1.600 € (single payment upon enrolment) Examination fee: 750 € (single payment when registering for the exam)
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## C. PAYMENT METHOD

The tuition fees can be paid in a single payment of 14,410 € or in monthly rates of 520 € via direct debit from your account.

### I. Single payment

- The total amount will be paid with the reference "ISEC tuition fees + name of the student + degree" on the following account:

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

IBAN: LU63 0030 2614 5372 0000  
BIC: BGLLLULL

### II. SEPA-direct debit

- The tuition fees will be paid in monthly rates of 520€ per direct debit. The direct debit will be executed on the 10th of every month.
- I hereby agree that ISEC-AdW debits the monthly instalments of 520€ from my bank account. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.

Name of the debtor

Name of the Bank

Account number - IBAN

SWIFT BIC

Date (DD MM YYYY)

Signature of the debtor

You will be informed by ISEC-AdW before the direct debit is executed.  
In addition, you will need to fill out a SEPA Direct Debit Mandate that will be given to you by the ISEC Administration.

## D. CONSENT

I hereby give my consent that ISEC | 7, rue Alcide de Gasperi | L-1615 Luxembourg-Kirchberg 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. Furthermore, I agree that my data will be passed on to the awarding university FOM.

## E. RIGHT OF REVOCATION

Please note that you may withdraw your registration in writing (such as letter, fax, e-mail) within 14 days of receipt of the confirmation without giving any reason. To meet the deadline, the timely dispatch of the revocation is sufficient. The revocation must be sent to the ISEC-AdW.

In the case of an effective cancellation, we will refund the amount we have received from you, at the latest within 14 days of receipt of your cancellation. For this repayment, we 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 participated in events at your own request during the cancellation period, you must pay us a reasonable, pro rata amount for participation until the time that we receive your revocation.

## F. TERMS AND CONDITIONS

### 1. Contracting party

The study contract is concluded with the Institut Supérieur de l'Économie-Akademie der Wirtschaft (ISEC-AdW), société anonyme (a limited liability company); hereinafter referred to as ISEC-AdW. ISEC-AdW is registered with the Registre des Commerces et des Sociétés de 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 in L-1615 Luxembourg, 7, rue Alcide de Gasperi.

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 for Higher Education and Research in Luxembourg.

### 2. Study fees

The fees for all study programmes are due at the beginning of the first semester. Monthly instalments can be agreed. In hardship cases, if it is proven that a participant is innocently not able to participate, the participation fee may be waived pro rata.

### 3. Written form

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

### 4. 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 Euro will be charged. The cancellation must be introduced in writing no later than 6 weeks before the beginning of the study programme.

### 5. Cancellation, leave or extension of a semester

- In the case of study programmes with a duration over 6 months, a cancellation is possible at the end of each study semester with a notice period of 6 weeks.
- Toll-free leave semesters can be granted to the participant on request, as long as this does not contradict an orderly course of study. The application must be made in writing within the scope of section 5.a. regulated notice periods with the "Agreement for a leave semester and new registration" to the Student Affairs Office. The leave semester is granted in such a way that the originally agreed study programme is terminated with the registration and a new registration will take place taking into account the number of semesters already studied. The granting of leave semesters is subject to the condition of a subsequent study course.
- The termination of a study programme is not possible during a granted leave semester.
- 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 case of renewal, tuition fees in the amount of half the regular tuition fees must be paid. If only the final examinations are open the first extended semester is free of charge.

### 6. The 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 studies at a later semester. In addition to the claims for reimbursement of fees already paid, there are no further claims of the participants.

### 7. Programme modifications, relocation 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.

### 8. Study certificate

Study certificates are issued on request.

### 9. Offered Degree

Upon successful completion of these course, you will be awarded with a German degree 'Master of Business Administration' (awarded by FOM Hochschule für Oekonomie & Management). This degree is accredited by the Foundation for International Business Administration Accreditation (FIBAA).

### 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:

- Administration and accounting
- Management of eligibility criteria, teaching (including timetable and organization of courses / seminars / examinations), enrolment (including tuition fees), and diploma,
- 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 above purposes.

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

### 10. Jurisdiction and applicable law

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

I hereby accept the terms and conditions (paragraph 5) and register for the MBA programme at the ISEC.

First name

Date (DD MM YYYY)

Last name

Signature

## G. PLEASE ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION

Please note that you must complete and sign the registration form as well as submit the following documents by mail.

- ✓ **CV**  
(Education and professional training)
- ✓ **Diploma entitling you to enter a higher education programme**  
(Copy)
- ✓ **Proof of Sufficient knowledge of the English language**  
(Level B2/C1 in the European Language Framework)
- ✓ **Copy of the identity card**  
(Both sides)
- ✓ **Proof of health insurance**  
(Certificate)
- ✓ **Bachelor's degree**  
(Certified Copy)
- ✓ **Proof of one year of professional experience after graduation**  
(Certificate by your employer or other e.g. contract, employer references)
- ✓ **Proof of current employment**  
(Certificate by your employer or other e.g. contract)

Additionally, for all applicants who have obtained their higher education entrance qualification at a non-Luxembourgish institution: Certified copy of the original certificate and either a homologation of the certificate by the Ministry of Higher Education and Research or a certified translation of the certificate in French, German or English.

# Appendix 1

## PREVIOUS HIGHER EDUCATION

I have not studied at any higher education institution or university.

I have studied at a higher education institution or university.

### Information about previous studies

(IMPORTANT! Please submit a registration and/or de-registration certificate from the higher education institute or university you attended)

Higher education institution       University       Full-time       Part-time

Name of the higher education institution/university

City      Country

Programme

Studied from (DD MM YYYY) — to (DD MM YYYY)      Semester number      Number of semesters on leave

Degree / Grade

Number of months studied if study degree was achieved

### Information on further study periods

(IMPORTANT! Please submit a registration and/or de-registration certificate from the higher education institute or university you attended.)

Name of the higher education institution/university

Programme

Studied from (DD MM YYYY) — to (DD MM YYYY)      Semester number      Number of semesters on leave

Degree / Grade

Number of months studied if study degree was achieved

### Failed examinations

I have not passed or definitely failed the following exams. No entry means that you have not yet passed your final exam.

Programme

## VALIDATION OF CREDITS

(IMPORTANT! PLEASE submit the certificates of credits and/or experiences you would like to validate

I would like to validate the credits for the following examinations and / or periods of study as well as other knowledge and qualifications acquired outside of higher education (e.g. further education according to the documents to be attached)

Yes     No

Validation of credits from examinations is no longer possible if an examination has already been considered within the framework of the courses to be credited. Performances already credited cannot be repeated (e.g. for grade improvement). We recommend submitting the application for the validation of credits before beginning your studies.

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

First name      Last name

→      Date (DD MM YYYY)

→      ~~X~~      Signature