

Northern Business School  
 Holstenhofweg 62  
 22043 Hamburg

## 1. Payment

- The total amount, according to the information on the following pages, will be transferred prior to the course start. You will receive a bill for the total amount due. This is comprised of the chosen modules (€ 485 per module from Bachelor programs (except Erasmus students) € 675 per module from Master programs (except Erasmus students)) as well as the price of the HVV Semester-Ticket (approx. € 180).
- The total amount, according to the information on the following pages, will be transferred in 4 monthly installments, each on the 5th of the month from course start. The installments are dependent upon the number of chosen modules (€ 485 per module from the Bachelor programs (except Erasmus students) € 675 per module from the Master programs (except Erasmus students)). You will receive a separate bill for the HVV SemesterTicket of approx. € 180 in addition to the installments.

### Important

You will receive a SemesterTicket for Hamburg's public transportation system (HVV) for each semester of your stay. We charge you the cost without surcharge. The price for the SemesterTicket, as determined by the HVV, is approx. €180 per semester (as of winter semester 2020/21).

**The ticket is obligatory, including for all Erasmus students.** As this is mandated for all universities in Hamburg, we cannot offer right of refusal.

Date

Signature (legal guardian if under 18)

## 2. Personal Information

Please write in block capitals.

female  male

Surname, first name(s), birth name if applicable

Date of birth

Place of birth

Nationality

Street

Postcode (ZIP-Code) / City

Country

Mobile phone number

Email

### Revocation Rights

You have the right to revoke this contract without stating reasons within 14 days. The revocation period shall be 14 days after the contract conclusion date. To exercise your revocation rights, you must send us (**NBS Northern Business School gGmbH, Holstenhofweg 62, 22043 Hamburg, phone: +49 (40) 35 700 340, fax: +49 (40) 35 700 343, info@nbs.de**) a clear statement (e.g. a letter sent by mail, fax or email) informing us about your decision to revoke this contract. A sample revocation form can be found on our website at [www.nbs.de/widerruf](http://www.nbs.de/widerruf). To meet the revocation deadline, it is sufficient to send your statement on the exercise of the revocation rights before the end of the revocation period.

### Revocation consequences

If you revoke this contract, we must immediately refund any payments we received from you, including delivery costs (but excluding additional costs resulting from you choosing a different delivery method than the least expensive standard method offered by us), no later than 14 days after the date on which we received your revocation statement for this contract. For these refunds we will use the same payment method that you used for the original transaction, unless we expressly agreed to another method with you. Under no circumstances will you be charged for these refunds. If you requested services to commence during the revocation period, you must pay us an appropriate amount for the share of the services already provided until we received notice of your exercise of your revocation rights in relation to the full scope of the services intended by the contract.

### 3. Home Institution

All international students need to fill out this section.

<input type="text"/>			
Name of the home institution			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	Start date (mm/yyyy)	Expected end date (mm/yyyy)	
<input type="text"/>	<input type="text"/>		
Country	Name of the study abroad program in which you want to participate (e.g. Erasmus+, affiliate program, freemover)		
<input type="text"/>			
Field of study			
<input type="text"/>			
Target degree (e.g. Bachelor of Arts)	<input checked="" type="checkbox"/> <input type="text"/> Signature of the coordinator / contact person at the home institution		

### 4. Modules

Starting semester and year of your visiting studies

Winter term (1 September)  Year
  Summer term (1 March)  Year

Please choose a maximum of six modules for your semester abroad. Each module from a Bachelor program costs € 485, each module from a Master program costs € 675. Erasmus+ students don't have to pay these fees. A list of all modules is available on [www.nbs.de/en](http://www.nbs.de/en). Participation in the chosen modules cannot be guaranteed and is subject to review.

<input type="text"/>	<input type="text"/>
Module 1	Module 4
<input type="text"/>	<input type="text"/>
Module 2	Module 5
<input type="text"/>	<input type="text"/>
Module 3	Module 6

### 5. Previous Periods of Study in Germany

I have already studied at a technical institute, university, college of education or University of Applied Sciences in Germany. Must be completed if you have already partially or completely graduated from a tertiary course of study.

Field of study	Target degree	Institution and city	Successful completion yes/no

## 6. Documents for Registration (please mark the attached documents)

### Please add the following documents:

#### General

Recent passport photo (for the student card)

Certificate of enrollment or performance summary of the home institution (in German or English)

Higher education entrance qualification

Proof of health insurance

– For health insurance in Europe: a copy of the European Health Insurance (EHIC)\* card

– For health insurance in Germany: certificate of membership and registration

#### Additionally for German modules

For the modules held in German you will need to submit one of the following or an equivalent **certificat of**

##### German language proficiency:

– Language Certificate B2

– “Goethe-Zertifikat” B2

– BULATS – Deutsch-Test für den Beruf

– DSH-1 (“Deutsche Sprachprüfung für den Hochschulzugang”, Stufe 1)

– “Europa Zertifikat” B2

– TestDaF: TDN 3 – TDN 4

##### Exception:

No German proficiency certificate is required for those who have passed the “Abitur” at a German school.

#### Additionally for English modules

For the modules held in English you will need to submit one of the following or an equivalent **certificate of**

##### English language proficiency:

– TOEFL (at least 72 points iBT)

– IELTS (at least 5.5)

– Cambridge Certificate (at least 160 points on the Cambridge English Scale)

– DAAD (B2)

#### Additionally for Erasmus+ students

Learning Agreement (section to be completed before the mobility)

#### Documents upon arrival in Germany

Confirmation of registration in Hamburg\*\* or a copy of your Hamburg rental agreement.

\* Please note that other foreign health insurance companies are usually not recognized and travel insurance for study in Germany is not sufficient. Please check with your insurance provider about treatment options in Germany.

\*\* The Hamburg Welcome Center ([www.welcome.hamburg.de](http://www.welcome.hamburg.de)) offers a special authorities service for international students who are new to Hamburg. You can apply for your residence and residency permit and your registration confirmation here. You can also apply for your residency permit with the immigration authorities in your residential municipality. Please arrange a timely appointment via email about four to six weeks beforehand.

For questions and necessary further assistance you may first contact the International Office of the NBS ([international@nbs.de](mailto:international@nbs.de)).

## 7. General Terms and Conditions (GTC) of NBS Northern Business School

### 1. Study contract and tuition fees

In the framework of the implementation of the courses, the service provider of the lectures, classes and other teaching events associated with the courses and other services related to study is the NBS gGmbH. Enrollment takes place if the necessary conditions are met and places are available. The regulations of the NBS University apply in their respective valid version. The tuition fees for all courses are due in advance at the beginning of the courses or in monthly installments. Deviating payments require a written agreement.

### 2. Cancellation notice period

Provided that a participant begins a new program at the NBS, he/she can opt out of this in compliance with the cancellation notice period of at least six weeks before the start of the course. If this deadline is complied with, a processing fee of € 80 will be charged, unless the contract partner can demonstrate that the herein invoiced reimbursement of expenses is not incurred in this amount or in a considerably lower amount. For a later cancellation, the semester fee will be charged unless a replacement participant is available. The maximum number of participants is set in the specific regulations of each study program. These rules do not apply if the participant has exercised his/her right of withdrawal.

### 3. Program change, relocation or withdrawal

We exclude liability for slightly negligent breach of duty, unless damages are affected from injury to life, limb or health. This shall not affect the liability for breach of duties the fulfillment of which allows the execution of the contract and on whose compliance the customer may generally trust. The same applies to breach of duty by our agents.

If the rented teaching spaces cannot be used for reasons that are not the fault of the organiser, the organiser reserves the right to relocate or postpone the course location in accordance with the participants or to repeat the course (part) later.

If the teaching provider cannot execute the course due to illness, the NBS reserves the right to employ another at least as qualified teacher and/or, after consultation with the participants, to repeat the course (part) later.

### 4. HVV SemesterTicket

All students enrolled in NBS full-time programs, including visiting students, receive a SemesterTicket for the total area of Hamburg's transportation system (HVV) for each semester of their stay. We charge the cost without surcharge at the beginning of each semester. The cost of the SemesterTicket is determined by the HVV. Replacement tickets in case of loss are subject to charge.

### 5. Data storage

By registering, the participant agrees to the processing and storage of personal data for purposes of the study program and examination process. A transfer of data to third parties is prohibited.

**In recognition of these Terms and Conditions I hereby register for the checked modules.**

Status: 09/2021



Date

Signature (legal guardian if under 18)