Dear prospective students,

If you have these documents in front of you, may be you have already made a decision to enrol for one of the distance learning courses which we, the Zentralstelle für Fernstudien an Fachhochschulen – ZFH – in Koblenz offer together with one of the associated universities of applied sciences in Rhineland-Palatinate, Hessen and Saarland. Please observe the following basic information and instructions on the admission procedure, fees and questions from A – Z for a smooth start into distance learning.

1. Admission procedure

<table>
<thead>
<tr>
<th>ZFH student administration</th>
<th>In the coming months you will be looked after by employees of the student administration at ZFH, further information can be found under <a href="http://www.zfh.de/die-zfh/kontakt-ansprechpersonen">http://www.zfh.de/die-zfh/kontakt-ansprechpersonen</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online registration for distance learning</td>
<td>The following applies to all offers: Please register online and subsequently, send us the printed and signed online application form together with all copies of certificates and evidence necessary for admission. <strong>Exception:</strong> If you would like to apply for a course in Computer Science - Master of Computer Science (FH [UAS] Trier) it is necessary to comply with the information in the Information brochure on Distance Learning Courses in Computer Sciences because application and admission takes place directly at FH Trier.</td>
</tr>
<tr>
<td>Application for admission to the qualifying examination for people with vocational qualifications</td>
<td>Information on being able to submit an application for admission to the qualifying examination for certain courses and which formal and professional requirements must be fulfilled should be derived from the corresponding study course information. For courses at THM [Mittelhessen University of Applied Sciences], the documents for the qualifying examination must be submitted directly to the THM distance learning centre. At the ZFH it is only necessary to complete the online form and the application for admission must be sent via post. You can send us the application documents as scans via e-mail.</td>
</tr>
<tr>
<td>Check list</td>
<td>Information on which documents we require from you can be derived from the check list attached to the application documents.</td>
</tr>
<tr>
<td>Completeness check of the submitted documents</td>
<td>After the application has been received, the completeness of the details and documents will be checked. Please also attach the check list to the application. If you also send a stamped postcard addressed to yourself, we will confirm the receipt of the documents by sending it back to you. We do not issue an acknowledgement of receipt via telephone.</td>
</tr>
<tr>
<td>Consignment of the admission certificate and notification of charges</td>
<td>The consignment of the admission certificate and notification of charges usually takes place after completing the admission procedure, for a winter semester after the end of July, for a summer semester, after the end of January. <strong>Exceptions Course in Computer Science - Master of Computer Science:</strong> HS Trier is responsible for the notification.</td>
</tr>
<tr>
<td>Fee payment, payment deadline and reason for payment</td>
<td>We inform you of the bank details, payment date, the amount of the fee to be paid and the reason for payment in the notification of charges; the payment deadline is usually 14 days. When initiating the payment, please make sure that the reason for payment is correct (particularly for payments through third parties) and finally, send us a copy of the paying in slip (for online banking a corresponding print out).</td>
</tr>
<tr>
<td>Application for enrolment</td>
<td>An “Application for enrolment” and/or “Data entry form” have been attached to the admission certificate and notification of charges. It either has to do with a form from the ZFH or an original form from the university of applied sciences of your choice. Please ensure that the application is filled out and signed and send the original back to us by the deadline stated in the notification. For practical reasons, we are unable to confirm the receipt of the application. Once we have received both the application for enrolment as well as your payment, your details will be given to the university of applied sciences of your choice.</td>
</tr>
<tr>
<td>Information sheet</td>
<td>Before beginning with your studies you will receive an information sheet containing important instructions enclosed with the notification of charges. Here you will find out when the classroom based session will take place.</td>
</tr>
<tr>
<td>Freshman orientation</td>
<td>Just before beginning the face-to-face courses, you will receive an invitation to the freshman orientation and/or first classroom based session for your course of studies from the department of the university of applied sciences offering the course.</td>
</tr>
<tr>
<td>Consignment of study materials</td>
<td>The first study materials for the following courses, MBA, Social Skills, Computer Sciences, Integrated Mediation and Sales Engineer are sent to you with the face-to-face teaching schedule etc. The materials for Industrial Engineering and Management, Logistics and Facility Management will be hand out personally to those present at the freshman orienta-</td>
</tr>
</tbody>
</table>
2. Fees

<table>
<thead>
<tr>
<th>Fees for participating in distance learning</th>
<th>Legal basis for the collection of charges is the state ordinance for participating in distance learning at universities of applied sciences (Special schedule of fees) dated 6 January, 2004 as well as the enrolment regulations of the cooperating university of applied sciences. The fees include the participation in distance learning, support provided by teachers and lecturers as well as scientific coordinators, printing and revision costs as well as the consignment of apprenticeship certificates in Germany or online provision if required. Postal delivery abroad will take place overland.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee payment</td>
<td>The fees are levied each semester; the exact amount and the payment date will be disclosed in the notification of tuition fees after successful admission and/or re-registration. The fees must always be paid in advance (before the beginning of a new semester); it is not possible to make payments by instalments. Repeat semesters, which can be registered for in order to work off the old syllabus, without having to process new teaching material are subject to a charge. A reduced fee is levied. If the degree is not completed in the regular duration of studies, fees will be incurred for additional semesters. Further details can be derived from the study course information.</td>
</tr>
<tr>
<td>Amount of fees</td>
<td>The fees specified for taking up a course apply to the regular duration of study indicated per course (exception: registration of individual modules). If there are delays in the course of study due to repeat or holiday semesters or due to dropping out of university or the return to university was late, the fee increases which took place in the meantime must be taken into consideration. Fee increase can arise from: • increased expenses for the production and print of teaching materials or • a decision made by the administrative body of the ZFH • a decision made by the administrative body of the universities of applied sciences.</td>
</tr>
<tr>
<td>Fees for resits</td>
<td>Previously failed exams which need to be repeated in the current semester may be liable to an additional fee for certain courses. The fee is omitted for resits in a repeat semester subject to costs.</td>
</tr>
<tr>
<td>Administrative fee for late admissions, enrolments or re-registration</td>
<td>Administrative fees to the amount of €25 will be levied: • for late admissions, enrolments or re-registrations after the corresponding periods have lapsed • for late fee payments after a reminder from the ZFH. If no fees are paid after the payment reminder, a direct debit will be initiated on part of the state higher education exchequer. • for multiple issuing of certificates (student ID, certificates of attendance, notifications of charges etc.)</td>
</tr>
<tr>
<td>Students’ social insurance contribution</td>
<td>The students’ social insurance contribution must be paid for all Bachelor and Master degrees as well as for the certificate offers in Industrial Engineering, Facility Management and Logistics. The social insurance contribution includes the contribution for the student body (AStA) of the universities of applied sciences as well as for the student union. The amount is specified by the respective university of applied sciences and may change over the course of the degree.</td>
</tr>
</tbody>
</table>

3. Fee reductions

<table>
<thead>
<tr>
<th>Basis</th>
<th>In justifiable individual cases, the ZFH can reduce the fees to be paid for the taking up a degree. The remission and/or a reduction of the fees is only granted for already enrolled students but not for applicants wanting to be admitted for the 1st semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reasons for reduction</td>
<td>Fees can be reduced:</td>
</tr>
</tbody>
</table>
### Basic Information about Distance Learning

- in case of unemployment
- for welfare recipients

The granted reduction in individual cases can amount to 25% of the fees; the students' social insurance contribution however, cannot be reduced.

### Duration of the reduction and application

The reduction is always only granted for one semester and must be reapplied for further semesters. **The application for reduction together with the application for re-registration must be fully submitted by the end of the re-registration deadline at the latest.** The proper application is part of the re-registration application. The reason for application must be present when applying; reasons which only arise after the specified deadline for re-registration, will not be considered before the next re-registration period, if they still exist.

### Further information

Further information for the application and the process can be found under [http://www.zfh.de/fuer-studierende/rueckmeldung](http://www.zfh.de/fuer-studierende/rueckmeldung).

### 4. From A - Z: What has to be considered?

#### De-registration after successful admission.

It is possible to de-register after successful admission, however it must be **before the semester begins.** Fees which have already been paid will be refunded after a deduction of a 10% administrative fee.

It is also possible to de-register after the **semester has started** and/or after the study material has been handed out, in this case however, the fees which have already been paid will **not** be refunded. The study material which has been dispatched will not be taken back. A credit memo will not be issued by the ZFH if study material is returned without being requested for it.

#### Address changes

Please inform us of all changes including telephone number and e-mail address promptly because it could result in delays in the administrative procedures etc.

#### For the tax office

Participation in continuing education offers is usually tax deductible. You will need the notification of charges and a copy of your bank statement as a proof of payment which can then be presented to the tax office.

#### Education release

Information on education release can be found under [http://www.zfh.de/fuer-studierende/bildungsfreistellung](http://www.zfh.de/fuer-studierende/bildungsfreistellung). The information is updated every semester. Please observe that the legal requirements of educational leave for employees are different in the federal states.

#### Notification of charges for the employer

If your employer is taking over the costs for your degree, it is possible to have the notification of charges issued to your **company address**. Please inform us of this immediately, during registration and/or de-registration. A late or retroactive change of the notification of charges is not possible.

#### De-registration

If you want to end your degree in the current semester or upon ending the semester at your own request, please inform us of this in writing by stating the reasons. Subsequently, you will receive a corresponding certificate about the years of study from your university of applied sciences.

If you have not reported back to the ZFH by the re-registration deadline specified, you will be automatically forced to de-register after some time. A forced de-registration by the university of applied sciences can also take place if the degree had to be ended because the right to examination did not exist.

#### Health insurance certificate

must only be submitted during registration.

#### Learning platform

In most of the courses, the students will gain access to a learning platform after commencing their studies which has current information and multi-medial learning material available. However, there is the possibility of exchanging views in forums or chats with fellow students or lecturers.

#### Registration number

A file will be maintained at the ZFH with the reg. no. You will find the reg. no. in the admission certificate and notification of charges. It is necessary to use this number for your payments and correspondence.

#### Re-registration and re-registration deadlines

If you want to continue your degree, you must re-register for each following semester. You will receive a reminder from us via e-mail (Exception **Computer Sciences** - **Master of Computer Sciences**; here the re-registration takes place upon request by the FH Trier).

The re-registration form and the necessary explanations can be found under [http://www.zfh.de/fuer-studierende/rueckmeldung](http://www.zfh.de/fuer-studierende/rueckmeldung).

**Re-registration deadlines:**
- for the winter semester from 01.05 - 30.06.
- for the summer semester from 01.11 - 31.12.
After completing re-registration you will receive a notification of charges after the end of July and/or end of January. Please make the payment exclusively to the ZFH. The re-registration is only legitimate once the amounts specified in the notification of charges have been properly paid to us. In case of non-payment, the university of applied sciences will execute the de-registration. Since SuSe 2013, it has been changed to an online re-registration procedure. Information on this can be found under the following link: http://www.zfh.de/fuer-studierende/rueckmeldung

Dropping out of university
see below Registration and De-registration.

Start and end of term
Duration of the winter semester: 01.09. – 28.02.
Duration of the summer semester: 01 March – 30.08.
Please pay attention to the different semester dates of the universities of applied sciences in Hessen.
The schedule for classroom based sessions and examinations usually take place in the months of October to January and April to July depending on the course of study (exceptions are possible), the computer science placements usually take place in January/February and August/September.

Study supervisors
In the course chosen by you, there are study coordinators at the universities of applied sciences, who can inform you of any changes to the content or deadline and can answer your study-related questions.

Remaining study loan
If you have a remaining study loan available from your first degree in Rhineland-Palatinate, this can be credited towards the fees for courses of studies at the universities of applied sciences in Koblenz, Trier and Kaiserslautern-Zweibrücken. A corresponding, current certificate about the remaining credit must be attached to the application for admission and the following re-registrations.

Student card/Enrolment receipts
These are only available for Bachelor and Master’s degrees as well as for certificate offers in Industrial Engineering and Management, Facility Management and Logistics. Your enrolment receipts will be sent after completing the registration and/or re-registration procedures (Please gather information at your university of applied sciences about whether the computer rooms in the rooms of the university of applied sciences can also print out enrolment/admission receipts). There you will also find the registration number issued by the university of applied sciences. A semester ticket for distance learning students is not included.
For courses where it is not possible to enrol as a "regular student", the respective university of applied sciences will issue guest student cards which will be sent to the participants.

Holiday semester
is possible for guest students in case of time/occupation/family related etc. overload free of charge; regular students must usually only pay the social insurance contribution to their university of applied sciences (exception: course of study at the TH Mittelhessen). The conditions of the respective university of applied sciences apply.

Repeat semester
is possible after consulting the student administration of the ZFH. If required, reduced fees will be levied.

Expenditure of time
Depending on the course, you should expect approx. 15 - 18 hours of study/week, for the Social Work degree it can be up to 25 hours/week. Each term is approx. 20 weeks long.