

# SPECIAL CONDITIONS

for the certification course European Regulatory Reporting Specialist (Frankfurt School)

## 1 Scope of Application

These Special Terms and Conditions apply to the certificate course European Regulatory Reporting Specialist (Frankfurt School). Besides these conditions the General Terms and Conditions apply to all Degree Programmes, Certification Courses of Study and Seminars of the Frankfurt School. In case of deviating regulation the Special Terms and Conditions have priority over the General Conditions.

## 2 Admission

2.1 Those who possess the professional and personal qualifications needed to participate in the certification course European Regulatory Reporting Specialist (Frankfurt School of Finance & Management gemeinnützige GmbH, herein after referred to as the 'Frankfurt School') can be admitted to this Certificate Course.

2.2 The Frankfurt School will make the decisions regarding admission based on the professional and personal qualifications of the applicant. Applicants are not entitled to admittance.

2.3 The duration of the course of study is around 6 to 9 months and is divided into 5 mandatory modules.

## 3 Study Material / Virtual Campus

3.1 Students will receive the study material from the Frankfurt School Program Coordination in digital format.

3.2 To use and access internet based communication, information, and learning content, students receive access to the Frankfurt School

learning platform. The respective system requirements can be learned by asking the Frankfurt School Program Coordination.

3.3 The Frankfurt School along with their trainers, tutors, mentors etc. (subcontractors or vicarious agents) is not liable for damages to students that occur in association with the learning platform except in cases of intent or gross negligence. There will especially be no liability taken for the accuracy of content on the learning platform published on discussion boards, opinions, and case studies. The learning platform serves the didactic supplementation of the courses on offer as a discussion forum for the exchange of ideas between all individuals participating in the course of study. The Frankfurt School does not espouse the posted contributions. The contributions in the learning platform do not constitute, therefore, a consultation service with characteristics of liability from the Frankfurt School or their subcontractors or vicarious agents.

## 4 Exams

4.1 The certificate course is completed with a written examination. Admission to the examination is granted to those who have attended at least 4 of the 5 compulsory modules within 12 months of attending the first module. After successful completion of the final examination, the student is awarded the certificate "European Regulatory Reporting Specialist (Frankfurt School)".

4.2 The exam modalities are regulated by the examination rules valid at the beginning of the course of study and the general conditions for examination regulation at the Frankfurt School. These can be seen from the Frankfurt School Program Coordination. The examination rules valid at the beginning of the course of study will be valid for its entire duration.

4.3 The timely payment of the tuition fees is a precondition for the final certification. The Frankfurt School is, therefore, not required to admit students to quizzes, case studies and/or webinars when the students are in arrears of any payments due.

4.4 The Frankfurt School is sovereign over the evaluation and interpretation. The correctors and examiners or examination committee have an appropriate margin of discretion.

## 5 Changes to / Cancellation of the Course of Study

5.1 The Frankfurt School retains the right to switch trainers or make program changes as long as the overarching character of the certificate course is maintained. The Frankfurt School further retains the right to change the starting time and / or announced location (within the same city) of learning events due to organizational reasons. In any case, the Frankfurt School will notify students of the necessary changes as quickly as possible.

5.2 The Frankfurt School also retains the right to cancel courses of study when the minimum number of participants (10) is not met (at the latest, 2 weeks before the beginning). In the case of cancellation, students will be promptly informed, and the Frankfurt School will do its best to offer the students alternative replacement dates.

5.3 Trainer changes or insignificant changes to the course procedure do not entitle participants to a decrease in price or to cancellation of the contract. For cases of significant course content being left out, the study fees will be decreased proportionally. For the cancellation of a course of study, as in Section 2, the Frankfurt School will promptly refund the paid study fees. Further entitlements are out of the question except in cases of gross negligence or willful misconduct by employees or other vicarious agents of the Frankfurt School.

5.4 Specifying the place of study means that the courses at this location are usually held as

classroom events. The Frankfurt School is entitled to relocate individual courses or the courses of individual departments to another location within a reasonable distance or to hold them as online courses due to official, health, teaching, spatial or comparable requirements. The courses of a programme may also be held partly or completely as online events if there are pedagogical-didactical or organisational reasons for doing so and the participants have been informed of this in good time. Online events in the aforementioned sense are typically carried out as real-time transmission, in which contact between lecturer and participant is possible at any time as in a classroom event.

## 6 Price

6.1 The respective applicable total tuition fee for the course of study, including registration, study materials, and completing the examination, is listed on the website.

6.2 Repeating an exam will cost an additional fee of EUR 400,00 and will be charged separately.

6.3 The student is responsible for all costs related to means of communication, especially internet access and usage.

6.4 Unless otherwise specified, the total tuition fees are due when the registration is approved and should be paid within 2 weeks after the invoice has been issued. At the latest, they must be paid before the course of study begins.

6.5 In case of hybrid events, the student can re-book the mode of delivery they have chosen (online or face-to-face) free of charge up to 14 days before the start of the seminar block. In case of a later rebooking, a fee of EUR 75.00 will be charged. However, the fee does not apply if the student makes the rebooking following a change in the delivery format of the seminar block by the Frankfurt School.

## **7 Provisions for Termination or Change in Booking for the Students**

7.1 A cancellation by the student in accordance with the General Conditions for all Degree Programmes, Certificate Courses of Studies, Seminars must be made in writing. The receipt and date of receipt at the Frankfurt School apply for determining effectiveness and adherence to the cancellation period. After cancellation, re-joining an ongoing course of study is not possible.

7.2 For a cancellation up to four weeks before the course of study begins, the student does not have to pay an administration fee. For later cancellations, up to two weeks before the course of study begins, 30% of the tuition fee for the course of study is to be paid. For an even later cancellation, the entirety of the tuition fee must be paid. The student has the right to prove that no damages or damages equal to less than the entire tuition fee have been caused.

7.3 The student can change their booking for free up to three weeks before the beginning of an originally booked optional module. When the booking is changed later, less than three weeks before an optional module begins, an administrative fee of EUR 100,00 will be charged.

## **8 Other Provisions**

8.1 When changing or repeating a course of study, the respective study conditions and examination rules for the new course of study are applicable.

8.2 The student authorizes the Deutsche Post AG to give the Frankfurt School their applicable current mailing address if mail can no longer be delivered to the previously given address so that future mail related to their course of study can be delivered. (§ 5 Postdienst-Datenschutzverordnung).