



# SPECIAL CONDITIONS

## for the Advanced Management Programme - AMP

### 1 Scope of Application

These Special Terms and Conditions apply to the Advanced Management Programme - AMP (Frankfurt School). Besides these conditions the General Terms and Conditions apply to all Degree Programmes, Certification Courses of Study, Seminars of the Frankfurt School. In case of deviating regulations the Special Terms and Conditions have priority over the General Conditions.

### 2 Admission / Registration

2.1 Admission to the Advanced Management Programme - AMP, of the Frankfurt School of Finance & Management gemeinnützige GmbH (hereinafter referred to as the "Frankfurt School"), is open to applicants

- a) who, as on the commencement date of the course, can provide proof of not less than 15 years work experience from any educational background and industry, including a minimum of 5 years of leadership experience or managerial responsibility; and
- b) who successfully completed an interview (30 minutes) with one member of Frankfurt School staff.

2.2 Admission is at the sole discretion of Frankfurt School and will be assessed on the basis of the personal and professional skills of the applicant. Applicants have no right of admission.

2.3 The registration should be completed online, by mail, fax, or email using the contact information given on the registration form and under recognition of the General Conditions for all Degree Programmes, Certificate Courses of Study, Seminars as well as these Special Conditions.

2.4 Before commencement of the course, participants will receive an invitation which includes, among other things, details on the seminar process as well as the invoice.

2.5 For cases of overbooking or registrations not being considered for specific reasons, the participant will be immediately notified. Already paid seminar or registration fees will be refunded to the participant in these cases.

2.6 The duration of the course of study is 3-4 months.

### 3 Study Material / Virtual Campus

3.1 For access to and the use of the online teaching material, students will receive an access code to the online learning area of Frankfurt School of Finance & Management.

3.2 The system requirements for the use of the online learning content are available at the Frankfurt School Project Coordination.

3.3 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 virtual campus except in cases of intent or gross negligence. There will explicitly be no liability taken for the accuracy of content on the virtual campus published on discussion boards, opinions, and case studies. The virtual campus serves as didactic supplementation of the courses and offers a discussion forum for the exchange of ideas between all individuals participating in the course of study. Frankfurt School does not take responsibility or liability for the posted contributions.

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

4.1 Frankfurt School retains the right to switch trainers or make program changes as long as the overarching character of the program 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.

4.2 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.

4.3 Trainer changes or changes to the course in accordance with section 5.1 do not entitle participants to a decrease in price or cancellation of contract. In case of unavailability of course content without appropriate alternative content being offered, the study fees will be decreased proportionally. For the cancellation of a course of study, as in Section 5.2, the Frankfurt School will refund already paid study fees without undue delay. Further indemnities and entitlements are excluded except in proven cases of gross negligence or wilful misconduct by employees or other vicarious agents of Frankfurt School.

4.4 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.

### 5 Price

5.1 The respective applicable total tuition fee for the course of study, including registration and study materials, is listed in the information brochure and on the registration form.

5.2 The student is responsible for all costs related to communication, especially internet access and usage, accommodation and travel (if applicable).

5.3 Unless otherwise specified on the registration form, 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 Termination Provisions

6.1 The contract for a course of studies can be terminated by the student by notice given not later than four weeks before the commencement of the course of studies.

6.2 Notice of termination must be given in writing. At the request of the student, the Frankfurt School will acknowledge receipt of the notice of termination.

6.3 In case of termination more than four weeks before the start of the program no fee is applicable, four to two weeks a cancellation fee of 30% of the total price applies and within two weeks the full fee of the course has to be paid.

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## **7 Miscellaneous Provisions**

7.1 Should any of the above provisions become invalid, this shall not affect the validity of all other provisions.

7.2 The student agrees to the Deutsche Post AG informing the Frankfurt School of the current applicable address should it no longer be possible to make postal delivery to the hitherto known address (Postal Service Data Protection Order, Section 5).