

Please mail or fax the registration to:

Frankfurt School of Finance & Management gGmbH | Janine Krohne | Adickesallee 32-34,
60322 Frankfurt am Main | Fax: +49 69 154008-4323 | Telephone: +49 69 154008-323 | E-Mail: cams@fs.de

REGISTRATION

CAMS Certification with Prep Training



The Registration Process

1. Step: Fill out the application form and collect the necessary documentation.
2. Step: Submit the completed form and documentation.
3. Step: After receipt of your application materials and acceptance of your application, we will send the invoice and digital CAMS Study Guide around 8 weeks before the Prep Training.
4. Step: With the examination voucher code sent to you after the training, you may sign-up for the examination at one of the many Kryterion test centers.

Tip: Your voucher code for the examination is valid for six months after the date of issue. You must take the examination within this six month period.

CAMS Eligibility Requirements and ACAMS Membership

Candidates wishing to sit for the CAMS Examination must:

1. Document a minimum of 40 qualifying credits based on education, other professional certifications and professional experience in the field.
2. Submit supporting documents.
3. Provide three professional references.

Candidates who pass the CAMS Examination and wish to use and display the CAMS credential must also be active members of ACAMS.

Statement of Nondiscrimination

ACAMS does not discriminate among candidates based on age, gender, race, color, religion, national origin, disability or marital status.

Examination Fee

The CAMS Package including the exam preparation/training at the Frankfurt School:

Private Sector.....	2,020 Euro
Public Sector.....	1,818 Euro
CCP-participants and CCP-alumni.....	1,818 Euro

Registration

Send your application form along with the necessary documentation by post, fax, or E-mail.

If you have questions, please contact:

Frankfurt School of Finance & Management
Janine Krohne
Adickesallee 32-34
60322 Frankfurt am Main
Germany
Telephone: +49 69 154008-323
Fax: +49 69 154008-4323
E-Mail: cams@fs.de

Background Verification Check

ACAMS reserves the right to conduct a background check, including a criminal records check, on all people who wish to take the CAMS Examination. Candidates may be required to fill out a Background Verification Authorization Form. Candidates will receive correspondence from ACAMS regarding the status of their application in the event that ACAMS performs a background check.

Please be advised that for the integrity of our association and its mission, in the event an individual is subject to a background check and does not pass, that individual will not be allowed to take the CAMS Examination.

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Participant

Mr. Ms.

.....

Title

Country

Family Name, First Name

Telephone

Organisation / Company

Additional Telephone Number

Industry

Fax

Street / P.O. Box

E-Mail

City, State

Additional E-Mail Address

Acknowledgement of receipt of the registration will be sent to the correspondence address you have indicated.

With this registration, I confirm that I have read and understood the **General Conditions of the Frankfurt School of Finance & Management** gemeinnützige GmbH as well as the **Special Conditions of the specific seminar or certification course I have chosen**. The information given on this form will be collected and processed only for the purpose of your participation. It will not be passed on to a third party. You will shortly receive an automatically generated E-mail that will allow you to review our data protection settings and to update them if necessary.

Place, Signature, Date

Right of cancellation for consumers

(A consumer is a natural person who concludes a legal transaction for purposes that are, for the most part, neither commercial nor for independent professional activity.)

Cancellation Policy

Right of Cancellation: You have the right to cancel this contract without giving any reason within the first 14 days. The cancellation period lasts 14 days from the date the contract is concluded. In order to utilize your right of cancellation, you must send the Frankfurt School (Frankfurt School of Finance & Management gGmbH, Adickesallee 34, 60322 Frankfurt, Telephone 069/154008-238, Fax: 069/154008-399, E-Mail Address: seminare@fs.de) a clear declaration (for example a letter sent by mail, faxed or emailed) informing us that you have made a decision to cancel the contract. You may use the attached cancellation form; however, the use of the form is not required. To be considered within the cancellation period, it is sufficient if you send the declaration of utilizing the right to cancellation before the cancellation period is over.

Consequences of Cancellation: When you cancel the contract, we will refund the money that you have already paid to us including the delivery costs (with exception for additional costs that occur if you chose another type of delivery than the one we have offered, the cheapest standard delivery) without delay and within 14 days from the day we receive your declaration of cancellation. For the refund, we will utilize the same payment method with which it was originally paid unless we come to another agreement with you. In no event will you be paid any sort of remuneration due to this refund. If you demanded that the services begin during the cancellation period, you will owe us the amount that correlates to the part of the services we have delivered before the point in time when you notified us as to the cancellation of the contract in question and compared to the total planned services in the contract.

Place, Signature, Date

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CAMS Certification with Prep Training



Choose your CAMS Certification Package

.....

The CAMS Package including the exam preparation/training at the Frankfurt School

- Private Sector 2,020 Euro
- Public Sector 1,818 Euro
- CCP-participants and CCP-alumni 1,818 Euro

Certification Language

.....

- English
- German

Billing Address

.....

Title

Family Name, First Name

Street

P.O. Box

City, State

Country

E-Mail

Important: You will only be allowed to participate in the training and the examination once the participation fee has been paid in full.

Name and Mailing Address for the CAMS Certificate

.....

Name on the certificate

Street

P.O. Box

City, State

Country

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CAMS Certification with Prep Training



Conditions for Participation

Candidates who wish to take the CAMS Examination must have a minimum of 40 qualifying credits based on education, other professional certifications, and professional experience in the anti-money laundering field, in addition to providing 3 references. The following table represents the ACAMS credit award system for examination eligibility:

Education

Select highest level of education*

Associate Degree	10 credits	<input type="checkbox"/>
Bachelor's Degree	20 credits	<input type="checkbox"/>
Master's Degree/PhD/JD or Equivalent	30 credits	<input type="checkbox"/>

Professional Experience

Each year of full-time experience in anti-money laundering or related duties in a financial institution. Professional experience is limited to 3 years

10 credits / year

Training

Professional Certifications (in the financial sector like, for example, the CCP from the Frankfurt School)**

Every certification programme must entail at least eight hours of instruction and a certification examination. Please attach copies of the certificates and certifications as well as proof of valid memberships***

10 credits / certification

ACCA Membership (Chartered Certified Accountant)

Membership in ACCA requires passing the ACCA qualification exam and the module on professional ethics as well as fulfillment of the practical experience requirements. Include copies of the Professional Level Certificate as well as proof of the valid membership***

30 credits

Attendance at a course/seminar/web seminar/conference/educational and/or training session on the topic of money laundering control and/or related subjects – (includes internal and external training, training by a government agency, completion of the American Bankers Association Compliance or Graduate School or your country's equivalent.) Provide copy of certificate(s) of attendance or receipt of payment from entity conducting training).

1 credit per hour

* Only one degree may be used towards the 40 qualifying credits for the CAMS examination.

** Please note, these credits are in recognition of the AML/Financial Fraud portion of the FINRA certification training. As such, you will only earn a maximum of 10 credits regardless of the number of FINRA licenses you possess.

*** Supporting documentation (if necessary accompanied by a translation in English or German) must accompany information submitted to meet minimum credit criteria in order to sit for the CAMS Examination (i.e., copies of degree, certificates of completion). Please submit all required documentation with your completed application and fee.

Your Total # of Credits (at least 40 are required)

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Professional Experience

To be filled in only by those candidates who claim credits for each year of professional experience in the AML field.
Use space provided and attach additional pages if necessary.

1.		
Dates of Employment	From (Mo./Yr.)	To (Mo./Yr.)
Name of Employer	Industry	
Address	Country	
Position/Title	Total Months in this Assignment	
Name & Title of Immediate Supervisor	Business Telephone of Immediate Supervisor	
Summary of Work Assignment (do not use this space merely to refer to an attachment)		
<hr/> <hr/>		
2.		
Dates of Employment	From (Mo./Yr.)	To (Mo./Yr.)
Name of Employer	Industry	
Address	Country	
Position/Title	Total Months in this Assignment	
Name & Title of Immediate Supervisor	Business Telephone of Immediate Supervisor	
Summary of Work Assignment (do not use this space merely to refer to an attachment)		
<hr/> <hr/>		
3.		
Dates of Employment	From (Mo./Yr.)	To (Mo./Yr.)
Name of Employer	Industry	
Address	Country	
Position/Title	Total Months in this Assignment	
Name & Title of Immediate Supervisor	Business Telephone of Immediate Supervisor	
Summary of Work Assignment (do not use this space merely to refer to an attachment)		
<hr/> <hr/>		

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CAMS Certification with Prep Training



Professional References

Required for all candidates

Professional references must be individuals who have knowledge of your AML expertise and/or current position and the degree of responsibility held in the performance of your job. You should not use anyone as a reference who falls under your supervision. Do not use your own relatives, or members of the ACAMS staff as references. (Please note: all 3 references are REQUIRED.)

Reference 1:

_____ Name & Title	_____ Country / State / City / Province
_____ Professional Relationship	_____ Telephone (select one) <input type="radio"/> Home <input type="radio"/> Business
_____ Company Name	_____ E-Mail
ACAMS Member: <input type="radio"/> Yes <input type="radio"/> No	Certified Anti-Money Laundering Specialist® (CAMS): <input type="radio"/> Yes <input type="radio"/> No

Reference 2:

_____ Name & Title	_____ Country / State / City / Province
_____ Professional Relationship	_____ Telephone (select one) <input type="radio"/> Home <input type="radio"/> Business
_____ Company Name	_____ E-Mail
ACAMS Member: <input type="radio"/> Yes <input type="radio"/> No	Certified Anti-Money Laundering Specialist® (CAMS): <input type="radio"/> Yes <input type="radio"/> No

Reference 3:

_____ Name & Title	_____ Country / State / City / Province
_____ Professional Relationship	_____ Telephone (select one) <input type="radio"/> Home <input type="radio"/> Business
_____ Company Name	_____ E-Mail
ACAMS Member: <input type="radio"/> Yes <input type="radio"/> No	Certified Anti-Money Laundering Specialist® (CAMS): <input type="radio"/> Yes <input type="radio"/> No

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CAMS Exam Checklist

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Did You Remember ...

- to complete the eligibility table? (Candidates wishing to sit for the CAMS Examination must have a minimum of 40 qualifying points)
- to include supporting documentation, such as copies of diplomas?
- to complete the professional experience section? (Only for candidates who claim credits for each year of professional experience within the anti-money laundering field)
- to include 3 professional references?
- to include your signature and date on the application?

Affidavit

.....

I certify that I have read and agree to the terms and conditions set forth in the Candidate Handbook and application. I certify that the information submitted in this application is complete and correct to the best of my knowledge and belief. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be rejected, my examination results may be delayed or voided, not released, or invalidated by ACAMS, or if already certified, the "Certified Anti-Money Laundering Specialist®" designation may be revoked. I certify that I have never been convicted of a felony (or in a military service convicted by a general court martial) and that there is no criminal charge now pending against me. I certify that I have never had a professional membership, license, registration or certification denied, suspended or revoked (other than for lack of minimum qualifications or failure of examination), and that I have never been censured or disciplined by any professional body or organization. I understand that approval of my application is contingent upon the results of a possible investigation of the truthfulness and accuracy of all information I have provided. I authorize ACAMS, Kryterion and its agents to discuss the results of such a review with all persons involved in the certification process. I give consent for all contacted persons to provide information concerning me and/or my application, and I release each such person from liability for providing information to ACAMS, Kryterion and its agents. I understand that any false or misleading statement, misrepresentation, or concealment or material omission of the information I have provided or failed to provide on my application and attachments may be grounds for rejection of my application.


Date, City, Signature

SPECIAL CONDITIONS

CAMS Prep Training at Frankfurt School

These special conditions apply to the CAMS Prep Training at the Frankfurt School of Finance and Management gemeinnützige GmbH (hereafter referred to as the "Frankfurt School"). The General Conditions for all Degree Programmes, Certification Courses, Seminars are applicable in addition to these conditions.

1 Admission, Registration, Billing

- 1.1 Only those who possess the professional and personal qualifications to take part in the CAMS-Certification will be admitted to the CAMS Prep Training at the Frankfurt School. The registration will take place by submitting the application form in which you can find the concrete participation requirements.
- 1.2 The Frankfurt School and ACAMS will decide who is accepted by means of the applicant's personal and professional qualifications. Applicants do not have a right to acceptance.
- 1.3 Admission includes the CAMS Prep Training at the Frankfurt School, the one-year ACAMS-membership, the admission to the CAMS Examination as well as the CAMS Study Guide.
- 1.4 The invoice and the CAMS Study Guide will be sent to the participant by email around 8 weeks before the date of the CAMS Prep Training. The fees should be paid within 4 weeks after the date of invoice.

2 Study Materials/Virtual Campus

- 2.1 Participants will receive the CAMS Study Guide in digital form and the presentations for the Prep Training in a print-version from the Frankfurt School Trainings Management.
- 2.2 Full rights to the presentation materials belong to the Frankfurt School and ACAMS.
- 2.3 To use and access internet based communication, information, and learning content, students receive access to the Frankfurt School Virtual Campus and ACAMS. The respective system requirements can be learned by asking the Frankfurt School Training Management and ACAMS.
- 2.4 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 virtual campus except in cases of intent or gross negligence. There will especially be no liability taken for the accuracy of content on the virtual campus published in discussion boards, opinions, and case studies. The virtual campus 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 virtual campus do not constitute, therefore, a consultation service with characteristics of liability from the Frankfurt School or their subcontractors or vicarious agents.

3 Examinations

- 3.1 After the CAMS Prep Training at the Frankfurt School, an online multiple-choice examination (duration 3.5 hours) will take place in a test center. Concrete information can be found in the application form and in-depth information for the CAMS Examination. When the examination has been successfully completed with a passing grade, the certificate for "Certified Anti Money Laundering Specialist (CAMS)" will be awarded.
- 3.2 Details on the examination modalities can be found in the application form and the in-depth information for the CAMS Examination.
- 3.3 The timely payment of the study fees is a precondition for registration to the CAMS Prep Training at the Frankfurt School as well as for the participant's admittance to the examination.
- 3.4 ACAMS is sovereign over the examination and interpretation. The ACAMS policies apply for the ACAMS membership, the CAMS Examination, and the CAMS Study Guide (<http://www.acams.org/policies/>)

4 Making Changes to/Terminating the Prep Training

- 4.1 The Frankfurt School has the right to change the trainers and the course program as long as the total character of the program is maintained. The Frankfurt School also maintains the right to change the announced time and/or location (within the same city) of the study program for organizational reasons. In the event of such changes being made, the Frankfurt School will announce the necessary changes to the students as quickly as possible.
- 4.2 The Frankfurt School has the right to cancel the study program at the latest 2 weeks before its begin in the event that the minimum participant number is not reached. In the event of a cancellation, the students will be immediately informed and the Frankfurt School will strive to offer students alternative replacement dates.
- 4.3 Trainer changes, insignificant changes to the event procedure, or a reasonable change in event location 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 per paragraph 2 without substitute dates, 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 Price

- 5.1 The respectively applicable total study fees cover the CAMS certification including registration for the Prep Training at the Frankfurt School, all received study material, taking the CAMS Examination, and one year of ACAMS membership.
- 5.2 ACAMS is responsible for any repeated examination. The terms for a repeat examination are all found in the application form. The costs for the repeat examination will be invoiced separately from ACAMS.
- 5.3 The student is responsible for all costs related to means of communication, especially internet access and usage.

6 Termination Provisions for the Students

- 6.1 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.
- 6.2 In the event of cancellation six to eight weeks before the Prep Training, 50 % of the study fees is to be paid. If the termination takes place later, the full fees must be paid. The participant has the right to furnish proof that the Frankfurt School has suffered little or no damage.

7 Other Provisions

- 7.1 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).

GENERAL CONDITIONS

for all Degree Programmes, Certification Courses of Study, Seminars

1 Application

1.1 These general conditions apply to the entire business relationship between the student or attendee of a seminar (hereinafter referred to as the "student") and the Frankfurt School of Finance & Management gemeinnützige GmbH (hereinafter referred to as the "Frankfurt School") on the conclusion of a contract in relation to a degree programme, a seminar or a certification course of study (hereinafter referred to as the "course of study").

References to the masculine gender apply equally to the feminine gender.

1.2 In addition, the special conditions which deviate from or supplement these general conditions are applicable to individual business transactions; they will be stipulated on the conclusion of the contract with the student. To the extent that the special conditions provide, or to the extent otherwise agreed, they shall have priority.

1.3 Please note that in case of legal dispute only the official German version of this General Terms and Conditions is legally binding.

2 The Student's Duty to Co-operate

2.1 The student shall punctually provide the Frankfurt School with all information and documentation necessary for the provision of the course of studies. In particular, it is necessary for the orderly conduct of business that the student immediately informs the Frankfurt School of any change to their name or contact details.

2.2 The student must satisfy himself as to the accuracy and completeness of all certificates and other communications from the Frankfurt School and notify the Frankfurt School of any discrepancies without delay.

3 Email Address

3.1 Unless otherwise agreed, it is necessary for the orderly and timely completion of all formalities associated with the course of studies for the student to provide the Frankfurt School with an email address and check his email regularly. Students will usually be notified of, e.g. timetables, changes, study instructions and important information (for example, exam results,) by email.

3.2 Email communication may be unencrypted.

3.3 It is the responsibility of the student to ensure that his email address is protected from unauthorized access by third parties.

4 Study Material

4.1 The study material provided by the Frankfurt School is intended as assistance to the student. It in no way relieves the student of the obligation to conduct his own research, to participate in attendance modules and to keep abreast of current developments in the subject area. In particular, the study material cannot completely cover all possible exam topics.

4.2 The student must acquire additional study material (e.g. legislation, more detailed literature and study aids) at his own expense.

4.3 The Frankfurt School reserves the right to amend or replace and, in particular, to regularly revise the study material provided.

5 Data Protection

The Frankfurt School complies with the statutory provisions relating to data protection. It stores data relating to the student in connection with the execution of this contract in accordance with the Federal Data Protection Law (BDSG), s. 28.

6 Rights in the Study Material

6.1 The study material, in electronic or in printed form, is provided to the student solely for the purposes of the course of studies and for personal use.

6.2 Unless otherwise agreed or indicated, all rights are retained by the Frankfurt School.

6.3 The student shall not make Frankfurt School study material, material provided through the virtual campus, or any other media available to third parties, disseminate it by any other means or infringe the copyright therein.

Reproduction is permitted for the purpose of personal study only.

7 Liability

7.1 The Frankfurt School is liable in the event of gross negligence or intent, for personal injury, death or injury to health, and, in the event of compulsory statutory liability, in accordance with the statutory provisions concerned.

7.2 The liability of the Frankfurt School for minor negligence shall exclude property damage and economic loss, except in the case of a breach of a term of the contract necessary for the orderly execution of the contract and on the performance of which the student regularly relies, thereby endangering the fulfillment of the contract's purpose (hereinafter referred to as a "cardinal obligation"). The liability for the breach of such a cardinal obligation is in turn limited to the foreseeable damage typical to this type of contract. This applies to lost profits and unrealized savings as well.

7.3 Any deviation in special conditions applicable to an individual business transaction or otherwise agreed upon, shall have priority.

8 Business Disruption

The Frankfurt School is not responsible for damage which is caused by force majeure, civil commotion, war or natural catastrophe, or other reasons beyond its control (for example, strike, lock-out, interruption of operations, domestic or foreign State intervention).

9 Liability if the Student is at Fault

In the event of loss due, or in part due, to the fault of the student (for example, a breach of the duty to co-operate provided for in clause 2. of these business conditions), the extent to which the loss shall be borne by the Frankfurt School and the student shall be governed by the principles of contributory negligence.

10 Termination

10.1 Unless otherwise provided in the special conditions for the particular courses of study, the contract for a course of study can be terminated by the student by notice given not later than four weeks before the commencement of the course of study.

10.2 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.

10.3 The right of the Frankfurt School and the student to extraordinary notice of cancellation of the contract with good cause remains unaffected. The Frankfurt School has the right to terminate the contract without notice, in particular, if a) the student is in arrears of payment of the invoiced costs of the course of study and, notwithstanding a written deadline, and a threat of a possible termination by the Frankfurt School, fails to pay within the period of four weeks, or b) notwithstanding a written warning and deadline, the conduct of the student significantly disrupts the orderly teaching or the running of the course of study or the trustful co-operation between student colleagues, trainers or the Frankfurt School or its staff. The German Civil Code (BGB), s. 323(2) shall apply mutatis mutandis.

11 Trainers, Dates and Place of Study

11.1 The Frankfurt School determines the trainers and the course programme and/or exam programme at its own reasonable discretion.

11.2 The Frankfurt School determines the event calendar and the examination dates.

11.3 Courses normally take place at the indicated place of study. The Frankfurt School is entitled to transfer individual courses or the courses for individual subject areas to another location within reasonable distance for academic reasons and accommodation requirements.

11.4 The participant is not entitled to the reimbursement of additional expenses incurred.

12 Payment and Late Payment

12.1 The invoice is deemed to have been approved by the student six weeks from delivery to the student unless it is queried with the Frankfurt School within this period. On the invoice itself, attention is specifically drawn by the Frankfurt School to the right to make a challenge within this six-week period.

12.2 The student shall pay the Frankfurt School the amount stipulated in the special conditions.

12.3 Failure to commence or continue the course of studies shall not excuse payment by the student unless the Frankfurt School has caused the failure by conduct that constitutes a breach of contract.

12.4 Timely payment of the invoiced charges for the course of study is necessary for the admission of the student to the course of study. Hence, the Frankfurt School is not obliged to admit the student to the course of study if the student is in arrears with the payment of at least 50 % of the invoiced charges.

13 Amendments

13.1 The student will be notified in writing of any amendments to these General Conditions or Special Conditions. 13.2 If the student reached an agreement with the Frankfurt School on the use of electronic communication in their business relationship (e.g. intranet, virtual campus), the amendments can be communicated by these means, if the means of communication permits the student to store or print the amendments in a legible form.

13.3 Amendments to these conditions are deemed to be agreed upon if the student does not object in writing or by the agreed electronic means of communication. Reference to this consequence will be made by the Frankfurt School in the notification. The student must forward their objection to the Frankfurt School within six weeks of notification of the amendments.

14 Written Form

14.1 There are no side agreements. Side agreements must be in writing.

14.2 Amendments, supplements and the cancellation of this contract must be in writing to be effective. This also applies to the amendment of this clause.

15 Application of German Law

German law is applicable to the business relationship between the student and the Frankfurt School.

16 Place of Performance

The place of performance of the Frankfurt School's educational obligation is the location chosen by the Frankfurt School.

17 Jurisdiction

If the student is a merchant, a corporate body under public law, or a public law special property the courts of the seat of the Frankfurt School shall have exclusive jurisdiction in all disputes arising from the contractual relationship between the student and the Frankfurt School.

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Frankfurt School
of Finance & Management

German Excellence. Global Relevance.

EXAMPLE CANCELLATION FORM

(When you wish to cancel the contract, please fill out this form and send it back to the Frankfurt School.)

I/we hereby cancel the contract for the provision of the following services:

Booked on (*)/Received on (*)

First Name/Family Name of the Consumer(s)

Address of the Consumer(s)

Signature of the Consumer(s) (only when sent as hardcopy), Date