

# DIPLOMA Hochschule – Private Fachhochschule Nordhessen

Private staatlich anerkannte Hochschule

University of Applied Sciences

Am Hegeberg 2 · 37242 Bad Sooden-Allendorf · Germany

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## Application for admission

Knowing about the entry conditions as well as the terms of payment of the DIPLOMA Hochschule, I apply with this for admission at the DIPLOMA Uuniversity for the assessment test preparatory course:

in the subject area economy [Kurs-W]      or       in the subject area engineering [Kurs-T]

and, if necessary, for the initial language course „German“.

.....  
Surname

.....  
First name

.....  
Name of birth

.....  
Gender (m/f)

.....  
Date of birth

.....  
Place of birth /country of origin

.....  
National status

.....  
Native language

### German address or correspondence address

.....  
Street and house number

.....  
Postal code and place of residence

.....  
c/o

.....  
Telephone number/e-mail

### Home address

.....  
Street and house number/pigeonhole

.....  
Postal code and place of residence

.....  
Country

.....  
E-mail

## School education

.....  
Secondary school ..... Date of final certificate

.....  
Comprehensive school ..... Date of final certificate

.....  
Entrance requirement ..... Date of final certificate

.....  
Entrance examination ..... Date

.....  
College education from ..... to .....

## Language skills

Which German language certificates do you hold (e. g. TESTDaF, DSH)?

.....

## Further information

Have you already studied at another college in Germany (if yes, add place and period of time)?

.....

Certification issued by: .....

Have you already attended final examinations (if yes, add place and period of time)?

.....

## The expenses of the course amount:

College (one-off payment)	1.850,00	€
Registration fee (one-off payment)	77,00	€
Assessment test fee (one-off payment)	350,00	€
Teaching materials college (one-off payment) (Ordering prior to the start of the courses)	ca. 160,00	€
Language course „German“, if necessary (one-off payment)	1.540,00	€
Teaching materials language course „German“, if necessary (one-off payment) (Ordering prior to the start of the courses)	ca. 80,00	€

- I am interested in a room in the hall of residence (monthly rent inclusive all running costs approx. 200 – 300 Euro depending on floor space and furnishings)

**I commit myself to attend the lessons at the college of the DIPLOMA Hochschule in Bad Sooden-Allendorf and recognize with that the following entry conditions as well as the terms of payment.**

**I hereby declare that I have answered the above-named facts and particulars truthful. Upon proof of false statements, the admission will be revoked!**

..... / .....

Place

Date

.....

Signature of the attendee

**Please enclose this application for admission the following documents:**

1. Handwritten CV including educational career in tabular form
2. ID-picture (not older than six month)
3. An authenticated copy of your report card including subjects- and mark list with German translation
4. Authenticated replicas of the study documents, for example certificate of matriculation, record book, degree etc. with German translation
5. Authenticated copies of certificates (no proofs of participation) of achieved German language exams (e.g. B1, DSH)
6. A copy of your passport or identity card
7. Possibly a copy of the visa, if you are already in Germany

**Please take into consideration that the renditions have to be conducted by a state recognized translator and that the photocopies have to be certified (official seal/signature).**

### **Entry conditions for the Study Center (Studienkolleg) of DIPLOMA Hochschule:**

1. The admission at the study center (Studienkolleg) of DIPLOMA Hochschule presupposes the recognition of the according fees as well as the mentioned entry conditions and payment terms and is in principle valid for the whole duration of the course. The contract is materialized by the university`s acceptance of the written membership application. The acceptance occurs on condition of the course realization. Owing to the limited college places, the university selects the applications in the order of incoming post, provide that there are no reasons, for example missing solvency, against the contract formation.
2. The attendees will be informed on time by the DIPLOMA Hochschule about the full and accurate information concerning the weekdays and times of teaching at the beginning of the courses.
3. The attendees are insured against accidents on the campus. The DIPLOMA Hochschule assumes no liability for lost and stolen property unless this loses based on intentional or reckless breach of contract on the part of the university.
4. Each attendee obliges him/herself to obey the site rules and to follow the instructions of the management and its representatives. In the event of a serious infringement, the university reserves the right to terminate the contract without notice.

### **Rescission**

5. For urgent personal or professional reasons, attendees are able to withdraw from the contract up to and including eight weeks before beginning of the courses. In this case they regain their prepaid fees without the levy registration fee. The rescission has to be notified to the university in writing. Students have the right to cancel the contract with the DIPLOMA Hochschule, Am Hegeberg 2, 37242 Bad Sooden-Allendorf, within two weeks after the admission in textual form. The justification of a rescission is not required.
6. In the case of a too poor attendance after contract conclusion as well as in the event of other grave reasons which are indefensible, the DIPLOMA Hochschule has the right to resign the billed course with the beginning of the same. In succession the university is indentured to refund the charges. A further insurance claim is excluded.

### **Terms of payment**

7. Both, the registration fee and the course charges have always to be paid at the beginning of the course. The assessment test fee has to be paid four weeks before finishing time of the course.