

Hochschule der Wirtschaft für Management (HdWM) Fee Regulations (GebO) – Reading Version

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***Please note that this document is a read-only version.
Only the current version of the original version in German is legally binding.***

§ 1 Legal basis, scope and period of validity

1. The Hochschule der Wirtschaft für Management is state recognised and accredited by the German Council of Science and Humanities.
2. These fee regulations govern the amount of tuition fees for all degree programmes offered at the university.
3. The date on which a new study contract is concluded shall determine the applicability of a new fee scale. Exception: The fee regulations are valid after the contract for the Master's preliminary course ends and also applies to the Master's degree programme, insofar as studying in the Master's program follows directly after the Master's preliminary course.
4. The previous fee regulations remain valid for study groups already in progress.

§ 2 Tuition fees for bachelor's and master's degree programmes

1. The following tuition fees apply to students from Germany and EU member states:
 - a.

Tuition fees Hochschule der Wirtschaft für Management		
For students from Germany and EU member states		
Study program	Language	Monthly fee in EUR
Bachelor degree programmes		
B.A. Business Management	German	590,00
B.A. Management in International Business	English	590,00
B.A. Business Management berufsbegleitend, Spezialisierung Bäckereimanagement	German	590,00
B.A. Management und Unternehmensführung	German	590,00
B.A. Soziale Arbeit	German	350,00
B.Sc. Wirtschaftspsychologie	German	590,00
Expiring Bachelor's degree programs		
B.A. Management und Unternehmensführung	German	590,00
B.Sc. Psychologie und Management	German	590,00
B.A. Management und Unternehmensführung (MUPLUS)	German	550,00
B.A. Management und Unternehmensführung (MUPLUS) – Auszubildende bei Partnerunternehmen	German	450,00
Master degree programmes		
M.A. Business Management	German	650,00
M.A. Business Management, Spezialisierung Digital Leadership	German	650,00
M.A. Business Management	English	690,00
M.A. Business Management with Digital Leadership	English	690,00
M.A. Business Management und Wirtschaftspsychologie	German	650,00
M.Sc. Wirtschaftspsychologie – Schwerpunkt Organisationspsychologie	German	650,00

- b. The monthly tuition fees for preparatory Master's courses (Master's pre-courses) are equivalent to the fees set for the subsequent Master's degree programmes. An admission fee will not be charged for the subsequent Master's programme, provided that a direct transition between the two programmes is guaranteed.
 - c. the fees for part-time students and part-time formats are calculated according to the specified duration of study and is stated accordingly in the study contract.
2. The following tuition fees apply to students from non-EU member states:
- a.

Tuition fees Hochschule der Wirtschaft für Management		
For students from non-EU member states		
Study program	Language	Monthly fee in EUR
Bachelor degree programmes		
B.A. Management in International Business	English	764,00
Master degree programmes		
M.A. Business Management	English	884,00
M.A. Business Management with Digital Leadership	English	875,00

- b. The monthly tuition fees for preparatory Master's courses (Master's pre-courses) are equivalent to the fees set for the subsequent Master's degree programmes. A new admission fee will not be charged for the subsequent Master's degree programme, provided that a direct transition between the two programmes is guaranteed.
- c. the fees for part-time students and part-time formats are calculated according to the specified duration of study and set out in the study contract.

§ 3 Payment modalities and due date of the fees for the study programmes according to § 2

1. Payment of the above monthly fees is due on the first calendar day of each month. Payment is made electronically to the bank account specified by the university.
2. Students are required to issue the university with a SEPA direct debit mandate. A German account must be set up for this purpose no later than the beginning of the first semester.
3. The total amount of tuition fees calculated by the university includes lecture-free periods and the compulsory internship semester, which is integrated into the degree programme. Non-participation in the lecture programme does not release the student from the obligation to pay tuition fees.
4. In the case of repetition of individual examinations (written examinations, seminar papers, final theses) that requires an additional semester beyond the standard period of study, the tuition fee must be paid until the end of the additional semester, even if the examination is taken before the end of the semester.
5. If the student leaves the university without a degree due to a loss of examination entitlement, payment must be made by the end of the month in which the corresponding examination took place. If students wish to remain enrolled until the end of the semester, the tuition fee is still due until the end of the semester.

6. In all cases of extraordinary termination, the tuition fees must be paid by the end of the next possible ordinary termination date if the extraordinary termination was caused by the applicant's behaviour in breach of the contract.

§ 4 Semester abroad and holiday semester

1. Semester abroad (as part of a university programme): The applicable tuition fee is due each month. Note that if the semester abroad is not at a partner university (i.e., through the Erasmus or a double-degree program), the student is required to pay the applicable HdWM tuition fee in addition to the tuition fee at the host university.
2. Semester leave (also applies to a semester abroad without taking advantage of a higher education programme): 10% of the regular tuition fee is due each month.

§ 5 Non-recurring fees

1. The following admission fees apply to students from Germany and EU member states:

Fees Hochschule der Wirtschaft für Management	
For students from Germany and EU member states	
Study program	Admission fee in EUR
Bachelor degree programmes	
B.A. Business Management	590,00
B.A. Management in International Business	590,00
B.A. Business Management berufsbegleitend, Spezialisierung Bäckereimanagement	390,00
B.A. Soziale Arbeit	390,00
B.Sc. Wirtschaftspsychologie	590,00
M.A. Business Management	650,00
M.A. Business Management, Spezialisierung Digital Leadership	650,00
M.A. Business Management	690,00
M.A. Business Management with Digital Leadership	690,00
M.A. Business Management und Wirtschaftspsychologie	650,00
M.Sc. Wirtschaftspsychologie – Schwerpunkt Organisationspsychologie	650,00

The admission fee is due when the contract is signed and must be transferred to HdWM by the due date.

Students who have successfully completed a degree programme at the university do not have to pay a new admission fee when starting a second degree programme. This stipulation also applies when the second degree programme does not immediately follow the first degree programme.

2. The following admission fees apply to students from non-EU countries:

Fees Hochschule der Wirtschaft für Management	
For students from non-EU member states	
Study program	Admission fee in EUR
Bachelor degree program	
B.A. Management in International Business	250,00
Master degree program	
M.A. Business Management	250,00
M.A. Business Management with Digital Leadership	250,00

The admission fee is due when the contract is signed and must be transferred to HdWM by the due date.

Students who have successfully completed a degree programme at the university do not have to pay a new admission fee when starting a second degree programme. This stipulation also applies when the second degree programme does not immediately follow the first degree programme.

3. The following additional fees may apply to students:

a.

Other fees Hochschule der Wirtschaft für Management	
Fees type	Fee in EUR
Premature contract cancellation by students or cancellation without notice by the university.	390,00
Reissue of student ID card in case of loss.	30,00
Reissue of certificate documents or other university documents (duplicates).	30,00
Formal issue of admission and de-registration certificates ² .	30,00
Dispatch of the final certificate including other original documents for the first issue and for each duplicate within Germany. ³	5,00

- b. Fees for early contract cancellation are waived in the event of early contract termination due to the loss of the right to examination. The withdrawal fee will be collected by the university within the framework of the Sepa direct debit mandate.
- c. Fees for the formal issuance of admission and de-registration certificates are waived upon graduation.
- d. The fees for sending the degree certificate including other certificates for the first issue and for each duplicate within Germany are waived if the documents are collected at the university.

§ 6 Discounts on monthly tuition fees

Discounts Hochschule der Wirtschaft für Management		
Discount claim	Percent	Proof
Bachelor's graduates of HdWM (valid for Master's and Master's preliminary course)	10%	HdWM certificate
Children of permanent employees of HdWM	10%	HdWM work contract
Permanent employees of the HdWM's partner companies and their children.	10%	HdWM work contract
Siblings and spouses of students already enrolled and graduates of the HdWM.	10%	HdWM registration certificates
Severely disabled persons	10%	Severely disabled person's pass
Students from non-EU countries are exempt from paying tuition fees. are granted a discount of 10% per year.		

In principle, only one discount can be granted per student. Discounts for severely disabled persons are excluded from this cumulation ban.

§ 7 Delayed issue of financial statements in the event of payment arrears

The issue of certificates or transcripts of records as well as a certificate of de-registration requires that the student has paid all fees due at least three weeks before the end of the programme.

§ 8 Entry into force

These regulations shall apply from their adoption and shall remain in force until they are replaced by a new version. Changes are filed and tracked chronologically in the "Track changes" document in Share-Point "Regulations".