

Enrolment and Payment Conditions

Dear prospective students,

when these documents are in front of you, you may already have made the decision to enrol in one of the distance learning programs, which we, the zfh – Zentrum für Fernstudien im Hochschulverbund, offer with one of the participating universities in Rhineland-Palatinate, Hesse and Saarland.

For a smooth start to the chosen program please note the following enrolment and payment conditions for distance learning.

Admission procedure

zfh student administration	In the coming period you will be supported by the staff of the student administration of the zfh; further information can be found on our website for each program.
Online registration for distance learning	The following applies to all offers: Please register online and subsequently, send us the printed and signed online application form together with all copies of certificates and evidence necessary for admission.
Application for admission to the qualifying examination for people with vocational qualifications	In some of our further education master's programs, admission is possible for professionally qualified persons without a first university degree. Please refer to the respective course information for which courses of studies this is possible and which formal and professional requirements must be fulfilled for this purpose.
Checklist	Please refer to the checklist on the registration page of the chosen study program which documents we need for your admission.
Completeness check of the submitted documents	After the application has been received, the completeness of the details and documents will be checked. Please also attach the checklist to the application.
Notification of admission and study fees	The notifications of admission and study fees are usually sent out after the admission procedure has been completed, for a winter semester after the end of July, for a summer semester after the end of January. Please keep the notification of study fees carefully, as it serves as evidence for the tax office.
Fee payment, payment deadline and reason for payment	We inform you of the bank details, payment date, the amount of the fee to be paid and the reason for payment in the notification of admission and study fees; the payment must normally be made within 14 days. When initiating the payment, please make sure that the reason for payment is correct (particularly for payments through third parties) and finally, send us a copy of the paying in slip (for online banking a corresponding print out).
study material	The study material will be made available to you in good time at the beginning of your studies, either by post or online, depending on the chosen program.

Enrolment and Payment Conditions

Fees

Fees for participating in distance learning	Legal basis for the collection of charges is the state ordinance for participating in distance learning at universities of applied sciences, Special schedule of fees (Landesverordnung über die Gebühren für die Teilnahme an Fernstudien an Fachhochschulen, Besonderes Gebührenverzeichnis) dated 26 April, 2016 as well as the enrolment regulations of the cooperating university of applied sciences.
Fee payment	The fees are levied each semester; the exact amount and the payment date will be disclosed in the notification of tuition fees after successful admission and/or re-registration. The fees must always be paid in advance (before the beginning of a new semester); payments by instalments is not possible in the first semester. Payment by instalments may be possible from the 2nd semester onward upon application for only some of the continuing education programs. The additional administrative costs will be charged in the amount of 40.00 EUR. Repeat semesters, which can be registered for in order to work off the old syllabus, without having to process new teaching material are subject to a charge. A reduced fee is levied. If the degree is not completed in the regular duration of studies, fees will be incurred for additional semesters. Further details can be derived from the study course information.
Fees for resits	Previously failed exams which need to be repeated in the current semester may be liable to an additional fee for certain courses.
Administrative fee for late admissions, enrolments or re-registration	Administrative fees to the amount of € 25 will be levied: for late admissions, enrolments or re-registrations after the corresponding periods have lapsed for late fee payments after a reminder from the zfh. If the fees are not paid after the reminder, the fees will be enforced by the Landeshochschulkasse Mainz.
Students' social contribution	The students' social contribution must be paid for all Bachelor and Master degrees as well as for the certificate offers at the Technische Hochschule Mittelhessen and the Hochschule Kaiserslautern. The social contribution includes the contribution for the student body (ASTA) of the universities of applied sciences as well as for the student union. The amount is specified by the respective university of applied sciences and may change over the course of the degree.

Fee reductions

Basis	In justifiable individual cases and upon application, the zfh may reduce the fees to be paid by needy students for participation in their studies. A reduction of fees will only be granted for students who are already enrolled, but not for applicants for admission to the first semester.
Reasons for reduction	Fees may be reduced: in case of unemployment, for recipients of social assistance, for convicts. The reduction granted can be up to 25% of the fees in individual cases; however, student social security contributions cannot be reduced.
Duration of the reduction and application	The reduction is always only granted for one semester and must be reapplied for further semesters. The application for reduction together with the application for re-registration must be fully submitted by the end of the re-registration period at the latest. The proper application is part of the re-registration application. The reason for application must be present when applying; reasons which only arise after the specified deadline for re-registration, will not be considered before the next re-registration period, if they still exist.

From A - Z: What has to be considered?

De-registration after successful admission.	<p>It is possible to de-register after successful admission, however it must be before the semester begins. Fees which have already been paid will be refunded after a deduction of a 10% administrative fee.</p> <p>It is also possible to de-register after the semester has started and/or after the study material has been handed out, in this case however, the fees which have already been paid will not be refunded. Unpaid fees will be enforced by the Landeshochschulkasse Mainz after expiry of the payment period.</p> <p>The study material which has been dispatched will not be taken back. A credit note will not be issued by the zfh if study material is returned without being requested for it.</p>
Address changes	<p>Please inform us of all changes including telephone number and e-mail address promptly because it could result in delays in the administrative procedures etc.</p>
For the tax office	<p>Participation in continuing education offers is usually tax deductible. You will need the notification of charges and a copy of your bank statement as a proof of payment which can then be presented to the tax office.</p>
Education release	<p>Information on education release can be found at http://www.zfh.de/fuer-studierende/bildungsfreistellung.</p> <p>The information is updated every semester. Please observe that the legal requirements of educational leave for employees differ according to the federal state in which you are employed.</p>
Notification of charges for the employer	<p>If your employer is taking over the costs for your degree, it is possible to have the notification of charges issued to your company address. Please inform us of this immediately, during registration and/or de-registration. A late or retroactive change of the notification of charges is not possible.</p>
De-registration	<p>If you wish to end your studies in the current semester or at the end of the semester at your own request, please complete the application for de-registration. You can find this under http://www.zfh.de/fuer-studierende/exmatrikulationsantrag/.</p> <p>A forced de-registration by the university takes place if the study must be terminated due to a lost examination claim.</p>
Health insurance certificate	<p>The health insurance certificate must only be submitted once during registration.</p>
Learning platform	<p>Once they have started their studies, students are given access to a learning platform on which up-to-date information and multimedia teaching materials are made available. There is also the possibility to exchange information with fellow students and lecturers in forums or chat.</p>
Registration number	<p>Your file is kept under the registration number at the zfh. You will find the registration number on your notification of tuition fees. Please make sure you use it in your payments and correspondence. The registration number is not identical with the matriculation number, which is additionally assigned by the university.</p>
Re-registration and re- registration deadlines	<p>If you want to continue your studies, you must re-register for each following semester. You will receive a reminder from us via e-mail. The link to the online re-registration can be found under http://www.zfh.de/fuer-studierende/rueckmeldung.</p> <p>Re-registration periods: for winter semesters from 1st May to 30th June at the latest for summer semesters from 1st November to 31st December at the latest</p> <p>With your re-registration you commit yourself to paying the fees for the coming semester. You will receive the corresponding notification of fees in July or mid-January. Please pay exclusively to the zfh. In case of non-payment, the university will exmatriculate you. In case of non-payment, the fees will be enforced by the Landeshochschulkasse.</p>

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From A - Z: What has to be considered?

Withdrawal from studies	see Registration and De-registration
Start and end of term	Duration of the winter semester: 1st September to 28th/ 29th February Duration of the summer semester: 1st March to 30th August Please note that the dates are different at the universities of applied sciences in Hesse.
Study supervisors	In each program, there are study coordinators at the universities of applied sciences, who can inform you of any changes to the content or dates and can answer your study-related questions.
Student card/ Certificate of enrolment	Depending on the chosen program you will receive your student card either via post or at the first classroom session. The certificate of enrolment must be printed out every semester. This is no longer possible for past semesters. A semester ticket is not included for distance learning students.
Guest student card	For those courses of study in which students are not enrolled as regular students, the respective university will issue a guest student cards.
Semester on leave	In justified cases, a semester's leave of absence can be approved upon request and on presentation of appropriate evidence. Regular students usually only have to pay the social contribution of their university. The regulations of the respective university apply.
Repeat semester	Is possible in some programs after consulting the student administration of the zfh. If required, reduced fees will be levied.
Time required for studies	Depending on the course, you should expect approx. 15 - 18 hours of study/ week, for the Social Work degree it can be up to 25 hours/week. Each semester is approx. 20 weeks long.