

## Terms & Conditions for the Hessen International Summer University (Hessen:ISU) & Hessen International Winter University (Hessen:IWU) at Hochschule Darmstadt University of Applied Sciences (h\_da)

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### 1. Program Fees

#### 1.1 Freemover Students and Young Professionals

The regular program fee is €2,400.

The early-bird fee is €2,200 for applications received before March 1 (Hessen:ISU) / September 1 (Hessen:IWU) of the respective program year.

#### 1.2 Students from Partner Universities

Students from h\_da partner universities receive a tuition waiver. The program fee is reduced to €1,350.

### 2. Services Included in the Program Fee

The program fee includes:

- accommodation for the duration of the program
- the academic course, including course materials, company visits and academic excursions
- a German language course, including course materials
- the cultural and leisure program
- public transportation for the city of Darmstadt
- health, accident and liability (third-party) insurance for the duration of the program

### 3. Admission

Applications are reviewed after the respective application deadline:

- **Hessen:ISU:** March 15
- **Hessen:IWU:** October 15

Applicants will be informed about the outcome of their application after the application deadline. Please note that submitting an application does not constitute admission to the program.

Once you have been admitted to the Hessen:ISU / Hessen:IWU, you will receive an official admission confirmation with further information about the next steps.

Admission to the program does not automatically mean that payment is due immediately. Please follow the payment procedures described in Section 4 and do not make any payments before receiving an official invoice from h\_da.

## 4. Payment Information

**\*\*Please note: this section does not apply to students nominated through the Hessen-Wisconsin, Hessen-Massachusetts or Hessen-Queensland programs.\*\***

For all other participants, payment procedures depend on whether you are applying through one of h\_da's partner universities or as a freemover student or young professional.

### 4.1 Students from Partner Universities

Students applying through a partner university do not need to pay a registration deposit.

Participants who are required to pay a program fee will receive an invoice for the full program fee. Invoices are usually issued after the application deadline and not immediately after submitting an application.

If you require visa-supporting documents, these can be issued after your admission to the Hessen:ISU / Hessen:IWU and are not dependent on prior payment of the program fee.

Please do not make any payment before receiving an official invoice and the respective payment instructions.

### 4.2 Freemover Students and Young Professionals

After admission to the Hessen:ISU / Hessen:IWU, freemover students and young professionals will receive an invoice for the full program fee.

A minimum amount of €250 must be paid within the payment deadline stated on the invoice. This amount serves as the registration deposit and is part of the total program fee. It will therefore be credited towards the outstanding balance.

Participants may also choose to pay the full program fee at once.

The remaining balance must be paid by the final payment deadline stated on the invoice.

For freemover students and young professionals who require visa-supporting documents, these documents will only be issued after at least €250 of the program fee has been received.

Payment of the registration deposit confirms your intention to participate and helps secure your place in the Hessen:ISU / Hessen:IWU. Refunds and cancellation fees are subject to the cancellation and refund policy below.

### 4.3 Payment Method

The registration deposit and program fee must be paid by bank transfer according to the payment instructions provided on the respective invoice.

Please send a scan or picture of your transfer slip via email to [short-term@h-da.de](mailto:short-term@h-da.de) after making the payment. This allows us to identify and verify incoming payments, as not all international bank transfers can be clearly assigned to an individual participant.

Banks may charge processing or transfer fees. These fees are the responsibility of the participant. Any applicable bank charges that result in h\_da receiving less than the invoiced amount will be passed on to the participant and must be paid in cash upon arrival in Darmstadt.

Please make sure that you provide your bank with the correct payment information stated on your invoice in order to keep additional transfer fees as low as possible.

## 5. Cancellation and Refund Policy

If you have been admitted to the Hessen:ISU / Hessen:IWU and wish to withdraw from the program, you must inform the program coordinator in writing by email.

The following cancellation conditions apply to all admitted participants, regardless of whether they apply through a partner university or as a freemover student or young professional:

- **Cancellation up to and including April 1 (Hessen:ISU) / November 1 (Hessen:IWU):** No cancellation fee will be charged. Any program fees or registration deposit already paid will be fully refunded.
- **Cancellation after April 1 (Hessen:ISU) / November 1 (Hessen:IWU):** A cancellation fee of €250 will be charged.
- **Cancellation after May 20 (Hessen:ISU) / November 20 (Hessen:IWU):** A cancellation fee of €800 will be charged.
- **Cancellation on or after the official arrival day:** The full program fee will be charged. No refund will be provided.

The cancellation fees reflect costs and financial commitments incurred by h\_da in preparation for your participation, including accommodation, transportation and program activities.

Hochschule Darmstadt will not cover any bank transfer fees incurred in connection with the refund.

Cancellation fees apply regardless of whether the respective program fee or invoice has already been paid. If a payment has already been made, the applicable cancellation fee will be deducted from the amount to be refunded. If the amount already paid does not cover the applicable cancellation fee, the outstanding amount will be invoiced.

## 6. Visa Rejection

If you are unable to participate in the Hessen:ISU / Hessen:IWU because your visa application for Germany has been officially rejected, the regular cancellation fees stated above will not apply. Any registration deposit or program fees already paid will be fully refunded.

To qualify for this exception, you must inform the program coordinator without undue delay and provide official documentation confirming the visa rejection.

Participants are responsible for applying for their visa in a timely manner and for submitting all documents required by the relevant authorities. A delayed visa decision, a visa application that was

submitted too late, or delays resulting from incomplete documentation do not automatically qualify for an exemption from the regular cancellation policy.

If your visa application is still pending close to the start of the Hessen:ISU / Hessen:IWU, please contact the program coordinator as early as possible to discuss your individual situation.

## 7. Visa Requirements

Participants are responsible for determining whether they require a visa to enter and stay in Germany and, if applicable, for obtaining the appropriate visa in time for the Hessen:ISU / Hessen:IWU.

For further information about visa requirements and the application process, please contact the responsible German embassy or consulate or consult the official information provided by the German authorities.

Please note that participation in the Hessen:ISU / Hessen:IWU does not constitute regular enrollment as a degree-seeking or exchange student at Hochschule Darmstadt University of Applied Sciences. Participants should therefore make sure that they apply for the appropriate visa for their individual circumstances (usually a tourist/Schengen visa).

Hochschule Darmstadt is not responsible for any costs incurred in connection with a visa application or visa rejection.

## 8. Insurance

Health, accident and liability (third-party) insurance is included in the program fee for the official duration of the Hessen:ISU / Hessen:IWU.

Participants are responsible for arranging appropriate insurance coverage for any additional days spent in Germany before or after the official program dates.

Participants are also responsible for assessing whether they require additional insurance coverage beyond the insurance included in the program.

In case of medical treatment, participants may be required to pay the expenses themselves in advance. Claims and supporting documents can subsequently be submitted to the respective insurance provider. Reimbursement is subject to the terms and conditions of the insurance policy.

Hochschule Darmstadt cannot guarantee that all medical expenses will be reimbursed by the insurance provider.

## 9. Liability

Hessen:ISU / Hessen:IWU, its organizers, staff, lecturers and teachers shall not be held liable for damage to personal property or injuries suffered by participants during the program, except where such damage or injury is caused by willful intent or gross negligence.

Hochschule Darmstadt shall not be held liable for damage to property or injury to other persons caused by participants.

## 10. Participant Conduct

The minimum age for participation in the Hessen:ISU / Hessen:IWU is 18 years.

Participants are expected to behave respectfully towards other participants, h\_da staff, lecturers and third parties and to comply with applicable laws and program rules.

In cases of serious misconduct, the program organizers reserve the right to dismiss a participant from the program. Serious misconduct may include, but is not limited to:

- physical violence or threats
- verbal abuse or harassment of other participants, staff or third parties
- illegal drug use
- excessive alcohol consumption that seriously disrupts the program or endangers the participant or others
- intentional damage to the property of Hochschule Darmstadt, accommodation providers or other third parties
- other serious violations of program rules or applicable law

A decision to dismiss a participant will be made by the responsible program organizers.

Participants who are dismissed from the program due to serious misconduct are not entitled to a refund of the program fee. Any additional costs resulting from the dismissal, including travel or accommodation costs, are the responsibility of the participant.

## 11. Photo and Video Consent

### 11.1 Photos and Videos Taken During the Program

The participant agrees that photographs and video recordings taken during the Hessen:ISU / Hessen:IWU activities in which the participant is identifiable may be used by the International Office of Hochschule Darmstadt for the documentation and promotion of the Hessen:ISU / Hessen:IWU.

This includes the use of such photos and videos on the program websites, social media channels, in presentations, brochures, flyers and other promotional materials related to the Hessen:ISU / Hessen:IWU.

Photos and videos will not be used for the promotion of unrelated International Office programs or activities.

### 11.2 Photos and Videos Shared by Participants

Participants may share photos and videos taken during the Hessen:ISU / Hessen:IWU with the program staff and other participants, for example via the official program communication platform.

By voluntarily sharing or uploading such material, the participant agrees that the International Office of Hochschule Darmstadt may use the submitted photos and videos for the documentation and promotion

of the Hessen:ISU / Hessen:IWU, including on program websites, social media channels, in presentations, brochures, flyers and other promotional materials.

Where appropriate, the participant who created the photo or video may be credited using their first name and the initial of their last name.

### 11.3 Withdrawal of Consent

The participant has the right to withdraw their consent at any time with effect for the future. The withdrawal of consent does not affect the lawfulness of any use based on consent before its withdrawal.

To withdraw your consent, please contact: [short-term@h-da.de](mailto:short-term@h-da.de)

## 12. Governing Law, Jurisdiction

The laws of the Federal Republic of Germany shall govern this contract. The place of jurisdiction for all disputes arising hereunder shall be the courts of ordinary jurisdiction in the city of the Hessen International Summer University/Hessen International Winter University.

## 13. Liability

The liability of the contracting parties towards each other, even in case of a fault or a lapse on the part of their legal representatives or legal aides violating the terms of this contract, shall be restricted to cases of premeditation and gross negligence. Should violation of major contractual provisions (key obligations) occur, the contracting parties are also liable for lapses on the part of their legal representatives or legal aides even in cases of foreseeable, contractually typical and immediate damage caused by minor negligence.