

Application Form

Open Courses

Application to the following program(s):

Program ID	Program Title	Date	Tuition Fee
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Please send your application and CV to:

Mannheim Business School gGmbH | Admissions Office | L 5, 6 | 68131 Mannheim | Germany
 Phone: +49 (0) 621 181 37 21 | Fax: +49 (0) 621 181 12 78 | E-mail: execed@mannheim-business-school.com

01 Personal Information

Surname	First Name	Title
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Male Female Nationality _____

Date of Birth	D	D	M	M	Y	Y

Job Title/Position _____

Company/Organization _____

Mailing Address: Business Private

Street _____

ZIP Code	City	Country
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Phone	Mobile Phone	Fax
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Preferred E-mail Address _____

I am an Alumni of Mannheim Business School I am a member of Absolventum

I was referred by Surname _____ First Name _____

02 Educational Background

Highest Degree: Doctorate Diploma/Master Bachelor Other _____

03 Major Field of Studies

<p>Science:</p> <p><input type="checkbox"/> Biology</p> <p><input type="checkbox"/> Chemistry</p> <p><input type="checkbox"/> Physics</p> <p><input type="checkbox"/> Mathematics</p> <p><input type="checkbox"/> Informatics</p> <p><input type="checkbox"/> Computer Science</p> <p><input type="checkbox"/> Other _____</p>	<p>Health & Medicine:</p> <p><input type="checkbox"/> Medicine</p> <p><input type="checkbox"/> Pharmaceuticals</p> <p><input type="checkbox"/> Veterinary Medicine</p> <p><input type="checkbox"/> Other _____</p>	<p>Engineering:</p> <p><input type="checkbox"/> Architecture & Building</p> <p><input type="checkbox"/> Electrical Engineering</p> <p><input type="checkbox"/> Mechanical Engineering</p> <p><input type="checkbox"/> Industrial Engineering</p> <p><input type="checkbox"/> Other _____</p>	<p>Social Sciences, Business & Law:</p> <p><input type="checkbox"/> Business</p> <p><input type="checkbox"/> Economics</p> <p><input type="checkbox"/> Law</p> <p><input type="checkbox"/> Social Sciences</p> <p><input type="checkbox"/> Political Sciences</p> <p><input type="checkbox"/> Management Information Systems</p> <p><input type="checkbox"/> Other _____</p>	<p>Humanities & Arts:</p> <p><input type="checkbox"/> History</p> <p><input type="checkbox"/> Languages</p> <p><input type="checkbox"/> Arts</p> <p><input type="checkbox"/> Design</p> <p><input type="checkbox"/> Philosophy</p> <p><input type="checkbox"/> Other _____</p>	<p>Others:</p> <p><input type="checkbox"/> Agriculture</p> <p><input type="checkbox"/> Education</p> <p><input type="checkbox"/> Media</p> <p><input type="checkbox"/> Public Administration</p> <p><input type="checkbox"/> Other _____</p>
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04 Professional Background

Company Sector:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Computer/IT | <input type="checkbox"/> Financial Services & Insurance | <input type="checkbox"/> Pharmaceutical/ Biotechnology/Healthcare Products and Services | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Industrial Products and Services | <input type="checkbox"/> Professional Services (Accounting, Legal, Advertising, etc.) | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Manufacturing (incl. Chemicals) | <input type="checkbox"/> Public Administration & Defence | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Consumer Products and Services | <input type="checkbox"/> Media/Entertainment | | <input type="checkbox"/> Transportation/Travel/Storage |
| <input type="checkbox"/> Education | <input type="checkbox"/> Non-Profit | | <input type="checkbox"/> Wholesale & Retail Trade |
| <input type="checkbox"/> Energy/Utilities/Waste | | | <input type="checkbox"/> Other _____ |

Job Function:

- | | | |
|---|---|--|
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Production/Operations |
| <input type="checkbox"/> Finance/Accounting | <input type="checkbox"/> Legal/Compliance | <input type="checkbox"/> R&D |
| <input type="checkbox"/> General Management | <input type="checkbox"/> Marketing/Sales | <input type="checkbox"/> Other _____ |

Years of professional work experience:

<input type="checkbox"/> 1-3 yrs.	<input type="checkbox"/> 3-5 yrs.	<input type="checkbox"/> 5-10 yrs.	<input type="checkbox"/> 10-15 yrs.	<input type="checkbox"/> >15 yrs.
Of which _____ years in an executive position and _____ years in international assignments				

Management Level:

- | | | |
|--|--|--|
| <input type="checkbox"/> Entry Level/Trainee | <input type="checkbox"/> Middle Level/Management | <input type="checkbox"/> Senior Level/Management |
| <input type="checkbox"/> Junior Level/Management | <input type="checkbox"/> Upper Middle Level/Management | <input type="checkbox"/> Self-employed/Owner |

05 Billing Information

The tuition fee is payable upon receipt of the invoice, which will be sent to the billing address given below upon admission to the program.

Same as under "Personal Information"

Surname	First Name	Title
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Job Title/Position _____

Company/Organization _____

Street		
ZIP Code	City	Country
Phone	Mobile Phone	Fax
E-mail		

Are you company- or self-sponsored?

- Company-sponsored Self-sponsored Partly sponsored

I confirm that I have read and agree to the General Terms and Conditions for the Open Courses at Mannheim Business School. I understand that the registration will be binding upon signature of this application.

Date _____

Applicant's signature _____

General Terms and Conditions

Open Courses at Mannheim Business School

All applications to and any participation in Open Courses provided by Mannheim Business School gGmbH (hereafter referred to as “MBS”) are subject to the subsequent General Terms and Conditions.

§ 1 Application and Admission

1.1 The applicant assures the correctness, completeness and reliability of the data and information supplied to MBS.

1.2 The required application documents include the signed application form and the applicant’s short CV (educational, personal & professional development so far). By signing the required application form, the applicant confirms the acceptance of these general terms and conditions and agrees to pay any tuition fee or cancellation fee resulting from this agreement.

1.3 To ensure the high standards of the MBS Open Courses, the programs are limited to a specific number of participants (depending on the program). Therefore, MBS explicitly reserves the right to accept or refuse admission of applicants to the Open Courses in MBS’ sole discretion.

1.4 Through signing and providing the application form to MBS, the applicant explicitly grants MBS the right to use the applicant’s personal data provided in the application form for all purposes within the MBS Open Courses. MBS will observe and follow the data protection and data privacy laws of the Federal Republic of Germany. The applicant’s personal data is not made available to third parties.

1.5 After the required application documents are handed in, the MBS Admissions Committee (Program Director, Academic Director) decides about admission or refusal of the candidate to the requested MBS Open Course. Subsequently, MBS will provide the applicant with written information of his/her admission (“Confirmation of Registration”) or refusal.

1.6 Details of payment (invoice) will be sent to the registered applicant together with the “Confirmation of Registration” notification. Payment of the tuition fee must be made 2 weeks after receiving the invoice, however not later than 2 weeks before the program starts. The tuition fee includes program materials, coffee breaks, lunches, a networking event as well as VAT. Full payment is required for participation.

§ 2 Cancellation, Transfer and Substitution

2.1 The contractual term agreed upon between the applicant/participant and MBS is for the complete duration of the MBS Open Course.

2.2 Cancellation by MBS: MBS reserves the right to cancel the MBS Open Course in exceptional cases. In these cases, MBS will inform the participants immediately and will refund any payments made by the applicant/participant to MBS. If the MBS Open Course is cancelled up to 14 (fourteen) days prior to the start of the program, MBS shall not be held responsible for any damages caused to the applicant/participant except in case of misconduct or negligence of MBS and/or its employees. If the MBS Open Course is cancelled within 14 (fourteen) days prior to the start of the program, MBS will refund transportation and accommodation costs already paid for by the applicant/participant if the applicant/participant can provide proof that the payments were made strictly for the attendance of the MBS Open Course.

2.3 Cancellation, transfer and substitution by applicant/participant:

2.3.1 All notifications of withdrawal from a MBS Open Course (program cancellation) must be sent in writing (email is acceptable) to the MBS. The cancellation charges are as follows:

- 30 to 15 days before program start: 25% of tuition fee
- 14 days or less before program start: 100% of tuition fee

2.3.2 Transfer wishes into another MBS Open Course must be noted in writing (email is acceptable) to MBS. Transfer is possible until 30 days before program start (to avoid the cancellation charges stated in paragraph 2.3.1) and is only valid within one year of the start of the original program. If an applicant/participant wishes to transfer to a different program, any difference in fee must be paid before the transfer is confirmed. If the fee of the program to which the applicant/participant is transferring is less than that of the original program, the difference will be refunded provided that the transfer notification is no less than 30 days before the commencement date of the original program booked.

2.3.3 The applicant/participant may suggest a substitution (another program participant), without charge, at any time not less than 14 working days prior to the program start. This must be noted in writing (email is acceptable) to MBS. MBS reserves the right to select the program substitute according to the decision of the MBS Admissions Committee. If admission is refused, the cancellation fee described in paragraph 2.3.1 applies.

2.4 Notwithstanding 2.3.1 of these General Terms and Conditions, if an applicant/participant has serious grounds (e.g. severe illness, severe personal reasons) to suspend his or her study program, the applicant/participant may submit a written request to MBS stating the reasons for suspension. It is understood and accepted by the applicant/participant that MBS reserves the right to exercise its discretion in such cases. Furthermore, the applicant/participant understands and acknowledges that resuming participation in a MBS Open Course may not be possible at any given time requested by applicant/participant.

2.5 MBS will make all reasonable efforts to deliver the Open Courses as described in the MBS material. However, in order to assure the quality standard of the program, MBS reserves the right to reschedule any program part described in the MBS Open Course information including the change of topic and/or location, as well as to substitute any tutor assigned to the program parts.

§ 3 Liability of MBS

3.1 Claims for damages against MBS will only exist in the case of willful misconduct or gross negligence of MBS and/or its employees. MBS undertakes no liability whatsoever for any damages resulting from negligent acts or failure of MBS and/or its employees including all damages resulting out of the performance of this agreement or any obligation owed under this agreement by MBS being prevented, restricted or interfered with by reasons or circumstances beyond the reasonable control of MBS (Force Majeure).

3.2 MBS will take all reasonable steps to fulfill the applicants'/participants' expectations in regard to the MBS Open Courses. However, to ensure the high standard of the program, MBS reserves the right to provide alternative services of at least an equivalent standard at no additional costs of the applicant/participant.

§ 4 Applicable Law and Jurisdiction

4.1 The agreement between the applicant/participant and MBS will be governed under the laws of the Federal Republic of Germany except for those provisions that refer to international law.

4.2 MBS retains full copyright of all materials distributed to the applicants/participants. The applicants/participants receive all documentation and materials for personal use only. Therefore, all program materials may not be copied, sold or used for third parties without explicit prior approval by MBS.

4.3 Photographs and/or video footage taken during the programs may be used for MBS's websites, publications or promotional materials. No references will be made that link the material with any personal data, unless specifically agreed.

4.4 To the extent legally possible, any disputes, controversies or differences which may arise between the parties in relation to the agreement will be submitted to the exclusive jurisdictions of the ordinary courts of Mannheim, Germany.

§ 5 Final Conditions

5.1 In all cases in which these terms and conditions do not provide, the management board of MBS will seek to establish a fair arrangement with the parties involved.

5.2 The inoperativeness of one or several provisions of these terms and conditions does not affect the validity of the remaining provisions. In such case a provision is applicable which meets best the legal and economic aim of the inoperative provision, the same applies for vacancies.



www.mannheim-business-school.com
www.uni-mannheim.de

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BUSINESS SCHOOL