



# International Summer University

## ISU Darmstadt 2018

July 15 - August 11, 2018



Please send the completed and signed form by email to:

isu.int@h-da.de

### Application Form

#### Information of the guest

Family name: _____	Photo
First name: _____	
Gender: <input type="radio"/> female <input type="radio"/> male	
Date of birth (dd/mm/yyyy): _____	
Place of birth (City/Country): _____	
Nationality: _____	
Passport no: _____ Date of expiry: _____	
Street address: _____	
Postal code and city: _____	
Country (country code + area code): _____	
Phone: _____	
Fax: _____	
Email: _____	
Emergency contact (name, phone, email): _____	
Do you suffer from any health problems (chronic illness, allergies, etc.): <input type="radio"/> yes <input type="radio"/> no _____ if yes, please specify	

#### Academic information

Home University: \_\_\_\_\_

Programme of study: \_\_\_\_\_

Year of study: \_\_\_\_\_

Level of German:  beginner  intermediate \_\_\_\_\_  
If you have prior knowledge, please elaborate as to years / hours of study, books used, practical experience, how long ago you participated in the course, etc.

Level of English:  mother tongue  fluent  very good  basic knowledge

Mailing address for transcript of records (if applicable): \_\_\_\_\_

Some universities do not accept a Transcript of Records (ToR) handed in by a student – if this applies to your university, please provide the relevant mailing address.

Please attach the following documents to your application:

- an academic profile (= brief curriculum vitae) to your application
- official academic transcript/transcript of records
- motivation letter: please state your motivation to participate in the ISU briefly (max. one page)
- copy of passport if you are not a citizen of the Schengen Area
- for non-English speakers: a proof of your English language proficiency, e.g. TOEFL, IELTS, etc. The certificate should be issued either by your university or a recognized language school.



**Family Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

### Terms and Conditions

The regular programme fee is € 1.990.

The early-bird fee is € 1.790 for applications received before April 1, 2018.

#### The Programme fee includes:

- accommodation from July 15 until August 11, 2018,
- the four-week study programme including the seminar with lecture material, company visits and a field trip,
- a German language course (including lecture material),
- the cultural and leisure programme as well as
- a ticket for public transportation within Darmstadt and
- health, accident, and liability (third party) insurance.

Upon receipt of an application, International Summer University – Darmstadt (henceforth: ISU Darmstadt) will process it and confirm or reject acceptance. **Upon acceptance, a registration fee of € 250 is payable (part of the programme fee).**

The remainder of the programme fee is due on June 1, 2018.

In case a participant does not fulfil her/his payment obligations, she/he hereby acknowledges and agrees that her/his registration will automatically be rejected.

### Payment Information

In order to reserve a place for you in the ISU, you need to pay a registration deposit of € 250 in addition to completing the registration form. Note: the registration deposit is part of the course fee.

Each participant is required to pay the deposit of 250 Euro no later than 14 days from the day of the invoice. Should there be no receipt of your deposit within 14 days, your registration will be forfeited.

The complete course fee should be paid by June 1, 2018. If you register by June 1, the whole sum is due.

After the confirmation of your participation you will receive an invoice.

You can pay the registration deposit as well as the rest of the course fee per bank transfer to our bank account.

Make sure to include your name and the payment use „ISU 2018“ on the transfer slip.

Please send us in advance a copy of your transfer slip per fax (or scan by email), this allows for better control of incoming payments. Thank you!

The payment of your registration deposit will be considered a binding agreement. As soon as we have received the deposit, we will reserve a place for you in the ISU Darmstadt. We will send you a payment receipt and a confirmation of your reservation. If the maximum number of participants has already been reached by the time we receive your registration deposit, we will reimburse you the deposit (minus the processing fees charged by the bank).

Banks normally charge different processing fees which we need to pass on to you. All applicable bank charges will be passed on to the applicant on the arrival in Darmstadt and must be paid in cash at the welcome day. In order to keep the transfer fee as low as possible, make sure you provide your bank with the right information from above .



### **Cancellation Policy**

If a participant already registered in the ISU Darmstadt should wish to withdraw his / her registration, he / she has to inform ISU Darmstadt in writing (signed letter or fax).

In case a participant withdraws his / her registration later than May 31, 2018 ISU Darmstadt will retain his / her registration fee of € 250.

Should the withdrawal occur later than June 15, 2017, ISU Darmstadt will retain € 500.

Should a participant withdraw from the summer university programme after its start on July 15, 2018, ISU Darmstadt will retain the programme fee.

### **VISA**

Participants must obtain a valid visa (if required). For further information please contact the German embassy in your home country. ISU Darmstadt is not responsible for any costs arising out of the application for or the denial of a visa.

Please note: Participation in the ISU Darmstadt does not require a student visa and is not sufficient to request a student visa for the Federal Republic of Germany. ISU Darmstadt is hosted by the Hochschule Darmstadt, but participants in the ISU will not be enrolled as regular students of the Hochschule Darmstadt.

### **Insurance**

Health, accident, and liability (third-party) insurance is covered by the course fee for the duration of the programme from July 15 – August 11, 2018. For any days before and after the course participants will have to buy an insurance individually. Possible further insurance needs have to be assessed by the participants themselves.

### **Disclaimer**

The Hessen International Summer University, its organisers, staff, lecturers and teachers shall not be held accountable for any damage to personal property or for injuries suffered by participants during the Hessen:ISU programme, except where the damage or injuries suffered are caused by acts of wilful intent or gross negligence. The Hessen:ISU shall not be held accountable for any damage to property or injury to people caused by participants.

### **Important**

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

In case of misbehaviour, the organisers of the Hessen:ISU reserve the right to dismiss a participant from the programme.

Misbehaviour constitutes e.g. physical attacks and verbal insults on other participants, staff, or other third parties, drug abuse, excessive alcohol abuse, destruction of the property of Hochschule Darmstadt. A participant's dismissal from the course is solely at the discretion of the organisers, i.e. the academic organisers and the programme manager. Should a person be dismissed from the programme, no fees will be refunded.

The participant agrees that the International Office of the Hochschule Darmstadt, University of Applied Sciences, can publish photos of him/her taken during the programme on the web page and print material of the university. The participant agrees that his/her personal data is recorded and further processed electronically for the Hessen:ISU programme. The data will not be used for any other purposes.

### **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:ISU programme.

### **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.

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## ISU Darmstadt 2018

July 15 - August 11, 2018



**h\_da**

HOCHSCHULE DARMSTADT  
UNIVERSITY OF APPLIED SCIENCES

INTERNATIONAL OFFICE

### **Please sign the contract here:**

By signing this contract, I certify that I wish to participate in the International Summer University (ISU) – Darmstadt and that I acknowledge and accept to be legally bound by the terms and conditions stated from page 1 to 3.

\_\_\_\_\_  
[Place, date]

\_\_\_\_\_  
[Signature of participant\*]

\*no print name or name stamp

### **To be filled in by the organiser:**

I hereby certify that

\_\_\_\_\_

has been accepted as participant in the International Summer University (ISU) – Darmstadt 2018.

\_\_\_\_\_  
[Place, date]

\_\_\_\_\_  
[Signature of ISU coordinator]