



Student Contract

AP Degree in Marketing Management (Tuition fee paying students)

Lillebaelt, Academy of Professional Higher Education, Campus Tietgen Business College, hereinafter referred to as the Academy and

XXXXX XXXXX

hereinafter referred to as the Student, form a contractual relationship when the academy enrolls the student. Following are the terms and conditions which the academy and the Student accept are to govern their relationship throughout the period of study.

Article 1

The student is admitted to the AP Degree in Marketing Management Programme. The programme is a 2 year full time Higher Education programme (120 ECTS) starting in September 2011. After completion of the programme the student may qualify for 1½ year further studies at the Academy in order to achieve a professional Bachelor's Degree.

Article 2

The fee for the first 3 semesters is 32.500 DKK and the fee for the last semester is 28.100 DKK.

Article 3

On receipt of a Provisional Admission Letter and before applying for a residence permit to Denmark the student must pay to the Academy (for account details see below) first semester's fee 32.500 DKK. When the Academy has received the fee of 32.500 DKK and the signed copy of the student contract, the student will receive a Final Admission Letter.

The Final Admission Letter + the original of the application form for the residence permit (ST1) must be brought to the Danish embassy in the applicant's country. If the applicant is already in Denmark, the form must be handed in to the Immigration Service or to the local police.

The Academy must have one signed copy of the Student Contract back.

The amount of 32.500 DKK must be paid to the Academy on XX-XX-2011 at the latest. The fee is non-refundable and will be forfeit in the event that the student fails to appear at the Academy and attend the programme, when it starts. Only if a residence permit application for the programme, to which the applicant has been admitted, is rejected, will the paid tuition fee be refunded. The amount will be transferred to the account of the student upon receipt of documentation of rejected residence permit. In case the student fails to appear at the Academy for other reasons, the fee will not be refunded.

Deadlines for payment:

First year

First semester's fee of 32.500 DKK on XX-XX-2011 at the latest

Second semester's fee of 32.500 DKK on 15 January 2011 at the latest

Second year

Third semester's fee of 32.500 on 20 August 2012 at the latest

Fourth semester's fee of 28.100 DKK on 15 January 2013 at the latest

These fees are to be paid directly to the account of Lillebaelt Academy by the student:

Bank: Danske Bank

Registration number: 0216

Account number: 4069150721

IBAN: DK420216

SWIFT-BIC: DABADKKK

IMPORTANT! The transfer should be marked with:

- **Name of the Student: xxxxxxxx**
- **Date of birth: xx-xx-xxxx**

Article 4

It is the responsibility of the Student to obtain and pay for his/her personal passports, residence permit, flight tickets, reservations etc., enabling him/her to commence the programme on time.

The tuition fee does not include accommodation, food and local transportation. For these items we advise that the Student anticipates an additional expense of approximately DKK 5,000 per month.

It is the responsibility of the Student to take out and pay for personal health insurance covering the first six weeks, until the commencement for foreigners of public health care.

TBC will not carry any liability for the Student's health or for the Student's personal property. The Student is advised – at his/her own expense – to insure his/her personal property against loss, theft or damage.

On www.tietgen.dk/international and on www.eal.dk/international further information concerning the Academy and Tietgen Business College, concerning the procedure for obtaining a residence permit, concerning financial issues, accommodation, part time jobs etc. can be found.

Your contact person at the Academy is:

Lars Høst-Madsen
International Coordinator
Phone +45 65 45 21 16
Fax + 45 65 45 21 99
E-mail laho@tietgen.dk

The Academy complies with the articles in The Code of Conduct for Danish Institutions of Higher Education under the Ministry of Education. Please find this Code of Conduct enclosed in this letter. It is also available on our homepage.

Article 5

The Academy will provide teaching according to the Curriculum (based on the Ministerial Order of the Programme) which can be downloaded from the website of TBC www.tietgen.dk/international or the Academy www.eal.dk/international

The Academy will provide teaching facilities such as access to technical equipment, Internet, library, etc. on the premises in the normal opening hours of the college.

The student is required to bring a lap top

Article 6

The Student will be given homework, case studies and group work. The Student must study actively i.e. attend lectures, hand in compulsory assignments, participate in project works, group works, etc.

The Student will have to pass all exams, tests and projects of the programme in order to proceed to the next semester.

The only official language used in the classroom by teachers and students will be English.

After successful completion of all the exams of the AP Degree in Marketing Management the Student will receive his/her Diploma. This diploma is recognized by the Danish state, awards 120 ECTS credits and can be used as accreditation for further academic studies.

Article 7

The student must live up to the school regulations of the Academy, the laws of Denmark and normal Danish rules of good behaviour and conduct. Any student who violates the course rules (according to the Curriculum based on the Ministerial order of the programme) or the items listed elsewhere in this contract or who prove to be unable or unwilling to perform the studies as required during the programme, will be held liable. This may include being excluded from the programme and the Academy and having to return to his/her home country at his/her own expense. In the case of expulsion, no part of the paid tuition fee will be reimbursed.

Student's name in capital letters: XXXXX XXXXXXXX

Signature: _____

Date of signature: _____

The Academy Susanne Bækholm, Head of the Programme

Signature: _____

Date of signature xx xxxxx 2011

Please return a signed copy of this contract (only the page with your signature) to International Coordinator Lars Høst-Madsen on laho@tietgen.dk