

# General Terms and Conditions of the Swiss Distance University of Applied Sciences (FFHS)

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## 1. Distance Learning Studies

The FFHS is a distance learning institution that operates via a full scope of digital communication tools. For example, a wide range of information about studying at the FFHS is available via the Internet. Students must therefore have an Internet connection, an email account and a notebook/laptop (detailed and supplementary requirements can be found in the document 'Minimum Technical Requirements' [www.ffhs.ch/de/ffhs/fuer-studierende/reglemente-und-studienordnungen](http://www.ffhs.ch/de/ffhs/fuer-studierende/reglemente-und-studienordnungen)), as examinations are only conducted online, either on campus or from home. The email account provided by FFHS is the only means of communication between FFHS and students. This also applies to the dispatch of invoices. Students are required to set up the FFHS email account after enrolment and check it regularly.

## 2. Legal Basis

By registering to study, students expressly accept these General Terms and Conditions. They also accept the Framework and Study Regulations as well as other regulations and directives. All regulations and specifications can be found on the FFHS website at [www.ffhs.ch/de/ffhs/fuer-studierende/reglemente-und-studienordnungen](http://www.ffhs.ch/de/ffhs/fuer-studierende/reglemente-und-studienordnungen). Additional admission regulations apply to the consecutive Master's degree (see 'Organisational matters, admission, documents' for the MSc in Business Administration). For additional regulations for the practice-integrated Bachelor's degree (PiBS), please refer to the corresponding Study Regulations.

All students submit the documents cited in the registration procedure digitally. These are used to determine admission to study programmes. In particular, the submission of a passport photo and the copy of an identity card (ID) are mandatory.

Students newly enrolled in a BSc or MSc programme must complete and submit the personal data sheet for determining the canton liable for payment and the corresponding enclosures (original documents) by post upon the email request from FFHS.

FFHS reserves the right to make changes to the General Terms and Conditions at any time. In the event of significant changes to the GTC, FFHS will send the students the adapted version by email to the students' email account. The currently valid version will be published on the FFHS website ([www.ffhs.ch](http://www.ffhs.ch)).

Concerning all other regulations and instructions (Framework Regulations, Study Regulations, Examination Regulations, etc.), FFHS also reserves the right to amend them at any time. The currently valid regulation documents, etc. will be published on the FFHS website ([www.ffhs.ch](http://www.ffhs.ch)).

In the case of new study programmes, the following General Terms and Conditions shall apply mutatis mutandis.

## 3. Applicable Law and Place of Jurisdiction

Any disputes shall be governed by Swiss law. Exclusive jurisdictions are Brig and Zurich.

## 4. Insurance

The students bear the responsibility of concluding accident and liability insurance as well as cancellation insurance. The FFHS shall not accept any liability. In particular, FFHS assumes no liability for student effects (notebooks, etc.) at the study locations.

## 5. Data Protection and Confidentiality

### 5.1. Data Protection

The FFHS is considered the responsible party concerning the students, and the students are considered data subjects.

FFHS data processing concerning the students is conducted in compliance with the applicable data protection regulations, as well as the Privacy Policy of the FFHS website <https://www.ffhs.ch/de/datenschutzerklaerung> or with the Privacy Policy of Moodle <https://moodle.ffhs.ch/admin/tool/policy/view.php?policyid=1> and ExamMoodle <https://exam Moodle.ffhs.ch/admin/tool/policy/view.php?policyid=1> in the currently valid version.

The students hereby acknowledge that FFHS processes their personal data primarily for the purpose of providing, organising and ensuring education and training services. Video conferencing tools can be used during lessons or

exams, and recordings of students (e.g. in online exams) can also be created. Depending on the situation, these recordings can be analysed automatically. In addition, FFHS processes the personal data of its students for the purpose of compliance with legal obligations, and – insofar as permitted and justified – for other purposes as well, e.g.

- research purposes (e.g. learning behaviour analysis). Where the situation requires, an automated analysis and evaluation of the data can also be performed. In the event of publication of the research results, the data will be anonymised to avoid drawing conclusions about the person referenced.
- Advertising, marketing and opinion research purposes (e.g. for the creation and delivery of customised information about the FFHS, the purpose of analysing the user behaviour of students on the digital channels, the purpose of opinion research activities, etc.). Where the situation requires, an automated analysis and data evaluation can also be performed. Analysis and evaluation tools can also be used to identify or predict essential and personal characteristics of the students to enable needs-based marketing measures (regarding communication, advertising, market and opinion research).

The FFHS can provide students with information about FFHS services (via post or electronically to the FFHS student account). In addition, students can register to receive newsletter material. Students can opt out of receiving advertising or newsletter material by post or email at any time by emailing FFHS (info@ffhs.ch).

FFHS works with carefully selected service partners (e.g. IT service providers for applications; service providers for analysis tools; cloud providers; cooperation partners in the university sector; partners in the context of a research project; advertising, marketing or data processing service providers; debt collection companies; etc.), who can process personal data according to the respective purpose. Exceptionally, personal data may also be transferred to countries that may not have the same level of data protection as Switzerland and processed there, whereby FFHS endeavours to process the data primarily in Switzerland or in the EU/EEA area. FFHS contractually ensures that the contracted partners use the data received solely for the purpose of the respective contract processing and, in particular, do not use it for their own purposes or pass it on to other third parties. FFHS takes appropriate technical and organisational measures to ensure data security appropriate to the respective risk.

Further information on data protection can be found in the data protection declarations mentioned above.

## 5.2. Confidentiality

During the course of study, confidential information will be exchanged between students, lecturers and other participants in connection with courses and achievements. Students undertake to maintain confidentiality towards third parties regarding confidential information or information subject to data protection, even beyond the completion of their studies.

Further confidentiality agreements between students, lecturers and the FFHS can be contractually agreed in individual cases (for example in the case of strictly confidential work).

## 6. Use of Internal Mailing Lists

- (1) The use of the 'ffhs\_all' mailing lists and other mass-receipt email addresses is reserved for FFHS employees.
- (2) These email addresses are exclusively intended for sending FFHS information to students or lecturers.

## 7. Submission Forms and Deadlines

All submissions (registration, application for leave of absence, withdrawal of registration, deregistration, etc.) must be made in writing in the appropriate specified form.

The deadlines and dates set by FFHS shall be legally binding and shall not be extended. The postmark or date of completion of the online form is decisive for compliance with the deadline.

The regular dates for the registration deadline with guaranteed places to study and other dates can be found in the academic calendar.

## 8. Costs and Fees

The fees for services provided by the FFHS shall be governed by Section 21 et seq. of the GTC. In principle, the fee for a service provided by FFHS must be paid even if the liable person does not use the services or does not use them in full. Notwithstanding this principle, FFHS shall be at liberty to charge students only for those modules that they have actually attended. In this case, the fee shall be based on the proportion of the full fee for the semester which corresponds to the number of modules a student has actually attended in relation to the full number of modules per semester.

Students shall not be entitled to a reduction in fees if they have received credit for prior academic achievements resulting in a dispensation from modules.

The semester fee as well as all other fees in accordance with Sect. 21 et seq. must be paid within 20 days at the time of invoicing. Advance payments of several semester fees shall be excluded.

Even if tuition fees are paid by the employer, the invoice will be sent to the student's email address. Students are responsible for forwarding invoices to the employer and for their payment.

## 9. Instalment Payment

Tuition and other fees may be paid in a maximum of four instalments for a total invoice amount of CHF 1,800 or more. Payment by instalments shall be excluded for invoice amounts below CHF 1,800. For students residing abroad, instalment payments of semester fees are not possible. Requests for payment by instalments must be submitted in writing to the FFHS Finance Department (inkasso@ffhs.ch) within 14 days of receipt of the invoice.

If payment by instalments is granted, 3% of the invoice amount or a maximum of CHF 150 per semester shall be charged as a contribution to expenses. If an instalment (including the contribution to expenses) is not paid on time, the entire invoice amount shall become due immediately.

## 10. Late payment and reminder fees

In the event of late payment, FFHS shall charge a reminder fee of CHF 30 for the first reminder and of CHF 50 for each subsequent reminder.

## 11. Study location and minimum number of students

The study programme is offered at the study locations Basel, Bern, Brig, St. Gallen, Zurich and online. Newly enrolled students of a degree programme and a cohort shall be allocated in groups to a study location by FFHS. Each group must have a minimum size of 10 students. Requests for a particular place of study can only be met if a sufficient number of registrations (at least 10 students) have been received for the location in question and the corresponding infrastructure is available.

Newly enrolled students shall receive notification of the allocation of groups and study locations no later than 31 July for the Autumn Semester and no later than 15 January for the Spring Semester. If the assignment does not correspond to their first or second choice of place of study, students have the right to unsubscribe from the study programme within 7 days of the publication of the place of study by sending an email to the Programme Director. There are no other costs outside of any registration fee and fees for aptitude assessments.

If the size of a group at a particular study location falls below the minimum number of 10 students during the course of the programme, FFHS reserves the right to allocate the remaining students to a parallel group at another study location for the following semester. Students who do not consent to this have the right to unsubscribe from the study programme without financial consequences within 7 days of the publication of the study location by sending an email to the Programme Director.

FFHS reserves the right to not organise a group at any time even if the number of enrolled students is sufficient (10 students). In these cases, the course fee shall be refunded in full.

Regardless of the location of a group, FFHS reserves the right to hold events (trainings, simulation games, practical laboratory courses, visits to companies, future workshops within the MSc in Business Administration, etc.) at a different location. In such cases, the students shall bear all expenses incurred as a result (accommodation, meals and travel expenses).

## 12. Organisation of modules, groups, elective modules and specialisations

If elective modules, specialisations or similar are offered as part of a degree programme, the responsible Programme Director may stipulate a minimum number of participating students as a prerequisite course realisation. If fewer than 10 students opt for a particular elective course or specialisation or similar at a particular study location, in-person teaching shall take place at a location determined by FFHS.

Some modules are conducted entirely as an online or hybrid event. Related information is listed on the website for the relevant degree programmes or in the student portal. In the case of hybrid events, it must be noted at the beginning of the semester whether there will be on-site or online participation options. The choice is mandatory for all dates of hybrid events in the semester. Changes are subject to application (<https://www.ffhs.ch/de/fuer-studierende/antraege>). The Programme Director can define individual in-person events (PVA) as an on-site variant in line with the FFHS blended learning model.

## 13. Examination Location

All examinations are held at locations determined by the FFHS. The examination locations do not have to be identical to the study location (see Examination Regulations Art. 9).

## 14. Change of Study Programme and Change of Modules and Groups

A free change of the study programme or the modules (switch or reduction of modules) or a change of group in the same year with the same modules (same or different study location, on-site or online participation in hybrid lessons), is possible until 30 June (Autumn Semester) / 15 December (Spring Semester). If the course starts before 30 June (Autumn Semester) / 15 December (Spring Semester), the change must be reported at least 14 days before the start of the course. As of 30 June (Autumn Semester) or 15 December (Spring Semester), an administration fee of CHF 200 will be charged. After 31 July (Autumn Semester) / 15 January (Spring Semester), or after the start of the course, if this is before the cited dates, course, group or module changes are no longer possible, and the entire tuition fee for the semester shall remain due.

An exception is the future workshop of the MSc Business Administration, which takes place in the spring semester. The last date for changing the future workshop free of charge for the following Spring Semester is 31 August. Students are required to register for or withdraw from the workshop by 31 August. If students do not register or withdraw by the stated deadline, they shall be deemed to have registered in accordance with their curriculum and year of study. Any withdrawals after 1 September shall be subject to a fee of CHF 330.

Students will be registered for the postponed or unattended modules in the next semester in which the module is offered.

## 15. Semester Leave

By 30 June (Autumn Semester) and 15 December (Spring Semester), students may request a semester of leave via the student portal using the relevant online form ([www.ffhs.ch/de/fuer-studierende/antraege](http://www.ffhs.ch/de/fuer-studierende/antraege)). A leave of absence fee of CHF 200 will be charged here.

Semester leaves shall not exempt students from the obligation to participate in repeat examinations or assignments. The leave fee shall also be due if students only participate in repeat examinations and assignments.

Students of continuing education programmes (EMBA/MAS/DAS/CAS) pay CHF 200 as of the second semester leave per semester. For these students, a semester is considered a semester leave when they do not take any modules. Students are exempt from the semester leave fee if the programme to be completed is not carried out by FFHS.

As of 30 June, (Autumn Semester) or 15 December (Spring Semester), an administration fee of CHF 200 shall be charged in addition to the leave fee. From 31 July (Autumn Semester) or 15 January (Spring Semester), students may no longer apply for a semester of leave and the entire tuition fee for one semester shall be due.

## **16. Withdrawal or termination of studies (incl. preparatory and refresher courses and other courses<sup>1</sup>) by students**

who wish to withdraw their registration for a programme and students who wish to discontinue their studies must notify the FFHS of this by 30 June (Autumn Semester) / 15 December (Spring Semester). If the course starts before 30 June (Autumn Semester) / 15 December (Spring Semester), the deregistration for study programmes must occur at least 14 days before the start of the course. Notification of withdrawal or termination of studies must always be made via the student portal using the online form ([www.ffhs.ch/de/fuer-studierende/antraege](https://www.ffhs.ch/de/fuer-studierende/antraege)). If this deadline has been met, no further costs will be incurred in addition to any registration fee and fees for aptitude assessments.

For registration after the above deadlines, an additional administration fee of CHF 200 will be charged. From 31 July (Autumn Semester) / 15 January (Spring Semester) or after the start of the course, if this is before the cited dates, the entire tuition fee for one semester is due and the students have the right to complete an examination attempt (only on the regular examination date).

## **17. Exmatriculation by the FFHS**

Students shall be automatically exmatriculated on the date on which they are awarded their diploma or certificate. In the following cases, the respective departmental management reserves the right to exmatriculate students:

- (1) If the fees due are not paid.

If the semester fees as well as all other fees in accordance with Sect. 21 et seq. of the GTC have not been paid to the FFHS within the imposed payment period (i.e. 20 days after the date of invoicing) (with the exception of instalment payments following Section 9), the departmental management reserves the right to exclude the student from the achievements and at the same time to exmatriculate them. The student will receive the decision to exclude the student from the achievements and the accompanying exmatriculation by registered letter. Semester fees paid after these deadlines do not result in automatic enrolment. The student must actively reapply for new enrolment.

- (2) If successful completion of the study programme is no longer possible due to poor performance.
- (3) If the documents mentioned in Art. 2 of the GTC are not submitted in full.
- (4) In the event of proven rule-breaking behaviour within the meaning of Art. 20 of the Framework Regulations.
- (5) If the students do not agree with the adjustments to study-relevant conditions (e.g. GTC, Framework Regulations, Study Regulations, Regulations, etc.) of the FFHS.

An exmatriculation ordered by the FFHS is subject to an administration fee of CHF 200.

## **18. Auditing Students**

Students may audit FFHS courses, provided that they meet the admission requirements for the module(s) in question. The Programme Director shall decide on the admission of an auditing student. The cost of attending a BSc module is CHF 1,800. The price for all other modules worth five ECTS is CHF 2,750. The registration fee is CHF 200. ECTS may be awarded to auditing students in individual cases.

## **19. Compensation for Disadvantages**

Upon request, students may be granted the option of compensating for the disadvantages of their academic achievements and performance certificates. Affected students can find the necessary information at <https://www.ffhs.ch/de/fuer-studierende/antraege>.

## **20. Entry into Force**

This regulation is valid for all matriculated FFHS students from its dispatch and publication date.

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<sup>1</sup>Workshops and webinars, for example, are included under courses.



## 21. Fees for Bachelor's Degree Programmes (BSc)

	<b>Amount</b>
<b>Tuition fee for the Bachelor's degree programme (excluding BSc Osteopathy)</b>	
<b>For students with residence or tax residence in Switzerland</b> (per semester with 20 ECTS, 1 ECTS each CHF 90)* (Long-term students *** pay an additional CHF 25 for 1 ECTS)	CHF 1,800
<b>Tuition fee for students with residence or tax residence abroad</b> (per semester with 20 ECTS, 1 ECTS each CHF 90)*	CHF 3,800
<b>Tuition fee for Bachelor's degree in Osteopathy</b>	
<b>For students with residence or tax residence in Switzerland</b> (per semester with 30 ECTS, 1 ECTS each CHF 90)* (Long-term students *** pay an additional CHF 25 for 1 ECTS)	CHF 2,700
<b>Tuition fee for students with residence or tax residence abroad</b> (per semester with 30 ECTS, 1 ECTS each CHF 90)*	CHF 5,700
<b>Tuition fee for the preparatory course for the entrance examination*</b> (VbBVR: Preparatory course in Business Administration, Economics and Law CHF 450; VbDe: Preparatory course in German CHF 450; VbMa: Preparatory course in Mathematics CHF 900). The examination fee is CHF 150.- per examination	CHF 1,800
<b>Tuition fee for each refresher course in mathematics or programming</b>	CHF 450
<b>Fee for any additional modules</b> (for each module of 5 ECTS credits)	CHF 450
<b>Fee for supplementary module A in BSc Nutrition and Dietetics, BSc Osteopathy</b>	CHF 100
<b>Fee for the supplementary module C in the BSc in Nutrition and Dietetics</b>	CHF 300
<b>Registration fee**</b>	CHF 200
<b>Fee for the aptitude assessment</b> (only for BSc Nutrition and Dietetics and BSc Osteopathy)	CHF 200
<b>Fee for the assessing the validity of existing credits</b> (will be offset against the enrolment fee)	CHF 150
<b>Fee for taking a requested semester of leave</b> (per semester)	CHF 200
<b>Administrative fee</b>	CHF 200
<b>Fee for a repeat examination</b> (per repeat exam) (Repetition of failed partial, specialisation or module examinations or for taking examinations out of session in the case of an unexcused absence on the regular examination date)	CHF 150
<b>Fee for a repeat oral examinations involving external participants</b> (for each 15-minute slot)	CHF 150
<b>Fee for the repetition of a failed Bachelor's thesis</b> (with 15 ECTS)	CHF 1,350
<b>Fee for repeat of a failed oral examination for the Bachelor's degree</b>	CHF 500
<b>Fee for changing the topic of the bachelor's thesis</b>	CHF 500
<b>Fee for an extension of the Bachelor's thesis</b>	CHF 100
<b>Fee for submission of a revised Bachelor's thesis</b>	CHF 500
<b>Blocking fee for the confidential handling of a Bachelor's thesis</b>	CHF 500
<b>Fee for a duplicate diploma</b>	CHF 50

(\*) incl. online support and learning platform, access to the virtual library and regular examination fees.

(\*\*) In the case of exmatriculation and subsequent re-enrolment, the enrolment fee will be charged again.

A re-enrolment fee is due in the following cases:

New registration for training or continuing education after at least one semester of interruption (does not apply to semesters of leave according to Section 15).

No re-enrolment fee will be due in the following cases:

Students who register without interruption for new training or continuing education with FFHS.

Students who must take a compulsory break, as the corresponding advanced courses are not offered in the current semester at FFHS.

(\*\*\*) Students who exceed the limits of the maximum number of invoiced ECTS credits: Bachelor's max. 210 ECTS, Master's max. 150 ECTS. The ECTS already invoiced by another university of applied sciences (according to a billing sheet) are included in this limit.

## 22. Fees for consecutive Master's Degree Programmes (MSc)

	<b>Amount</b>
<b>MSc Business Administration</b>	
<b>Tuition fees for students with residence or tax residence in Switzerland</b> (per semester with 18 ECTS, 1 ECTS each CHF 90)* (Long-term students *** pay an additional CHF 25 for 1 ECTS)	CHF 1,620
<b>Tuition fee for students with residence or tax residence abroad</b> (per semester with 18 ECTS, 1 ECTS each CHF 190)*	CHF 3,420
<b>MSc Osteopathy</b>	
<b>Tuition fees for students with residence or tax residence in Switzerland</b> (per semester with 30 ECTS, 1 ECTS each CHF 90)* (Long-term students *** pay an additional CHF 25 for 1 ECTS)	CHF 2,700
<b>Tuition fee for students with residence or tax residence abroad</b> (per semester with 30 ECTS, 1 ECTS each CHF 190)*	CHF 5,700
<b>MSc Business Informatics (Cooperation Degree Programme)</b>	
<b>Tuition fees for students with residence or tax residence in Switzerland</b> (per semester with 18 ECTS, 1 ECTS each CHF 50)*	CHF 900
<b>Tuition fee for students with residence or tax residence abroad</b> (per semester with 18 ECTS, 1 ECTS each CHF 190)*	CHF 3,420
<b>Fee for each additional module</b>	On request
<b>Registration fee**</b>	CHF 200
Fee for <b>taking a requested semester of leave</b> (per semester)	CHF 200
<b>Administrative fee</b>	CHF 200
Fee for a <b>repeat examination</b> (per repeat exam) (Repetition of failed partial, specialisation or module examinations or for taking examinations out of session in the case of an unexcused absence on the regular examination date.)	CHF 150
Fee for the <b>repetition of a failed Master's thesis (F)</b>	
<b>For MSc Business Administration and BSc Osteopathy</b> (per semester with 18 ECTS, 1 ECTS each CHF 90)* (Long-term students *** pay an additional CHF 25 for 1 ECTS)	CHF 1,350
<b>For MSc Business Information Technology</b> (per semester with 18 ECTS, 1 ECTS each CHF 90)* (Long-term students *** pay an additional CHF 25 for 1 ECTS)	CHF 750
Fee for a <b>change of topic of the Master's thesis</b>	CHF 500
Fee for an <b>extension of the Master's thesis</b>	CHF 100
Fee for <b>submission of a revised Master's thesis (FX)</b>	CHF 500
Blocking fee for the <b>confidential handling of a Master's thesis</b>	CHF 500
Fee for <b>withdrawing from the future workshop</b> after 31 August	CHF 330
Fee for a <b>duplicate diploma</b>	CHF 50

(\*) incl. online support and learning platform, access to the virtual library and regular examination fees.

(\*\*) In the case of exmatriculation and subsequent re-enrolment, the enrolment fee will be charged again.

A re-enrolment fee is due in the following cases:

New registration for training or continuing education after at least one semester of interruption (does not apply to semesters of leave according to Section 15).

No re-enrolment fee will be due in the following cases:

Students who register without interruption for new training or continuing education with FFHS.

Students who must take a compulsory break, as the corresponding advanced courses are not offered in the current semester at FFHS.

(\*\*\*) Students who exceed the limits of the maximum number of invoiced ECTS credits: Bachelor's max. 210 ECTS, Master's max. 150 ECTS. The ECTS already invoiced by another university of applied sciences (according to a billing sheet) are included in this limit.



### 23. Fees for MAS, EMBA, DAS and CAS and courses/seminars

Transitional arrangements regarding price levels for registrations until 31.08.2023.

- (1) For courses that started no later than the Autumn Semester 23/24 and which at the same time amount to a scheduled duration of studies of more than 1 semester, the amount of the tuition fee at the time of registration is decisive and remains unchanged for the regular duration.
- (2) After students terminate or withdraw from the course, the price guarantee under Sect. 1 no longer applies and the current tuition fees shall apply.
- (3) In the event of an interruption of the scheduled programme duration per Sect. 1, the following are differentiated:

3.1 If the reason for the interruption of the scheduled duration of studies is an inability to study due to accident, illness, pregnancy, childbirth, parenthood, military or civilian service, the price guarantee pursuant to Para. 1 applies after resumption of studies.

3.2 If the reason for the interruption of the scheduled programme duration is an inability to study due to the student's other personal reasons as Para. 3.lit. a (e.g. holidays, longer stays abroad, change of residency or workplace or other reasons not mentioned in Para. 3 lit. a.), the price guarantees in accordance with Para. 1 shall not apply after resumption of studies and the current tuition fees shall apply.

<b>Tuition fees for MAS, EMBA, DAS and CAS as well as courses/seminars</b>	<b>Amount</b>
Tuition fee per <b>CAS each 10 ECTS*</b>	CHF 5,500
Tuition fee per <b>CAS each 15 ECTS*</b>	CHF 8,250
Fee for attending an (additional) module (5 ECTS each) *	CHF 2,750
Fee for the <b>Master's modules (Master's thesis, Master's semester) 10 ECTS* each</b>	CHF 5,500
Fee for the <b>Master's modules (Master's thesis, Master's semester) 15 ECTS* each</b>	CHF 8,250
Fee for attending a training block or elective module in the CAS in eDidactics (per 1 ECTS)*	CHF 550
Tuition fee for <b>CAS Generative Artificial Intelligence</b>	CHF 5,500
Tuition fee for <b>CAS Digitisation and Ethics in Healthcare</b>	CHF 5,500
Tuition fee for <b>CAS New Organisational Development</b>	CHF 5,500
<b>Registration fee**</b>	CHF 200
Fee for <b>taking a semester leave</b> (per semester from the 2nd semester leave)	CHF 200
<b>Administrative fee</b>	CHF 200
Fee for a <b>repeat examination</b> (per repeat exam) (Repetition of failed partial, specialisation or module examinations or for taking examinations out of session in the case of an unexcused absence on the regular examination date)	CHF 150
Fee for a <b>repeat oral examination with external participation</b> (per 15 minutes)	CHF 150
Fee for the <b>repetition of a failed Master's thesis</b> (with 10 ECTS)	CHF 5,500
Fee for <b>repetition of a failed thesis in CAS eDidactics</b> (2 ECTS)	CHF 1,100
Fee for <b>repeat of a failed oral examination for the Master's thesis</b>	CHF 500
Fee for a <b>change of topic of the Master's thesis</b>	CHF 500
Fee for an <b>extension of the Master's thesis</b>	CHF 100
Fee for <b>submission of a revised Master's thesis</b>	CHF 500
Blocking fee for the <b>confidential handling of a Master's thesis</b>	CHF 500
Fee for a <b>duplicate diploma</b>	CHF 50

(\*) incl. online support and learning platform, access to the virtual library and regular examination fees.

(\*\*) In the case of exmatriculation and subsequent re-enrolment, the enrolment fee will be charged again.

A re-enrolment fee is due in the following cases:

New registration for training or continuing education after at least one semester of interruption (does not apply to semesters of leave according to Section 15).

No re-enrolment fee will be due in the following cases:

Students who register without interruption for new training or continuing education with FFHS.

Students who must take a compulsory break, as the corresponding advanced courses are not offered in the current semester at FFHS.

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By signing the present General Terms and Conditions of the Fernfachhochschule Schweiz (FFHS), the undersigned expressly acknowledges the provisions mentioned in Sections 1 to 23. This applies in particular to the fee schedule pursuant to Sections 21, 22 and 23. In this context, it is an explicit acknowledgment of debt, so that a provisional legal opening title exists.

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First Name, Surname (in capital letters)

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Place, date, handwritten signature