

IRE|BS Immobilienakademie

International Real Estate Business School
Universität Regensburg



APPLICATION FORM

EXECUTIVE MBA IN REAL ESTATE

**CLEVER HEADS
FOR CLEVER BUILDINGS**

Programme

Executive MBA in Real Estate

International

Finance

Munich

Frankfurt

Start of studies: _____ (YYYY)

I am a graduate of Immobilienökonomie/Real Estate Economics (IRE|BS or ebs)

I am a Member of IRE|BS Core e. V.

I am a Member of IMMOEBS e. V.

I am a Member of DVFA

(Please provide verification)

Details on current term dates and campuses as well as the current tuition fees, in particular early booking discounts and terms of payment, can be found on our home page www.irebs-immobilienakademie.de.

Enrolment deadlines Documents Required

- Application form incl. Data privacy notice and Consent for photographic images** (Original and PDF via e-mail)
- Curriculum vitae** (PDF via e-mail)
- Copy of a valid identity card or passport** (the data not required for identification, in particular the imprinted access and serial numbers can and should be masked on the copy).
- Officially authenticated copy of your University entrance qualification** (e.g. Abitur/A-level certificates). Officially authenticated copies can be provided by seal-bearing public authorities and notaries (e.g. municipal or local government authorities, residents' registration offices, schools etc.) Parish offices, health insurance providers, banks and savings banks are not accepted.
- Officially authenticated copies of certificates of intermediate or final examinations at universities**
- Certificate of student's health insurance** from a statutory health insurance provider or evidence of exemption from compulsory student insurance. Certificates from a private health insurance provider will not be accepted! You can find information on student's health insurance at www.uni-regensburg.de/studium/studentenkanzlei/antraege-bescheinigungen/krankenversicherung/index.html; www.uni-regensburg.de/ur-international/international-students/health-services/index.html.
- Printed out and signed enrolment application** (Please do not forget to upload a photo for your UR card.
The enrolment fee will be taken by IREBS International Real Estate Business School)
www.campusportal.uni-regensburg.de/selbstregistrierung

■ Please send your completed application form and all above-mentioned documents until 12 August to the following address:
IRE|BS Immobilienakademie GmbH
Kloster Eberbach | 65346 Eltville | Germany

■ Please send your e-mail with all above-mentioned documents attached to the following e-mail address: zulassung@irebs.de

Personal Data

Title / First Name / Last Name

Date and place of birth

Address home

Street name and number

Postcode, place

Country

Telephone number (please include full country and area code)/Mobile

E-Mail

Address work

Company

Department

Street name and number

Postcode, place

Country

Telephone number (please include full country and area code)/Mobile

E-Mail

Job Role

- Construction/Project Management
- Corporate Real Estate Management
- Facility/Property Management
- Portfolio Management
- Private Real Estate Management
- Public Real Estate Management
- Real Estate Analysis
- Real Estate Asset Management
- Real Estate Development
- Real Estate Finance
- Real Estate Investment
- Real Estate Marketing
- Real Estate Valuation
- Other: _____

Employer's sector

- Accountant/Tax Advisor
- Agent
- Architect/specialist planner
- Asset Manager
- Consultant
- Construction company
- Corporate
- Facility Manager
- Lawyer
- Property Investor
- Property Operator

How would you like to be contacted?

Postal Address

- home work

E-Mail Address

- home work

Billing Address

- home work

- other billing address: _____

Professional Experience

_____ years when commencing study

_____ of those years in the real estate sector

Position in the company

- Executive management/board/owner
- Authorised signatory/departmental manager
- Group/team manager
- Employee (without responsibility for personnel)
- _____

- Project Manager
- Public Sector/Non Profit Organisation
- Real Estate Developer
- Real Estate Lender
- Real Estate Operator
- Researcher
- Valuer
- Other: _____

Statistical Data

School Education

- General qualification for university entrance
 - Advanced college entrance qualification
 - Other: _____
-

Academic training

Higher Education Establishment

- University
- Specialist university
- Vocational Academy

Professional training

- Real Estate Agent
 - Architect
 - Lawyer
 - Other: _____
-

Place: _____

Specialisation: _____

Qualification on graduating: _____

New tablet for students

Part of the programme is a new tablet, which we hand over to you on the first day. Do you want to use your own device? Please contact our study managers for our discount on Bring Your Own Device (BYOD). Participants who received a discount due to previous participation in other study programs are not entitled to a tablet or a further discount due to the use of their own devices (BYOD).

Provision of a new tablet:

Tablet

BYOD

DECLARATION

I hereby confirm that my application for admission is true and honest. I have noted the terms and conditions and the tuition fees, terms of payment and data privacy of the IRE|BS Immobilienakademie and accept them as part of the contract.

How will your tuition fees be paid?

Personal resources

Employer

pro rata: personal
employer

%

%

Place, date and signature of applicant

Place, date, signature and stamp of the employer
(if costs are to be paid by the employer)

Please inform IRE|BS Immobilienakademie GmbH of any changes to your personal data.

How did you find out about the course?

- Specialist articles/press articles
- Internet
- Trade fairs/conferences/specialist events
- Advertisement in print
- Course brochure

Personal recommendation by:

- Alumni
- Employer
- Colleagues/friends
- IMMOEBS e. V. (Alumni Association)
- IRE|BS Core e. V. (Alumni Association)

Other: _____

Data privacy notice

1. Data controller

The data controller is IRE|BS Immobilienakademie GmbH, Barocketage Kloster Eberbach | 65346 Eitville | Germany, represented by its managing director Prof. Dr. Tobias Just (FRICS) and Michael Zingel.

2. Data access

All employees of the data controller have access to your data.

3. Subcontractors

Subcontractors such as IT service providers may also have temporary access to your data. The list of subcontractors can be viewed at www.irebs-immobilienakademie.de/unterauftragnehmer. Appropriate processing contracts exist with each subcontractor in accordance with the EU GDPR.

4. Transfer of data

As part of the fulfilment of the contract, the necessary data, depending on the course of study /seminar, will be passed on to contractually committed cooperation partners within the EU. The courses of study / seminars and cooperation partners can be viewed at www.irebs-immobilienakademie.de/kooperationen.

5. Type of data

In addition to fulfilment of the contract, necessary data will be stored in the following data categories:

- ... Contact data incl. address
- ... Date of birth, place of birth
- ... Courses of study enrolled on/of interest
- ... Professional and educational CV
- ... Communication history
- ... Invoice data
- ... Contact data including address of employer

6. Deletion deadline

Prospective students' data will be deleted after two years after your refusal or withdrawal of your application. Students' data will be deleted after 30 years.

7. Transfer to third countries

Transfer of data to third countries and other persons in general shall only take place in the context of collaborations with universities and teaching institutions collaborating under contract. The list of courses of study / seminars and collaborating partners can be viewed at www.irebs-immobilienakademie.de/Kooperationspartner. The data will only be collected in fulfilment of the contract governing future services.

8. Other uses

IRE|BS is entitled to use personal data for the purposes of consultancy, advertising and market research. The passing on of the personal data of students to third parties, in particular for the aforementioned purposes, is not permitted unless the student has declared his or her express consent to this.

9. Legal framework

The EU GDPR provides the legal framework for this data privacy notice.

Consent:

- I hereby grant my consent to the storage of the aforementioned data.

Date, Name, Signature

Consent for photographic images

In the interests of promoting a positive profile, we would like, from time to time, to publish group photographs of our students on our web pages.

We would be delighted if you were willing to consent to the publication of photographs including your image on our web pages.

Moreover, fliers and printed brochures are planned for our company in future. In this context too we would like to use photographs of participants. It would be wonderful if you were able to give us your consent for this.

Names will be published together with photographs of individuals in the event of special distinctions/achievements.

Important note: You are free to choose whether you wish to give your consent or not. It will have no negative consequences if you choose not to give your consent. If you do give your consent, this can also be completely or partially revoked at any time. We will then remove your photograph from the web page and from social media within two weeks. The same applies to your name (in social media we can only confirm this from our own pages. We have no control over content that has already been shared). Should you have also given your consent for use in printed products, we will continue to use fliers/brochures already printed. In the event of a new edition, we will then of course ensure that your photograph and your name no longer appear in the brochure or flier. Please be aware that our web pages are also accessible to search engines. You must therefore assume that your name and image will be findable by search engines.

Declaration of consent:

- Yes, I consent to my photograph (e.g. in the form of a group photo) without a name being published on the company's web pages and on the social networks.
- Yes, I consent to my photograph and my name being used in the company's printed products (brochures/fliers). The declaration of consent for images already published (e.g. in printed media) also continues to apply after the end of this declaration of consent or the period of study.
- No, I do not consent to my photograph and my name being published and used in the company's print products.

Date, Name, Signature

General terms and conditions

1. Purpose of contract

These general terms and conditions of services provided by the IRE|BS Real Estate Academy, hereinafter IRE|BS, govern the provision of training services within the programme selected by the participant and other related services.

The contractual services and participant requirements are given in these terms and conditions and in the relevant official catalogue (in hard copy or online download at www.irebs-immobilienakademie.de).

The parties are IRE|BS and the participant admitted to the course.

2. Application for Admission

2.1. Any offer made by IRE|BS for the programme selected by the participant is subject to confirmation.

2.2. The application to the programme selected by the participant must be made to IRE|BS by the applicant by letter or electronically, attaching all the documents specified on the application form.

3. Admission

3.1. IRE|BS decides whether to admit the applicant to the programme selected by the participant. There is no legal right to admission.

The contract takes effect on registration by IRE|BS.

3.2. The examination procedures for the programme selected by the participant are detailed in the examination regulations. The regulations applicable at the start of the course are valid throughout the study period.

3.3. The participant will comply with all visa regulations applicable and will obtain and renew any resident permit required. IRE|BS is not liable for any loss which might occur from not meeting visa or residence permit requirements.

4. Terms of payment

IRE|BS shall receive the course fees stated in the appropriate terms of participation or seminar information. The course fees are to be paid within the due dates for payment stated on the invoice. The terms of payment can be viewed on the IRE|BS website under the appropriate course of study or seminar.

5. Delayed payment

If a payment period given on an invoice to the participant is not met, IRE|BS is entitled to exclude the participant from the classes and examinations in the programme selected, provided that he or she is given a reasonable period of grace for payment after the end of that payment period and is informed that failure to pay by the end of the period of grace will result in exclusion from the classes and examinations.

6. Termination, withdrawal, cancellation

6.1. The participant is not entitled to terminate the contract after admission to the course. The right of extraordinary termination of the contract remains unaffected.

6.2. IRE|BS is entitled to cancel the contract up to four weeks before the start of the programme selected by the participant if it does not run the further education programme due to insufficient participant numbers. Participant numbers of less than 20 are deemed insufficient.

IRE|BS is, however, free in individual cases to run the course even with a smaller number of enrolled participants. If the participant has already paid tuition fees to IRE|BS before cancellation, they will be reimbursed in full. Further claims by the participant are excluded.

6.3. The participant may only withdraw prior to the date of the first class. If the participant withdraws, IRE|BS will charge 75% of the tuition fees as compensation. This compensation covers loss of profit by IRE|BS. The balance of the tuition fees already paid will be reimbursed. Further claims by the participant are excluded.

The participant is free to find a qualified replacement participant willing to take up the place left vacant by the participant's withdrawal. If the replacement meets the admission requirements and is admitted, the participant who withdrew only has to pay a flat rate of 250.00 Euro to IRE|BS for the additional administration cost instead of the compensation.

6.4. In the event of wilful deception and fraud in relation to the admission or examination procedure, IRE|BS is entitled to exclude the participant from the selected programme. Tuition fees already paid will not be reimbursed in this case.

6. Changes to course content

The right to make slight changes to the content and term of the course is reserved. They do not entitle the participant to terminate the contract. Should speakers have to cancel their attendance, IRE|BS will make an effort to postpone the lecture or obtain a suitable replacement speaker. If the main course content is cancelled, the tuition fee will be reduced pro rata. Further liability on the part of IRE|BS is excluded.

7. Right to withdraw

7.1 The participant – if he is a consumer and not a trader – has the right to withdraw under § 312b of the Civil Code and § 312 d of the Civil Code in conjunction with § 355 of the civil code. The application for admission may be withdrawn in writing within 14 days without stating reasons. The withdrawal period commences after receipt of this withdrawal policy in text form and after receipt of confirmation of admission which signifies conclusion of contract as declaration of contract by IRE|BS. To comply with the withdrawal period it is sufficient to return the withdrawal by the due date. The withdrawal must be addressed to IRE|BS Immobilienakademie GmbH, Barocketage, Kloster Eberbach, 65346 Eltville. The obligation of performance by IRE|BS only exists once the withdrawal period has elapsed. The right of withdrawal expires before this if the participant has had recourse to the services of IRE|BS by participating in the courses.

7.2 In the event of withdrawal taking effect, payment received on both sides must be returned and any benefits received (e.g. interest) must be withdrawn. For the reimbursement of payments received IRE|BS shall use the same means of payment as the participant used for the original transaction, unless a different process is expressly agreed with the participant.

8. Changes to course content

The right to make slight changes to the content and term of the course is reserved. They do not entitle the participant to terminate the contract. Should speakers have to cancel their attendance, IRE|BS will make an effort to postpone the lecture or obtain a suitable replacement speaker. If the main course content is cancelled, the tuition fee will be reduced pro rata. Further liability on the part of IRE|BS is excluded.

9. Copyright notice

Seminar documentation and teaching programmes must not be copied, processed, altered, disseminated or otherwise put in the public domain without written consent by IRE|BS.

10. Liability

10.1. IRE|BS is liable in full for damage caused by wilful intent. IRE|BS is only liable for damage caused by gross negligence up to the level of the foreseeable damage intended to be prevented by the duty of care. IRE|BS is only liable for simple negligence in the event of breach of an obligation so essential to the contract that achievement of its purpose is put at risk. In this case IRE|BS is liable to the participants only for compensation for the typical or foreseeable damage. Should IRE|BS be required to reimburse considerable expenses, the foregoing applies where relevant.

10.2. IRE|BS is not liable for loss, damage or destruction of the participant's property in connection with running the course, unless caused by intentional or grossly negligent conduct on its part.

10.3. IRE|BS is not liable for damage caused by force majeure, insurrection, war and natural events or other circumstances beyond its control (e.g. strike, lock-out, transport disruption, orders by national and foreign government authorities) or technical faults not culpably caused, such as in the computer system. Force majeure also means computer viruses or deliberate attacks on computer systems by hackers, provided that appropriate security precautions have been taken.

11. Data protection

The data privacy notice on the IRE|BS website shall apply, which is also part of the contract. www.irebs-immobilienakademie.de/datenschutz.

12. Law and jurisdiction

12.1. This agreement is governed by the laws of the Federal Republic of Germany.

12.2. The jurisdiction for all disputes arising out of the contract is Wiesbaden.

13. Written form

Amendments and additions to the contract terms and conditions require the written form in order to be effective.