



FOM Hochschule für Oekonomie &
Management gemeinnützige Gesellschaft mbH
– Administration –
Leimkugelstraße 6
45141 Essen

Registration for the **study programme**

I hereby acknowledge the terms and conditions printed on the reverse and register for the marked study programme.

A. PERSONAL DETAILS

<input type="checkbox"/> Mrs / Ms / Miss	<input type="checkbox"/> Mr
First name	
Surname	
Date of birth	Place of birth / country of birth
Nationality	
Street	Number
Postcode	Town
Telephone (mobile)	
email	
Matriculation number (if applicable)	

B. REGISTRATION

Winter Conference Amsterdam

Place School of Business and Economics, Vrije Universiteit Amsterdam,
De Boelelaan 1105, 1081 HV Amsterdam, Netherlands

Time period 25.11. – 29.11.2019

Expenses

Participation fee study programme 2,200 €

Further expenses for travel (arrival and departure), accommodation and board have to be paid by the participant. Arrival and departure including accommodation must be organised individually. The International Office will be happy to advise you. Please ensure that you have sufficient insurance (accident insurance, health insurance, cancellation insurance, etc.).

Important dates:

Registration deadline 15.08.2019

Due date of payment of the participation fee 05.09.2019

Event starts 25.11.2019

Is the employer sending the employee to the study programme or is the study programme in the interest of the employer?
(Information required for insurance reasons)

YES NO

Information: The realisation of a study programme is dependent on the number of participants. | If necessary, lecture notes will be provided in digital form. Please note that properly functioning internet applications can only be guaranteed in combination with Microsoft Internet Explorer 8.0 (or higher). | **To improve legibility, references to persons are not gender-specific.**

C. METHOD OF PAYMENT (SEE OVERLEAF FOR PARTICIPATION FEES)

I. To be completed by the participant (if the participant is responsible for the participation fees)

- The total amount will be paid by bank transfer, stating the invoice number. (For due date of payment see "B. Registration")
- The payment will be made according to the following SEPA Direct Debit Mandate. (Please fill in "C.III. SEPA Direct Debit Mandate")
The direct debit takes place on the due date of payment. (See "B. Registration")

II. To be completed by the company if applicable


(if the company would like to cover the programme fees)

- We express our consent with the assumption of the costs for the study programme in the form of a collateral promise (section 421 et. seqq. BGB [German Civil Code]). (An original copy of the form "declaration for joint liability" can be submitted for the individual sharing of the study programme's costs.)

Method of payment

- The total amount will be paid by bank transfer, stating the invoice number.
- The payment will be made according to the following SEPA Direct Debit Mandate. (Please fill in "C.III. Direct Debit Mandate")
The direct debit takes place on the due date of payment.
(See "B. Registration")

The billing address is

Company	
Department	Telephone
Street	Number
Post code	Town
Date (DD MM YYYY)	

III. SEPA Direct Debit Mandate

(to be completed by the participant or, if applicable, by the company)

I / we hereby authorise the nstitute FOM University [FOM Hochschule für Oekonomie & Management gemeinnützige Gesellschaft mbH | Leimkugelstraße 6 | 45141 Essen] to send instructions to my / our bank to debit my / our account. At the same time, I / we authorise my / our bank to honour the direct debit drawn on my / our account by the FOM University [FOM Hochschule für Oekonomie & Management gemeinnützige Gesellschaft mbH | Leimkugelstraße 6 | 45141 Essen]. Information: As part of my / our rights, I am / we are entitled to a refund under the terms and conditions of my / our agreement with my / our bank. A refund must be claimed within 8 weeks starting from the date on which my / our account was debited. Before the SEPA Direct Debit is drawn in, the FOM University [FOM Hochschule für Oekonomie & Management gemeinnützige Gesellschaft mbH | Leimkugelstraße 6 | 45141 Essen] will inform me about the collection of direct debit. The deadline for the advance information about the SEPA direct debit is shortened to 7 calendar days.

Account holder	
Bank in charge of the account	
IBAN	
BIC	
Date (DD MM YYYY)	

D. CANCELLATION POLICY

Cancellation right: You have the right to cancel this contract within a period of fourteen days without specifying reasons. The cancellation notice period amounts to fourteen days from the day of conclusion of contract. The day on which the contract is concluded is the day on which you receive the acceptance declaration from FOM Hochschule für Oekonomie & Management gGmbH. To exercise your cancellation right, you must inform us (FOM Hochschule für Oekonomie & Management gemeinnützige Gesellschaft mbH | Administration | Leimkugelstraße 6 | 45141 Essen | Tel.: 0800 1 959595 | E-Mail: studienberatung@fom.de) with a clear declaration (e.g. with a letter by post, telefax or e-mail) about your decision to cancel this contract. You may use the cancellation form template provided under the link <http://www.bcw-gruppe.de/Widerruf-FOM.pdf>, however, this is not prescribed. To preserve the cancellation time limit, it is sufficient if you dispatch the notification about exercising the right of cancellation prior to the expiry of the cancellation time limit.

Consequences of the cancellation: If you cancel this contract, we will immediately refund you all payments received from you, including shipping costs (with the exception of additional costs that result from you having selected a different shipping method than the standard, lowest priced shipping method offered by us) and in any case, no later than fourteen days from the day on which the notification for cancellation of this contract is received by us. For this refund we will use the same payment method that you used for the original transaction, unless explicitly agreed otherwise with you; under no circumstances will we charge you any fees for this refund. If you have already participated in seminars during the cancellation notice period, you must pay us an adequate amount that corresponds to the share of the teaching already provided, from the time at which you notify us about exercising the cancellation right in comparison to the total amount of the teaching envisaged in the contract. – **End of the cancellation instructions** –

E. TERMS AND CONDITIONS

1. Participation fees

The participation fees must be paid by the deadline given on page 1 under "B. REGISTRATION". If participation is not possible due to circumstances which are proven to not be the participant's fault, a proportionate part of the participation fee can be waived in cases of particular hardship.

Only those parties which made payments towards study fees shall be entitled to the reimbursement of excess fees resulting from the premature termination of the study agreement.

2. Written form

Registrations, deregistrations, cancellations, and other change requests require written form. Verbal agreements are not legally binding.

3. Cancellation notice deadlines

If a participant cancels (at the latest) by the registration deadline given on page 1 under "B. REGISTRATION", an administration fee of 40€ will be charged. Only cancellations which are submitted in written form before the given cancellation deadline will be taken into account. The full fee is charged for deregistrations received after this date.

4. Changes to the programme, relocation or cancellation

We reserve the right to change the programme, relocate or cancel the event/ study programme. Claims against the FOM University [FOM Hochschule für Oekonomie & Management gemeinnützige Gesellschaft mbH] on the basis of changes to the programme are excluded. If the study programme is relocated or cancelled, the claims against the FOM University [FOM Hochschule für Oekonomie & Management gemeinnützige Gesellschaft mbH] are limited to the reimbursement of payments already made.

5. Data storage



By registering, the participant agrees that personal data is processed and used for the execution of the study programme and examinations.

6. Consumer arbitration

You can access the EU Commission's official platform for online dispute resolution at: www.ec.europa.eu/consumers/odr. FOM University [FOM Hochschule für Oekonomie & Management gemeinnützige Gesellschaft mbH] is on principle neither willing nor under obligation to participate in dispute resolution proceedings before a consumer arbitration board.

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I hereby acknowledge the terms and conditions (see E.) and register for the marked study programme (see B.).

	First name	Surname	Date (DD MM YYYY)	
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Privacy Statement

Section 1 Introduction

This Privacy Statement is designed to inform you about the types of your personal data collected, processed and/or used (hereinafter jointly referred to as “**processing**”) when you apply for a course of studies offered by us, the FOM Hochschule für Oekonomie & Management gemeinnützige Gesellschaft mbH, Leimkugelstraße 6, 45141 Essen (hereinafter referred to as “**we**” or “**FOM**”).

Section 2 Data controller, service provider

The FOM Hochschule für Oekonomie & Management gemeinnützige Gesellschaft mbH is the data controller with responsibility for processing personal data as part of the application process. Further details about us are available in Section 7 of this Privacy Statement, and in the legal notice on our website.

Section 3 Purpose and legal basis of the data processing

Insofar as the personal data of candidates are processed during the application process, this is done in order to process and manage the application. We may also use your personal data to prevent data misuse and for the purpose of maintaining documentary evidence.

We will anonymise your data in order to generate statistics regarding the application process. The anonymised data and statistics will be strictly used for our own internal purposes.

Unless otherwise specified in this Privacy Statement, the legal basis for the processing of your personal data as part of the application process is Article 6(1)(b) of the General Data Protection Regulation (“**GDPR**”). The prevention of misuse and the keeping of documentary evidence are based on our legitimate interests as defined in GDPR Article 6(1)(f).

Please note that we may be unable to process your application if you fail to provide us with the relevant personal data. In this respect, there is a distinction between processing performed pursuant to GDPR Article 6(1)(b), (c) or (f), and processing based on the explicit consent that you may issue to us.

In the event that you have given us your consent within the definition of GDPR Article 6(1)(a) and 7 to process your personal data for specific purposes, this consent shall constitute the legal basis for the processing for those specific purposes. You may, at any time, withdraw consent issued in this way. Please note that this withdrawal will only take effect from that point onwards. Data processing activities performed prior to the withdrawal of consent shall not be affected.

Section 4 Registration and the data collected

We will process all the data entered by you and made available to us as part of the application process. This concerns the following categories of data: master data (such as names, addresses and other contact data, date of birth, nationality), information about work/internship experience and education and training, information about successfully completed training courses, your current employer and their contact details and proof of your employee status, in addition to any other data provided by you voluntarily.

Section 5 Transfer of your data

a) Contoller

With the terms of the agreement existing between us, and provided that we are permitted to do so on the

basis of contractual or statutory provisions or on the basis of your consent, we will also forward your data to other companies, who will process it under their own responsibility. Subject to these conditions, the following recipients or categories of recipients may receive your personal data:

- companies affiliated with BCW within the definition of Section 15 and what follows of the German Stock Corporation Act (Aktiengesetz, AktG);
- public agencies and institutions (e.g. supervisory authorities) if we are subject to statutory or official obligation.

Other agencies may be recipients of your data if you provide us with your consent to transfer your data to them.

b) Processor

In order to deliver the specified services, we use the assistance of companies affiliated with BCW within the definition of Section 15 and what follows. AktG as well as external service providers; these companies process personal data on our behalf (“**Processors**”). These companies fall into the following specific categories:

- technical service providers in the areas of IT and telecommunications (e.g. web hosting service), archiving, print services;
- media and marketing service providers (e.g. web agencies);
- call centres.

Section 6 Data storage duration

We will store your personal data to the extent and for the time necessary to fulfil the purposes pursued by us in the fulfilment of the study agreement. The data will be stored until the end of the contractual relationship. In the event that there are statutory or contractual retention periods which persist beyond this time which require us to continue storing your data, we will store your data for these purposes, including beyond the end of the contractual relationship. Data that are not subject to any statutory or contractual retention obligations persisting beyond the term of the study agreement shall be rendered anonymous upon expiry of the relevant retention periods, unless you have explicitly provided us with consent to continue using your data for a specific purpose.

In the event that your application is rejected, your personal data will only be anonymised three months following the commencement of the course of study for which you applied; this allows us to offer you a place if one becomes free.

Section 7 Rights of the data subject, GDPR Article 15 and following articles

a) Right of disclosure, rectification, restriction, erasure and data portability

If you submit a request, we will provide you with information on which of your personal data are being processed. If there are errors in your stored data, you are entitled to demand that these errors be corrected or that the use of your data be restricted. You also have the right to demand that we block or erase your personal data if the grounds for data processing are no longer relevant, or if other statutory conditions are fulfilled (GDPR Article 17). In the case of statutory, contractual, fiscal or commercial law retention obligations, or other

statutory grounds that override the right to the erasure of your data, we may only block your data from subsequent use. You also have a right to the portability of your data.

b) Right to object

You have the right to object, on grounds relating to your particular situation, at any time to the processing of your personal data, based on Article 6(1)(f) (data processing based on a balancing of interests).

In the event you do raise an objection, we will no longer be able to process your personal data unless we can show compelling, legitimate grounds for the processing that override your interests, rights and freedoms, or if the processing is for the purpose of the establishment, exercise or defence of legal claims. There are no particular formalities to be observed in submitting your objection.

If you raise an objection to processing for the purposes of direct advertising, we will no longer use your personal data for these purposes.

If you wish to exercise any of the aforementioned rights and/or you require more information in this regard, please contact the address provided below or use the contact details of our Data Protection Officer:

FOM Hochschule für Oekonomie & Management
gemeinnützige Gesellschaft mbH
Data Protection Officer
Leimkugelstraße 6
45141 Essen, Germany
E-Mail: datenschutz@bcw-gruppe.de

c) Right to lodge a complaint

If you have reason to believe that the processing of your personal data as described in this Privacy Statement is in breach of statutory regulations, you may, without prejudice to any other administrative or judicial remedy, lodge a complaint with the relevant, responsible supervisory authority, in particular in the member state of your habitual residence, your place of work or the place of the alleged infringement.

We are subject to the following supervisory authority:

State Commissioner for Data Protection and Freedom of Information in North Rhine-Westphalia
PO Box 20 04 44
40102 Düsseldorf, Germany

Section 8 Amendments the Privacy Statement

We reserve the right to amend this Privacy Statement at any time, in accordance with applicable data protection provisions. The current document represents the version dated May 2018.

We will inform you about any and all changes to this Privacy Statement, subject to applicable laws and regulations.