

# COURSE REGISTRATION AND CANCELLATION

## 1. Registration Deadline and Cancellation Fees

Registration for the courses takes place via the course page. The registration deadline is six weeks prior to the on-campus phase (online courses: four weeks).

Late registrations are possible up to 14 days prior to the on-campus phase. The fee is an additional €20.

Please note: the Moodle course rooms are usually activated four to six weeks before the teaching phase - the first active elements are sometimes expected two weeks before the teaching phase.

It is possible to cancel a course prior to the registration deadline by writing a short email to [studienervice@awm-korntal.eu](mailto:studienervice@awm-korntal.eu).

To withdraw from a course after the registration deadline **first** consult your study advisor.

Please always state the course title and the AWM course number (7-digit number, see course page on the website or Moodle).

Unfortunately, cancellations incur costs. The following rules apply to the proportional reimbursement of tuition fees:

### Withdrawal prior to the registration deadline:

- No costs incur.

### Withdrawal up to 1 day before the start of the class phase:

- Invoicing of **25%** of the course tuition fees plus registration fees (and if applicable online fees).

### Withdrawal on the first day of class or after:

- No refund or full invoicing.

### Withdrawal due to medical reasons (with medical certificate):

- No invoicing of course tuition fees, only of registration fees (40€).

**Please note:** Registration fees as well as late registration fees are never refunded. Reimbursement of fees only applies to the general course tuition fee.

## 2. Withdrawal from a Course – Effects on GPA

Withdrawing from the course prior to the 12<sup>th</sup> class unit, the course will show on the final transcript as *withdraw/passing*. It does **not** affect the GPA.

Any course dropped **after** the beginning of the 12<sup>th</sup> lecture date will be entered as “Failed” (F) and the GPA will be affected. Successfully repeating the same course (including renewed payment of all tuition and fees) can neutralize this grade.

Withdrawal due to medical reasons or severe personal circumstances (i.e. death of a close family member) is possible at any time during a course. Refund regulations remain in place

(see above), but the withdrawal will not affect the GPA. Documentation of the reason for withdrawal is required (e. g. medical certificate).

See also [CIU 108.002 Withdrawal Policy](#) and [CIU 121.002 Academic Standing Policy](#).

### **3. Break in Matriculation**

If students break matriculation for two full academic years a re-application is required which includes an updated resume, digital photo and at least one new reference. The student then comes under the academic catalog in place at the time of re-admission.

Students in graduate programs without a prior undergraduate degree (or its educational equivalent) must take one course per academic year to maintain their place in the program.

Courses that have already been taken will be added to the new degree program or the new study regulations; petitions may be required to cover compulsory courses with related courses that have already been taken.

If the majority of the requirements under the old study regulations have been fulfilled, an application can be made to complete under these study regulations. A “Completion Plan” is prepared by the academic advisor and submitted to the Dean's Office and the appropriate faculty at CIU for approval. The academic advisors will be happy to help.