

## Personal Information

<input type="text"/>	<input type="text"/>
Name, surname, title <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Telephone /mobile number
<b>Postal Address</b> <input type="checkbox"/> Private <input type="checkbox"/> Business	<input type="text"/>
<input type="text"/>	Email
Company	Your email address is required because it allows us to send you information essential for the organization of the course immediately.
<input type="text"/>	<input type="text"/>
Street, number, post box	<input type="text"/>
<input type="text"/>	Employer
Postal code, location	<input type="text"/>
<input type="text"/>	Job/position
Date of birth	<input type="text"/>
<b>Invoice Address (if different from postal address)</b>	<b>Qualifications</b>
<input type="text"/>	<input type="text"/>
Company	Name of the university
<input type="text"/>	<input type="text"/>
Name, surname, title	<input type="text"/>
<input type="text"/>	<input type="text"/>
Street, number	<input type="text"/>
<input type="text"/>	<input type="text"/>
Post code, location	Degree title(s) and grade(s)

### Documents to be included with your application

Applicants must submit the following documents to AWA  
AUSSENWIRTSCHAFTS-AKADEMIE GmbH:

- › Application Form,
- › curriculum vitae,
- › certified copy of the degree certificates (including individual grades),
- › in the case of Bachelor and Master degrees: a certified copy of the Diploma Supplement or evidence of the ECTS grading table and
- › if applicable, a certified copy of the doctoral certificate.

The copies are to be certified by a notary, a municipal authority, the body which issued the certificate, or a court clerk.

### Please post or fax pages 1 and 2 of the completed Application Form to:

**AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH**

Master of Customs Administration  
Königsstraße 46  
48143 Münster, Germany

or

Fax: +49 251 83 275 - 93

The deadline for applications is the 30th of June of the year in which the course is due to start.

### Participation Fee

I choose the following method of payment:

- instalments (3 @ EUR 6,600 = 19,800)  single payment (EUR 18,810)

For the terms and conditions of payment please refer to Clause 9 of the General Terms and Conditions.

## Conditions of Participation and Consumer Information

1. The contract is entered into between the AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH (Amtsgericht Münster – HR. 4823; address Königsstraße 46, 48143 Münster, Germany - represented by the Managing Director, Matthias Merz vested with sole power of representation) and the Applicant.
2. By submitting the Application Form, the Applicant makes a binding registration for the MCA in Customs, Taxation and International Trade Law. The deadline for applications is the 30th of June in the year that the course is due to start. The contract with the AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH is concluded when the latter confirms the receipt of the Application Form.
3. The obligation to pay the Participation Fee takes effect once the contract has been signed. Payment details are contained in Clause 9 of the General Terms and Conditions of the MCA in Customs, Taxation and International Trade Law. The Participation Fee shall be paid to the following account: AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH, Account 493890, Sparkasse Münsterland Ost, Bank Sort Code 400501 50, IBAN: DE 86 4005 0150 0000 493890, BIC: WELADED1MST. The Participation Fee shall be considered paid once the full amount has been transferred to the above account. The Applicant may either pay the full amount in advance or in three instalments. Full payment in advance (i.e. before the course begins) shall entitle the Applicant to a 5 per cent discount on the Participation Fee.
4. The AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH reserves the right to change the terms and conditions of performance. Such changes can only take place under Clause 6 of the General Terms and Conditions.

### Notification of the Right of Cancellation

You can cancel your application for admission in writing (e.g. letter, fax, email) within two weeks without having to give any reason. The deadline for cancellation starts to run once this notification has been received but not before the conclusion of contract nor before the information duties have been performed in accordance with Art. 246 § 2 in conjunction with § 1 (1) and 2 EGBGB. Compliance with the deadline is determined by the date of posting (i.e. the postage stamp). The cancellation is to be sent to the following address:

#### AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH

Master of Customs Administration  
 Königsstraße 46  
 48143 Münster, Germany

### Effects of Cancellation

In the event of an effective cancellation, the performances received by both sides are to be returned and any profits (e.g. interest payments) surrendered. If you cannot return the performances received in whole or in part, or only in a worsened condition, you shall be required to provide compensation. This may mean that you must pay the contractually-agreed sums for the period until cancellation in full.

### Special Notice

Your right of cancellation shall expire early if, at your express request, the contract has been fully performed before you exercise your right of cancellation.

### Registration

I hereby apply for admission to the MCA in Customs, Taxation and International Trade Law offered by the Westfälische Wilhelms-Universität Münster and the AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH and make a binding registration. I undertake to submit all documents necessary for the application to the AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH by the deadline for applications.

Location, Date

1. Signature of Applicant (Application Form)

I have read and agree with the Conditions of Participation and Consumer Information and the General Terms and Conditions of the MCA in Customs, Taxation and International Trade Law.

I agree that AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH can save and evaluate my data in order to process my application and in the event that I am admitted to the MCA course, I consent to the details on page 1 of the Application Form (excluding “qualifications” and “Invoice Address”) being forwarded to the other participants and lecturers. I am free to withdraw my consent at any time.

I hereby confirm that I have been notified of my right of cancellation. I am aware that the two-week cancellation period starts to run once I have received the confirmation of receipt from the AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH. I confirm that all details are complete and accurate.

2. Signature of Applicant (Conditions of Participation)

## 1. Scope

These General Terms and Conditions shall govern participation in the MCA in Customs, Taxation and International Trade Law (hereinafter “MCA Course”) offered by the Westfälische Wilhelms-Universität zu Münster (hereinafter “WWU Münster”) in cooperation with the AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH (hereinafter “the Organizer”).

## 2. Participation Requirements

In order to be considered for admission, the Applicant must satisfy the following requirements:

- › the successful completion of a Bachelor or Master’s degree at a university,
- › at least one year’s professional experience in customs and/or trade,
- › sufficient fluency in spoken and written English (evidenced by TOEFL certificate or equivalent English test).

To be considered for admission, Applicants must have 240 credit points according to the European Credit Transfer System. As a rule, this requires a four year university degree. In exceptional cases, Applicants with a three-year university degree may also be considered provided they have professional experience in a related field of no less than 5 years.

## 3. Application

**3.1** The Applicant shall send all the documents required for the application to the following address before the deadline stated in the Application Form:

### AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH

Master of Customs Administration  
Königsstraße 46  
48143 Münster, Germany

**3.2.** The Applicant shall submit the Application Form, curriculum vitae and certified copies of the following documents:

- › degree certificates (including individual grades),
- › doctoral certificate (if applicable) and
- › Diploma Supplement or certificate based on the ECTS grading table (Bachelor and Master degrees).

**3.3.** Compliance with the deadlines for submitting the Application Form and advance payment of the Participation Fee (in order to obtain the discount), shall be determined by the date on which the complete documentation and payment has been received.

**3.4.** The admission of the Applicant and the number of places shall be determined by the Zulassungs- und Prüfungsausschuss (“Admissions and Examinations Committee”).

## 4. Conclusion of Contract

On receiving the Application Form, the Organizer shall inform the Applicant via e-mail that his/her application has been received (“Confirmation”). The Contract shall be concluded once the Applicant has received the Confirmation. In the event that the application is rejected, the contract shall be null and void (auflösende Bedingung) and the Applicant shall be under no contractual obligation to pay the Participation Fee.

## 5. Scope of Performance

The scope of the contractual performances in relation to the MCA Course shall be determined by course plan as well as the details contained in the Application Form.

## 6. Changes to Performance

The Organizer reserves the right to change or cancel the MCA subject to the following conditions:

**6.1** The Organizer shall only cancel the MCA Course for a legitimate reason. This shall particularly be the case if fewer than 15 participants have been admitted to the MCA Course by the end of the application deadline, or if the Organizer is unable to perform its obligations under the contract owing to force majeure or impossibility. The Organizer shall announce the cancellation at least four weeks before the course is due to start. The Applicant shall be informed of the cancellation without delay and any payments made shall be reimbursed in full (i.e. without any deductions).

**6.2.** The Organizer reserves the right to replace lecturers as well as to change the venue and teaching plan, provided the essential characteristics of the course remain unchanged and the change is reasonable having regard to the participants.

**6.3.** If a course module cannot be held (e.g. because lecturers are unable to attend), the Organizer shall ensure that it is held as part of the same course at a later date, or delivered online or held as part of the course in the following year.

**6.4.** If individual teaching hours cannot be held, the Applicant shall not have any claim to an alternative date or a reimbursement of the Participation Fee.

## 7. Attending Seminars at a Later Date/Leave of Absence

If the Applicant has failed to attend certain seminars he/she can attend them during the course in the following year without incurring any additional costs. In addition, it will be possible to take a leave of absence for the current course. The Applicant can then continue the course in the following year at the same point. Both cases represent goodwill by AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH and are offered on the condition that the subsequent course takes place. The Applicant bears the risk of changes and cancellation in accordance with Clause 6.

## 8. Cancellation

**8.1** Applicants may cancel their application for admission in writing within two weeks of receiving the Confirmation without having to give any reason. Details are contained on p. 2 of the Application Form (Notification of the Right of Cancellation).

**8.2.** In the event of valid cancellation the performances of both parties shall be returned and any benefits obtained surrendered. If the Applicant is unable to return the performance he/she has received either in full or in part, he/she shall pay appropriate compensation.

**8.3.** Compliance with the deadline for cancellation shall be determined by the date of the postage stamp.

**8.4.** If the Applicant cancels after the deadline provided for in 8.1, the entire Participation Fee shall be payable.

### **9. Payment Conditions**

**9.1.** The Participation Fee shall be payable upon receipt of the invoice within the period specified therein. The Participation Fee shall be paid to the Organizer in accordance with the payment method indicated on the Application Form. Payment is effective once the amount appears on account of the AWA AUSSENWIRTSCHAFTS-AKADEMIE GmbH.

**9.2.** The Applicant can pay the Participation Fee of **EUR 19,800** (excluding VAT) in three instalments of **EUR 6,600 each**. The first instalment is payable on or before the 31st of July; the second on or before the 31st of January and the third instalment on or before the 31st of July of the following year.

Alternatively, the Applicant can pay the full amount in one sum. In this case, the Applicant shall be entitled to a 5 percent discount on the total Participation Fee (= **EUR 18, 810**) provided that payment is made before the course begins.

**9.3.** The Participation Fee shall not contain:

- › the matriculation fee,
- › costs for additional study aides (computer, legal texts and other reference works),
- › communication costs incurred by the students and
- › travel, accommodation and living expenses.

**9.4.** The Participation Fee does not contain any VAT. The MCA Course is exempt from VAT in accordance with § 4 no. 21a (bb) UStG.

**9.5.** The Applicant shall pay the whole Participation Fee whether he/she attends the course of studies or not, regardless of fault. Should the Applicant not be able to attend seminars owing to exceptional circumstances (e.g. illness, pregnancy, relocation) he/she may be able to attend the same or similar modules or individual seminars in later courses in accordance with Clause 7.

### **10. Examinations**

Examinations during the MCA Course are governed by the Prüfungsordnung ("Examinations Code") currently in force.

### **11. Liability**

The Organizer excludes claims additional to those referred to under Clause 6.1, except injuries to life, body, health or other injuries caused by the Organizer's gross negligence. In particular, the Organizer shall not be liable for any damage caused to persons or things that arise during the travelling to and from the venues.

### **12. Confidentiality and Data Protection**

**12.1.** The Applicant consents to the Organizer saving and evaluating his/her data for the purpose of processing the Application and in the event that he/she is admitted to the course, forwarding it to participants and lecturers. Information of a confidential nature (such as the invoice address and qualifications) shall not be forwarded.

**12.2.** The Applicant also confirms that all the details provided in his/her application are complete and accurate to best of his/her knowledge.

**12.3.** The Applicant shall receive copyrighted course materials and is not permitted either during or after the MCA Course to sell or forward these materials to third parties as photocopied or digital documents.

**12.4.** The Applicant shall treat all information relating to other participants and lecturers in the strictest of confidence.

### **13. Final Provisions**

**13.1.** For the purpose of processing the Application, the Organizer shall save and evaluate the details contained therein and forward them to lecturers and other participants of the same MCA Course in order to perform the contract.

**13.2.** In addition, the Organizer shall send the Applicant relevant information material in the future. The Applicant can inform the Organizer that he/she does not wish to receive such information at any time.

**13.3.** By signing and returning the Application Form, the Applicant acknowledges that he/she is legally bound to comply with these General Terms and Conditions of Participation.

**13.4.** Collateral agreements shall be made in writing. Unilateral reservations and/or conditions shall not form part of the contract. Any contractual clauses that do not comply with the requirement of writing shall be invalid.

**13.5.** If individual provisions of these General Terms and Conditions are or become invalid, the validity of the remaining terms and conditions shall remain unaffected. In accordance with the applicable law, the invalid provision in question shall be replaced by one that most closely reflects the aim pursued by the invalid provision. Should there be any gaps in these Terms and Conditions, the parties shall agree on a provision or on an existing provision being applied in a way that equates to the provision they would have agreed upon had they taken the relevant matter into account. All legal disputes arising from this contract shall be decided according to German law. Münster shall be the legal venue.