



# SPECIAL CONDITIONS

## for the certification course European Certified Compliance Professional - ECCP

### 1 Scope of Application

These Special Terms and Conditions apply to the certificate course European Certified Compliance Professional - ECCP (Frankfurt School). Besides these conditions the General Terms and Conditions apply to all Degree Programmes, Certification Courses of Study, Seminars of the Frankfurt School. In case of deviating regulation the Special Terms and Conditions have priority over the General Conditions.

### 2 Admission

2.1 Admission to the Certificate Course of studies, "European Certified Compliance Professional", of the Frankfurt School of Finance & Management gemeinnützige GmbH (hereinafter referred to as the "Frankfurt School"), is open to applicants who:

- a) have completed vocational training and who, as at the date of commencement of the course, can provide proof of a minimum of three years management experience; or
- b) have successfully completed a course of studies at an advanced college and who, as at the date of commencement of the course, can provide proof of a minimum of three years management experience.

2.2 Admission is at the discretion of the Frankfurt School and will be assessed on the basis of the personal and professional skills of the applicant. Applicants have no right to admission.

2.3 The duration of the course of study is around 8 – 10 months.

### 3 Study Material / Virtual Campus

3.1 For access to and the use of the online teaching material, students will receive an access code to the online learning area of the Frankfurt School of Finance & Management.

3.2 The system requirements for the use of the online learning content are available at the Frankfurt School Project Coordination.

3.3 The Frankfurt School along with their trainers, tutors, mentors etc. (subcontractors or vicarious agents) is not liable for damages to students that occur in association with the virtual campus except in cases of intent or gross negligence. There will especially be no liability taken for the accuracy of content on the virtual campus published on discussion boards, opinions, and case studies. The virtual campus serves the didactic supplementation of the courses on offer as a discussion forum for the exchange of ideas between all individuals participating in the course of study. The Frankfurt School does not espouse the posted contributions. The contributions in the virtual campus do not constitute, therefore, a consultation service with characteristics of liability from the Frankfurt School or their subcontractors or vicarious agents.

### 4 Exams

4.1 The students will pass online self-assessments and two written exams. The two written examination elements are aggregated to give the overall result. Students who pass all exams are awarded the Certificate "European Certified Compliance Professional (Frankfurt School)".

4.2 The exam modalities are regulated by the examination rules valid at the beginning of the course of study and the general conditions for examination regulation at the

Frankfurt School. These can be seen in the Frankfurt School Project Coordination. The examination rules valid at the beginning of the course of study will be valid for its entire duration.

4.3 The timely payment of the tuition fees is a precondition for admittance to the exam. The Frankfurt School is therefore not required to admit students to the exam when the students are in arrears of any payments due.

4.4 The Frankfurt School shall have the sole right to examine and to interpret the examination; correctors and examiners or examination committee have an appropriate margin of discretion.

### 5 Changes to / Cancellation of the Course of Study

5.1 The Frankfurt School retains the right to switch trainers or make program changes as long as the overarching character of the program is maintained. The Frankfurt School further retains the right to change the starting time and / or announced location (within the same city) of learning events due to organizational reasons. In any case, the Frankfurt School will notify students of the necessary changes as quickly as possible.

5.2 The Frankfurt School also retains the right to cancel courses of study when the minimum number of participants (10) is not met (at the latest, 2 weeks before the beginning). In the case of cancellation, students will be promptly informed and the Frankfurt School will do its best to offer the students alternative replacement dates.

5.3 Trainer changes or insignificant changes to the course procedure do not entitle participants to a decrease in price or to cancellation of the contract. For cases of significant course content being left out, the study fees will be decreased proportionally. For the cancellation of a course of study, as in Section 2, the Frankfurt School will promptly refund the paid study fees. Further entitlements are out of the question except in cases of gross negligence or willful misconduct by employees or other vicarious agents of the Frankfurt School.

5.4 Specifying the place of study means that the courses at this location are usually held as classroom events. The Frankfurt School is entitled to relocate individual courses or the courses of individual departments to another location within a reasonable distance or to hold them as online courses due to official, health, teaching, spatial or comparable requirements. The courses of a programme may also be held partly or completely as online events if there are pedagogical-didactical or organisational reasons for doing so and the participants have been informed of this in good time. Online events in the aforementioned sense are typically carried out as real-time transmission, in which contact between lecturer and participant is possible at any time as in a classroom event.

### 6 Price

6.1 The respective applicable total tuition fee for the course of study, including registration, study materials, and completing the examination, is listed in the information brochure and on the registration form.

6.2 Repeating an examination will cost an additional EUR 400,00 and will be charged separately.

6.3 The student is responsible for all costs related to means of communication, especially internet access and usage.



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6.4 Unless otherwise specified on the registration form, the total tuition fees are due when the registration is approved and should be paid within 2 weeks after the invoice has been issued. At the latest, they must be paid before the course of study begins.

6.5 In case of hybrid events, the student can rebook the mode of delivery they have chosen (online or face-to-face) free of charge up to 14 days before the start of the seminar block. In case of a later rebooking, a fee of EUR 75.00 will be charged. However, the fee does not apply if the student makes the rebooking following a change in the delivery format of the seminar block by the Frankfurt School.

## 7 Termination Provisions

7.1 The contract for a course of studies can be terminated by the student by notice given not later than four weeks before the commencement of the course of studies.

7.2 Notice of termination must be given in writing. At the request of the student, the Frankfurt School will acknowledge receipt of the notice of termination.

7.3 In case of termination four to two weeks before the start of the program, 30% of the total price must be paid. In case of a later cancellation the full fee of the course has to be paid.

## 8 Miscellaneous Provisions

8.1 In the event of a change of course, e.g. repeat, the conditions and the examination rules of the new course will apply.

8.2 The student agrees to the Deutsche Post AG informing the Frankfurt School of the current applicable address should it no longer be possible to make postal delivery to the hitherto known address (Postal Service Data Protection Order, Section 5).