

Your Study Contract



Macromedia GmbH – Macromedia University of Applied Sciences – offers you a place on the course of study listed in section 2 below. For a binding application for this degree programme, you must print out the documents, complete the missing fields, and sign the contract. Please make sure to include the required documents in the checklist when you return the form.

Send the contract by email to international@macromedia.de.

Or by post to:

Date of issue:

1 Personal Data

Title	First name	Surname
Street, House number		Country
Post code	City	Nationality
Date of birth	Place of birth	Country of birth
Telephone number		Email address

2 Details about your studies

Degree and specialisation			
Campus location	Start of studies (dd.mm.yyyy)	End of studies (dd.mm.yyyy)	Duration of studies (semesters)

SEMESTER PAYMENTS

Initial deposit fee: 2.500 €
Material fee¹:
Registration fee:
Number of installments:
Total fee (regular)²:
Discount:
Installment amount³:
Total fee (after discount)²:

ONE-OFF PAYMENT

Material fee¹:
Registration fee:
Number of installments: 1
Total fee (regular)²:
Discount:
Installment amount³:
Total fee (after discount)²:

MONTHLY PAYMENTS (WITHOUT DEPOSIT)

Registration fee:
Material fee¹:
Number of installments:
Total fee (regular)²:
Discount:
Installment amount³:
Total fee (after discount)²:

MONTHLY PAYMENTS (WITH DEPOSIT)

Registration fee:
Material fee¹:
Deposit amount:
Number of installments:
Total fee (regular)²:
Discount:
Installment amount³:
Total fee (after discount)²:

EU STUDENTS ONLY

EU STUDENTS ONLY

3 Terms and Conditions

(As of 26.04.2024)

1. Contracting party, eligibility and prerequisite for participation

- 1.1 The maintaining body of the Macromedia University is the Macromedia GmbH, Sandstr. 9, 80335 Munich. It is the contracting party of the students.
- 1.2 Those who satisfy the prerequisites for admission into a Bachelor's or Master's programme at the Macromedia University, shall fulfill the admission requirements in accordance with the law regarding universities in Baden-Württemberg for access to a Bachelor's or Master's programme as well as the course-related prerequisites of the Macromedia University.
- 1.3 The ST must submit the documents, in the form specified, in accordance with the check-list provided in the community (→ my.macromedia.de → Student-Services → Student-Affairs → Enrolment) no later than upon enrolment. The obligation of the ST to pay the agreed registration and tuition fees remains unaffected. In the event of the failure of the Bachelor examination only the registration fee needs to be paid. Failure of the Bachelor examination must be credibly verified within one week of notification of the examination results by submitting a corresponding academic document.

2. Tuition fees / payment terms / default in payment

- 2.1 The registration and tuition fees for the standard period of study as well the respective payment terms, arise from the binding registration for the degree course at the Macromedia University.
- 2.2 Other fees that may apply (extension, semester on leave, etc.) are set out in the latest valid version of the fee schedule of the Macromedia University of Applied Sciences. Additional costs (e.g., course materials, hardware, software, etc.) may be incurred in some study programmes. Information can be found in the Community (→ my.macromedia.de/de/student-services/ordnungen/gebuehrenordnungen.php?p_id=578) in the document "Important Notes and information about studying in a Bachelor's/Master's programme at Macromedia University".
- 2.3 The Macromedia University of Applied Sciences shall reserve the right to exclude students from examinations, admission to the Bachelor's or Master's thesis until the outstanding registration and/or tuition fees have been settled.
- 2.4 In the event that the student has not made all due payments or returned all issued documentation (e.g. student ID card, literature, equipment), the Macromedia University of Applied Sciences shall reserve the right to withhold the Bachelor's or Master's certificate until the complete payment of any outstanding payments and/or the handover of all documentation. The student shall receive all study-relevant information via the email address allocated to them at Macromedia University. The student is obliged to check their emails on a regular basis; however no less than once per week.
- 2.5 Monthly tuition fees are due on the first day of each month from the start of the studies, i.e. 1 April (summer semester), or 1 October (winter semester). In the case of advance payment per semester or one-off payment, the fees are due on 1 March (for summer semester) and 15 September (for winter semester).
- 2.6 The student is liable for payment according to the study contract. In the event that payments on tuition fees due are not made by the student him/herself, the student is obliged to obtain the prior consent of Macromedia. Furthermore, the student must ensure that payments made by third parties do not violate applicable law, in particular sanction regulations. In this respect, the student is also obliged, at Macromedia's request, to provide comprehensive information about natural persons and/or legal entities that make payments towards tuition fees owed on behalf of the student.
- 2.7 After expiry of the standard period of study, the contract can be extended for a fee if not all examinations have been completed. In the event of an extension, Macromedia Macromedia reserves the right to increase or reduce the tuition fees to the amount then applicable. The tuition fees that were contractually agreed for the standard period of study are therefore not automatically applied.

3. Performance, withdrawal

- 3.1 As a rule, the start of each first semester of any individual study programme or each field of study is, per place of study, subject to a minimum number of students within the study programme or the field of study. If this number is not reached, the Macromedia University of Applied Sciences is entitled to discontinue the programme up until 2 weeks before the semester start.

- 3.2 If the start of a scheduled study programme or a field of study should be cancelled without substitution, registration and tuition fees already paid will be reimbursed in full. Further claims for damages against the Macromedia University of Applied Sciences are hereby excluded.
- 3.3 Ongoing updates to the teaching content, the curriculum including the postponement of individual modules, shall remain reserved.
- 3.4 A semester on leave will be granted on request. The electronic application to approve a semester on leave must be submitted with eight weeks notice before the end of the semester. In case of a semester on leave, the University will charge a fee of 500 € for the incurred processing costs. The study contract shall be automatically extended by one semester in each case until all module examinations have been successfully completed and the Bachelor's thesis has been passed. The tuition fees for extensions are to be paid in full at the start of each respective semester.

4. Termination of the contract by the student

- 4.1 The study contract may be duly terminated by the student, without specification, with a notice period of eight weeks to the end of the semester. The termination with notice is possible for the first time at the end of the first study semester at the Macromedia University of Applied Sciences. The termination must be in written form.
- 4.2 In the event of termination within the prescribed period and in due form, in addition to the registration fees, the student shall only pay the proportion of the tuition fees which is attributable to the semesters that have been carried out or commenced up to the date on which the termination takes effect.
- 4.3 Payments for services already rendered are, in the case of termination, due for payment in full, at the latest by the time of the contract termination. This applies in particular to the use of payment models provided by the Macromedia University of Applied Sciences.
- 4.4 Cancellation before the start of studies: Applicants who cancel their study contract before the start of studies outside the cancellation period by 31 July (winter term) / 14 January (summer term) at the latest must pay a one-off fee in the amount of 1/6 of a semester fee plus the processing fee of 250 € according to the information under „Contract data“ of this study contract. Applicants who cancel their study contract before the start of their studies outside the cancellation period after 31 July (winter term) / 14 January (summer term) must pay the tuition fee for the 1st semester. Students who have already postponed their start of studies are excluded from these regulations.
- 4.5 Termination due to non-issuance of a visa for NON-EU students: If the visa is not granted by the competent German consulate in time for the start of studies, the study contract can be terminated without notice within 2 weeks after receipt of the decision. This only applies if the refusal of the visa is not the fault of the student and is proven by presenting the letter of refusal from the German consulate. In this case, only a processing fee of 250 € is payable. The cancellation must be demonstrably received by Macromedia University of Applied Sciences by the aforementioned dates (e-mail to: services.zentral@macromedia.de).
- 4.6 Postponement of the start of studies for NON-EU students: In individual cases (visa delays/hardship cases), the postponement of the start of studies can be applied for no later than 4 weeks after the start of the semester. The application must be submitted in writing, stating the reasons and enclosing the relevant supporting documents by the deadline. If the postponement of the start of studies is granted, the tuition fees are only due on the day of the actual start of studies. Fees already paid up to this date will not be refunded but will be offset against the actual start of studies. In addition, a fee of 100 € will be charged for postponing the start of studies. The postponement of the start of studies is usually only possible once.

5. Data protection

- 5.1 Macromedia GmbH processes and uses your personal data in compliance with the guidelines of the General Data Protection Regulation ("GDPR") as well as the Federal Data Protection Act ("BDSG").
- 5.2 The data controller is Macromedia GmbH, Sandstraße 9 in 80335 Munich. The data protection officer for Macromedia GmbH can be reached via email at datenschutz@gge-germany.de.
- 5.3 The complete data protection and data processing notice can be found in the Community (→ my.macromedia.de → Student-Services → Student-Affairs → Important notes about studying) under Data Security.

4 Instructions on Revocation

Right to withdrawal

You have the right to withdraw from this contract within 14 days without giving any reason. The withdrawal period is 14 days beginning with the day of the conclusion of the contract. The day of the conclusion of the contract is the day on which your binding application for participation in a degree program at Macromedia GmbH is received. You may request this date from Macromedia at any time. In order to exercise your right to withdraw you must inform us (Macromedia GmbH, Sandstraße 9, 80335 Munich, E-Mail: international@macromedia.de) via a clear declaration (e.g. a letter sent by post or e-mail) regarding your decision to withdraw from this contract. You may use the the sample withdrawal form, but it is not obligatory (→ [macromedia.de/en/withdrawal.pdf](https://www.macromedia.de/en/withdrawal.pdf)). To meet the withdrawal deadline, it is sufficient for you to send your communication concerning your exercise of the right of withdrawal before the withdrawal period has expired.

Effects of withdrawal

If you withdraw from this contract we must return all payments which we have received from you immediately and no later than within 14 days from the date upon which we received the notification of your withdrawal from this contract. We will carry out such reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of such reimbursement.

If you requested that the services begin during the withdrawal period you must pay us a reasonable amount which corresponds to the share of services rendered up to the date upon which you informed us of your exercise of the right to withdraw from this contract, in relation to the overall scope of the services intended in the contract.

5 Payment details

Direct debit

I hereby authorise Macromedia GmbH to collect the payments owed by me under the contract from my account by direct debit. At the same time, I instruct my credit institution to honour the direct debits drawn on my account by Macromedia GmbH.

Note: I can request a refund of the debited amount within eight weeks of the debit date. The conditions agreed with my credit institution apply.

Account holder data (only required for direct debit)

First name

Surname

Street

Nr.

Post Code

City

Name of the credit institution

IBAN

BIC



Date, Location



Signature

Money transfer

I will transfer the tuition fees at the agreed intervals to the following account:

Recipient: Macromedia GmbH | Bank: BNP Paribas
IBAN: DE98 5121 0600 4222 6790 13 | BIC: BNPADEFFXXX
Include in description: Last name, first name, matriculation number
Or via Flywire: macromedia.flywire.com



Required mode: Flywire (You'll be sent a link): As a condition for the confirmation of admission for applicants from non-EU countries, an advance payment of 2.500 € is due 2 weeks after contract issue date. Please transfer the amount via Flywire (macromedia.flywire.com).

6 Binding registration for studies

I hereby register for the course of study specified in section 2 above, taking into account the contractual conditions, and confirm that the data provided is complete and correct.

With my signature I confirm that I have read and understood the conditions of participation and that I have been informed about the right of withdrawal.

I confirm the accuracy of the information provided and hereby make a binding registration.



Date, Location



Signature



Date, Location



Signature of legal guardian
(only for applicants under 18 years old)



You don't have all the documentation? No problem! You can submit them up to the day of your matriculation.

The checklist for your matriculation

Do you have everything?

In addition to the signed contract, we need additional documents from you so that we can complete your enrollment. You will find all documents listed below. If you have questions about the checklist or enrollment, please contact the Welcome Desk at your campus.

Binding documents that we require no later than the day of enrollment:

- Copy of identity card or passport**
- Current passport photo in color**
We need the photo for your student ID. (JPG, 300 dpi)
- Health insurance certificate**
Electronic notification from the statutory health insurance company of your insurance status. Our institution code is **H0002915**.
- Curriculum vitae**
Tabular curriculum vitae with your educational and professional background.
- Copy of university entrance qualification**
High school diploma, technical college diploma or certificate of education including proof of work experience. You can obtain certified copies, for example, from your state educational institution, a notary public or a local authority.
BACHELOR DEGREE
- Copy of your bachelor's degree**
You can obtain certified copies, for example, from your state educational institution, a notary public or a local authority.
MASTER DEGREE

If required:

- Language certificate**
German: DSH (53), DaF (4)* | English: TOEFL iBT (72), IELTS (6.0)*
*or other recognized test by Macromedia
- Visa/Residence Permit**
Only for non-EU nationalities.
- Exmatriculation certificate**
Required if you were or are already enrolled at a university in Germany
- Work samples**
Required for artistic courses of study (design, film making, game design, music production, acting).



Note: For certificates that are neither in English nor in German, a translation is also required. This must have been done by a publicly appointed and sworn translator and must be submitted in the original. German translations made abroad must have been legalised there by the German embassy or by a German consulate.



Mr.
SHYNGGYS TURKIYA
ZENKOVA STREET 94
050000 Almaty
Germany

14.05.2025

Full Offer Letter

Dear SHYNGGYS TURKIYA,

Congratulations! You have successfully submitted your application at Macromedia University of Applied Sciences and have successfully completed the application and admission process. You wish to begin the following study programme(s) at Macromedia University. Please note that this letter can not be used to obtain a visa, and that only the official "Confirmation of Admission" may be used for your student visa application.

Course of study:	Digital Technologies and Coding (B.Sc. hons) (Modul-Studium), Software Engineering
Medium of instruction:	English
Campus Location:	Berlin
Start of programme:	01.10.2025
Regular Nr. of semesters:	6
Semester Tuition Fee:	5.500,00 €
Scholarship:	0%
Registration fee:	699,00 €
Total tuition fees with discount:	33.048,00 €
One-time deposit:	2.500,00 €
Semesterticket	176,40 €

The tuition fees do not include any costs of living or accommodation.
This letter shall confirm our full offer of study to you. Please let us know your preferred payment plan.
We will subsequently issue the enrolment documentation for you.

We look forward to welcoming you at Macromedia University!

Please contact me if you have any questions.

With kind regards,

W. Kadhi

International Student Advisory Service Macromedia University

Email: international@macromedia.de
Phone: +49 89 544 151 954



Mr.
SHYNGGYS TURKIYA
ZENKOVA STREET 94
050000 Almaty
Germany

14.05.2025

Proforma Invoice

Name of student: TURKIYA, SHYNGGYS
Student ID:
Dates of birth: 21.06.2007 in Almaty, Kazakhstan
Course of study: Digital Technologies and Coding (B.Sc. hons) (Modul-Studium), Software Engineering
Duration of study: 01.10.2025 - 30.09.2028 / 6 semesters
Campus: Berlin

Deposit **2.500,00 €**

Please transfer the above deposit amount at latest by 28.05.2025, via [Flywire \(https://macromedia.flywire.com\)](https://macromedia.flywire.com). This will be deducted from the initial semester tuition fee.

	Total
Registration fee	699,00 €
Tuition Fee First Semester	5.500,00 €
Deposit	-2.500,00 €
Semester ticket	176,40 €
Total balance	3.875,40 €

The instruction services of the Macromedia GmbH are exempted from VAT according to § 4 No.21 subparagraph a, clause bb of the Value-Added Tax Act.

Please transfer the remaining fees of **3.875,40 €** via Flywire upon immatriculation and start of the first semester.

Please enter as payment reference your name and your Student ID:
TURKIYA, SHYNGGYS

Please note that any additional transfer fees will not be covered by Macromedia University. For future payment instalments, please refer to your contract documents.

For all non-EU citizens who require a student visa: Once the total deposit amount has been received, the necessary documents for your visa application will be issued.

International Student Advisory Service Macromedia University

Email: international@macromedia.de

Phone: +49 89 544 151 954



Semester ticket agreement of Verkehrsverbundes Berlin-Brandenburg GmbH (VBB) for students of Macromedia University for Applied Sciences/Campus Berlin

between

Mr. SHYNGGYS TURKIYA, ZENKOVA STREET 94, 050000 Almaty Germany

who is/will be enrolled from 01.10.2025 as an ordinary student at the Macromedia University for Applied Sciences, subsequently called Macromedia University, Campus Berlin, in the study programme Digital Technologies and Coding (B.Sc. hons) (Modul-Studium), Software Engineering

and

Macromedia GmbH, Sandstr. 9, 80335 München

supporter of the Macromedia University.

The following Semester Ticket Agreement is concluded:

1. Preamble

The aim of this agreement is to provide students at the Macromedia University / Campus Berlin with discounted VBB semester tickets. For this purpose, an intermediary agreement between VBB and Macromedia University is required by the provisions of VBB. Macromedia University is willing but not obliged to enter into this intermediary agreement and reserves the right not to extend such an agreement for future semesters.

2. Start / End of Agreement

This agreement shall commence on the 01.10.2025. This agreement shall automatically terminate on the last day of the semester in which the student completes one's studies at Macromedia University. If VBB terminates the contract concluded with the Macromedia University, this agreement will end on the same date.

3. Price of the semester ticket / collection of funds

Currently, the price of the semester ticket is 176,40 €. The students bear future price increases by VBB. Macromedia University collects the money from the student.

4. Transfer / Issue of the semester ticket

The relevant amount is to be transferred to the following account by 01.10., respectively 01.04. of any year:

Recipient / Beneficiary: Macromedia GmbH

Bank: BNP Paribas Niederlassung Deutschland

BIC: BLZ 370 106 00

IBAN: IBAN DE98 5121 0600 4222 6790 13

Purpose: VBB / TURKIYA / SHYNGGYS / Matriculation no.: _____

You will get the semester ticket at the Student Service Desk at the beginning of the semester upon presentation of the transfer voucher (an online receipt is also possible).

5. Loss

In case of loss, the student assumes the printing costs (currently 30,00 €). In case of an increase in the costs of printing, costs incurred for the procurement of a replacement ticket will be passed on in full to the student.

The student will receive the replacement ticket once the above mentioned procurement costs have been paid in cash at the Student Service Desk.

International Student Advisory Service Macromedia University

Email: international@macromedia.de

Phone: +49 89 544 151 954



I confirm that I have read, understood and agree to the contents of this notice.

City, date

Signature Mr. SHYNGGYS TURKIYA
(for minors, in addition the signature of parent or guardian)

Please send the original document to the following address:

Macromedia GmbH, Berlin, Mehringdamm 33, 10961 Berlin



Supplementary Agreement: Conditional Study Offer

Course of study	Digital Technologies and Coding (B.Sc. hons) (Modul-Studium), Software Engineering
Cohort	B-UBr DT SWE 6e 25W
Place of study	Berlin
Duration of study	01.10.2025 bis 30.09.2028
Name, First Name	TURKIYA, SHYNGGYS
Street, No.	ZENKOVA STREET 94
Zip code, City Country	050000 Almaty, Germany

You are eligible for admission under the following condition(s):

Submitting your:

- Final school leaving certificate and transcript (original and official translation into English or German)

The above mentioned document(s) need to be submitted up until two weeks after semester start (15 October if starting in the winter semester, 31 March if starting in the summer semester).

Macromedia University of Applied Sciences/Macromedia GmbH reserves the right to terminate your study contract should the conditions not be met by the stated deadlines. In this case you will not be able to participate in any exams or acquire any ECTS-Credit Points.

All other elements of the contract remain unchanged.

W. El Kadhi



International Student Advisory Service Macromedia University

Email: international@macromedia.de

Phone: +49 89 544 151 954

I confirm that I have read, understood and agree to the contents of this notice.

City, date

Signature Mr. SHYNGGYS TURKIYA

(for minors, in addition the signature of parent or guardian)