

# IRE|BS Real Estate Academy

International Real Estate Business School  
University of Regensburg

**SMART MINDS FOR SMART BUILDINGS**

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## **APPLICATION FORM**

IRE|BS Real Estate Academy GmbH  
Kloster Eberbach | Barocketage | 65346 Eltville | Germany | Phone: +49 6723 9950-30 |  
zulassung@irebs.de | [www.irebs-immobilienakademie.de](http://www.irebs-immobilienakademie.de)

## Programme

Executive MBA in Real Estate

International

Finance

Munich

Frankfurt

Online

**Start of studies:** \_\_\_\_\_ (YYYY)

I am a graduate of Immobilienökonomie/  
Real Estate Economics (IRE|BS or ebs)

I am a Member of IRE|BS Core e. V.

I am a Member of IMMOEBS e. V.

I am a Member of DVFA

(Please provide verification)

Details on current term dates and campuses as well as the current tuition fees, in particular early booking discounts and terms of payment, can be found on our home page [www.irebs-immobilienakademie.de](http://www.irebs-immobilienakademie.de).

## Enrolment deadlines and documents required

- Signed Application form incl. Data privacy notice and Consent for photographic images** (Original and PDF via e-mail)
- Curriculum vitae** (PDF via e-mail)
- Copy of a valid identity card or passport** (the data not required for identification, in particular the imprinted access and serial numbers can and should be masked on the copy).
- Officially authenticated copy of your University entrance qualification** (e.g. Abitur/A-level certificates). Officially authenticated copies can be provided by seal-bearing public authorities and notaries (e.g. municipal or local government authorities, residents' registration offices, schools etc.) Parish offices, health insurance providers, banks and savings banks are not accepted.
- Officially authenticated copies of certificates of intermediate or final examinations at universities**
- Certificate of student's health insurance** from a statutory health insurance provider or evidence of exemption from compulsory student insurance. Certificates from a private health insurance provider will not be accepted! You can find information on student's health insurance at [www.uni-regensburg.de/studium/studentenkanzlei/antraege-bescheinigungen/krankenversicherung/index.html](http://www.uni-regensburg.de/studium/studentenkanzlei/antraege-bescheinigungen/krankenversicherung/index.html); or ask Techniker Krankenkasse at Campus Regensburg: eugen.theurer@tk.de.
- Printed out and signed enrolment application** (Please do not forget to upload a photo for your UR card.  
**The enrolment fee will be taken by IRE|BS International Real Estate Business School)**  
<https://campusportal.uni-regensburg.de/qjsserver/pages/cs/sys/portal/hisinoneStartPage.faces>

- Please send the original application for admission with signature and, if applicable, stamp of the company committing to pay and all above-mentioned documents until 12 August to the following address by post:  
IRE|BS Immobilienakademie GmbH  
Kloster Eberbach | 65346 Eltville | Germany
- Please send your e-mail in advance with all above-mentioned documents attached to the following e-mail address: [zulassung@irebs.de](mailto:zulassung@irebs.de)

## Personal Data

\_\_\_\_\_  
Title, first name, last name

\_\_\_\_\_  
Date and place of birth

## Address home

\_\_\_\_\_  
Street name and number

\_\_\_\_\_  
Postcode, place

\_\_\_\_\_  
Country

\_\_\_\_\_  
Telephone number (please include full country and area code)/mobile

\_\_\_\_\_  
Email

## Work address

\_\_\_\_\_  
Company

\_\_\_\_\_  
Department

\_\_\_\_\_  
Street name and number

\_\_\_\_\_  
Postcode, place

\_\_\_\_\_  
Country

\_\_\_\_\_  
Telephone number (please include full country and area code)/mobile

\_\_\_\_\_  
Email

## Function

- Construction/Project Management
- Corporate Real Estate Management
- Facility/Property Management
- Portfolio Management
- Private Real Estate Management
- Public Real Estate Management
- Real Estate Analysis
- Real Estate Asset Management
- Real Estate Development
- Real Estate Finance
- Real Estate Investment
- Real Estate Marketing
- Real Estate Valuation
- Other functions: \_\_\_\_\_

## Industry sector

- Accountant/Tax Advisor
- Agent
- Architect/specialist planner
- Asset Manager
- Consultant
- Construction company
- Corporate
- Facility Manager
- Lawyer
- Property Investor
- Property Operator

## How would you like us to contact you?

### Postal Address

- home       work

### Email

- home       work

### Billing Address

- home       work

- other billing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Professional Experience

\_\_\_\_\_ in years when commencing study

\_\_\_\_\_ of those years in the real estate sector

## Position in the company

- Executive management/board/owner
- Vice president/director/manager
- Group/team manager
- Employee (without responsibility for personnel)
  
- \_\_\_\_\_

- Project Manager
- Public Sector/Non Profit Organisation
- Real Estate Developer
- Real Estate Lender
- Real Estate Operator
- Researcher
- Valuer
- Other sectors: \_\_\_\_\_

## Statistical Data

### School Education

- General qualification for university entrance
- Advanced college entrance qualification
- Other: \_\_\_\_\_

## Academic training

### Higher Education Establishment

- University
- University of Applied Sciences
- University of Cooperative Education

### Professional training

- Traineeship in Real Estate and Housing Management
- Traineeship in Banking
- Other: \_\_\_\_\_

Place: \_\_\_\_\_

Specialisation: \_\_\_\_\_

Qualification on graduating: \_\_\_\_\_

## DECLARATION

I hereby confirm the accuracy of my application for admission. I acknowledge the terms and conditions, fees, payment terms, and data protection regulations of IRE|BS Immobilienakademie GmbH and accept them as part of the contract. I am aware that I am the primary contracting party and fee debtor with respect to the IRE|BS Immobilienakademie GmbH, even if my employer has agreed to cover my fees.

How will your tuition fees be paid?  Personal resources  Employer  pro rata: Private resources %  
Employer %

\_\_\_\_\_  
Place, date and signature of applicant

\_\_\_\_\_  
Place, date, signature and stamp of the employer  
(if costs are to be paid by the employer)

I agree to the general terms and conditions of IRE|BS Immobilienakademie GmbH. I have taken note of the [cancellation policy](#) and the [privacy policy](#).

Data collected is only for internal use by IRE|BS Immobilienakademie GmbH. It will only be passed on to third parties as an evaluation of the year as a whole (in aggregated, anonymised form). Please inform IRE|BS Immobilienakademie GmbH of any changes to your personal data.

## How did you find out about the course?

- Specialist articles/press articles
- Internet
- Trade fairs/conferences/specialist events
- Advertisement in print
- Course brochure
- Personal recommendation by:
  - Alumni
  - Employer
  - Colleagues/friends
  - IMMOEBS e. V. (Alumni Association)
  - IRE|BS Core e. V. (Alumni Association)
- Other: \_\_\_\_\_

## Declarations of consent for marketing purposes

Would you like to receive further information about the IRE|BS Immobilienakademie and the continuing education programme?

Please make a selection - you can change it at any time.

- Yes, I would like to be informed by e-mail.
- Yes, I would like to be informed by telephone.

## Data privacy notice

### 1. Data controller

The data controller is IRE|BS Immobilienakademie GmbH, Barocketage Kloster Eberbach, 65346 Eltville, Germany, represented by its managing directors Prof. Dr. Tobias Just (FRICS) and Michael Zingel.

### 2. Data access

All employees of the data controller have access to your data.

### 3. Subcontractors

Subcontractors such as IT service providers may also have temporary access to your data. The list of subcontractors can be viewed at [www.irebs-immobilienakademie.de/unterauftragnehmer](http://www.irebs-immobilienakademie.de/unterauftragnehmer). Appropriate processing contracts exist with each subcontractor in accordance with the EU GDPR.

### 4. Transfer of data

As part of the fulfilment of the contract, the necessary data, depending on the course of study/seminar, will be passed on to contractually committed cooperation partners within the EU. The courses of study/seminars and cooperation partners can be viewed at [www.irebs-immobilienakademie.de/koooperationen](http://www.irebs-immobilienakademie.de/koooperationen).

### 5. Type of data

In addition to fulfilment of the contract, necessary data will be stored in the following data categories:

- ... Contact data incl. address and e-mail address
- ... Date of birth, place of birth
- ... Courses of study enrolled on/of interest
- ... Professional and educational CV
- ... Communication history
- ... Invoice data
- ... Contact data including address of employer

### 6. Deletion deadline

Prospective students' data will be deleted after two years after your refusal or withdrawal of your application. Students' data will be deleted after 30 years.

### 7. Transfer to third countries

Transfer of data to third countries and other persons in general shall only take place in the context of collaborations with universities and teaching institutions collaborating under contract. The list of courses of study / seminars and collaborating partners can be viewed at [www.irebs-immobilienakademie.de/Kooperationspartner](http://www.irebs-immobilienakademie.de/Kooperationspartner). The data will only be collected in fulfilment of the contract governing future services.

### 8. Other uses

IRE|BS is entitled to use personal data for the purposes of consultancy, advertising and market research. The passing on of the personal data of students to third parties, in particular for the aforementioned purposes, is not permitted unless the student has declared his or her express consent to this.

### 9. Data exchange within the structure of the programme/seminar

IRE|BS Immobilienakademie GmbH is entitled to transmit information to the participants of the respective programme/seminar within the framework of the implementation of the programme/seminar as well as for the handling of the graduation ceremony. The contact details, e.g. email address and telephone number, are provided by the participants themselves. IRE|BS Immobilienakademie GmbH shall not pass on the contact details.

### 10. Legal framework

The EU GDPR provides the legal framework for this data privacy notice.

## Consent:

- I hereby give my consent to the storage of the aforementioned data.

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Date, Name, Signature

## Consent for photographic images

For marketing purposes we would like to occasionally publish group photographs of our students on our web sites and on our social media platforms.

We would be delighted if you were willing to consent to the publication of photographs including your image on our web pages.

Moreover, fliers and printed brochures are planned for our company in future. In this context too we would like to use photographs of participants. It would be wonderful if you were able to give us your consent for this.

Names will be published together with photographs of individuals in the event of special distinctions/achievements.

Important note: You are free to choose whether you wish to give your consent or not. It will have no negative consequences if you choose not to give your consent. If you do give your consent, this can also be completely or partially revoked at any time. We will then remove your photograph from the web page and from social media within two weeks. The same applies to your name (in social media we can only confirm this from our own pages. We have no control over content that has already been shared). Should you have also given your consent for use in printed products, we will continue to use fliers/brochures already printed. In the event of a new edition, we will then of course ensure that your photograph and your name no longer appear in the brochure or flier. Please be aware that our web pages are also accessible to search engines. You must therefore assume that your name and image will be findable by search engines.

## Declaration of consent:

- Yes, I hereby give my consent for the use of photographs (i.e. in the form of a group picture), and/or video recordings of me, with my name, in printable media (such as fliers and brochures), on the company website, in social media, as well as other digital platforms of the company and platforms of other contractually bound continuing education partners within the EU. The declaration of consent for already published media (i.e. in printed material) remains valid also beyond the end of this declaration or end of the course of studies, respectively.
- Yes, I hereby give my consent for the use of photographs (i.e. in the form of a group picture), and/or video recordings of me, without my name, in printable media (such as fliers and brochures), on the company website, in social media, as well as other digital platforms of the company and platforms of other contractually bound continuing education partners within the EU.
- No, I do not give my consent for the use of my photograph with or without my name or video recordings for publication.

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Date, Name, Signature

# General terms and conditions

## 1. Purpose of contract

These general terms and conditions of services provided by the IRE|BS Real Estate Academy, hereinafter IRE|BS, govern the provision of training services within the programme selected by the participant and other related services.

The contractual services and participant requirements are given in these terms and conditions and in the relevant official catalogue (in hard copy or online download at [www.irebs-immobilienakademie.de](http://www.irebs-immobilienakademie.de)).

The parties are IRE|BS and the participant admitted to the course.

## 2. Application for Admission

2.1. Any offer made by IRE|BS for the programme selected by the participant is subject to confirmation.

2.2. The application to the programme selected by the participant must be made to IRE|BS by the applicant by letter or electronically, attaching all the documents specified on the application form.

## 3. Admission

3.1. IRE|BS decides whether to admit the applicant to the programme selected by the participant. There is no legal right to admission. The contract takes effect on registration by IRE|BS.

3.2. The examination procedures for the programme selected by the participant are detailed in the examination regulations. The regulations applicable at the start of the course are valid throughout the study period.

3.3. The participant will comply with all visa regulations applicable and will obtain and renew any resident permit required. IRE|BS is not liable for any loss which might occur from not meeting visa or residence permit requirements.

## 4. Terms of payment

IRE|BS shall receive the course fees stated in the appropriate terms of participation or seminar information. The course fees are to be paid within the due dates for payment stated on the invoice. The terms of payment can be viewed on the IRE|BS website under the appropriate course of study or seminar.

## 5. Delayed payment

If a payment period given on an invoice to the participant is not met, IRE|BS is entitled to exclude the participant from the classes and examinations in the programme selected, provided that he or she is given a reasonable period of grace for payment after the end of that payment period and is informed that failure to pay by the end of the period of grace will result in exclusion from the classes and examinations.

## 6. Termination, withdrawal, exclusion of the participant

### 6.1. Termination

After admission to the course of study, the right to ordinary termination of the contract is excluded. The right to extraordinary termination of the contract remains unaffected.

### 6.2. Withdrawal

#### 6.2.1. Withdrawal by IRE|BS

IRE|BS is entitled to withdraw from the contract up to four weeks before the start of the participant's chosen course if it will not run the course due to insufficient participants. Fewer than 20 participants shall be considered insufficient. However, IRE|BS is also entitled, on a case-by-case basis, to run the course with a smaller number of registered participants. In the event a course is cancelled, any tuition fees already paid by the participant to IRE|BS will be refunded in the amount paid. Any further claims of the participant are excluded.

#### 6.2.2. Withdrawal by the participant

The participant may only withdraw up to the first day of the course. In the event the participant withdraws, IRE|BS will charge a flatrate fee for damages in the amount of 75% of the tuition fees. This fee includes compensation to IRE|BS for loss of profit. Any tuition fees paid above this will be refunded. Any further claims of the participant are excluded. The participant is allowed to provide evidence that no or less damage has been incurred.

Withdrawal by the participant is no longer possible after the first day of the course. The participant is then obligated to pay the tuition fees in full.

In this case, the participant is entitled to find a qualified substitute participant who wishes to fill the participant's place on the course. The participant will be released from their payment obligation regarding the tuition fees only if the named substitute participant fulfils the admission requirements and is admitted to the course of study by IRE|BS. The participant will then only have to pay a fixed fee of € 250.00 to IRE|BS for the additional processing involved.

## 6.3. Exclusion of the participant

IRE|BS is entitled to exclude the respective participant from the participant's chosen course in case of serious and fraudulent deception during the admission or examination procedure. A refund of paid tuition fees is excluded in this case.

## 7. Right of Withdrawal

7.1. If the participant is a consumer and not a merchant, he/she has a right of withdrawal in accordance with § 312b BGB and § 312d BGB in conjunction with § 355 BGB. The application for admission can be revoked in writing within 14 days without giving reasons. The withdrawal period begins upon receipt of this cancellation policy in written form and upon receipt of the admission confirmation, which constitutes acceptance of the contract by the IRE|BS. To comply with the withdrawal period, timely dispatch of the revocation is sufficient. The revocation is to be addressed to: IRE|BS Immobilienakademie GmbH, Barocketage, Kloster Eberbach, 65346 Eltville, Germany.

The obligation to perform by the IRE|BS only arises after the expiry of the withdrawal period. The right of withdrawal expires prematurely if the participant has already taken advantage of the services provided by the IRE|BS by attending the courses.

7.2. In the event of an effective withdrawal, the mutually received benefits are to be returned and any benefits obtained (e.g. interest) are to be surrendered. For the repayment of services received, the IRE|BS uses the same means of payment that participants used in the original transaction, unless expressly agreed otherwise with the participant. If the participant requested that the IRE|BS should begin providing the service during the withdrawal period, the participant must pay a reasonable amount to the IRE|BS that corresponds to the value of the services provided up to the point in time at which IRE|BS was notified of the exercise of the right of withdrawal in relation to the contractual scope agreed upon.

## 8. Changes to course content

The right to make slight changes to the content and term of the course is reserved. They do not entitle the participant to terminate the contract. Should speakers have to cancel their attendance, IRE|BS will make an effort to postpone the lecture or obtain a suitable replacement speaker. If the main course content is cancelled, the tuition fee will be reduced pro rata. Further liability on the part of IRE|BS is excluded.

## 9. Copyright notice

Seminar documentation and teaching programmes must not be copied, processed, altered, disseminated or otherwise put in the public domain without written consent by IRE|BS.

## 10. Liability

10.1. IRE|BS is liable in full for damage caused by wilful intent. IRE|BS is only liable for damage caused by gross negligence up to the level of the foreseeable damage intended to be prevented by the duty of care. IRE|BS is only liable for simple negligence in the event of breach of an obligation so essential to the contract that achievement of its purpose is put at risk. In this case IRE|BS is liable to the participants only for compensation for the typical or foreseeable damage. Should IRE|BS be required to reimburse considerable expenses, the foregoing applies where relevant.

10.2. IRE|BS is not liable for loss, damage or destruction of the participant's property in connection with running the course, unless caused by intentional or grossly negligent conduct on its part.

10.3. IRE|BS is not liable for damage caused by force majeure, insurrection, war and natural events or other circumstances beyond its control (e.g. strike, lock-out, transport disruption, orders by national and foreign government authorities) or technical faults not culpably caused, such as in the computer system. Force majeure also means computer viruses or deliberate attacks on computer systems by hackers, provided that appropriate security precautions have been taken.

## 11. Data protection

The data privacy notice on the IRE|BS website shall apply, which is also part of the contract. [www.irebs-immobilienakademie.de/datenschutz](http://www.irebs-immobilienakademie.de/datenschutz).

## 12. Law and jurisdiction

12.1. This agreement is governed by the laws of the Federal Republic of Germany.

12.2. The jurisdiction for all disputes arising out of the contract is Wiesbaden.

## 13. Written form

Amendments and additions to the contract terms and conditions require the written form in order to be effective.