

**SCHILLER INTERNATIONAL UNIVERSITY  
ENROLLMENT AGREEMENT**

This is a Legal Contract.

Schiller International University (“SIU”) is a private, for profit institution of higher learning with multiple locations as listed below. SIU is accredited by the Accrediting Council for Independent Colleges and Schools (“ACICS”) to award Associate, Bachelor, and Master degrees and licensed by the Commission for Independent Education, Florida Department of Education (“CIE”). SIU Madrid is recognized by the Consejería de Educación y Cultura de la Comunidad de Madrid and SIU Paris is registered at the Rectorat de l’Academie de Paris as Etablissement d’Enseignement Superieur Prive. Heidelberg Campus has received the “Certification of Accreditation” by the German accrediting agency EVALAG. The SIU Heidelberg campus is registered with the Ministry of Science in the State of Baden Württemberg, Germany and offers SIU and UoR degrees under the provisions of the State Law on Higher Education § 72 a Section III.

Name: \_\_\_\_\_ Social Security (US ONLY) #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Select Your Preferred Campus**

U.S.A Florida 400 N. Tampa, FL 30602 Ph: +1 877-298-9078	GERMANY – HEIDELBERG Zollhofgarten 1 69115 Heidelberg Germany Ph: +49 6221 4581-0	SPAIN – MADRID Calle Serrano 156 Plaza de la Republica Argentina Madrid 28002 Ph: +34 91-448-24-88	FRANCE – PARIS 9, Rue Yvert 75015 Paris Ph: +33 1-45-38-56-01	ONLINE Ph: +1 877-298-9078
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I hereby enroll at Schiller International University for the following program of study:

Associate of Science in \_\_\_\_\_, which is minimum sixty (60) semester credit-hours and takes twenty (20) months of continuous enrollment to complete. Graduates will earn an Associate of Science upon successful completion of all requirements listed in the academic catalog.

Bachelor of Arts in \_\_\_\_\_, which is minimum one-hundred twenty (120) semester credit-hours and takes forty (40) months of continuous enrollment to complete. Graduates will earn a Bachelor of Arts upon successful completion of all requirements listed in the academic catalog.

Bachelor of Science in \_\_\_\_\_, which is minimum one-hundred twenty (120) semester credit-hours and takes forty (40) months of continuous enrollment to complete. Graduates will earn a Bachelor of Science upon successful completion of all requirements listed in the academic catalog.

Master of \_\_\_\_\_, which is minimum thirty (30) semester credit-hours and takes ten (10) months of continuous enrollment to complete. Graduates will earn a Master in \_\_\_\_\_ upon successful completion of all requirements listed in the academic catalog.

Master of \_\_\_\_\_, which is minimum thirty-six (36) semester credit-hours and takes twelve (12) months of continuous enrollment to complete. Graduates will earn a Master in \_\_\_\_\_ upon successful completion of all requirements listed in the academic catalog.

Master of \_\_\_\_\_, which is minimum forty-five (45) semester credit-hours and takes fifteen (15) months of continuous enrollment to complete. Graduates will earn a Master in \_\_\_\_\_ upon successful completion of all requirements listed in the academic catalog.

Day  Evening Start Date: \_\_\_\_\_ month/day/year

(If Available) Class times: \_\_\_\_\_ Scheduled Graduation Date: \_\_\_\_\_ month/day/year

**TUITION AND FEES\*\* I hereby agree to pay tuition as described below:**

**Non-refundable application fee per program: €50.00 European Campuses/ US\$50 Florida & Online Campus. Courier Fee of €87.00 European Campuses/ US\$65 Florida & Online Campus will apply if the student is applying from another country other than the campus location.**

Tuition:\*                      US\$ \_\_\_\_\_ per credit-hour (US Campuses)  
 Activity Fees                      US\$ \_\_\_\_\_ per month (US Campuses)  
     € \_\_\_\_\_ per credit-hour (European Campuses)  
 Activity Fees                      € \_\_\_\_\_ per month (European Campuses)  
 Total Program Tuition:\*              US\$ \_\_\_\_\_ [based on current rates which are subject to change] (US Campuses)  
     € \_\_\_\_\_ [based on current rates which are subject to change] (European Campuses)

**Payment Options:**

Monthly Installment Payment \*\*\*     Academic Semester     Academic Year

\*\*\* Only available for Non-Visa students

**Fees:** e-Books are included in the tuition cost. Additional costs may be incurred from applied applicable fees per the “Other Fees” in the Tuition and Fees section of the SIU Catalog Supplement. Example of “Other Fees” may include housing fee, dissertation fee, and transcript fees, as applicable and requested by the student. See SIU Catalog Supplement for details. **\*Tuition and fees are subject to change with at least ninety (90) days’ prior notice to students.**

**UNIVERSITY OF ROEHAMPTON (UoR)\*:** By initialing, I elect to enroll in the University of Roehampton in conjunction with my SIU enrollment and have read and understand the UoR section. The program will be delivered by SIU and will lead to an award from UoR separate from the SIU credential (please refer to the institutional catalog for specific program availability). Please see UoR section of this agreement for further details. UoR is not accredited by ACICS but is accredited by the UK accreditor “Quality Assurance Agency (QAA)”. Additional information may be found at [www.roehampton.ac.uk](http://www.roehampton.ac.uk). I understand that this is at no additional tuition cost to me.

**ACKNOWLEDGEMENTS**

I understand that SIU reserves the right to make changes in program content, materials, schedules, or requirements as it deems necessary. The University further reserves the right to discontinue my education, without notice, for unsatisfactory academic progress or attendance, non-payment of tuition or fees, or failure to comply with the University’s policies and procedures.

I understand that course materials are included in tuition for my convenience and that I have the option to opt out of this program by emailing [coursematerials@schiller.edu](mailto:coursematerials@schiller.edu) and completing the necessary documentation.

I understand that my tuition charges are for the right to attend classes in which I am enrolled and are in no way contingent upon my satisfactory academic progress, personal satisfaction or attainment of employment upon graduation.

I have received and read a copy of the SIU catalog and supplement and have been informed of its availability online at [www.schiller.edu/students/download-center](http://www.schiller.edu/students/download-center)

I have read and understand all pages of this Enrollment Agreement, and I acknowledge receipt of an exact copy of the same. I understand that this Agreement contains all the terms of my enrollment and acknowledge that no verbal statements have been made contrary to what is contained in this Agreement.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature (if student under 18) \_\_\_\_\_ Date \_\_\_\_\_

SIU Admissions Representative Signature

Date

SIU Official Signature

Date

**UNIVERSITY OF ROEHAMPTON (UoR)\*:** UoR offers degrees in a wide range of disciplines. The UoR campus office is located at Grove House, Roehampton Lane, London SW15 5PJ, United Kingdom. UoR is not accredited by ACICS but is accredited by the UK accreditor “Quality Assurance Agency (QAA)”. Additional information may be found at [www.roehampton.ac.uk](http://www.roehampton.ac.uk). An agreement between SIU and UoR has been signed in order to allow you, the applicant, the option to also pursue a second degree of equal academic level (Bachelor’s or Master’s only- see catalog for approved list) from UoR in conjunction with the completion of the above SIU program stated above. The program will be delivered by SIU and will lead to an award from UoR separate from the SIU credential.

The following apply to the stated agreement:

**Costs:** There are no additional charges or fees to you the applicant or parent, to take advantage of the UoR opportunity presented with this agreement.

**Courses:** All courses will be taken at SIU campuses and instructed by SIU faculty.

**Online/Distance Learning:** No more than twenty-five percent (25%) of the courses validated by the UoR can be earned via an online or distance learning course delivery method.

**Requirements:** All of the UoR awards require the applicant to complete a dissertation to achieve the necessary academic credits. This dissertation will be tutored by SIU faculty and defended at SIU campuses. SIU faculty, methodology, and syllabi have been approved to meet the requirements of the United Kingdom Quality Assurance Agency (QAA). Failure to complete or successfully pass the dissertation will not have any implications to the awarding of an earned SIU degree or transcript (unless the dissertation is used to satisfy part of the SIU degree as well).

**Grading System:** Both grading systems of SIU and UoR will be used simultaneously. SIU faculty will provide the grades for both systems. Separate transcripts will be kept by each University.

**Enrollment:** Applicants must be enrolled with SIU and cannot and will not solely be enrolled with UoR.

**Consent Disclosure:** Per a separate form, additional consent will be requested to permit SIU to share student record information with UoR.

**Catalog:** Additional information regarding the agreement, dissertation, and grading system can be found in the SIU catalog.

## TUITION AND FEES\*\*

**Fees:** e-Books are included in the tuition cost. Additional costs may be incurred from applied applicable fees per the “Other Fees” in the Tuition and Fees section of the SIU Catalog Supplement. Example of “Other Fees” may include housing fee, dissertation fee, and transcript fees, as applicable and requested by the student. See SIU Catalog Supplement for details.

**Financial Obligation:** The University reserves the right to adjust tuition rates and fees. Tuition rates and fees are subject to change with at least ninety (90) days’ notice to students. You are signing this agreement before formal evaluation or acceptance of transfer credit(s). The total cost of tuition and fees’ charges may increase or decrease based on the number of the actual number of courses and credits required to complete the full degree program. Accepted and applied transfer credits may decrease total tuition by the cost per credit hour stated above. I understand that I am personally responsible for all tuition, fees and other charges arising from and during my enrollment at SIU. I understand that it is my personal obligation to pay all tuition, fees and other charges when due. If I do not pay the full amount of any scheduled payment when that payment is due, I may not be permitted to continue my studies. If I am not able to continue my studies, I understand that I am responsible for any outstanding tuition, fees, or other charges due in accordance with the University’s refund policy. I understand that my “official” academic transcript will not be released to me or to any other party requesting my “official” transcript if there is a balance due to the University. In addition, if I choose to re-enroll at SIU, I must satisfy any outstanding tuition, fees, or other charges prior to my re-enrollment. I understand that any student financial assistance made available to me may not completely cover my tuition, fees, and other charges, and I understand that any tuition, fees, and other charges not paid by financial assistance is my personal financial obligation.

**Methods of Payment-** Payments may be made in the form of cash, check, major credit card, money order, wire transfer, and/or through scheduled disbursements of federal financial aid programs. Payments made by credit card can incur a processing charge of up to 3.5% of the charged amount. Payments made by wire transfer may incur additional fees per the SIU Catalog Supplement. Payment schedules are on a semester or monthly basis and must be paid by no later than the first day of the semester or first day of the course for monthly installments, unless other arrangements have been agreed upon in writing by the Financial Aid Office and appropriate approving SIU official.

**GENERAL PROVISIONS:** As a student of SIU, I understand that I will be entitled to the privileges and bound by the conditions below:

**International Students:** International students granted a visa to attend SIU must commit to an enrollment of at least two (2) semesters in order to be admitted to Schiller International University. Each semester, a schedule of twelve (12) credits for undergraduate programs and twelve (12) credits for graduate programs is required. International students will be required to submit an advanced deposit equal to SIU’s charges for one (1) semester’s tuition and fees.

**Cancellation:** I understand that I may cancel this Enrollment Agreement in writing, within three (3) business days of signing the agreement, and will be entitled to a full refund of tuition paid minus application and courier fees.

**Reservation Deposit:** Students choosing to pay tuition and fees in monthly installments are required to pay a reservation deposit of 10% of academic year tuition due 7 days following acceptance at Schiller International University. The reservation deposit will be deducted from the total amount of the first academic year. Prior to each course start, student will be obligated to pay their next installment payment in the amount of tuition and fees for 1 academic course (3) credits. Reservation deposit and monthly installments does not apply to international students seeking student visa.

**Renewal of Enrollment Agreement:** I understand and agree that, although this agreement is executed for a period of only one (1) semester, my enrollment at SIU for subsequent semesters shall constitute a renewal of the conditions and terms for this agreement except for the tuition charge and fees, which may be subject to change with at least ninety (90) days’ prior notice to students.

**Career Services:** I understand that individual job search assistance is available to me, at no cost, by the Career Services Department of SIU to students and graduates in good standing. I further acknowledge that no representative of SIU has guaranteed me placement in a particular job or salary range after graduation.

**Equal Opportunity:** SIU is committed to the principle of equal opportunity. It is the policy of the University not to discriminate on the basis of race, creed, sex, ancestry, color, religion, national origin, sexual orientation or disability with regard to its students, employees, or applicants for admission or employment. Such discrimination is also

## INSTITUTIONAL CANCELLATION AND REFUND POLICY

If a student’s application for admission is not accepted, all advanced money shall be refunded, with the exception of the \$50.00 US or EUR €50 application fee.

If a student is accepted and then cancels registration before classes begin, or informs the University in writing within three (3) business days of the signed date of their Enrollment Agreement, all tuition paid in advance shall be refunded. (Except application and courier fees)

Any student who begins classes on or after the start date of any semester and then completely withdraws prior to the end of any semester by contacting the registrar (unless the student informs the University in writing within three (3) business days of the signed date of their Enrollment Agreement), the University will earn tuition and fees based on a pro rata basis through 20% of the semester in which the student withdraws. Withdrawal more than 20% of the semester, the student will be obligated to 100% of the semester’s tuition and fees.

Schiller International University determines the date of a student’s withdrawal based on the student’s last date of attendance (LDA). The LDA is used to determine the amount of the refund that is due the student. The institution’s refund procedure requires the Registrar to report official and unofficial withdrawals to the Financial Aid and the Bursar’s Offices. The Financial Aid Office is responsible for the review of student data and completion of the refund and repayment calculations as appropriate to institutional policy. The Student Accounts Office issues all refunds inclusive of refunds due to a student’s withdrawal from the University. The payments of refunds due to withdrawal are processed within 30 days from the date of determination of the withdrawal. The Financial Aid Office will contact student loan borrowers who withdraw from the University and provide information and advising regarding loan repayment.

The University will first calculate the amount of unearned Title IV assistance that must be returned to the federal student aid programs under the Federal Return of Title IV Aid policy. The unearned amount of Title IV funds will then be subtracted from the total amount of all funds that was paid for institutional charges the semester of withdrawal to compute the Adjusted Amount Paid. The University will then calculate the amount of institutional charges (tuition and fees, etc.) that will be retained based on the requirements of any applicable state law or the applicable University’s institutional refund policies. The amount of institutional charges that can be retained will be subtracted from the Adjusted Amount Paid. If a credit balance from Title IV funds remains on the student’s account the refund will be made to the student or, with the student’s written authorization, to federal student aid programs in the order specified above in Federal Return of Title IV policy. If there is a non-Title IV credit balance the credit balance will be returned to the source of funding per agency policy and or to the student as permitted. The student will be billed for any outstanding charges.

prohibited by federal law. Any complaint alleging failure of this institution to follow this policy should be brought to the attention of the President.

**RETURN OF FEDERAL TITLE IV FUNDS:** The Return of Title IV Funds Policy applies to students if they received or were scheduled to receive federal student aid program funds. The requirements of the federal Return of Title IV Funds policy are separate from the institutional refund policies and any applicable state refund policy. Therefore, a student may owe a balance to the University for institutional charges after the application of the Return to Title IV calculation. Federal regulations require SIU to calculate a return of Title IV funds for any student who withdraws or does not complete a semester and who has received or was scheduled to receive financial assistance from the Title IV programs. The calculation is performed using a specific formula required by the U.S. Department of Education. The term Title IV Funds refers to Federal Financial Aid Programs authorized under the Higher Education Act of 1965, as amended and includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Iraq and Afghanistan Service Grants, Federal Perkins Loans, Federal Direct Stafford Loans, and Federal PLUS loans. Additional information regarding the **Calculation of Earned Title IV, Post-Withdrawal Disbursement, and the Return of Title IV Funds by the Institution and Student** may be found in the SIU catalog.

The University will first calculate the amount of unearned Title IV assistance that must be returned to the federal student aid programs under the Federal Return of Title IV Aid policy. The unearned amount of Title IV funds will then be subtracted from the total amount of all funds that was paid for institutional charges the semester of withdrawal to compute the Adjusted Amount Paid. The University will then calculate the amount of institutional charges (tuition and fees, etc.) that will be retained based on the requirements of any applicable state law or the applicable University's institutional refund policies. The amount of institutional charges that can be retained will be subtracted from the Adjusted Amount Paid. If a credit balance from Title IV funds remains on the student's account the refund will be made to the student or, with the student's written authorization, to federal student aid programs in the order specified above in Federal Return of Title IV policy. If there is a non-Title IV credit balance the credit balance will be returned to the source of funding per agency policy and or to the student as permitted. The student will be billed for any outstanding charges.

**GENERAL GRIEVANCE PROCESS:** It is the policy of Schiller International University to provide an appropriate grievance policy and procedures to every student. Every campus has an Academic Committee to deal with grievances and questions of misconduct in the academic area and a Rules Committee to deal with grievance questions of misconduct in the social area. Both Committees provide the student with a procedural due process. This includes adequate notice of the charges against him/her; the right to present his/her case and any supporting evidence; and an impartial decision by the respective committee. In the event that the remedy imposed by the respective committee is exclusion from the University, the student has the right to present his/her case personally to the University Provost, who may confirm the decision of the committee or return the case to the committee for further consideration. In all other grievance matters, the student may present his/her grievance to the Campus Director if it relates to a Campus issue, to the University Provost if it relates to an academic issue or to the University President if it relates to the Campus Director. The Campus Director, University Provost, or University President will provide the student with an opportunity to present his/her case along with any evidence, and shall, at the student's request, provide a decision in writing. However, a student from the Tampa Campus who believes that his or her complaint remains unsatisfactorily resolved by the University may refer the complaint to the appropriate office below: Commission for Independent Schools, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399. Tel: (850)245-3200. Students may also contact: Accrediting Council for Independent College and Schools, 1350 Eye Street, NW, Suite 560, Washington, DC 20005, Telephone: (202) 336-6780. Web: [www.acics.org](http://www.acics.org).

# Personal Data Protection Policy

Protecting the personal data we collect and process on behalf of our students, employees, suppliers and third parties is our priority. As an individual, you have the right to data privacy and how your personal data is used as part of our business operations.

By means of this notice, SCHILLER INTERNATIONAL UNIVERSITY informs you about the Personal Data Protection Policy that applies to the processing of personal data we collect from you.

In accordance with the regulations in force on the Protection of Personal Data, of the European Parliament and the Council, of 27 April 2016, on the protection of individuals regarding with the processing of personal data and the free movement of such data and repealing Directive 95/46/EC, hereinafter ("General Data Protection Regulations" or "GDPR"), we inform you of the following:

## **Definitions.**

- *"Personal Data" means: any information relating to an identified or identifiable natural person ("DATA SUBJECT"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;*
- *"Special categories of personal data" means: any personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.*
- *"Processing" means: any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.*
- *"Data Controller" means: the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law;*
- *"Data Processor" means: a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.*

## **1. Who is responsible for processing your data?**

The responsible for the processing of personal data collected through service proposals, agreements or contracts; applications; forms; educational platform; web site; social networks; blog; chat; or by any other means will be SCHILLER INTERNATIONAL UNIVERSITY that will incorporate them into automated files whose ownership and responsibility will be held for the specific purposes for which they were collected in each case.

For the purposes of our data protection policy, the contact address is [dpo@schiller.edu](mailto:dpo@schiller.edu)

## 2. What kind of data can we have about you and how have we obtained it?

Depending on the relationship we have with you, the following types of data may be available to us:

- Identification data (e.g. name and surname, identity card, passport, Social Security/Mutuality number, postal address, e-mail address, telephone number, handwritten signature, fingerprint, image/voice, electronic signature). Online identification data (IP).
- Data on personal characteristics (marital status, family data, date of birth, place of birth, age, sex, nationality, native language).
- Data on social circumstances (e.g. characteristic of accommodation/housing, property or possessions, hobbies and lifestyle, membership of clubs or associations, licenses, permits or authorizations).
- Academic and professional data (e.g. curriculum vitae, training/degree, student background, professional experience, membership in professional associations or colleges, qualifications, results, objectives, achievements).
- Employment details data (e.g. profession, job position, non-economic payroll data, employee background).
- Economic, financial and insurance data (e.g. income and rent, investments and assets, credits, loans and guarantees, banking data, pension and retirement plans, economic data of payroll, data of tax deductions and taxes, insurance, mortgages, subsidies and benefits, credit history, credit card).
- Data on transactions of goods and services (e.g. goods and services provided by the affected party, goods and services received by the affected party, financial transactions, compensation and indemnification).
- Commercial information data (e.g. activities or businesses, commercial licenses, subscriptions to publications or media, literary, artistic, scientific or technical creations).
- Health data (e.g. food intolerances, allergies, disabilities, handicaps).

All the above-mentioned types of data may have been obtained directly from you or from third parties, by filling in the "contact" section of the website or other sites; by means of contracts, service proposals or offers for professional or non-professional recruitment or connection as a collaborator, supplier, teacher, employee, student, user or other purposes. Depending on the type of data processed, your prior knowledge and, if applicable, your prior consent will be required.

If your personal data is modified, it will be your obligation to provide us, in each case, with the updated data.

Our Service does not address anyone under the age of 18 ("Children").

We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your children has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

**Information for United States residents regarding their personal information.**

In order to comply with your requests, for access to our educational platform, or website or other services we must verify your identity to prevent unauthorized access to your data.

We do not use your personal data for sale in connection with our services.

**3. For what purpose do we process your data?**

The data will be treated in our files, with the purpose, depending on the case, of the integral management of the services of SCHILLER INTERNATIONAL UNIVERSITY in its private and public professional relations, as well as in the legally required obligations.

We may use your data to perform some of the following actions, which are not limited to, but may include:

1. Administrative and economic management, invoicing, accounting and legal obligations,
2. iEducational management of students and teachers,
3. Management of employees, contacts, suppliers, alumni, ex-teachers, candidates in selection processes, volunteers, interns, visitors, family members, participants, guests, others,
4. Management of stay and accommodation of students and/or teachers in different locations where we offer our training services,
5. Management of complementary and/or extra-university activities,
6. Management of student and/or teacher departures from university campuses,
7. Management of other activities organized or sponsored by SCHILLER INTERNATIONAL UNIVERSITY on any of its campuses or outside them.
8. Management of the sale of merchandising products offered by SCHILLER INTERNATIONAL UNIVERSITY on any of its campuses or outside of them.
9. Management of activities organized or sponsored by SCHILLER INTERNATIONAL UNIVERSITY for events, congresses, conferences, courses or online; as well as any activity related to educational or cultural activities in general.
10. Management of communication and promotion of SCHILLER INTERNATIONAL UNIVERSITY in publications: magazines or press (on line/paper), official or third party social networks; official or third party web page, official or third party blog, news letter; for promotional, advertising, divulging or informative purposes related to the educational or cultural activity, upon request of explicit permission from the interested party.
11. Management of the surveillance of facilities, persons and goods.

The data collected will be stored under the confidentiality and security measures established by law. The refusal to provide the requested data, as well as the non-authorization to process them could result in the impossibility of providing certain services and not being able to access them.

The data included in our files will not be used for commercial purposes under any circumstances, except with your prior consent.

#### **4. How long will we store your data?**

We will store your personal data for the time required to perform the objectives of the activities indicated in this Privacy Policy or those that may arise in the future; to fulfill the legitimate objectives of the person responsible for the processing of personal data, to comply with a legal obligation or until you ask us to cancel it and this can be done if the legal requirements are met.

#### **5. What is the basis of legitimacy for the processing of your data?**

Depending on the purpose for which the processing of your personal data is aimed, it will be necessary to have a type of data and a specific processing that may involve, among others, the following actions: Collection; Registration; Structuring; Modification; Conservation; Extraction; Consultation; Communication by transmission; Diffusion; Interconnection; Comparison; Limitation; Suppression; and Destruction of the data. In such cases, the basis of legitimacy for such processing may be:

- The maintenance of the business, contractual, administrative management or other relationship, the performance of complementary activities to comply with the service requested or offered by SCHILLER INTERNATIONAL UNIVERSITY.
- The observance of legal requirements or requests for information from law enforcement agencies, judicial authorities (judges and courts), public administrations (tax, education, health, etc.), or the competent national data protection authorities.
- SCHILLER INTERNATIONAL UNIVERSITY's legitimate interest in analyzing the use of its Web Site, social networks, blogs, educational platforms, promotional communications, newsletters, its functionalities and services; the protection of your interests and defense of your rights against third parties in case of controversy or third party claims, and in general, the development of the service and management of products offered by SCHILLER INTERNATIONAL UNIVERSITY.
- SCHILLER INTERNATIONAL UNIVERSITY's legitimate interest, when the regulations allow it - except for its express refusal - to communicate or notify you of information with promotional or non-promotional content related to SCHILLER INTERNATIONAL UNIVERSITY, as well as promotions and offers about its activities, services and products.
- The legitimate interest guaranteeing the security of our website, social networks, blogs, educational platforms, newsletters, communications and systems to prevent or detect fraud, security incidents or other crimes.
- The unequivocal consent of the interested party for the management of services or products, complementary or not, demanded by him or that we can offer him, such as: management of organized or sponsored activities - attendance to events, congresses, conferences, courses or other activities related to the cultural or educational activity or any other that may be offered in the future by SCHILLER INTERNATIONAL UNIVERSITY; management for transport procedures, location of residence or other

needs for your stay in any of our campuses. The fulfillment of online forms for newsletters and other services.

With your consent we will be able to offer you a service adapted to your needs. You can choose not to do so for some of the purposes indicated, however, we must always treat your data for the maintenance of the service provided. Within each corresponding section of our web site, you will be asked for your consent - when it is about treatments that require it - you will have a functionality (click box) that will allow you to complete in an express and unequivocal way the communication of your consent.

## **6. To which recipients will your data be communicated?**

The personal data may be communicated to third parties, provided that this communication responds to a requirement for the development of the legal relationship to be established, whether it results from a legal or contractual obligation, or from your prior consent. For example: Tax Agency, banks, agencies and/or public administration with competence in the field of education (centers, institutions, organizations, foundations, universities, our campus) or others.

International data transfer.

In order to perform certain processes, for example data storage in cloud systems, personal data is processed on servers that are both within the territory of the European Economic Area (EEA) - and therefore do not have the status of international data transfer under GDPR - and within the territory of the United States of America - considered as an international data transfer under GDPR-; in these cases the Data Controller guarantees that the processing of your personal data involving an international transfer of data will be performed in accordance with European Union Regulation 2016/679 on the Protection of Personal Data (GDPR), for which reinforced security measures and **Standard Contractual Clauses** (According to EU COMMISSION DECISION of 5 February 2010 for the transfer of personal data to processor established in third countries under Directive 95/46/EC of the European Parliament and of the Council) with our suppliers are in place to certify that any data transferred outside the EU is adequately protected, and they provide an essentially equivalent level of protection.

## **7. What are your rights as an interested party in the processing of personal data?**

At any time, you may exercise the following rights free of charge against SCHILLER INTERNATIONAL UNIVERSITY:

**Right of access:** This is the right of the interested party to obtain confirmation from the Data Controller as to whether or not personal data concerning him are being processed, and in the event that the processing is confirmed, access to the data and information available to him must be provided.

**Right to rectification:** The person concerned shall have the right to obtain from the Data Controller without undue delay the rectification of the personal data concerning him when such data prove to be inaccurate. In view of the purposes for which the data have been processed, the data subject shall have the right to have the personal data supplemented where they are incomplete, in particular by providing an additional statement.

**Right to restriction of processing:** It is the right to obtain from the Responsible of the Treatment the limitation of the treatment of personal data.



**Right to erasure ("right to be forgotten"):** It refers to the right of the data subject to obtain from the Data Controller the erasure of personal data concerning him without undue delay, and the Data Controller shall be under the obligation to erase personal data without undue delay when the requirements of Article 17 of the Regulation are met.

**Right to data portability:** This consists of the right to receive the personal data concerning you, which you have provided to a Data Controller, in a structured, machine-readable format and to transmit them to another Data Controller without being prevented by the Data Controller to whom the data were provided.

**Right to object:** The data subject may object at any time, on grounds relating to his particular situation, to personal data concerning him being processed for the fulfilment of a public interest or for the satisfaction of a legitimate interest, including the profiling on the basis of such provisions.

The exercise of the above rights is subject to certain exemptions, to safeguard the public interest (for example, the prevention or detection of crimes) or our interests (for example, the maintenance of a legal obligation). We will attempt to comply with your request as soon as reasonably possible. Requests to exercise these rights may be granted in whole, in part or denied, depending on the scope and nature of the request and applicable law. When required by applicable law, we will notify you if we deny your request and will notify you of the reasons why we cannot comply with your request.

No discrimination or penalties will occur for exercising your rights under this Privacy Policy.

You can exercise the rights indicated by sending an e-mail to [dpo@schiller.edu](mailto:dpo@schiller.edu). To do so, you must provide a photocopy of your official document of nationality or valid passport, indicating the reason and the right you intend to exercise. The photocopy of the above-mentioned documentation may be replaced provided that the identity is accredited by any other legally valid means.

In any case, all requests must be accompanied by:

- Request in which the application is specified (Year requested or information to be accessed). If it does not refer to a specific file, you will be provided with all the information in your name. If you request information from a specific file, only the information in this file will be provided. If you request information about a third party, it will never be provided. If you request it by phone, you will be instructed to do so in writing and will be informed of how you can do so and the address to which you must send it. You will never be provided information over the phone.
- Address for notification purposes.
- Date and signature of the applicant.
- Supporting documents of the petition that you submit.

If you consider that despite your request, your personal data or your inquiry have not been treated properly, you can go before competent authority in matters of Personal Data Protection, in Spain before the AEPD ([www.aepd.es](http://www.aepd.es)), in France CNIL ([www.cnil.fr](http://www.cnil.fr)), in Germany ([www.baden-wuerttemberg.datenschutz.de](http://www.baden-wuerttemberg.datenschutz.de)), in the United States of America the one corresponding to the State of Florida.

## **8. Social Networks and Links.**

Through the social networks where you have a SCHILLER INTERNATIONAL UNIVERSITY account you can choose to share information. This means that the information that is shared, with name and preferences will be visible to visitors of your personal pages. Our recommendation is that you carefully read the privacy policies of third parties on social networks, which will be applicable to the treatment that they make of your personal data.

Regarding the user's opinions expressed through the web site or other participation tools that may be created, such as blogs, social networks, etc., we inform you that SCHILLER INTERNATIONAL UNIVERSITY shall not be responsible for the comments, nor for the contents that attempt against the honor, the privacy or the own image of third parties.

Our website may contain links to other websites belonging to third parties. Please be advised that SCHILLER INTERNATIONAL UNIVERSITY is not responsible for the privacy, content or security practices employed by such other web sites which are not governed in any way by this Privacy Policy. We recommend that you carefully read the privacy policies of any third-party web site not owned by SCHILLER INTERNATIONAL UNIVERSITY.

## **9. Cookies.**

The use of our website allows us to collect certain information that is considered as personal data by the applicable regulations on the subject (an identifiable natural person is one whose identity can be determined directly or indirectly by means of a name, an identification number, location data or an online identifier), therefore, through cookies that are installed on your computer, or other tracking technologies, when you visit our website we collect personal information. When necessary, you will be asked for your consent to our use of cookies. For more information on the use of cookies by SCHILLER INTERNATIONAL UNIVERSITY you may consult our Cookie Policy section.

## **10. Security measures.**

Under the protection of the applicable regulations on personal data protection we respect your privacy and we are committed to keep your personal data safe, as well as to manage them according to our legal obligations on privacy and security, to guarantee the confidentiality, integrity, availability and permanent resilience of the processing systems and services.

To this purpose, we will have the necessary technical, physical and organizational measures to protect your personal data against misuse, destruction, loss, alteration, disclosure, acquisition, accidental, illegal or unauthorized access, all in accordance with the technical possibilities of the moment and the demand that their protection requires.

However, you are aware that security measures on the Internet are not impregnable and therefore we inform you that SCHILLER INTERNATIONAL UNIVERSITY is not responsible for unauthorized or intentional access that is beyond our control.

## **11. Applicable legislation.**

These Conditions shall always be governed by the provisions of European legislation on the protection of personal data and privacy as well as by the rules applicable in each territory in terms of privacy, consumers and users.

## 12. Versions of Privacy Policy.

SCHILLER INTERNATIONAL UNIVERSITY reserves the right to modify its Privacy Policy at its discretion due to a change in regulations or organizational practice. Such modifications will be published on this web site, providing the user with the necessary resources to access to them. In any case, the relationship with users will be governed by the rules provided at the specific time of access to this website.

Latest version: March 2021

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Student Signature

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Date



