### Registration Form

Application deadline: March 1st, 2014

 **Registration Form Part I**

**Please register me for the following course** *(mark ONE choice only!)*:

Summer Institute Session I (from May 6 to May 20, 2014): [ ]

Summer Institute Session II (from May 18 to May 30, 2014): [ ]

**Home Institution** (must be stated):

Study Program at home institution (must be stated):

Full time **[ ]**  / Part time **[ ]**

**Personal Information of Participant**

 Mrs. **[ ]** Ms. **[ ]** Mr. **[ ]**

Family (Last) Name:

First (Given) Name:

Email Address (must be stated):

Nationality *(in order to settle whether you need a visa or not)*

Date of birth (Month/Day/Year)      /     /

Vegetarian **[ ]** / Non-Vegetarian **[ ]**

**Permanent Mailing Address**

 Street or PO Box:

City:

Country:

Zip Code:

Phone Number:

Cell phone number while you are in Germany (if available):

Kindly list any Special Needs (i.e. arrangements due to physical needs, etc.):

**Registration Form Part II**

I agree to take part in the above *marked* Session of the Summer Institute at WHU – Otto Beisheim School of Management.

I also agree to:

1. Submit the Registration Fee of 399.00 € (if I am not from a WHU partner institution or if I am not a nominated student by a WHU partner institution, the full tuition of 2,989.00 € in addition to the registration fee) through online credit card payment with Paypal.
2. I understand that my place is not guaranteed and I can only consider myself registered upon the receipt of the fee by WHU. The Registration Fee of 399.00 € includes course pack material, an airport shuttle (pick-up on the arrival Tuesday, May 6 (session I) respectively Sunday, May 18 (session II) at Frankfurt Airport between 10:00 and 11:00 am and drop-off on either Wednesday morning May 21 (session I) or Saturday, May 31 (session II), a welcome reception, lunches, various events, company visits, a bus ticket, and a farewell reception.
3. With my application to WHU, I agree that my personal data is used within WHU and the participants of my session in the European MBA Summer Institute.
4. If I have filled out the accommodation form (enclosed):

 I understand that my choice of housing is not guaranteed. The Housing rent is to be paid in addition to the registration fee via Pay Pal.

# Accommodations

Family (Last) Name:

First (Given) Name:

Female **[ ]** / Male **[ ]**

E-Mail Address:

Summer Institute Session I (from May 6 to May 20, 2014): [ ]

Summer Institute Session II (from May 18 to May 30, 2014): **[ ]**

Day of Receipt (for WHU use only):

We have arranged the following accommodations that are close to the campus, modern and reasonably priced. Please indicate your preferences (only from 1 to 3):

1. **Vallendar, “Campus Krautkrämer”** – 5 min. walking distance to WHU 1[ ]  2[ ] 3[ ]

Single room with private bath (WC, shower) and private kitchen, modern furniture.

Costs for two weeks 290 €

1. **Vallendar, Heerstraße 37**, 2 min. walking distance to WHU 1[ ]  2[ ] 3[ ]

Renovated and modern furnished with single bed, kitchenette and private bathroom

Costs for two weeks 320 €

1. **Vallendar, Höhrerstraße 34**, 5 min. walking distance to WHU 1[ ]  2[ ] 3[ ]

New and modern furnished with single bed, kitchenette and private bathroom,

different sizes: single room apartments or shared apartments for 2, 4 or 5 students (with single room)

Costs for two weeks:

320 € for a single room apartment [ ]

290 € for a single room in a shared apartment (2 students) [ ]

250 € for a single room in a shared apartment (4 students) [ ]

275 € for a single room in a shared apartment (5 students) [ ]

1. **Vallendar, “In Praxi House”**, 5-8 min walking distance to WHU 1[ ]  2[ ] 3[ ]

Newly built apartment house, single room with own bathroom and kitchenette

Costs for two weeks 320 €

1. **Private Apartments** (for single use and shared ones) 1[ ]  2[ ] 3[ ]

 – vary up to 30 minutes walking distance to WHU. Costs range from 250 € to 350 € for two weeks.

1. **I do not have any preferences** 1[ ]  2[ ] 3[ ]

**[ ] I am being accompanied to WHU and would like my housing to include:**

*(Please list all companions and their ages – you can then only choose private apartments; all other housing options do not offer shared housing*)

**[ ] I prefer to stay at a hotel.** *(Prices vary but will most likely be much higher than the above mentioned options. You will need to arrange booking, transport to WHU etc on your own. Please contact us if you would like to receive a list of hotels situated in the Vallendar and Koblenz area.)*

(Registration Form Part II continued)

## Please Read and Sign!

* We will handle your choice of housing on a first-come, first-served basis.
* For each additional person accompanying you an additional fee of 289 € will be applied and due along with the standard registration. Activities covered by the guest fee: guided tour in Koblenz, castle visit, wine tasting, local bus ticket, farewell dinner and lunches in the cafeteria as mentioned in the program schedule. Please note that guests can only join the social activities. Company visits and lectures are reserved for program participants only.
* All cancellations should be made in writing to the Administration Office. The registration fee cannot be refunded.
* Registrations without accompanying fee(s) and a signature will not be reviewed.

By signing below, I assure that all of the information above is correct and valid for the period of time leading up to my participation in the Summer Institute. I agree to the terms and conditions stated above.

Date:       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send the European MBA Summer Institute Registration Forms I and II to:**

WHU – Otto Beisheim School of Management

##### European MBA Summer Institute Administration

Mechthild Schnaithmann

Burgplatz 2

56179 Vallendar

Germany

Please fill in the form electronically, print it, sign it and send it to the above-mentioned address.

(You may use courier services like U.S. postal services or federal Express that provide proof of mailing and receipt upon delivery. Please know that the delivery may take some days. With U.S. postal services registered mail for example, it takes up to 10 days.)

It’s also possible to send a scanned version via email (mechthild.schnaithmann@whu.edu)

or fax (+49-261-6509-169).

For our Lookbookplease also send a passport-sized photograph in jpg to mechthild.schnaithmann@whu.edu.

Do not hesitate to contact me if you have any question concerning the program.

We are looking forward to welcoming you at WHU!

#### For WHU Use Only Date of Acceptance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_