

Application for Distance Learning Courses

Please complete all required fields and tick both checkboxes at the end of page 2 before submitting your application, together with proof of identity, to fsi@bht-berlin.de

Personal Informations

Last Name(s): _____ First Name(s): _____
Date of Birth: _____ Place of Birth: _____
Street, Nr.: _____ Postal Code: _____
City: _____ Country: _____
Email: _____ Phone: _____

Billing Address (used for invoicing)

Last Name/First Name or Company Name: _____
Street, Nr.: _____ Postal Code, City: _____
Country: _____

Previous qualifications

Professional qualification as: _____
Length of professional experience: _____ years as: _____

How did you find us?

Printmedia:	☐ daily press	Internet:	☐ search engine	Recommendation:	☐ friends/colleagues
	☐ journal		☐ education portal		☐ employer
other:	☐ _____				

Information:

Registration is only possible if all required information has been provided completely and accurately. Once we have received your application, we will verify that all required documents have been submitted and that you meet the admission requirements for the selected course.

If your application is successful, we will send you a contract confirmation. The course fee is due upon receipt of the contract confirmation. The payment deadline depends on the selected course start date and will be specified in the contract confirmation.

The contract becomes effective upon receipt of payment by the Institute of Distance Learning. The minimum contract term is six months.
(continues on the following page)

For distance learning modules extending over several semesters, there is no obligation to continue in the following semester. Once the contract has become effective, you will be registered as a participant on our online learning platform. Your first and last name, place of residence (excluding your street address), and email address will be visible only to participants and lecturers enrolled in the same course. This information is required to facilitate communication among course participants and with the Institute of Distance Learning.

To participate in our courses, you will need a computer (desktop, laptop, or equivalent device) with internet access. Participants in the BIM course: *Building Information Modeling with Revit software* must have a valid Autodesk Revit licence or purchase the required number of Autodesk Flex Tokens themselves. In addition, they are responsible for ensuring that their computer meets the hardware and system requirements necessary to run the software reliably. Further specifications regarding the software used for the course (e.g. version and language), are provided on the course website and FAQs.

If video conferences are held as part of the course, they are generally recorded so that participants can access the recordings at a later date. The recordings are made available exclusively within the respective course and will be deleted after the course has ended.

We reserve the right to limit the number of participants if demand is exceptionally high or to cancel a module if the minimum number of participants is not reached.

I would like to register for the following course:

Distance Learning course:	BIM: Building Information Modeling with Revit software
Duration:	2 months
Fee (total) EUR:	€1,750 (VAT exempt)
Course Start:	October of the corresponding year

- ☐ Additionally I would like to register for the buildingSMART “Professional Certification - Foundation” exam.
Exam Fee: €357 (including 19% VAT)

Repeat Fees:

If participants need to retake or repeat the course or the exam, an additional fee will be charged.

Course Repeat Fee: €300 (VAT exempt)

buildingSMART Exam Repeat Fee: €178.5 (including 19% VAT)

To process your application, we require the following consents (please tick both boxes below):

- ☐ Yes, I agree to the processing of my personal data.
- ☐ Yes, I have read and agree to the terms and conditions set out in the document '[General Regulations for Continuing Education Programmes at the Institute of Distance Learning \(Fernstudieninstitut\)](#)' and acknowledge the [Cancellation Policy](#).

Please submit the completed application form together with a copy of your ID to fsi@bht-berlin.de.

Thank you for your interest in our courses. We look forward to welcoming you as a participant!