



Alice Salomon Hochschule Berlin
University of Applied Sciences

Master of Arts

Intercultural Conflict Management

(MA-ICM)

Fee Guideline 2025

ash-berlin.eu/icm

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Fee Guideline 2025

1. Administration Fee

A one-off payment of EUR 300.00 is due for registration within one week after the receipt of the e-mail “Preliminary Admission to the Program”. You can only be granted full admission to the program **Master of Arts “Intercultural Conflict Management”** at Alice Salomon University of Applied Sciences Berlin, Germany if the university has received this registration fee on time. As soon as we have received your payment, we will issue the necessary documents for you to proceed with your preparations (Letter of acceptance, student contracts, and your visa invitation).

The registration fee is a non-refundable fee that covers the evaluation the student’s application and credentials. It is not a pre-payment of tuition or any other charges.

The bank details can be found below under point 6. of this document.

Once your payment has been received, we will issue the necessary documents for your enrollment, including:

- **Letter of Acceptance**
- **Student Contracts**
- **Visa Invitation Letter** (if applicable)

2. Public transportation ticket for students (“Semester ticket”)

Students in Berlin must purchase a public transportation ticket with student discount. This purchase is mandatory, because the semester ticket is based on the principle of solidarity, meaning that all students pay a mandatory fee each semester, regardless of whether they use the ticket or not, and thus support each other. The fee may vary and the students will be notified in advance. The deadline for the transfer of the semester ticket fee announced beforehand via email.

The cost of the semester ticket is currently **EUR 208,80**.

3. Tuition Fee

The over-all tuition fees for the whole program Master of Arts “Intercultural Conflict Management” (MA-ICM) are currently **EUR 9,170.00** for full-time degree students.

The installment for the first semester of **EUR 2,640.00** must be transferred no later than **June 30th, 2025 after your admission**.

There are three options for paying the tuition fees:

Option 1: Full payment

Paying the total amount of **EUR 9,170.00**.

Option 2: Payment per Semester

The tuition fees can be paid each semester, with a payment of 2640 EUR for each of the first three semesters ($3 \times 2640 = 7920$) and one payment of 1250 EUR for the last semester.

The installments are due:

June 30, 2025 for winter semester 2025/2026

January 15, 2026 for summer semester 2026

July 15, 2026 for winter semester 2026/2027

January 15, 2027 for summer semester 2027

Option 3: Payment in installments

Tuition fees can be paid as transactions of **EUR 440.00 per month for the first three semesters**. The semester ticket is excluded in this option. Semester tickets have to be purchased with a separate payment, as mentioned above. For the last semester, it is possible to pay in one installment of **EUR 1250.00** or in two installments of **EUR 625.00** each. Other payment options can be given permission upon consultation with the program manager.

Please note that, while payment in installments is possible, the tuition fees for the first semester must be paid entirely before the beginning of the first semester. For example, if you receive your admission at the beginning of July, you will be able to pay the first semester tuition fee in three installments of EUR 880.00 for the months of July, August and September. From October onward, the installment payment scheme outlined above (EUR 440.00 per month) will apply.

Please inform us via e-mail which option you would like to choose.

4. Penalty for delayed payments

Please note that, as mentioned in the student contract, delayed receipts of payment can be fined with EUR 19.90! If the student fails to pay the fees after receiving a demand note and a final deadline, the university is entitled to cancel the student contract and ex-matriculate the student from the program. For the enforcement of claims further legal actions can be taken.

5. Important Information Regarding Tuition Fee Obligation

By signing the study contract, you commit to the full tuition fee for the entire duration of the program (four semesters), regardless of whether you complete the program or choose to withdraw at any point after enrollment.

This means specifically:

- Once you officially start the program on **October 1st**, you are obligated to pay the full tuition fee for the Master's program, even if you decide to leave the program before completing the four semesters.

- If you decide not to start the program, you must notify us by **September 30th**. In this case, you will not be required to pay the tuition fee. Any tuition fees already paid will be refunded. However, the **administrative fee of 300 EUR** is non-refundable.
- Failure to pay tuition fees after a final payment notice may result in the termination of the student contract and **ex-matriculation** from the program.

Exception in Case of Social Reasons:

If you experience exceptional social or personal circumstances, you may submit a written plea addressed to the President of the Alice Salomon University, requesting to be exempted from the remaining tuition fee payments. Please note that this is only a possibility, and the President may decide against your plea.

It is important to carefully consider your decision before signing the contract, as this agreement ensures the financial commitment for the entire program.

Legal Action: The university reserves the right to take **legal action** if payment claims are not settled.

Final **Master's Certificates** will only be issued **once all tuition fees have been paid in full**.

6. ASH's Bank details

We only accept payments by bank transfer. The bank details of the Alice Salomon University of Applied Sciences are:

Alice-Salomon-Hochschule Berlin
Bank: Landesbank Berlin
International Swift-Code (BIC): BELADEBE
International Bank Account Number (IBAN): DE74 1005 0000 6604 0672 79

Important Information for transactions:

Please make sure to always indicate "**MA-ICM**" and **YOUR FULL NAME** as reason for payment, so payments can be assigned correctly by the ASH bookkeeping office!

7. Scholarships

You can find an extensive list of scholarships and funding opportunities on our [website](#).

In case you have applied for a scholarship, please hand in the exact details of the organization's **name and address**, and by what date an official approval of your application is to be expected.

We are very much looking forward to seeing you soon!

Kind regards,

SWHR Team & ICM Team