



German Courses 2017

1.) Group Courses Intensive

offered according to student's level

- Course 1 Beginners A1** Duration: 2 months
 Textbook: Passwort Deutsch 1 & 2, Klett-Verlag
- Course 2 Beginners A2** Duration: 2 months
 Textbook: Passwort Deutsch 2 & 3, Klett-Verlag
- Course 3 Intermediate B1** Duration: 4 months
 Textbook: Passwort Deutsch 4 & 5, Klett-Verlag
- Course 4 Intermediate B2** Duration: 4 months
 Textbook: Prima B2, Band 6, Verlag Cornelsen
- Course 5 Superior C1** Duration: 4 months
 Textbook: Prima C1, Band 7, Verlag Cornelsen

All courses are Intensive Courses in small groups and meet as follows:

5 - 12 students, Monday to Friday, morning and afternoon courses = 20 lessons per week

Starting Dates 2017:

09.01./06.02./06.03./03.04./08.05./12.06./10.07./07.08./04.09/02.10./30.10./27.11.

Course Fees:

One-time registration fee € 30,- // From the 3rd. month: course fee = 260,- € per month

Duration	Discount price by paying in advance
1 week	€ 89,-
1 month	€ 289,-
2 months	€ 499,-
3 months	€ 699,-
4 months	€ 899,-
5 months	€ 1099,-
6 months	€ 1299,-
7 months	€ 1450,-
8 months	€ 1650,-
9 months	€ 1850,-
10 months	€ 2050,-
11 months	€ 2250,-
12 months	€ 2450,-

Each additional month = € 200,- monthly

2.) Private Courses

Individual intensive courses: Course Fee: € 675

25 private lessons (45 min. each) within a maximum 8 -week period. Lessons are scheduled Monday to Friday, between 8.30 a.m. to 9 p.m., to be arranged with the instructor.
 For other courses and more information please see our sheet "course offer"



Contract for German group course 2017

Surname: _____ Name: _____ Nationality: _____
 Sex: Female Male Date of birth / place: _____
 Address: _____ : _____
 email: _____ Tel.: _____ Passport number: _____

- | | |
|--|---|
| <input type="checkbox"/> Beginners A1a
Textbook: : Passwort Deutsch 1, Klett | <input type="checkbox"/> Beginners A1b
Textbook: Passwort Deutsch 1 & 2, Klett |
| <input type="checkbox"/> Beginners A2a
Textbook: Passwort Deutsch 2 & 3, Klett | <input type="checkbox"/> Beginners A2b
Textbook Passwort Deutsch 3, Klett |
| <input type="checkbox"/> Intermediate B1a/b
Textbook: Passwort Deutsch 4, Klett | <input type="checkbox"/> Intermediate B1c/d
Textbook: Passwort Deutsch 5, Klett |
| <input type="checkbox"/> Intermediate B2 a/b
Textbook: Prima B2, Band 6, Cornelsen | <input type="checkbox"/> Intermediate B2 c/d
Textbook: Prima B2, Band 6, Verlag Cornelsen |
| <input type="checkbox"/> Advanced C1ab
Textbook:Prima C1, Band 7, Cornelsen | <input type="checkbox"/> Advanced C1
Textbook:Prima C1, Band 7, Verlag Cornelsen |

Starting date:

Duration of the course: month/s. One month course lasts 4 weeks.
 Number of lessons: 5-12 students = 20 lessons a week, morning or afternoon.
 The course fee has to be paid in advance.

- New students have to pay the one-time registration fee of € 30
- | | |
|---|---|
| <input type="checkbox"/> 1 month = € 289,- | <input type="checkbox"/> 2 months = € 499,- |
| <input type="checkbox"/> 3 months = € 699,- | <input type="checkbox"/> 4 months = € 899,- |
| <input type="checkbox"/> 5 months = € 1099,- | <input type="checkbox"/> 6 months = € 1299,- |
| <input type="checkbox"/> 7 months = € 1450,- | <input type="checkbox"/> 8 months = € 1650,- |
| <input type="checkbox"/> 9 months = € 1850,- | <input type="checkbox"/> 10 months = € 2050,- |
| <input type="checkbox"/> 11 months = € 2250,- | <input type="checkbox"/> 12 months = € 2450,- |
-additional Months at € 200 each = €.....

Deposit: _____ **outstanding payment:** _____
Total price by payment monthly, per month 260,-€ :
Special agreements:

The student has knowledge about the general business conditions for German courses.
 Cologne, date: _____ Student's signature _____ Office signature _____

1. Time of extension: _____ month, price: _____ € in _____ instalments. date: _____ student's signature: _____
2. Time of extension: _____ month, price: _____ € in _____ instalments. date: _____ student's signature: _____
3. Time of extension: _____ month, price: _____ € in _____ instalments. date: _____ student's signature: _____



Information for the student

1. To obtain *the visa for learning or studying in Germany*, you have required registering for a German course. For a contract it is necessary to pay a deposit. If the visa is not given, you can cancel the contract before the course begins and the amount will be refunded : (all prices are in €)

Duration of the course	Course fee	Amount of deposit	withdraw when the contract is cancelled	Repayment by cancellation before the course begins
3 months	699 + 30	729	-200	529
4 months	899 + 30	729	-200	529
5 months	1099 + 30	729	-200	529
6 months	1299 + 30	729	-200	529
7 months	1450 + 30	729	-200	529
8 months	1650 + 30	729	-200	529
9 months	1850 + 30	729	-200	529
10 months	2050 + 30	729	-200	529
11 months	2250 + 30	729	-200	529
12 months	2450 + 30	729	-200	529

- 2) Please fill out the group course contract, indicate exactly the duration of the course and send it to us per post or per fax.
- 3) Transfer the deposit to our bank account, so we can send to you the certification that you're registered for a German course.
- 4) With this certification you can apply for a resident visa at the German Embassy.

For example: you would like to attend a German course for 6 months at our school. Mark with a cross the 6 month course contract, total price is 1329 €. Send us back the contract and deposit (as it has been mentioned before) the amount of 729€ to our account. As soon as we receive the transfer and the contract, we will send to you the certification, with which you should go to the German embassy.

Attention. The German embassy will need some other documents apart from the language school. If you don't receive the visa, you will get your deposit back except the cancellation fee 200€, so you will receive 529€ back.

Bank adress: Sparkasse Köln Bonn, Gotenring 1, 50679 Köln
BIC/SWIFT CODE: COLSDE33.
IBAN: DE16 3705 0198 1930 5980 14.
Account Name: Fremdsprachenforum



General Business Conditions for German Group Courses.

- 1). The course fee includes the cost of the lessons, the rooms, and administration. In addition we make a single charge of 30 €. (This is for photo copies, certificates, tests and diplomas). Students must supply their own text books.
- 2). On registration for a course there is a deposit of 130 € to be paid. This will be offset against the last instalment due to be paid. The deposit guarantees the student a place on the desired course as long as the conditions at clause 5 are satisfied. This is not valid if the participant fails to appear at the start of the course.
- 3). Participants in German courses must pay the first instalment before the course begins. Payment of the next course is due at the start of the fourth week's tuition.
- 4). A course month is four weeks long, not a calendar month. Lessons lost due to bank holidays are not usually substituted, only when more than two fall in the same month.
- 5). If there are too few students to form a group, the student has the right to have single lessons for the same price but for a reduced number of hours. If a group course has less than four people, the weekly tuition time will be reduced on grounds of the higher effectiveness of small groups: 4 people 12 teaching hours & 3 people 8 teaching hours.
- 6). A termination of contract during the contract time (i.e. the period between the signing of the contract and the fulfilment of that contract by Fremdsprachenforum) is not possible. Fremdsprachenforum is only prepared to agree to a termination by the student in the following cases:
 - 1). Refusal of a visa. 2). Death. 3). Illness. 4). Pregnancy. 5). Removal to a distant place.In these cases you have to pay a cancellation fee: the amount of the fee is 20% of the total course price, minimum 130,-€. In case of the above named grounds for termination, they are to be confirmed with the appropriate documents. For example, the refusal of a visa (1) should be confirmed with the official notification of the German embassy from the appropriate country, or a doctor's certificate (3&4). If the termination is accepted by Fremdsprachenforum, we will refund the following from the deposit already paid. Please read about our paper about information for the student.

Should the participant not wish to give notice, but postpone the beginning of the course, this is possible on condition that we are informed at least one week before the originally planned beginning of the course. If the participant or representative does not inform us in advance in cases such as the one above, they will be regarded as absent and then the monthly fee (280,-) will be offset against the deposit. Please make a note of the name of the person you speak to as well as the date and the time to avoid later misunderstandings. The period of notice is four weeks. There are no legal grounds of appeal against this.
- 7). On request, we will supply a confirmation of registration for people who need proof of their reason for staying in Germany to obtain a visa. Please read our information paper for student about deposit amount for visa.

If the participant is not in Germany at the time the contract is signed, a representative can take over the registration. This person's signature obliges them to take over responsibility for the payment of all fees on the signed form.

We emphasise strongly that the contract is binding for all courses.
- 8). If a participant in a group course does not take part one or more times in a lesson, they have no right to be compensated.
- 9). All courses lead, when not otherwise contractually agreed, (e.g. DSH-examination), to preparation for the exam for Foreign Language Secretary for the IHK (Chamber of Trade). For special courses, (e.g. private study or company courses) we have to include VAT (19%) in the bill.
- 10). We accept no responsibility for courses which take place outside the school at the student's wish.

Cologne, October 2015

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Account Name: Fremdsprachenforum