



German Courses 2019

1.) Group Courses Intensive

offered according to student's level

Course 1 Beginners A1 Duration: 2 months

Textbook: Netzwerk A1.1 + A1.2, Klett

Course 2 Beginners A2 Duration: 2 months

Textbook: Netzwerk A2.1 + A2.2, Klett

Course 3 Intermediate B1 Duration: 4 months

Textbook: Netzwerk B1.1 + B1.2, Klett

Course 4 Intermediate B2 Duration: 4 months

Textbook: Mittelpunkt B2.1 + B2.2, Klett

Course 5 Superior C1 Duration: 4 months

Textbook: Erkundungen C1, Hueber

All courses are Intensive Courses in small groups and take place as follows:
 5 - 12 students, Monday to Friday, morning or afternoon = 20 lessons per week

Starting Dates 2019:

07.01./04.02./05.03./01.04./05.05./03.06./01.07./29.07./26.08./23.09./28.10./25.11.

Course Fee:

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 2019

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

- | | |
|--|--|
| <input type="checkbox"/> Beginners A1a
Textbook: : Netzwerk A1.1, Klett | <input type="checkbox"/> Beginners A1b
Textbook: Netzwerk A1.2, Klett |
| <input type="checkbox"/> Beginners A2a
Textbook: Netzwerk A2.1, Klett | <input type="checkbox"/> Beginners A2b
Textbook: Netzwerk A2.2, Klett |
| <input type="checkbox"/> Intermediate B1a/b
Textbook: Netzwerk B1.1 | <input type="checkbox"/> Intermediate B1c/d
Textbook: Netzwerk B1.2 |
| <input type="checkbox"/> Intermediate B2 a/b
Textbook: Mittelpunkt B2.1, Klett | <input type="checkbox"/> Intermediate B2 c/d
Textbook: Mittelpunkt B2.2, Klett |
| <input type="checkbox"/> Advanced C1ab
Textbook: Erkundungen C1, Hueber | <input type="checkbox"/> Advanced C1
Textbook: Erkundungen C1, Hueber |

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*, it is required to have a registration 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 start 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 in the contract form, indicate the exact duration of the course and send it back to us by email or per fax.
- 3) Transfer the deposit to our bank account, so we can send to you the confirmation that you're registered for a German course.
- 4) With this confirmation paper you can apply for a visa at the German Embassy in your home country.

For example: you would like to attend a German course for 6 months at our school. Put your aspired starting date on the contract form and the duration of 6 months. The minimum total price is 1329,-€. Send us back the contract and transfer the deposit (as mentioned before) of 729€ to our account. As soon as we receive the transfer and the contract, we will send to you the confirmation/invitation letter, with which you can 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 be refunded your deposit except for the cancellation fee of 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 one-time charge of 30,-€. (This is for photocopies, certificates, tests and any other paperwork by FSF). Students must buy their own text books.
- 2). On registration for a course in advance, there is a deposit of 130 € to be paid. This will be offset against the last due instalment of the total course fee. The deposit guarantees the student a place in the desired course as long as the conditions in clause 5 are fulfilled. 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 participants, the weekly tuition time will be reduced on grounds of the higher effectiveness of small groups:
4 people → 12 units of 45 minutes // 3 people → 8 units of 25 minutes
- 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). Relocation 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 reasons 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 (289,-€) 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, unless 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

Bank adress: Sparkasse Köln Bonn, Gotenring 1, 50679 Köln

BIC/SWIFT CODE: COLSDE33.

IBAN: DE16 3705 0198 1930 5980 14.

Account Name: Fremdsprachenforum, Fremdsprachenforum Lindenstr. 19 50674 Cologne (Butzküben Gerber GbR)

A) Written consent according to data protection

The **personal data** specified in the contract, in particular name, address, telephone number and bank data, which is only necessary for carrying out the resulting contractual relationship, shall be collected on the basis of statutory authorization.

Any further use of personal data and the collection of additional information requires the consent of the person concerned. You can voluntarily grant such consent in the following section.

In some cases we would like to make information about events from our school life accessible to a larger public. This, however, could also be individual-related information.

We, therefore, intend to publish texts and photos that are relevant with educational work or school events. In addition to class photos, these could also include personal information about school trips or excursions, student exchange programs or educational projects.

We would like to ask for your consent in the following.

B) Consent to the use of data for further purposes

I hereby consent to the publication of my personal data including photos in the following

media: Yes No

Press and school brochures, Facebook and social media,

Internet under the homepage of the school www.fremdsprachenforum.com

See the note below!

[Place, date, first name, name] [signature of the participant]

C) Rights of the person concerned: information, correction, cancellation and blocking, right of objection

According to Article 15 of the GDPR, you are entitled at any time to request from the credit institution XYZ (contractual partner) **extensive information** on any data stored concerning you.

According to Article 17 of the GDPR, you can at any time request the **correction, deletion and blocking** of individual personal data from the credit institution XYZ (contractual party).

In addition, you can make use of your right of objection at any time without stating reasons and amend or revoke the given declaration of consent with effect for the future. You can submit the cancellation either by post, by e-mail or by fax to the contractual party. No further costs will arise for you except the postage or transmission costs according to the existing base rates.

The granting of rights concerning photos takes place without pay and also includes the right to edit, as far as the processing is not disfiguring. As a rule, no names are added to the photos. Sound, video and film recordings are not included in this consent.

The consent is revocable at any time in writing to the school directors. As far as printing works are concerned, the consent is no longer revocable once the printing order has been **issued. If the consent is not revoked, it is valid for an unlimited period of time, ie. beyond the school year and also beyond the school membership.**

The consent is voluntary. The non-grant or revocation of consent does not result in any disadvantages.

Publications on the Internet / Privacy Policy Note :

When published on the Internet, personal information (including photographs) can be accessed and stored worldwide. The data can thus also be found via so-called "search

engines". It cannot be ruled out that other people or companies associate the data with other personal data available on the Internet and thus create a personality profile, modify the data or use it for other purposes.