



## GERMAN LANGUAGE COURSE PROGRAM IN BERLIN, MUNICH AND COLOGNE

# MANUAL

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## Dear Partner,

Thank you very much for taking your time to read this manual carefully. It contains important and useful information to facilitate your customer consulting and will contribute to a good and successful working relationship!

## Florian Meierhofer Owner

**BWS GERMANLINGUA** was founded in 1984 and since then has offered German language courses for foreign students. BWS Germanlingua has developed an excellent reputation among international students due to its high level of teaching and friendly atmosphere. The large number of students who return to our school each year is proof of our success.

**BWS GERMANLINGUA'S** course program is very varied and offers many possibilities for customized services and extra activities during the stay of the students at our institute.

### **BWS GERMANLINGUA IS A MEMBER OF**

-  **International Association of Language Centres**  
IALC International Association of Language Centers.  
IALC schools are distinguished by their personal service and commitment to high quality language training. The IALC Quality Scheme and Code of Ethics ensure that the schools are highly professional and successful in their field.
-  **FDSV**  
Fachverband Deutscher Sprachreise-Veranstalter e.V.  
FDSV Fachverband Deutscher Sprachreise-Veranstalter e.V.

### **BWS GERMANLINGUA IS RECOGNIZED BY**

-  **ipsl** institute for global learning  
BWS Germanlingua has the official accreditation through IPSL to issue US-credits. IPSL is officially recognized and legally authorized to issue academic credentials through the graduate (Master's) level. This means IPSL has the authority to issue academic credit via official transcripts.
-  **CSN** Centrala studiestödsnämnden which therefore allows Swedish students to receive funds and loans to study at BWS Germanlingua
- The government of China



**OUR BWS TEAM WILL BE PLEASED TO ANSWER ANY FURTHER QUESTION YOU MAY HAVE:**

Florian Meierhofer	Owner
Nico Kögl	Executive Director, Sales, Counselling Service for Visa, Job, University
Sara Lindenmeier	Vice School Director Munich & Marketing
Laureen Kramer	Director of Studies, School Director Berlin
Nicolai Schnatmeyer	School Director Cologne
Caroline Schwarz	Student Service Coordinator
Raisa Polyak	Booking, Enquiries and Housing
Renate Eichmeier	University Counselor
Ana Lucia Hurtado Meza	Assistant Office Manager Berlin
Melanie da Silva	Marketing Assistant
Luis Angel Salazar Contreras	Student Service Coordinator Cologne

**OFFICE HOURS MUNICH HEAD OFFICE:**

Monday to Thursday: 9.00 am - 5.00 pm

Friday: 9.00 am - 2.00 pm

**CONTACT:**

Email: [info@bws-germanlingua.de](mailto:info@bws-germanlingua.de)

Tel: +49-(0)89-59 98 92-10 (Enquiries and Bookings, Housing)

+49-(0)89-59 98 92-12 (Special Enquiries, Complaints, Marketing, Agreements)

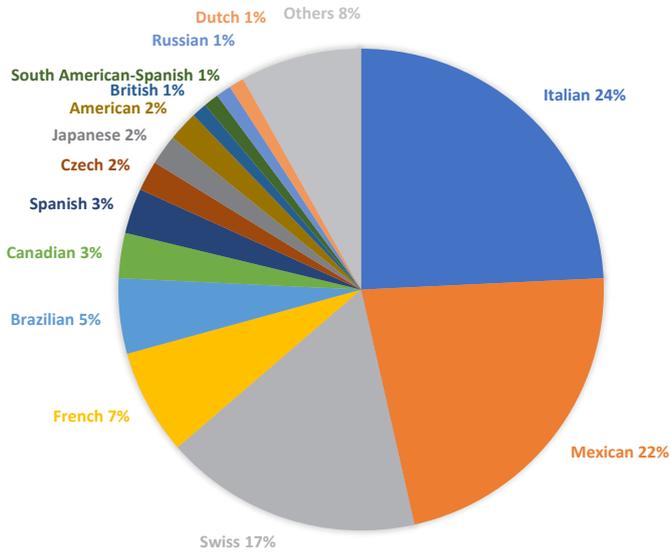
**EMERGENCY HOTLINE:**

Contact Person: Raisa Polyak

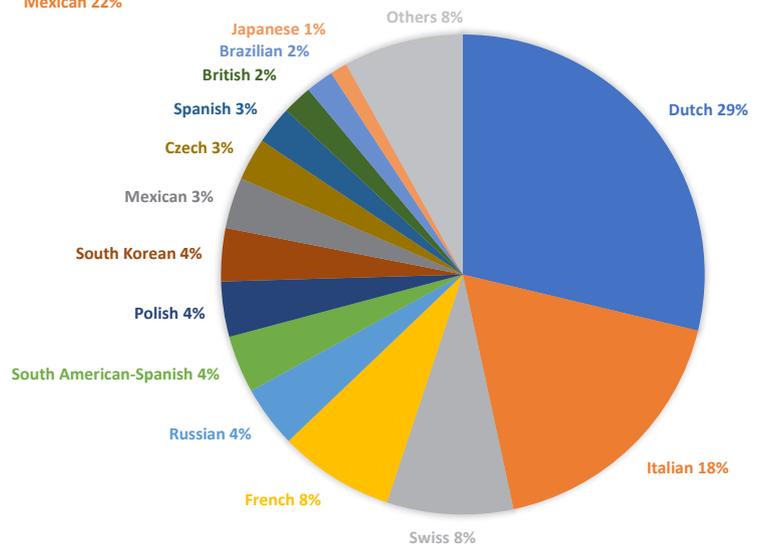
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## OUR STUDENTS COME FROM OVER 50 COUNTRIES

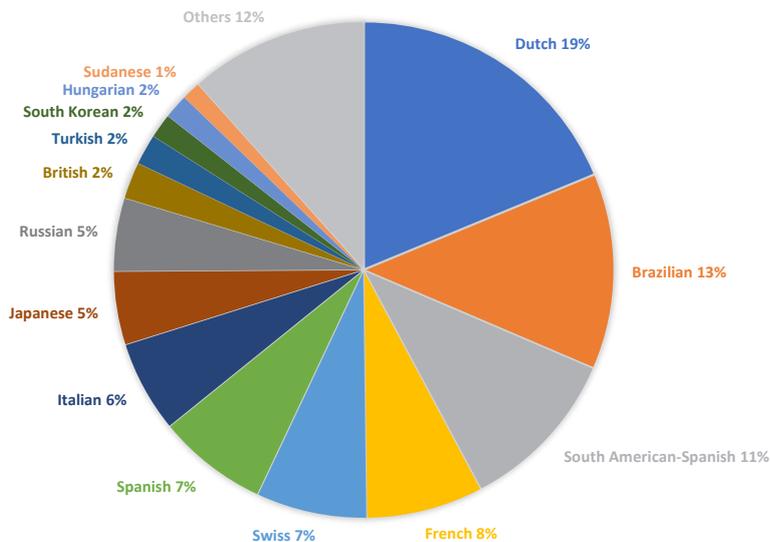
**MUNICH**



**BERLIN**



**COLOGNE**



Location		June	July	August	September	other months
<b>MUNICH/BERLIN/COLOGNE</b>	<b>students per group</b>	6-8	8-12	8-12	6-10	4-8
	<b>average age</b>	26	22	23	24	27

## **KEY FACTS ABOUT OUR GERMAN LANGUAGE INSTITUTE:**

- founded in 1984
- member of IALC International Association of Language Centers
- member of FDSV Fachverband Deutscher Sprachreise-Veranstalter e.V.
- specializing in German as a foreign language
- three schools in the very city centers of Munich, Berlin and Cologne
- easy to reach with public transportation
- quality courses for adults (min. age 16)
- 6 levels all year round
- starting dates: every Monday, except absolute beginners (once a month, see page 12 for dates)
- small group courses
- accommodation in home stay, school-owned shared and studio apartments
- diverse cultural program and social activities included
- free internet access and Wi-Fi at school
- immediate response to inquiries, individual support and advice
- additional bookings/service like visa support, internship consultancy etc. available
- excellent reputation and high quota of repeaters
- friendly, welcoming atmosphere with highly motivated and qualified staff
- multicultural mix of students from all over the world
- standard and intensive German courses
- individual tuition
- tailor made courses for closed and mixed groups
- exam preparation
- Business German, German for hotel & tourism, banking, lawyers, technicians, musicians
- Pathway Admission Course
- Vocational Training program



It is **high quality** → we are a long-standing member of **IALC** and 9 times nominated for the **STM Awards**

**Very central location** of the schools

Great choice of **accommodation**

Not too big and **very friendly** atmosphere

Fantastic **nationality mix**

**Max. 12 students** compared to other German schools with 15-20 students per class

## GENERAL GERMAN

Course type	Schedule	Lessons per week	Duration/ weeks	Levels	Age	Max. group size
<b>STANDARD COURSE</b>	Mon–Fri 9.30 am - 1 pm In summer also: Mon–Fri 2.30 pm - 6 pm	20	1 - 48	A1 – C2	16 +	12
<b>INTENSIVE COURSE</b>	Mon–Fri 9.30 am - 2 pm In summer also: Mon–Fri 1.15 pm - 6 pm	25	1 - 48	A1 – C2	16 +	12
<b>COMBINED COURSE</b> group course + one-to-one lessons	Mon–Fri 9.30 am - 1 pm In summer also: Mon–Fr 2.30 pm - 6 pm one-to-one lessons by appointment	20 + 5 20 + 10	1 – 48	A1 – C2	16 +	12 + 1-to-1
<b>MINI-GROUP COURSE</b>	Mon–Fri 9.30 am - 1 pm NOT AVAILABLE in July and August	20	1 - 40	A1 - C1	16 +	6
<b>INDIVIDUAL TUITION</b>	by appointment from 2.00 pm onwards	10, 20, 25	1 - 48	A1 - C2	16 +	1
<b>CITY-COMBI-COURSE</b>	Students can choose the course they like (Standard, Intensive, Mini-Group, Individual Tuition or Combined Course) and split the weeks up between Munich, Berlin and Cologne at no extra costs.					

All courses are offered in Berlin, Munich and Cologne and are organized Monday to Friday. **EACH LESSON LASTS 45 MINUTES.**

Students who have at least a basic German knowledge can start the course every Monday.

For **ABSOLUTE BEGINNERS** special **STARTING DATES** apply (see page 12)!

Our BWS Germanlingua language certificate will be provided at the end of each course stating duration of course and level achieved.

## **GERMAN A1 - BEGINNER**

Basic course for beginners with no previous experience of German. Basic vocabulary and grammar. Elementary conversation and dialogue patterns will be practiced, so that the student can understand and use familiar everyday expressions and very basic phrases.

## **GERMAN A2 - ELEMENTARY I**

Basic course for beginners with few previous skills in German. Extension of basic vocabulary and grammar. Elementary conversation and free dialogue on given themes will be practiced, so that the student can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. family information, shopping, geography, employment).

## **GERMAN B1 - ELEMENTARY II**

For beginners with limited skills in German who have passed the necessary placement test for this course. Elementary grammar and vocabulary will be revised and enhanced. Training in syntax and free communication in everyday situations, so that the student can deal with the main points of work, school, leisure and travel situations and can describe experiences and events, dreams, hopes & ambitions.

## **GERMAN B2 - INTERMEDIATE I**

For those with previous German language skills who have passed the necessary placement test for this course. Further development of intermediate German skills. Complex grammatical structures will be discussed in detail. Training in communication will be taught whilst extending the vocabulary, so that the student can express himself with a certain degree of fluency and spontaneity and can produce clear texts on a wide range of subjects and explain a viewpoint.

## **GERMAN C1 - INTERMEDIATE II**

For those who have taken the Intermediate I course or have passed a placement test for the Intermediate II course. Continuation of the Intermediate I course. Work with texts from newspapers, regional studies and literary texts. Focus on text analysis and the ability to produce texts enables the student to express himself fluently and correctly without much searching for expressions.

## **GERMAN C2 - ADVANCED**

For students with very good German language skills who have taken the Intermediate II course or have passed an advanced placement test. Verbal written skills will be trained with complex linguistic, literary and scientific texts. Special emphasis is given to the perfection of auditory understanding and expression, so that the student can produce clear, well-structured, detailed text on highly complex subjects.

## **PLACEMENT TEST**

The placement test enables us to find the right level for each student. It can be done online at:

**[www.bws-germanlingua.de/test](http://www.bws-germanlingua.de/test)** and should be completed at least two weeks before the arrival of the student. Only in case a student has no possibility to do the test online, he or she can do it upon arrival on Monday at 8:15 AM.

## **BUSINESS GERMAN**

General German course + 3 or 6 lessons/week Business German + social activities

Levels: A2 and above

Our business language courses are designed for learners who need the German language for their job. These courses convey knowledge in oral and written language usage which is needed for communication with German business partners. Students will attend one of our General German courses in the morning and in the afternoon they will have 3 or 6 lessons of business German per week in a very small group of max. 2 participants. (In summer the schedule can be vice versa.) Due to the small number of participants, the individual requirements of each student can be focused on. Business German courses are offered in the following professional areas: Economy, hotel and tourism, marketing, banking, law, medicine and technology.

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## **PREPARATION FOR EXAMS**

General German Course + 3 or 6 lessons/week Exam Preparation + social activities

Levels: B1, C1, C2

These courses offer preparation for the exams of TELC and Goethe Institute and for the entrance examination of German universities. While in the standard course the linguistic basis of German will be covered, the preparation course for exams focuses on the practice of examination tasks. Students will attend one of our General German courses in the morning. In the afternoon, they will have 3 or 6 lessons of preparation for the exams in small groups of max. 2 participants. (In summer, the schedule can be vice versa.) We offer preparation for the following exams: Students in the Elementary level can prepare for the Zertifikat B1 (formerly ZD). Students in the Intermediate level can take part in training for the Zertifikat C1 (formerly ZMP), the Deutsche Sprachprüfung für den Zugang ausländischer Studienbewerber (DSH) or the TestDaF; and students in the Advanced level have the opportunity to prepare for the Zertifikat C2 (formerly ZOP). We highly recommend all long term students at BWS Germanlingua, who would like to take one of these exams, to book 4 to 8 weeks of preparation for exams in addition to the standard course, due to the fact that the exams have become more and more difficult since the reformation.

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## **GERMAN PRONUNCIATION**

General German Course + 3 or 6 lessons/week German pronunciation + social activities

Levels: all

This course is designed for students who need a perfect pronunciation in German, e.g. for job purposes. Students will attend one of our General German courses in the morning and in the afternoon they will have 3 or 6 lessons of German pronunciation in small groups of max. 2 participants. (In summer the schedule can be vice versa.)

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### **ENGLISH LESSONS**

General German Course + 3 or 6 lessons/week English, for a minimum of 2 weeks

Levels: all

BWS Germanlingua offers German courses combined with English courses for those who want

- to refresh or extend their knowledge of English
- to prepare for studies in Germany with lectures in English like e.g. Master of Business Administration (MBA), Communication Engineering;
- to prepare for the International Baccalaureate (IB).

Students will attend one of our General German courses in the morning. In the afternoon they will have 3 or 6 lessons of English per week in a small group of max. 2 participants with a native English teacher. (In summer, the schedule can be vice versa.)

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### **VISA INVITATION LETTER**

The student will get an invitation letter, which he/she will need for the visa application. In case of problems, we contact the German embassy in the home country and the visa officers in Germany. However, we cannot guarantee that everyone will be successful in obtaining a visa. Our service fee has to be paid in advance and is not refundable. Fees for visa issue have to be paid directly to the German embassy in the home country.

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### **UNIVERSITY PLACEMENT PROGRAM**

BWS Germanlingua will take care of the placement at a German University and provide assistance and counseling in regards to getting your visa and opening the blocked bank account.

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### **TRANSFER SERVICE**

We offer one-way or return transfer service to/from the airport as a service which can be booked at an extra cost. We work together with reliable transport service companies and private persons (host families) who carry out these transfers.

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## STARTING DATES

**EVERY MONDAY** (except for absolute beginners)

Starting dates for absolute beginners:

**6 Jan (07 Jan in Munich) / 3 Feb / 3 Mar / 31 Mar / 18 Apr / 26 May / 23 Jun / 7 Jul / 21 Jul / 4 Aug / 25 Aug / 22 Sep / 20 Oct / 17 Nov 2025**

## PUBLIC HOLIDAYS

The school is closed from **22 Dec 2025 - 2 Jan 2026** and on national holidays.

Holidays are: **06 Jan (only in Munich) / 18 April / 21 April / 1 May / 29 May / 9 Jun / 19 Jun (only in Munich & Cologne) / 15 Aug (only in Munich) / 3 Oct 2025.**

There is no re-scheduling for classes missed due to these official holidays.

## OUR USUAL TIMETABLE

### Standard group course:

9.30 am – 11.00 am  
11.00 am – 11.30 am coffee break  
11.30 am – 1.00 pm

### Additionally in high season:

2.30 pm – 4.00 pm  
4.00 pm – 4.30 pm coffee break  
4.30 pm – 6.00 pm

### Intensive group course:

9.30 am – 11.00 am  
11.00 am – 11.30 am coffee break  
11.30 am – 1.00 pm  
1.00 pm – 1.15 pm coffee break  
1.15 pm – 2.00 pm

### Additionally in high season:

1.15 pm – 2.00 pm  
2.00 pm – 2.30 pm coffee break  
2.30 pm – 4.00 pm  
4.00 pm – 4.30 pm coffee break  
4.30 pm – 6.00 pm

### Mini-Group course:

Same schedule as the standard group course;  
NOT offered in July and August

### Individual lessons:

Generally held from 2.00 pm onwards

### Combined course:

Same schedule as the standard group course plus  
one-on-one tuition held before or after group classes.



I have enjoyed my time at BWS. It is a school with a good atmosphere and lovely teachers. I feel that I have picked up a fair amount and would be happy to have stayed longer. I also enjoyed the social activities on offer. I would definitely recommend BWS to other students. Many thanks

**Andrew Hogg, 34 years, Great Britain**

My time spent at BWS was brilliant. We had so much fun in class and everybody was really nice and friendly, whilst learning a lot at the same time. The school is centrally located and easy to find. I would love to come back.

**Amanda Galvin, 17, Ireland**

On my arrival, I was greeted with a very warm welcome and given very clear information on the course. The receptionist was very friendly. The teachers have a professional approach and teach in a relaxed style. The lessons are easy to understand, interesting and fun, which makes you eager to learn more. I thought it was a very refreshing way to learn and I have enjoyed it very much. The other students are extremely nice. The school seems to be very organised, clean, comfy and fresh. I am sad to leave and will be back. It is a very impressive school.

**Christine Montgomery, 48 years, Great Britain**

I only was here for two weeks, but I really enjoyed it and have learned a lot. All the people are so nice and want to help you. The atmosphere in the school is very good and the teachers take all the time for you to explain everything clearly. This year I go there definitely again and would recommend it to everybody.

**Leroy Manuhutu, 25, Netherlands**

I have to say, that the course helped me a lot with improving my German. I was in Berlin in February and during these 4 weeks I learnt much more than I could possibly learn in Poland in 2 years and now, after my second time here, I can say that I can really speak German (that is the best in these kinds of courses – you learn how to speak!) Classes are fun, we talk, we play, we do funny things and we learn much about other cultures as well! I can assure you, that after the course here you will be able to say, that you speak German.

**Urszula Fatima Antczak, 17, Poland**

From the first day to the last of my two week course, I was greeted with welcoming smiles and a warm professionalism. It was obvious that, of utmost importance was, that I was placed in a class suitable to my current ability, and that my time with the school be a positive learning experience. Very professional and knowledgeable lectures presented well-structured lessons that were clear, interactive, engaging and above all fun. A reasonable class size afforded plenty of opportunity to learn and practice each and every day. The school strives hard to provide an effective, comfortable learning environment. I highly recommend this school to anybody interested in effectively learning and confidently using the German language.

**Peter Holt, 43 years, Great Britain**

We offer a minimum of 3 social and cultural activities each week to our students. Participation is optional. Admission fees and transportation tickets, meals etc. have to be paid by each student on his/her own. Here are listed some examples of what your clients can expect:

## MUNICH:

- City tour
- Visit of one of the festivals (Tollwood, Oktoberfest, festival at the Olympiapark, Streetlife festival, Auer Dult, ...)
- Bavarian kings' residence
- Castle Nymphenburg or the famous castle Neuschwanstein
- Dachau concentration camp
- Olympic park and Olympic tower
- Deutsches Museum (museum for science and technology)
- Art museum (Lenbachhaus, Alte Pinakothek, Neue Pinakothek, Pinakothek der Moderne, ...)
- Museum Mensch und Natur (interactive museum about human beings and nature)
- Soccer in the English Garden
- Swimming in a fun swimming pool/lake
- Visit of a brewery
- Visits to theatre/concert/musical/opera
- Open-air-cinema, open-air-concerts
- Get-together in pubs, bars, clubs, restaurants
- Themed parties (e.g. barbecue party, international food party, christmas party)



## BERLIN:

- Guided city tours through districts of Berlin (architecture, history of Berlin)
- Themed guided tours (e.g. "the wall", "the DDR", "the second world war", "Berlin at night", "Panoramic view of Berlin")
- Guided tour through a German brewery
- Excursions to Potsdam, Wannsee, Babelsberg
- Museums (e.g. Checkpoint Charlie, Jewish Museum, Art Galleries, ...)
- Open-air-cinema, open-air-concerts
- Festivals (e.g. Carnival of Cultures, Street Theater Festival)
- Cookery course for German food (e.g. apple strudel)
- Beach-Volleyball on the nearby fields
- Picnic in the park
- Visits to theater/concert/musical/opera
- Sports (e.g. bowling, swimming, climbing, playing billiard)
- Themed parties (e.g. barbecue party, international food party, Christmas party)
- Get-together in pubs, bars, clubs, restaurants



## COLOGNE:

- City Tour in Cologne's old town
- Visit of the Rhine-Panorama (Cologne Cathedral, Church Great St. Martin and the Town Hall)
- Cologne Zoo
- House of fragrances 4711
- Beautiful overlook from the Lovebridge "Hohenzollernbrücke"
- Museums (e.g. Museum Ludwig, Cologne city museum, chocolate museum)
- Guided tour through a German brewery
- Open air-cinema, open-air-concerts
- Guided tour through the Archeological Zone and Jewish Museum
- Tour with the first cable car in Europe over the Rhine River
- Get-together in pubs, clubs, restaurants
- Themed parties (e.g. barbecue party, Christmas party)
- Visits to theater/concert/musical/opera
- Sunbathing and swimming in the Rheinpark
- Festivals (e.g. Cologne Carnival, Cologne Gay Pride)



## ACCOMMODATION IN A HOST FAMILY

Living in a German host family is the best and most interesting way to learn the German language and to get an insight into the German way of life. This is why most of our students prefer to be accommodated with families.

The host may be a family with children, an older couple or a single person. Our student shares the bathroom and kitchen with their hosts.

**MEALS:** Students should inform their host families about special dietary needs or allergies. As a rule, the host family should inform their guest about meal times. These times should be respected. In case that a student misses a meal, he/she has no right to demand a replacement.

**RULES:** Your clients should discuss with their host other topics personally, such as using the telephone, smoking, visits, cleaning, washing clothes and using the bathroom. Bed linen and towels are provided.

The host families may charge a few Euros per wash of the student's laundry for this additional service, providing water, washing powder, electricity etc.

The students themselves are fully liable for any damage they may cause, e.g. lost door keys.

Students must inform their host if they wish to spend the night out. Otherwise, the family is obliged to inform the school and we will inform the agent.

**AS PER GERMAN LAW, STUDENTS UNDER 18 YEARS HAVE TO BE AT HOME BY MIDNIGHT!**

**DISTANCE TO SCHOOL:** The traveling time from the host family to the school could take between 20 and 40 minutes with public transportation, which is quite usual for major cities like Munich, Berlin and Cologne.

All families are regularly checked and approved by the school management. However, given the cultural differences, misunderstandings between student and host may occur. In most cases, problems can be solved easily. Please advise your clients to contact the school staff immediately in case they feel unhappy with their accommodation.

**CHECK-IN TIME:** after 5 pm (Sunday)

**CHECK-OUT TIME:** before 12 noon (Saturday)

Extra nights upon request.

## ACCOMMODATION IN A SCHOOL-OWNED SHARED APARTMENT

The school-owned shared apartment is available for those students who would like to be more independent, but still like to be living together with other language course participants from our school. There is a fully equipped kitchen and a shared bathroom in each flat. More comfort is provided by additional equipment like a **WASHING MACHINE, DISH WASHER** and above all **WI-FI/WLAN INTERNET CONNECTION**. This type of accommodation is usually closer to the city center than the host families. Since the students will be living together with others, maximum respect is expected for the communal areas. **STUDENTS HAVE TO ACCEPT CERTAIN HOUSING RULES** regarding noise regulations, no parties, tidiness, cleaning etc. which will be handed out to the student upon arrival. Please note that lack of respect for these rules will result in immediate expulsion from the apartment and no refund of fees will be given in such cases.

**CHECK-IN TIME:** after 5 pm (Sunday)

**CHECK-OUT TIME:** before 12 noon (Saturday)

Extra nights upon request. Bed linen is provided, towels are not provided.

The school-owned shared apartment is equipped with a TV, but there is no telephone, or air conditioning! The communal areas, like bathroom and kitchen, are cleaned once a week.

Please note that the **MINIMUM AGE** for this type of accommodation is **18**.

## ACCOMMODATION IN A SCHOOL-OWNED STUDIO APARTMENT

This accommodation offers most privacy, since it provides an own apartment for the student. There is an equipped kitchenette, **Wi-Fi** and a private bathroom. The school-owned studio apartment is suitable for one person or two persons who make a reservation together. The second person will be charged an extra cost.

**STUDENTS HAVE TO ACCEPT CERTAIN HOUSING RULES** regarding noise regulations, no parties, etc. which will be handed out to the student upon arrival. Please note that lack of respect for these rules will result in immediate expulsion from the apartment and no refund of fees will be given in such cases.

**CHECK-IN TIME:** after 5 pm (Sunday)

**CHECK-OUT TIME:** before 12 noon (Saturday)

Extra nights upon request.

Bed linen is provided, towels are not provided.

The apartment is equipped with a TV and WiFi, but there is no telephone, air conditioning or washing machine!

Cleaning is done by the school before arrival and after departure of each student, but no cleanings are done from our side during the students' stay.

Please note that the **MINIMUM AGE** for this type of accommodation is **18**.

## DEPOSIT FOR THE SCHOOL-OWNED SHARED AND STUDIO APARTMENTS

BWS Germanlingua charges a **€ 300 SECURITY DEPOSIT** for staying in the **SCHOOL-OWNED SHARED APARTMENTS** and **STUDIO APARTMENTS**.

The deposit can be paid either in advance giving us **CREDIT CARD DETAILS/AUTHORIZATION** or in **CASH** on the first day of school. This is to guarantee payment of any repairs to, or replacement of damaged apartment furnishings or equipment, and/or lost keys and/or other problems that should occur due to the disregard of our housing regulations. The deposit will be given back on the last day of school, either in cash or credit card details will be shredded.

## ACCOMMODATION IN A BUSINESS SINGLE APARTMENT

This accommodation offers a high standard to those students who would like to have their own apartment. There is an equipped kitchenette and a private bathroom, as well as further amenities usually provided by hotels, such as cleaning service. This type of accommodation is comparable to a **3\* HOTEL STANDARD**.

Please note that the **MINIMUM AGE** for this type of accommodation is **18**.

## MUNICH

This friendly and lively city, situated at the foot of the Alps, has been able to preserve its unique charm which, is expressed through the typical lifestyle of its people: A mixture of tradition and receptivity towards modern life which offers entertainment to the highest degree.

### School Address:

**BWS Germanlingua, Hackenstr. 7, 80331 München**

**Tel: +49-(0)89/599 892 00, Fax: +49-(0)89/599 892 01**

**Email: [info@bws-germanlingua.de](mailto:info@bws-germanlingua.de)**

Our school is situated in a quiet, but very central area 3 minutes from Munich's central square "Marienplatz", located in a wonderful old and renovated townhouse. The school has 8 classrooms, a fully equipped kitchen and an internet room with a students' library.

**Accommodation:** We will inform the student about the address of accommodation min. 1 week before the course starting-date. Accommodation is always available from Sunday at 5 pm. Departure day is the Saturday before 12.00 noon. Extra nights due to early arrival or late departure can be booked upon availability and at an extra charge.

**Placement test:** Usually we ask the student to do a German language placement test online via our website at [www.bws-germanlingua.de/test](http://www.bws-germanlingua.de/test), since it is essential for our planning knowing the student's level in advance. This enables us to guarantee the right course level.

**First day of course:** Students should be at our institute at 9 am on the first day. Upon arrival, each student receives a "welcome package" including a bag, paper, pen, books, public transport information, information sheet about the school and Munich as well as a "verb wheel".

### Services included in the price:

- Free Internet and Wi-Fi/WLAN, Enrolment fee, language course as booked, placement test, certificate at end of the course and all course materials (books and copies)
- Arrangement of accommodation with host families (twin room with breakfast; additional charge for single room or half

board), school-owned shared apartment and school-owned studio apartment – according to booking

- 3 leisure activities per week, as for example guided sightseeing tours, the famous "Oktoberfest", German Museum, cultural attractions (festivals, theatre, opera, etc.), parties at the school, German spoken movies, international evenings, visits to beer gardens/pubs, discos, excursions to castles, lakes, other historic cities etc. Admissions and public transport to be paid by the student.

### Not included in the price:

- Public transportation
- Transfer from the airport to the family (can be booked at an extra charge)

### Fees for public transportation in Munich:

Taxi: flat charge € 5.50 + € 2.30 for every km,

Tel. Taxi head office: 089/19410

Underground, suburban trains and buses: We would recommend the "IsarCard". If the student does not need the public transport before 9.00 am, we recommend to buy the "IsarCard 9 Uhr" which is valid from 9.00 am onwards. For further details please phone to MVV Tel: 089/41 42 43 44 or [www.mvv-muenchen.de](http://www.mvv-muenchen.de)

### Important telephone numbers:

- BWS Germanlingua: Tel: 089/599 892 00, Fax 089/599 892 01, Office hours: Mon–Thu, 9 am–5 pm, Fri, 9 am–2 pm
- Emergency numbers: POLICE 110 / AMBULANCE: 112 / FIRE BRIGADE: 112 / Standby duty for pharmacies: 089 /19222 / Standby duty for medical doctors: 089 / 55 17 71 or 55 55 66
- Information on flights: 089 / 975 21 313 or on trains: 11861

**Holidays/School Closure:** On the following days classes will not be held: **6 Jan (only in Munich) / 18 April / 21 April / 1 May / 29 May / 9 Jun / 19 Jun (only in Munich & Cologne) / 15 Aug (only in Munich) / 3 Oct 2025**. There will be no rescheduling of classes missed due to public holidays. The school is closed from **22 Dec 2025 - 2 Jan 2026** national holidays.

## BERLIN

Berlin is one of the most interesting cities in Germany. Not only is it the political center, but it has a lot to offer in the areas of history, culture and spare time. This capital of Germany with an enormous cultural life and many scenic bars and cafés is the right place for students who would like to enjoy a mixture of good German teaching and experiencing leisure and fun in this various, jovial and open city.

### School Address:

**BWS Germanlingua, Winsstr. 57, 10405 Berlin**

**Tel. +49-(0)30/280 939 33, Email: berlin@bws-germanlingua.de**

Our school is situated centrally in the area Prenzlauer Berg of Berlin. The school has 8 classrooms, a student's kitchen, free internet access and a good access to the public transport system.

**Accommodation:** We will inform the student about the address of accommodation min. 1 week before the course starting date. Accommodation is always available from Sunday at 5 pm. Departure day is the Saturday before 12 noon. Extra nights due to early arrival can be booked upon availability and at an extra charge.

**Placement test:** Usually we ask the student to do a German language placement test online via our website at [www.bws-germanlingua.de/test](http://www.bws-germanlingua.de/test), since it is essential for our planning knowing the student's level in advance. This enables us to guarantee the right course level.

**First day of course:** Students should be at our institute at 9 am on the first day. Upon arrival, each student receives a "welcome package" including a bag, paper, pen, books, city map, public transport information, information sheet about the school and Berlin as well as a "verb wheel".

### Services included in the price:

- Free Internet and WLAN, enrolment fee, language course as booked, placement test, certificate at end of the course and all course materials (books and copies)
- Arrangement of accommodation with host families (twin room with breakfast; additional charge for single room or half board), school-owned shared apartment, school-owned studio apartment – according to booking

- 3 leisure activities per week, as for example guided sightseeing tours ("The historic city", "The Wall", etc.), museums, cultural attractions (festivals, theatre, concerts, etc.), parties at the school, German spoken movies, international evenings, visits to Berlins' beach bars, pubs and discos, excursions to other historic cities like Potsdam or to lakes (for example the Wannsee) etc. including admission (cinema, museum etc)

### Not included in the price:

- Public transportation
- Transfer from the airport to the family (can be booked at an extra charge)

### Fees for public transportation in Berlin:

Taxi: flat charge € 4.30 + € 2.80 for every km, Tel. Taxi head office: 030/210101

Underground, suburban trains and buses: A monthly ticket for zones AB is € 99 and a weekly ticket € 41,50.

For further details please contact the BVG: 030/ 19 449 or [www.bvg.de](http://www.bvg.de)

### Important telephone numbers:

- BWS Germanlingua: Tel: 030/280 939 33  
Office hours: Mon–Thu, 9 am–3 pm, Fri, 9 am–2 pm
- Emergency numbers: POLICE 110 / AMBULANCE: 112 / FIRE BRIGADE: 112
- Information on flights: 01805/27 62 60 or on trains: 11861

**Holidays/school closure:** On the following days classes will not be held: **18 April / 21 April / 1 May / 29 May / 9 Jun / 3 Oct 2025**. There will be no rescheduling of classes missed due to public holidays. The school is closed from **22 Dec 2025 - 2 Jan 2026**.

## COLOGNE

Cologne is the oldest of Germany's big cities and is located in the West. It is not only known for its 2000 old history but also for its cultural and architectural heritage. The historic city center is situated on both side of the Rhine River. Its many Clubs, pubs and restaurants bring a unique vibe to the city. Cologne is a charming and very open-minded city with its own mentality and its liveliness as well as authenticity of everyday life making you quickly feel very welcome and your new adoptive home.

### School Address:

**BWS Germanlingua, Hohenzollernring 88, 50672 Cologne**

**Tel. +49-(0)221-120 627 07, Email: koeln@bws-germanlingua.de**

Our school is situated in the central area of Cologne, not far from the "Kölner Dom" as well as the "Deutzer Brücke". The school has 5 classrooms, a student's kitchen, free internet access and an excellent access to the public transport system.

**Accommodation:** We will inform the student about the address of accommodation min. 1 week before the course starting-date. Accommodation is always available from Sunday at 5 pm. Departure day is the Saturday before 12 noon. Extra nights due to early arrival can be booked upon availability and at an extra charge.

**Placement test:** Usually we ask the student to do a German language placement test online via our website at [www.bws-germanlingua.de/test](http://www.bws-germanlingua.de/test), since it is essential for our planning knowing the student's level in advance. This enables us to guarantee the right course level.

**First day of course:** Students should be at our institute at 9 am on the first day. Upon arrival, each student receives a "welcome package" including a bag, paper, pen, books, city map, public transport information, information sheet about the school and Cologne as well as a "verb wheel".

### Services included in the price:

- Free Internet and WLAN, enrolment fee, language course as booked, placement test, certificate at end of the course and all course materials (books and copies)

- Arrangement of accommodation with host families (twin room with breakfast; additional charge for single room or half board), school-owned shared apartment, school-owned studio apartment – according to booking
- 3 leisure activities per week, as for example guided sightseeing tours, museums, cultural attractions (festivals, theatre, concerts, etc.), parties at the school, German spoken movies, international evenings, visits to Cologne's beach bars, pubs and discos, excursions to other historic cities (cinema, museum etc). Admissions and public transport to be paid by the student.

### Not included in the price:

- Public transportation
- Transfer from the airport to the family (can be booked at an extra charge)

### Fees for public transportation in Cologne:

Taxi: flat charge € 4.90 + € 2.60 for every km, Tel. Taxi head office: 0221 - 2882

Underground, suburban trains and buses: With the ticket 1b you can travel throughout the entire city of Cologne. For further details please contact the KVB: 0221 - 5470 or [www.kvb-koeln.de](http://www.kvb-koeln.de)

### Important telephone numbers:

- BWS Germanlingua: Tel: +49-(0)221-120 627 07  
Office hours: Mon–Thu, 9 am–3 pm, Fri, 9 am–2 pm
- Emergency numbers: POLICE 110 / AMBULANCE & FIRE BRIGADE: 112
- Information on flights: 01805/27 62 60 or on trains: 11861

### Holidays/School Closure:

On the following days classes will not be held: **18 April / 21 April / 1 May / 29 May / 9 Jun / 19 Jun/ 3 Oct 2025**. There will be no rescheduling of classes missed due to public holidays.

The school is closed from **22 Dec 2025 – 2 Jan 2026**.



# Pre-Arrival Information Munich



## BEFORE YOUR TRAVEL TO MUNICH

Your language course will begin very soon. At our institute you will meet participants from all over the world, you will make new friends and you will learn German in a family-like and friendly atmosphere. Before departing, you should take the following points into account:

**Is your health insurance valid in Germany?** It is obligatory to have a health insurance while staying in Germany, otherwise you will have to pay all medical treatments or medicine on your own. Please check with your insurance company if your insurance policy is valid in Germany. If you are not insured yet, you may insure yourself through our school. Please let us know as soon as you arrive in our school if you need this additional service. In case you fall ill or have an accident during your stay, we ask you to inform the school secretary. If you need any medical attention, your host or the school secretary can arrange a doctor's appointment for you.

**Have you checked your arrival documents?** Please check your travel documents as well as the relevant regulations regarding the entry into Germany before departing. Don't forget to bring your passport! For more information about visa regulations, visit our home page at [www.bws-germanlingua.de/visa](http://www.bws-germanlingua.de/visa) and consult the German embassy in your country. Please also check the pre-arrival information letter regarding accommodation, key collection, address of school, transfer etc. and have these documents and relevant telephone numbers with you. It will make your life easier once you are in Germany.

**Have you completed the pre-arrival language level test?** In order to evaluate your level of German, we ask you to complete the placement test WITHOUT any help and to send it back to us at least 1 week before arrival. Please find the test at: [www.bws-germanlingua.de/test](http://www.bws-germanlingua.de/test). Without your test, we cannot guarantee to place you in the appropriate class. In the case of lack of internet access, you can also do the language test on the first day of school. You must then be at school at 8.15 am to do the test. Only if you are an absolute beginner, there is no need to do the test.

**Have you paid the full balance of your course and accommodation?** If you have not paid the full balance yet, we are unable to guarantee your placement within our school. We therefore kindly ask you to pay the full balance before arriving. Please understand that you will get detailed information about your accommodation only after payment.

**Have you contacted your host family?** In case you booked accommodation with a host family, please inform your host of your exact arrival details by mail, email or telephone at least one week before your arrival date. If you do not tell your host family the time you will arrive early in advance, we cannot guarantee that your host will be at home waiting for you the whole day long.

**Have you informed us about your exact time of arrival?** In case you booked a transfer with us, please let us know your exact time, date and place of arrival indicating a flight at least 2 weeks before arrival.

## YOUR ARRIVAL IN MUNICH

**By plane** Connections between airport and the city center:

- by suburban train (S1 or S8) to downtown, approx. 45 minutes journey, costs: one-way-ticket: approx. € 15 or you can buy the blue "stripe ticket", the so called "Streifenkarte" for € 16.30: push the blue button on the MVV/MVG ticket machine, fold the ticket until you can stamp the 8th stripe, stamp the 8th stripe (you have 1 journey left on the ticket for next time)
- by Lufthansa shuttle bus for € 11,50 to the Munich Central Station ("Hauptbahnhof"), approx. 45 minutes journey. There, you can change to underground, subway, bus or taxi.
- by taxi to downtown, the costs are between € 90 and € 140

**By train** There are direct Intercity-Express (ICE), Intercity (IC), Eurocity (EC) train connections to all major German cities as well as to the European neighbouring countries. All international trains stop at Munich Central Station ("Hauptbahnhof") in the center of the city. Some trains also stop additionally at the station "Munich-Pasing". At the Munich Central Station, there are also a subway station (U-Bahn) and suburban train station (S-Bahn) and immediate access to all other kinds of public transportation.

## By bus

- The central bus stop is located at Arnulfstraße 31 (access by all suburban trains (S-Bahn) at station "Hackerbrücke") close to the central train station
- Some buses stop directly at the central train station or in "Fröttmaning" (underground access, travel time to downtown approx. 20 minutes)

**What to do if I have booked a transfer?** If you have booked a transfer with us and gave us your arrival details on time, a driver who is holding a sign stating either your name or the school name "BWS Germanlingua" will meet you at the airport. He or she will be waiting in the airport arrival hall, just after the last customs control, after the baggage claim. In the event of any complications (long delays, lost luggage etc.), it is imperative that you phone the driver (see the school's pre-arrival information letter with your driver's name and telephone contact number).

## YOUR FIRST DAY AT SCHOOL

**When do I have to be at school?** On Monday, we will expect you at your school at 9.00 am for registration and a short school introduction. (Only in case that you did not have a chance to do the language level test via Internet, please come to school at 8.15 am to do the test at school.) During summertime (normally July, August & September), we also have lessons in the afternoon. If your course starts in summer, you will be informed about your timetable via email/phone in advance. Please be at the school on your first day 15 minutes before your course starts. If you have booked private lessons, you will get your timetable via email/phone before arrival.

### The school address is as follows:

BWS Germanlingua, Hackenstr. 7, 80331 München, Germany,  
Tel: +49-89-599 892 00

**Where is the school situated?** Our school is directly in the city center of Munich, in 5 minutes walking distance between the public transport stations "Marienplatz" and "Sendlinger Tor" and also near to the station "Karlsplatz".

**What is the program on the first Monday?** On your first day, we will welcome you and give you some information about your course, our school, activities, the city, public transportation, useful tips etc. You will also receive a bag with your book and information about Munich and the school to be well-prepared for your stay. Furthermore, you will get a student card that will remain valid for the period of your stay. It may entitle you to get discounts at cinemas, theatres etc. However, it will not entitle you to get a discounted public transportation ticket. Afterwards, you will meet your teacher and the lessons will begin. Moreover, you will get a feedback evaluation form where we would ask you to describe how your first day was, just to make sure that you are happy with everything. Please return this form to us within the next two days.

## YOUR STAY AT OUR SCHOOL

**Our philosophy and general objectives** BWS Germanlingua is committed to offering quality German language courses to foreigners in a pleasant environment that respects the values of each participant, with the aim of strengthening communication between different linguistic communities in the world. We do not only focus on teaching the German language, but also the German culture and customs. Our staff and teachers will do their utmost to integrate every student and will always be happy to help and give advice also beyond teaching hours to make Munich your home away from home!

**Placement and level** A written grading test taken before arrival via internet (at [www.bws-germanlingua.de/test](http://www.bws-germanlingua.de/test)) allows us to assign the students into classes according to the "Common European Framework of Reference for languages" (CEFR) levels: A1, A2, B1, B2, C1, C2. The groups are not closed, so it is possible to change classes (and therefore levels) during the stay (if a place is available in the higher or lower class). The teacher or the student may request a change of level. In either case, the procedure to follow is to speak to the Director. Please note: In case that a course consists of less than three students, we reserve the right to reduce class length for the standard course from 20 to 15 lessons per week and the intensive course from 25 to 18 lessons.

**Teaching language** Your teacher will only speak German during the lessons and German is the language used to communicate in our school. It is important that all students conform to this rule. However, if you need some advice outside the classrooms and feel unable to express yourself in German, we will be happy to answer in English, Spanish, French, Italian, Portuguese or Russian.

**Teaching material** All books and teaching materials are provided except dictionaries. Students receive a book, a copybook and a pen, a verb wheel as well as all relevant photocopies.

**Resources** There are computers with free internet access and also WLAN internet access in the entire school. Other learning materials (manuals, books, novels and DVDs) can be borrowed.

**Certification/Exams** A certificate attesting the participation in the course and indicating the student's level on the CEFR scale is given to each participant who has attended at least 80% of classes. If you are interested in taking an officially recognized exam, please talk to your teacher or the office team. We will be happy to provide you with special exam preparation classes according to your needs and help you with the application for the official exam.

**Course evaluation** Students fill out two feedback forms during their stay, one right after the first course day and one, a more detailed form, at the end of their stay. Thereby you have the chance to indicate what was good and what can be improved in the lessons, regarding the teachers, level, the school activities, host families or accommodation in general.

**Information** Each student receives a complete "Welcome Kit", containing useful information for the stay. Various notice boards provide information on the life at the school, qualifications, lessons and activities. Of course the teachers and the office team are also always willing to give information and advice.

**Activities** A new weekly program of free activities is offered on the notice boards every Monday. The guided activities are optional. The activity organizers can be contacted for advice or information. A notice board also provides information on what

to do and where to go and of course on upcoming events in the area. For further information in advance, you may want to check these websites: [www.in-muenchen.de](http://www.in-muenchen.de); [www.muenchen.de](http://www.muenchen.de); [www.munich-touristinfo.de](http://www.munich-touristinfo.de)

**Public holidays** The school is closed on official public holidays. Lessons will not be rescheduled.

**Accommodation** Accommodation is available in host families, school-owned shared apartments or in a school-owned studio apartment. Information regarding accommodation is sent by email before the course starts. For any accommodation difficulties, please ask for help at the school office. If you damage anything at the accommodation, please inform your hosts or the school's office team immediately so that there won't be any unpleasant surprises. The student is responsible in full for any damage he or she may cause at the accommodation. However, normally the student's own insurance includes damages.

**Deposit for the school-owned shared and studio apartment.** The student needs to pay a deposit of € 300. It will be given back on the last day of school.

### WhatsApp Group

If you want to be in contact with other students at the school during your course and receive updates about events, activities and important information about school and the city, come to the school reception and register for our WhatsApp group!

### Costs of living in Munich

Restaurant: between € 15 and € 30 / Fast food: between € 3 and € 15

Public transport:

Weekly ticket € 40

Monthly ticket € 120

Cinema: between € 8 and € 12

Theatre: between € 20 and € 100

Disco/Club: admission between € 7 and € 20 + drinks

## ACCOMMODATION IN A HOST FAMILY

Living with a German host family is the best and most interesting way to learn the German language and to get an insight into the German way of life. The host may be a family with children, an older couple or a single person. You will share bathroom and kitchen with the host family. Bed linen and towels will be provided.

**Living in Germany** Things in German life may be different from your home country, but don't worry, you will get used to it very soon. Your host family will do all they can to make your stay as pleasant as possible. If there is something you are unsure about, please don't be shy to talk to your host family about it or contact the office team of BWS Germanlingua. Students who are younger than 18 have to be at home until midnight (according to the German law regarding protection of minors).

**Day of arrival** Please contact your host family to tell them your exact arrival details by mail, phone or email at least 1 week before your arrival date. If you do not tell your host family the time of your arrival early in advance, unfortunately we cannot guarantee that your host will be at home waiting for you the whole day long.

**Meals** Please inform your host family about special diet needs or allergies. Your host family will provide breakfast. You may be required to prepare it yourself, however. Please ask the host family about the mealtimes for dinner if you have booked half board. In Germany, dinner time is normally between 6 and 8 pm. The mealtimes are binding. Please inform your host in time, if you don't take part in the meal. There is no right to demand a replacement for the meals you missed.

**Bathroom and laundry** Please remember that your host family also needs to use the bathroom, so do not spend hours in it and please do not waste or use an excessive amount of water. Don't forget to leave the bathroom in the same conditions as you found it (like all other rooms and facilities you share with your host). With most of our families, you will be able to wash your laundry at some small extra charge for energy and washing powder. Please talk with your family about using the washing facilities before you make use of it.

**Telephone and Internet** Please ask permission if you wish to use the phone. Naturally, you will be able to receive incoming calls (but please not before 8 am or after 9 pm). If it is indispensable to make outgoing calls using your host's phone, please use a pre-paid card with numerical code which can be used for fixed-line phones (you can buy it at any kiosk). Anyway, all over Munich there are a lot of call shops and public phones you can use as well. Please use our free internet and Wi-Fi/WLAN internet access at school to surf and to send and receive emails.

**Travelling** The travelling time from the host family to the school could take between 20 to 45 minutes with public transportation, which is quite usual for a major city like Munich.

## ACCOMMODATION IN THE SCHOOL-OWNED SHARED APARTMENT

The school-owned shared apartment is suitable for those students who would like to be more independent, but still like to be living together with other language course students.

**Day of arrival** Information regarding the address where to get the key and your accommodation address is sent by email at least 1 week before the course starts. With the key, you also get information about your room number and the rules at this accommodation. For any accommodation difficulties, please ask for help at the school office during opening hours.

**Furniture** The apartment is simply but comfortably furnished. There is a shared bathroom, an equipped kitchen where you will find a shelf compartment for your own food. Bed linen will be provided, but please bring your own towels. It provides WiFi a washing machine as well as a dishwasher.

**Rules** All our school-owned shared apartments are non smoking. Please leave bathroom and kitchen in the same conditions as you found them and keep the flat clean during the week. Cleaning devices, detergent and vacuum cleaner can be found at the apartment. Once a week, the cleaning lady will come to clean the hallway, kitchen and bathroom. In order to make your stay at the shared apartment as enjoyable as possible for you and

your roommates, please pay attention to the rules which you will get on the day of your arrival.

## ACCOMMODATION IN THE SCHOOL-OWNED STUDIO APARTMENT

This accommodation offers most privacy, since it provides an own studio apartment for the student.

**Day of arrival** Please pay attention to the school's individual pre-arrival information letter/email indicating further instruction on how to get the key for your accommodation. For any accommodation difficulties, please ask for help at the school office during opening hours.

**Furniture** The school-owned studio apartment is suitable for 1 person (or 2 persons who make a reservation together). There is a basically equipped kitchenette, Wi-Fi and private bathroom. Bed linen will be provided, but please bring your own towels.

## SOME USEFUL TIPS

**Tourist information** Websites: [www.in-muenchen.de](http://www.in-muenchen.de); [www.muenchen.de](http://www.muenchen.de); [www.munich-touristinfo.de](http://www.munich-touristinfo.de); [www.discover-munich.info](http://www.discover-munich.info) or directly at the famous city center square "Marienplatz" inside the "Rathaus" (city hall) or at the "Bahnhofplatz" central train station; both open from from Mon–Fri, 10 am–8 pm, Sat, 10 am–4 pm

**Leisure activities** What's up every week in Munich? Check the program guide "in muenchen" at [www.in-muenchen.de](http://www.in-muenchen.de). Please also check the information board at BWS Germanlingua for our weekly leisure activities.

**Telephone** We recommend you to buy a phone card (available at most of the kiosks and call centers around the central station and the city center) in order to make calls abroad. Dialing code for Germany: +49; dialing code for Munich: (0)89

**Shopping hours** Normal shopping hours are Mon - Sat 9 am to 8 pm, Sundays shops are closed. On Sundays, you can buy groceries at the gas stations and at the big train stations.

**Public transports** We recommend to buy a weekly or a monthly ticket at the vending machines of any station. The prices will depend on the numbers of zones which you will pass. Normally, the zones 2-3 are sufficient for traveling inside the inner circle of Munich. However, we recommend to check first if your accommodation is situated inside the 3 zones. The ticket is valid for underground, suburban train, tram and buses. If you buy only single trip tickets or a multi-trip ticket with 10 stripes, please do not forget to validate the ticket once before you start your trip with public transportation.

### Travel

Flight Info [www.munich-airport.de](http://www.munich-airport.de)

Local trains +49 (0)- 180 599 66 33 or [www.bahn.de](http://www.bahn.de)

Public transport +49 (0) 89- 41 42 43 44 or [www.mvv-muenchen.de](http://www.mvv-muenchen.de)

Taxi Service +49 (0) 89- 31204023



## BEFORE YOUR TRAVEL TO BERLIN

Your language course will begin very soon. At our institute you will meet participants from all over the world, you will make new friends and you will learn German in a family-like and friendly atmosphere. Before departing, you should take the following points into account:

**IS YOUR HEALTH INSURANCE VALID IN GERMANY?** It is obligatory to have a health insurance while staying in Germany, otherwise you will have to pay all medical treatments or medicine on your own. Please check with your insurance company if your insurance policy is valid in Germany. If you are not insured yet, you may insure yourself through our school. Please let us know as soon as you arrive in our school if you need this additional service. In case you fall ill or have an accident during your stay, we ask you to inform the school secretary. If you need any medical attention, your host or the school secretary can arrange a doctor's appointment for you.

**HAVE YOU CHECKED YOUR ARRIVAL DOCUMENTS?** Please check your travel documents as well as the relevant regulations regarding the entry into Germany before departing. Don't forget to bring your passport! For more information about visa regulations, visit our homepage at: [www.bws-germanlingua.de/visa](http://www.bws-germanlingua.de/visa) and consult the German embassy in your country. Please also check the pre-arrival information letter regarding accommodation, key collection, address of school, transfer etc. and have these documents and relevant telephone numbers with you. It will make your life easier once you arrived in Germany.

**HAVE YOU COMPLETED THE PRE-ARRIVAL LANGUAGE LEVEL TEST?** In order to evaluate your level of German, we ask you to complete the placement test WITHOUT any help and to send it back to us at least one week before arrival. Please find the test at: [www.bws-germanlingua.de/test](http://www.bws-germanlingua.de/test). Without your test, we cannot guarantee that you will be placed in the appropriate class. In the case of lack of internet access, you can also do the language test on the first day of school. You must then be at school at 8.15 am in order to do the test. Only if you are an absolute beginner, there is no need to do the test.

**HAVE YOU PAID THE FULL BALANCE OF YOUR COURSE AND ACCOMMODATION?** If you have not paid the full balance yet, we are unable to guarantee your placement within our school. We therefore kindly ask you to pay the full balance before arriving. Please understand that you will get detailed information about your accommodation only after payment.

**HAVE YOU CONTACTED YOUR HOST FAMILY?** In case you booked accommodation with a host family, please inform your host of your exact arrival details by mail, email or telephone at least one week before your arrival date. If you do not tell your host family the time you will arrive early in advance, we cannot guarantee that your host will be at home waiting for you the whole day long.

**HAVE YOU INFORMED US ABOUT YOUR EXACT TIME OF ARRIVAL?** In case you booked a transfer with us, please let us know your exact time, date and place of arrival indicating a flight number at least 2 weeks before arrival.

## YOUR ARRIVAL IN BERLIN

**BY PLANE** Connections between the Berlin airport BER and the city center:

- by suburban train (S-Bahn S9 or S45) or Regional Train (RE) to downtown (approx. 45 minutes journey)
- by public buses X7 and X171 to the subway station (U-Bahn) "Rudow" (U7)
- by taxi to downtown, the costs are between € 90 and € 140

**BY TRAIN** There are direct Intercity-Express (ICE), Intercity (IC), Eurocity (EC) train connections to all major German cities as well as to the European neighbouring countries. All international trains stop at Berlin Central Station ("Hauptbahnhof") in the center of the city. Some trains also stop additionally at the station "Ostbahnhof", "Alexanderplatz", "Friedrichstraße" or "Zoologischer Garten". There is also a suburban train station (S-Bahn) for immediate access to all other kinds of public transportation.



**BY BUS** The central bus stop (ZOB) is located at Masurenallee 4-6. Access by the suburban trains (S-Bahn) at station "Messe Nord / ICC" (S41, S42, S46) or by underground (U-Bahn) at station "Kaiserdamm" (U2)

**WHAT TO DO IF I HAVE BOOKED A TRANSFER?** If you have booked a transfer with us and gave us your arrival details on time, a driver who is holding a sign stating either your name or the school name "BWS Germanlingua" will meet you at the airport. He or she will be waiting in the airport arrival hall, just after the last customs control, after the baggage claim. In the event of any complications (long delays, lost luggage etc.), it is imperative that you phone the driver (see the school's pre-arrival information letter with your driver's name and telephone contact number).

## YOUR FIRST DAY AT SCHOOL

**WHEN DO I HAVE TO BE AT SCHOOL?** On Monday, we will expect you at your school at 9.00 am for registration and a short school introduction.

During summertime (normally July, August & September), we also have lessons in the afternoon. If your course starts in summer, you will be informed about your timetable via email/phone in advance. Please be at the school on your first day 15 minutes before your course starts. If you have booked private lessons, you will get your timetable via email/phone before arrival.

### THE SCHOOL ADDRESS IS AS FOLLOWS:

BWS Germanlingua, Winsstraße 57, 10405 Berlin, Germany  
Tel: +49-30-280 93 933

**WHERE IS THE SCHOOL SITUATED?** Our school is located in the city center of Berlin, in the nice area of Prenzlauer Berg, the closest public transport stations are "Marienburger Str." and "Hufelandstr."

**WHAT IS THE PROGRAM ON THE FIRST MONDAY?** On your first day, we will welcome you and give you some information about your course, our school, activities, the city, public transportation, useful tips etc. You will also receive a bag, with your book, copybook, verb wheel and pen, to be well-prepared for

your stay. Furthermore, you will get a student card that will remain valid for the period of your stay. It may entitle you to get discounts at cinemas, theatres etc. However, it will not entitle you to get a discounted public transportation ticket. Afterwards, you will meet your teacher and the lessons will begin. Moreover, you will get a feedback evaluation form where we would ask you to describe how your first day was, just to make sure that you are happy with everything. Please return this form to us within the next 2 days.

## YOUR STAY AT OUR SCHOOL

**OUR PHILOSOPHY AND GENERAL OBJECTIVES** BWS Germanlingua is committed to offering quality German language courses to foreigners in a pleasant environment that respects the values of each participant, with the aim of strengthening communication between different linguistic communities in the world. We do not only focus on teaching the German language, but also the German culture and customs. Our staff and teachers will do their utmost to integrate every student and will always be happy to help and give advice also beyond teaching hours to make Berlin your home away from home!

**PLACEMENT AND LEVEL** A written grading test taken before arrival via internet (at [www.bws-germanlingua.de/test](http://www.bws-germanlingua.de/test)) allows us to assign the students into classes according to the "Common European Framework of Reference for languages" (CEFR) levels: A1, A2, B1, B2, C1, C2. The groups are not closed, so it is possible to change classes (and therefore levels) during the stay (if a place is available in the higher or lower class). The teacher or the student may request a change of level. In either case, the procedure to follow is to speak to the Director. Please note: In case that a course consists of less than three students, we reserve the right to reduce class length for the standard course from 20 to 15 lessons per week and the intensive course from 25 to 18 lessons.

**TEACHING LANGUAGE** Your teacher will only speak German during the lessons and German is the language used to communicate in our school. It is important that all students conform to this rule. However, if you need some advice outside the classrooms and feel unable to express yourself in German, we will be



# Pre-Arrival Information Berlin

happy to answer in English, Spanish, French, Italian, Portuguese or Russian.

**TEACHING MATERIAL** All books and teaching materials are provided except dictionaries. Students receive a book, a copybook and a pen, a verb wheel as well as all relevant photocopies.

**RESOURCES** There are computers with free internet access and also WLAN internet access in the entire school. Other learning materials (manuals, books, novels and DVDs) can be borrowed.

**CERTIFICATION/EXAMS** A certificate attesting the participation in the course and indicating the student's level on the CEFR scale is given to each participant who has attended at least 80% of classes. If you are interested in taking an officially recognized exam, please talk to your teacher or the office team. We will be happy to provide you with special exam preparation classes according to your needs and help you with the application for the official exam.

**COURSE EVALUATION** Students fill out 2 feedback forms during their stay, one right after the first course day and one, a more detailed form, at the end of their stay. Thereby you have the chance to indicate what was good and what can be improved in the lessons, regarding the teachers, level, the school activities, host families or accommodation in general.

**INFORMATION** Each student receives a complete "Welcome Kit", containing useful information for the stay. Various notice boards provide information on the life at the school, qualifications, lessons and activities. Of course, the teachers and the office team are also always willing to give information and advice.

**ACTIVITIES** A weekly new program of free activities is offered on the notice boards every Monday. The guided activities are optional. The office team can be contacted for advice or information. A notice board also provides information on what to do and where to go and of course on upcoming events in the area. For further information in advance, you may want to check these websites: [www.berlin.de](http://www.berlin.de); [www.berlin-tourist-information.de](http://www.berlin-tourist-information.de); [www.zitty.de](http://www.zitty.de)

**PUBLIC HOLIDAYS** The school is closed on official public holidays. Lessons will not be rescheduled.

**ACCOMMODATION** Accommodation is available in host families, school-owned shared apartments or in a school-owned studio apartment. Information regarding accommodation is sent by email before the course starts. For any accommodation difficulties, please ask for help at the school office. If you damage anything at the accommodation, please inform your hosts or the school's office team immediately so that there won't be any unpleasant surprises. The student is responsible in full for any damage he or she may cause at the accommodation. However, normally the student's own insurance includes damages.

**DEPOSIT FOR THE SCHOOL-OWNED SHARED AND STUDIO APARTMENT** The student needs to pay a deposit of € 300. It will be given back on the last day of school.

## WhatsApp Group

If you want to be in contact with other students at the school during your course and receive updates about events, activities and important information about school and the city, come to the school reception and register for our WhatsApp group!

## COSTS OF LIVING IN BERLIN

Restaurant: between € 7 and € 20

Fast food: between € 2 and € 7

Public transport: Weekly ticket € 41,50, Monthly ticket € 99

Cinema: between € 6 and € 15

Theatre: between € 15 and € 90

Disco Club: admission between € 5 and € 15 + drinks

## ACCOMMODATION IN A HOST FAMILY

Living with a German host family is the best and most interesting way to learn the German language and to get an insight into the German way of life. The host may be a family with children, an older couple or a single person. You will share bathroom and kitchen with the host family. Bed linen and towels will be provided.

**LIVING IN GERMANY** Things in German life may be different from your home country, but don't worry, you will get used to it very soon. Your host family will do all they can to make your stay as pleasant as possible. If there is something you are unsure about, please don't be shy to talk to your host family about it or contact the office team of BWS Germanlingua. Students who are younger than 18 have to be at home until midnight (according to the German law regarding protection of minors).

**DAY OF ARRIVAL** Please contact your host family to tell them your exact arrival details by mail, phone or email at least one week before your arrival date. If you do not tell your host family the time of your arrival early in advance, unfortunately we cannot guarantee that your host will be at home waiting for you the whole day long.

**MEALS** Please inform your host family about special diet needs or allergies. Your host family will provide breakfast. You may be required to prepare it yourself, however. Please ask the host family about the mealtimes for dinner if you have booked half board. In Germany, dinner time is normally between 6 and 8 pm. The mealtimes are binding. Please inform your host in time, if you don't take part in the meal. There is no right to demand a replacement for the meals you missed.

**BATHROOM AND LAUNDRY** Please remember that your host family also needs to use the bathroom, so do not spend hours in it and please do not waste or use an excessive amount of water. Don't forget to leave the bathroom in the same conditions as you found it (like all other rooms and facilities you share with your host). With most of our families, you will be able to wash your laundry at some small extra charge for energy and washing powder. Please talk with your family about using the washing facilities before you make use of it.

**TELEPHONE AND INTERNET** Please ask permission if you wish to use the phone. Naturally, you will be able to receive incoming calls (but please not before 8 am or after 9 pm). If it is indispensable to make outgoing calls using your host's phone, please use a pre-paid card with numerical code which can be used for fixed-line phones (you can buy it at any kiosk). Anyway, all over Berlin there are a lot of call shops and public phones you can use as well. Please use our free internet and WLAN internet access at school to surf and to send and receive emails.

**TRAVELLING** The travelling time from the host family to the school could take between 20 to 40 minutes with public transportation, which is quite usual for a major city like Berlin.

## ACCOMMODATION IN THE SCHOOL-OWNED SHARED APARTMENT

The school-owned shared apartment is suitable for those students who would like to be more independent, but still like to be living together with other language course students.

**DAY OF ARRIVAL** Information regarding the address where to get the key and your accommodation address is sent by email/post at least 1 week before the course starts. With the key, you also get information about your room number and the rules at this accommodation. For any accommodation difficulties, please ask for help at the school office during opening hours.

**FURNITURE** The apartment is simply but comfortably furnished. There is a shared bathroom, an equipped kitchen where you will find a shelf compartment for your own food and a common TV. Bed linen will be provided, but please bring your own towels. It provides WiFi a washing machine as well as a dishwasher.

**RULES** All our Shared Students Apartments are non smoking apartments. Please leave bathroom and kitchen in the same conditions as you found it and keep the flat clean during the week. Cleaning devices, detergent and vacuum cleaner can be found at the apartment. Once a week, the cleaning lady will come to clean the hallway, kitchen and bathroom. In order to make your stay at the shared apartment as enjoyable as possible for you and

your roommates, please pay attention to the rules which you will get on the day of your arrival.

## ACCOMMODATION IN THE SCHOOL-OWNED STUDIO APARTMENT

This accommodation offers most privacy, since it provides an own studio apartment for the student.

**DAY OF ARRIVAL** Please pay attention to the school's individual pre-arrival information letter/email indicating further instruction on how to get the key for your accommodation. For any accommodation difficulties, please ask for help at the school office during opening hours.

**FURNITURE** The individual Studio Apartment is suitable for one person (or two persons who make a reservation together). There is a basically equipped kitchenette, Wi-Fi, private bathroom and TV. Bed linen will be provided, but please bring your own towels.

## SOME USEFUL TIPS

### TOURIST INFORMATIONS

Homepage: [www.berlin-tourist-information.de](http://www.berlin-tourist-information.de) or directly at the Brandenburger Tor, Pariser Platz, Mon–Sun, 10 am–6 pm or inside the Alexa Shopping Center, near Alexanderplatz, Mon–Sat, 10 am–10 pm, Sun, 11 am–3 pm or at the Central Train Station "Hauptbahnhof", Mon–Sun 8 am–10 pm

**LEISURE ACTIVITIES** What's up every week in Berlin? Check the program guide Tip or Zitty magazine or [www.tip-berlin.de](http://www.tip-berlin.de) or [www.zitty.de](http://www.zitty.de). Please also check the information board at BWS Germanlingua for actual leisure activities.

**TELEPHONE** We recommend to buy a phone card (available at most of the kiosks) in order to make calls abroad. Dialing code for Germany: +49; dialing code for Berlin: (0)30

**SHOPPING HOURS** Normal shopping times are Mon–Sat, 9 am–8 pm, Sun closed. On Sundays, you can buy groceries at many little Asian or Turkish stores and at the big train stations.

**PUBLIC TRANSPORTS** We recommend to buy a weekly or a monthly ticket at the ticket machines of any station. The prices will depend on the numbers of zones which you will pass. Normally, the zone AB is enough. The ticket is valid for underground, suburban train, tram and buses. Please don't forget to validate the ticket before you start your trip with public transportation.

### TRAVEL

Flight Info [www.berlin-airport.de](http://www.berlin-airport.de)

Local trains +49 (0)180 599 66 33 or [www.bahn.de](http://www.bahn.de)

Public transport +49 (0)30 19449 or [www.bvg.de](http://www.bvg.de)

Taxi Service 0800 22 22 255 or 0800 44 33 222



## BEFORE YOUR TRAVEL TO COLOGNE

Your language course will begin very soon. At our institute you will meet participants from all over the world, you will make new friends and you will learn German in a family-like and friendly atmosphere. Before departing, you should take the following points into account:

**IS YOUR HEALTH INSURANCE VALID IN GERMANY?** It is obligatory to have a health insurance while staying in Germany, otherwise you will have to pay all medical treatments or medicine on your own. Please check with your insurance company if your insurance policy is valid in Germany. If you are not insured yet, you may insure yourself through our school. Please let us know as soon as you arrive in our school if you need this additional service. In case you fall ill or have an accident during your stay, we ask you to inform the school secretary. If you need any medical attention, your host or the school secretary can arrange a doctor's appointment for you.

**HAVE YOU CHECKED YOUR ARRIVAL DOCUMENTS?** Please check your travel documents as well as the relevant regulations regarding the entry into Germany before departing. Don't forget to bring your passport! For more information about visa regulations, visit our homepage at: [www.bws-germanlingua.de/visa](http://www.bws-germanlingua.de/visa) and consult the German embassy in your country. Please also check the pre-arrival information letter regarding accommodation, key collection, address of school, transfer etc. and have these documents and relevant telephone numbers with you. It will make your life easier once you arrived in Germany.

**HAVE YOU COMPLETED THE PRE-ARRIVAL LANGUAGE LEVEL TEST?** In order to evaluate your level of German, we ask you to complete the placement test WITHOUT any help and to send it back to us at least one week before arrival. Please find the test at: [www.bws-germanlingua.de/test](http://www.bws-germanlingua.de/test). Without your test, we cannot guarantee that you will be placed in the appropriate class. In the case of lack of internet access, you can also do the language test on the first day of school. You must then be at school at 8.15 am in order to do the test. Only if you are an absolute beginner, there is no need to do the test.

**HAVE YOU PAID THE FULL BALANCE OF YOUR COURSE AND ACCOMMODATION?** If you have not paid the full balance yet, we are unable to guarantee your placement within our school. We therefore kindly ask you to pay the full balance before arriving. Please understand that you will get detailed information about your accommodation only after payment.

**HAVE YOU CONTACTED YOUR HOST FAMILY?** In case you booked accommodation with a host family, please inform your host of your exact arrival details by mail, email or telephone at least one week before your arrival date. If you do not tell your host family the time you will arrive early in advance, we cannot guarantee that your host will be at home waiting for you the whole day long.

**HAVE YOU INFORMED US ABOUT YOUR EXACT TIME OF ARRIVAL?** In case you booked a transfer with us, please let us know your exact time, date and place of arrival indicating a flight number at least 2 weeks before arrival.

## YOUR ARRIVAL IN COLOGNE

**BY PLANE** Connections between the Cologne airport and the city center:

- by suburban train (S19 or RB27) to downtown, approx. 20 min. journey
- by taxi to downtown, the costs are between € 90 and € 140

**BY TRAIN** There are direct Intercity-Express (ICE), Intercity (IC), Eurocity (EC) train connections to all major German cities as well as to the European neighbouring countries. All international trains stop at Cologne Central Station ("Hauptbahnhof") in the centre of the city. Some trains also stop additionally at the station "Cologne West". At the Cologne Central Station, there are also a subway station (U-Bahn) and suburban train station (S-Bahn) and immediate access to all other kinds of public transportation.



## BY BUS

- The central bus stop (ZOB) is located at "Breslauer Platz" (access by all suburban trains (S-Bahn)). It's close to the central train station
- Travel time to downtown approx. 5 minutes.

**WHAT TO DO IF I HAVE BOOKED A TRANSFER?** If you have booked a transfer with us and gave us your arrival details on time, a driver who is holding a sign stating either your name or the school name "BWS Germanlingua" will meet you at the airport. He or she will be waiting in the airport arrival hall, just after the last customs control, after the baggage claim. In the event of any complications (long delays, lost luggage etc.), it is imperative that you phone the driver (see the school's pre-arrival information letter with your driver's name and telephone contact number).

## YOUR FIRST DAY AT SCHOOL

**WHEN DO I HAVE TO BE AT SCHOOL?** On Monday, we will expect you at your school at 9.00 am for registration and a short school introduction.

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### THE SCHOOL ADDRESS IS AS FOLLOWS:

BWS Germanlingua, Hohenzollernring 88, 50672 Köln, Germany,  
Tel: +49 (0)221 12062787

**WHERE IS THE SCHOOL SITUATED?** Our school is directly in the city center of Cologne, only 10 minutes' walk from the main station and 3 minutes distance from the public transport station "Friesenplatz".

**WHAT IS THE PROGRAM ON THE FIRST MONDAY?** On your first day, we will welcome you and give you some information about your course, our school, activities, the city, public transportation, useful tips etc. You will also receive a bag, with your book, copybook, verb wheel and pen,, Portuguese to be well-

prepared for your stay. Furthermore, you will get a student card that will remain valid for the period of your stay. It may entitle you to get discounts at cinemas, theatres etc. However, it will not entitle you to get a discounted public transportation ticket. Afterwards, you will meet your teacher and the lessons will begin. Moreover, you will get a feedback evaluation form where we would ask you to describe how your first day was, just to make sure that you are happy with everything. Please return this form to us within the next 2 days.

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**TEACHING LANGUAGE** Your teacher will only speak German during the lessons and German is the language used to communicate in our school. It is important that all students conform to this rule. However, if you need some advice outside the classrooms and feel unable to express yourself in German, we will be happy to answer in English, Spanish, French, Italian, Portuguese or Russian.

**TEACHING MATERIAL** All books and teaching materials are provided except dictionaries. Students receive a book, a copybook and a pen, a verb wheel as well as all relevant photocopies.

**RESOURCES** There are computers with free internet access and also WLAN internet access in the entire school. Other learning materials (manuals, books, novels and DVDs) can be borrowed. A TV is available as well.

**CERTIFICATION/EXAMS** A certificate attesting the participation in the course and indicating the student's level on the CEFR scale is given to each participant who has attended at least 80% of classes. If you are interested in taking an officially recognized exam, please talk to your teacher or the office team. We will be happy to provide you with special exam preparation classes according to your needs and help you with the application for the official exam.

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**PUBLIC HOLIDAYS** The school is closed on official public holidays. Lessons will not be rescheduled.

**ACCOMMODATION** Accommodation is available in host families, school-owned shared apartments or in a school-owned studio apartment. Information regarding accommodation is sent by email before the course starts. For any accommodation difficulties, please ask for help at the school office. If you damage anything at the accommodation, please inform your hosts or the school's office team immediately so that there won't be any unpleasant surprises. The student is responsible in full for any damage he or she may cause at the accommodation. However, normally the student's own insurance includes damages.

**DEPOSIT FOR THE SCHOOL-OWNED SHARED AND STUDIO APARTMENT** The student needs to pay a deposit of € 300. It will be given back on the last day of school.

### WhatsApp Group

If you want to be in contact with other students at the school during your course and receive updates about events, activities and important information about school and the city, come to the school reception and register for our WhatsApp group!

### COSTS OF LIVING IN COLOGNE

Meals: Restaurant: between € 10 and € 20

Fast food: between € 3 and € 6

Public transport: Weekly ticket € 40, Monthly ticket € 130

Cinema: between € 6 and € 10

Theatre: between € 12 and € 85

Disco Club: admission between € 5 and € 10 + drinks

## ACCOMMODATION IN A HOST FAMILY

Living with a German host family is the best and most interesting way to learn the German language and to get an insight into the German way of life. The host may be a family with children, an older couple or a single person. You will share bathroom and kitchen with the host family. Bed linen and towels will be provided.

**LIVING IN GERMANY** Things in German life may be different from your home country, but don't worry, you will get used to it very soon. Your host family will do all they can to make your stay as pleasant as possible. If there is something you are unsure about, please don't be shy to talk to your host family about it or contact the office team of BWS Germanlingua. Students who are younger than 18 have to be at home until midnight (according to the German law regarding protection of minors).

**DAY OF ARRIVAL** Please contact your host family to tell them your exact arrival details by mail, phone or email at least one week before your arrival date. If you do not tell your host family the time of your arrival early in advance, unfortunately we cannot guarantee that your host will be at home waiting for you the whole day long.

**MEALS** Please inform your host family about special diet needs or allergies. Your host family will provide breakfast. You may be required to prepare it yourself, however. Please ask the host family about the mealtimes for dinner if you have booked half board. In Germany dinner time is normally between 6 and 8 pm. The mealtimes are binding. Please inform your host in time, if you don't take part in the meal. There is no right to demand a replacement for the meals you missed.

**BATHROOM AND LAUNDRY** Please remember that your host family also needs to use the bathroom, so do not spend hours in it and please do not waste or use an excessive amount of water. Don't forget to leave the bathroom in the same conditions as you found it (like all other rooms and facilities you share with your host). With most of our families, you will be able to wash your laundry at some small extra charge for energy and washing powder. Please talk with your family about using the washing facilities before you make use of it.

**TELEPHONE AND INTERNET** Please ask permission if you wish to use the phone. Naturally,, you will be able to receive incoming calls (but please not before 8 am or after 9 pm). If it is indispensable to make outgoing calls using your host's phone, please use a pre-paid card with numerical code which can be used for fixed-line phones (you can buy it at any kiosk). Anyway, all over Cologne there are a lot of call shops and public phones you can use as well. Please use our free internet and WLAN internet access at school to surf and to send and receive emails.

**TRAVELLING** The travelling time from the host family to the school could take between 20 to 40 minutes with public transportation, which is quite usual for a major city like Cologne.

## ACCOMMODATION IN THE SCHOOL-OWNED SHARED APARTMENT

The school-owned shared apartment is suitable for those students who would like to be more independent, but still like to be living together with other language course students.

**DAY OF ARRIVAL** Information regarding the address where to get the key and your accommodation address is sent by email/post at least 1 week before the course starts. With the key you also get information about your room number and the rules at this accommodation. For any accommodation difficulties, please ask for help at the school office during opening hours.

**FURNITURE** The apartment is simply but comfortably furnished. There is a shared bathroom, an equipped kitchen where you will find a shelf compartment for your own food and a common TV. Bed linen will be provided, but please bring your own towels. It provides WiFi a washing machine as well as a dishwasher.

**RULES** All our Shared Students Apartments are non smoking apartments. Please leave bathroom and kitchen in the same conditions as you found it and keep the flat clean during the week. Cleaning devices, detergent and vacuum cleaner can be found at the apartment. Once a week, the cleaning lady will come to clean the hallway, kitchen and bathroom. In or-



der to make your stay at the shared apartment as enjoyable as possible for you and your room mates, please pay attention to the rules which you will get on the day of your arrival.

## ACCOMMODATION IN THE SCHOOL-OWNED STUDIO APARTMENT

This accommodation offers most privacy, since it provides an own studio apartment for the student.

**DAY OF ARRIVAL** Please pay attention to the school's individual pre-arrival information letter/email indicating further instruction on how to get the key for your accommodation. For any accommodation difficulties, please ask for help at the school office during opening hours.

**FURNITURE** The individual Studio Apartment is suitable for one person (or two persons who make a reservation together). There is a basically equipped kitchenette, Wi-Fi, private bathroom and TV. Bed linen will be provided, but please bring your own towels.

## SOME USEFUL TIPS

### TOURIST INFORMATIONS

Websites: [www.koeln.de](http://www.koeln.de), [www.koelntourismus.de](http://www.koelntourismus.de), [www.stadt-koeln.de](http://www.stadt-koeln.de), [www.koeln.de/tourismus](http://www.koeln.de/tourismus), [www.koelntourist.net](http://www.koelntourist.net) or directly at the info point in the central train station "Hauptbahnhof" open from Mon–Fri, 6 am–22 pm, Sat–Sun, 7 am–21 pm or inside the tourist office, "Kardinal-Höffner-Platz" 1, open from Mon–Sat, 9 am–20 pm, on Sunday and public holidays from 10 am–17 pm.

**LEISURE ACTIVITIES** What's up every week in Cologne? Check the program guide at <http://www.koelntourismus.de/events-highlights.html> or <http://prinz.de/koeln/events/>. Please also check the information board at BWS Germanlingua for our weekly leisure activities.

**TELEPHONE** We recommend you to buy a phone card (available at most of the kiosks and call centers around the central station and the city centre) in order to make calls abroad.

Dialing code for Germany: +49; dialing code for Cologne: (0)221

**SHOPPING HOURS** Normal shopping times are Mon–Sat, 9 am–8 pm, Sun closed. On Sundays, you can buy groceries at many little Asian or Turkish stores and at the big train stations.

**PUBLIC TRANSPORTS** We recommend to buy a weekly or a monthly ticket at the vending machines of any station. The ticket is valid for underground, suburban train, tram and buses. With the ticket 1b you can travel throughout the entire Cologne. If you buy only single or daily tickets, please do not forget to validate the ticket once before you start your trip with public transportation.

### TRAVEL

Flight Info:

[www.koeln-bonn-airport.de/de/fluege/abflug-ankunft.html](http://www.koeln-bonn-airport.de/de/fluege/abflug-ankunft.html)

Local trains: +49 (0)180 599 6633 or [www.bahn.de](http://www.bahn.de)

Public transport: +49 (0221) 5 47 – 0 or

[www.kvb-koeln.de/german/home/index.html](http://www.kvb-koeln.de/german/home/index.html)

Taxi Service: +49 (0)221 2882



## BUSINESS TERMS AND CONDITIONS

### REGISTRATION AND PAYMENT OF SCHOOL FEES

Registration forms will be considered according to the order in which they arrive on a first-come, first-serve basis. School fees are stated in our price list which is valid at the time of registration. The participant must bear the cost of all bank charges for the payment. The entire course fee must be paid in full 14 days before the classes begin. If the invoice has not been paid by the beginning of the course or if the payment cannot be confirmed with a bank statement, we are entitled to cancel the contract immediately.

### SECURITY DEPOSIT

BWS Germanlingua will charge a € 300 security deposit for staying in the school-owned shared apartments and studio apartments. The security can be deposited either in advance, giving us Credit Card Details/Authorization, or in cash on the first day of school. This is to guarantee payment of any repairs or replacements of damaged apartment furnishings or equipment, and/or lost keys and/or other problems that should occur due to the disregard of our housing regulations. The deposit will be given back on the last day of school, either in cash or credit card details will be shredded.

### CANCELLATION AND CHANGES IN REGISTRATION

Written requests for changes in the registration will be considered if possible. In this case we will charge an administration fee of € 50. If a change in registration is not possible, the original registration remains valid unless it is cancelled. The cancellation of a registration must be requested in writing. There is no cancellation fee up to 30 days prior to arrival, but there is no refund of the down-payment of € 200. Up to 14 days prior to arrival the cancellation fee is € 200 and from 13 days up to arrival € 500. There is no refund for the down-payment of € 200, for the invitation letter of € 80 as well as for the university placement fee of € 700. In case the university does not accept your credentials, we grant you a refund of € 500. Full payment is still required in case a participant does not arrive, arrives late, only participates sporadically or cancels a registration after having started his or her tuition and/or accommodation.

### INSURANCE

School fees do not include any sort of insurance. We highly recommend that students have their own health, accident and liability insurance before starting their course in Germany. We can help to contract an insurance upon arrival. In the unlikely case we have to cancel the course from our side, payments will be fully refunded. The participant has no right to any further claims.

### ABSENCE

If you are unable to attend classes due to illness or other circumstances, it is important to let us know by telephone or email, particularly if you are going to miss one-to-one lessons. For one-to-one lessons, there is a 24 hour cancellation policy – if you let us know at least 24 hours in advance we can re-arrange one-to-one lessons. Otherwise the missed lesson is 'lost'. Group lessons (standard, intensive, mini-group, evening courses or additional bookings) which fall on a public holiday or are missed because of illness or similar will not be made up for at a later date.

### LIABILITY

BWS Germanlingua is not responsible for any damage or loss that is beyond our control due to slight negligence, nor if prevented from providing its services by force majeure. In case a claim is made, course participants are directly responsible for any sort of damage that they might cause. BWS Germanlingua is not responsible for any losses due to acts beyond our control. In the classroom and accommodation, course participants are obliged to obey school and house rules which are handed out to the students and are displayed. BWS Germanlingua reserves the right to dismiss any student whose conduct is against the rules. There will be no refund for fees in case of expulsion. The student's accommodation is carefully chosen according to the possibilities available. Special requests for a particular location of accommodation will be considered within the bounds of possibility.

### COURSE PARTICIPANTS / CLASS LENGTH

In case a standard or intensive group course has less than three participants, we reserve the right to reduce class length for the standard course from 20 to 15 lessons per week and the intensive course from 25 to 18 lessons per week.

### SCHEDULE AND CLOSURE

In high season we reserve the right to schedule classes in the morning or in the afternoon, depending on level and availability. The school is closed on public holidays and lessons cancelled due to these holidays will not be rescheduled.