



REGISTRATION

PERSONAL DATA

First Name

Last Name

Nationality Male ☐ Female ☐

Date of Birth Age

If under 18 name of legal guardian

Address

Email

Phone

COURSE DATA

PREVIOUS KNOWLEDGE OF GERMAN:
none ☐ little ☐ intermediate ☐ good ☐ excellent ☐

COURSE LOCATION
Berlin ☐ Munich ☐ Cologne ☐ City-Combi Course ☐

- COURSE TYPE
- ☐ **Standard Course** 20 lessons per week
 - ☐ **Intensive Course** 25 lessons per week
 - ☐ **Mini Group Course** 20 lessons per week,
max. 6 participants
 - ☐ **Combined German Course** 20 group lessons
with 5 individual lessons per week
 - ☐ **Combined German Course** 20 group lessons
with 10 individual lessons per week
 - ☐ **Individual Tuition** with 10 lessons per week
 - ☐ **Individual Tuition** with 20 lessons per week
 - ☐ **Individual Tuition** with 25 lessons per week
 - ☐ **Individual Tuition** with 30 lessons per week

Starting date

Duration (No. of weeks)

ADDITIONAL BOOKINGS

- ☐ **Business German** 3 lessons per week
- ☐ **Business German** 6 lessons per week
- ☐ **Preparation for Exams** 3 lessons per week
- ☐ **Preparation for Exams** 6 lessons per week
- ☐ **English Lessons** 3 lessons per week
- ☐ **English Lessons** 6 lessons per week
- ☐ **German Pronunciation** 3 lessons per week
- ☐ **German Pronunciation** 6 lessons per week
- ☐ **University Placement Program**
- ☐ **Visa Invitation Letter**
- ☐ **Vocational Training Program**

ACCOMMODATION

- ☐ **Host Family** with breakfast
 - ☐ Single room
 - ☐ Half board
- ☐ **School Owned Shared Apartment** (age 18+)
 - ☐ Single room
- ☐ **School Owned Studio Apartment** (age 18+)
 - ☐ Second person
- ☐ **Business Studio Apartment** (age 18+)
 - ☐ Second person
- ☐ **Hotel** (age 18+)

Day of arrival: Sunday, **day of departure:** Saturday, extra charge for additional days.

TRANSFER

- ☐ **from the airport**
- ☐ **to the airport**

Please note: Course participants are responsible for informing us at least 5 days ahead of arrival about time of arrival and flight number. If we do not receive this information we will not be able to organize the transfer and BWS Germanlingua can not be held liable for any following consequences.

BUSINESS TERMS

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 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. In the unlikely case we have to cancel our course from our side, payments will be fully refunded. The participant has no right to any further claims.

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. We can help to contract an insurance upon arrival.

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 or online lessons. For one-to-one and online lessons, there is a 24 hour cancellation policy – if you let us know in advance of 24 hours we can re-arrange one-to-one or online lessons, but 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 does assume no liability for damage caused by external negligence or intentional acts, 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 3 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.

PLACE OF JURISDICTION

München, Germany

Comments (allergies etc.)

Do you already have an insurance for illness, liability and accident?

☐ yes ☐ no

We highly recommend to have an insurance. An insurance can be purchased at our office on the first day of school for approx. € 40 per month.

I have read, understood and agreed to the business terms of BWS Germanlingua.

Date Signature

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