

## CONDITIONS OF ENROLLMENT, GERMAN COURSES

### 1. GENERAL REQUIREMENTS

1.1. Course participants must be at least 18 years of age. Exceptions are participants from 16 years with a parents agreement, or students coming as a group led by a liable adult.

### 2. PAYMENT

2.1. In order to make a definite course reservation and to receive the official "letter of acceptance", which is necessary to acquire a visa, participants must pay 200 € (50 € for integration and evening courses) of the final course and accommodation fee. The rest of the course fee must be paid on the first day of the course at the latest.

### 3. COURSE FEES

3.1. The contractually binding fee is the fee stated in the current price list at the time of application.

3.2. When the student changes the course dates KÄSTNER KOLLEG charges a fee of 50 EUR - or 200 € if the official papers for visa application must be issued anew.

3.3. Any and all bank fees or other charges in conjunction with payment of the course fees are to be paid by the participant. For payment by credit card, Paypal or Western Union KÄSTNER KOLLEG charges an extra fee of 30 EUR.

### 4. CANCELLATION

4.1. All cancellations must be made in person or in writing to the KÄSTNER KOLLEG management.

4.2. **Intensive course:** If a participant cancels the course before the course start, KÄSTNER KOLLEG charges a cancellation fee of 200 € (50 € for integration or evening courses) plus possibly already paid fees, however up to a one months fee.

4.3. No refunds of the paid course and service fees will be given by KÄSTNER KOLLEG once the booked course has started, however, more than one month accommodation fee paid will be refunded.

4.4. **Evening course:** Cancellation must be made directly after the first course session (= trial lesson). In this case KÄSTNER KOLLEG charges a cancellation fee of 50 €. If there has been made a cancellation after the second course session KÄSTNER KOLLEG charges the full course fee for one module.

4.5. **Private lessons:** For private lessons KÄSTNER KOLLEG and the students would sign a separate contract.

4.6. In case of genuine **personal emergency** or unexpected catastrophes KÄSTNER KOLLEG refunds paid fees according to 4.2. After the course has started KÄSTNER KOLLEG can provide a voucher as refund for the paid course fees. Accommodation fees up to one month rent or service fees can not be refunded.

4.7. In case of a **visa refusal/delay** it is possible to change the date of a course according to 3.2., however without a guarantee for a free place in the chosen time. It is also possible to receive a refund according to 4.2. and 4.3.

### 5. ACCOMMODATION

5.1. The contractual relationship for lodging "Residence accommodation" is between KÄSTNER KOLLEG and the student. For the other accommodation types KÄSTNER KOLLEG only pre negotiates the prices with the homeowner in interest of the student.

5.2. Students are responsible for cleaning his/her room and any damage caused. He/she must fully compensate the renter.

5.3. The homeowner can ask the student for a deposit, e.g. for the keys, damage or cleaning.

### 6. PARTICIPANT OBLIGATIONS

6.1. It is the obligation of the course participant to ensure that their stay in Germany is legal.

6.2. The course participant is solely responsible for their own health, accident, liability, and personal property insurance. KÄSTNER KOLLEG assumes liability only for accidents in its classrooms.

### 7. DISCIPLINE

7.1. Disciplinary procedures will be applied in the event that the following rules are broken: malicious damage to school property, disruptive behaviour in class or breaking German law. In this case KÄSTNER KOLLEG will not provide any refunds.

# Fees, dates, terms and enrolment form for German courses 4/2016



Course fees - all prices in €, 1 AH = 45 min.									
Type of course p.w. = per week   AH = Academic Hour	Duration in weeks	1st	first	first	first	1 Extra	Intensive course		
		week	2	3	4	week	Long-term		
			weeks	weeks	weeks	from	= 25 AH p.w.		
						5th-7th	= year round price		
						week	8	1200	
<b>Intensive course Standard 25</b> 5x45 min. p. day***, Mo - Fr, 9.30 am- 2 pm	only Low Season*	250	450	610	720	165	weeks	1200	
<b>Intensive course Part Time 15</b> 5x45 min. x 3 days p.w.***	Low + High season	175	300	440	575	140	12	1770	
<b>Intensive course Summer 25</b> 5x45 min. p. day***, Mo - Fr, 9.30 am- 2 pm + daily cultural activities	High Season*	315	600	850	1030	250	16	2320	
<b>Intensive course Summer 30</b> 5x45 min. p. day*** + 5 x 45 min. conversation p.w.+ daily cultural activities	High Season	360	690	980	1190	290	20	2900	
<b>Intensive Star course 25+5</b> Intensive 25 + 5x45 min. private lessons p.w. + daily cultural activities (in summer)	Low season	470	875	1200	1500	375	24	3360	
	High season	535	995	1425	1820	450	32	4640	
<b>TestDaF Preparation training</b> 3 afternoons with 3x45 min. per week	Low + High season				345		40	5800	
<b>Evening course After Work</b> 3x45 min. x 2 evenings p.w. ***	Low + High season	55 per week	1 module = 12 weeks 650			2 modules =24 weeks 1250	3 modules =36 weeks 1850	4 modules = 48 weeks 2450	
<b>Group Programmes</b>	Tailor made programs for pupils and student groups throughout the whole year.								
<b>Private tuition</b> flexible dates, places and topics	Low + High season	1 AH 40	10 AH 390	30 AH 1150	50 AH 1850	50+ AH on request			
<b>Integration course 25</b> → „Standard Intensive course 25“	→ 1 module = 4 weeks = 100 AH = 155 EUR „Cost share“ (exemption on application) → orientation course = 60 AH = 93 EUR „Cost share“ (exemption on application)								
<p>→ <b>Registration fee</b> = 30 EUR (without accommodation); <b>Accommodation arrangement fee</b> = 75 EUR                      → For <b>credit card, Western Union or Paypal</b> payments we charge 30 €.                      → Minimum of students: 4***, maximum of students 12.                      → <b>Teaching material:</b> For courses <u>up to 2 weeks</u> it's possible to lend the book. We charge 5,00 € for cost of educational material. For courses <u>longer than 2 weeks</u> we charge the first book (approx. 17,00 €, covers 4 weeks) plus 5,00 € blanket.                      → <b>Discount of 10 %</b> for all ISIC holders (please, attach a photocopy to your enrolment form) and future university students</p> <p>* <b>Low season:</b> January 4 - June 17, 2016 + from September 12 - December 16, 2016  <b>High season:</b> June 20 - September 09, 2016.</p> <p>** Our intensive courses include an additional <b>free time program</b> with cultural activities, excursions, interaction with Germans, sports, and conversation opportunities. (low season 1 - 2 a week, high season 5 x a week). Entrance fees, food and transportation costs are <u>not included</u>.</p> <p>*** If there are 3 students, the intensive course 25 takes place with 4 AH a day, if there are 2 students then 3 AH a day.                      If there are just 2 students registered in the afternoon/evening courses, the course takes place with 2x45 min. per session.</p> <p>**** A special contract will be signed for private lessons.</p>									

## Accommodation fees

Prices in €	Co-shared apartment (WG) SR*	Co-shared apartment (WG) - Residence** SR*	Host family* SR*, incl. Breakfast***	Apartment Residence Private bathroom*	Private Apartment****
<b>Price per week/person</b>	110	135	165	175	from 45 € / night

- \* **Double rooms** only available if booked with two students and on request. Prices on request.
- \*\* To this accommodation comes a **fee for cleaning** (weekly cleaning of the shared room + final cleaning of the individual room), This is 50 € for the first 4 four weeks, and 10 € for every additional week.
- \*\*\* **Half board** supplement = 75 € per week.
- \*\*\*\* **Price for more than one person** on request.
- **Arrival and Departure:** The accommodation is booked beginning from one night before the course starts (Sunday) until one night after the course ends (Saturday). Individual **extra nights** only on request.

## Important dates in 2016

### “0”-beginners and holidays

\* For not beginners it is possible to join a course already in progress every Monday.

Start dates for <b>intensive courses for “0”-beginner</b> + all regular modules + integration courses	January 04; February 1 + 29; March 29; April 25; May 23; June 20; July 18; August 15; September 12; October 10; November 07, December 05
<b>Holidays*</b>	March 25 + 28; May 05 + 16; October 3 + 31; November 16*
* No lessons on holidays, which partly will be substituted by additional free leisure activities	<b>Christmas break:</b> last day of school = December 16, 2016 first day of school = January 02, 2017

### Examinations

<b>Test DaF*</b> (for university entrance)	February 10, April 20, June 9, July 19, September 20, November 08 → Registration directly! Minimum 5 weeks before the exam! → Test Centres in Dresden: <a href="http://www.testdaf.de">www.testdaf.de</a>
<b>DSH*</b> (for university entrance)	March / September (dates on request at the chosen university)
<b>DTZ (A2-B1), B2, C1 (TELC)**</b> → More info under: <a href="http://www.telc.net/">www.telc.net/</a>	Every month, see: <a href="http://www.sprachmobil.com/german/current-courses.php">www.sprachmobil.com/german/current-courses.php</a> → Registration min. 4 weeks before the exam!
*Exams eg. at the TU Dresden: <a href="http://www.tu-dresden.de/">www.tu-dresden.de/</a>	** Examination <u>at Kästner Kolleg</u>

### Our Service for free

- Language TANDEM intermediation
- Use of library, media, WLAN
- Arrangement of a low cost health insurance

### Transfers:

We can help you with a transfer *from the Dresden Airport / train station*. This service costs 60 EUR one way. We can also offer you a Transfer from the airports in Berlin and Leipzig for the price of 325 EUR.

#### Contact

Address: Tannenstraße 2, 01099 Dresden  
Tel.: +49 (0) 351 80 36 360  
Fax: +49 (0) 351 80 36 894  
E-Mail: [info@sprachmobil.com](mailto:info@sprachmobil.com)  
Web: [www.sprachmobil.com](http://www.sprachmobil.com)

#### Our office hours

Monday - Thursday: 9 a.m. to 6 p.m.  
Friday: 9 a.m. to 2 p.m.

**Emergency phone:** +49 (0) 176 83023836

#### Bank account details

Holder: Kästner Kolleg e. V.  
National: Ostsächsische Sparkasse Dresden  
IBAN: DE48850503003200036418  
BIC-/SWIFT: OSDDDE81XXX

### Enrollment - steps

- 1** Send us the enrolment form e-mail or register online: [www.sprachmobil.com](http://www.sprachmobil.com) + do our placement test or send a proof of your current level of German.
- 2** We will confirm your booking by sending you a "confirmation of booking"/ invoice by e-mail.
- 3** You transfer the agreed pre-payment to our account (see on the left) or pay by credit card or by Paypal or personally at the office.
- 4** Your registration and reservation is finalised once we receive your pre-payment. We will send you then an **official letter of acceptance** (if you wish we can send it by express delivery post (DHL, 80,00 € extra) within about 3 working days.
- 5** The remaining fees must be paid on the first day of the course at the latest.

V  
I  
S  
A  
S

Our "intensive courses 25" are recognised by the Immigration Office in Dresden, as well as by embassies and consulates for obtaining a visa.

#### To obtain a visa you need:

- > a valid passport (min. 6 months valid)
- > (at best, if applicable) a letter of acceptance from a German university
- > proof of financial standing (about 660 €/month)
- > Health insurance (you can book through us)
- > **Our letter of acceptance**

# Fees, dates, terms and enrolment form for German courses 4/2016



## ENROLLMENT Form for a GERMAN COURSE

I know about *Kästner Kolleg* through: .....

Personal details  Ms  Mr

First name & surname: .....

Address: .....

Tel.: .....

E-Mail: .....@ .....

Date & place of birth: .....

I need to acquire a **visa**  health insurance

→ I want to join the following German course:

- Intensive *Standard* 25  Intensive *Summer* 25  
 Intensive *Star* 25+5  Summer *Intensive* 30  
 TestDaF *preparation training - Part time*  
 *Integration* course 25  Intensive *Part Time* 15  
 Intensive *Long Term* over ..... weeks  
 Part Time "After Work"  Private lessons x .... 45 min.

**Duration:** from: ..... to: ..... for: ..... weeks

My level of German is:

- „Beginner without knowledge of German“ (A1.1)  
 „Near Beginner“ (ca. 100 h, A1.2)  
 „Near Beginner“ (ca. 200 h, A2)  
 „Advanced I“ (ca. 400 h, B1)  
 „Advanced II“ (ca. 600 h, B2)  
 „Advanced III“ (ca. 800 h and more, C1+)

I want to pass the following language exam: .....

I'd like to book the following accommodation:

from: ..... to: ..... for: ..... weeks

single room  double room (only 2 students/ on request!)

In a:

- Shared apartment /WG (from 18 years!)  
 Private Apartment  Private Apartment "Residenz"  
 Host family  
 Hotel  Hostel

**Board** (only with guest family and hotel):

breakfast → half board, full board on request.

→ I am:  Vegetarian  Allergic to .....  Smoker

→ I book an airport/railway station transfer

On arrival on/at: .....

My notes: .....

I accept your „Conditions of Enrollment“ →→→

.....  
Date, Signature

## CONDITIONS OF ENROLLMENT, GERMAN COURSES

### 1. GENERAL REQUIREMENTS

1.1. Course participants must be at least 18 years of age. Exceptions are participants from 16 years with a parents agreement, or students coming as a group led by a liable adult.

### 2. PAYMENT

2.1. In order to make a definite course reservation and to receive the official "letter of acceptance", which is necessary to acquire a visa, participants must pay 200 € (50 € for integration and evening courses) of the final course and accommodation fee. The rest of the course fee must be paid on the first day of the course at the latest.

### 3. COURSE FEES

3.1. The contractually binding fee is the fee stated in the current price list at the time of application.

3.2. When the student changes the course dates KÄSTNER KOLLEG charges a fee of 50 EUR - or 200 € if the official papers for visa application must be issued anew.

3.3. Any and all bank fees or other charges in conjunction with payment of the course fees are to be paid by the participant. For payment by credit card, Paypal or Western Union KÄSTNER KOLLEG charges an extra fee of 30 EUR.

### 4. CANCELLATION

4.1. All cancellations must be made in person or in writing to the KÄSTNER KOLLEG management.

4.2. **Intensive course:** If a participant cancels the course before the course start, KÄSTNER KOLLEG charges a cancellation fee of 200 € (50 € for integration or evening courses) plus possibly already paid fees, however up to a one months fee.

4.3. No refunds of the paid course and service fees will be given by KÄSTNER KOLLEG once the booked course has started, however, more than one month accommodation fee paid will be refunded.

4.4. **Evening course:** Cancellation must be made directly after the first course session (= trial lesson). In this case KÄSTNER KOLLEG charges a cancellation fee of 50 €. If there has been made a cancellation after the second course session KÄSTNER KOLLEG charges the full course fee for one module.

4.5. **Private lessons:** For private lessons KÄSTNER KOLLEG and the students would sign a separate contract.

4.6. In case of genuine **personal emergency** or unexpected catastrophes KÄSTNER KOLLEG refunds paid fees according to 4.2. After the course has started KÄSTNER KOLLEG can provide a voucher as refund for the paid course fees. Accommodation fees up to one month rent or service fees can not be refunded.

4.7. In case of a **visa refusal/delay** it is possible to change the date of a course according to 3.2., however without a guarantee for a free place in the chosen time. It is also possible to receive a refund according to 4.2. and 4.3.

### 5. ACCOMMODATION

5.1. The contractual relationship for lodging "Residence accommodation" is between KÄSTNER KOLLEG and the student. For the other accommodation types KÄSTNER KOLLEG only pre negotiates the prices with the homeowner in interest of the student.

5.2. Students are responsible for cleaning his/her room and any damage caused. He/she must fully compensate the renter.

5.3. The homeowner can ask the student for a deposit, e.g. for the keys, damage or cleaning.

### 6. PARTICIPANT OBLIGATIONS

6.1. It is the obligation of the course participant to ensure that their stay in Germany is legal.

6.2. The course participant is solely responsible for their own health, accident, liability, and personal property insurance. KÄSTNER KOLLEG assumes liability only for accidents in its classrooms.

### 7. DISCIPLINE

7.1. Disciplinary procedures will be applied in the event that the following rules are broken: malicious damage to school property, disruptive behaviour in class or breaking German law. In this case KÄSTNER KOLLEG will not provide any refunds.