

Enrolment form and course details

2017

Personal details

Surname:		First name:		<input type="checkbox"/> Female
				<input type="checkbox"/> Male
Date of birth:	Nationality:	Occupation:		
I need a special certificate to apply for a visa: <input type="checkbox"/> Yes <input type="checkbox"/> No			Passport no.:	
Address (street, house number):				
Postcode:	City:		Country:	
Mobile phone:		E-mail:		
How long have you been studying German (years of study / total number of lessons)?				
Teaching materials used:				
Your approximate level:				
<input type="checkbox"/> A1.1 (Absolute Beginners)		<input type="checkbox"/> A1.2 (Beginners with previous knowledge)		<input type="checkbox"/> A2 (Elementary)
<input type="checkbox"/> B1 (Pre-intermediate)		<input type="checkbox"/> B2 (Intermediate)		<input type="checkbox"/> C1 (Advanced)
I would like to register for the German course starting (date) for weeks (number of weeks).				
Please specify course type:				
<input type="checkbox"/> Standard Intensive Course (24 lessons of 45 minutes)				Fees:€
<input type="checkbox"/> Summer Intensive Course (24 lessons of 45 minutes)				
<input type="checkbox"/> Super-intensive Course (Standard or Summer Intensive Course + 8 lessons mini group)				
<input type="checkbox"/> Combined Course (Standard or Summer Intensive Course <input type="checkbox"/> + 4 or <input type="checkbox"/> + 8 private lessons)				
<input type="checkbox"/> Exam Preparation Course (Standard or Summer Intensive Course + 48 lessons exam prep.)				
I wish to apply for accommodation in a				
<input type="checkbox"/> Shared flat <input type="checkbox"/> Family (incl. <input type="checkbox"/> breakfast / <input type="checkbox"/> half-board) <input type="checkbox"/> Apartment <input type="checkbox"/> I don't need accommodation.				
Special requests:				
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No				Fees:€
Allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No (If 'yes', please specify)				
Pick-up service? <input type="checkbox"/> Yes <input type="checkbox"/> No (If 'yes', please inform us about your exact arrival details)				
How did you learn about TANDEM® Köln ?				
I agree and accept the enrolment terms (see page 4).				
Place, date and signature:				

Standard, Super-intensive, Combined and Summer Courses

Course no.	levels*	start	end
K1	A1 – C1	January 9th	February 3rd
K2	A1 – C1	February 6th	March 3rd
K3	A1 – C1	March 6th	March 31st
K4	A1 – C1	April 3rd	April 28th
K5	A1 – C1	May 2nd	June 2nd (course starts on Tue., 5 weeks)
K6	A1 – C1	June 6th	June 30th (course starts on Tuesday)
K7	A1 – C1	July 3rd	July 28th (summer course)
K8	A1 – C1	July 31st	September 1st (summer course, 5 weeks)
K9	A1 – C1	September 4th	September 29th
K10	A1 – C1	October 2nd	October 27th
K11	A1 – C1	October 30th	November 24th
K12	A1 – C1	November 27th	December 22nd

New students' starting dates: every Monday at 9.00 a.m. (placement test); **absolute beginners** can start only at the stated starting dates and are asked to come at 9.30 a.m. on their 1st day.

Our **Standard Intensive Courses** have 24 lessons per week in a group of 5 to 12 students including a basic cultural programme (at least 1 event per week)

Schedule: Mondays from 10.00 a.m. to 1.30 p.m., Tuesdays to Fridays from 9.30 a.m. to 1.45 p.m.

Our **Summer Intensive Courses** have 24 lessons per week in a group of 5 to 12 students including a wide cultural programme (at least 3 events per week)

Schedule: Mondays from 10.00 a.m. to 1.30 p.m., Tuesdays to Fridays from 9.30 a.m. to 1.45 p.m.

Super-intensive Course: Standard or Summer Course **plus 8** lessons per week in a mini-group of 3 to 6 students (24 + 8 lessons)

Mini-group classes take place Mondays to Thursdays from 2.30 p.m. to 4.00 p.m. (or as agreed upon).

Combined Course: Standard or Summer Course **plus 4** one-to-one lessons per week (24 + 4 lessons) or **plus 8** one-to-one lessons per week (24 + 8 lessons)

Private lessons take place as agreed upon.

Exam Preparation Courses (telc or Goethe – TestDaF on request): 8 weeks Standard or Summer Course **plus 48** lessons (192 + 42 lessons in a group of 4 to 10 students **plus 6** lessons test simulation)

Starting dates telc B2 (day of exam): **09.01.** (03.03.), **06.03.** (28.04.), **02.05.** (23.06.), **03.07.** (25.08.), **04.09.** (27.10.), **30.10.** (20.12.)

Starting dates telc C1 Hochschule (day of exam): **06.03.** (26./27.04.), **04.09.** (25./26.10.)

Starting dates Goethe C1 (day of exam): **09.01., 08.05., 30.10.** (monthly at the Goethe Inst.)

Group classes take place twice a week from 2.30 p.m. to 5.00 p.m. (or as agreed upon).

TestDaF preparation courses on request (days of the TestDaF exam: 14.02., 26.04., 19.07., 20.09., 16.11.)

Public holidays (which are not refundable): February 27th (Shrove Monday, Carnival), April 14th, April 17th, May 1st, May 25th, June 5th, June 15th, October 3rd, November 1st

School holidays: December 24th 2016 – January 8th 2017 and December 23rd 2017 – January 7th 2018

* **Note concerning the levels:** We always offer **all levels**. Basic levels: A1, A2; Intermediate levels: B1, B2; Advanced level: C1; each level = 192 lessons (= 8 weeks)

Course fees

Registration fee: €50. The registration fee includes: German placement test, course materials, 1st course book, leisure programme (1 activity per week, transport and entrance fees not

Standard Course	Fees in euros
1 week	€180
2 weeks	€340
3 weeks	€480
4 weeks	€600
Every additional week	+ €125

(In the high season of July and August there is an additional supplement of €20 per week.)

Super-intensive Course (+ 8 lessons mini-group)	Fees in euros
1 week	€300
2 weeks	€580
3 weeks	€840
4 weeks	€1,080
Every additional week	+ €245

(High season supplement of €20 per week.)

TANDEM® language exchange service

All our students (if their stay is longer than 3 weeks) receive on request a German TANDEM® partner if available. This exchange guarantees real contact with Germans and the possibility of applying what has been learned in class to real-life communication.

Accommodation

TANDEM® Köln has a professional accommodation service for students who wish to use it. The most popular way to live in our city is in a **single room in a shared flat** together with one or more Cologne citizens (**private accommodation**). On request, we can also look for a **family accommodation (single room with breakfast or half-board)**

For all those who like to live their own lives without depending on a host family, we can arrange a **single room or small apartment** in the TANDEM® flat share on the 3rd floor of the school building. The four single rooms (14 to 17m²) are bright and quiet, there's a fully equipped kitchen, a bathroom with two showers and a washing machine, a toilet and a balcony. The two apartments (18 and 30m²) are also fully equipped, have a private bathroom and a kitchenette. One of them can be used as a double room. In all rooms/apartments, there's TV and free internet access via WLAN. As a courtesy to non-smokers, smoking is not permitted within the entire flat (only on the balcony).

included, during the Summer Intensive Courses 3 activities per week), certificate of attendance and mediation of a TANDEM® learning partnership (if available).

Summer Courses (courses in July and August)	Fees in euros
1 week	€200
2 weeks	€380
3 weeks	€540
4 weeks	€680
Every additional week	+ €145

Combined course	(+ 4 private lessons)	(+ 8 private lessons)
1 week	€360	€540
2 weeks	€700	€1,060
3 weeks	€1,020	€1,560
4 weeks	€1,320	€2,040
Every additional week	+ €305	+ €485

(High season supplement of €20 per week.)

Exam Preparation Courses (telc B2 and C1 Hochschule, Goethe C1) (8 weeks intensive course + 48 lessons)

8 weeks	€1,575
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telc exam fee: between €80 and €160 depending on the level. (High season supplement of €20 per week.)

One-to-One Courses

1 teaching hour of 45 min.	€55
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Teaching books: about €20 per month.

(Books for the first month are included in the enrolment fee.)

Accommodation booking fee: €75

Rent for	all single rooms	the apartments* (TANDEM® flat share)
1 week	€130	€180-220
2 weeks	€240	€320-400
3 weeks	€330	€420-540
4 weeks	€420	€480-640
Every additional week	€105	€120-160

breakfast €60 per week in addition

half-board €125 per week in addition

*On request we also arrange **small flats / apartments through an agency**. Prices vary between **€800 and €1,600 per month**. For all apartments the student has to take into account a deposit of €200, up to a two-month rent paid in advance and a fee for final cleaning.

Pick-up service (one way) from the airport / train station:

€75 (Cologne); €150 (Düsseldorf)

1. Registration Please send us the completed enrolment form. We will send you confirmation and ask you for an initial payment of **€200** (or **€400** if you have also booked accommodation through TANDEM® Köln). In case you have to apply for a visa, payment of the total course fee is required, along with one month's rent in advance (see section 8). A place on the course will be reserved on receipt of the deposit via the following bank account:

Recipient/account holder: Tandem Köln
Name of bank: Postbank Dortmund
Address: 44132 Dortmund, Germany
IBAN: DE08 440 100 460 441 801 466
BIC (Swift): PB NK DE FF 440

2. Minimum age Participants must be at least 17 years old. For students younger than 18, a signed parental consent form must be submitted with the enrolment documents.

3. Days without lessons / Missed classes There are no lessons at weekends and on public holidays. Public holidays are not refundable. Classes that have not been attended by a student for personal reasons can neither be refunded nor taken at a later date.

4. Terms of payment It is the student's duty to pay fees on time. All fees must be paid by the first day of the course *at the latest*. The student is responsible for payment of all bank fees. The student must pay all course fees and accommodation costs, even if they do not attend any classes, or if they only attend some of the scheduled classes.

5. Failure to conduct a course In case there are not enough registrations for a super-intensive or exam prep. course, the student and TANDEM® Köln may reach an agreement to compensate for the course booked with a reduced number of individual or 'mini group' lessons. Students registered for a course will be informed of such offers in good time.

6. Cancellation/rebooking

- a) This contract may be cancelled up to four weeks before a course begins. In such cases an administrative fee of **€100** (**€200** in the case of visa applications) must be paid.
- b) Participation in a later language course is also possible if arrangements are made with the enrolment office in Cologne in a timely manner (the first rebooking may be made without charge, subsequent rebookings will incur a fee of **€50**).
- c) Cancellations and rebookings must be made in writing.
- d) The student is expressly permitted to provide evidence that no costs resulted or that significantly lower costs resulted.
- e) Only in the case of individual tuition may a class be cancelled without charge with 24 hours written notice.

7. Termination

- a) For courses with a duration of over three months, a contract may be terminated by giving six weeks notice, effective as of the end of the current month, but not before end of the third month after the course begins.
- b) No termination is possible for courses with a shorter duration.
- c) The right to terminate a contract for exceptional reasons is not affected.
- d) In the case of a termination, a 20% contract termination fee for the entirety of the remaining course is applicable, in addition to fees for any part of the course that has already taken place.
- e) The student is expressly permitted to provide evidence that no costs resulted or that significantly lower costs resulted. TANDEM® Köln may, however, provide evidence that higher costs than the set fee resulted (e.g. through agent commissions) and to bill the student accordingly.

8. Visa (if required)

- a) Once payment of the total cost of the course and the first month's rent have been received, TANDEM® Köln will send you an original confirmation for presentation to the German consulate.
- b) A written re-confirmation of the booking must be submitted as soon as the visa is granted in order for the place on the course and the accommodation to be bindingly reserved. The student may begin a course 10 days after the receipt of such a confirmation at the earliest.
- c) If the visa is not granted, the school requires the written rejection from the consulate. Once this is received, the school will refund the deposit minus a **€200** visa application processing fee.

9. Accommodation Accommodation can only be provided for the duration of the course. A fee of **€50** will be charged if a student's stay is extended or for the provision of new accommodation. If, in exceptional cases, a student wants to extend their stay in the accommodation provided, such an extension may be possible if they have permission from TANDEM® Köln and pay a monthly fee of **€35** (in addition to their rent).

10. Data Protection The participant consents to the electronic storage of their personal information. Personal data will only be used for administrative reasons. Such data will not be passed on to third parties.

11. Liability Course participants are liable for their actions. TANDEM® Köln assumes no responsibility for damage to property or persons. We recommend that students take out liability, accident and health insurance.

12. Court of jurisdiction The court of jurisdiction is Cologne.

13. Other conditions The participant commits to regular participation in the courses and work cooperatively with the school and its teachers.

TANDEM® Köln, 1 January 2017

Contact details and office hours:

TANDEM® Köln – International Language School

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 Germany

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(Friday to Sunday from 9.00 a.m. – 11.00 p.m.)

Monday – Thursday: 10 a.m. – 2 p.m. and 4 p.m. – 7 p.m.

Friday: 10.00 a.m. – 4.00 p.m. (GMT + 1)