

## Enrolment form



In German course from ..... to .....  
 Course fees .....  
 First name .....  
 Family name .....  
 Street .....  
 Postal code ..... City .....  
 Phone .....  
 Mobile phone .....  
 E-mail .....  
 Date of birth .....  
 Profession .....  
 How long have you been studying German  
 (lessons per week)? ..... ( ..... )  
 Teaching materials used: .....

Your approximate level:  
 A1  A2  B1   
 (Absolute Beginners) (Elementary) (Pre-Intermediate)  
 B2  B2/C1  C1   
 (Intermediate) (Upper Intermediate) (Advanced)

I wish to apply for accommodation in a  
 Shared flat  Family  Apartment   
 Special requests: .....  
 Do you smoke? Yes  No   
 Allergies? .....  
 Pick-up service? Yes  No   
 I don't need accommodation   
 How did you hear about Tandem? .....  
 I accept and agree with the enrolment terms.

Place, date and signature:

Enrolled by:



## More German?



Would you like to learn German more intensively? Or do you need to prepare for an exam, an interview or your new job? Or would you like to brush up your grammar or to improve your communication skills:  
 Here is what we are offering:

### One-to-one

1 private lesson of 45 minutes: 45 €

### Combined and Super-intensive Courses

Add 5 private or 10 minigroup lessons per week to your standard or summer course.

Price per week in addition to the course fee +170 €

### Evening Courses

Evening courses at TANDEM® Köln run all year round and are available at all levels, Beginners to Advanced. Classes consist of 6 lessons of 45 minutes per week and take place from 6–9 p.m. You'll always learn in small classes, usually in groups of four to eight students.

4 weeks 160 €  
 additional week 40 €  
 12 weeks 420 €

## TANDEM® INTERNATIONAL

**TANDEM® Köln** is part of the TANDEM Network of quality language schools around the world supporting individual, autonomous language learning through partnership. For more information about the Tandem schools and our quality standards visit [www.tandem-schools.com](http://www.tandem-schools.com).

#### Contact details and office hours:

Tandem Köln – International Language School  
 Director: Oliver Lechlmaier  
 Rolandstraße 57, D–50677 Köln  
 E-mail: [info@tandem-koeln.de](mailto:info@tandem-koeln.de)  
 Phone: +49 (0)221 310 10 30 (answering machine)  
 Fax: +49 (0)221 310 10 74  
 Skype: tandemkoeln  
 Monday – Thursday 10 a.m. – 2 p.m. and 4 p.m. – 7 p.m.  
 Friday 10 a.m. – 4 p.m.

## German Courses 2012



- **Standard course** (20 lessons of 45 minutes/week; September to June)
- **Summer course** (20 + 2 lessons per week; July and August)
- **All levels** – from A1 (Absolute Beginners) to C1 (Advanced)\*
- **Starting dates:** every Monday (except Absolute Beginners)
- **Timetable:** 10 a.m. – 1.30 p.m. (upon request from 2.30 p.m. – 6.00 p.m.)
- **Small groups** with 5 to max. 12 students (average 8)
- **Exam preparation** for the A1, A2, *Zertifikat Deutsch B1, B2, C1, DSH* and *TestDaf* (TANDEM® Köln is an official telc test-centre)
- Including cultural programme once per week (summer 3x/week)\*\*
- Language exchange partner free of charge (if available)
- Free internet access, WiFi

### Standard and Summer Courses

No.	Start	End	
K1	Jan. 9th	Feb. 3rd	
K2	Feb. 6th	March 2nd	
K3	March 5th	March 30th	
K4	April 2nd	May 4th	(5 weeks)
K5	May 7th	June 1st	
K6	June 4th	June 29th	
<b>K7</b>	<b>July 2nd</b>	<b>July 27th</b>	<b>(summer course)</b>
<b>K8</b>	<b>July 30th</b>	<b>Aug. 31st</b>	<b>(summer course, 5 weeks)</b>
K9	Sept. 3rd	Sept. 28th	
K10	Oct. 1st	Oct. 26th	
K11	Oct. 29th	Nov. 23rd	
K12	Nov. 26th	Dec. 21st	

### Course Fees

Enrolment fee 75 €

incl. Placement test, course materials (1st book and copies) leisure programme, certificate of attendance and TANDEM® learning partnership (where available), arrangement of accommodation (if required).

	Standard	Summer
1 week	150 €	175 €
2 weeks	275 €	325 €
3 weeks	375 €	450 €
4 weeks	450 €	550 €
additional week	95 €	120 €

Course books between 15,00 € and 20,00 € per month

**Bank holidays** (which are not refundable): Feb. 20th (Shrove Monday, Carnival), April 6th, April 9th, May 1st, May 28th, June 7th, Oct. 3rd and Nov. 1st

**School holidays:** Dec. 24th 2012 - Jan. 7th 2013

**Notes:** \*The first day of class the students with any previous knowledge must take a placement test. Levels A1, A2, B1 = 160 hours (8 weeks), levels B2 and C1 = 240 hours (12 weeks)

\*\* Transportation and entrance fees are not included.

# Talk it easy!

[www.tandem-koeln.de](http://www.tandem-koeln.de)  
[info@tandem-koeln.de](mailto:info@tandem-koeln.de)

# TANDEM Köln

## German Courses in Cologne 2012

Member of  
**TANDEM INTERNATIONAL**



For more than 25 years TANDEM has been specialising in modern and successful language teaching, as well as organising language partnerships. You will find TANDEM in many interesting and attractive cities within Germany and worldwide – and naturally also in Cologne! **Our goal** is to enable people from different backgrounds to meet and understand each other.

The school is located close to the city centre in the so-called *Südstadt*, a district well known for its lively atmosphere with many little shops, bars and restaurants. The next tram stop is just three minutes away by foot, close to one of the university canteens and a beautiful park with a typical German beer garden. The school itself is situated in a former monastery and consists of eleven bright and quiet classrooms, a student library with CD and DVD facilities, a small cafeteria and a beautiful garden – ideal for the breaks. We offer free internet access and WiFi for all students at the school.

### Our Courses

**TANDEM® Köln** offers **German courses at all levels**, from Beginner to Advanced. We place a special emphasis on using efficient and creative teaching methods while remaining flexible and open to the wishes and needs of our students. Therefore, in addition to using the most professional teaching methods, the motto of our qualified teachers is: **learning German should be fun!** Small groups, communicative lessons as well as the friendly and pleasant atmosphere at our school will make it a pleasure for you to learn.

And so that you come into close contact with the **German language and culture** outside the classroom, we will provide you with a full cultural programme, private accommodation with Germans and a so-called *Tandem*. Enjoy the wide variety of cultural activities on offer, live with people from Cologne for a couple of weeks, and practise with your **Tandem partner** everything you have learned in class in an individual and real-life situation, speaking alternately in German and in your mother tongue.

Cologne is the oldest of Germany's big cities. **More than 2000 years of history** have left their mark on Cologne. And it is not only Cologne's famous cathedral – a gothic masterpiece – which bears testimony to times gone by. Numerous buildings, sculptures and gardens provide a vivid impression of the old Cologne.

**Today, Cologne is a modern, lively and cosmopolitan city:** a hub of trade fairs, a university town and, with its many radio and television centres and over 350 film and TV production companies, the unquestionable media capital of Germany.

Furthermore, **Cologne offers pure culture!** Opera, philharmonic orchestra, important museums, a huge number of theatres and cinemas, concerts of every type, over 100 art galleries and innumerable antique dealers ... In the evenings Cologne's vibrant nightlife will tempt you with its countless clubs and trendy bars. **Highlights** of the calendar year are, above all, the wild days of revelry during the **Cologne Carnival** (February); the **c/o pop** in June, one of the biggest music festivals in Germany; and, of course, the yearly **Gay Pride** celebration on **Christopher Street Day**, with its colourful parade (July). Discover the secrets of this fascinating city at the heart of Europe with us and students from all over the world!



### Cultural programme

The cultural programme takes place on at least three afternoons/evenings a week during summer (July and August), and once a week during the rest of the year. At the end of each week we will inform you of the cultural programme for the following week. Among the things we offer will be: historical tours, sports, films, nightlife, theatre and museum visits, excursions (such as boat rides on the Rhine or bicycle tours to Bonn and the romantic Rhine valley), a barbecue or karaoke party.

Although there aren't normally any activities organised for the weekends, we will always give you some advice, e.g. for daily trips to Aachen, Bonn, Düsseldorf, Frankfurt, Koblenz, Münster or weekend trips to Berlin, Munich, Amsterdam, Brussels and Paris.

### 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 residents. All TANDEM-arranged accommodation provides self-catering facilities with access to kitchen and bath or shower. On request, we can also look for a family accommodation (including breakfast or half-board):

Maximum rent for a single room (shared flat or family):

2 weeks	220 €
3 weeks	320 €
4 weeks	380 €
every additional week	95 €
Breakfast 45 €, half board 100 €/week in addition	
Pick-up at the airport/train station (one way)	70 €

**Special arrangements** are always possible; double rooms, small apartments or hotel accommodation are available on request. For further information, please contact the office (prices vary and are determined on an individual basis).

**1. Registration** Please fill in and send us the enrolment form. We will send you your confirmation and ask you for a first instalment of EUR 200 (or EUR 400 if you have also booked accommodation through TANDEM® Köln). In case you have to apply for a visa, please transfer 50% of the total course fee. A place on the course will be reserved upon receipt of the deposit at: Account name: Postbank Dortmund, 44132 Dortmund, IBAN: DE 08 440 100 460 441 801 466, BIC (Swift): PB NK DE FF

**2. Minimum age** Participants must be at least 17 years old. Students younger than 18 years have to send a parental consent form signed by their parents together with the enrolment.

**3. Days without lessons / Missed classes** There are no lessons at the weekends and on public holidays. Public holidays are not refundable. Classes that have not been attended by the 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 the fees on time. For our intensive classes all fees must be paid by the first course day at the latest. The student is responsible for all bank fees. If the student does not attend the classes or discontinues attendance before the course ends, TANDEM® Köln has the right to demand the entire course fees as well as the whole rent payment.

**5. Non-implementation** In case there are exceptionally not enough registrations for any one class, the student and TANDEM® Köln may agree to compensate for the course booked with individual lessons. Students registered will be informed of offers to that effect in good time.

**6. Cancellation** It is possible to cancel any time before the course starts. In some cases participation in a later language course will be accepted; all arrangements have to be made in co-ordination with the enrolment office in Köln in time. A cancellation must be made in writing. **a.** If the cancellation order arrives at least four weeks before the course is to start a fee for administrative costs of EUR 100 must be paid. We will refund the amount paid in advance exceeding EUR 100. **b.** For a cancellation at a later date 50% of the full costs have to be paid. A booking of a substitute student can be accepted. **c.** If a student doesn't report to the school or discontinues a language course for reasons TANDEM® Köln cannot be held responsible for, fees or parts thereof will not be refunded. Fees still open will have to be paid.

**7. Visa (if required)** **a.** After the deposit of 50% of the total costs has been received, TANDEM® Köln will send you an original invitation to be presented at the German Consulate. **b.** If the visa is granted, the school requires a written re-confirmation of the booking. **c.** If the visa is not granted, the school requires the written rejection from the Consulate and will refund the deposit minus EUR 200 visa processing fee.

**8. Accommodation** Accommodation is provided only for the duration of the course. The EUR 200 deposit reserves your accommodation and will be given back to you at the end of the course or you will be paid the difference upon receiving the last instalment of your course fee. A fee of EUR 50 will be charged to extend your stay or if you would like new accommodation. The student must have permission from TANDEM® Köln if he/she would like to stay longer. TANDEM® Köln reserves the right to charge a monthly fee of EUR 35 for this exception.

**9. Data Protection** With the student's consent, their data are processed electronically. Personal data will only be used for administrative requirements and will at no time be passed on to third parties.

**10. Insurance** TANDEM® Köln assumes no responsibility in case of material damages. We recommend that students take out liability, accident and health insurances.

**11. The court of jurisdiction** The court of jurisdiction is Cologne.