

Enrolment form and course details

2019

Personal details

Surname:		First name:		<input type="checkbox"/> Female
				<input type="checkbox"/> Male
Date of birth:		Nationality:		
I need a special certificate to apply for a visa: <input type="checkbox"/> Yes <input type="checkbox"/> 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)				Enrolment fee: €50
<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)				Course fee: €.....
<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				Accommodation booking fee: €75
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)				Rent: €.....
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 7th	February 1st
K2	A1 – C1	February 4th	March 1st
K3	A1 – C1	March 5th	March 29th (course starts on Tuesday)
K4	A1 – C1	April 1st	May 3rd (5 weeks)
K5	A1 – C1	May 6th	May 31st
K6	A1 – C1	June 3rd	June 28th
K7	A1 – C1	July 1st	August 2nd (summer course, 5 weeks)
K8	A1 – C1	August 5th	August 30th (summer course)
K9	A1 – C1	September 2nd	September 27th
K10	A1 – C1	September 30th	October 25th
K11	A1 – C1	October 28th	November 22nd
K12	A1 – C1	November 25th	December 20th

New students' starting dates: every Monday at 9.00 a.m. (placement test); **absolute beginners** can start only on 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 of 45 minutes a week 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 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 teaching hours)

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 teaching hours) or **plus 8** one-to-one lessons per week (24 + 8 teaching hours)

Private lessons take place as agreed upon.

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

Starting dates telc B2 (day of exam): **07.01.** (01.03.), **11.03.** (03.05.), **06.05.** (28.06.), **08.07.** (30.08.), **02.09.** (25.10.), **28.10.** (19.12.)

Starting dates telc C1 Hochschule (day of exam): **07.01.** (28.02.), **11.03.** (02.05.), **06.05.** (27.06.), **08.07.** (29.08.), **02.09.** (24.10.), **28.10.** (18.12.)

Public holidays (which are not refundable): March 4th (Shrove Monday, Carnival), April 19th, April 22nd, May 1st, May 30th, June 10th, June 20th, October 3rd, November 1st

School holidays: December 24th 2018 – January 4th 2019 and December 23rd 2019 – January 3rd 2020

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

Course fees

Registration fee: €50. The registration fee includes: German placement test, course materials, first 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	€580
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	€340
2 weeks	€660
3 weeks	€960
4 weeks	€1,220
Every additional week	+ €285

(In the high season of July and August there is an additional 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 Course (courses in July and August)	Fees in euros
1 week	€200
2 weeks	€380
3 weeks	€540
4 weeks	€660
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	€1,300	€2,020
Every additional week	+ €305	+ €485

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

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

8 weeks	€1,555
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telc exam fee: between €80 and €175 depending on the level.
(In the high season of July and August there is an additional supplement of €20 per week.)

One-to-One Courses (without doing an intensive course)

1 teaching hour of 45 min.	€55
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Teaching materials: about €20 per month
(Materials 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	€140	€180-220
2 weeks	€250	€320-400
3 weeks	€340	€420-540
4 weeks	€440	€480-640
Every additional week	€110	€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); €160 (Düsseldorf)

The following is an English translation of our "Terms & Conditions". However, please note that in the event of legal dispute, only the **German version** is legally valid.

1. Terms and conditions TANDEM® Köln, Rolandstr. 57, 50677 Köln (proprietor: Oliver Lechlmaier) is responsible for all language courses offered in this institution. These terms and conditions apply to all contracts concerning German intensive courses (standard, summer, super-intensive as well as combined courses) between TANDEM® Köln and the student. Any change of these conditions must be in text form.

2. Conclusion of contract Bookings become binding with our receipt of the completed registration form and the down payment of **EUR 200.00**. Students who have booked accommodation for the duration of the course through TANDEM® Köln must deposit an additional **EUR 400.00**; i.e., **EUR 600.00** in total. Students requiring a visa must pay the total of their course fees plus the first month's rent for their accommodation (see 8). Please use PayPal or transfer the required amount to our bank account:

Recipient/account holder: Tandem Köln
Name of bank: DB Privat- und Firmenkundenbank AG
Address: 44132 Dortmund, Germany
Account no.: 441 801 466
Bank identification number: 440 100 46
IBAN: DE 08 440 100 460 441 801 466
BIC (Swift): PB NK DE FF

Students 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. Service / non-attendance / days without lessons TANDEM® Köln has the obligation to provide the courses students have booked. During the contract period, students are obligated to pay the course fees regardless of their attendance. There are no lessons on weekends and public holidays. Public holidays are not refundable.
4. Terms of payment The remainder is payable at the beginning of the course, unless deferred payment has been specifically agreed upon. The last instalment must be paid by the end of the first half of a given course. Please pay by bank transfer (cf 2) or in our office, with a credit card or in cash. All fees are to be paid by the student.

5. Non-implementation In case there are not enough registrations for a particular 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. TANDEM® Köln will take the student's legitimate interests into account. The student is free in this case to cancel the contract and be reimbursed for all expenses.

6. Cancellation / Change of Booking

- a)** In case a contract is cancelled up to four weeks before a course begins, an administrative fee of **EUR 100.00** (**EUR 200.00** 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 **EUR 50.00**).
c) In case of cancellation within 4 weeks before the beginning of a course, TANDEM® Köln will charge the student all costs caused by this cancellation, at least **EUR 100.00** up to a maximum of the full cost. If a replacement is found for the student, this portion of the cost will be dropped.
d) Cancellations and rebookings must be made in writing.
e) The student is expressly permitted to provide evidence that no costs resulted or that significantly lower costs resulted.
f) In case of non-attendance or discontinued attendance before the end of the course, the student will have to pay the course fees in full. Payments already made will not be reimbursed. If a replacement is found for the student, this portion of the cost may be dropped.
g) Only in the case of individual tuition (combined courses) may a class be cancelled without charge with 24 hours written notice.
h) The right to terminate a contract for exceptional reasons is not affected.

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 beginning of the course.
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) Termination of the contract must be made in text form.
e) 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.
f) 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 students 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 in the course and the accommodation to be bindingly reserved. The student may begin a course 14 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 **EUR 200.00** visa application-processing fee.

9. Accommodation Accommodation can only be provided for the duration of the course. The down payment payable for the reservation of a student's accommodation includes a security deposit of **EUR 200.00**. This will be cleared with the last instalment of the course fee or reimbursed at the end of the rent term. A fee of **EUR 50.00** 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 **EUR 35.00** (in addition to their rent).

10. Data Protection The student 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 (see our data privacy statement).

11. Liability Course participants are liable for their actions. TANDEM® Köln assumes no responsibility for any loss of or damage to property. This does not apply to liability arising from wilful misconduct or gross negligence of TANDEM® Köln nor for injury to life or health of the student. 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 to working cooperatively with the school and its teachers.

14. Severability clause If any part of this agreement is declared unenforceable or invalid, the remainder will continue to be valid and enforceable. A provision shall take the place of the invalid provision or fill the omission that, as far as legally possible, comes closest to what the contractual parties intended or, given the sense and purpose of this contract, would have intended if they had considered the matter.

TANDEM® Köln, 01 January 2019

Contact details and office hours:

TANDEM® Köln – International Language School

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 50677 Köln
 Germany

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TANDEM® Team:

Ms. Tina Konerth (Language Tests Management)

Ms. Kristina Laude (Marketing)

Ms. Barbara Prinz (Head of Studies)

Ms. Birgit Sterly (Office Management)

Ms. Maren Pettelkau (Accommodation Management)

Emergency number: +49 (0)177 35 55 642

(Saturdays and Sundays: 9.00 a.m. – 10.00 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)