

Application Form

Personal Information

Your First Name: _____

Your Middle Name: _____

Your Family Name: _____

Street Address: _____

City: _____

State/Province: _____

Country: _____ Zip Code: _____

Your Telephone Number: _____

Your Email Address: _____

Your Place of Birth: _____ Your Date of Birth: _____

German Knowledge

Oral comprehension	0	1	2	3	4	5
Written comprehension	0	1	2	3	4	5
Essay	0	1	2	3	4	5
Oral Expression	0	1	2	3	4	5

(0=none5=very good)

Previous German courses: _____

German certificates: _____

Date of course and housing

Which month have you selected for your course? _____

Hours of lesson _____ 4 6

Do you need a housing? _____ yes / no

Shared apartment/Individual apartment/staying with a family

Do you want to be picked up from your arrival place? _____ yes/no

Date of arrival in Frankfurt _____ Time _____

N° of flight/train _____

The inscription in any of our courses automatically implies the acceptance of the following General Terms and Conditions, whether you apply directly at the school or by means of the agencies or collaborators of Akademie Germanica. **Please read the terms first (on the second page) before signing the application form.**

Date, place _____ Signature _____

GENERAL TERMS AND CONDITIONS

The inscription in any of our courses automatically implies the acceptance of the following General Terms and Conditions, whether you apply directly at the school or by means of the agencies or collaborators of Akademie Germanica.

- Fees include: course and accommodation, certificates, leisure activities and an insurance covering civil liability and accident.

Fees do NOT include: optional day trips, teaching material, books and the official fees of examinations, in the event the student takes it.
- You can apply by telephone, mail, fax or by means of our agencies and collaborators abroad. Once your application is received, we will send you a confirmation of the course and the accommodation that you have chosen.
- Once you have received our confirmation of both course and accommodation, you must make a swift of 100 euro into our account (only valid for those students applying directly at our school). Our bank account data are the following:

Frankfurter Sparkasse
IBAN 32500502010118971423
SWIFT FRASDEFFXXX

- Once the deposit is made, we will send you a detached bill of the course and the accommodation will be definitely confirmed.
- The rest of the fees can be paid cash directly in the school during the first week of the course. Swifts of the total amount into our account are also accepted. In case you choose the latter, you are kindly asked to send us a copy of the swift receipt. The student must pay the expenses derived from the bank transactions.
- In order to have the right to be repaid, cancellation will only be admitted by fax, e-mail or registered letter. If it is done three weeks before the course begins, the deposit minus 20% - due to administration expenses - will be reimbursed. Should it be done within three weeks before, 20% of the deposit will be repaid. If the course has already begun, the student will not have the right to be repaid.
- Group formation: The minimum group will consist of three students, in case there is no such a minimum number of students, Akademie Germanica reserves the right of reducing the hours of the group this way:
 - If you only have 2 students; the 4 daily classes will be reduced to 3 daily classes. The 6 daily classes will be reduced to 4 daily classes.
 - If you only have 1 student, the 4 daily classes will be reduced to 2 daily classes. The 6 daily classes will be reduced to 3 daily classes
- Accommodation will be available the day before the course begins from 12 a.m. until the day after the course ends until 12 a.m. The accommodation with families or in halls of residence includes room and lunch service. Other extras such as laundry are usually paid aside. Akademie Germanica reserves the right to change the accommodation from a double room into a single room whenever it may be necessary, as well as to charge cleaning extras, energy

overconsumption or damage to belongings due to an inadequate use by the students. Bed linen and towels must be brought by the students.