



### Personal data

Surname		First name		<input type="checkbox"/> Female	<input type="checkbox"/> Male
Street/house-no.		Post code/city		Country	
Date of birth		Nationality		Occupation	
Telephone		Email		Company/agency	
How did you hear about F+U? (Please give as much detail as possible)					
Language skills <input type="checkbox"/> none <input type="checkbox"/> basic <input type="checkbox"/> moderate <input type="checkbox"/> good <input type="checkbox"/> very good				Have you submitted a language test? <input type="checkbox"/> online <input type="checkbox"/> at F+U <input type="checkbox"/> not yet	

### Individual lesson

Language		Comments/Specialist language			
Lesson format <input type="checkbox"/> Individual training <input type="checkbox"/> Duo <input type="checkbox"/> Trio <input type="checkbox"/> Quartett <input type="checkbox"/> 5-8 persons (formed only with joint enrolment)					
Teaching Hours (TH / 45 min.)		Start (Day / time)		Lesson location (if not in the language school)	

### Examinations

Language		Level		Date of examination	
I am registering for the following examination (please give precise information):					

### Group courses

Start		Duration Weeks: _____ Months (for evening courses): _____	
<p><b>Evening courses (German / English)</b></p> <p>Evening course standard <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Evening course plus module _____ <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Intensive course evenings <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Conversation training (module only) <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>TestDaF / DSH (module only) <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Business English-LCCI (module only) <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>TOEFL (module only) <input type="checkbox"/> German <input type="checkbox"/> English</p> <p><b>Weekend courses (German / English)</b></p> <p>Saturdays standard <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Weekends standard <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Saturdays TestDaF / DSH <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Weekends TestDaF / DSH <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Saturdays business <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Weekends business <input type="checkbox"/> German <input type="checkbox"/> English</p> <p><b>Other courses (German / English)</b></p> <p>European-Business-Expert <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Company internships <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>À la carte courses <input type="checkbox"/> German <input type="checkbox"/> English</p> <p><b>Other languages</b></p> <p>Intensive course mornings <input type="checkbox"/> Ital. <input type="checkbox"/> Span. <input type="checkbox"/> Russ.</p> <p>Intensive course + conversation training <input type="checkbox"/> Ital. <input type="checkbox"/> Span. <input type="checkbox"/> Russ.</p> <p>Conversation training (module only) <input type="checkbox"/> Ital. <input type="checkbox"/> Span. <input type="checkbox"/> Russ.</p> <p>Semester courses <input type="checkbox"/> Chinese <input type="checkbox"/> Italian <input type="checkbox"/> Japanese</p> <p><input type="checkbox"/> Polish <input type="checkbox"/> Portuguese <input type="checkbox"/> Russian <input type="checkbox"/> Turkish</p> <p>"Educational leave" <input type="checkbox"/> Ital. <input type="checkbox"/> Span. <input type="checkbox"/> Russ.</p>			
<p><b>Intensive courses - classic (German / English)</b></p> <p>Intensive course mornings (English: Intensive I) <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Intensive course mornings II <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Exam course - DSH / TestDaF <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Intensive course plus module _____ <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Super-intensive course <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Conversation training (module only) <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Business language (module only) <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>DSH/TestDaF/TOEFL/LCCI (module only) <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Grammar for beginners (module only) <input type="checkbox"/> German <input type="checkbox"/> English</p> <p><b>Intensive courses - special (German / English)</b></p> <p>Combination German 20 + English 15 <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Further training for language teachers <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Mini group (I, II, III, IV) _____ <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Intensive course for Seniors (50+) <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Intensive course afternoons <input type="checkbox"/> German <input type="checkbox"/> English</p> <p>Intensive course for the family <input type="checkbox"/> German (Number of TH: _____) <input type="checkbox"/> English</p> <p>"Educational leave" <input type="checkbox"/> English</p> <p>Mini group afternoons <input type="checkbox"/> English</p> <p>Pupils' course, 'Abitur' preparation <input type="checkbox"/> English</p> <p><b>Junior programme (German)</b></p> <p><input type="checkbox"/> Full programme (course, breakfast, lunch, host family / half board, activities)</p> <p>If only individual modules are preferred:</p> <p><input type="checkbox"/> Course   <input type="checkbox"/> Breakfast   <input type="checkbox"/> Lunch   <input type="checkbox"/> Host family</p> <p><input type="checkbox"/> Activities   <input type="checkbox"/> Accompaniment   <input type="checkbox"/> Riding   <input type="checkbox"/> IT course</p>			
IT courses, ECDL exam: see "IT" enrolment form			

### Accommodation

Arrival (Day / time)		Departure (Day / time)			
Room occupancy <input type="checkbox"/> Single room <input type="checkbox"/> Double room (only possible for joint arrival)		Board <input type="checkbox"/> Room only <input type="checkbox"/> Breakfast <input type="checkbox"/> Half board <input type="checkbox"/> Full board			
Halls of residence / shared accommodation <input type="checkbox"/> Category I <input type="checkbox"/> Category II <input type="checkbox"/> Category III <input type="checkbox"/> Category IV <input type="checkbox"/> Category V <input type="checkbox"/> Category VI		Apartment <input type="checkbox"/> Category I <input type="checkbox"/> Category II <input type="checkbox"/> Category III		No. of persons: _____ <input type="checkbox"/> Hotel <input type="checkbox"/> Hotel Bayerischer Hof	
Host family <input type="checkbox"/> Category A <input type="checkbox"/> Category B <input type="checkbox"/> Category C		Special requests			

### Transfer

Arrival (Day / time)		Airport (station)		Airline / flight no	
Departure (Day / time)		Airport (station)		Airline / flight no	

I, the undersigned, accept the general conditions of contract as detailed overleaf.

Place, date		Signature	
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## General conditions of contract

### 1. Jurisdiction

The following general terms of contract apply for course participants of language courses and additional services provided by F+U Rhein-Main-Neckar gGmbH (hereinafter "F+U"). Any arrangements differing from these contract terms require written confirmation from F+U in order that they become valid. These conditions may be waived only through written notification.

### 2. Conclusion of contract

The contract is concluded as soon as enrolment in a course is confirmed by F+U. German law applies.

### 3. Contractual obligations

- Only the descriptions and pricelists in the German and English language versions are considered authoritative for the purpose of contractual obligations. All other translations serve the purpose of improved orientation only.
- All F+U language courses may also be attended as preparation for a recognised language diploma, and contribute to professional and academic further education.
- Lessons are cancelled on public holidays: to compensate, additional lessons can be taken in another course type (with the exception of individual training). The missed course days can also be added as an extension to the booked course.

### 4. Terms of payment

- At the time of registration, only the pricelist stated in the German and English versions are valid.
- After receipt of the invoice, fees for the contractually agreed services are payable no later than two weeks prior to the course commencement date. All bank charges are payable by the course participant. If registration is less than two weeks before course commencement, fees are payable in full upon receipt of the invoice.
- For courses of more than three months' duration, payment in instalments can be arranged. All instalments must be paid before course completion or the end of the rental contract respectively.
- The fees and their payment date are independent from the services of third parties.
- For delayed payment, an administration fee of 5 € is incurred for each reminder.
- The invoice value can be paid in cash, by EC-card or bank transfer, or also by credit card (Visa, Mastercard).

Transfers are to be made to the following account (only after invoice has been issued):

F+U Gemeinnützige Bildungseinrichtung gGmbH  
Commerzbank AG; Account number: 4 844 166 07; BLZ: 672 800 51  
SWIFT-BIC: DRES DE FF 672; IBAN DE17 6728 0051 0484 4166 07

### 5. Cancellation of contract; notice given by the course participant; cancellation charges

- Cancellation of contract on the part of the participant is to be made by submitting an appropriate statement to F+U. The date on which the notice is received by F+U will be considered to be the date of cancellation. Notice of the cancellation of contract must be given in writing.
- Cancellation of F+U courses booked and any directly related services without a cancellation charge is possible at least two weeks prior to course commencement, after which the following cancellation fees are incurred:
  - At least one week before the course start: 20 €.
  - By Friday, 12:00, before the course start: 50 €.
  - After this time but still before the course start: 120 €.
- For cancellation terms for accommodation rented from or through F+U, please see point 6.
- Once the course has begun, cancellation of the course and directly related services is possible only in legally designated cases. This does not affect the right of cancellation in extenuating circumstances.
- If you do not start the course, F+U must nonetheless charge the participant the full fee, even though the course has not been attended. Therefore, it is in your own interest to please pay attention to our conditions of cancellation!
- For notice terms for accommodation rented from or through F+U, please see point 6.
- The cancellation fee conditions do not influence the possibility of the participant to prove that F+U was either not adversely affected, or only to a considerably lesser degree.
- For lessons not taken, F+U issues the participant with a credit voucher entitling the holder to participation in another F+U language course, subject to restrictions. This credit is transferable, however it may not be sold to other F+U course participants.

### 6. Rental conditions and cancellation charges

- The conditions in point six are supplementary to points one to five.
- If the accommodation booking forms part of the contractually agreed services, the respective house rules for this accommodation form a component of the contract. In this case, the participant will be provided with the house rules (in the English language if requested) prior to moving into the accommodation. (In the case of host families, the family rules apply; for accommodation providers, i.e. youth hostels, hotels and guest houses, their general terms and conditions apply.)
- In case of late payment, the participant has no right to a room reservation.
- The participant must compensate for any damage she or he causes. If a participant is responsible for damage which is claimed by F+U, then F+U has the right to reimbursement.
- If the participant is unable to adhere to the stated arrival date, he/she is to inform

F+U without delay. For arrivals later than 24.00, there is no right to a room for the first night.

- Cancellation of accommodation is possible until two weeks prior to the moving in date without cancellation charges. Otherwise, the following cancellation charges are incurred (plus cancellation charges for the course):
  - One week before the moving in date: 50 €.
  - By Thursday 18:00 prior to the moving in date: 100 €.
  - Later than this but prior to the moving in date: one week's rent plus the administration fee.
  - Later than the agreed moving in date: two "full" weeks' rent plus the administration fee.
- These rules also apply in case of non-occupation of reserved accommodation: In your own interest, please inform us promptly if you do not require the accommodation.
- The cancellation fee conditions do not influence the possibility of the participant to prove that F+U was either not adversely affected, or only to a considerably lesser degree.

### 7. Obligations of the participant, withdrawal from contract and notice on the part of F+U.

- The participant is obliged to observe the house rules in the school and accommodation respectively. In particular, lessons must not be disturbed and equipment in the school and accommodation is to be treated carefully; furthermore, the nighttime quiet period between 10pm and 6am is to be observed in the halls of residence.
- F+U reserves the right to invoke its right to compensation for damages in the case of violation of the obligations stated in 7(a), also when, in the case of accommodation, the value exceeds that of the deposit paid by the participant.
- In the case of a participant violating the obligations stated in 7(a), whether through intent or gross negligence, F+U reserves the right to exclude the participant from the course or cancel accommodation without notice.
- F+U also reserves the right of unilateral cancellation if the participant does not make punctual payment of course fees or rent, following a reminder notice.
- In such cases, all invoices are payable immediately. There will be no refund of amounts already paid prior to the notice brought about by the participant.
- Within the scope of its legal obligations, F+U is liable neither for damage to the participant's person or property, nor for any financial losses. F+U accepts no liability toward the participant for cases of force majeure or the actions of other participants.
- F+U has taken out an accident policy for accidents which can occur within the school. F+U accepts no liability for the loss or theft of personal property of individual participants; thus, it is strongly recommended to take out personal insurance. We also recommend taking out a private health and travel cancellation insurance policy.
- Liability on the part of F+U is not ruled out in so far as the cause of the damage is due to intention or gross negligence by F+U, its legal representatives or assistants.

### 8. Specific points for visa applicants

- Upon receipt of the application, an invoice is issued for the language course and accommodation rented through F+U. After payment is received for the course fees as well as rent, a letter of invitation is sent. Postage and bank charges are the responsibility of the applicant. For long-term courses, it is possible to enter into an instalment plan, however advance payment must be made for at least three months' course fees and one month's rent. To assist a successful visa application, we recommend settlement of the entire invoice.
- The following are required for the letter of invitation: course dates, the applicant's home address, date of birth and passport number.
- We recommend applying for a visa only if it is possible to demonstrate German language skills at least of "A1" level.
- Applicants who, upon completion of the language course, aim to take up a place of study in Germany should apply for a visa for study purposes. For all other applicants, we recommend a language course visa.
- A tourist visa (e.g. Schengen visa, type C) cannot be transferred to a residence permit for a student or language course visa of more than 90 days' duration in Germany.
- Short-term visas (Schengen visa, type C) are issued for a maximum for three months and thus cannot be extended beyond 90 days.
- For stays of 90 days, the embassy issues what is known as a national visa, which is a visa for stays of a longer duration (type D). As a rule, this is valid for a maximum of three months and permits entry into Germany. Immediately after entering Germany, the participant must register with the responsible foreign residents' office in the new place of residence. There, the visa can, following further inspection, be transferred to a residence permit, on the condition that the requirements are fulfilled.
- In order to receive a language course or study visa, you must attend an intensive German course of at least 20 hours weekly.
- English courses can be attended parallel to the German intensive course.
- In case of a delay in issuing the visa, the applicant does not incur any further charges by F+U (except for DHL costs or similar).
- In the letter of invitation, it is confirmed that the applicant is able to begin the German course at a later date in case of a delay.
- Should the visa not be issued, the refund transfer of payment, less costs incurred, such as postage and bank charges, as well as an administration fee of 100 Euros, is guaranteed by F+U. The rejection must be documented in form of an official confirmation and the presentation of the original invitation letter.