

## Binding Language Course Registration

I hereby register for language study at pdL

male  female  divers

Family Name/s:

Given Name/s:  Date of birth:

Street:  House number:

Postal-code:  City:

E-mail:  Mobile number:

c/o Name:  c/o Phone:

Born in:

(City)

(Country)

Nationality:  Date of Entry:

Profession / Studies:

### Type of classes:

I participate in presence classes  I am interested in online classes

### German language skills:

I start with A1  At pdL I would like to start with level:

and agree to participate at the placement test.

### Terms and conditions:

By signing this registration form, I accept the **terms and conditons of participation.** (Page 2)

City

Date

Signature

<b>To be filled in by pdL:</b>	Datum	Stufe	Zeichen	
	Kurs-Nr.	K-geb.	€	B Ü R EC Zeichen

## Terms and Conditions Weiterbildungsinstitut Ruhr/pdL

### General and vocational DaZ/DaF-courses

1. Registrations can be made in person, by telephone, in writing, by fax or e-mail. Integrationskurse require personal enrolment.
2. The services provided by pdL result from the current course offers.
3. WIR offers classroom courses with personal attendance as well as online or hybrid classes. Our classroom courses also use digital resources (blended learning). A successful completion of the online-courses requires adequate devices. We recommend a laptop or tablet, cable-connection to the internet without volume limitations as well as a camera, microphone and printer.
4. The teaching materials provided digitally are subject to special copyright regulations and may be used exclusively within the limits of our lessons. Disclosure to third parties is not permitted.
5. WIR reserves the right to deviate from current course schedules and locations as stated in the relevant publications (course brochures, flyers, posters etc.).
6. WIR is able to guarantee the currently valid course fee for a period of no more than six (6) months. In case of an increase in course fees the remaining amount is due on the first day of classes upon expiration of this period.
7. Registration is legally binding and obliges the participant to pay the full amount of the respective course fee. Payment in instalments is acceptable under specific circumstances and starting with a first instalment of at least €100 paid when registering to the course. The additional charge amounts to € 10.
8. In case of cancellation of application (Integrationskurse excluded), we charge the following fees:  
Cancellation until three weeks before the first day of classes: € 30.  
Cancellation until two weeks before the first day of classes: 25 % of the course fee.  
Cancellation until one week before the first day of classes: 50 % of the course fee.  
Cancellation later than seven days before the first day of classes: 100 % of the course fee.
9. A free-of-charge transfer of the participant's enrolment to a later class is acceptable (Integrationskurse excluded) only if requested at the latest one week before the first day of classes. After this day, the head of the department has to be consulted and there will be a service charge of € 50. This does not apply to enrolments for pdL language course visa holders (see below, item 24-27). A transfer is not possible once the course has started.
10. Minimum participants per course is twelve (12). Should this number fail to be attained, WIR may renounce the contract. In that case, paid course fees will be fully reimbursed.
11. WIR is endeavoured to also start classes, especially on levels A1 and A2, in case of less than 12 participants. For being able to offer a course with less than 12 registrations, the number of lessons can be reduced by WIR, always maintaining the student's option of successful completion of the course.
12. If necessary, WIR may continue classroom-based courses online or as hybrid-classes.
13. Confirmations of registration are issued for the duration of three months and require at least the finalization of an instalment contract and the payment of the first instalment. For language course enrolments for visa applications, the entire course fee will be charged.
14. Should the course participants fail to appear during the first three consecutive days of classes, they automatically forfeit their right to participate in that course.
15. Confirmations of participation are issued on the condition that at least 70% of classes were attended. An issuance fee will be charged for duplicates or other additional documents (see schedule of fees).
16. Re-registration for follow-up courses is valid only if the final exam of the previous course has been passed successfully (see Prüfungsordnung\*). In case of failure, the participant may either repeat the previous course or demand reimbursement of any fees already paid for the follow-up course.
17. By enrolling to a course the participant agrees to the automated processing of their personal data linked to the course and its settlement as well as to their use for subsequent information by WIR. No information is going to be handed over to a third party if not administratively necessary. All information is to be used within the meaning of the Federal data Protection Act.
18. Unused services cannot be claimed afterwards.
19. WIR is not liable for any damage, theft or loss of property, illness or accident of the participant unless intentionally or negligently caused by WIR. Participation in any of WIR's courses is at the participant's own risk. There is no insurance coverage.
20. Sovereign measure, natural disaster, traffic disruption, energy or commodity supply disruption, sudden illness of the referent and any other case of force majeure, that means any extraordinary event WIR cannot be held responsible for, releases WIR from the duty of fulfilling the contract for the duration of the event's effects. In those cases WIR is not articulated to pay compensation, especially not for travelling and accommodation expenses and absenteeism.
21. The possible invalidity of some of these clauses does not presuppose the ineffectiveness of any other ones. The invalid clause shall be replaced by the clause closest to the spirit and purpose of the invalid clause.
22. Smoking is prohibited in our buildings by law.
23. WIR e.V. is neither willing nor obligated to participate in alternative dispute resolution procedures at a consumer arbitration board.

### Specific Requirements For Registrations From Abroad

24. Upon successful registration and the receipt of the course fee as well as the bank service charge for registrations from abroad the participant receives a confirmation of registration and a receipt for their payment.
25. Reimbursement of course fees is possible only if the prospective participant's visa application has been rejected. The embassy's rejection notice, the original confirmation of registration and the original receipt have to be sent to our office. There will be no reimbursement of the administrative service charge (€ 50) nor of the bank charge (€ 20, just transfers from and to abroad).
26. The participants take part in a pdL placement test as soon as possible after their arrival.
27. Should the participants fail to confirm their participation until at the latest ten (10) days prior to the first day of classes, their registration is automatically transferred to the next available course.