

This is how you can register from abroad in order to apply for a visa:

Step 1

You need to provide your personal information for a registration from abroad. Please fill out and sign the **registration form** below and mail or fax it to our office.

Address: pdL · Münsterstr. 9-11 · 44145 Dortmund · Germany
E-Mail: pdL@wir-do.de

Step 2

When transferring from abroad, please transfer course fee and bank service charge (€ 20) to:

BIC: GENODEM1GLS
IBAN: DE92 4306 0967 1247 3403 01
Name of Bank: GLS Gemeinschaftsbank

Please make sure your **name and birth date** are written **legibly** on the wire transfer form.

Step 3

As soon as we have received the registration form and the course fee, we will send you a confirmation of registration for the next possible course as well as a receipt which you may present at the German embassy.

In Germany ...

We will guarantee your participation in the desired language course specified in your registration form only if you call or appear personally at our office no later than ten (10) days prior to the beginning of classes confirming your participation. Should you get here late or should there be no place left in your desired course, we will automatically book a spot for you in the next available course.

Please note: Once you have started the course in Germany, The pre-booked courses must be attended consecutively. Interrupting or pausing the courses is not permitted.

No Visa?

In case you cannot obtain a visa we will reimburse you for any courses already paid. However, we will retain the administrative service charge for registrations from abroad (see scale of fees).

In order to reimburse you we require the following documents:

- the original confirmation of registration
- the original receipt
- the original visa rejection notice issued by the German embassy.

Language Course Registration for Visa Application

I hereby register for language study at pdL.

male female divers

Personal Information:

Family Name/s:

Given Name/s:

E-Mail:

Nationality:

Date of Birth: in: (City) (Country)

Address:

Address in your home country or Address in Germany

c/o Name:

Street: House Number:

Postal-code: City:

Mobile number:

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:

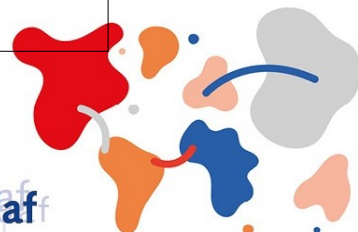
and I agree to participate at the placemnet test

Terms and conditions:

By signing this registration form, I accept the **terms and conditons of participation.** (page 3)

City Date Signature

To be filled in by pdL:	Datum	Stufe	Zeichen		
	Kurs-Nr.	K-geb.	€	B Ü R E C	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.