

PERSONAL DETAILS

Family Name:

First Name:

Gender: F M Date of birth: . .

Nationality: Country of birth:

Address:

City: Post Code:

Country:

Phone:

E-Mail:

Emergency Contact

Name:

Relationship: Tel.:

ENROLMENT DETAILS

Start: . . 20 Duration: weeks

Kind of Course:

Standard (20lessons/wk) Intensive (30lessons/wk)

University Pathway (25lessons/wk) University Pathway (35lessons/wk)

Internship (20lessons/wk) Train the Trainer (30lessons/wk)

German for Doctors (20lessons/wk) German for Nurses (20lessons/wk)

Fashion Camp

Approximate Level: Low Intermediate/B1

Complete Beginner /AO High Intermediate/B2

Low Beginner/A1 Pre-Advanced/C1

High Beginner/A2 Advanced/C2

1. Enrolment:

Fill in the application form and post, fax or email it to the address below. After having received the application we will send the confirmation of enrolment and the invoice. The welcome pack with extra information and the address of your accommodation will be sent after you have paid the full price. The invoice must be paid in full 4 weeks before arrival.

2. Visa:

In order to provide the letter of acceptance required by the embassy for issuing a visa, 50 % of the total amount should be paid. If you need the original letter by express mail an additional charge of 75 € is applicable. In case of visa refusal a refund minus the administration fees can only be made within 14 days before departure if the student provides the letter of refusal issued by the embassy.

3. Rebooking:

To change a booking (e.g. arrival date, accommodation etc.) up to 30 days before departure we will obliged to charge a fee of 75 €. Afterwards we will do our utmost, but won't guarantee the fulfillment of the request made since extra cost may occur; the rebooking charge may also exceed 75 €. If a course was booked without accommodation and cancelled 30 days before the start date the rebooking fee will be 75 €.

4. Cancellation:

You may cancel your enrolment at any time prior to the commencement of your course. We will need a written cancellation. You will be charged the following cancellation fees:

- up to 30 days before course commencement: 75 €
- cancellation between 29 and 15 days before commencement: 40 % of total fees
- cancellation between 14 and 2 days before commencement: 70 % of total fees
- cancellation 1 day before commencement: 90 % of total fees

Thereafter, 100 % of the total fee is required. After arrival no refunds will be made. The express mail charge is not refundable under any circumstances.

In the unlikely event the school won't be able to create a group course due to not having enough students at the same time/ level, smaller group courses or single lessons for reduced amount will be provided instead: 20 lessons = 12 lessons / 30 lessons = 18 lessons

ACCOMMODATION DETAILS

Start: . . 20 Duration: weeks

Smoker: Yes No

Standard Apartment TWN SGL

Comfort Apartment

Hostfamily (bed & breakfast)

Hostfamily (halfboard)

Studio

TRAVEL DETAILS

Visum: I need a letter of Acceptance for visa application

PDF only (75 €)

Original letter via Express mail (150 €)

Passport No.:

Arrival: Flight No.:

Arrival date: . . 20 Arrival time:

Airport of departure:

Airport of arrival:

Transfer: yes no

one way on arrival (+ 75 €) only for Airport Düsseldorf

return (+ 150 €) only for Airport Düsseldorf

I heard about GoAcademy! Düsseldorf from

CALCULATION

Course	+	<input type="text"/>	€
Registration fee	+	<input type="text"/>	€
Accommodation	+	<input type="text"/>	€
Placement fee	+	<input type="text"/>	€
Transfer	+	<input type="text"/>	€
Letter of acceptance	+	<input type="text"/>	€
TOTAL	=	<input type="text"/>	€

Under the rare circumstances of our being forced to cancel, all fees will be refunded. Due to the Covid19 pandemic we offer all our classes as hybrid training. This means the lessons take place face to face in our school and at the same time in our zoom online classroom. If, for necessary reasons, lessons cannot take place at the language school, we will provide you with virtual language training in an online classroom and/or e-Learning. Alternatively, we reserve the right to issue a voucher for the booked lessons so that you can attend your language course at a later date.

5. Acceptable forms of payment:

The total amount has to be paid 28 days prior to the start date of the course, using any of the following payment options.

- by bank transfer: Postbank Essen: BIC PBNKDEFF, IBAN: DE51 3601 0043 0483 0554 35 The relevant account number will also be on the invoice. Please send us a copy of the transfer order. All bank charges will be incurred by you.
- PayPal
- cash

6. Insurance:

Neither agent, operator nor the school will be held responsible in any way for any accident, illness, loss of personal effects or change in personal circumstances arising at any time prior or during the course.

7. Liability:

Parents of minors agree that neither GoAcademy!-Düsseldorf nor the hostfamily shall be liable for damage or problems caused either negligently or intentionally by their children while participating in trips. Parents and their children who are still minors recognize and accept the laws and the normal code of conduct of the country which they are visiting. Place and court of jurisdiction is Düsseldorf, Germany.

8. ORGANIZER

GoAcademy! - Düsseldorf | Grafenberger Allee 78-80 | 40237 Düsseldorf
Tel.: +49 211 684152 | Fax: + 49 211 684432

Stand: 26.10.2020

Date / Place

Signature

I accept the Booking Conditions and I consent my data being stored and used by GoAcademy!

Booking Conditions for Language Courses in Düsseldorf

In the following you will find the general terms and conditions for our language courses in Düsseldorf. By completing your booking you confirm that you have read and accepted the booking and course conditions for our language courses at GoAcademy! Sprachschule Düsseldorf.

General

1. This registration is obligatory for the specific details indicated: months, weeks or lessons.
2. Each lesson lasts 45 minutes, after 90 minutes there is usually a 15-minute break, which does not count towards the lesson.
3. The course fees must be paid prior to the start date of the course.
4. We guarantee a maximum number of 12 students. If the minimum number of 6 students is not reached, the number of lessons in the course will be reduced.
5. There is **no compensation for missed classes or exams**.
6. We reserve the right to cancel classes and exams under exceptional circumstances. When we are unable to provide you with an alternative date, we will reimburse the cost for lessons not given. We cannot answer to any further demands, unless they are based upon grossly negligent or intentional breach of contract. **Due to the Covid19 pandemic** we offer all **our classes as hybrid training**. This means the lessons take place face-to-face in our school and at the same time in our zoom online classroom. **If, for necessary reasons, lessons cannot take place at the language school, we will provide you with virtual language training in an online classroom and/or e-Learning**. Alternatively, we reserve the right to issue a voucher for the booked lessons so that you can attend your language course at a later date. The minimum age of the participants is 18 years, or 16 years with the consent of the parents.
7. **You may withdraw from the arranged course any time prior to its commencement**. It is in your best interest, and also to avoid any misunderstandings, that **we ask you to do this in written form**.

In relation to our expenses, we calculate the appropriate substitute costs to be the following:

- cancellation up to 30 days before course commencement: 75€
- cancellation between 29 and 15 days before commencement: 40 % of total fees
- cancellation between 14 and 2 days before commencement: 70 % of total fees
- cancellation 1 day before commencement: 90 % of total fees

For any cancellations thereafter or non-attendance of the participant, we will charge the full amount stated on the invoice. The customer remains free to demonstrate that the damage incurred is of a higher or lesser value.

Exams cannot be cancelled, the full exam fee is due. Thereafter, 100 % of the total fee is required.

8. When changing a booking, which must be done no later than 14 days prior to the start of the course / excursion, we ask for a fee of 75€ in order to compensate for our additional expenses. The same fee will be required to cover booking alterations regarding the course location or the positioning of a suitable replacement participant.
9. **You may withdraw from the arranged course / excursion any time prior to its commencement**. It is in your best interest, and also to avoid any misunderstandings, that **we ask you to do this in written form**.

In relation to our expenses, we calculate the appropriate substitute costs to be the following:

- up to 30 days before course commencement: 75€
- cancellation between 29 and 15 days before commencement: 40 % of total fees
- cancellation between 14 and 2 days before commencement: 70 % of total fees

- cancellation 1 day before commencement: 90 % of total fees
Thereafter, 100 % of the total fee is required. The verification of higher or lower fees due remains possible.
10. The place of jurisdiction is Düsseldorf.

Evening Courses

1. Billing does not occur by calendar month. One course month consists of four weeks. For courses that take place once a week, four appointments are combined to one course month. For courses that take place twice a week, one course month comprises eight appointments.
2. After your chosen course duration (three, six or nine months) has expired, there is no need to register for the course again, since **the course is extended automatically on a monthly basis, unless we have received a written cancellation to end the contract**. If you do not wish to continue with the course, **please make sure to cancel in due time**. The period of notice is **four weeks before the end of your contract**. Intensive course and private lessons do not need to be cancelled, as they are not automatically renewed.
3. Cancelled appointments due to public holidays or absence of teachers will be made up for in form of additional appointments at the end of your contract.
4. If you missed an appointment there will be no compensation except in two circumstances: If you missed an appointment due to illness and have provided a doctor's certificate within three days of the onset of your illness / start date of the class, or if you missed appointments due to a holiday break during an ongoing evening class. We will consider your break if it is longer than two weeks and if you gave us a written notice two weeks **before your holiday**. The compensation will be as follows: Three missed appointments = one extra appointment; four missed appointments = two extra appointments; five missed appointments = three extra appointments. Missed classes (public holidays, absent teachers, private holiday breaks) do not affect the fixed cancellation date or the period of notice of your course. Please note that we can only consider holiday breaks twice per year.
5. The evening course chosen upon registration can only commence / continue with a sufficient number of participants (at least four). Evening courses that have already been paid for and are then cancelled by GoAcademy! will be refunded.

One-to-One Courses

1. Cancellations of arranged appointments for single tuition **must be done no later than 48 hours before the lesson**; otherwise the tuition hours will unfortunately have to be paid.
2. For booked and paid tuition hours, an entitlement to claim language tuition and fee reimbursement expires after two years.

Educational Leave

1. For application and claim of educational leave from work, the tuition lesson is obligatory for the participant. Times of absence must be immediately notified to the school's management and to your employer.
2. A change of booking (date, course, language) must take place promptly and be received by us in writing at the latest of 3 weeks prior to the start of the course. For short-term withdrawals (less than 3 weeks prior to start of course) point 6 of our booking conditions applies. This also applies if your employer does not accept the desired date for a holiday. In this case we ask for appropriate notification from your employer to be submitted to us. Up to 2 changes of booking, notified in due time, take place free of

charge. For any further changes we will charge you an amount of €50 to compensate for our additional expenses.

Organising Company

GOACADEMY! Sprachschule Düsseldorf
GoAcademy! GmbH & Sprachencafe e.V. in GbR
Grafenberger Allee 78 - 80, 40237 Düsseldorf
GoAcademy! GmbH
Vertretungsberechtigter Geschäftsführer: Michael Rönitz
Registergericht: Amtsgericht Düsseldorf
Registernummer: HRB 58396 USt-IdNr. gem. § 27 a UStG: DE259575153
Sprachencafe e.V.
1.Vorsitzender Michael Rönitz
Vereinsregister Frankfurt am Main VR 8511
Tel.-Nr.: +49 (0) 211 68 41 52
Fax-Nr.: +49 (0) 211 68 44 32
E-Mail: info@goacademy.de

Registration / Withdrawal from the Course

1. Cancellations must be made at least 14 days before the beginning of the course otherwise the registration fees are due when the course commences. Any exceptions are subject to the schedule of fees and charges.
2. To be eligible for a discount, students must submit valid documentation prior to the start of the course. No discounts can be applied retrospectively.
3. The starting date of the course stated on the registration form is binding. Students shall only receive further notification from GoAcademy! Sprachschule Düsseldorf if there are any changes.

Cancellation Policy

1. Right of Cancellation

In the event of cancellation, you must notify GoAcademy! (a reason is not required) in writing by letter, email or fax at least 14 days before the course start date. The deadline shall commence after receipt of this notification but not prior to conclusion of the contract and also not before we have fulfilled our obligations to provide information as defined in § 312c Paragraph 2 BGB in conjunction with § 1 Paragraph 1, 2 and 4 BGB-InfoV as well as our duties under § 312e Paragraph 1 sentence 1 BGB in connection with § 3 BGB-InfoV.

Cancellations must be sent to:

GoAcademy! Sprachschule Düsseldorf
Grafenberger Allee 78 – 80
40237 Düsseldorf
Tel.-No.: +49 (0) 211 68 41 52 | Fax-No.: +49 (0) 211 68 44 32
Email: info@goacademy.de

2. Consequences of Cancellation

In the case of an effective cancellation, mutually received benefits are to be returned and any derived profit (e.g. interest) must be surrendered. If you are unable to reimburse us for services received in whole or in part, you shall be obliged to compensate us in this respect. Your right of revocation expires prematurely if your contractual partner has started to perform the services before the end of the term of

notice for the cancellation with your express consent or if you have arranged for the services to commence.

You must satisfy obligations to reimburse payments within 30 days. For you, this period begins on submission of your notice of cancellation; for us it begins on receipt thereof. End of Cancellation Policy.

As of: 29.10.2020