



# MY GERMAN EXPERIENCE



## ACCOMMODATION

Our accommodation types offer you the best options to get to know Germany and the German way of life.

### SCHOOL-OWNED SHARED APARTMENT

Student apartment with individual or twin room, shared kitchen, shared bathroom. Wifi and washing machine available.

### SCHOOL-OWNED STUDIO APARTMENT

Single room apartment with own kitchenette and bathroom, Wifi available.

### HOST FAMILY

Living in single or twin room with a local host family, breakfast or breakfast and dinner available, indulge into German daily life.

## GENERAL INFORMATION LEVELS

There are six levels available from A1 to C2 according to the Common European Framework of Reference for Languages (CEFR).

Before you start your course we will ask you to take an online placement test, which enables us to find the right group level according to your German proficiency.

### CITY-COMBINATION

You can split the weeks up between Munich, Berlin and Cologne.

## SOCIAL ACTIVITIES

Interact with your fellow students and discover what Germany has to offer. We organize a variation of 3 social, sports, cultural and fun activities per week.



# BWS Germanlingua

Explore different parts of Germany  
with our schools located

in the very heart of the cities.

## MUNICH

The capital of Bavaria is a charming city at the foot of the Alps, famous for the Oktoberfest, and loved for its relaxed atmosphere, „die Gemütlichkeit“. Picturesque mountains, ice blue lakes, metropolitan flair, traditional beer gardens, vibrant night life and world class museums and architecture – Munich really has it all and will quickly become your home away from home.



## BERLIN

Berlin is not only Germany's capital but also one of Europe's cultural epicentres; a city with a changeful history and a vibrant metropolis bursting with creativity. From Kreuzberg's Turkish markets and Mitte's museums to Neukölln's underground art venues and Zehlendorf's laidback lakesides, the city's quarters are as diverse as its inhabitants. So international and yet uniquely "berlinerisch".



## COLOGNE

Situated on both sides of the Rhine River, Cologne is a modern, lively and cosmopolitan city. It boasts the Cologne Cathedral – a gothic masterpiece – as well as a vibrant and trendy nightlife with countless bars, pubs and beer gardens, which are especially filled during the famous Cologne Carnival time. The city is charming and very open-minded with its own mentality as well as authenticity of everyday life making you feel welcome and at home in no time.

## COURSES

You can choose between 20 or 25 lessons per week as a group course with a maximum of 12 students and different kinds of combinations with individual lessons as well as Mini-Group courses, Business German and Preparation for Exam courses. One lesson lasts 45 minutes. There are no classes on official public holidays.

### STANDARD COURSE

20 lessons per week

### INTENSIVE COURSE

25 lessons per week

### MINI-GROUP COURSE

20 lessons per week, max. 6 participants, not available in July and August

### COMBINED COURSE

Standard Course plus 5 or 10 one-to-one lessons

### INDIVIDUAL TUITION

1 to 25 lessons per week bookable, one to one basis

### ADDITIONAL BOOKINGS

3 or 6 lessons with max. 2 participants available: Business German e.g.: Marketing, Banking, Law; Preparation for exams TestDAF, TELC, Goethe; German pronunciation, suitable for B1 to C2; English lessons: General or Business English

### UNIVERSITY PLACEMENT PROGRAM

We will take care of the placement at German Studienkolleg/university. Further info in Pathway brochure.

### VOCATIONAL TRAINING PROGRAM

Learn German with us and start your career at a German company with a vocational training.

### VISA INVITATION LETTER

We provide an invitation letter that is to be used to obtain your German visa at the local embassy.

# BUSINESS TERMS

## REGISTRATION AND PAYMENT OF SCHOOL FEES

Registration forms will be considered according to the order in which they arrive on a first-come, first-serve basis. School fees are stated in our price list which is valid at the time of registration. The participant must bear the cost of all bank charges for the payment. The entire course fee must be paid in full 14 days before the classes begin. If the invoice has not been paid by the beginning of the course or if the payment cannot be confirmed with a bank statement, we are entitled to cancel the contract immediately.

## SECURITY DEPOSIT

BWS Germanlingua will charge a € 300 security deposit for staying in the school-owned shared apartments and studio apartments. The security can be deposited either in advance, giving us Credit Card Details/Authorization, or in cash on the first day of school. This is to guarantee payment of any repairs or replacements of damaged apartment furnishings or equipment, and/or lost keys and/or other problems that should occur due to the disregard of our housing regulations. The deposit will be given back on the last day of school, either in cash or credit card details will be shredded.

## CANCELLATION AND CHANGES IN REGISTRATION

Written requests for changes in the registration will be considered if possible. In this case we will charge an administration fee of € 50. If a change in registration is not possible, the original registration remains valid unless it is cancelled. The cancellation of a registration must be requested in writing. There is no cancellation fee up to 30 days prior to arrival, but there is no refund of the down-payment of € 200. Up to 14 days prior to arrival the cancellation fee is € 200 and from 13 days up to arrival € 500. There is no refund for the down-payment of € 200, for the invitation letter of € 80 as well as for the university placement fee of € 700. In case the university does not accept your credentials, we grant you a refund of € 500. Full payment is still required in case a participant does not arrive, arrives late, only participates sporadically or cancels a registration after having started his or her tuition and/or accommodation.

## INSURANCE

School fees do not include any sort of insurance. We highly recommend that students have their own health, accident and liability insurance before starting their course in Germany. We can help to contract an insurance upon arrival. In the unlikely case we have to cancel the course from our side, payments will be fully refunded. The participant has no right to any further claims.

## ABSENCE

If you are unable to attend classes due to illness or other circumstances, it is important to let us know by telephone or email, particularly if you are going to miss one-to-one lessons. For one-to-one lessons, there is a 24 hour cancellation policy – if you let us know at least 24 hours in advance we can re-arrange one-to-one lessons. Otherwise the missed lesson is 'lost'. Group lessons (standard, intensive, mini-group, evening courses or additional bookings) which fall on a public holiday or are missed because of illness or similar will not be made up for at a later date.

## LIABILITY

BWS Germanlingua is not responsible for any damage or loss that is beyond our control due to slight negligence, nor if prevented from providing its services by force majeure. In case a claim is made, course participants are directly responsible for any sort of damage that they might cause. BWS Germanlingua is not responsible for any losses due to acts beyond our control. In the classroom and accommodation, course participants are obliged to obey school and house rules which are handed out to the students and are displayed. BWS Germanlingua reserves the right to dismiss any student whose conduct is against the rules. There will be no refund for fees in case of expulsion. The student's accommodation is carefully chosen according to the possibilities available. Special requests for a particular location of accommodation will be considered within the bounds of possibility.

## COURSE PARTICIPANTS / CLASS LENGTH

In case a standard or intensive group course has less than three participants, we reserve the right to reduce class length for the standard course from 20 to 15 lessons per week and the intensive course from 25 to 18 lessons per week.

## SCHEDULE AND CLOSURE

In high season we reserve the right to schedule classes in the morning or in the afternoon, depending on level and availability. The school is closed on public holidays and lessons cancelled due to these holidays will not be rescheduled.

### **BWS GERMANLINGUA MUNICH**

Hackenstr. 7  
80331 Munich  
Germany  
Tel.: +49 89 599 89 200

[info@bws-germanlingua.de](mailto:info@bws-germanlingua.de)

### **BWS GERMANLINGUA BERLIN**

Winsstr. 57  
10405 Berlin  
Germany  
Tel.: +49 30 280 93 933

Skype: [bws-germanlingua](https://www.skype.com/name/bws-germanlingua)

### **BWS GERMANLINGUA COLOGNE**

Hohenzollernring 88  
50672 Cologne  
Germany  
Tel.: +49 221 120 62 707

[www.bws-germanlingua.de](http://www.bws-germanlingua.de)