

General business terms of Kreuzberg-Bonn e.V.

Participation in German courses and accommodation

Enrolment, making a contract

Enrolment for a specific German course, or where applicable for accommodation also, must be done via post or via e-mail. We shall notify you in writing within a week, as to whether we can accept the enrolment and whether we require further information or documents from you.

The contract relating to participation in a German course and where applicable to accommodation in our student house (student hostel) is only concluded or made after all the required information and documents have been received and all fees for the chosen course and, if applicable for the accommodation, have been credited to our bank account.

Visa confirmation

You are responsible for the legitimacy of your residence in Germany. After paying the required course fees and if applicable the accommodation fees as well, you will be sent a confirmation of registration which you need to apply for a visa. Please note: for the confirmation of your visa you must also take out a medical insurance for the whole of the duration of your expected residence in Germany.

Course duration

The intensive courses Foundation I and II last 8 weeks at 30 hours a week (course size of seven or more participants) or at 20 hours a week (course size less than 7 participants). The concentration of instruction materials for small group instruction does not have any influence on the course fees.

Course material

The costs for extensive and additional instruction materials (workbooks) are also included in the course fees. The costs of the required textbooks are not included in the course fees. You can purchase them in our Institute at their current selling price.

Course extension

Subsequent courses could be booked at our administration office during your residence. In this case, the course- and instruction fees of your selected course should be paid latest on the first day that the course commences (if possible show the bank receipt).

Cancellation of Courses, withdrawal, change of booking

Where the number of enrolment for a course is less than 5 people, we may totally cancel the course, up to four weeks before the date we planned to commence. In this case, course fees paid will be refunded.

If you do not participate in a course that you booked or you do not take possession of the accommodation you booked, the following cancellation or change of booking conditions apply:

Cancellation of services agreed upon (course and / or accommodation) is only possible where it is made before the course booked begins or before the period of the accommodation begins.

In the case of a cancellation we shall refund the course fees (or accommodation costs) less cancellation expenses. Where the cancellation is made up to 4 weeks before the commencement of the course or the accommodation period, the cancellation expenses amounts to 15% and where the cancellation is made within 4 weeks before the commencement of the course or the accommodation period, the cancellation expenses amounts to 25 % of the services cancelled.

Instead of cancellation of services agreed upon, you can, up to 4 weeks before a course begins, change the booking, subject to availability, to the next course or the course after next. The payments you have already made would be taken into account in the settlement of the fees to be paid for the course selected and no cancellation costs would arise.

After the commencement of the course booked or the accommodation period, the costs of services you did not make use of would not be refunded. Where an enrolment confirmation has already been sent to you before your withdrawal, so that you can present it to the foreign authorities or embassy, it should be returned to us immediately in the original form. Failure to do so or in case you do not turn up for the course, without excuse, at the beginning of the course, we must inform the foreign authorities.

Liability

The liability of Kreuzberg-Bonn e. V. and its employees towards you is limited to gross and wanton negligence. The limitation of liability does not apply to bodily and fatal injury or the breach of fundamental contractual obligation. Where there is a breach of fundamental contractual obligation, the liability of Kreuzberg-Bonn e. V. is limited, in its scope, to the foreseeable damages.

The Kreuzberg-Bonn e. V. is not liable for the cancellation of its services as a result of act of God, demonstration (strike) or other reasons outside its control.

Data recording

You declare your acceptance that we electronically record and process your personal data for the purpose of duly carrying out the procedures of enrolment (registration), invoice, proficiency statement and to fulfil legal requirements, especially in accordance with Aliens Law (Ausländergesetz).

Certificate

Within three weeks after the end of the last course you attended, you will be sent a certificate which attests to the level of the course, its content (in line with GERR), the number of course hours you completed and the grade you attained in the tests you attempted.

The precondition for issuing a certificate is the regular participation in the course activities as well as passing the final test. Where these conditions are not met, you may receive a participation certification which will simply state the course you attended and the number of course hours you completed.

Other course participation attestation

We can provide you with additional attestation of your participation in our German course, so that you can submit them to universities, administrative bodies or other institutions. The name of the body or institution to receive the attestation should be disclosed to us and its name will be expressly noted on it. Attestation will only be made in each case for course hours that have been actually completed by the date the attestation is made.

We reserve the right to only issue an additional attestation after any additional costs that arose have been refunded.

Applicable Law, contractual language, court of jurisdiction

German Law is applicable to all contracts made with you. Where there is a discrepancy between the German version of this general business terms and the version in a foreign language, the German version is then valid.

The court of jurisdiction agreed on is Bonn.

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