F+U Academy of Languages

2018

Heidelberg

Language Courses
State Recognised Vocational College for Foreign Languages
Language Tours
Test centre
Accommodation

Academy of Languages
Heidelberg · Berlin
Heidelberg - City of Romanticism...

...and Science

Heidelberg, once the capital of the Palatinate and the spiritual centre of Calvinism, nestles in the picturesque Neckar valley and is known for its particularly mild climate.

Over the years, Heidelberg’s beauty has attracted a number of poets, painters and scientists. In the early 19th century the city on the Neckar became the most important centre of German Late Romanticism, inextricably linked with the poets Armin, Brentano, Goethe and Eichendorff.

Germany’s oldest university, the Ruprecht-Karls University of Heidelberg, has once again asserted its leading position among universities in Germany and in 2017 upholds its reputation as one of the best-ranked universities in the world. The University library tops the prestigious BIX Library Index where, in each of the four assessment categories it is ‘the only major academic university to place among the leaders’ and for the sixth consecutive year (Heidelberg University in International Comparison, Heidelberg University homepage).

Many monuments bear witness to the Neckar city’s diverse history. Overlooking the river Neckar some 70 metres below is the city’s most famous landmark, the Elector’s Castle, standing on the slope of Königstuhl on its eponymous mountain. Its ruins are among one of the most impressive sights to behold on any tour of Germany (in 2016, the castle was one of Germany’s most popular destinations for international holidaymakers). Visitors climbing up to the castle first pass through the gate into the famous ‘Hortus Palatinus’ garden, created at the beginning of the 17th century. From the castle garden, there is a breathtaking view of Heidelberg, including the Philosophers’ Walk, which lies on the opposite bank of the Neckar. Fascinating buildings dating back to a variety of epochs surround the inner courtyard. Situated in the Royal Wine Cellar is the world’s largest barrel, which was once filled with wine. It has rarely failed to impress - except in the case of Perkeo, the barrel’s gnome-like guard. Once, when asked if he could drink the barrel dry, his answer was a nonchalant ‘Perché no’ - why not? - which is how he came to earn his name.

The baroque townhouses and their ornamental facades and portals are a striking feature of any walk round the Old Town. The heart of the Old Town is the market place, between the Evangelical Church of the Holy Ghost and the grand renaissance building ‘Zum Ritter’. Leading away from the Church of the Holy Ghost are many old alleyways lined with pubs and restaurants. Spanning the Neckar is the Old Bridge, one of the most beautiful stone bridges in Germany. Not far from University Square is the Jesuit Church. Built in the early 18th century and adorned with several figures of the Virgin Mary and saints, the church is the Old Town’s symbol of Catholicism regaining its foothold in Heidelberg following the upheaval of the Thirty Years War and the Palatinate War of Succession. The wooded hills around Heidelberg cloak the city in a handsome green. There is also plenty to explore in the surrounding area, including the Neckar valley castles, the German wine route, ancient cultivated landscapes along the Upper Rhine and the Odenwald mountains, while proximity to Frankfurt, Karlsruhe and Stuttgart airports means Heidelberg is easily accessible to its guests from all over the world.

The name Heidelberg is synonymous with tradition and romanticism, but it also stands for a modern, world-class location for science and business. Heidelberg is home to the traditionally-steepled university, the Academy of Sciences, the German Cancer Research Centre (DKFZ), four Max Planck institutes, the European Laboratory for Molecular Biology (EMBL), the Print Media Academy of Heidelberger Druckmaschinen, the SAS Institute and several research centres belonging to international companies. Such a concentration of the sciences is unparalleled in Germany and forms the basis for a dynamic, science-orientated economy that elevates Heidelberg - despite a population of just 150,000 - to its position as one of Germany’s leading economic centres.

Heidelberg is also one of Germany’s leading cultural centres, as demonstrated by its wealth of museums and theatres. Literature is ubiquitous in the city and as of December 2014 Heidelberg bears the honorary title of ‘UNESCO City of Literature’. Together with the neighbouring cities in the Rhine-Neckar metropolitan area (Mannheim, Ludwigshafen, Speyer, Schwetzingen and Worms, to name the most important), Heidelberg offers a large variety of nationally significant cultural events:

- Heidelberg Castle Festival
- International Film Festival Mannheim-Heidelberg
- Heidelberg Theatre Festival
- Heidelberg Literature Festival
- Heidelberg Spring Festival
- Heidelberg “Stückemarkt” Theatre and Drama Festival
- Festival of German Film
- Mannheim Summer Mozart Festival
- Schwetzingen Castle Festival
- Niebelungen Festival - Worms
- International Schiller Festival - Mannheim
- International Street Theatre Festival Ludwigshafen
- Enjoy Jazz, International Festival for Jazz - Heidelberg
- Festival of German Film
- International Film Festival Mannheim-Heidelberg
- Heidelberg Theatre Festival
- Heidelberg Literature Festival
- Heidelberg Spring Festival
- Heidelberg “Stückemarkt” Theatre and Drama Festival
- Festival of German Film
- Mannheim Summer Mozart Festival
- Schwetzingen Castle Festival
- Niebelungen Festival - Worms
- International Schiller Festival - Mannheim
- International Street Theatre Festival Ludwigshafen
- Enjoy Jazz, International Festival for Jazz - Heidelberg
- Ludwigshafen Festival
The F+U Academy of Languages is one of the world leaders in the provision of language schools in Germany. Every year, over 10,000 language learners and exam candidates of a year participate in the language courses and examinations, and learners from over 100 countries participate in the German courses. Thanks to its internationality, the school gives learners a unique opportunity to meet people and find out more about their language and culture, and to put new language skills into practice - between classes or enjoying a break in the school’s atrium, for example, or taking part in the cultural and sporting activities we offer several times a week.

With 70 multimedia-equipped classrooms (up to 85 in summer), 3 Internet rooms with 50 PCs, free Internet access and Wi-Fi, and a central location in Heidelberg, the Academy of Languages has everything to ensure that the language learning experience in Heidelberg is an exceptional one.

Several halls of residence with around 500 rooms, apartments, a school-owned hotel and several host families offer year-round accommodation to learners arriving from all over the world.

Specialising in German as a foreign language, the F+U Academy of Languages is one of the world leaders in the provision of German courses, whether in the form of intensive lessons in the mornings and afternoons, or extra-occupational evening courses.

As an international test centre, the Academy of Languages stands for exceptional quality in language teaching. Alongside the best-known assessments such as TOEFL® and TestDaF (Test Deutsch als Fremdsprache), the language institute offers the following examinations: telc (The European Language Certificates), including C1 Hochschule, Zertifikat Deutsch, Zertifikat Deutsch für den Beruf, TOEIC®, LCCI (London Chamber of Commerce and Industry) exams, ECDL (the European Computer Driving Licence), TesTAS (aptitude assessment for international applicants for higher education), WiDaF (Test Deutsch in der Wirtschaft) and OnSet (online placement test for German and English).

The intensive and evening courses are offered year round and attended by employees of international companies and research institutes such as SAP, Lufthansa, Heidelberger Druckmaschinen, HeidelbergCement, Siemens, Damier, NEC, Hepta, Brunel, BASF, EMBL, HTS, the DKFZ, Heidelberg University and many more businesses and scientific institutes. International sports stars from the region’s well-known sports clubs, including 1899 Hoffenheim, Rhein-Neckar-Löwen and SV Sandhausen participate in the Academy’s German courses.

The F+U language school is situated in the middle of the university city’s historic centre, and just a few metres from the Neckar.

One outstanding feature of the Academy is the Vocational College for Foreign Languages, founded in 2004, which offers the opportunity to study full time towards the following state recognised qualifications: Fremdsprachenkorrespondent/in (Foreign Language Correspondence Clerk), Europasekretär/in (European Secretary), Wirtschaftskorrespondent/in (Multilingual Correspondence Clerk) and Translator. F+U is the only education provider in southern Germany to offer state recognised vocational language training for Japanese. Recognised status has also been awarded for Chinese, English, French, Spanish and Russian.

The F+U Academy of Languages offers internship programmes within the framework of Erasmus+. This EU programme gives young people the chance to participate in a language course abroad in either another European country or in Heidelberg, and then complete a commercial internship.

The Academy of Languages rounds off its range of courses with the organisation of language tours and the International Prep School (preparation for the external Feststellungsprüfung university entrance exam).

Your reasons for choosing F+U - key features at a glance

- Wide range of educational competence: F+U is the provider of a University of Applied Sciences for Business, Technology and Culture, an International University of Cooperative Education, bilingual schools (primary school and Gymnasium), a Realschule and a number of colleges specialising in commercial and vocational foreign language training. From September 2017 F+U will also offer the International Baccalauréat® diploma programme for international students.
- International boarding school since September 2016: accommodation for learners under the age of 18.
- A dedicated 24/7 telephone service number
- Test centre for TOEFL®, TestDaF, telc, TesTAS, TOEIC®, LCCI, OnSet, ECDL and other examinations and tests.
- State recognised Vocational College for Foreign Languages.
- Memberships and partnerships: FadDeC (Fachschule Deutsch als Fremdsprache); VDP (Federal Association of Private Schools in Germany); AOK (Allgemeine Ortskrankenkasse); Eurohotip (European Hotel Diploma); DRV (German Travel Association); Olympiaplatzspitz Rhein-Neckar e.V. (Olympic Training Centre); German Youth Hostel Association.
- Year-round guaranteed provision for all language courses.
- Lessons on Tour: identical language programme at two study centres: Berlin and Heidelberg.
- Large selection of rooms in our student halls of residence, apartments, with host families and in F+U’s own Bayracher Hof hotel.
- International atmosphere (learners from over 100 countries in 2016).
- Central location in one of Germany’s most beautiful cities.
- Good value for money.
The test scores indicated refer to Listening and Reading competence in the TOEIC® examination.

Common European Framework of Reference for Languages (CEFR)

<table>
<thead>
<tr>
<th>CEFR Levels</th>
<th>Language Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>160 English A1, LCCI-Preliminary 1, TOEIC® 10-120</td>
</tr>
<tr>
<td>A2</td>
<td>160 English A2, LCCI-Preliminary 2, TOEIC® 120-225</td>
</tr>
<tr>
<td>B1</td>
<td>160 English B1, B1 Business, LCCI-1, TOEIC® 226-330, TOEFL® 57-86</td>
</tr>
<tr>
<td>C1</td>
<td>160 Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk, English C1, LCCI-3, TOEIC® 786-945, TOEFL®IBT 110-120</td>
</tr>
<tr>
<td>C2</td>
<td>400 Translators, English C2, LCCI-4, TOEIC® 846-946</td>
</tr>
</tbody>
</table>

- **Beginner (A1)**: Can understand simple sentences and messages, can communicate short phrases, can produce short, simple postcards, can read short, simple texts, and can participate in conversations about family, hobbies, and work.
- **Elementary (A2)**: Can understand the overall meaning of short, simple, clear messages, can communicate short phrases, can produce short, simple postcards, can read short, simple texts, and can participate in conversations about family, hobbies, and work.
- **Intermediate (B1)**: Can understand important information regarding work, free time, etc., can comprehend written text in everyday language, can understand newspaper articles and literary prose, can participate in conversations about family, hobbies, and work.
- **Upper Intermediate (B2)**: Can understand lengthy state-ments and TV programmes without great effort, can comprehend complex and literary texts, can express thoughts fluently, spontaneously and precisely, and can understand lengthy state-ments and TV programmes without great effort.
- **Advanced (C1)**: Can understand complex language with ease, also when spoken quickly.
- **Proficiency (C2)**: Can understand complex language with ease, can communicate effortlessly in all conversations and discussions.

The course duration depends on the type of the course booked:

- **Group courses**: Intensive 20: ca. 8 weeks. Intensive 30: ca. 7 weeks. Premium course: ca. 6-8 weeks. Evening course: ca. 4-20 months.

For individual lessons, the total number of hours required to complete a course level is reduced by ca. 50%.

International Test Centre

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Language(s)</th>
<th>Description</th>
<th>2018 dates</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>TestDaF</td>
<td>German</td>
<td>Required for enrolment at German universities (equivalent to DSH)</td>
<td>20.02, 20.04, 23.05, 19.07, 20.09, 13.11</td>
<td>€ 175</td>
</tr>
<tr>
<td>telc</td>
<td>English, Spanish, French, German, Italian, Russian and more</td>
<td>Evidence of foreign language skills (A1-C2)</td>
<td>Registration 6 weeks in advance; late registrations are subject to an additional fee</td>
<td>€ 180</td>
</tr>
<tr>
<td>telc C1 Hochschule</td>
<td>German</td>
<td>For adults intending to study at a German-speaking university (equivalent to DSH/TestDaF)</td>
<td>Registration 6 weeks in advance; late registrations are subject to an additional fee</td>
<td>€ 180</td>
</tr>
<tr>
<td>telc B1/B2 Pflege und B1/C1 Medizin</td>
<td>German</td>
<td>The exams evidence specialist language competence required by qualification recognition authorities and medical institutes</td>
<td>Registration 6 weeks in advance; late registrations are subject to an additional fee</td>
<td>€ 180</td>
</tr>
<tr>
<td>TestAS</td>
<td>German or English</td>
<td>Aptitude test for international students entering higher education; not yet obligatory</td>
<td>Dates: see below*</td>
<td>€ 80</td>
</tr>
<tr>
<td>onSET</td>
<td>German/English</td>
<td>Internet test (A2-C1), result available worldwide on demand</td>
<td>Registration dates: see below*</td>
<td>€ 20 (minimum 5 participants)</td>
</tr>
<tr>
<td>TestWiDaF(1)</td>
<td>German</td>
<td>Test Deutsch als Fremdsprache in der Wirtschaft</td>
<td>Dates: see below*</td>
<td>€ 180</td>
</tr>
<tr>
<td>TOEFL®</td>
<td>English</td>
<td>Evidence for admission to higher education, especially BA, MA, BSc, BEng, MSc, MBA programmes</td>
<td>Several dates throughout the year</td>
<td>US$ 245</td>
</tr>
<tr>
<td>TOEIC®</td>
<td>English</td>
<td>The world’s most popular test of English for business purposes</td>
<td>Listening &amp; Reading: Dates: see below*</td>
<td>Each € 180</td>
</tr>
<tr>
<td>LCCI</td>
<td>English</td>
<td>Test of professional English</td>
<td>Registration: 2 weeks in advance</td>
<td>From € 135</td>
</tr>
<tr>
<td>DELF</td>
<td>French</td>
<td>The ‘Diploma Superior’ is required for admission to French univer-sities</td>
<td>April, May, October, November</td>
<td>From € 160</td>
</tr>
<tr>
<td>Foreign Language Correspondence Clerk</td>
<td>German, English, Spanish, French, Japanese, Chinese, Russian and more</td>
<td>State recognition for Chinese English, French, Japanese, Russian and Spanish</td>
<td>Start in March and September</td>
<td>See page 17</td>
</tr>
<tr>
<td>European Secretary</td>
<td>English, Spanish, French</td>
<td>For the other languages examinations are available, such as those offered by the IHK. Further information on request.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multilingual Correspondence Clerk</td>
<td>English, Spanish, French &amp; Japanese, Chinese or Russian</td>
<td>All other language combinations begin in September.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translator</td>
<td>English, Spanish, French and more</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ECDL</td>
<td>IT</td>
<td>Evidence of strong IT competence; seven modules</td>
<td>Registration 2 weeks in advance</td>
<td>€ 30 per module plus € 60 for the Skills Card</td>
</tr>
<tr>
<td>In-house language tests</td>
<td>All languages</td>
<td>€195 (with certificate). The test is offered every Saturday; registration at least one week before the preferred date.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Status June 2017**
2. **13.01; 10.02; 10.03; 14.04; 12.05; 09.06; 07.07; 11.08; 18.09; 06.11; 08.12**
3. **11.09; 10.10; 10.11; 08.12**
4. **11.08; 18.09; 06.10; 10.11; 08.12**
5. **10.01; 09.02; 09.03; 14.04; 12.05; 09.06; 07.07; 11.08; 18.09; 06.10; 10.11; 17.10; 11.11; 19.12**
Information and Regulations

- **Registration fee (for the first course only)**: €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount (siblings, parents)**: 5% per person off the course fee.
- **The quoted discounts for larger course bookings are valid only for pre-payment in full.**
- **Free additional services**: Placement test, progress tests, use of the school PCs (3 computer rooms with 50 PCs), Wi-Fi, certificate of participation, certification for authorities, student ID, organisation of language tandems, orientation events.
- **Learning materials**: Two books are required for each course level (German: approx. €35; English: approx. €50); the books can also be hired. Learning materials for junior courses are included in the fee.
- **Guaranteed provision, minimum participant numbers**: Courses are held even without the minimum number of learners (4 people). The number of hours booked will be reduced by 25% (two or three learners) or by 50% (one learner). To compensate, learners can participate in another group course.
- **Public holidays (no lessons)**: 01.01, 30.03, 02.04, 01.05, 10.05, 21.05, 31.05, 03.10, 01.11, 25.12, 26.12 (missed lessons can be taken at the end of the course provided that a written request is received no later than 14.30, one day before the respective public holiday).
- **School holiday**: The intensive courses and individual lessons are offered all year. Learners can apply for an individual break in learning. Evening course learners have a break from 24.12.2018 to 04.01.2019 (see also ‘Individual holiday’).
- **Individual holiday**: The booked course will be extended by the length of the break in learning requested in writing and confirmed by the school.
  - **Intensive courses**: Two weeks (Monday - Friday) per quarter (12 course weeks); applications no later than Thursday, 16.00, before the break in learning.
  - **Evening courses**: Applications no later than 16.00 on the course day.
  - **Individual lessons, closed small groups, company training**: Cancellation of the scheduled lesson with charge is possible by 16.00, one day before.
- **Minimum age (group courses)**: 16 years (Junior courses: 6 years for German courses and 10 years for English courses).
- **Class size**: See the respective course description.
- **One teaching hour (TH) is 45 minutes.**
- **Lesson times**: Monday-Friday: 07.30 - 21.00; Saturday: 10.00 - 16.00; Sunday: on request.
- **Administration opening hours**: Monday-Friday: 07.30 - 20.00; Saturday: 10.00 - 16.00.
- **Our courses are taught by experienced and highly qualified teachers.**
- **Main course**: Lessons are differentiated by level according to the European Framework of Reference for Languages (see page 8). Lessons focus on advancing all key standard language skills: reading, listening comprehension, writing and speaking. For German courses from level B2, specific examination preparation is offered to complement the standard courses.
- **Module course**: Thes courses can be taken in combination with the main course or as a stand-alone language course. It is possible to switch between the individual modules.
- **Applications to change the course level or module must be received by the school administration office by Thursday, 16.00, for the subsequent week.**
- **Change of course location**: Unless booked before the start of the course, a fee of €100 is payable for changing the location of the course to our language school in Berlin. Applications to change the course location must be received at least two weeks in advance.
- **Cancellation of the course** is possible without charge until two weeks before the start of the course, after which the following cancellation charges apply: by one week before the start of the course: €50; by Friday, 12.00 before the start of the course: €100; after this notice period but before the start of the course: the registration fee plus the course fee for one week/month’s course or, in the case of individual lessons, the course fee for two individual teaching hours.
- **After the start of the course cancellation of the course or reduction in the number of lessons is possible only in cases prescribed by law (see our General Terms and Conditions).**
- **Cancellation of accommodation booked through F+U** is possible with four weeks’ notice (for further regulations see page 24 and our General Terms and Conditions).
- **International test centre**: At F+U you have the opportunity to take internationally recognised test including TOEFL®, TestDaF®, telc, TestAS®, LCCI, TOEIC®, OnSet and ECDL.
- **The prices and services quoted in this brochure are valid until the publication of a new pricelist.**
- **Only the information specified in the German and English versions is authoritative.** All other translations are solely for the purpose of orientation in the respective language.
- **Non-profit education provider**: The majority of F+U’s services are exempt from Value Added Tax.
- **The language courses are professionally orientated or prepare for higher education and lead to an internationally recognised language certificate.**
- **The school has barrier-free access and an accessible WC is also available.**
- **Accommodation in our boarding school is available for learners under the age of 18.**

The F+U Group of Companies offers a wide range of training and higher education programmes (see also pages 28-29).
- **Vocational College for Foreign Language Professions with state recognised training in Chinese, English, French, Japanese, Russian and Spanish.**
- **Preparation for the Feststellungsprüfung university entrance qualification at our International Prep School**
- **Heidelberg Private School Centre (bilingual primary school, bilingual Gymnasium, International Baccalaureate® and more)**
- **Professional Training Schools for social and caring professions (elderly care, youth and care home pedagogy and more)**
- **Academy for Business and Social Management (care home management, care services provision, ward management and more)**
- **International University of Cooperative Education**
- **University of Applied Sciences for Business, Technology and Culture**
Individual Courses, IT Training

Individual Lessons, Small Closed Groups, Company Training, Premium Business Programme

- Registration fee (for the first course only): €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- Family discount (siblings, parents): 5% per person off the course fee.
- Please see page 10 for additional important information.
- The benefits at a glance:
  - No registration fee for booking three trial lessons (payable only from the fourth teaching hour).
  - No charge for lesson cancellation with written notification received by 16:00 on the same day (languages@fuu.de).
  - Teaching hours: Monday-Friday: 07:30-21:00, Saturday: 10:00-16:00 (Sunday on request, with a 30% surcharge).
  - Lesson structure and content tailored to your requirements.
  - You can form a free language tandem with our German course learners from England, the USA, Japan, China, France, Italy, Russia, Brazil, Spain and several other countries.
- Lessons in large groups: We will be pleased to provide a special quotation.
- Languages offered: Arabic, Brazilian, Bulgarian, Chinese, Croatian, Czech, Dutch, English, French, German, Greek, Hungarian, Italian, Japanese, Polish, Portuguese, Romanian, Russian, Serbian, Spanish, Swedish, Turkish, Ukrainian (more languages on request).
- Language groups I: English, French, German, Italian, Polish, Russian, Spanish
- Language group II: Greek, Croatian, Portuguese (not Brazilian), Turkish
- Language group III: All other languages
- Specialist language I: Business, literature, examination preparation, translation training.
- Specialist language II: Medicine, care professions, technology, cost-performance analysis, accounting, preparation for the Interpreter examination.

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Course title</th>
<th>Course description</th>
<th>TH per month</th>
<th>Learners</th>
<th>Course days</th>
<th>Fee per month</th>
<th>Possible course entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 trial lessons</td>
<td>Standard to Special</td>
<td>€30</td>
<td>€32</td>
<td>€35</td>
<td>€37</td>
<td>€35</td>
<td>€37</td>
</tr>
<tr>
<td>1 Main course</td>
<td>Standard German; levels A1 to C1</td>
<td>16</td>
<td>4-15</td>
<td>Monday + Thursday</td>
<td>€125</td>
<td>€100</td>
<td>Every Monday</td>
</tr>
<tr>
<td>2 Main course plus Module course</td>
<td>Participation in a module course to supplement the main course</td>
<td>24</td>
<td>4-15</td>
<td>Monday + Wednesday + Thursday</td>
<td>€175</td>
<td>€130</td>
<td>Every Monday</td>
</tr>
<tr>
<td>3 Module course</td>
<td>Reinforcement of language skills gained in the main course (grammar and conversation training); levels A1 to C1</td>
<td>8</td>
<td>4-15</td>
<td>Wednesday</td>
<td>€100</td>
<td>€80</td>
<td>Every Wednesday</td>
</tr>
<tr>
<td>4 Intensive course</td>
<td>Extension of the main and module courses with individual lessons; from level A1</td>
<td>24 + 8 IL</td>
<td>4-15</td>
<td>Monday + Wednesday + Thursday</td>
<td>€350</td>
<td>€325</td>
<td>Every Monday</td>
</tr>
</tbody>
</table>

(1) Start for complete beginners: 05.02, 05.03, 03.04 (Tuesday), 07.05, 04.06, 02.07, 06.08, 03.09, 01.10, 05.11, 03.12.

*Individual lessons can be arranged with the teacher on a flexible basis.

German as a Foreign Language

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Course title</th>
<th>Course description</th>
<th>TH per month</th>
<th>Learners</th>
<th>Course days</th>
<th>Fee per month</th>
<th>Possible course entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Main course</td>
<td>Standard German; levels A1 to C1</td>
<td>8</td>
<td>4-10</td>
<td>Monday</td>
<td>€80</td>
<td>€60</td>
<td>Every Monday</td>
</tr>
<tr>
<td>6 Main course plus Module course</td>
<td>Participation in module course to supplement main course</td>
<td>16</td>
<td>4-10</td>
<td>Monday + Thursday</td>
<td>€130</td>
<td>€110</td>
<td>Every Monday</td>
</tr>
<tr>
<td>7 Module course</td>
<td>Reinforcement of language skills gained in the main course (grammar and conversation training); levels A1 to C1</td>
<td>8</td>
<td>4-10</td>
<td>Thursday</td>
<td>€100</td>
<td>€80</td>
<td>Every Thursday</td>
</tr>
<tr>
<td>8 Intensive course</td>
<td>Extension of the main course and module course with individual lessons; from level A1</td>
<td>16 + 16 IL</td>
<td>4-10</td>
<td>Monday + Thursday + Individual lessons</td>
<td>€450</td>
<td>€420</td>
<td>Every Monday</td>
</tr>
</tbody>
</table>

(2) Courses run continuously; start for complete beginners: on request.

*Individual lessons can be arranged with the teacher on a flexible basis.

Premium Business Programme

Chinese, English, French, German, Italian, Japanese, Polish, Russian or Spanish ("Chinese and Japanese: 25% surcharge")

<table>
<thead>
<tr>
<th>Course</th>
<th>Level</th>
<th>Language</th>
<th>Course title</th>
<th>Language exam</th>
<th>Fee per month</th>
<th>Possible course entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 TH / week</td>
<td>1</td>
<td>€560</td>
<td>€1000</td>
<td>€1500</td>
<td>€2000</td>
<td>03.03; 14.04; 08.09; 06.10; 19.11; 17.12</td>
</tr>
<tr>
<td>20 TH / week</td>
<td>2</td>
<td>€840</td>
<td>€1500</td>
<td>€2250</td>
<td>€2760</td>
<td>03.03; 14.04; 08.09; 06.10; 19.11; 17.12</td>
</tr>
<tr>
<td>40 TH / week</td>
<td>1</td>
<td>€1000</td>
<td>€2000</td>
<td>€3680</td>
<td>€4500</td>
<td>09.04; 14.05; 19.06; 04.07; 09.08; 04.09; 09.10; 04.11; 09.12</td>
</tr>
<tr>
<td>50 TH / week</td>
<td>1</td>
<td>€1250</td>
<td>€2300</td>
<td>€3450</td>
<td>€4600</td>
<td>08.09; 06.10; 19.11; 17.12</td>
</tr>
<tr>
<td>60 TH / week</td>
<td>1</td>
<td>€1500</td>
<td>€2760</td>
<td>€4140</td>
<td>€5520</td>
<td>08.09; 06.10; 19.11; 17.12</td>
</tr>
</tbody>
</table>

At the end of the crash course it is possible to take an internationally recognised exam at our test centre (TOEIC, telc, LCCI, TestDaF or TOEFL: fees between €135 and €220).

IT Training (MS-Office Training, ECDL - European Computer Driving Licence)

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Course title</th>
<th>Course description</th>
<th>TH per month</th>
<th>Learners</th>
<th>Time (Saturday)</th>
<th>Fee per month</th>
<th>Possible course entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 German</td>
<td>German for medical and caring professions, preparation for the tels exams; from level B1</td>
<td>16</td>
<td>4-10</td>
<td>11:00-14:15</td>
<td>€195</td>
<td>€150</td>
<td>13.01; 03.02; 05.03; 14.04; 05.05; 09.06; 07.07; 04.08; 08.09; 06.10; 03.11; 01.12</td>
</tr>
<tr>
<td>10 English</td>
<td>Business English, preparation for the TOEIC exams; from level B1</td>
<td>16</td>
<td>4-10</td>
<td>11:00-14:15</td>
<td>€195</td>
<td>€150</td>
<td>13.01; 03.02; 05.03; 14.04; 05.05; 09.06; 07.07; 04.08; 08.09; 06.10; 03.11; 01.12</td>
</tr>
<tr>
<td>11 Russian for children</td>
<td>Learn Russian through play</td>
<td>16</td>
<td>4-15</td>
<td>10.30-12.15 or 10.30-12.30</td>
<td>From €60</td>
<td>From €60</td>
<td>13.01; 03.02; 05.03; 14.04; 05.05; 09.06; 07.07; 04.08; 08.09; 06.10; 03.11; 01.12</td>
</tr>
</tbody>
</table>

*Individual course for children from the age of 3-4 and 5-6 years; the registration fee for this course is just €15 (including learning materials); please see page 19 for a full description of the course. Siblings discount: One child 5%; from two children 10% per child.
There is no upper limit to the number of learners in our examination preparation courses for DSH, TestDaF and telc C1 Hochschule.

1 The morning and afternoon classes follow a set curriculum and unlike course no. 14 do not run as a main course and module course.

No. 43: Every Monday from 02.07 to 27.08; complete beginners: 02.07, 06.08, end of programme: 31.08.

If you have already begun your course and then decide to take our Lessons on Tour, all you need to do is inform us when you register which course you wish to participate in.

With no extra charge, you can take your language course at both schools.

Lessons on Tour

At the Academy of Languages we offer our intensive German as a foreign language courses in Berlin and Heidelberg.

With no extra charge, you can take your language course at both schools.

* No extra charge, you can take your language course at both schools.

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Higher Education Advisory Service
We offer higher education advice service to our learners who wish to begin a degree course at a German university. The service includes checking documentation, orientation and help in the selection of suitable universities/subjects, assistance with up to three university applications, and the correction of letters of motivation and CVs.


Provisional Admission Service
We offer university admission support to learners who have booked an intensive course of at least 12 weeks at our school and require provisional admission for their visa application. We check the application documents for the learner and assist with the preparation of up to two university applications, correction of the letters of motivation/CV and communication with the universities.

The processing time for the individual universities can take up to eight weeks and should be taken into account in the application process.

Admission requirement: Evidence of the higher education admission qualification in the learner's home country.

Fee: €400 plus any applicable processing fees charged by the respective university. (A successful application cannot be guaranteed. In case the application is rejected by the university €200 of the administration fee will be refunded. The university’s processing fee is non-refundable.)

Support with Official Matters (incl. Registration at the Town Hall and Health Insurance)
We offer customers a visa and are offered the following services after arrival: Support in nearly all bureaucratic matters, convenient registration or re-registration at the town hall, advice and appointment scheduling for opening or activating a bank account, help with taking out German health insurance, checking documents for the immigration authorities, and general information on extending visas.

Requirement: Language course booking of at least 12 weeks.

Fee: €250 (individual services, such as registration at the town hall, can also be booked separately for €75).

À la Carte Courses (Sport, Music and more)
Parallel to our intensive courses, we organise various special courses in cooperation with local sports clubs, operators and music schools. Selected courses: Football, handball, table tennis, tennis, basketball, field hockey, ice hockey, rugby and other sports, as well as music lessons and floristry.

Please note that the practice sessions are invoiced separately. The fee depends on the number of hours booked and, moreover, on the type of activity. For sports lessons just a small fee is normally required, payable to the sports club.

Placement fee: €300 (A successful placement cannot be guaranteed. If no placement is found, €225 will be refunded.) Piano Practice

Practice session at the school's two pianos (including a Steinway & Sons piano): €8 per 60 minutes.

Language Course with Internship
Applications for the internship (maximum duration three months, unless offered as training module in conjunction with a course of study) should be made at least eight weeks before the preferred starting date. Short-tern internships (max. 4 weeks) are usually offered at an F+U school.

Requirements: Participation in an intensive course of at least two weeks and intermediate proficiency in German (level B1); for an internship at F+U level A1 is acceptable. Applicants from third countries must provide a work visa for the internship (e.g. a Working Holiday visa). All applicants must also provide evidence of German language proficiency (in the case of an internship on a language course, this must be reflected in German language study certificates or a German language level test provided by the language course provider). Placement fee: €300 (short-term internships of 2-4 weeks: €175). 'Successful placement cannot be guaranteed. If placement is not possible, 50% of the fee will be refunded; alternatively, the internship can be completed at F+U.

Erasmus+: Language course, accommodation, company internship, monthly grant
Every year the Academy of Languages organises internship and language courses as part of the EU Erasmus+ programme. The programmes are Language course, accommodation, company internship, monthly grant.

Visitor tour of Heidelberg's Old Town
Accommodation for students:
Over 500 rooms in halls of residence

DSH, TestAS, onSET, ECDL (DELE exams through cooperation partner)
Cultural and leisure programme
Japanese Centre, Chinese Centre:
Sports lessons: Free - €10, payable to the sports club.

Internship:
Academic matters, convenient registration or re-registration at the town hall, advice and appointment scheduling for opening or activating a bank account, help with taking out German health insurance, checking documents for the immigration authorities, and general information on extending visas.

Requirements: Language course booking of at least 12 weeks.

Fee: €250 (individual services, such as registration at the town hall, can also be booked separately for €75).

Cultural Programme
Groups are accompanied by a member of school staff; unless otherwise indicated only travel and staff costs are included in the fee.

Orientation tour of Heidelberg's Old Town
Approx. 2 hours

Walks (Heiligenberg), Philosophers' Walk, Heidelberg Castle and more
Approx. 3 hours

Barbecue party by the Neckar (includes food and drink)
Approx. 3 hours

Welcome party (includes food and drink)
Approx. 4 hours

Museum visits (German Apothecary Museum, Palatinate Museum of Heidelberg and more)
Approx. 2 hours

Boat trip on the Neckar: Heidelberg city area
Approx. 1 hour

Boat trip on the Neckar: to Neckarsteinach (town with four forts)
Approx. 4 hours

Exursions (half day)
Approx. 5 hours

Exursions (full day)

1 German Wine Route in nearby Palatinate, Speyer (cathedral); Mannheim (Luisenpark); Bad Wimpfen, Schwetzingen Palace (incl. admission).
2 Frankfurt am Main, Strasbourg, Europa-Park Rust (incl. admission), Rödersheim am Rhein, Stuttgart (Mercedes Benz or Porsche Museum; incl. admission), Rothenburg ob der Tauber, Baden-Baden, Black Forest, Nuremberg, Lake Constance.

State recognised Vocational College for Foreign Languages - Full-time Programmes
We offer a range of language courses, training and above all intern - professional prospects. The qualification offers not only thorough foreign language skills but also professional training in commercial jobs such as business administration and IT. These multiple qualifications are highly sought after in commerce, in national and international organisations and in companies, as well as in the service sector.

<table>
<thead>
<tr>
<th>Training programme / language(s)</th>
<th>Fee</th>
<th>Duration</th>
<th>Start</th>
<th>TH / week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language Correspondence Clerk (one language)</td>
<td>€3257</td>
<td>1 year</td>
<td>March or September</td>
<td>25</td>
</tr>
<tr>
<td>Foreign Language Correspondence Clerk (two languages)</td>
<td>€5134</td>
<td>1.5 years</td>
<td>March or September</td>
<td>30</td>
</tr>
<tr>
<td>Foreign Language Correspondence Clerk (two languages)</td>
<td>€7728</td>
<td>2 years</td>
<td>March or September</td>
<td>30</td>
</tr>
<tr>
<td>Foreign Language Correspondence Clerk (three languages)</td>
<td>€8722</td>
<td>3 years</td>
<td>March or September</td>
<td>35</td>
</tr>
<tr>
<td>European Secretary (three languages)</td>
<td>€8280</td>
<td>2 years</td>
<td>March or September</td>
<td>35</td>
</tr>
<tr>
<td>Multilingual Correspondence Clerk (four languages)</td>
<td>€9936</td>
<td>3 years</td>
<td>March or September</td>
<td>40</td>
</tr>
<tr>
<td>Multilingual training / language(s)</td>
<td>Fee</td>
<td>Duration</td>
<td>Start</td>
<td>TH / week</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----</td>
<td>----------</td>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>Translator (state recognised)</td>
<td>€3150</td>
<td>6 months</td>
<td>650 TH</td>
<td>March or September</td>
</tr>
<tr>
<td>Translator (IHK certified)</td>
<td>See individual levels</td>
<td>Minimum</td>
<td>50</td>
<td>Any time</td>
</tr>
<tr>
<td>Multilingual Correspondence Clerk</td>
<td>€9936</td>
<td>2 years</td>
<td>March or September</td>
<td>40</td>
</tr>
<tr>
<td>European Secretary (three languages)</td>
<td>€8280</td>
<td>2 years</td>
<td>March or September</td>
<td>35</td>
</tr>
<tr>
<td>Multilingual Correspondence Clerk (four languages)</td>
<td>€9936</td>
<td>3 years</td>
<td>March or September</td>
<td>40</td>
</tr>
</tbody>
</table>

Benefits and offers at a glance
- Two programmes starting dates: 1st March/September
- Compact training duration: 1 to 2.5 years
- State recognised: The qualification is recognised in Germany, Chinese and Russian
- Combination of language + commercial training
- Experienced, academically qualified, native-speaker teachers
- Student finance: Student-BAföG, student loan, child benefit, installation payments
- For our international prospective students: special preparatory programme / foundation semester offering language and subject-focused preparation for the training programme + intensive courses in German and English
- Open days
- Recruitment days: First contact to potential employers
- Optimum career prospects: approximately 95% of our students enter qualified employment
- Internationality of the language school (12,000 language students from over 100 countries), free language tandems
- Discounts on language courses and language tours
- Internship: Free language course with international internship after successful completion of the course
- Japanese Centre, Chinese Centre: Monthly themed evenings
- Multilingual Correspondence Clerk (four languages)
- Recognised test centre for TOEFL, TOEIC, LCCI, IELTS, TestDaF, DSHE, TestAS, onSET, ECDL (DELE exams through cooperation partner)
- Accommodation for students: Over 500 rooms in halls of residence and apartments

Detailed information is available on request and can also be found in our Foreign Language Professions and Translator brochures.

Special Services, Special Courses, Cultural Programme
Language Courses for Children and Young People

Language Course (German as a Foreign Language or English)

Registration fee (for the first course): €35 (including learning materials)

Group discount for the language course and additional modules (only for joint registrations): 2 participants: 5%; 3 participants: 10%; 4 or more participants: 15%.

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Language</th>
<th>Age group</th>
<th>Level</th>
<th>TH</th>
<th>Learners</th>
<th>Course times (Mon-Fri)</th>
<th>Fee per week (incl. learning materials)</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>German</td>
<td>6-9, 10-12, 13-15 years</td>
<td>A1, A2, B1, B2</td>
<td>20 4-10</td>
<td>09:00-12:15</td>
<td>€195</td>
<td>€160</td>
<td>Every Monday from 02.07 to 27.08</td>
<td>31.08</td>
</tr>
<tr>
<td>44</td>
<td>English</td>
<td>10-12, 13-15 years</td>
<td>A2, B1, B2</td>
<td>20 4-10</td>
<td>09:00-12:15</td>
<td>€195</td>
<td>€160</td>
<td>Every Monday from 06.08 to 27.08</td>
<td></td>
</tr>
</tbody>
</table>

1Start for complete beginners: 02.07 and 06.08 (German); English on request.

Supervision, admission tickets and transport; meals, drinks, tobacco, soft drinks, sports activities, study material, additional modules.

Accommodation, lunch, leisure activities

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Description</th>
<th>Weekdays</th>
<th>Time</th>
<th>Fee per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>Host family accommodation (half board: Mon-Fri; full board: Sat + Sun)</td>
<td>Sunday - Saturday</td>
<td>-</td>
<td>€290</td>
</tr>
<tr>
<td>46</td>
<td>Lunch in the school</td>
<td>Monday - Friday</td>
<td>12:30-13:30</td>
<td>€90</td>
</tr>
<tr>
<td>47</td>
<td>Leisure activities</td>
<td>Monday - Saturday</td>
<td>13:30-17:00</td>
<td>€105</td>
</tr>
</tbody>
</table>

Modules 46 and 47 are obligatory for host family accommodation bookings, as supervision by the host family is usually available from 17.30.

Packages, additional modules

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Package prices</th>
<th>Fee per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>48</td>
<td>No. 43 or 44 and 45</td>
<td>€650</td>
</tr>
<tr>
<td>49</td>
<td>No. 43 or 44 and 46</td>
<td>€375</td>
</tr>
<tr>
<td>50</td>
<td>Accompaniment to and from school</td>
<td>Monday - Saturday</td>
</tr>
<tr>
<td>51</td>
<td>Transfer from Frankfurt am Main airport</td>
<td>One way</td>
</tr>
<tr>
<td>52</td>
<td>Transfer from Frankfurt am Main (individual)</td>
<td>Both ways</td>
</tr>
</tbody>
</table>

We will be pleased to provide a quote for a transfer from a different airport or from a railway station.

Information:
- Course structure: Learners in the German courses are grouped by age: 6-9, 10-12 and 13 to 15 years.
- Complete beginners can start on 02.07 or on 06.08: learners with previous knowledge of the language can join the programme every Monday. Courses are offered from levels A1 to B2. A special placement test can be taken in the school prior to joining the course. The programme finishes on 31.08. Learners in the English courses are grouped by age: 10-12 and 13-15 years. Courses are offered from levels A2 to B2. Courses are held in August, and last between 1 and 4 weeks. Learners can join the programme every Monday between 06.08 and 20.08; the programme finishes on 31.08. The placement test is taken on the first day of the course.
- Leisure programme: Our leisure programme is a vibrant mix of sporting and cultural activities. Examples include: Neckar boat trip, orientation tour of Heidelberg, trips to Heidelberg Zoo, the botanical gardens, the Fairytale Paradise on Königstuhl, Heidelberg Castle, the Museum of the Palatinate Heidelberg; sports activities, a picnic on the banks of the Neckar, games and sports in the F+U Campus sports hall; mini golf; group cookery, swimming in Heidelberg’s open air pool; walking on the Heiligenberg; visit to the Tümkusula falconry; visit to Thringstall and much more.
- Included: Supervision, admission tickets and transport; not included: meals during trips or public transport tickets (weekly ticket Heidelberg circuit area: ca. €25, monthly ticket: ca. €70).
- Lunch: Our lunch is provided by an external caterer who complies with current standards regarding hygiene, sustainability and verified origin of ingredients, and specialises in catering for nurseries and schools. Please notify us when registering of any food allergy/intolerance or special dietary requirements (e.g. vegetarian or halal meals). There may be supplementary charge (e.g. for halal meals).
- Host family accommodation: Young people from the age of 12 can stay with one of our carefully selected host families, subject to availability. In the interests of welfare and responsibility we only accept bookings that include lunch and the leisure programme, unless the legal guardian provides specific, written permission to the contrary. The accommodation automatically includes full board at weekends.
- Young learners without accommodation must book modules 46 and 47, unless the parent/legal guardian provides specific, written permission to the contrary.
- Reduction of teaching hours by 25% in case of fewer than four registrations per group (supervision is guaranteed).

1We will be pleased to provide a quote for a transfer from a different airport or from a railway station.

Russian Academy for Children

Registration fee (for the first course): €15 (including learning materials)

| Age group | Lesson times | Lesson day | Entry | Fee per month
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Children 3-4 years</td>
<td>10:30-12:15</td>
<td>Saturday</td>
<td>Every Saturday</td>
<td>€60</td>
</tr>
<tr>
<td>Children 5-6 years</td>
<td>10:00-12:30</td>
<td>Saturday</td>
<td>Every Saturday</td>
<td>€75</td>
</tr>
</tbody>
</table>

Siblings discount: One child 5%; from two children 10% per child.

Lesson structure

In addition to general development support, children are introduced to the Russian language and culture. The comprehensive learning programme covers all the most important aspects of age-appropriate general development for children from the age of three through to primary school age. The focus of the lesson is consolidation and further development of Russian language skills as well as advancement of logical/mathematical abilities, creativity and early musical education (supported by a Russian pianist at a Steinway piano). The play-oriented lesson also consists of movement games as well as musical and rhythmic activities. The alternation between play and structured learning also eases the children’s primary school entry later on.

Our aims:
- Consolidation and further development of Russian language skills
- Understanding of grammar
- Advancement of logical/mathematical abilities
- Musical education
- Promotion of creativity
- Preparation for school entry

Russian Academy for Children

Preparation for school entry

Consolidation and further development of Russian language skills

Understanding of grammar

Advancement of logical/mathematical abilities

Musical education

Promotion of creativity

Preparation for school entry

Consolidation and further development of Russian language skills

Understanding of grammar

Advancement of logical/mathematical abilities

Musical education

Promotion of creativity

Preparation for school entry
Included in halls of residence.

Drinks are included in host family accommodation as standard; one soft drink or one cup of tea/coffee is included.

Meals are taken in Heidelberg.

Administration fee:

Accommodation fee: €15 per learner; learning materials are included.

Registration fee:

Junior Programme (German and English)

Allocation fee: €15 per learner; learning materials are included.

Allocation in international groups is only possible for German (A1-B2) in July and August and for English (A2-B2) in August*.

At other times of the year lessons are possible in closed groups. *See our special courses for children and young people on pages 18-19.

A Germa Wine Route in nearby Palatinate, Speyer (cathedral); Mannheim (Luisenpark); Bad Wimpfen, Schwetzingen Palace (incl. admission).

Groups are accompanied by a member of school staff; unless otherwise indicated only travel and personnel costs are included in the fee.

Accommodations:

- Half board: Mon-Fri; full board: Sat + Sun

Transfer to/from accommodation

Weekly ticket (bus and tram) for Heidelberg city: €25; for Heidelberg and immediate surrounding area: €46.

Cultural Programme

Groups are accompanied by a member of school staff; unless otherwise indicated only travel and personnel costs are included in the fee.

Meals

Meals are taken in Heidelberg. Groups are responsible for their own meals during excursions.

### Accommodation

- **Language course & accommodation**
  - Free offers for group leaders
  - Language course: (German or English)
  - Accommodation: In one of our halls of residence

- **Cultural Programme**
  - Orientation tour of Heidelberg’s Old Town
  - Walks (Heiligenberg, Philosophers’ Walk, Heidelberg Castle and more)
  - Barbecue party by the Neckar (includes food and drink)
  - Welcome party (includes food and drink)
  - Museum visits (German Apothecary Museum, Palatinate Museum of Heidelberg and more)
  - Boat trip on the Neckar: Heidelberg city area
  - Boat trip on the Neckar: to Neckarsteinach (town with four forts)
  - Exursions (half day)†
  - Exursions (whole day)†

- **Group Packages (all year)**

  - **Junior Programme (German and English)**
    - Registration fee: €15 per learner; learning materials are included.
    - Allocation in international groups is only possible for German (A1-B2) in July and August and for English (A2-B2) in August*.
    - At other times of the year lessons are possible in closed groups. *See our special courses for children and young people on pages 18-19.

  - **Accommodation**
    - Administration fee: €35 per learner. Arrival: Sunday after 12.00; departure: Saturday by 14.00.

  - **Language course / other services**
    - Orientation tour of Heidelberg’s Old Town
    - Walks (Heiligenberg, Philosophers’ Walk, Heidelberg Castle and more)
    - Barbecue party by the Neckar (includes food and drink)
    - Welcome party (includes food and drink)
    - Museum visits (German Apothecary Museum, Palatinate Museum of Heidelberg and more)
    - Boat trip on the Neckar: Heidelberg city area
    - Boat trip on the Neckar: to Neckarsteinach (town with four forts)
    - Exursions (half day)†
    - Exursions (whole day)†

- **Transfer to/from accommodation**

  - Weekly ticket (bus and tram) for Heidelberg city: €25; for Heidelberg and immediate surrounding area: €46.

- **Cultural Programme**

  - Groups are accompanied by a member of school staff; unless otherwise indicated only travel and personnel costs are included in the fee.

- **Meals**

  - Meals are taken in Heidelberg.
  - Groups are responsible for their own meals during excursions.

- **Sunday-Saturday: One seventh of the weekly fee**

  - **Host family**
    - Host family: €40
    - Half board: €80
    - Full board: €110

  - **In house family accommodation**
    - Half board: €110

  - **In halls of residence**
    - Breakfast: €40
    - Half board: €80
    - Full board: €110

  - **Drinks**
    - Included in host family accommodation as standard; one soft drink or one cup of tea/coffee is included in halls of residence.

  - **Meals**
    - Included in halls of residence.

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    - Included in host family accommodation as standard; one soft drink or one cup of tea/coffee is included in halls of residence.

  - **Meals**
    - Included in halls of residence.

- **Language course / other services**

  - Orientation tour of Heidelberg’s Old Town
  - Walks (Heiligenberg, Philosophers’ Walk, Heidelberg Castle and more)
  - Barbecue party by the Neckar (includes food and drink)
  - Welcome party (includes food and drink)
  - Museum visits (German Apothecary Museum, Palatinate Museum of Heidelberg and more)
  - Boat trip on the Neckar: Heidelberg city area
  - Boat trip on the Neckar: to Neckarsteinach (town with four forts)
  - Exursions (half day)†
  - Exursions (whole day)†

- **Group Packages (all year)**

  - **Junior Programme (German and English)**
    - Registration fee: €15 per learner; learning materials are included.
    - Allocation in international groups is only possible for German (A1-B2) in July and August and for English (A2-B2) in August*.
    - At other times of the year lessons are possible in closed groups. *See our special courses for children and young people on pages 18-19.

  - **Accommodation**
    - Administration fee: €35 per learner. Arrival: Sunday after 12.00; departure: Saturday by 14.00.

  - **Language course / other services**
    - Orientation tour of Heidelberg’s Old Town
    - Walks (Heiligenberg, Philosophers’ Walk, Heidelberg Castle and more)
    - Barbecue party by the Neckar (includes food and drink)
    - Welcome party (includes food and drink)
    - Museum visits (German Apothecary Museum, Palatinate Museum of Heidelberg and more)
    - Boat trip on the Neckar: Heidelberg city area
    - Boat trip on the Neckar: to Neckarsteinach (town with four forts)
    - Exursions (half day)†
    - Exursions (whole day)†

  - **Transfer to/from accommodation**

    - Weekly ticket (bus and tram) for Heidelberg city: €25; for Heidelberg and immediate surrounding area: €46.

  - **Cultural Programme**

    - Groups are accompanied by a member of school staff; unless otherwise indicated only travel and personnel costs are included in the fee.

  - **Meals**

    - Meals are taken in Heidelberg.
    - Groups are responsible for their own meals during excursions.

  - **Sunday-Saturday: One seventh of the weekly fee**

    - **Host family**
      - Host family: €40
      - Half board: €80
      - Full board: €110

    - **In house family accommodation**
      - Half board: €110

    - **In halls of residence**
      - Breakfast: €40
      - Half board: €80
      - Full board: €110

    - **Drinks**
      - Included in host family accommodation as standard; one soft drink or one cup of tea/coffee is included in halls of residence.
Location of Halls of Residence and Apartments

1. Concordia
2. Emmertsgrund
3. Steinhof
4. Schmitt
5. Albert Fritz
6. Carl-Bosch
7. Römer
8. Seeewisengang
9. Turner
10. Apo
11. März
12. Haus am Ritter
13. F+U Campus
14. Eberhard Karls Universität
15. Feuerbach
16. Rhein
17. F+U Academy of Languages
18. Old Bridge
19. Castle
20. University library
21. Church of the Holy Ghost
22. Jesuit Church
23. Molkenkur
24. Königstuhl
25. Television tower
26. Ehrenfriedhof
27. Bierheiderhof
28. Philosophers’ Walk
29. Town hall
30. Local city administration office (central)
31. Foreigners’ registration office
32. F+U Hotel Bayrischer Hof
33. Theodor-Heuss-Brücke
34. Neuenheimer Feld
35. Am Hackteufel
36. Hauptstraße
37. Neckarstaden
38. Neckar
39. Am Heiligenhaus
40. Rathausstr.
**Arrival and Departure**
You can find a list of accommodation (updated daily) on our website.
- **Move in:** Sundays, 10.00-23.00 (host families) or 24.00 (halls of residence); supplement of €50 for moving in after 22.00.
- **Move out:** Saturdays (by 12.00); if moving out on Sunday (by 10.00) an extra day will be invoiced (see page 26).
- **Please inform us no later than Friday (14.00) before moving in of the exact time of your arrival. If you inform us any later, we will not be able to guarantee the handover of the key at your preferred time.
- If you would like to move in on Saturday (from 13.00 to 18.00) or Sunday (from 10.00 to 14.00) the key will be invoiced accordingly.
- In case of delay, please call the named contact person for the key handover or your host family.
- **Accommodation rates** for halls of residence and apartments are calculated to take into account both location (distance to school, attractiveness of the district) and the furnishings/facilities of the accommodation and Ausstattung der Unterkünfte. However, please bear in mind that all our halls of residence and apartments have a ‘student’ character, including those in higher categories.

**Internet, PC use, fitness room**
- Most halls of residence and the apartments are equipped with Internet access. We provide Internet access free of charge.
- During the summer we rent out additional rooms and apartments; information on their Internet facilities is available on request. Compliance with German Internet law is required. There may be temporary disruption to Internet provision.
- Some families allow the use of their computer for an additional charge. Detailed information is available on request.
- You can also use the computers in our school, with free Internet access (50 computers in three IT rooms); Wi-Fi is also available from 07.30 to 20.00 Mondays to Fridays and on Saturdays from 10.00 to 16.00.
- Our airport transfer from and to Frankfurt am Main is organised on a group basis by a partner company. An individual transfer (e.g. for under 18s) by a named F+U accompanying member of staff can be arranged for a supplementary charge of €100 per journey.

**Transfer to Accommodation**
Transfer to and from accommodation (to be booked by Thursday, 14.00, before the arrival or departure).

<table>
<thead>
<tr>
<th>Distance</th>
<th>Price per person</th>
<th>Room max.</th>
<th>Distance3</th>
<th>Price per person</th>
<th>Room max.</th>
<th>Distance3</th>
<th>Price per person</th>
<th>Room max.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 km</td>
<td>€ 50</td>
<td>1 person</td>
<td>80 km</td>
<td>€ 140</td>
<td>3 people</td>
<td>160 km</td>
<td>€ 240</td>
<td>4 people</td>
</tr>
<tr>
<td>20 km</td>
<td>€ 80</td>
<td>2 people</td>
<td>120 km / 95 km</td>
<td>€ 170</td>
<td>3 people</td>
<td>240 km</td>
<td>€ 240</td>
<td>4 people</td>
</tr>
<tr>
<td>80 km</td>
<td>€ 125</td>
<td>3 people</td>
<td>160 km / 140 km / 160 km</td>
<td>€ 170</td>
<td>3 people</td>
<td>240 km</td>
<td>€ 240</td>
<td>4 people</td>
</tr>
</tbody>
</table>

1 Meeting point at taxi rank.
2 Most of: meeting point in the arrivals hall or at the designated place.
3 Distance to school.
4 Discount only for group bookings with joint arrivals and departures.
5 Parking is available in the Concordia hall of residence’s unsupervised car park for €25 per week. There is public, paid parking available in the school building (ca. €125 per month).

**Cooking utensils**
Cooking utensils, cutlery and crockery can be hired for a fee of €40 plus a service charge of €25. (The fee is refunded upon the return of complete, clean sets.)

**Childmind**
In case of intensive courses for parent(s): €20 per 45 minutes (2 children: €15; 3 children: €13). Use of kitchen for room only bookings: €20 per day.

**House rules for accommodation (excerpt):**
- Smoking is prohibited in the halls of residence and in apartments, as well as on balconies and terraces.
- Kitchens and bathrooms must be left clean after use.
- The night-time quiet period from 10 p.m. to 6 a.m. is legally protected (federal state regulations). During this time, all residents must keep any noise to room level only.
- Guests are permitted in halls of residence and in apartments only until 22.00.
- If you would like to invite a friend to stay overnight, permission must be obtained in advance from the residence administration. Overnight stays cost €10 per person. Guests who stay without prior permission will be fined the equivalent of at least one week’s rent.
- Violation of house rules may incur a fine; for repeated violations we reserve the right to terminate the rental agreement without notice.
- Further information is set out in the house rules and fee regulations provided on arrival.
- Residents in the halls of residence are liable for their guests’ liability.
- In host family accommodation, the host’s rules apply.

**Rental Contract Extension, Change of Accommodation, Cancellation (Halls of Residence, Apartments, Host Families)**
Applications to extend the rental period must be made four weeks in advance of the contract’s expiry.
An extension of the rental contract cannot be guaranteed. If, despite compliance with the four-week notice period, the contract is not renewed as already anticipated, we guarantee the availability of a room in an alternative hall of residence within the same category. In this instance, the fee for changing accommodation will be waived.

**Cleaning of rooms and communal areas**
Please note that for the entire duration of your stay you are responsible for cleaning your room. On vacationing the room, the accommodation must be clean and tidy. Kitchens and bathrooms are to be kept clean. Communal areas are cleaned at least once a week by F+U.

**Laundry**
- **Host family accommodation:** Use of the washing machine and tumble dryers is provided.
- **Bed linen and towels:** Bed linen is provided on arrival; please bring your own towels.

**Transfer to Accommodation**
Transfer to the accommodation on condition of four full rental periods (周六 to Saturday). In case of cancellation of the rental contract on condition of four full rental periods (周六 to Saturday). In case of cancellation, we charge a cancellation fee of €75, and refund rent paid in advance. Notice of the cancellation must be submitted in writing to the Accommodation department during office opening hours.

**Accommodation Information**
- **Host Family Accommodation**
  - **Administration fee:** €50. Deposit: €100 (for deposit refunds please contact us no later by Wednesday, 16.00).
  - **Wi-Fi guarantee:** English-speaking host family; full board (breakfast and evening meal with the family, packed lunch). On request, each with a supplement of 3%. Use of kitchen for room only bookings: 20% supplement.
  - You will be advised of the name and address of the host family one week before moving in, and when payment has been successfully processed.

**Hotel Accommodation**
Prices on request; weekly rent depends on size, location in the city, furnishings and season; rates from €300 to €1500.
- **Deposit:** €150. **Administration fee:** €150. **Administration fee:** €150.
- **Parking is available in the Concordia hall of residence’s unsupervised car park for €25 per week. There is public, paid parking available in the school building (ca. €125 per month).**

**Guest Houses, Holiday Homes, Hotels, Youth Hostel**
Administration fee: €150.
- **Guest houses, holiday homes:** Prices on request; weekly rent depends on size, location in the city, furnishings and season; rates from €300 to €1500.
- **The F+U Bayrischer Hof Hotel***: The Bayrischer Hof, one of the most tradition-steeped hotels in the city, is located on Bismarckplatz, just 150m from the school and the Old Town (single rooms from €90 per night; double rooms from €120 per night).
- **Hotels in all price categories are located close to the school. We can also book rooms in Heidelberg’s attractively located youth hostel.**
Halls of Residence, Apartments

### Halls of Residence, Apartments

**Administration fee:** €80 deposit; €150

Double room bookings are only available for learners arriving together. Discount for groups of 10 people or more: 5% off the listed price.

24-7 telephone service

**Booking a residence category:** First, please book your preferred residence category only. Approximately two weeks before your arrival - at the latest by Monday before your arrival - we will inform you of the name of your hall of residence.

**Guaranteeing a specific hall of residence:** For a one-off supplement of €200 we guarantee - subject to room availability at the time of booking - allocation of your preferred hall of residence.

If the start of your course is postponed, e.g. due to a delay in issuing a visa, we reserve the right to allocate a room in a hall of residence in the same category, in which case the guarantee supplement of €200 will be fully refunded.

All halls of residence have a kitchen; Cat VI rooms have an en suite kitchen.

**Extra days** are invoiced for arrival on Saturday or a departure on Sunday (all extra days must be confirmed by F+U).

The respective discount applies only for advance payment of at least 5 weeks.

—

**Meals**

All halls of residence and apartments are equipped with a kitchen. Host families provide meals as specified in the booking.

**Meals in partner restaurants (Sun-Sat)**: €50 per week; lunch*: €110 per week; evening meal*: €110 per week (*incl. 1 soft drink)

**Lunch in our school canteen** (July and August only): €90 per week (Mon-Fri)

You can also have a meal for about €6 in the University of Heidelberg refectory, just ten minutes' walk from the school.
F+U International Boarding School

- For young people aged 14 and over • 24-hour supervision
- Individual support • Pedagogically qualified staff
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Courses for Professionals, Language Tours

Corporate Language Training

F+U Academy of Languages’ Corporate Language Training offers bespoke language training for companies and organisations in over 20 languages, for example English, German, French, Italian, Spanish, Chinese and Russian. Thanks to their modular structure the training courses can be tailored to meet the individual needs of a sector or company department. The training courses can be held in the form of group courses, individual lessons, day seminars or weekend workshops, either in-house or at our school.

The Corporate Language Training programme includes the following modules:

- Sector-specific terminology
- Meetings and negotiations
- Intercultural awareness and communication
- Grammar and vocabulary
- Presentations

Please see page 12 for further information.

Educational Leave in Heidelberg

Course start: No. 37-42: 02.01 (Tuesday), 05.02, 05.03, 03.04 (Tuesday), 07.05, 04.06, 02.07, 06.08, 03.09, 01.10, 05.11, 03.12.

Courses are recognised by the Educational Leave laws in Baden-Württemberg, Rhineland-Palatinate and Hessen; further accreditations on request.

Courses are organised by the Educational Leave laws in Baden-Württemberg, Rhineland-Palatinate and Hessen; further accreditations on request.

Start your journey with a look at our Language Tours brochure, which introduces some of our most popular destinations.

Worldwide Language Tours

A language is most effectively and most quickly learnt in the country where it is spoken. Intensive courses for young people and adults, junior courses and summer holidays during the school holidays, exam preparation or educational leave – courses for personal or professional purposes – our carefully selected partner schools and their wide range of courses are bound to offer something for everyone.

We organise language tours that include language courses, a stimulating excursion and leisure programme and accommodation either with host families or in student halls of residence.


Language course participants: 9,441

In 2016, 12,359 language learners from 109 countries took part in our language courses and language examinations.

Language course participants: 9,441

DFL learners and their home countries: 6,364

(DFL = German as a foreign language)

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Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk, Translator

Worldwide Language Tours
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