Dear agent,

It is our pleasure to send you this manual to help you get to know our school and courses better. We hope, in this way, to facilitate as much as possible your consulting, information distribution and sales efforts.

Key information about the school and the city

TANDEM® Köln, Germany
International language school

Director: Mr. Oliver Lechlmaier
Phone: +49.221.310.10.30
Fax: +49.221.310.10.74
E-mail: info@tandem-koeln.de
Website: www.tandem-koeln.de

Office hours: Monday to Thursday from 10.00 to 14.00 and 16.00 to 19.00 h
Friday from 10.00 to 16.00 h (GMT +1)

Address: Rolandstr. 57
D- 50677 Köln, Germany

Office Team: Ms. Kristina Laude (Deputy Director; PR & Marketing Manager)
Ms. Tina Konerth (Language Tests Management)
Ms. Barbara Prinz (Head of Studies)
Ms. Maren Pettelkau (Housing Management)

Activities:

- German intensive course (24 lesson per week + 1 activity; September to June)
- German summer course (24 lesson per week + 3 activities; July and August)
- German super-intensive course (standard / summer course + 8 lessons mini-group per week)
- German combined course (standard or summer course +4 or +8 lessons private tuition per week)
- German evening course (2x 3 lessons per week)
- Exam preparation (telc A1, A2, B1, B2, C1, Goethe C1 and TestDaF)
- Official telc and TestDaF test-center: A1, A2, B1, B2, C1 and TestDaF exams
- One-to-One tuition and Business German
- English, Spanish, French, Italian as a foreign language
- Tandem language exchange partner intermediation
Selling points:

- Cosmopolitan open minded city in the west of Germany with more than 2000 years of history
- Centrally located in Europe, close to Frankfurt, Berlin, Munich Paris, Amsterdam and Brussels.
- Small groups: 5 to max. 12 participants per group
- Modern teaching methods and materials
- Enthusiastic and qualified teachers
- Dynamic international atmosphere with personalised service
- Cultural programme all year round, lively nightlife and exciting leisure activities
- Arrangement of language exchange partnerships („TANDEM“)
- Lodging carefully selected and supervised by the school
- Wide variety of art exhibits, festivals & concerts
- Media capital and university town
- Europe's best carnival party (6 days and nights in March)
- LitCologne (March)
- Art Cologne (April)
- Germany’s largest Gay Pride celebrations (June/July)
- „Kölner Lichter“ boat parade and fireworks (July)
- Summerjan & c/o Pop music festivals (summer)
- Comedy festival (October)
- Six different impressive Christmas markets (November/December)

The school

... is located close to the city centre in the so-called “Südstadt”, a district well-known for its lively atmosphere with many little shops, bars and restaurants. The next tram stop is at 3 minutes’ walking distance, as is one of the university canteens and a beautiful park with a typical German beergarden. The school itself is situated in a former monastery and consists of fourteen bright and quiet classrooms (seven in the main building and seven in the annex opposite), a student library with computer, CD and DVD facilities, two small cafeterias, a terrace and nice little garden – ideal for the breaks. We offer free internet access and WiFi for all students at school, as well as homework assistance in the afternoons.

Accreditations

TANDEM® Köln is member of the TANDEM® International network of quality schools (member of ALTO), of the «Fachverband Deutsch als Fremdsprache» (FaDaF) and the «Qualitätsgemeinschaft Berufliche Bildung Region Köln e.V.». We are also recognised by local institutions and universities and the Swedish CSN. TANDEM Köln is official test center for the TestDaF exam, the European Language Certificates (www.telc.net) and WiDaF.
Agent Manual 2019

Course types and dates 2019

Standard, Super-intensive, Combined & Summer courses

<table>
<thead>
<tr>
<th>no.</th>
<th>levels*</th>
<th>start</th>
<th>end</th>
</tr>
</thead>
<tbody>
<tr>
<td>K1</td>
<td>A1 – C1</td>
<td>Jan. 7th</td>
<td>Feb. 1st</td>
</tr>
<tr>
<td>K2</td>
<td>A1 – C1</td>
<td>Feb. 4th</td>
<td>March 1st</td>
</tr>
<tr>
<td>K3</td>
<td>A1 – C1</td>
<td>March 5th</td>
<td>March 29th</td>
</tr>
<tr>
<td>K4</td>
<td>A1 – C1</td>
<td>April 1st</td>
<td>May 3rd</td>
</tr>
<tr>
<td>K5</td>
<td>A1 – C1</td>
<td>May 6th</td>
<td>May 31st</td>
</tr>
<tr>
<td>K6</td>
<td>A1 – C1</td>
<td>June 3rd</td>
<td>June 28th</td>
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<td>K7</td>
<td>A1 – C1</td>
<td>July 1st</td>
<td>August 2nd</td>
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<td>K8</td>
<td>A1 – C1</td>
<td>August 5th</td>
<td>August 30th</td>
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<td>K9</td>
<td>A1 – C1</td>
<td>Sept. 2nd</td>
<td>Sept. 27th</td>
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<td>K10</td>
<td>A1 – C1</td>
<td>Sept. 30th</td>
<td>Oct. 25th</td>
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<td>K11</td>
<td>A1 – C1</td>
<td>Oct. 28th</td>
<td>Nov. 22nd</td>
</tr>
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<td>K12</td>
<td>A1 – C1</td>
<td>Nov. 25th</td>
<td>Dec. 20th</td>
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</table>

New students’ starting dates: every Monday at 9.00 a.m. (placement test); absolute beginners can start only at the stated starting dates and are asked to come at 9.45 a.m. on their 1st day.

Our Standard Intensive Courses have 24 lessons of 45 min. a week including a basic cultural programme (at least 1 event per week)
- schedule: Mondays from 10.00 a.m. to 1.30 p.m., Tuesdays to Fridays from 9.30 a.m. to 1.45 p.m.

Our Summer Intensive Courses have 24 lessons per week including a wide cultural programme (at least 3 events per week)
- schedule: Mondays from 10.00 a.m. to 1.30 p.m., Tuesdays to Fridays from 9.30 a.m. to 1.45 p.m.

Super-intensive Course: Standard or Summer Course plus 8 lessons per week in a mini-group of 3 to 6 students (24 + 8 teaching hours)
- mini-group classes take place: mondays - thursdays from 2.30 to 4.00 p.m. or as agreed upon

Combined course: Standard or Summer Course plus 4 One-to-One lessons per week (24 + 4 teaching hours) or plus 8 One-to-One lessons per week (24 + 8 teaching hours)
- private lessons take place: as agreed upon

telc-Exam preparation Courses (TestDaF on request):
8 weeks Standard or Summer Course plus 48 lessons in a group of 4 to 10 students (192 + 48 teaching hours including test simulation)
- starting dates telc B2 (day of exam): 07.01, (01.03.), 11.03, (03.05.), 06.05, (28.06.), 08.07, (30.08.), 02.09. (25.10.), 28.10. (19.12.)
- starting dates telc C1 Hochschule (day of exam): 07.01, (28.02.), 11.03, (02.05.), 06.05. (27.06.), 08.07. (29.08.), 02.09. (24.10.), 28.10. (18.12.)

Public holidays (which are not refundable): March 4th (Shrove Monday, Carnival); April 19th, April 22nd, May 1st, May 30th, June 10th, June 20th, Oct 3rd, Nov 1st

*note concerning the levels: We always offer all levels. Basic levels: A1, A2; Intermediate levels: B1, B2; Advanced level: C1; each level = 192 teaching hours (= 8 weeks)
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Fees:

**Registration fee**  50,- €
The registration fee includes: German placement test, course materials, 1st course book, leisure programme (1 activity per week, transport and entrance fees not included, during the Summer Intensive Courses 3 activities per week), certificate of attendance and mediation of a Tandem® learning partnership (if available).

<table>
<thead>
<tr>
<th>Standard Course</th>
<th>Gross Fees €*</th>
<th>Summer Course</th>
<th>Gross Fees €</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week</td>
<td>180,- €</td>
<td>1 week</td>
<td>200,- €</td>
</tr>
<tr>
<td>2 weeks</td>
<td>340,- €</td>
<td>2 weeks</td>
<td>380,- €</td>
</tr>
<tr>
<td>3 weeks</td>
<td>480,- €</td>
<td>3 weeks</td>
<td>540,- €</td>
</tr>
<tr>
<td>4 weeks</td>
<td>580,- €</td>
<td>4 weeks</td>
<td>660,- €</td>
</tr>
<tr>
<td>every additional week</td>
<td>+125,- €</td>
<td>every additional week</td>
<td>+145,- €</td>
</tr>
</tbody>
</table>

* in July and August high season supplement of 20,- € / week in addition

**Super-intensive Course (+8 lessons mini-group)**

| 1 week | 340,- €        |
| 2 weeks | 660,- €      |
| 3 weeks | 960,- €      |
| 4 weeks | 1.220,- €    |
| every additional week | +285,- € |

(in July and August high season supplement of 20,- € per week in addition)

**Combined Course (+4 private lessons)**

| 1 week | 360,- €        | (+8 private lessons) | 540,- €        |
| 2 weeks | 700,- €      | 2 weeks               | 1.060,- €      |
| 3 weeks | 1.020,- €    | 3 weeks               | 1.560,- €      |
| 4 weeks | 1.300,- €    | 4 weeks               | 2.020,- €      |
| every additional week | +305,- € | every additional week | +485,- € |

(in July and August high season supplement of 20,- € per week in addition)

**Exam Preparation Courses (TELC B2 and C1 Hochschule)**

(8 weeks intensive course + 48 lessons)

| 8 weeks | 1.555,- €      |

TELC exam fee between 80,- and 175,- €, depending on the level

(in July and August high season supplement of 20,- € per week in addition)

**One-to-One (without doing an intensive course)**

| 1 teaching hour of 45 min. | 55,- €        |

Teaching materials: **about 20,- € per month**

(materials of the first month are included in the enrolment fee)

The gross fees are those published in our brochures. **Your commission on these fees is 25% (course fees only).** The net fees are remaining to be paid to us after receipt of the invoice before the beginning of the course. Be advised that if you should wish to add any extra fees for your work, this is done entirely at your own discretion and responsibility.
Accommodation

TANDEM Köln has a professional accommodation service for students who wish to use it. The most popular way to live in our town is in a **single room in a shared flat** together with one or more „Cologners“ (*private accommodation*). On request, we can also look for a **family accommodation** (*single room with breakfast or half-board*).

For all those who like to live their own lives without depending on a host family, we can arrange a **single room or small apartment** in the TANDEM flat share on the 3rd floor of the school building.

The four single rooms (14 to 17m²) are bright and quiet, there’s a fully equipped kitchen, a bathroom with two showers and a washing machine, a toilet and a balcony. The two apartments (18 and 30m²) are also fully equipped, have a private bathroom and a kitchenet. One of them can be used as a double room.

In all rooms/apartments, there’s TV and free internet access via WLAN. As a courtesy to non-smokers, smoking is not permitted within the entire flat (only on the balcony).

**Accommodation booking fee**  75,- €

<table>
<thead>
<tr>
<th>Rent for</th>
<th>all single rooms</th>
<th>the apartments* (Tandem flat share)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week</td>
<td>140,- €</td>
<td>180,- to 220,- €</td>
</tr>
<tr>
<td>2 weeks</td>
<td>250,- €</td>
<td>320,- to 400,- €</td>
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<tr>
<td>3 weeks</td>
<td>340,- €</td>
<td>420,- to 540,- €</td>
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<td>4 weeks</td>
<td>440,- €</td>
<td>480,- to 640,- €</td>
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<td>additional week</td>
<td>110,- €</td>
<td>120,- to 160,- €</td>
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<tr>
<td>breakfast</td>
<td>60,- € / week in addition</td>
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<tr>
<td>half-board</td>
<td>125,- € / week in addition</td>
<td></td>
</tr>
<tr>
<td>extra night</td>
<td>20,- € / 25,- € incl. breakfast / 35,- € incl. half-board</td>
<td></td>
</tr>
</tbody>
</table>

* On request we also arrange **small flats / apartments through an agency**. Prices vary between 800,- and 1,600,- € per month. For all apartments the student has to count with a deposit of 200,- € up to a 2 month rent and a fee for final cleaning.

**Pickup-Service (one way)**  
from the airport / train station  75,- € (Cologne); 160,- € (Düsseldorf)

**Emergency number**  
Saturdays and Sundays from 9.00 a.m. to 10.00 p.m.:  +49.177.35.55.642
General conditions:

To make a reservation, send us a completed enrolment form by e-mail, mail or fax. We will then reserve the course place for your client and send you a detailed booking confirmation. **Full payment should be made at least 10 days before the course starts.** The accommodation details will be sent upon receipt of payment, at the latest about one week before arrival, but only after having received the total amount for course and accommodation. Payments should be made to our bank account in:

Postbank Dortmund, D- 44132 Dortmund
Account name: Tandem Köln
IBAN: DE08 440 100 460 441 801 466
BIC: PB NK DE FF 440
(The agent is responsible for all bank fees.)

**In case a student has to apply for a visa,** the payment of the total course fee and the accommodation fee for the first month is required. Then we will send you / the student the letter of acceptance for the German embassy. Please keep us always informed about the state of affairs. **After the visa has been granted, a re-confirmation of the booking is strictly required in order to reserve the course place and to book accommodation. The earliest starting date is 10 days after having received your re-confirmation.**

Please take note of our terms and conditions: [http://www.tandem-koeln.de/ anmeldung/agb_e.html](http://www.tandem-koeln.de/ anmeldung/agb_e.html)

We look forward to further contact with you and are available to answer any questions or consider any suggestions you may have.

Sincerely yours,

Oliver Lechlmair
-TANDEM Köln-