

Enrolment form and course details 2024

Personal details

Surname:		First name:		<input type="checkbox"/> Female <input type="checkbox"/> Male
Date of birth:		Nationality:		
I need a special certificate to apply for a visa: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Address (street, house number):				
Postcode:	City:		Country:	
Mobile phone:		E-mail:		
How long have you been studying German (years of study / total number of lessons)? Teaching materials used:				
Your approximate level: <input type="checkbox"/> A1.1 (Absolute Beginners) <input type="checkbox"/> A1.2 (Beginners with previous knowledge) <input type="checkbox"/> A2 (Elementary) <input type="checkbox"/> B1 (Pre-intermediate) <input type="checkbox"/> B2 (Intermediate) <input type="checkbox"/> C1 (Advanced)				
I would like to register for the German course starting (date) for weeks (number of weeks). Please specify course type: <input type="checkbox"/> Intensive Course (20 group lessons of 45 minutes) <input type="checkbox"/> IntensivePLUS (20 group + 4 mini-group lessons) <input type="checkbox"/> Super-intensive Course (20 group + 8 mini-group lessons) <input type="checkbox"/> Combined Course (20 group <input type="checkbox"/> + 4 or <input type="checkbox"/> + 8 one-to-one lessons) <input type="checkbox"/> Exam Preparation Course (20 group + 48 lessons exam preparation)				
				Enrolment fee: €60
				Course fee: €.....
I wish to apply for accommodation in a <input type="checkbox"/> Shared flat <input type="checkbox"/> Family (incl. <input type="checkbox"/> breakfast / <input type="checkbox"/> half-board) <input type="checkbox"/> Apartment <input type="checkbox"/> I don't need accommodation. Special requests: Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No Allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No (If 'yes', please specify) Pick-up service? <input type="checkbox"/> Yes <input type="checkbox"/> No (If 'yes', please inform us about your exact arrival details)				
				Accommodation booking fee: €95
				Rent: €.....
How did you learn about TANDEM® Köln ?				
I agree and accept the enrolment terms (see page 4). Place, date and signature:				

Intensive, IntensivePLUS, Super-intensive and Combined Courses

Course no.	levels*	start	end
K1	A1 – C1	January 8th	February 2nd
K2	A1 – C1	February 5th	March 1st
K3	A1 – C1	March 4th	March 29th
K4	A1 – C1	April 2nd	April 26th (course starts Tuesday)
K5	A1 – C1	April 29th	May 31st (5 weeks for the price of 4 due to public holidays!)
K6	A1 – C1	June 3rd	June 28th
K7	A1 – C1	July 1st	August 2nd (5 weeks)
K8	A1 – C1	August 5th	August 30th
K9	A1 – C1	September 2nd	September 27th
K10	A1 – C1	September 30th	October 25th
K11	A1 – C1	October 28th	November 22nd
K12	A1 – C1	November 25th	December 20th

New students' starting dates: every Monday (only after previous placement test); **absolute beginners** can start only on the stated starting dates and are asked to come at 09:00 on their first day.

Intensive Course: Our standard Intensive Course has 20 lessons of 45 minutes a week in a group including a cultural programme (at least one event per week)

Schedule: Mondays to Fridays from **09:30 to 13:00**

IntensivePLUS: Intensive Course **plus 4** lessons "Conversation & Grammar" in mini-groups of 3 to 8 students (20 + 4 lessons of 45 minutes per week)**

Schedule: Mondays to Fridays from **09:30 to 13:00** and Mondays to Thursdays from **13:15 to 14:00**

Super-Intensive Course: Intensive Course **plus 8** lessons "Conversation / Vocabulary & Grammar / Typical Errors" in mini-groups of 3 to 8 students (20 + 8 lessons of 45 minutes per week)**

Schedule: Mondays to Fridays from **09:30 to 13:00** and Mondays to Thursdays from **13:15 to 14:00** and Tuesdays to Fridays from **08:30 to 09:15** (or as agreed upon)

Combined Course: Intensive or IntensivePLUS Course **plus 4** one-to-one lessons per week (20 + 4 lessons of 45 minutes per week) or **plus 8** one-to-one lessons per week (20 + 8 lessons of 45 minutes per week)

Private lessons take place as agreed upon

telc Exam Preparation Courses (TestDaF on request): 8 weeks Intensive or IntensivePLUS Course **plus 48** lessons in a group of 4 to 10 students (160 + 48 lessons of 45 minutes per week including test simulation)

Starting dates telc B2 (day of exam): **08.01.** (29.02.), **04.03.** (25.04.), **29.04.** (27.06.), **08.07.** (29.08.), **02.09.** (24.10.), **28.10.** (19.12.)

Starting dates telc C1 Hochschule (day of exam): **08.01.** (28.02.), **04.03.** (24.04.), **29.04.** (26.06.), **08.07.** (28.08.), **02.09.** (23.10.), **28.10.** (18.12.)

Public holidays (which are not refundable): Feb. 12th (Shrove Monday, Carnival); March 29th, April 1st, May 1st, May 9th & 10th, May 20th, May 30th & 31st, Oct. 3rd, Nov. 1st

School holidays: Dec. 25th 2023 – Jan. 5th 2024 and Dec. 23rd 2024 – Jan. 3rd 2025

*** Note concerning the levels:** we always offer **all levels**. A1, A2, B1 (each level = 160 lessons = 8 weeks); B2, C1 (each level = 160–240 lessons = 8–12 weeks)

**** If there are fewer than 3 participants,** the number of lessons will be reduced to 2.

Fees

Service fee: €60. The service fee includes: German placement test, course materials, first course book, leisure programme (1 activity per week, 2–3 in July and August, transport and entrance fees not included), certificate of attendance and mediation of a TANDEM® learning partnership (if available).

Intensive Course	Fees €
(20 lessons per week)	
1–3 weeks	per week €160
4 weeks	€560
Every additional week	+ €140

Super-intensive Course	Fees €
(20 + 8 lessons in mini-groups)	
1–3 weeks	per week €260
4 weeks	€960
Every additional week	+ €240

Combined Course	Fees €
(20 group lessons + 4 or 8 private lessons)	
1 week	+ €195 / + €390 per week in addition to the price above

Course books between €20 and €25 per month
(Book for the first month included in the enrolment fee)

TANDEM® language exchange service

All our students (if their stay is longer than 3 weeks) receive on request a German TANDEM® partner if available. This exchange guarantees real contact with Germans and the possibility of applying what has been learned in class to real-life communication.

IntensivePLUS	Fees €
(20 + 4 lessons in mini-groups)	
1–3 weeks	per week €210
4 weeks	€760
Every additional week	+ €190

Exam Preparation Courses (telc B2 and C1 Hochschule)	Fees €
(8 weeks Intensive or IntensivePLUS Course + 48 lessons exam preparation)	
8 weeks	€1,645 / €1,995
telc exam fee between €80 and €195 depending on the level	

One-to-One Courses (without doing an intensive course)	Fees €
1 teaching hour of 45 min.	€55

Accommodation

TANDEM® Köln has a professional accommodation service for students who wish to use it. The most popular way to live in our city is in a **single room in a shared flat** together with one or more Cologne citizens (**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 kitchenette. One of them can be used as a double room. In all rooms/apartments, there's 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: €95

Rent for	all single rooms	the apartments* (TANDEM® flat share)
1st to 3rd week each	€165	(18 or 30m²) €200 / €240
4 weeks	€540	€600 / €700
Additional week	€135	€150 / €175
Breakfast	€60 per week in addition	
Half-board	€160 per week in addition	
Extra night	€25 / €35 incl. breakfast €45 incl. half-board	

* On request we also arrange **small flats / apartments through an agency**. Prices vary between **€900 and €1,800 per month**. For all apartments the student has to take into account a deposit of €200, up to a two-month rent paid in advance and a fee for the monthly / final cleaning.

Pick-up service (one way)

from the airport / train station	€80 (Cologne)
from the airport	€160 (Düsseldorf)

The following is an English translation of our "Terms & Conditions". However, please note that in the event of legal dispute, only the German version is legally valid.

1. Contracting party & scope of application TANDEM Köln, Rolandstr. 57, 50677 Köln (proprietor: Oliver Lechlmaier) is responsible for all language courses offered in this institution. Participation in our courses is possible for all those interested in education from the age of 18. In agreement with TANDEM Köln, participation in our courses is also possible for younger persons (parental consent form needed).

These terms and conditions apply to all contracts concerning German intensive courses (standard, intensive, summer, super-intensive as well as combined courses) between TANDEM Köln and the student. Any change of these conditions must be in text form.

2. Conclusion of contract Bookings become binding with our receipt of the completed registration form and the down payment of EUR 200.00. Students who have booked accommodation for the duration of the course through TANDEM Köln must deposit an additional EUR 400.00; i.e., EUR 600.00 in total. Students requiring a visa must pay the total of their course fees plus the first month's rent for their accommodation (see 8). Please use PayPal, TransferMate or transfer the required amount to our bank account:

Recipient/account holder: Tandem Köln
Name of the bank: Postbank – eine Niederlassung der Deutsche Bank AG
Address: 44132 Dortmund, Germany
Account no.: 441 801 466
Bank identification number: 440 100 46
IBAN: DE 08 440 100 460 441 801 466
BIC (Swift): PB NK DE FF

Students must be at least 16 years old. For students younger than 18, a signed parental consent form must be submitted with the enrolment documents.

3. Service / non-attendance / days without lessons TANDEM Köln has the obligation to provide the courses students have booked. During the contract period, students are obligated to pay the course fees regardless of their attendance. There are no lessons on weekends and public holidays. Public holidays are not refundable.

4. Terms of payment The remainder is payable at the beginning of the course, unless deferred payment has been specifically agreed upon. Then, the last instalment must be paid by the end of the first half of a given course. Please pay by PayPal, TransferMate bank transfer (cf 2) or in our office, with a credit card or in cash. All fees are to be paid by the student.

5. Non-implementation In case there are not enough registrations for a particular course, the student and TANDEM Köln may reach an agreement to compensate for the course booked with a reduced number of individual or 'mini group' lessons. TANDEM Köln will take the student's legitimate interests into account. The student is free in this case to cancel the contract and be reimbursed for all expenses.

6. Cancellation / Change of Booking

a) In case a contract is cancelled up to four weeks before

a course begins, an administrative fee of EUR 100.00 (EUR 200.00 in the case of visa applications) must be paid.

b) Participation in a later language course is also possible if arrangements are made with the enrolment office in Cologne in a timely manner (the first rebooking may be made without charge, subsequent rebookings will incur a fee of EUR 50.00).

c) In case of cancellation within 4 weeks before the beginning of a course, TANDEM Köln will charge the student all costs caused by this cancellation, at least EUR 100.00 up to a maximum of the full cost (due to the short notice we usually have to charge course and accommodation for the first month). If a replacement is found for the student, this portion of the cost will be dropped.

d) Cancellations and rebookings must be made in writing.
 e) The student is expressly permitted to provide evidence that no costs resulted or that significantly lower costs resulted.

f) In case of non-attendance or discontinued attendance before the end of the course, the student will have to pay the course fees in full. Payments already made will not be reimbursed. If a replacement is found for the student, this portion of the cost may be dropped.

g) Only in the case of individual tuition (combined courses) may a class be cancelled without charge with 24 hours written notice.

h) The right to terminate a contract for exceptional reasons is not affected.

7. Termination

a) For courses with a duration of over three months, a contract may be terminated by giving six weeks' notice, effective as of the end of the current month, but not before end of the third month after the course begins.

b) No termination is possible for courses with a shorter duration.

c) The right to terminate a contract for exceptional reasons is not affected.

d) Termination of the contract must be made in text form.

e) In the case of a termination, a 20% contract termination fee for the entirety of the remaining course is applicable, in addition to fees for any part of the course that has already taken place.

f) The student is expressly permitted to provide evidence that no costs resulted or that significantly lower costs resulted. TANDEM Köln may, however, provide evidence that higher costs than the set fee resulted (e.g. through agent commissions) and to bill the student accordingly.

8. Visa (if required)

a) Once payment of the total cost of the course and the first month's rent have been received, TANDEM Köln will send you an original confirmation for presentation to the German consulate.

b) A written re-confirmation of the booking must be submitted as soon as the visa is granted in order for the place in the course and the accommodation to be bindingly reserved. The student may begin a course 14 days after the receipt of such a confirmation at the earliest.

c) If the visa is not granted, the school requires the

written rejection from the consulate. Once this is received, the school will refund the deposit minus a EUR 200.00 visa application processing fee.

9. Accommodation Accommodation can only be provided for the duration of the course. The Owner is entitled to demand a deposit. This will be refunded after the end of the rental period, provided that no damage has been caused by the tenant. This will be cleared with the last instalment of the course fee or reimbursed at the end of the rent term. A fee of EUR 50.00 will be charged if a student's stay is extended or for the provision of new accommodation. If, in exceptional cases, a student wants to extend their stay in the accommodation provided, such an extension may be possible if they have permission from TANDEM Köln and pay a monthly fee of EUR 35.00 (in addition to their rent).

10. Data Protection The student consents to the electronic storage of their personal information. Personal data will only be used for administrative reasons. Such data will not be passed on to third parties (see our data privacy statement).

11. Liability Course participants are liable for their actions. TANDEM Köln assumes no responsibility for any loss of or damage to property. This does not apply to liability arising from wilful misconduct or gross negligence of TANDEM Köln nor for injury to life or health of the student. We recommend that students take out liability, accident and health insurance.

12. Other conditions The participant commits to regular participation in the courses and work cooperatively with the school and its teachers.

13. Commencement, Duration and Organisational changes TANDEM Köln offers its events as classroom and online courses. Please refer to the programme of events for the beginning, duration, location and times of the courses. At all events, teachers may be changed, if TANDEM Köln has a considerable interest in changing teachers due to special circumstances (e.g. illness of the teacher). Participants will be informed immediately. On public holidays, no classes take place.

14. Special regulation in case of any restriction Classes can be continued online at any time in case of any restriction. The lessons will then take place in the virtual classroom in terms of content and time. It is not possible to postpone the course or to refund fees already paid. In the case of withdrawal and cancellation the rules as already described in point 6 apply.

15. Severability clause If any part of this agreement is declared unenforceable or invalid, the remainder will continue to be valid and enforceable. A provision shall take the place of the invalid provision or fill the omission that, as far as legally possible, comes closest to what the contractual parties intended or, given the sense and purpose of this contract, would have intended if they had considered the matter.

16. Court of jurisdiction The court of jurisdiction is Cologne.

TANDEM Köln, 01.10.2023

Contact details and office hours:

TANDEM® Köln – International Language School

Director: Mr. Oliver Lechlmaier

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50677 Köln

Germany

Tel.: +49 (0)221 310 10 30

Fax: +49 (0)221 310 10 74

Email: info@tandem-koeln.de

Websites: www.tandem-koeln.de

www.german-courses.online

Monday to Thursday: 10:00 – 14:00 and 16:00 – 17:00

Friday: 10:00 – 16:00 (GMT + 1)

Emergency number: +49 (0)177 35 55 642

(Saturdays and Sundays: 09:00 – 22:00)

TANDEM
Köln