

Study Abroad Contract - Summer School for Juniors in Berlin 2009

Please send to EURASIA Institute, Obentrautstraße 72, D-10963 Berlin, Germany e-mail: admissions@eurasia-institute.com / FAX: +49-30-86398371

Personal Details		AGENT	EURASIA ID:			Passport photo Please send 3 colour photos with your application form
Family Name		First Name				
Date of Birth	<input type="text"/>	Sex	Age	Title		
Address						
E-mail			Postcode			
TEL <input type="text"/>			FAX <input type="text"/>			

Please answer the following questions!

What is your present German Level?	When do you want to begin your German course?
<input type="checkbox"/> Complete Beginner (A0) <input type="checkbox"/> elementary (A1) <input type="checkbox"/> Intermediate (A2-B1) <input type="checkbox"/> Advanced (B2 and higher)	___ / ___ / 20 ___

1. Obligatory for Students requiring Visa			X
EURASIA Institute Application Fee	100 €		
Courier Fee for Visa documentation	55 €		

2. Choose your Short-Term or Holiday Course						X
Prices for tuition fees per week	1 week	2 weeks	3 weeks	4 weeks	extra week	_____ €
Intensive course (20h/wk), borrowed course materials, certificate, activities, excursions and shared room with host-family with full-board	755 €	1125 €	1549 €	1979 €	+419 €	
Intensive course (20h/wk), borrowed course materials, certificate, activities, excursions and single room with host-family with full-board	765 €	1242 €	1667 €	2131 €	+453 €	
Intensive course (30h/wk), borrowed course materials, certificate, activities, excursions and shared room with host-family with full-board	779 €	1185 €	1589 €	2029 €	+435 €	
Intensive course (30h/wk), borrowed course materials, certificate, activities, excursions single room with host-family with full-board	789 €	1302 €	1707 €	2181 €	+469 €	

3. Exams													
Exams	A1	60 €	A2	60 €	B1	80 €	B2	100 €	C1	120 €	C2	120 €	_____ €

4. Sundries and Optional Services		
Health, Accident & Liability Insurance – 12,50 € per week (obligatory when accommodation is booked – please mark on the right)	12,50€ x _____ weeks	_____ €
Airport Transfer Service Included in price if arriving or leaving on Sunday between 12:00 and 18:00 otherwise 75€ per transfer	arrival	75 €
	departure	75 €

5. Accommodation in Berlin	
Please organize my accommodation with a German host-family	<input type="checkbox"/>
I am coming as part of a group which will be staying in hostel accommodation with a group leader and require an extra quotation for this group	<input type="checkbox"/>

I confirm with my signature that I am in agreement with this contract and am able and willing to pay all fees as set out in the terms and conditions.	<div style="border: 2px solid black; padding: 10px; width: 100px; height: 100px; margin: 0 auto;"> € </div>
Signature: _____ Place: _____ Date: ___ / ___ / 20 ___	
Please enter total cost including tuition and accommodation here:	

For more details about our language courses or accommodation options visit our website: www.eurasia-institute.com

Part 2: Notes for parents and information for the school

(A)	NAME	TELEPHONE / MOBILE	TIMES AVAILABLE
Please give the details of two English or German-speaking contacts who we may call in an Emergency	1.		
	2.		

(B)
Please write all important information on allergies, medical conditions, as well as exact instructions for any medications which are to be taken or other important information concerning the well-being and welfare of your child. In the case of severe medical conditions such as diabetes, please add a doctor's note in German or English confirming that the doctor has no reservations on the participation of your child..

1. Allergies
2. Dietary Information
3. Medical Conditions and Medication
4. General Information for our staff
5. Escort to and from school from host family required?

(C) Please make sure that you have read and understood the following

Terms and Conditions for Study Abroad Contract

1. The participant agrees to respect the following rules and regulations concerning the summer camp and is aware that the school reserves the right to take disciplinary action in the case of these rules and regulations not being respected:
 - a) The school accepts responsibility for taking care of the participants during the summer school. The summer school begins with the airport transfer and ends once the participant has entered immigration at the airport to leave Berlin. Legal minors will be accompanied at all times during the day. It is not permitted for legal minors to leave the group or their group leader at any time. Should the participant leave the group of their own accord without permission, the school will no longer accept responsibility.
 - b) Juniors who are living with a host family will not be accompanied coming to school and going back home after special activities and will be responsible for their own safety here. If an escort is required, then this must be mentioned in the application form under general information. An extra charge will be made for this service at 30€ per day.
 - c) The school will provide accommodation which will meet normal standards of cleanliness expected in a normal German household and full-board. Three German meals will be served every day – breakfast, lunch and dinner. German breakfast (usually bread, cheese, sausage, jam with tea, coffee or soft drinks etc.) will be served at the host family. The German host family will also serve a light evening meal as is the custom in Germany (Abendbrot literally means evening bread), which does not mean however that only bread will be served!! Lunch will be organised by the institute and will consist of one of the following: 1) picnic or barbecue in the case of outdoor activities involving food 2) meals in a nearby canteen or restaurant (one main course + drink + dessert) 3) packed lunch for some excursions. Pupils will be accompanied during meals. Special dietary needs MUST be written in detail in this contract – failure to do so will mean that EURASIA cannot guarantee meeting these needs. In the case of groups living in hostel accommodation, breakfast and evening meal will be served in the hostel or canteen in most cases.
 - d) The lesson plan will be given to the pupils on arrival. Lessons are morning only or morning and afternoon depending on whether the participant has booked 20 or 30h. All participants must come punctually to the lessons. In the case of sickness, a call should be made immediately to the school so that the parents can be informed and consulted. Lunch will be at the end of morning classes and before afternoon classes or project work. Afternoon activities begin at 2pm. There will be at least one afternoon activity every day and at least one full-day excursion on each weekend. The daily programme will end at 5pm or 6pm depending on the nature and location of activities as well as on the weather. Evening activities will be offered on some days only. In all cases, the pupils MUST return home before midnight. The preliminary programme will be released after confirmation of booking. EURASIA reserves the right to make alterations in the programme and adjustments to the timetable.
 - e) Participants should have around 100 euros per week pocket money for extras (transport, entry fees, souvenirs, extra drinks etc.) The price of the summer school does not cover entry fees for museums, cinemas etc. or transport costs. These need to be paid from the pocket money of the participants. In order to avoid a situation where the participants run out of pocket money, the money for the Berlin transport pass (approx. 25-30 euros per week) for the duration of the booking will be collected on the first day of the summer school.
 - f) All students must have a valid travel insurance including liability, health and accident insurance without any excess. This policy is provided by EURASIA and must be paid for in advance. All information relating to medical conditions relating to the health and safety of the participant must be given to EURASIA in writing on this form when making the booking. In the case of important information not being given to EURASIA, the school cannot accept any responsibility for the consequences.
 - g) The use of alcohol, drugs and tobacco by the participants is not permitted at any time.
2. On receipt of the application form, EURASIA will issue an invoice to the applicant and confirm the booking. After confirmation of booking, the applicant should transfer full fees to the account of EURASIA within 7 days. The final confirmation along with documents necessary for visa application (where applicable) will then be sent to the applicant by courier.
3. (Non-EU only) In the case of visa refusal EURASIA will make an appeal, if this fails then all fees paid will be refunded provided that the visa was refused in written form by the German Embassy or Consulate after deduction of the application fees, appeal fee, courier fees and bank charges. In order to make the refund we require the original letter of refusal from the embassy, a copy of the student's passport with all relevant pages and all original documents given to the student for visa application. In the case of cancellation for any other reasons apart from visa refusal, the following charges will be made: 35% of total fees up to 30 days before, 80% up to 15 days before and 100% up to 7 days before commencement of the course.
4. This contract is valid from the date of signing by the student or by guardian in case of legal minors. Should any disputes arise out of this contract, such disputes will be regulated according to German law. Place of jurisdiction is Berlin, Germany.