

EURASIA Institute, Obentrautstraße 72, D-10963 Berlin, Germany e-mail: [admissions@eurasia-institute.com](mailto:admissions@eurasia-institute.com) / FAX: +49-30-43727211-99

<b>Personal Details</b>		AGENT	EURASIA ID:		Passport photo  Please send 3 colour photos with your application form
Mr / Mrs	Family Name:	First Name:			
Date of Birth	/ /	E-mail:			
Address:			Postcode		

TEL: \_\_\_\_\_ Mobile: \_\_\_\_\_ FAX: \_\_\_\_\_

<b>1. Begin your Application for University Studies in Germany</b>		X
EURASIA Institute Application Fee, including university offer letter	350 €	X
Courier fee for one parcel (for secure transportation of your documents)	50 €	X
Fee for University Placement Counselling (for courses <900 hours)	480 €	
Deutsche Bank Account Opening Service	100 €	

What is your present level of German?	A1	A2	B1	B2	C1
Which level of German are you aiming for?	Studienkolleg (C1)		TestDaF/DSH (C2)		

<b>2. Choose Pre-University Course based on your present level of German language</b>		
6 levels in 1080 hours/ 9 months (eg. for zero beginners to reach university entrance level)	4200 €	
5 levels in 900 hours/ 7.5 months (eg. for zero beginners to pass foundation college exam) + extra 4-week Maths and German course at the end	4237 €	
5 levels in 900 hours/ 7.5 months (eg. for zero beginners to pass foundation college exam)	3900 €	
4 levels in 720 hours / 6 months	3500 €	
3 levels in 540 hours / 4.5 months	2750 €	
2 levels in 360 hours / 3 months	1900 €	
1 levels in 180 hours / 1.5 months	1100 €	

<b>3. English for Academics, Study Skills and IELTS preparation Programme</b>		
/// Placement test and certificate	4-week summer course intensive - 80 hours	650 €
/// Tuition fees	8-week summer course intensive - 160 hours	1200 €
/// Course Materials		

<b>4. Exams and materials (please mark below):</b>		X
Exams	A1 60 € A2 60 € B1 80 € B2 100 € C1 120 €	
Materials (including books, copied material, EURASIA copyright teaching material, CD)	45€ x _____ levels	_____ €

<b>5. Insurance</b>		
Health, Accident & Liability Insurance - 50 € per month	50€ x _____ months	_____ €

<b>6. Choose your Accommodation Programme</b>		Price for 6week accommodation*	X	Price for 3 month* accommodation	X
Fees payable in advance for accommodation + 300 € returnable deposit-money	student residence (no board)	900 €		1300 €	
	private residence (no board)	900 €		1800 €	
	host family with breakfast	1200 €		2400 €	
	host family with half-board	1500 €		3000 €	
	host family with full board	1800 €		3600 €	
Other related services	/// airport transfer (one-way 75€)			x 75€	
* Accommodation for shorter stays starting also possible, ask for a quotation!					

<b>7. Special Discounts: Sign yourself and partner / sister / brother etc up for a course*</b>				
Number of people	+1	+2	+3	+4
Discount for all the people	5%	10%	15%	20%
*Applicable only when all people sign up for the same course and make their applications on the same day				

<b>8. Special Discounts: Early bird discount</b>			
1 year in advance	10%	2 years in advance	20%

I confirm with my signature that I have read the contract overleaf, that I am in agreement with its terms and am able and willing to pay all fees as set out in the terms and conditions.

Signature: _____ Place: _____ Date: ____ / ____ / 20____	€
Please enter total cost including tuition and accommodation here:	
For more details about our language courses and accommodation options visit our website: <a href="http://www.eurasia-institute.com">www.eurasia-institute.com</a>	

# Terms and Conditions

## 1. **Parties of Contract:**

A: EURASIA -Institute, registered as a private supplementary school with the Berlin Senate according to § 9 of the Berlin Private Schools Act at the address Obentrautstraße 72, 10963 Berlin, Germany and represented by the signatory

B: STUDENT intending to apply for German language preparatory course for German university application

## 2. **Application:**

The STUDENT confirms that he wishes to study at EURASIA according to the terms and conditions below. EURASIA hereby confirms acceptance of the STUDENT's application to study at EURASIA

## 3. **Conditions of Application: The STUDENT must fulfil the following application requirements:**

- The STUDENT must be a healthy candidate, having no illnesses which might influence his/her studies.
- The STUDENT must be at least 18 years of age on the date of signing this contract. If not the contract must be signed by the parent or guardian taking full responsibility for the STUDENT
- The STUDENT must meet the qualifications required by a German university if intending to apply to study in Germany.
- All legalised and translated transcripts required for university application must be handed in with this contract.

## 4. **Premium or Standard Course:**

- The Standard Package booked** in this contract includes tuition, group university orientation and one individual orientation with our study consultant. All additional services must be paid for extra.
- Upgrade to premium** EURASIA offers the student a choice between two levels of service, standard or premium. The difference is reflected in the price of the tuition fees and the services covered by these fees. If the student wishes to upgrade to premium he may do so at extra cost by signing a new premium contract. The EURASIA premium service includes tuition, all course materials and exam fees, free repetition of classes if the student does not obtain satisfactory exam results, free examination retakes after repeating a level, success guarantee (free extension of course until the student passes the highest exam for the period booked) 1 organized cultural/social (afternoon or evening depending on what is presently on offer) activities per week (not including transport fare or entry fees), 1 weekend outing per month (not including transport fare or entry fees), free individual university placement counselling with full active support of our study consultant until place at university has been found, and an internship placement after completion of the C2 exam. It is not possible to convert from premium to standard once the contract has been signed, neither can refunds be made if the student decides not to make full use of this package.

- Premium Course:** the EURASIA premium service includes tuition, all course materials and exam fees, free repetition of classes if the student does not obtain satisfactory exam results, free examination retakes after repeating a level, success guarantee (free extension of course until the student passes the highest exam for the period booked) 1 organized cultural/social (afternoon or evening depending on what is presently on offer) activities per week (not including transport fare or entry fees), 1 weekend outing per month (not including transport fare or entry fees), free individual university placement counselling with full active support of our study consultant until place at university has been found, and an internship placement after completion of the C2 exam if required for university entrance. It is not possible to convert from premium to standard once the contract has been signed, neither can refunds be made if the student decides not to make full use of this package.

## 5. **Period of Study:**

The duration of study and the number of teaching units to be taken during that period of time are detailed in the application form. The date of commencement is specified in the letter of confirmation provided for visa application. This date may be postponed by up to three months should delays in obtaining the visa occur or in the event that are too few applicants to start a class in the month applied for. The student must reconfirm the starting date TWO WEEKS before arrival by sending an email to [admissions@eurasia-institute.com](mailto:admissions@eurasia-institute.com) EURASIA does not accept responsibility for any circumstances or costs arising as a result of failure to do this.

## 6. **Obligations of EURASIA and services provided to the STUDENT during the programme:**

- After payment of the application fee EURASIA will apply for confirmation of the student's general aptitude for university studies in Germany. This will be provided in the form of a conditional letter of admission or confirmation of application status from one of EURASIA's partner universities. It neither represents a guaranteed place at that university nor does it oblige the applicant to participate in studies at that university. The exact conditions of entrance to that university are detailed in the letter.
- Provide German language tuition full-time (6 academic hours per day) as a super-intensive course, 5 days a week Monday to Friday. The precise number of hours is as detailed overleaf on the application form.
- Experienced and qualified teachers of German as a foreign language with special phonetics training and special preparation for the university entrance examinations (A1-C1, DSH / TestDaF). Tuition groups on average about 12 to 15 participants. Maximum is 18 students.
- Participation in internal examination system with up to 6 levels (A1, A2, B1, B2, C1, C2). STUDENTS who pass each level with the corresponding certificate will continue to the next level. STUDENTS who do not pass the level will have to repeat one class again at their own cost. Re-examination costs and course repetition costs are 50% of the regular cost for STANDARD contracts.
- Orientation lecture on studying in Germany shortly after arrival, followed by individual interview with Head of Studies to ascertain and formulate individual needs and wishes. After this, support is not offered unless the student has booked a course of 900 hours or more, or paid for the additional university placement package.

## 7. **Obligations of the STUDENT:**

- The STUDENT must confirm the authenticity of all documentation and the correctness of all personal information. All legal consequences resulting from failure to observe this point will be borne by the STUDENT.
- The STUDENT is obliged to complete the language studies according to the length of course applied for. If the student is absent from more than 20% of classes then he/she will be ex-matriculated – tuition fees will not be returned.

## 8. **Fees and Methods of Payment:**

- Non-returnable Application Fees, University Application Fees and Courier Fees** – to be paid when sending in your application
  - Returnable Deposit for Tuition, Course materials and examination fees** – payable immediately on receipt of university conditional offer by fax/scan and before the visa application is made.
  - Health, liability and accident insurance** for the duration of your stay – to be paid in whole on receipt of visa and before arrival
  - Outstanding payments** for all other services including bank charges deducted are to be paid on arrival
- Consultancy Charges:** Any consultancy or service charges levied in addition to the costs of EURASIA products and services (see EURASIA price list and application form) by the sales representative or agent are left to the discretion of that representative and are not regulated by EURASIA. STUDENTS must keep a copy of all contracts, receipts, invoices and communication with EURASIA.
- Methods of Payment:**
  - Payments may be made via Western Union, bank transfer, Cash Deposit, Bank Draft or paypal. STUDENT is to bear all bank charges.

- Termination of Contract:** If the contract is terminated before visa application has been made, a cancellation charge of 35% of the sum of invoice will be levied. This contract cannot be terminated under any circumstances after obtaining the visa. Course fees will not be refunded under any circumstances. In particular, if the student breaks off from the booked course prematurely, this in no way entitles him to a refund of tuition fees. Furthermore, finishing the course early as a result of passing the relevant examination early or by jumping classes due to good performance will not entitle the student to a refund.

- Refunds in case of visa refusal:** Course fees deposits and other fees paid will be refunded provided that the visa was refused in written form by the German Embassy or Consulate. In order to make the refund we require the original letter of refusal from the embassy, a copy of your passport with all relevant pages and the return of all original documents given to the student for visa application. Costs incurred by EURASIA will be deducted from the deposit made (courier fees, bank charges, appeal fees etc.). Refunds will not be made under any other circumstances.

- Validity of Contract:** This contract is valid from the date of signing by the STUDENT and EURASIA. Should any disputes arise out of this contract, such disputes will be regulated according to German law. Place of jurisdiction is Berlin, Germany.

# Questionnaire for enquiries about studies in Germany

Personal details: name, surname, age, country						
School leaving certificate (original name, date of issue)						
What were your majors (main subjects) at school / university?	<b>School</b>	<b>Bachelor</b>		<b>Master</b>		
Your average mark at the following levels	<b>School</b>	<b>Bachelor</b>		<b>Master</b>		
What subject would you like to study in Germany?						
What academic degree do you wish to pursue in Germany?	<b>Bachelor</b>	<b>Master</b>		<b>PhD</b>		
Are you ready to pay tuition fees for your studies?						
Do you have any preference for a definite city or university in Germany?						
When are you going to begin your studies at a German university?						
What would be your preferred language of instruction?	<b>German</b>		<b>English</b>		<b>Other (state)</b>	
Have you learnt German before? If so to what level? Certificate: _____ Points: _____	<b>A1</b>	<b>A2</b>	<b>B1</b>	<b>B2</b>	<b>C1</b>	<b>C2</b>
What is your level of English? Certificate: _____ Points: _____						
What other languages do you speak? _____ Level: _____						

**Please state in brief your motivation for studying in Germany and write any other information which might help us to find the optimal solution for you!**

# Long Term – Accommodation Contract 2011



Between: EURASIA INSTITUTE

And the

Student: \_\_\_\_\_

For the Accommodation Package:

1. **\_ 3-month student residence (1300,00 €)**
2. **\_ 3-month room in a private residence (1800,00 €)**
3. **\_ 3-month host family with breakfast (2400,00 €)**

**1. Validity of Accommodation Contract:** The accommodation contract is to be signed before arrival in Germany and is valid from the day the student or the responsible agent of the student has confirmed written to the EURASIA Institute. EURASIA agrees to provide the student with an accommodation for the previously booked period.

**2. Quality Standards and Rent:** a member of the EURASIA student-service team chooses all the accommodations after a preliminary visit and a personal interview with members of the family or owners. All chosen locations meet a minimum standard.

**3. Living Conditions:** The student has a single room in which he can study, sleep and store personal belongings. Cooking facilities will be made available to the student. The student may use a washing machine once a week free of charge in a host family. In a student dormitory the laundry is always charged extra. Arrangements for the usage of all communal facilities and rooms should be discussed in detail with the owner of the accommodation after arrival. The cost of board is not included. If board is required this must be booked and paid extra to the EURASIA Institute in advance.

**4. Payments due before arrival:** The Accommodation Package fee is payable **in full** before arrival in Germany. This total payment includes the basic rent for one or three months (including heating and electricity) plus a one-off administration fee including the following services: help with police registration formalities, help with opening a bank account, advice concerning health insurance issues, help finding a doctor and assistance at German immigration authorities (does not include residence permit or visa fees). If booked accommodation is cancelled a cancellation fee will be charged: 35% 2 or more weeks in advance, 100% for cancellation less than two weeks in advance.

**5. Payment of rent:** The institute will transfer the rent of the booked period directly to the account of the owner of the accommodation.

**6. Key-money and Breakage Deposit:** A minimum deposit of **€ 300** (depending on the type of accommodation) is to be paid to EURASIA in addition to the package fee on arrival as provided for by German law and before moving into the accommodation. This will be used to cover breakages, loss of keys, damages not covered by the insurance, failure to pay rent and unpaid telephone bills. The fee is returnable after moving out of the accommodation one month after receipt of written confirmation from the family that everything has been left according to their satisfaction and that there are no outstanding bills or damages. The student should return the keymoney release form signed by the landlord along with the confirmation of registration with the police registration at the new address. The fee will be returned to the student by bank transfer only. Cash returns are not made under any circumstances.

**7. Rental Period and Notice:** If the student is not satisfied with the accommodation he/she must inform the EURASIA-Institute and the landlord/landlady of the accommodation within two weeks and a second accommodation will be organised free of charge. If a replacement accommodation is required after this period, a charge of **€100** per move is payable to the EURASIA-Institute. All removal costs are to be borne by the student. The rental period begins on the day of arrival and lasts for exactly for the booked period. In the first two weeks after arrival in Berlin, you may give notice to the EURASIA-Institute and the landlord/landlady at any time to change the accommodation at the end of the first month. After the first two weeks, one month's notice to EURASIA and the landlord/landlady is required to change the accommodation. If you move out without giving notice, the EURASIA Institute will not organize you a new accommodation and the amount of the Accommodation package fee is still payable.

**8. Insurance:** The student must be covered by the institute's insurance programme for the duration of the language course. The EURASIA Insurance covers health, accident and third-party liability insurance. Damages must be reported to the institute immediately.

**9. Damages:** The Student is responsible for any damages caused by the student and is obliged to report all damages in the room which he/she noticed on arrival to the landlord of the accommodation or the EURASIA Institute. The student may be made responsible for all other damages which are spotted and reported by the landlord after the student has left the room. When the student moves out of the room, it should be left properly cleaned and all furniture should be in the original positions. The Student must respect the house rules of the accommodation.

**10. End of Contract:** The contract ends after the booked period from the day of move-in in the accommodation. Students who wish to remain in their accommodation are entitled to sign a private rental contract with the landlord of the accommodation.

**11. Rules and Regulations:** The student should observe the following rules concerning living with the host family. If these rules are not observed, then the family or EURASIA may terminate the contract without notice. In such cases, EURASIA may decline to find a new host family for the student.

11.1. The student may not invite friends to the family's home without the permission of the host family. Under no circumstances should he let strangers into the family's house when he is alone at home.

11.2. The student should keep his room clean and tidy, and should make sure that common rooms such as the toilet, bathroom and kitchen are also kept clean. Cooking methods which release a lot of fat or oil should be avoided for reasons of cleanliness. The kitchen is to be left clean at all times. Male students, in particular, should pay attention to cleanliness and hygiene of the sanitary facilities. The student should respect the customs and house rules of the family and should not smoke, drink, organise parties or use any of the host family's personal belongings without first asking for their permission. The same applies when visiting the host families of fellow-students from EURASIA.

11.3. If the student is going to return home late at night, or is not planning to return at all, then he should inform his host family, so that they do not have unnecessary worries. If the student spends the night at the host family's house of another fellow-student, then he must pay € 15 per night.

11.4. The student must pay for any breakages that are not covered by the third party liability insurance.

**12. Help-Line:** If you have any questions or problems concerning your host family, please get in touch with our team, from Monday to Friday on 030-43727211-20.

**All payments should be made by bank transfer to the account of EURASIA INSTITUTE:**

**Bank:** Deutsche Bank 24 Account No.: 4819215 SWIFT: DEUT\_BE\_BB

**Bank Code:** 100 700 24 **Payee:** Geddes, EURASIA **Bank Address:** Kurfuerstendamm 10711 Berlin

EURASIA INSTITUTE Student

Date

Place

# Student Arrival Details:

Please inform the EURASIA Institute at least two weeks before you are coming about:

**NAME of the Student :**

**EURASIA ID Number :**

**Date of Arrival :**

**Airport of Arrival :**

**Time of Arrival :**

**Flight Number :**

**Name of Airline :**

The EURASIA Institute provides a pickup service from the two airports in Berlin, Tegel (TXL) and Schönefeld (SXF). Please confirm below, if you require the airport transfer service.

**Yes / No** - Please pick me up at the airport (This is an extra charge. Please do not forget to write in EURASIA Study Abroad Contract).

The pickup fees are 75 € per person and include the cost of the taxi to the accommodation.

Please call the institute in the event of a delay, so that the Institute can make special arrangements for you for your late arrival.

Students who do not ask for this service will not be met at the airport. Any extra costs resulting from not choosing this service are to be borne by the student (eg. taxi fares, hotel costs in the event of late arrival etc.)

I confirm with my signature that I am in agreement with the aforementioned conditions and that I wish to make use of the airport transfer service:

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Signature of Student

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Date and Place of Signature