Group Booking Form for Holiday Courses and School Trips

EURASIA Institute, Obentrautstr. 72, D-10963 Berlin, Germany e-mail: admissions@eurasia-institute.com

Name of School		Name of Teacher in charge	
School Address		Email	
TEL		FAX	

1. General Booking Information

How many male and female students are in the group?	M		How many teachers will accompany the group?	M	+	What is your planned date of arrival?	___ / ___ / ___	What is your planned date of departure?	___ / ___ / ___
	F			F	+				

List of Names	The list of names should be sent in Excel format to admissions@eurasia-institute.com and must include the following information for each student: surname, first name, date-of-birth, allergies, names of preferred room-mates and any other relevant information.

Which course will the group be taking? (Please check relevant box or specify own requirement)	Language and Culture in Berlin	☐	Please specify the age group and language level of your students.	Age Group / Number	Level / Number	
	German Literature	☐		9-10 yrs	A1	
	German History	☐		10-12 yrs	A2	
	German Art and Architecture	☐		13-14 yrs	B1	
	German Philosophy	☐		15-16 yrs	B2	
	English and Culture in Berlin	☐		17-18 yrs	C1	
	Other _____	☐		18+ yrs	C2	

Please write anything of importance concerning course content for our Head of Studies here.	

Please check the box if you require the standard package tour. ☒	STANDARD PACKAGE per week: - 15 hours of tuition, test, materials, certificate - 2 half-day (4h) and 1 full-day excursion (8h) - airport transfer (by public transport) - public transport pass for one-week - health and liability insurance - 7 days & 6 nights accommodation incl. half-board (either in host-family or youth hostel dormitory) - 2 free places for accompanying teachers for first 15, thereafter one free teacher per 15 students	Please check these boxes if you wish to book extras in addition to the standard!: We will then calculate the price for you!	Extra tuition required: _ _____hours	☐
			Extra activities required: _____ hours	☐
			2-way airport transfer by coach/taxi (8€ per person)	☐
			Cancellation insurance for _____ people	☐
			Extra nights required: _____ days	☐
			Extra accompanying adults _____ people	☐
			Other: please specify _____	☐

2. Accommodation

Please check this box if you only require standard accommodation! ☒	STANDARD Accommodation with half-board: - Youth guest house 5 minutes walk from institute (last modernized in 1980s) - Dormitory usually with 4-6 beds per room and shower en suite or adjacent to room - breakfast and 1 warm meal per day in café close to the institute OR - double-room in home-stay with German-style breakfast and light evening meal	Please check these boxes if you wish to book different kinds of accommodation, full-board or special menus!	More modern youth hostel (around 2 minutes walk from institute) usually around 5-10€ more per person per night, depending on season.	☐
			Three-star hotel (around 7 minutes walk from institute including large breakfast buffet) usually around 15-20€ more per person per night	☐
			Low budget Option in Potsdam but easily reachable (around 15 minutes by express train), usually 5-10€ cheaper per person per night, depending on season.	☐
			Full Board if you book full-board you will get a packed lunch on weekdays and an extra hot meal at weekends. This costs 49€ extra per person per day.	☐

3. Contract

We agree to the following terms and conditions:

1. After faxing the completed application EURASIA issues a written offer with the total price including sales tax, where relevant as stated on the invoice.
2. On accepting the offer the group representative is to sign the offer and agree to pay the total sum by the due date in in order to confirm our reservation.
3. In the case of cancellation, the following charges will be made: 35% up to 30 days before, 80% up to 15 days before, 100% up to 7 days before commencement.

Total Price:

€