

# English courses for Academics

Application form & Contract 2011

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
	25 €	X
Visa documentation	75 €	
Courier fee for one parcel (for secure transportation of your documents, only if visa is required)	50 €	

<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. Insurance</b>		
Health, Accident & Liability Insurance – 12,50 € per week (50€ per month)	__ months/weeks	_____ €

<b>5. Choose your Accommodation Programme (price per person per week)</b>			Double room	Single room
Fees payable in advance for accommodation + 300 € returnable deposit-money	Accommodation only (no board)	130	150	
	host family with breakfast	180	200	
	host family with half-board	230	250	
	host family with full board	280	300	
Other related services		///airport transfer (one-way 75€)		_____ x 75€

<b>6. 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>7. Special Discounts: Early bird discount</b>			
1 year in advance	10%	2 years in advance	20%

<p style="color: red; font-weight: bold;">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.</p>	€
Signature: _____ Place: _____ Date: ____ / ____ / 20 ____	
Please enter total cost including tuition and accommodation here:	

## 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 and 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 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)<sup>1</sup> 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 application. 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 on 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 (TestDaF, DSH). 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 exam will be given one chance to retake the exam. If they fail a second time, they will have to repeat classes of that level again.
- 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 offered to the STUDENTS as required.

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

- The STUDENT must confirm the authenticity of all documentation and the correctness of all personal information. All costs as well as 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. Should the STUDENT have a visa for university studies and not attend the EURASIA preparatory courses EURASIA is obliged to inform the immigration authorities.

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

- Non-returnable Application Fees and Courier Fees** – to be paid when sending in your application
  - Returnable Deposit for Tuition 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 Money Transfer, bank transfer, Cash Deposit, Bank Draft or via [www.paypal.com](http://www.paypal.com). Please note that in most cases you will need to carry all extra bank charges.

### 9. **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.

### 10. **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.

### 11. **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.