

# Group Booking Form for Focus Germany Bookings

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Name of Organisation or Sponsor		Name of Group Leader	
Address of Organisation		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](mailto:admissions@eurasia-institute.com) and must include the following information for each student: passport no (if non-EU), surname, first name, date-of-birth, allergies and any other relevant information.

Which course will the group be taking? (Please check relevant box or specify own requirement)	Focus Germany for Businessmen	<input type="checkbox"/>	Please specify the age group and language level of your students.	Age Group	Languages	Level
	Focus Germany for Civil Servants	<input type="checkbox"/>		18-25 yrs	What is the native tongue of the group?	
	Focus Germany for Investors	<input type="checkbox"/>		26-35 yrs		
	Focus Germany for Managers	<input type="checkbox"/>		36-45 yrs	Which language should the programme be in?	1. German 2. English
	Focus Germany for Students	<input type="checkbox"/>		46-55 yrs		
	Other – please specify _____	<input type="checkbox"/>		56-65 yrs	Do you need an interpreter? Which language?	
	_____	<input type="checkbox"/>		65+ yrs		

Please write in detail the main focus for your course content.

Please enter the number of standard programme weeks in the box below!	<b>STANDARD PACKAGE per week:</b> - Visa invitation + health and liability insurance - 20 academic hours of tuition per week including 30% theory and 70% practical seminars and visits - 7 days & 6 nights accommodation incl B&B (either in hostel or 3-star hotel depending on budget)	Please check these boxes if you wish to book extras in addition to the standard!: We will then calculate the price for you!	German Language tuition required: _____ hours	<input type="checkbox"/>
			Extra activities required: _____ hours	<input type="checkbox"/>
			2-way airport transfer by coach/taxi (16€ per person)	<input type="checkbox"/>
			Cancellation insurance for _____ people	<input type="checkbox"/>
			Extra nights required: _____ days	<input type="checkbox"/>
			Extra accompanying adults _____ people	<input type="checkbox"/>
			Other: please specify _____	<input type="checkbox"/>

## 3. Accommodation

Please check this box if you only require standard accommodation!	<b>Standard Accommodation Option:</b> - 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 in café close to the institute	Please check these boxes if you wish to book different kinds of accommodation, full-board or special menus!	<b>More modern youth hostel</b> (around 2 minutes walk from institute) usually around 5-10€ more per person per night, depending on season.	<input type="checkbox"/>
			<b>Three-star hotel</b> (around 7 minutes walk from institute including large breakfast buffet) usually around 15-20€ more per person per night	<input type="checkbox"/>
			<b>Low budget Option</b> in Potsdam but easily reachable (around 15 minutes by express train), usually 5-10€ cheaper per person per night, depending on season.	<input type="checkbox"/>
			<b>Full Board</b> 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.	<input type="checkbox"/>

## 4. Contract

We agree to the following terms and conditions:

- After faxing the completed application EURASIA issues a written offer with the total price including sales tax, where relevant as stated on the invoice.
- On accepting the offer the group representative is to sign the offer and agrees to pay the deposit by the due date to confirm the reservation.
- Final programme will be confirmed on receipt of full payment.
- 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.