

2. Academic Information / Affiliation*

My stay at Freie Universität Berlin is organized by the following institution/program:

- International Office/ Direct Exchange
- International Office/ ERASMUS Mobility Programs
- Center for International Cooperation (CIC)
- Dahlem Research School (DRS)
- Master Program taught in English: _____
- Other, Please specify: _____

Complete name of Home College / University*

Major*

Native Language*

3. Course Selection*

The course is designed for students with no or minimal prior knowledge of the German language. In principal, classes comprise 4 contact hours per day. Courses take place in the morning.

- I would like to participate in a German language Beginner 1 level course.

Information on arrival: The Vorkurs Deutsch begins on March 03, 2014 (and ends on April 11, 2014). Therefore, the individual arrival must be scheduled before March 03, 2014.

4. Payment and Registration

The course fee is **600 EUR** for exchange program students of Freie Universität Berlin (1,350 EUR for other participants).

You will receive an e-mail registration confirmation with an invoice. The **full amount** indicated in the invoice has to be **paid within 7 days** after the receipt of the invoice – using **bank transfer or by credit card**. A place in the course can only be guaranteed after all fees have been received. Bank transactions fees (bank transfer or credit card) have to be paid by the participant.

Participants have to inform "Vorkurs Deutsch" in writing about cancellation (an e-mail is sufficient). In case of **cancellation up to six weeks** prior to the start of a given program, the participant receives a **refund of the full course tuition fee**; in case of **cancellation up to four weeks** prior to program start, the participant receives a **refund of 50%** of the course tuition fee, minus possibly applied bank fees. **No fees of any kind** are refunded in case of cancellation **less than four weeks** prior to the start of a given program.

Registration Deadline: Registration is possible, in principle, until February 1, 2014 or as soon as the **maximum number of participants is reached**.

Please note: The number of participants per course is limited. Course spots will be assigned on a **"first come, first served"** basis.

For more details, please refer to the General Terms and Conditions at:

http://www.sprachenzentrum.fu-berlin.de/downloads/daf/AGB_englisch_20121221.pdf?1357652854

5. Methods of Payment*

I wish to pay via

bank transfer in EURO (€). All bank fees have to be paid by the participant.

Recipient:

Account Holder: Hauptkasse der Freien Universität Berlin
Account Number: 512160300
Sort Code: 10070848
Swift or BIC Code: DEUTDEDB110
IBAN: DE97100708480512160300

Bank Address:
Berliner Bank
Hardenbergstr. 32
10623 Berlin
Germany

Reason for transfer: **Familyname + Firstname / Vorkurs Deutsch**

credit card

Visa Card

Master Card

Card Number _____
(16 digits)

Expiration date: _____/_____ (MM/YY)

Card verification number _____ (3 digits)



Name of card holder (as printed on card):

Card holder's address:

I, the undersigned card holder, agree that the course fee as indicated in section 4 will be withdrawn from my credit card by the Freie Universität Berlin / Vorkurs Deutsch.

Date

Card holder's signature

I hereby certify that the information on this registration form is complete and accurate to the best of my knowledge. I also declare that I have read, understand and accept the **General Terms and Conditions** of Vorkurs Deutsch Freie Universität Berlin – as published at www.fu-berlin.de/deutsch-vorkurs. Freie Universität Berlin/Vorkurs Deutsch holds no liability in case I am unable to complete the program due to an emergency.

Date

Participant's signature