

IH Berlin PROLOG – BOOKING FORM

Ms Mr surname: _____ first name: _____
date of birth: _____ occupation: _____ country: _____
address: _____ town/city: _____ postal code: _____
phone: _____ fax: _____ e-mail: _____

I want to attend the following classes:

course type: _____ with _____ lessons per week, from _____ to _____ for _____ weeks.
_____ *date* _____ *date*

I have no very little little some good very good almost perfect knowledge of German.
I have been learning German in my school university language school _____ for _____ months/years.

My choice of accommodation is:

- none
 private single room with shared bathroom and kitchen
 self-catering with breakfast half-board (breakfast and evening meal)
 private double room* with shared bathroom and kitchen
 self-catering with breakfast half-board (breakfast and evening meal)
 hotel (please specify the maximum price per person per night) **single room** **double room***

*together with _____

I am a smoker a non-smoker

If my first choice of accommodation is not available, my alternative would be:

Airport transfer service: none on arrival both ways

I'll arrive at (name of airport or train station): _____ date: _____ time: _____ flight no: _____

Remarks (e.g. allergies, special diet, individual wishes): _____

I realize that the reservation of my course place will be confirmed only after IH Berlin PROLOG has received my deposit of 150 €. I have read the general terms of business and agree with them (for minors with signature of a parent).

date _____ signature _____

I heard about IH PROLOG from my school/university: internet
 a former student: the German embassy in: my first stay at IH Berlin PROLOG

My costs:

..... €
course

..... €
accommodation
50 €
admin. fee

..... €
transfer

..... €
total

ENROLLMENT FROM ABROAD

Please send the signed registration form to IH Berlin PROLOG, Hauptstr. 23/24, 10827 Berlin, Germany.
A place on the course will be reserved upon receipt of a 150 € deposit at: Sparkasse Berlin, Bundesallee 171, 10715 Berlin, Germany, bank code (Swift): BELADEBE, acct. no. (IBAN): DE62 1005 0000 0990 0554 34

ENROLLMENT IN BERLIN

Please register directly at IH Berlin PROLOG, Hauptstr. 23/24, 10827 Berlin, tel.: 7811076.
A deposit of 50 € is required to reserve a place.

GENERAL TERMS OF BUSINESS:

1. Participants must be at least 16 years old.
2. Lessons do not take place on weekends or public holidays.
3. Payment of the full amount must be received by IH Berlin PROLOG at least 8 days before the start of the course.
4. a) If a note of withdrawal is received by IH Berlin PROLOG at least 10 days before the course starts a cancellation fee of 50 € must be paid.
b) If a note of withdrawal is received by IH Berlin PROLOG less than 10 days before the course starts, 50% of the full costs have to be paid.
c) If the student withdraws from the course without notifying IH Berlin PROLOG before the start of the course the full costs have to be paid, i.e. will not be refunded.
5. Classes missed by the student for personal reasons will not be reimbursed.
6. a) If the participant requires a student visa for entry into the country, the amount shown in the bill must be completely paid at once. After payment has been received, IH Berlin PROLOG forwards an original invitation to the responsible German Consulate and a copy of this invitation to the student.
b) If the visa is granted, the school requires a written re-confirmation for the intended beginning of the course from the student.
c) If the visa is not granted, the school requires the written rejection from the Consulate and will refund the previously transferred amount minus the visa processing fee of 150 €.
7. A sufficient health and liability insurance is strongly recommended.
8. The court of jurisdiction is Berlin.

my photo:



ih Berlin PROLOG

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Fax: ++49 (30) 788 17 36
www.prolog-berlin.com

