

Application Form for German Language Course

Personal details:

1. Full Name (Surname, First name): _____
2. Age: below 18 18 – 25 years 26 – 35 years above 35 years
3. Sex: male female
4. Date of Birth: _____ Place of Birth: _____
5. Nationality: _____ Mother tongue: _____
6. Address: _____

 _____ Pin Code, City: _____
7. Telephone No.: _____ Mobile: _____
8. Email: _____

9. Occupation: school student student (undergraduate/postgraduate) research/academics
service/professional business/self-employed home-maker
retired/not currently employed others (specify) _____

10. Field of study/work (*not applicable for school students or home-makers*):
- | | | |
|---|---|--|
| <input type="checkbox"/> Engineering & Technology (including IT) | <input type="checkbox"/> Natural Sciences | <input type="checkbox"/> Biological Sciences/Medicine |
| <input type="checkbox"/> Social Sciences/History | <input type="checkbox"/> Literature/Languages | <input type="checkbox"/> Fine Arts/Performing Arts |
| <input type="checkbox"/> Travel, Tourism & Hospitality | <input type="checkbox"/> Media/Communication | <input type="checkbox"/> Public Administration/Civil Service |
| <input type="checkbox"/> Business Administration/Commerce/Marketing | <input type="checkbox"/> Law | <input type="checkbox"/> Others (specify) _____ |

11. Why do you wish to learn German? (*You can mark more than one option*)
- I need it for my current field of study/work
- I intend to study/work in a German-speaking country (**Germany, Austria, Switzerland, Liechtenstein**)
- I feel it will help me in my career/future
- My spouse/partner/fiancé/fiancée lives in Germany and I wish to join him/her there
- I have family members living in a German-speaking country
- I like learning languages
- Others (mention): _____

12. Do you have previous knowledge of German? Yes No
- If yes, where did you learn it? _____
- How long and up to which level did you learn it? _____

13. How did you come to know about our language course? (*You can mark more than one option*)
- From posters/flyers (if so, then mention where you saw the poster/flyer) _____
- From news articles (If so, then mention the source) _____
- From the internet (If so, then mention the website) _____
- From friends/family members _____
- Recommended by another institution/organisation (if so, name it) _____

The details furnished above are true and correct and will be considered final for our records.

I have read and agree to the Terms & Conditions.

(Signature of applicant)

THANK YOU FOR YOUR TIME

To be filled up by the course enrolment officer

Course _____ Duration _____

Course Fee _____ Amount paid _____

Signature and stamp of course enrolment officer _____

Enrolment Procedure, Terms & Conditions for attending German language course:

- **Minimum age:** 17 years.
- **Class Strength:** Our course has a minimum of 18 and a maximum of 25 students. In case a course does not have the minimum number of students required, we have the right to cancel or postpone the course. In such cases we offer the students the opportunity to shift to another course or refund the course fee in full.
- **Mode of enrolment:** On a first come - first served basis upon payment of course fees. Admission will continue till the beginning of the course, provided seats are still available. (Booking of seats via telephone or email confirmation is not permissible)
- **Mode of payment:** By demand draft or a/c payee 'CTS 2010' cheque (payable to "Max Mueller Bhavan Kolkata"). **Please note: for all bounced cheques INR 500.00 will be charged extra.**
- **Documents required:** A valid photo-ID with date of birth (e.g. passport, driving license, voter ID card, and PAN card) along with a photocopy as well as a current stamp sized coloured photo need to be produced at the time of enrolment. In case one has previously attended a German language course or taken an examination of the Goethe-Institut, he/she must produce the latest participation or examination certificate of the same.
- **Course Placement test:** If one has prior knowledge of German language (e.g. one has attended a course at another institute or has not attended a course at our institute for over a year), one must undergo a language test which will decide the course level one is currently suitable for. The test time slot needs to be booked one month before the start of course upon payment of Rs.500.00.
- **Course material:** The cost of course materials (course book, workbook, audio CD, glossary etc) is not included in the course fees. The course material has to be purchased separately and directly from bookseller. For the convenience of the participants, the bookseller is available at the institute on the first two days of the course
- **Transfer/ Withdrawal/Refund:** Transfer to another time-slot or to the next session can be allowed only if informed in writing at least 5 working days before the start of the course and upon availability of seat. No transfer of class is possible after the commencement of the course. In case of cancellation prior to the start of the course, the course fee shall be refunded after deducting an administrative charge equivalent to 10% of the course fee. No refunds shall be made after the commencement of the course. Request to withdraw from the course must be submitted in writing at least 5 working days before the commencement of the course. Should the Goethe-Institut / Max Mueller Bhavan cancel a course, the full course fee shall be reimbursed.
- **International certificate examinations:** At the end of each course level, the participants have to take the corresponding certificate examination conducted by the Goethe-Institut internationally. These examinations are compulsory for course participants of all levels. One has to enrol separately for the examination. Detailed examination descriptions are given on our website www.goethe.de/kolkata.
- **Course completion & advancement to the next level:** Successful completion of a course requires a minimum of 75% attendance and 60% marks in the international examination and course assessment tests. Upon completion of a course level, participation certificates are issued. **The participation certificates and the international examination certificates should be collected within 6 months after the completion of the course and the exam. Thereafter, Goethe-Institut / Max Mueller Bhavan Kolkata is not responsible for loss or damage of the certificates.** A valid examination certificate of the Goethe-Institut entitles the participant to join the next higher level.
- **Handling Complaints:** In case of a complaint regarding the courses and examinations at the Goethe-Institut Kolkata one should address it to the head of the language department. The examination regulations will settle further complaints regarding exams.

N.B. All courses are subject to change at short notice.