

# ENROLMENT FORM

## PERSONAL DETAILS

Mr	Mrs	Ms	Miss	Other
First name* .....			Surname* .....	
Date of Birth* .....			Place of Birth .....	
Address .....				
.....				Postcode .....
Phone .....		Mobile .....		
Email .....				

\*mandatory fields

## I WISH TO ENROL IN THE FOLLOWING COURSE

Course Name .....	Day .....
Course Fee .....	
<input type="checkbox"/> I am a complete beginner <input type="checkbox"/> I have attended a course in the last semester <input type="checkbox"/> I have some previous knowledge but I am not a recent student but I am not a recent student of the Goethe-Institut. Please give a brief description:	
I wish to claim the concession fee (proof of eligibility may be required) because I am <input type="checkbox"/> a student in full time education <input type="checkbox"/> registered unemployed <input type="checkbox"/> retired ( <i>persons 60 years of age or over</i> ) <input type="checkbox"/> a teacher of German	

## PAYMENT

<p>We accept payment by cheque, cash, debit or credit card. For card payments, please phone the Language Office on 0141-332 2555.</p> <p>Your place on your chosen course will not be confirmed until your full payment has been received.</p>
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I have read and accepted the terms and conditions  
<https://www.goethe.de/ins/gb/en/sta/gla/kur/kue.html>

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 Signature

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 Date

### Data Protection

The personal information collected is only for the purpose of administering your account and delivering the services you request. Your information will be kept private and will not be passed on to any third parties.

**CONTACT:** Language Office, Goethe-Institut Glasgow, 3 Park Circus, Glasgow G3 6AX  
 Email: [german-glasgow@goethe.de](mailto:german-glasgow@goethe.de) T: 0141-332 2555

## MAIN REASONS FOR STUDYING GERMAN

Interest in the culture

Professional reasons

University Studies / School

Connection to the country (familie, friends)

Hobby

Other .....

## I HEARD ABOUT YOU

Internet Search

Yellow Pages

Word of Mouth

Other .....

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## TERMS & CONDITIONS

### GENERAL REQUIREMENTS

Our courses are designed for adult learners (18+) unless stated otherwise.

### TERMS OF PAYMENT

Fees are payable in full on enrolment. We accept cash, cheques, credit and debit cards. Books must be purchased separately unless stated otherwise.

### CONCESSIONS

are available for our semester courses to the registered unemployed, senior citizens (60+) and students as well as for teachers of German (proof of eligibility necessary)

### CANCELLATIONS AND REFUNDS

We reserve the right to cancel classes in case of insufficient numbers. A full refund will be given.

#### Up to 4 weeks before beginning of course:

10% of course fee

#### Up to 1 week before beginning of course:

20% of course fee

#### Up to 1 day before beginning of course:

30% of course fee

#### After course begins:

100% of course fee;

Students should consider their personal commitments and circumstances before enrolment, as no fees are refundable once the course has started.

### CHANGE OF COURSE

If a situation arises where you need to switch to a course other than the one you have already registered for, you must notify the Goethe-Institut either before the course start date or within the first three weeks of the duration of your extensive course.

Whether or not the requested change can be facilitated is at the discretion of the Goethe-Institut, depending on factors such as available spaces on the course the student wishes to switch to.

### Liability of the Goethe-Institut

...and their staff are limited to intent and gross negligence. The Goethe-Institut accepts no liability for the cancellation of its services due to force majeure (e.g. natural disaster, fire, floods, war, official orders and all other circumstances beyond the control of the contractual parties).