

# ANMELDUNGSFORMULAR / COURSE REGISTRATION FORM LEARNING GERMAN IN MANILA

## Requirements:

- Completely-filled out registration form
- One photocopy of valid passport, NBI clearance or SSS UMID
- Full payment of course fee

Füllen Sie dieses Formular bitte (mit schwarzem Stift) in DRUCKBUCHSTABEN aus.  
Please fill up this form in block letters with a black-inked pen.

Herr Mr. Frau Ms.  
(encircle one please)

Nachname (wie im Pass) Last name (as shown in passport)

Vorname (wie im Pass) First name (as shown in passport)

Adresse Address

Land Country

Telefonnummer (mit Vorwahl) Telephone number (with area code)

Handynummer (mit Vorwahl) Cellphone number (with area code)

Email Email

Geburtsland Country of birth

Geburtsort (wie im Pass) Place of birth (as shown in passport)

Staatsangehörigkeit Citizenship

Geburtsdatum Date of birth (TT-MMM-JJJJ DD-MMM-YYYY)

Muttersprache Native language

Beruf Occupation

Goethe-Institut Philippinen G/4-5/F Adamson Center 121 L.P. Leviste St., Salcedo Village Makati City, Metro Manila, Philippine	Tel. + 632 8170978, +632 8425723/24 Fax +6328170979 info@manila.goethe.org www.goethe.de/philippinen
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## I am taking the course as a requirement for (voluntary mention):

- Visa application for Family reunion/ Spouse/ Fiance(e)
- Working as a nurse in Germany
- Au-Pair applicant
- University studies
- Others:\_\_\_\_\_

## I would like to book the following course(s):

- Super Intensive course
- Extensive course
- Individual course/Special Course
- Online course

Course level **A1 A2 B1 B2**

Course dates

Day/Time

## I am paying the course fee(s) in/via:

- Cash
- Check (payable to Goethe-Institut Manila)
- Door-to-door money transfer by LBC or 2Go delivered to:  
Jocelyn Chua or Anna Cruz (receiver)  
Administration Office  
Goethe-Institut Philippinen  
5F Adamson Center  
#121 L.P. Leviste St., Salcedo Village  
Makati City, Metro Manila
- Bank Deposit (in Peso)  
Bank: Deutsche Bank  
Account Name: Goethe-Institut Manila  
Account Number: 1001916 00 0  
SWIFT: DEUTPHMM
- Bank Deposit (in Euro)  
Goethe-Institut e.V.-Manila  
Kontonummer: 227549300  
Bankleitzahl: 700 400 41  
BIC : COBA DE FF 700  
IBAN: DE16 7004 0041 0227 5493 00

Someone else is paying my fee - name\_\_\_\_\_

### Das Goethe-Institut weist darauf hin, dass jeder Kursteilnehmer für Schäden aller Art, die er verursacht, selbst verantwortlich ist.

Goethe-Institut Philippinen hereby notifies the course participant that he/she is responsible for any damage of whatever nature that he/she causes.

### Die mir ausgehändigten Teilnahmebedingungen erkenne ich als verbindlich an.

I hereby acknowledge as binding the General Terms and Conditions provided to me.

Date/Signature

Updated 26.03.2019

## General Terms and Conditions

### General Requirements

Course participants must be at least 18 years of age upon the start of the class. Exception: Special requirements apply to participants of courses for children and teens, which requires parental consent.

### 1. Terms of Payment

- 1.1 Course fees are paid in full upon registration.
- 1.2 Registration is on a first-paid, first served basis. Reservations are strictly not accepted.

### 2. Course fees

- 2.1 The contractually binding fee is the fee stated in the price list current at the time of application.
- 2.2 Should a participant wish to change his or her booking, then each booking change is subject to a fee equal to 10% the course fee.
- 2.3 Booking changes are only allowed up to five (5) working days before the start of the course.

### 3. Cancellation and refunds

3.1

In case of cancellation at least five (5) working days before the start of the course, Goethe-Institut Philippinen will withhold 50% of the course fee that will be refunded to student.

3.2

In case of late cancellation, non-appearance or leaving the course once it is underway, the participants are not entitled to any refund.

3.3

Cancellations must be submitted in writing with reason and must be accompanied by the original receipt. The date of cancellation shall be the date of receipt at the Goethe-Institut Philippinen office.

4.

### 4. Course level assignment / class size

4.1 Placement in course levels is based on the placement test conducted at the Goethe-Institut Philippinen. A schedule for a placement test will be arranged by the Language Course Office at a fee of PHP 1000.

4.2

We reserve the right to amend or postpone our courses and change course details such as fees, times, materials, rooms, instructors.

4.3

We regret that we can only conduct courses that have the required minimum number of participants. We advise students in their own interest to register early.

4.4

We will offer the participants the opportunity to move to another course or to receive a full refund of the course fee should we cancel a course.

### 5. Responsibilities of participants

Participants are obliged to comply with the course rules and regulations applicable to the Goethe-Institut Philippinen.

### 6. Liability of the Goethe-Institut

The liability of Goethe-Institut Philippinen and its staff is limited to intent and gross negligence. Goethe-Institut Philippinen also accepts no liability for the cancellation of its services due to force majeure, e.g. natural disasters, fire, floods, war, official orders and all other circumstances beyond the control of the contracting parties