

**ANMELDUNG DEUTSCH LERNEN IN DEUTSCHLAND**

Senden Sie das Anmeldeformular bitte per E-Mail zurück an deutsch@goethe.de.

**REGISTRATION LEARNING GERMAN IN GERMANY**

Please submit the registration form by email to: deutsch@goethe.de.

Goethe-Institut  
Kundenmanagement  
Goethestr. 20  
80336 MünchenTelefon: + 49 89 15921-200  
Fax: + 49 89 15921-202  
E-mail: deutsch@goethe.de  
**goethe.de/de** **männlich** male  **weiblich** female**Vorname (wie im Pass)** First name (as shown in passport)**Nachname (wie im Pass)** Last name (as shown in passport)**Geburtsdatum** Date of birth **Tag** day **Monat** month **Jahr** year**Geburtsort** Place of birth **Geburtsland** Country of birth**Staatsangehörigkeit (keine Pflichtangabe)** Citizenship (optional input)**Telefon (mit Ländervorwahl)** Telephone (including country code)**E-Mail** E-mail**c/o** c/o**Straße/Nr.** Street /no.**PLZ** Postal Code **Ort** City**Land** Country**Abweichende Rechnungsadresse:** Billing address (if different):**Vorname (wie im Pass)** First name (as shown in passport)**Nachname (wie im Pass)** Last name (as shown in passport)**Firmenname** Company**E-Mail** E-mail**c/o** c/o**Straße/Nr.** Street /no.**PLZ** Postal Code **Ort** City**Land** Country**Ich bin damit einverstanden, dass das Goethe-Institut mir regelmäßig Informationen zu Sprachkursen und Prüfungen per E-Mail zuschickt. Meine Einwilligung kann ich jederzeit widerrufen.**

I agree that the Goethe-Institut can regularly send me information on language courses and exams by e-mail. I can revoke this permission at any time.

 **Ja** Yes  **Nein** No**In welcher Sprache sollen wir Ihnen schreiben?**

In which language should we correspond with you?

 **Deutsch**  **English**  **Français**  **Italiano**  **Español****ICH MÖCHTE FOLGENDES KURSANGEBOT BUCHEN (SIEHE INFORMATIONEN UNTER WWW.GOETHE.DE/DEUTSCHLAND)****I WISH TO BOOK THE FOLLOWING COURSE (SEE INFORMATION AT WWW.GOETHE.DE/GERMANY)****INTENSIVKURSE INTENSIVE COURSES**

- Intensiv 8**  
Intensive 8
- Superintensiv 2**  
Superintensive 2
- Intensiv 4**  
Intensive 4
- Intensiv 4 plus**  
Intensive 4 plus
- Intensiv 2**  
Intensive 2
- Intensiv 2 - Sprache und Kultur**  
Intensive 2 - Language and Culture

**ANDERE KURSE OTHER COURSES**

- Sommerkurs Heidelberg**  
Heidelberg summer course
- Deutsch 50 Plus**  
German 50 Plus
- Deutsch am Abend**  
German in the evening

**ODER OR****Daten des Kurses von** Course Date: From
       
**Tag** day **Monat** month **Jahr** year**bis** until
       
**Tag** day **Monat** month **Jahr** year**Gewünschter Kursort:** Desired course location:**ZUSÄTZLICH ZUM KURS BUCHE ICH FOLGENDE UNTERKUNFT (SIEHE INFORMATIONEN UNTER WWW.GOETHE.DE/DEUTSCHLAND)****IN ADDITION TO THE COURSE I AM BOOKING THE FOLLOWING ACCOMMODATION (SEE INFORMATION AT WWW.GOETHE.DE/GERMANY)**

- Gästehaus**  
Guesthouse
- Einzelzimmer**  
Single room
- Raucher\***  
Smoker\*
- Frühstück (nur Schwäbisch Hall)**  
Breakfast (only available in Schwäbisch Hall)
- Privat bei Gastgebern**  
Shared flat
- Zweibettzimmer**  
Twin-bedded room
- Nichtraucher**  
Non-smoker
- Mittagessen (nur Schwäbisch Hall)**  
Lunch (only available in Schwäbisch Hall)
- Apartment**  
Apartment

\* Bitte beachten Sie, dass in den Unterkünften in der Regel ein striktes Rauchverbot gilt.  
\* Please note that in most cases smoking is strictly prohibited in the accommodation.**Das Goethe-Institut weist darauf hin, dass Kursteilnehmende für Schäden aller Art, die sie verursachen, selbst verantwortlich sind.**

The Goethe-Institut hereby notifies course participants that they are responsible for any damage of whatever nature caused by them.

**Mit dem Absenden des Formulars erkenne ich die AGB an.**

By submitting the form, I acknowledge the terms and conditions of participation.

**Das Widerrufsformular finden Sie auf Seite 4 (Gilt nicht für den stationären Handel).**

Please see page 4 for the cancellation form (Does not apply to offline commerce).

 **Die Datenschutzerklärung habe ich gelesen und akzeptiert.**  
I have read and accept the data privacy policy.**Erhalten von (Stempel Institut/Agentur)**

Received from (institute/agency stamp)

Teilnehmer-Nummer

       

Institutskennung

       

Agenturkennung

**EINSCHÄTZUNG DEUTSCHKENNTNISSE**

Damit wir Sie in den für Sie geeigneten Kurs einschreiben können, bitten wir Sie, die folgenden Fragen vollständig zu beantworten:

**SELF-ASSESSMENT OF GERMAN SKILLS**

To ensure that we can enroll you in a suitable course, we kindly ask you to answer all of the following questions:

**Haben Sie Vorkenntnisse?**

Do you have prior knowledge of German?  **Ja** Yes  **Nein** No

**Fahren Sie bitte fort, wenn Sie „Ja“ angekreuzt haben.**

If you selected "Yes", please continue.

**Wie lange haben Sie Deutsch gelernt?**

Monate	Jahre	Stunde/n pro Woche durchschnittlich
--------	-------	-------------------------------------

**Haben Sie eine der folgenden Prüfungen abgelegt?**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Goethe-Zertifikat A1:<br>Start Deutsch 1 | <input type="checkbox"/> Goethe-Zertifikat B1 | <input type="checkbox"/> Goethe-Zertifikat C1                                   |
| <input type="checkbox"/> Goethe-Zertifikat A2                     | <input type="checkbox"/> Goethe-Zertifikat B2 | <input type="checkbox"/> Goethe-Zertifikat C2:<br>Großes Deutsches Sprachdiplom |
| <input type="checkbox"/> Andere Prüfung                           | <input type="checkbox"/> TestDaF              |   |

**Mit welchem Lehrbuch haben Sie zuletzt gelernt?**

**Auf welcher Niveaustufe war Ihr letzter Kurs?**  **A1**  **A2**  **B1**  **B2**  **C1**  **C2**

Wenn Sie an einem Goethe-Institut im In- oder Ausland Deutsch lernen oder gelernt haben, werden Ihnen unsere dortigen Kolleginnen und Kollegen gern eine Einstufungsempfehlung geben:

**Frau / Herr**

hat vom

bis

im GI

die Kursstufe

mit

UE besucht.

**Wir empfehlen einen Folgekurs im Niveaubereich:**

- A1**  **A2**  **B1**  **B2**  **C1**  **C2**

Stempel (Institut) stamp (institute)

**Zahlungspflichtig bestellen**

Finalize order

**Formular zurücksetzen**

Reset form

**1. General Requirements**

Course participants must be at least 18 years of age.

**2. Participation / Enrollment confirmation**

- 2.1. After enrolling in the course, the participant is sent confirmation (referred to below as "enrollment confirmation") by Goethe-Institut e.V. ("GI") of enrollment in the selected course, the accommodation booking and the meal arrangements (referred to as "the course"). With receipt of the enrollment confirmation by the participant, the contract takes effect.
- 2.2. An invoice is forwarded with the enrollment confirmation, informing the participant of the payable course fees, which include all services specified in 2.1. above (instruction, accommodation, meals), indicating the payment deadline and the participant number.
- 2.3. In principle, consumers have a right to cancel. More information on the right to cancel is provided in the notice on the right to cancel at the end of the Terms and Conditions.

**3. Prices and terms of payment**

- 3.1. The price list for courses, accommodation and meals in effect at the time of enrollment is an integral part of the contract. Please refer to [www.goethe.de/anmeldung-deutschland](http://www.goethe.de/anmeldung-deutschland).
- 3.2. The course fee is payable in full to the GI at the payment deadline shown in the invoice. The payment date is defined as the date at which the payment is credited to the GI account specified in the enrollment confirmation. The money transfer must indicate the course participant number.
- 3.3. All bank charges related to the payment of the course fee shall be borne by the course participant.
- 3.4. If the GI does not receive full payment of the course fees by the due date, the participant will no longer be entitled to the services booked. In this case the GI is entitled to make the services available to other interested parties.
- 3.5. In case of non-attendance at the booked course, delayed arrival, early departure or withdrawal from a course, or any other absences (e.g. due to illness), there is no claim to reimbursement of the course fees.

**4. Changes to course bookings**

In exceptional cases participants may change the services booked (e.g. the course date) in consultation with the GI. The first change is free of charge. A fee of €60 is payable for each additional booking change.

**5. Cancellation**

- 5.1. The course participant can cancel the course booking subject to the following conditions.
  - \_ In case of cancellation no later than four weeks prior to the start of the course, the GI will withhold an administrative fee of €160.
  - \_ In case of cancellation no later than one week prior to the start of the course, GI will withhold an amount equal to 30% of the course fee, but not less than the administrative fee of €160.
  - \_ In case of cancellation no later than one day prior to the start of the course, GI will withhold an amount equal to 50% of the course fee, but not less than the administrative fee of €160.
  - \_ In case of withdrawal after the start of the course, GI will withhold 100% of the course fee.

The course participant may submit evidence to show that it would be appropriate for a lesser amount to be withheld in an individual case.
- 5.2. The course participant can cancel accommodation arrangements free of charge up to four (4) weeks before the start of the course. Cancellation at a later date is not possible.
- 5.3. The cancellation must be submitted in writing (or by e-mail) to GI using the contact addresses indicated in the enrollment confirmation. The cancellation date is defined as the date of receipt of the cancellation declaration at the contact address specified in the enrollment confirmation.

**6. Course level assignment / class size**

- 6.1. The assignment to a course level is made on the basis of a placement test carried out at the course location.
- 6.2. In all courses, the maximum class size is 16.

**7. Accommodation**

- 7.1. On request, the GI offers accommodation for rent. Any request for the booking of accommodation must be indicated when enrolling. Prior inspection of the accommodation is not possible.
- 7.2. The accommodation is rented only on a course by course basis. The date for moving into the accommodation is the published arrival date, and the date for moving out is the published departure date.
- 7.3. The course participant is responsible for exercising due care in the accommodation and keeping it clean during the rental period. At the end of the rental period, the accommodation must be left in a clean and tidy state.
- 7.4. If the accommodation is in a guesthouse, a proper handover must take place at the beginning and end of the rental period between the course participant and a person authorized by the GI (inspection of the state of the rooms, inventory of equipment and other items, etc.).
- 7.5. Guests of the course participant are permitted to stay overnight only with the express permission of the GI.
- 7.6. Any violation of the landlord's house rules will result in termination of the rental agreement without notice with no claim to replacement accommodation or reimbursement of rent paid.
- 7.7. If the accommodation is recommended by the GI, e.g. through a link on the GI website, then GI does not act as the landlord of the accommodation.

**8. Responsibilities of participants**

- 8.1. It is the responsibility of the course participant to ensure at his/her own expense that his/her stay in Germany is in compliance with the law and that he/she is in possession of any required entry permit, residence permit or visa.
- 8.2. It is the sole responsibility of the course participant to take out health insurance and accident, liability and personal property insurance. GI assumes no liability in this area.
- 8.3. Participants are obliged to comply with the course rules and house rules applicable to the Goethe-Instituts.

**9. Liability of the GI**

- 9.1. GI is subject to liability - regardless of the legal cause - only in case of gross negligence or intent.
- 9.2. GI is also liable in case of ordinary negligence in case of damage resulting in death, injury or harm to health as well as damages for the culpable violation of a material contractual violation.
- 9.3. Any other contractual or tort claims of the course participant are explicitly precluded.

**10. Force majeure**

Neither GI nor its employees are liable for non-performance of contractual obligations or damages to the extent that they are caused by force majeure, in particular fire, water, storm or other natural events, explosion, strike, war, civil unrest or other reasons outside the sphere of responsibility/influence of the Goethe-Institut.

**11. Privacy protection**

GI collects, processes and uses the personal data of the course participant both for the purpose of fulfilling the contract signed with the course participant and as permitted by law and under the terms of any signed declaration of consent in compliance with privacy protection laws. For further details see the separate privacy declaration to which we hereby explicitly refer.

**12. Applicable law**

These terms and conditions and all legal relations between the GI and the course participant are subject to the laws of the Federal Republic of Germany. The place of jurisdiction is Munich, Germany.

**13. Severance clause**

Should sections or individual formulations in these terms and conditions prove invalid or ineffective, this shall have no effect on the remaining sections and their validity. The ineffective provision shall be replaced by the legally admissible provision that most closely approximates the content and economic effect of the ineffective provision.

## EN NOTICE OF RIGHT TO CANCEL AND CANCELLATION FORM

Consumers have a right to cancel in accordance with the following conditions. For this purpose, a consumer is defined as any natural person entering into a transaction for purposes not primarily related to commercial or self-employed activities:

### A. NOTICE OF RIGHT TO CANCEL

#### Right to cancel

You have the right to cancel this contract within 14 days without giving reasons. The cancellation period is 14 days from the date on which you enter into the contract.

#### To exercise your right to cancel, you must send a clear declaration to us at:

Goethe-Institut e.V.,  
Goethe-Institute in Deutschland,  
Bereich Marketing und Vertrieb,  
Goethestrasse 20,  
80336 Munich,  
Tel.: +49 89 15921-0,  
Fax: +49 (0)89 15921-202,  
E-mail: deutsch@goethe.de

(e.g. a letter, fax or e-mail) indicating your decision to cancel this contract. The attached Sample cancellation form (PDF, 95 KB) may be used to notify us of your decision to cancel, but it is not required.

To comply with the cancellation period, it is sufficient for you to send your notice of cancellation to us before the cancellation period expires.

#### Consequences of cancellation

If you cancel this contract, we are required to reimburse all payments that we have received to you, including delivery costs (with the exception of additional costs resulting from your selection of a delivery option other than the cheapest standard delivery option offered by us) without delay and no later than 14 days from the date on which we receive notification of your cancellation of this contract. For the reimbursement we use the same means of payment as in the original transaction unless we have expressly agreed to other arrangements with you. You will not be charged fees for this reimbursement under any circumstances.

If the delivery of services begins at your request during the cancellation period, you are required to pay us an appropriate amount corresponding to the portion of the services provided during the cancellation period as a percentage of the total contractually agreed services.

#### End of notice of right to cancel

#### Exclusion or early expiry of the right of cancellation:

The right to cancel will expire at an earlier date if we have provided the entire contractually agreed services and only began to provide services after you gave your express consent for services to begin and acknowledged that you would lose your right to cancel following complete performance of the contract by us.

### B. CANCELLATION FORM

If you wish to cancel the contract, please complete this form and return it to us.

#### To

Goethe-Institut e.V.  
Goethe-Institute in Deutschland  
Bereich Marketing und Vertrieb  
Goethestrasse 20  
80336 Munich  
Fax: +49 (0)89 15921 202  
E-mail: deutsch@goethe.de

I/we (\*) hereby cancel the contract entered into by me/us (\*) on the purchase of the following goods (\*)/ the performance of the following service (\*)

Ordered on (\*)

received on (\*)

Name of consumer(s)

Address of consumer(s)

Date

Signature of consumer(s) (only in case of notification on paper)

(\*) Please delete non-applicable options

The Goethe-Institut e.V., Dachauer Str. 122, 80637 Munich, Germany („Goethe-Institut“ or „We“), as the provider of services (particularly the booking of distance and class-based courses and examinations), is the responsible body for the personal data related to the course, or examination participant („you“), within the meaning of the EU General Data Protection Regulation (GDPR) and German data protection regulations, in particular, the Federal Data Protection Act (BDSG).

## Content

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6. RIGHT TO OBJECTION

The Goethe-Institut takes the protection of your data very seriously. With this privacy policy we would like to inform you transparently about which personal data („your data“) we collect, process, and use process and use, if you register for a course and / or exam at the Goethe-Institut.

### 1. DATA COLLECTION AND USE FOR CONTRACT EXECUTION

We collect personal data if you provide it to us when contacting us (e.g. by contact form or email), or during a course, or exam booking. The specific data collected in detail, as well as the information which is mandatory and that which is voluntary, can be found in the respective input forms.

In these cases, we collect and process the data you have provided for the purpose of carrying out the respective contract, for example, to conduct a placement test for your language courses, or complete a language course including a subsequent examination, as well as to process your inquiries in accordance with Art. 6 (1) lit. b GDPR. Insofar as you have expressly consented to the processing of special data categories in accordance with Art. 9 (a) lit. GDPR, we collect your health data (e.g. allergies) only for the purpose of which you are informed when granting consent.

After completion of the respective contract, your data will be blocked for further use and deleted after expiry of the tax and commercial retention periods. If statutory fiscal or commercial data retention requirements for individual data do not apply, your information will be deleted immediately after the respective contract has been executed. Any other state of affairs is only valid if you have expressly consented to a further use of your data or if we reserve the right to further data usage, this being permitted by law and of which we will inform you below.

#### *Data transfer for contract execution*

As part of the course and examination booking, your personal data is processed in our central language course management system, which is accessible to other Goethe-Instituts within the European Union or the European Economic Area. This is done to execute the contract in accordance with Art. 6 (1) sentence 1 lit. b GDPR and to safeguard our legitimate interests in valid information and correct data records when booking a course in accordance with Art. 6 (1) sentence 1 lit. f GDPR.

For fulfilment of the contract, we will pass on your data to the shipping company commissioned with the delivery, insofar as this is necessary for the delivery of ordered goods. Depending on which payment service provider you select in the order process, we will forward the payment data collected to the credit institution commissioned with the payment and any payment service providers commissioned by us to process the payments or to the selected payment service. In part, the selected payment service providers will also collect this data themselves, provided that you create an account there. In this case, you must log in to the payment service provider with your access data during the ordering process. In this respect, the privacy policy held by the respective payment service provider applies.

As part of the execution of our contracts with you, for example, through the provision of language courses, we pass your data in part to service providers who process them on our behalf and within the framework of a contract between the Goethe-Institut and the respective service provider for order processing. Such a service provider may, for example, be the provider of a software that the Goethe-Institut uses for contract execution.

### 2. DATA COLLECTION AND USE FOR THE PURPOSES OF DIRECT ADVERTISING

#### *a) Postal advertising*

We reserve the right to use your first and last name, and your postal address for our own advertising purposes, e.g. to send you interesting offers and information about our products by post. This serves to safeguard our legitimate interests, which are predominantly justified in the interests of weighing up our interests, in a promotional approach to our customers in accordance with Art. 6 (1) lit. f GDPR. You can object to the storage and use of your data for these purposes at any time by sending a message to [datenschutz@goethe.de](mailto:datenschutz@goethe.de).

#### *b) Email newsletters*

If you subscribe to one of our newsletters, we will use the information required or separately provided by you to periodically send you the email newsletter to which you have subscribed. The sending of email newsletters takes place on the basis of your separate explicit consent as per Art. 6 (1) lit. a GDPR. For security reasons, we use the so-called double opt-in procedure: we will only send you a newsletter by email if you have previously confirmed your newsletter subscription. For this purpose, we will send you an email confirming the subscription via the link contained therein. We want to make sure that only you as the owner of the specified email address can subscribe to the newsletter.

The newsletter is sent as part of a processing order on our behalf by a service provider, to which we pass on your email address.

You may object to this use of your email address at any time by sending a message to the contact details provided below or through a dedicated link in the email message, without incurring any costs other than the transmission costs according to the basic tariffs.

### 3. DATA DTRANSFER TO THIRD PARTIES

#### *a) Data transfer to Goethe-Instituts*

In the event that you are excluded from an examination by the Goethe-Institut due to one of the reasons stated in the examination regulations, the Goethe-Institut will impose a one-year block exempting you from the exam portfolio of the Goethe-Institut worldwide; for the purpose of enforcing this measure (checking compliance with an imposed test ban), your data will be passed on to the Goethe-Institut examination centres (see § 2 of the Examination Regulations) worldwide and processed there. This is done on the basis of the execution of the joint contract to provide an examination pursuant to Art. 6 (1) lit. b GDPR. To the extent that personal data processing takes place in countries outside the European Union or the European Economic Area, this is also based on the necessity of data transfer for the execution of this contract.

#### *b) Data transfer to the central examination archive*

If you have consented to it in accordance with Art. 6 (1) sentence 1 lit. a GDPR, for the purpose of checking the authenticity of and issuing replacement certificates, data relating to the examinations you have taken will be stored and used in the central examination archive (for a maximum of 10 years). No further transmission of your personal data to third parties for purposes other than those listed above takes place.

### 4. DATA PROTECTION

We protect our systems and data processing processes with comprehensive technical and organisational measures against the loss of, destruction of, access to, modification or dissemination of your data by unauthorised persons.

### 5. YOUR RIGHTS AND DATA PROTECTION CONTACT INFORMATION

As a data subject, you have the following rights:

- according to Art. 15 GDPR, you have the right to demand information on the personal data processed by us in the scope specified therein;
- in accordance with Art. 16 GDPR, you have the right to demand without delay the correction of incorrect personal data or completion of personal data stored with us;
- according to Art. 17 GDPR, you have the right to demand the deletion of your personal data stored by us, unless further processing is required
  - to exercise the right to freedom of expression and information;
  - to fulfil a legal obligation;
  - for reasons of public interest or
  - to assert, exercise or defend legal claims
- according to Art. 18 GDPR, you have the right to demand the restriction of the processing of your personal data, insofar as
  - the accuracy of the data is disputed by you;
  - the processing is illegal, but you reject its deletion;
  - we no longer need the data, but you need it for asserting, exercising or defending legal claims, or
  - you have filed an objection against the processing in accordance with Art. 21 GDPR;
- according to Art. 20 GDPR, you have the right to receive your personal data, which you have provided to us, in a structured, common, and machine-readable format, or to request the transfer to another responsible party;
- according to Art. 77 GDPR, you have the right to complain to a supervisory authority. As a rule, you can contact the supervisory authority of your usual place of residence or work, or our company headquarters.

If you have any questions regarding the collection, processing or use of your personal data, information, correction, restriction of processing or deletion of data, and revocation of any consent granted or objection to a particular use of data and the right to data portability, please contact our company Data Protection Officer:

The Data Protection Officer

Goethe-Institut e.V.

Dachauer Str. 122

80637 Munich

Germany

datenschutz@goethe.de

#### **6. RIGHT TO OBJECTION**

To the extent that we process personal data as explained above in order to safeguard our legitimate interests, which are predominant in the context of a weighing up of interests, you can object to this processing with effect for the future. If the processing is for the purpose of direct marketing, you can exercise this right at any time as described above. Insofar as the processing takes place for other purposes, you are only entitled to a right of objection if there are reasons that arise from your particular situation.

After exercising your right to object, we will not further process your personal data for these purposes, unless we can demonstrate compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or if the processing serves the assertion, exercise or defence of legal claims.

This does not apply if the processing is for direct marketing purposes. In that case we will not process your personal data for this purpose.