

## Application Form for a 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                    Transgender
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.**

14.  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 a German language course:**

- **Minimum age:** 17 years.
- **Batch Strength:** Our course has a minimum of 10 and a maximum of 18 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. (Without making the payment booking of seats via telephone or email confirmation is not permissible).
- **Mode of payment:** Via NEFT or by 'CTS 2010' Demand Draft drawn in favour of "**MAX MUELLER BHAVAN KOLKATA**".
- **Documents required:** A valid photo-ID with date of birth (e.g. passport, driving license, voter ID card, school or college ID card etc.) 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 is online and has to be taken before the commencement of the course upon payment of Rs.500.00.
- **Course material:** The cost of course materials is included in the course fees. The course material will be available online once the course starts.
- **Transfer/ Withdrawal/Refund:** Transfer 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 of INR 2000.00. 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 contact their nearest Goethe Institut for the international certificate examination. One has to enrol separately for the examination by paying the examination fee.
- **Course completion & advancement to the next level:** Upon completion of a course level, participation certificates are issued, provided one completes 75% of the assignments within the stipulated timeframe. The participation certificate not exceeding more than a year entitles the participant to join the next higher level. The certificates are couriered to the eligible students.
- **Handling Complaints:** In case of a complaint regarding the online courses one should address it to the head of the language department.
  
- **N.B. All courses are subject to change at short notice.**