



# Terms & Conditions for attending German language courses at the Goethe-Institut Pakistan:

## 1. General Requirements:

Our regular/online courses are designed for adult learners. Participants must be at least 17 years of age and a proof of age should be furnished at the time of registration. However, for young learners the age should be 8 – 16 years.

## 2. Registration Procedure

**Please note:** Owing to the current Coronavirus pandemic, we have made the following changes to the registration process:

- a. For registration the candidates have to download the registration form available on our website.
- b. Please fill in the registration form.
- c. Attach the required documents (scanned copy of your latest photograph, CNIC/form B and passport) and send these documents on the following e-mail address: [courses-karachi@goethe.de](mailto:courses-karachi@goethe.de)
- d. Thereafter the class lists shall be displayed on our website and the candidate will also receive a confirmation e-mail from the Goethe-Institut Pakistan. After receiving the e-mail the candidate will transfer the course fee and the book charges to our bank account. After transferring the course fees and book charges the candidate has to send us the transfer proof digitally.
- e. After receiving the proof of bank remittance the candidates will get their payment receipt via e-mail.

## 3. Level Test

Students having prior knowledge of German and desiring to join a higher-level course or students with a gap of more than six months from their last Goethe-Examination have to take the level test prior to the registration. Placement in higher course levels is based on the result of the level test conducted. The charges for the placement test are 1000 PK.



#### **4. Terms of Payment**

We accept only the bank transfers, ATM transfers and direct deposits in our bank account.

- Bank transfers can be done through e-banking. Interested students can execute the transfer themselves or someone can also do the transfer on behalf of the candidate relative or friend. (through an online banking portal)
- ATM transfers can be done from any ATM-machine.
- For direct deposits, the interested students can visit any Faysal Bank branch situated near their area and deposit cash in our bank account.

The banks are open during lockdown till 04:00 pm.

#### **Documentary evidence of the payment:**

- Bank-transfer/e-banking: Screenshot of payment confirmation.
- ATM-transfer: Picture of the ATM receipt
- Direct deposits: Picture of deposit slip.

We do not accept deposit slips of cheques and Pay- Orders/Demand draft.

#### **Account details of the Goethe-Institut Karachi:**

- Account Title: Goethe-Institut Karachi
- IBAN: PK97 FAYS 0330 0001 1302 0007
- A/C No: 113020007
- SWIFT Code: FAYSPKKAXX

Please also mention your names at the time of payment.

If full payment is not received by the due date the participant loses the right to participate. Part payments are not accepted.

#### **5. Course Fee**

The contractually binding fee is the fee stated in the price list at the time of application. Unless stated otherwise the books must be purchased separately.



## 6. Cancellation and Refunds (Courses)

In case of cancellation **prior** to the five working days before the commencement of the course, the course fee shall be refunded after deducting an administrative charge equivalent to 25% of the course fee.

In case of cancellation **within** the last five working days before the commencement of the course, the course fee shall be refunded after deducting an administrative charge equivalent to 50% of the course fee.

No refunds shall be made after the commencement of the course.

Cancellations must be submitted in writing and refunds shall be made within two months after the commencement of the course. Thereafter no refunds shall be possible. Should the Goethe-Institut cancel a course, the full course fee shall be reimbursed. **Batch and class timing once assigned cannot be changed.**

## 7. Examination Fee

The contractually binding examination fees is the fee stated in the price list at the time of application. Only those who have paid their examination fees in full are eligible to take the examination.

Course participants up to 6 months after the end of the course take can the central examination of the corresponding level as an internal candidate. However, this is valid only if the language office has been notified in writing prior to the examination date that he/she will not be taking the examination.

## 8. Cancellation and Refunds (Examinations)

The fees are based on the local fees regulations that are currently in effect. Only those who have paid their examination fee in full upon registering may take the exam.

If an exam is not taken for reasons of illness, 75% of the examination fee will be credited only once for the next/following examination date, provided a medical certificate has been furnished prior to the commencement of the examination.

Should a participant be excluded from the exam (see Section 12 of the exam guidelines of the Goethe-Institut), the exam fee will not be refunded.



## 9. Course Participation Certificate

Participants with minimum attendance of 75% are eligible to write the examination or are entitled to an "Attendance Certificate".

## 10. Class Size

Our courses have minimum 15 and at most 22 participants for the levels A1 to B1 and minimum 12 and at most 22 participants for the levels B2 and C1. If enrolments are insufficient on the starting date, the Goethe-Institut reserves the right to cancel or postpone the course. In this case we will offer the participants the opportunity to move to another course or to receive a full refund of the course fee.

**The choice of class and the chosen time slot are binding. Changes are not allowed.**

## 11. Liability of the Goethe-Institut

The liability of the Goethe-Institut and its staff shall be limited to intent and gross negligence. The Goethe-Institut will have no liability for cancellation of its services due to force majeure (e.g. unrest, act of war or terrorism, natural calamities, epidemics, pandemics and all other circumstances beyond the control of the contractual parties).

Should such cases of extraordinary circumstances or events occur or should there be a change in the existing circumstances or events, caused by factors that are beyond the sphere of influence of the Goethe-Institut, the Institute shall reserve the right to make changes in the ongoing course structure (e.g. in terms of time, methodology or format). Should the circumstances not allow the above-mentioned changes, in that case the Goethe-Institut shall cancel the course without any alternative offer and financial compensation.