

COURSE REGISTRATION FORM



Please fill the form in **CAPITAL LETTERS**.

PARTICIPANT NUMBER

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COURSE LEVEL

A1	A2	B1	B2.1	B2.2	C1	C2	TEENS	KIDS
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COURSE DATES: _____

COURSE TIMINGS: _____

GIVEN NAME _____ SURNAME _____

DATE OF BIRTH DD / MM / YYYY PLACE OF BIRTH _____

MALE FEMALE OCCUPATION _____

If you are applying for A2 level and above, please furnish details of your last course attended:

Course Level: _____ **Course Dates:** _____ **Course attended at:** _____

ADDRESS _____

RES. TEL _____ MOBILE _____ MOTHER TONGUE _____

E-MAIL _____

(FOR BELOW 17 YEARS)

NAME OF THE SCHOOL _____

PARENT'S SIGNATURE _____

I am interested to get information on a regular basis about upcoming courses and examinations. **YES** **NO**

I am interested to get information on a regular basis on German cultural activities by Email/SMS. **YES** **NO**

Bank Name: _____ **Amount Transferred:** _____ **Transfer / Reference No.:** _____

I have read the terms and conditions and accept the same.

DATE _____

Signature _____

Terms & Conditions

1. General Requirements

All 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.

2. Technical Requirements

Adobe Connect with a laptop or PC is must for online classes.

Computers: IBM PC or compatible PC | **Processor:** 700 MHz processor or faster | **Memory:** 192 MB RAM minimum | **Operating System:** Microsoft Windows® NT4 / 98 / 2000 / XP / Vista / Windows 7 / Windows 8 | **Sound Card:** Windows® compatible 16-bit sound card | **Graphics card:** With 1024 x 768 resolution and 16 million colours | **Browser:** Current version of Internet Explorer®, Firefox, Google Chrome | **Internet:** Internet or intranet connection with at least 128 Kbit/s | **Other:** Speakers/headphones and microphone | **Java:** Latest version of Java (1.6 or higher)

3. Registration Procedure

Candidates are requested to register online as per the registration schedule mentioned on the website. Thereafter the class lists shall be displayed on our website and he/she has to come to the institute to make the required payment. The date for the same is also mentioned on the website.

4. 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.

5. Terms of Payment

The course fee as well the examination fee is payable at the time of registration. We accept payment with credit/debit card or Demand Draft drawn in favour of „MAX MUELLER BHAVAN“. Misspelt / overwritten / hand corrected demand draft will not be accepted. Part Payments are also not accepted. If full payment is not received by the due date, the participant loses the right to participate.

6. 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.

7. Cancellation and Refunds (Courses)

In case of cancellation prior to the commencement of the course, the course fee shall be refunded after deducting an administrative charge equivalent to 10% 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 on the 3rd Wednesday of every month but within two months after the commencement of the course. Thereafter no refunds shall be possible. Should the Goethe-Institut / Max Mueller Bhavan cancel a course, the full course fee shall be reimbursed.

8. Examination Fee

The contractually binding examination fee is the fee stated in the price list at the time of application. Only those who have paid their examination fee 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.

9. Cancellation and Refunds (Examinations)

The fees are based on the local fee 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 Institute), the exam fee will not be refunded.

10. Course Participation Certificate

Participants with minimum attendance of 70% are eligible to write the examination or are entitled to an "Attendance Certificate".

11. Class Size

Our courses have minimum 18 and at most 22 participants for the levels A1 to B2 and minimum 15 and at most 20 participants for the levels C1 to C2. If enrolments are insufficient on the starting date, The Goethe-Institut / Max Mueller Bhavan 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. It is mandatory after the registration to get the student identity cum library card made which also entitles you to free membership of the library for the course period you have registered for.

12. Liability of the Goethe-Institut / Max Mueller Bhavan

The liability of the Goethe-Institut / Max Mueller Bhavan and its staff shall be limited to intent and gross negligence. The Goethe-Institut / Max Mueller Bhavan 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 / Max Mueller Bhavan, 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 circumstance not allow the above-mentioned changes, in that case the Goethe-Institut / Max Mueller Bhavan shall cancel the course without any alternative offer and financial compensation.

13. Grievances

Grievances regarding courses or examinations can be addressed to the Language department through email to: **CHE-deutsch@goethe.de**

The terms and conditions are subject to change without prior notice. For the latest version, please check the website.

I have read and accepted the terms and conditions.

DATE

SIGNATURE