



# LANGUAGE DEPARTMENT

## TERMS & CONDITIONS

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### Terms of Payment

Fees are payable in full on enrolment. We accept credit and debit cards and bank transfers. Unless stated otherwise books must be purchased separately.

The contractually binding fee is the fee stated in the price list current at the time of application.

### Concessions

10% discount if you are a full-time student, retired or registered unemployed on general language courses on weekday mornings and intensive courses (proof required)

25% discount for teachers of German  
Concessions can only be given **at the time of booking** and cannot be applied in retrospect.

Discounts cannot be combined and only one form of discount will be given at any one time.

### Change of course

If a situation arises where you need to switch to a course other than the one you have already registered for, you must notify the Goethe-Institut either before the course start date or within the first three weeks of the duration of your extensive course / after the first course day of your intensive or immersion course / after the first week of your twice a week course. Whether or not the requested change can be facilitated is at the discretion of the Goethe-Institut, depending on factors such as available spaces on the course the student wishes to switch to. If the request for a change of course is granted, it will incur an administration fee of 5%.

### Cancellations and Refunds

**Up to 4 weeks before beginning of course:** 10% of course fee

**Up to 1 week before beginning of course:** 20% of course fee

**Up to 1 day before beginning of course:** 30% of course fee

**After course begins:** 100% of course fee

Students should consider their personal commitments and circumstances before enrolment, as no fees are refundable once the course has started.

### All notification must be given in writing.

We reserve the right to cancel classes with **less than 10 students up to 24 hours** before a course is due to start. In this case a full refund of the course fee paid will be given. No other costs except the course fee will be refunded.

### General Conditions

Our courses are designed for adult learners (18+). Young learners may be admitted after prior consultation. Our courses have a maximum of 18 students. Please note that special conditions apply for one-to-one tuition, small groups and corporate courses. Our course programme as displayed on the website, posters, our brochure and other media is subject to alteration.

### Liability of the Goethe-Institut

... and its staff is limited to intent and gross negligence. The Goethe-Institut 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 contractual parties).

[www.goethe.de](http://www.goethe.de)