

# REGISTRATION FORM COURSES



## PERSONAL DETAILS

Mr    Ms    Other: .....

First Name: ..... Surname: .....

Address: .....  
.....

Phone: ..... Email: .....

Date of Birth: ...../...../..... Place of Birth\*: .....

Nationality: ..... Mother Tongue: .....

\*not compulsory

## I WISH TO ENROL IN THE FOLLOWING COURSE

Course Name: ..... Day: ..... Course Fee: € .....

I wish to claim the concession fee (proof of eligibility required) because I am:

a student in full time education (my student ID attached)

registered unemployed (proof attached)

retired (65 years of age or over)

## PREVIOUS KNOWLEDGE OF GERMAN

I am a complete beginner

I have attended a course before: level ..... year .....

I have some previous knowledge but have no formal classroom experience.

Please give a brief description:  
.....  
.....

## PAYMENT

I enclose a cheque/postal order (made payable to GOETHE-INITIUT)

I wish to pay over the phone with my credit/debit card details (Visa/MasterCard, Visa Debit)

I wish to pay via bank transfer

**I HAVE READ AND ACCEPTED THE TERMS AND CONDITIONS** (see back page)

Signature: ..... Date: ...../...../.....

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Ireland

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**GOETHE  
INSTITUT**

Sprache. Kultur. Deutschland.

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## HOW TO ENROL

**Beginners and students who have attended classes in the last semester:** may enrol by post, phone or in person (during office hours).

**New students who have some previous knowledge of the language** are offered a placement test. You will find the enrolment times in our language brochure or on our website. If possible, please enrol in person.

Please enrol in time as places will be allocated on a first come, first served basis.

## LANGUAGE OFFICE

### Opening hours

Monday to Thursday: 10am – 6.30pm

Friday: 10am – 2pm

Goethe-Institut Irland

37 Merrion Square East

Dublin 2

D02 XK52

Telephone: +353 1 680 1110

Fax: +353 1 676 2213

Email: [german-dublin@goethe.de](mailto:german-dublin@goethe.de)

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

## NEWSLETTER

I wish to receive the 2-weekly newsletter of the Goethe-Institut to the email address stated above/or: \_\_\_\_\_

I do not want to receive the newsletter

## TERMS & CONDITIONS

### General Requirements

With the exception of our courses for secondary school students, all our courses are designed for learners aged 18 years and over.

A teaching unit consists of 45 minutes.

Teachers may be changed when necessary during the term.

There will be no classes on Irish public or bank holidays and on 3 October (German national holiday). Generally, these courses take place on the Friday of that week.

Special Terms and Conditions apply to our German courses for Children. Please visit our website for further information.

### Terms of Payment

The payment of the course fee is due on enrolment. Early enrolment is advisable as places are limited. Places are only guaranteed once payment has been received.

We accept cheques made out to the Goethe-Institut, debit cards and credit cards (Visa/MasterCard) as well as payment by bank transfer.

If full payment is not received before the first lesson, the participant loses the right to participate in the course and the booking will be cancelled.

### Course Fees

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

Unless stated otherwise, course books are not included in the course fee and must be purchased separately.

### Course Level Assignment/Class Size

Assessment of course level is based on the assessment test conducted prior to enrolment.

Our courses have generally a maximum of 18 participants.

We reserve the right to cancel or postpone a course. In such circumstances we will offer the participants the opportunity to move to another course or to receive a full refund of the course fee.

Courses with less than 10 students may take place with a 10% reduction in teaching units.

### Change of course

Transfers to another course level can be considered in the first three weeks after the commencement of the course after consultation with your class teacher. He/she will advise you on which class to move to.

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## Cancellations and Refunds

The following conditions apply if the course participant is unable to take part in the course:

In case of cancellation up to three days prior to the start of the course the course fee paid is refunded, less an administrative fee of € 25. No refunds can be given thereafter.

Cancellations must be submitted in writing.

If the Goethe-Institut cancels a course, the full course fee paid will be refunded.

The Goethe-Institut reserves the right to terminate all language class contracts at its discretion.

Exam fees are refundable if cancellations are received at least 1 week prior to the examination date, less an administrative fee of € 25. No refunds can be issued after that. All changes must be made in writing.

In the event of a Covid-19 lock-down request from government or a whole class quarantine request from public health authorities, your classes will be moved online for the period of the disruption. Refunds are not possible.

## DECLARATION OF CONSENT

In executing my signature below, I consent to the transmission and storage by Goethe-Institut of my personal data ("data") provided under the terms of my registration and in conjunction with the performance of future agreements to its headquarters in Munich, Germany ("GI-HQ") and there to combine in its central customer database said data with any other of my personal data previously provided and stored there, if applicable.

Furthermore, I consent to the use of my Data by Goethe-Institut and Goethe-Institut Headquarter not only for performing the contractual agreement, but also for the purposes of market research, advertising and marketing associated with the range of services offered by Goethe-Institut and, in particular, for providing relevant advertisements or surveys ("Information"), e.g., about new courses offered by Goethe-Institut to me at the contact address I have either by post or - at my special request provided, - also by telephone, fax, email or text message.

I have been informed that I may revoke my permission to use my Data for market research, advertising and marketing purposes at any time.

Place: ..... Date: ...../...../..... Signature: .....

## RIGHT OF EVOCATION

You may exercise your right to revoke by completing the section below, either now or at some future time:

I hereby revoke my permission, effective immediately, for the use of my Data for market research, advertising and marketing purposes.

Place: ..... Date: ...../...../..... Signature: .....

## Complaints procedure

In the event of a complaint, please submit same in written form to the Goethe-Institut Irland, Language Department.

## Liability of the Goethe-Institut

The 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).

For complete Terms & Conditions please see our homepage: <https://www.goethe.de/ins/ie/en/spr/kur/gia/kue.html>

Data concerning examinations I have taken may also be transmitted to Goethe-Institut Headquarter for storage and use in the central examination archives (for a maximum period of 10 years) for replacement certificates, as required.

To the extent the Data relates to examinations entitling my foreign spouse to relocate here with me, I hereby authorize Goethe-Institut Headquarter to confirm, at the request of the German authorities, the authenticity of a certificate I have submitted to a government agency.

Goethe-Institut will not use my Data for any other purpose than those specified in this consent agreement or provide any Data to a third party, unless there is a reasonable suspicion of abuse concerning the Data.