



# GENERAL TERMS AND CONDITIONS FOR LANGUAGE COURSES AT THE GOETHE-INSTITUT CYPRUS

**By enrolling in a course, the course participant confirms that he/she accepts the Terms and Conditions of the Goethe-Institut Cyprus.**

## **1. Terms of payment**

Course fees must be paid in cash, bank transfer or by credit card before the start of the course via online enrolment or in person at the course office

## **2. Course books**

Course books are included in the course fee and cannot be returned in case of course withdrawal. If there is a change of course, course books can only be exchanged if they are in new condition.

## **3. Prices**

**3.1.** The price list valid at the time of registration applies.

**3.2.** Family members (spouses, children, parents, siblings) receive a 20% discount for the second and every additional family member. The discount is granted for the course with the lowest course fee. **No** discount can be granted in courses with fewer than 6 participants.

**3.3.** Textbooks are included in the price of the course and will be handed out on the first day of class. The course material for blended learning and online classes is provided by the Goethe-Institut on our Moodle learning platform and can be accessed only within the duration of the course.

**3.4.** The Goethe-Institut charges a fee of EUR 25 for the placement test, which is deducted from the course fee if you enroll in a course within 12 months of taking the placement test.

**3.5.** If the course participant wishes to change course (different course date or course level), the first rebooking is free of charge. For every further rebooking, an administration fee of EUR 30 is due. The rebooking can only be made if there is a free place in the desired course.

## **4. Withdrawal and cancellation**

**4.1.** If the course participant cannot take part in the course, the following withdrawal conditions apply:

In the case of withdrawal before the start of the course there will be no administration fees.

If the participant fails to attend the course or drops out of the course, he/she is not entitled to a refund of the course fees or to a voucher.

If the participant in an individual course fails to attend the course, he/she must cancel the lesson in writing by 18:00 the previous evening. Otherwise, he/she is not entitled to a refund of the course fees or to a voucher.

**4.2.** Cancellations must be submitted in writing (by letter or e-mail) to the Goethe-Institut Cyprus or the Language Course Office. Receipt at the Goethe-Institut shall be decisive for determining compliance with the deadlines.

## **5. Course assignment/class sizes**

**5.1.** The assignment of a course level is based on the course results (at least 60%)

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of the previous year/semester or the grading test at the institute or submission of a Goethe certificate from the current or previous year.

**5.2.** Unless stated otherwise, a minimum of 6 and a maximum of 13 course participants are taught per class. A course can take place with 4 or 5 participants, only with reduced teaching units (usually 1/6 for five participants and 1/3 for four participants) or an increase in the course fees (by 1/6 for five and 1/3 for four participants). Courses with less than 4 registrations will be cancelled. A reduction in teaching time or an increase in course fees will be made in consultation with all course participants.

If, at the beginning of the course, the number of participants is too low, we reserve the right to cancel or postpone the course. In this case, we offer participants the option of switching to a different course or a refund of the total course fee. Unfortunately, courses can only take place if the minimum number of participants have registered for the courses by the end of the enrolment period. To prevent having to cancel a course that would have taken place if the interested parties had registered in time, we ask, in your own interest, that you register as early as possible.

**5.3.** The Institute reserves the right to change teachers and to combine classes of the same level.

**5.4.** The Institute reserves the right to hold face-to-face courses virtually if face-to-face courses are not possible on site.

## **6. Certification of Attendance and Recommendation for Further Levels**

**6.1.** Each course participant receives a certificate of attendance at the end of the course. Certificates of successful participation in the course will only be issued if the course participant has received a recommendation for a further level from his/her teacher.

**6.2.** Successful participation certificates will be issued if the student has attended at least 70 percent of the offered lessons and has achieved at least 60 percent of the required credits.

## **7. Obligations of the course participant**

The course participant shall undertake to refrain from all actions that could violate the legal rights of third parties (teachers, fellow students, employees and visitors to the Goethe-Institut) or disrupt the proper progress of the teaching session.

## **8. Liability of the Goethe-Institut**

**8.1.** Course participants are not subject to any accident or casualty insurance within the Goethe-Institut.

**8.2.** The liability for personal injury and property damage for the Goethe-Institut and its employees is limited to deliberate intention and gross negligence. In particular, the Goethe-Institut is neither liable for itself nor its employees in the event of the cancellation of its services as a result of force majeure, industrial action, reasons due to the negligence of parties other than itself or other unacceptable reasons.

## **9. Copyright**

The worksheets handed out to course participants in connection with the teaching service are protected by copyright and may not be reproduced either in full or in part – without the consent of the Goethe-Institut or the teacher in question – or

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used for purposes that are not related to the Goethe-Institut. In particular, it is also prohibited to make the documentation available in digital form to third parties for download or have it made available in such form.

#### **10. Data protection**

The course participant agrees that the Goethe-Institut send him/her information. The data will not be passed on to third parties.

At the first booking of a course the participant signs a data protection declaration in which he/she agrees that the Goethe-Institut collects, processes and uses the personal data necessary for the purpose of processing this contract. This data is not used beyond the processing of the contract or passed on to third parties with the exception of legal obligations.

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