



EXAM ENROLMENT FORM

Goethe-Zertifikat
A1

For office use only
Examination Date:
Student Number:
Payment date:
Amount paid:

Please fill in your details in **BOLD** and clear:

Full name(s):			
Surname:			
Date of Birth (DDMMYYYY):			
Place of birth:	City:		Country:
Nationality:			
ID or Passport Number:			
Home Language:			
Gender:			
Email:			
Contact Number:			
Reason for exam:	<input type="checkbox"/> Spouse migration <input type="checkbox"/> Study <input type="checkbox"/> Au Pair <input type="checkbox"/> Work <input type="checkbox"/> Other (please specify) _____		
Please indicate:	Internal candidate		External candidate



TERMS AND CONDITIONS

Enrolment requirements

- Please bring along **one** identification document (original passport or ID).
- Registration period for exams opens 4 weeks and closes 1 week prior to examination date.

Terms of payment / fees

- The full examination fee is payable 5 business days before the exam date.
- Electronic transfers, swipe and cash are the only acceptable means of payment.

Cancellation and refunds

- Cancellations must be submitted in writing.
- If an exam is not taken due to illness, the exam fee is credited to the next exam date. The relevant exam centre may charge an administration fee of up to 25% of the exam fee for the rebooking. The test participant reserves the right to prove that no losses have been suffered or that the loss is significantly lower than the lump sum.
- The full refund for the exam (all levels) and exam preparation fee is only obtainable until 1 week prior to examination date. No refunds will be processed after that.

Requirements on exam date

- Participants without their original passport or ID will be excluded from the exam. A driver's licence will not be accepted.
- Body checks at the entrance of the examination room are mandatory for all candidates and visitors.
- All bags need to be placed at the back of the examination venue. Cell phones need to be switched off and may not be in the possession of the examination candidate during the exam.
- Taking unauthorised material into an exam will be regarded as attempted deception. Unauthorised material includes any notes/documents on your person and non-permitted equipment/devices.
- Talking or communicating with another student during an exam is strictly prohibited and may result in further actions being taken against the examination candidate.
- Participants are required to adhere to the exam schedule. Late comers will be excluded from the exam.

Participants with special needs

- Participants with special needs must inform the Goethe-Institut in writing of the type and extent of their special need at least 30 business days before the start of the exam.
- Further information can be viewed here:
https://www.goethe.de/pro/relaunch/prf/en/Teilnehmende_mit_spezifischem_Bedarf.pdf

Rewriting of exams

- Participants that wish to rewrite an exam, need to complete a new registration form and submit together with proof of payment and a copy of valid passport or ID.

Exam results and Certificates

- The exam results will be available within 5 – 15 working days. No exceptions will be made.
- Original passport or ID need to be shown on day of collection of certificate. If examination candidate is not able to collect the certificate him- or herself a written letter of authorisation needs to be provided by the person collecting the results on behalf of the examination candidate.
- The exam certificate may not be send via email, mail, fax, Whatsapp etc., since it is an official document.
- Exam results will not be released via email, mail or phone (social media and per telephonic conversation).



Exam guidelines

- Candidates are required to familiarise themselves with the examination guidelines and terms and conditions of Goethe-Institut "Prüfungsordnung and Durchführungsbestimmungen". Both documents are available in the library.

General

- Official exams take place at 1-5 Fidel Castro Street, Goethe-Institut Namibia in Windhoek.
- The Participant shall observe the security regulations of the Goethe-Institut and any other location where the exams are offered, as are in place from time to time.
- In the event
- Should any of the Participant's details provided above change, the Participant shall for with and without delay notify the Goethe-Institut thereof in writing.
- In the event of the Goethe-Institut instructing attorneys in regard to any breach of the Participant of the conditions of this agreement then the Participant shall pay all the costs on the scale between Attorney and own Client, including any costs incidental to such action instituted against the Participant.
- In the event that any terms or condition herein is not fully enforceable or valid for any reason, such term or condition shall be severable from the remaining terms and conditions, which shall not be affected by such unenforceability.
- The Goethe-Institut reserves its right to change the terms and conditions for the next term or course date and inform the Participant in writing.

Liability of the Goethe-Institut

- The Participant agrees that the Institute and all its directors, employees, teachers, volunteers, service providers, agents and representatives (hereinafter referred to as "the Indemnified Parties") are not responsible for any death, illness, injury, loss or damage of any kind sustained by the Participant which may arise from taking part in the exam and all related activities, caused in any manner whatsoever.
- The Participant waives any and all claims or actions that the Participant may have against the Indemnified Parties as a result of the Participant's enrolment and participation in the course.
- The Participant indemnifies, releases and holds harmless the Indemnified Parties from any and all liability from any loss, damage, including consequential damage, injury or expenses that the Participant may suffer as a result of the Participant's enrolment and participation in the course and all related activities due to any cause whatsoever.
- 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).

Privacy Protection

- The Goethe-Institut collects, processes and uses the personal data of the Participant both for the purpose of fulfilling the agreement signed with the Participant and as permitted by law and under the terms of any signed declaration of consent in compliance with privacy protection laws.
- Personal data is used for purpose to issue certificates and is not shared with third parties.



Please tick checkboxes below to indicate that you have read and agree to the terms of conditions for all examinations of the Goethe-Institut Namibia.

- I have read, understood and accept the above mentioned terms and conditions.
- I have read, understood and accept the exam guidelines and the terms and conditions for the exam administration.
- I declare that I consent to the release of certain personal details necessary for the issuing of the certificate. I also agree to the transmission of personal information to the central exam archive in Germany.

PLACE, DATE

SIGNATURE

Goethe-Institut Namibia

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Fidel Castro Street 1-5
Website: www.goethe.de/namibia
Facebook: Goethe-Institut Namibia

Banking details at Bank Windhoek

Account Name: Goethe Institut Namibia
Account Number: CHK-8005035171
Branch Name: Capricorn
Branch Number: 486-372
Swift Code: BWLINANX

Banking details at Commerzbank München

IBAN: DE82 7004 0041 0228 1111 00
BIC: COBADEFF700
BIC: COBADEFF700

www.goethe.de

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Sprache. Kultur. Deutschland.