

COURSE REGISTRATION FORM

Please fill the form in **CAPITAL LETTERS**

Affix a
passport size
photo

COURSE CODE

FOR OFFICE

COURSE LEVEL

A1

A2

B1

B2

C1

C2

GIVEN NAME

SURNAME

DATE OF BIRTH

PLACE OF BIRTH

MALE

FEMALE

OCCUPATION

POSTAL ADDRESS

PERMANENT 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 on German cultural activities by Email / SMS

YES

NO

1. General Requirements

Regular 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. Course Fees and Terms of Payment

2.1 The contractually binding course fee is the fee stated in the price list at the time of registration. **2.2** The course fee is payable at the time of registration. Fees may be paid by Cash or by Demand Draft drawn in favour of "Goethe-Institut Max Mueller Bhavan payable at Chennai. No part payment is accepted. **2.3** The cost of the book is not included in the course fee. Text books of the respective levels can be purchased on the first day of the class.

Course level	Eligibility criteria
A2	Certificate of passing the Goethe-Zertifikat A1: Start Deutsch 1
B1	Certificate of passing the Goethe-Zertifikat A2
B2.1	Certificate of passing the Goethe-Zertifikat B1 - all 4 modules
B2.2	Participation certificate – B2.1
C1	Certificate of passing the Goethe-Zertifikat B2

3. Course level assignment /Class size

3.1 Those who have prior knowledge of German or students with a gap of more than six months from their last exam and desiring to join the next higher level courses have to take a placement test prior to registration. Placement in course levels is based on the result of the placement test conducted by the Goethe-Institut Chennai /Max Mueller Bhavan. This placement test will be conducted between 16:00 to 17:00 hrs on the external exam dates. Email registrations for the test should be done two days before the test day. Fee for the placement test is Rs. 2,200/-. **3.2** Generally our courses have minimum 22 and at most 25 participants for the levels A1 to B1 and minimum 15 and at most 25 participants for the levels B2 to C2. In case of insufficient enrollment on the starting date, the institute reserves the right to cancel or postpone the course. In this case, participants will be offered the opportunity to move to another course or to receive a full refund of the course fee. **3.3** Enrolment certificates can be issued only after five class days for a fee of Rs. 500/-. **3.4** Participation certificates will be issued to candidates who have an attendance of more than 75% for the enrolled course. If the participation certificates are not collected on the last day of the course, the institute is not responsible for the certificates thereafter. **3.5** Internal students who do not take up the examination on the prescribed date after the course completion, will be considered as "External Candidates" for exam registration on later dates.

4. Cancellations, refunds and change of batch

4.1 In case of cancellations five working days prior to the start of the course, the course fee shall be refunded less an administrative fee of Rs. 4,000/- per level. **4.2** In case of cancellation made in the last five working days before the course starts, only 50% of the total course fee shall be refunded. **4.3** Cancellations must be submitted in writing with the original ID card to the Language Department using the contact addresses indicated in the registration card. **4.4** After the commencement of the course there is no possibility for a refund or adjustment of fee, irrespective of whether the student has attended any class or not. **4.5** Should the Goethe-Institut Chennai/Max Mueller Bhavan cancel a course, the full course fee shall be reimbursed. **4.6** Change of batch is not possible once the registration is completed.

5. Liability of the Goethe-Institut

5.1 The liability of the Goethe-Institut Chennai/Max Mueller Bhavan and its staff is limited to intent and gross negligence. Goethe-Institut Chennai /Max Mueller Bhavan also accepts no liability for the cancellation of 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).

6. Grievances regarding examinations can be addressed to the Language department through Email to deutsch@chennai.goethe.org

I have read and accepted the terms and conditions.

DATE

SIGNATURE