



Embassy  
of the Federal Republic of Germany  
Manama

## **Interested in learning German?**

**Join our new German language courses starting on  
5th September 2012!**

### **1) What's in the package?**

First class German lessons!

Each participant will be issued with a course completion certificate by the German Embassy. Additionally, students who have reached a certain language level are able to take certified language examinations by the Goethe-Institut according to the Common European Framework of Reference.

### **2) How to register?**

Please fill in the registration form provided on our website [www.manama.diplo.de](http://www.manama.diplo.de) and submit it via e-mail: [gerembcourses@gmail.com](mailto:gerembcourses@gmail.com) or fax 17 714 314. For questions regarding the language courses please call 17 745 263.

### **3) Where will the courses take place?**

The courses take place at Salman-Cultural-Center in Gudaibiya, Manama, off Shaikh-Daij-Avenue (near the Parliament Building).

### **4) When and how?**

Next courses will start on 5th September 2012 until 19th December 2012.

We offer morning and evening classes for adults, as well as afternoon classes for children and teenagers (depending on the number of registrations). Each course will take 12 weeks (a total of 48 teaching units @ 45 minutes). Lessons take place twice a week for one and a half hours each.

### **5) What are the course levels and fees?**

The course fee is 240 BHD (for all levels). Course levels are beginners and advanced. An additional book/ material charge applies (20 BHD).

Please check our terms and conditions for payment, class size and refund policies.

### **6) Do you need further information (e.g. detailed directions)?**

Call 17 745 263 or simply write an e-mail to: [gerembcourses@gmail.com](mailto:gerembcourses@gmail.com)



## TERMS AND CONDITIONS

### 1. General Requirements

Our courses are designed for adults and children. Gentlemen and ladies are **not** taught in separate courses.

### 2. Terms of Payment

2.1. The full course fee is payable at the time of enrolment.

2.2. We accept only cash (in BHD only)

2.3. Course fees have to be paid in full (installments are not accepted)

2.4. If full payment is not received by the due date, the participant loses the right to participate.

2.5. Registration only (without payment) does not guarantee the right to participate.

### 3. Course fees

The contractually binding fee is 240 BHD (for all classes and levels). Siblings (only) receive a 50% discount (only on the course fee) for participating in the children course.

### 4. Cancellation and refunds

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

- Cancellation up to 5 days before the course starts: full refund of the paid course fee except registration fee 10 BHD.
- Cancellation after the first week of classes: refund of paid course fee less an administrative fee of 20 BHD. With cancellation after the second week, there will be no refund given of the paid course fee and no voucher for a later course.

4.2. Cancellations must be submitted in writing.

4.3. In individual cases a refund may be given to those who present a doctors note indicating a prolonged illness or accident.

4.4. In case half of the participants or more cancel or leave the group the course might be postponed.

## **5. Course level assignment / class size**

5.1. Placement in course levels might be based on the placement test conducted prior to enrolment.

5.2. Our courses have a minimum of 4 participants. If enrolments are insufficient on the starting date, we reserve the right to cancel or postpone the course. In this case we will offer the participants to receive a full refund of the course fee. To avoid cancellations of courses, we advise students in their own interests to register as early as possible.

## **6. Liability of the German Embassy**

The liability of the German Embassy and the teaching staff is limited to intent and gross negligence.

The German Embassy 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).

**To be signed by the applicant:**

**This is to confirm that I have read and understood the terms and conditions mentioned above.**

\_\_\_\_\_  
(Place, date)

\_\_\_\_\_  
(Signature)



## German Embassy Language Course - Registration Form -

1. Family name \_\_\_\_\_

2. First name \_\_\_\_\_

3. Gender      male  / female

4. Nationality \_\_\_\_\_

5. Date of Birth/ Age \_\_\_\_\_

6. CPR no. \_\_\_\_\_

7. Profession \_\_\_\_\_

8. Telephone (landline) and mobile \_\_\_\_\_

9. Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. E-Mail \_\_\_\_\_

11. Emergency contact (tel. no., name, relation)  
\_\_\_\_\_  
\_\_\_\_\_

12. Which languages do you speak? \_\_\_\_\_

13. Have you ever studied German before?      No  / Yes

13.1. If yes, how many lesson? \_\_\_\_\_

Where (place, date, institution)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. What is your motivation to learn German?

Professional reason  Studies  Family  Tourism  General interest

Others (please specify)  
\_\_\_\_\_  
\_\_\_\_\_

15. Which level and timings are you interested in?  Beginners  Advanced

Mornings  Evenings

16. Anything else we need to know? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Place, date)

\_\_\_\_\_  
(Signature of applicant)