



Carl Duisberg

cdc.de

# German Courses Registration Form


You may FAX your registration form to the appropriate Carl Duisberg Training Center or enroll online at: [cdc.de](http://cdc.de)

**Fax:**

- Berlin +49 (0)30/20 88 644-29
- Cologne +49 (0)221/16 26-314
- Munich +49 (0)89/12 66 46-46
- Radolfzell +49 (0)7732/92 01-92
- Hanover +49 (0)511/32 58 88
- Rhine-Main +49 (0)6102/32 78 45
- Saarbrücken +49 (0)681/819 09-113

Stamp (for agents' use only)

Photo



## Participant Details

Mr  Mrs  Ms

Surname: \_\_\_\_\_ Telephone: \_\_\_\_\_

First Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Birth (day/month/year): \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

Nationality: \_\_\_\_\_ Occupation: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Company Name: \_\_\_\_\_

Street (including house number or P.O. Box): \_\_\_\_\_  
In case of emergency, please give details of a contact person (name, address, telephone number): \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

## Knowledge of the German Language

Please select the level of your knowledge of the German language below:

(For more information, please refer to page 4 of the Carl Duisberg German Courses brochure.)

No knowledge  A1  A2  B1  B2  C1  C2

Have you completed the Carl Duisberg online test on our homepage and sent it to us? Yes  No

Have you taken a German Course at Carl Duisberg Centren before? No  Yes  If yes, please provide details below.

Where: \_\_\_\_\_ When: \_\_\_\_\_

Name: Mr  Mrs  Ms  Surname:

First Name:

### Course Location

I would like to book my course at one of the following Carl Duisberg Training Centers:

- Berlin       Munich       Hanover       Saarbrücken  
 Cologne       Radolfzell       Rhine-Main

If your chosen training center location is NOT available, please state your alternative choice: \_\_\_\_\_

### German Language Courses

PLEASE SELECT THE COURSE YOU WOULD LIKE TO TAKE AND INSERT THE RELEVANT CODE NUMBER.

- |  |                                |  |                                |
|--|--------------------------------|--|--------------------------------|
| <input type="checkbox"/> Intensive Course Plus (24 + 6 TUs/week) | <input type="text" value="-"/> | <input type="checkbox"/> One-to-one Executive Course (20 lessons/week) | <input type="text" value="-"/> |
| <input type="checkbox"/> Intensive Course Business German        | <input type="text" value="-"/> | <input type="checkbox"/> One-to-one Executive Course (40 lessons/week) | <input type="text" value="-"/> |
| <input type="checkbox"/> Crash Course 5                          | <input type="text" value="-"/> | <input type="checkbox"/> Learning & Living in the Trainer's Home       |                                |
| <input type="checkbox"/> Crash Course 10                         | <input type="text" value="-"/> | ( ___ lessons/week)  | <input type="text" value="-"/> |

Duration of stay: \_\_\_\_\_ weeks.      Course start: \_\_\_\_\_ Course end: \_\_\_\_\_

PLEASE SELECT THE MODULE/ADDITIONAL PROGRAM, WRITE THE NAME OF THE COURSE YOU WOULD LIKE TO TAKE AND INSERT THE RELEVANT CODE NUMBER.

Please note that modules & additional programs can only be booked in combination with Intensive Course Plus.

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Module/Study in Germany: _____            | <input type="text" value="-"/> |
| <input type="checkbox"/> Module/General & Business Language: _____ | <input type="text" value="-"/> |
| <input type="checkbox"/> Additional Program: _____                 | <input type="text" value="-"/> |
| <input type="checkbox"/> Additional Program: _____                 | <input type="text" value="-"/> |

Duration of stay: \_\_\_\_\_ weeks.      Course start: \_\_\_\_\_ Course end: \_\_\_\_\_

PLEASE SELECT THE PROGRAM, WRITE THE NAME OF THE COURSE YOU WOULD LIKE TO TAKE AND INSERT THE RELEVANT CODE NUMBER.

- |   |                                |
|---|--------------------------------|
| <input type="checkbox"/> Complete Program for Children & Teenagers: _____ | <input type="text" value="-"/> |
|---|--------------------------------|

Duration of stay: \_\_\_\_\_ weeks.      Course start: \_\_\_\_\_ Course end: \_\_\_\_\_

#### Only for direct bookings from PRIVATE INDIVIDUALS:

I hereby declare that I have read and acknowledge the Carl Duisberg German Language Course conditions of participation, and book the above selected Carl Duisberg language course:

\_\_\_\_\_ X \_\_\_\_\_  
Place                      Date                      Signature (in case of minors: signature of parent or person with legal parental authority)

A private individual's rights of cancellation concerning only the language course are as follows: A cancellation of contract can be done in written form (e.g. a letter, fax, e-mail) without giving specific reasons within two weeks. This period of notice begins on receipt of this explanation. To adhere to the period of cancellation, the letter of cancellation must be sent in time. The letter of cancellation is to be sent to the Carl Duisberg Training Center where the course has been booked, (all the addresses of the Carl Duisberg Training Centers in Germany can be found either on the "Price List 2009" or on the internet at [www.cdc.de](http://www.cdc.de).) or to:

Carl Duisberg Centren, International Sales, Mr. Albers, Hansaring 49-51, 50670 Köln, Germany.

#### Only for bookings from AGENTS:

I hereby declare that I have read and acknowledge the Carl Duisberg German Language Course conditions of participation, and book the above selected Carl Duisberg language course for our customer:

Name of agency: \_\_\_\_\_ Name of agent responsible: \_\_\_\_\_

Address of agency: \_\_\_\_\_  
\_\_\_\_\_

Carl Duisberg debtor number (if known): \_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_  
Place                      Date                      Signature (Agent responsible) and agent stamp

**YOU WILL RECEIVE CONFIRMATION OF YOUR BOOKING FROM YOUR CHOSEN CARL DUISBERG TRAINING CENTER.**

Name: Mr  Mrs  Ms  Surname:

First Name:

### Accommodation & Meals/Additional Services

#### Host Family (in: Berlin, Cologne, Munich, Radolfzell)

- Single room without board
- Single room with breakfast
- Single room with half board

#### Single Room in Shared Accommodation (in: Berlin, Cologne)

- Single room without board

#### Guest House

- Single room without board (in: Berlin, Munich, Radolfzell)

Radolfzell:  Carl Duisberg Guest House or

Carl Duisberg Guest House Comfort

- Double room without board (in: Berlin, Radolfzell)

Radolfzell:  Carl Duisberg Guest House or

Carl Duisberg Guest House Comfort

#### Apartment (in: Berlin, Cologne, Munich)

- Single room without board

#### Business Apartment (in: Cologne, Munich)

- Single room without board

If my chosen accommodation is no longer available, I would like the alternative choice of:

\_\_\_\_\_

Date of arrival: \_\_\_\_\_ Date of departure: \_\_\_\_\_

Are you a smoker?  Yes  No

Do you have any allergies?  Yes  No

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

Would you like to book an **airport pickup**?

Yes  No

If yes,  on arrival  On departure

Arrival time: \_\_\_\_\_ Flight number: \_\_\_\_\_

Airport: \_\_\_\_\_

Would you like to take out **personal liability, accident and health insurance** through Carl Duisberg Centren?

Yes  No

If yes, from: \_\_\_\_\_ To: \_\_\_\_\_

#### Carl Duisberg Visa Assist

After receipt of my full payment please issue a specific certificate for the German Embassy/Consulate that confirms that the booked services have been paid for.

Yes  No

#### Courier

Would you like all documents sent to you via courier?

Yes  No

#### Only for direct bookings from PRIVATE INDIVIDUALS:

I hereby declare that I have read and acknowledge the Carl Duisberg German Language Course conditions of participation, and book the above selected services:

\_\_\_\_\_ X \_\_\_\_\_  
Place Date Signature (in case of minors: signature of parent or person with legal parental authority)

#### Only for bookings from AGENTS:

I hereby declare that I have read and acknowledge the Carl Duisberg German Language Course conditions of participation, and book the above selected Carl Duisberg language course for our customer:

Name of agency: \_\_\_\_\_ Name of agent responsible: \_\_\_\_\_

Address of agency: \_\_\_\_\_  
\_\_\_\_\_

Carl Duisberg debtor number (if known): \_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_  
Place Date Signature (Agent responsible) and agent stamp

**YOU WILL RECEIVE CONFIRMATION OF YOUR BOOKING FROM YOUR CHOSEN CARL DUISBERG TRAINING CENTER.**

Name: Mr  Mrs  Ms  Surname:

First Name:

## General Information

I would like correspondence with Carl Duisberg Centren in: German  English   
I would like the invoice to be sent to my: Private address  Company   
I heard about Carl Duisberg Centren through: The Web  Friends

An article in: \_\_\_\_\_ An advertisement in: \_\_\_\_\_ Other: \_\_\_\_\_

Company address for invoice (if relevant): \_\_\_\_\_

## General Terms and Conditions for Carl Duisberg German Courses

### Registration

To secure your course and your accommodation, please get in touch with us as early as possible. Your registration becomes effective as soon as we receive it. The contract with Carl Duisberg Centren gemeinnützige GmbH becomes effective upon receipt of written confirmation of booking. Bookings for minors must also be signed by those with parental authority; in such a case, the contract will become effective when you have received the written confirmation of booking and we have received a signed copy of the parents' declaration which we will send you along with the confirmation of booking. For bookings via an agency a contract is made only between Carl Duisberg Centren and the agency. Carl Duisberg Centren is not responsible for any contract between the agency and their customers.

Bookings are only valid for the confirmed dates. Number of participants per group: minimum 5, maximum 15. We reserve the right to cancel a group course if Carl Duisberg Centren has not received the minimum registrations required. In this case, we will suggest an alternative location or offer one-to-one tuition/small group training with a reduced number of lessons for the same price as the group course (1-2 participants: 12 instead of 24 TU's/week, 3 participants: 16 instead of 24 TU's/week, 4 participants: 20 instead of 24 TU's/week). If our alternative proposal is not convenient for you, the total amount paid will be refunded without any deductions. Lessons are held from Monday to Friday. There are no lessons on Saturday and Sunday and on public holidays.

### Conditions of payment

All invoices of Carl Duisberg Centren are calculated in Euro (€). For enrollments of up to 8 weeks the total amount must be credited to the bank account of the Carl Duisberg Training Center at least two weeks prior to the course start. For enrollments for more than 8 weeks a minimum of half of the total amount must be credited to the bank account of the Carl Duisberg Training Center at least two weeks prior to the course start. The rest may be paid in monthly installments. Each installment must be credited to the bank account of the Carl Duisberg Training Center at least 4 weeks prior to the start of that part of the course the payment has to be made for. Please make credit transfers to the bank account of the Carl Duisberg Training Center where you will take your course or pay cash. You will find the account details in your Confirmation of Order / Invoice. Payment by credit card is not possible.

Information concerning the accommodation's address is only sent out after receipt of payment.

Participants who require a visa must pay the whole sum on the invoice in advance. The relevant certificate/invitation for the visa application can only be issued after receipt of the full amount of the invoice by the Carl Duisberg Training Center.

### Conditions of cancellation

If you are unable to attend a booked course, you must inform us **in writing!** For reasons of security we cannot accept cancellations over the phone. The decisive factor for a cancellation of course registration is the time that this letter reaches either the Carl

Duisberg Training Center where the course should take place, or the headquarters of Carl Duisberg Centren.

In case of cancellation of course registration up to 4 weeks prior to the beginning of the course, an administration fee of 150 € will be charged. In the case of cancellation of the course registration up to 2 weeks prior to the beginning of the course, 30% of the whole course fee (including the accommodation costs) will be charged, at least 150 €. In the case of cancellation of the course registration up to 1 day prior to the beginning of the course 50% of the whole course fee as well as the whole accommodation costs will be charged, at least 150 €. In the case of a no show or of breaking off the course, the whole course fees and the complete accommodation costs will be charged as well as any other booked services. The law governing termination for grave cause remains unaffected by this. The day that the course begins, is the stated date in the written course confirmation. Repayment is sent only to the person or the agent who originally paid. Exceptions to this can only be done when written instructions are sent by the person or agent who originally paid.

Changes to your booking are only possible in advance agreement with the Carl Duisberg Training Center. A charge of 50 € will be made for each change.

### Liability

For any injury to a participant's life, body or health, Carl Duisberg Centren can only be held liable if this is due to the fault of Carl Duisberg Centren and its staff. For any other damage to the participant, Carl Duisberg Centren is only responsible for such arising from a deliberate act and gross negligence, if there is no infringement of the duties as laid out in the contract. For any damage or injury caused by a participant, the participant will be held directly liable. Carl Duisberg Centren may have recourse if held responsible for any damage or injury caused by a course participant. Proof of personal liability, accident and health insurance is compulsory for all participants. Carl Duisberg Centren is not liable for events beyond its control.

Carl Duisberg Centren does not assume parental responsibility for minors. The latter can only participate in the course if their parents or people with parental authority have signed the parents' declaration sent together with the confirmation of their order.

### Data Storage

The details of the person booking the course and the course booked are needed by the Carl Duisberg Training Center for administrative and pedagogical preparation of your course, implementation and follow-up purposes and are exclusively recorded for this purpose only.

### Miscellaneous

The place of settlement and seat of jurisdiction with regard to contracting parties, traders, corporate bodies governed by public law or separate estates subject to public law is Cologne.



**Carl Duisberg Centren**

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