

# A-viva Language School Registration Form

## Part 1. Personal Info

1. Name (first, last) \_\_\_\_\_  
2. Date of birth (mm/dd/yy) \_\_\_\_\_ 3. Occupation \_\_\_\_\_  
4. Email \_\_\_\_\_ 5. Telephone \_\_\_\_\_  
6. Address \_\_\_\_\_

## Part 2. Language Course

- German  French  Portuguese  Chinese  
 English  Italian  Spanish  Japanese

## Part 2. Language Level Estimate

- Level 1 Total Beginner  Level 4 Lower Intermediate  Level 6 Lower Advanced  
 Level 2 Lower Beginner  Level 5 Upper Intermediate  Level 7 Upper Advanced  
 Level 3 Upper Beginner

## Part 3. Program Selection

### German Courses

- A. General Program (20 hours per week)  
 D. Conversation Combo (General Program + Conversation Program, 30 hours per week)  
 E1. Evening Class once per week (2 hours per week)  
 E2. Evening Class twice per week (4 hours per week)  
 Other \_\_\_\_\_

### Other Courses

- English 4 Fun Package  
 French 4 Fun Package  
 Spanish 4 Fun Package  
 Italian 4 Fun Package  
 Japanese 4 Fun Package  
 Chinese 4 Fun Package  
 Other \_\_\_\_\_

## Part 4. Program Duration

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Total Duration \_\_\_\_\_

## Part 5. Housing Preference

Shared apartment **or**  Host family  Single room **or**  Double room  I don't need housing

## Part 6. Payment Info

Total cost \_\_\_\_\_ Payment due \_\_\_\_\_

A-viva Sprachschule  
UniCredit Bank - HVB  
Konto: 166 367 20  
BLZ: 505 201 90  
IBAN: DE31505201900016636720  
BIC/Swift: HYVEDEMM467

Yes, I have read and accept the attached terms and conditions.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Terms and Conditions**

### **1. Visa Procedure**

Students are responsible for obtaining a visa if it is required for their country. A-viva will provide a letter of acceptance with accommodation arrangement and payment confirmation, once we receive the full payment from the students.

### **2. Health/Travel Insurance**

A-viva does not provide health/travel insurance. Students are responsible for their own insurance.

### **3. Work-Study**

Those who do not qualify for scholastic awards or financial aid may be eligible for part time work-study positions at A-viva. The positions are usually administrative or IT related. Compensation is in the form of tuition rebate or housing subsidy.

### **4. Job/Internship Placement**

We help qualified A-viva students and alumni find job/internship opportunities in Germany in the areas of finance, law, IT, marketing, tourism and education. Candidates must complete at least 3 months of language studies at A-viva and have good command of the language. Some positions are paid, others non-paid. The placement service is free of charge. A-viva does not guarantee placement results.

### **5. Cancellation Policy**

Cancellations must be made in writing. For cancellations received 30 calendar days prior to the first day of the registered class, A-viva refunds 100% of tuition and accommodation costs paid, less an administration fee of €100. For cancellations received less than 30 calendar days prior to the first day of the registered class, A-viva reserves the right to charge an administration fee of €100 plus a portion of total tuition and accommodation. No refund is possible for cancellations received 6 calendar days prior to the start of the registered class. If you wish to change your registration from one program to another, please do so in writing 30 calendar days prior to the first day of the registered class. After this point, A-viva has the discretion to charge an administration fee of €100 or treat it as a cancellation. Switching from one level to another level within the same program is free of charge.

### **6. Other**

Regular group classes consist of small groups of students, no more than 8 to 10 in each class. 1 lesson unit equals 45 minutes. In the case that a regular group class has less than 4 students, A-viva reserves the right to reduce the regular class hours by offering private or semi-private lessons to students, at no extra charge. Under unusual circumstances, A-viva reserves the right to change classes if necessary. Should A-viva cancel a class, an alternative class will be offered or a full refund will be paid to students.