

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.