

A-viva Language Center Registration Form

Part 1. Personal Info

1. Name (first, last) _____ Gender (male or female) _____
 2. Date of birth (mm/dd/yy) _____ 3. Occupation _____
 4. Email _____ 5. Telephone _____
 6. Address _____

Part 2. Language Level Estimate

Please estimate your level. Exact level will be determined after a placement test at A-viva.

- ___ 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

Please choose one of the following programs that you are interested in.

- ___ A. General Program
 ___ B. Conversation Program
 ___ C. Business Program
 ___ D. Conversation Combo (General Program + Conversation Program)
 ___ E. Business Combo (General Program + Business Program)
 ___ F. Light Combo (Conversation Program + Business Program)

Part 4. Program Duration

	Program F (Light Combo)			Program C (Business)			Program E (Business Combo)		
	Tuition & Activities No housing	Tuition & Activities & Double room	Tuition & Activities & Single room	Tuition & Activities No housing	Tuition & Activities & Double room	Tuition & Activities & Single room	Tuition & Activities No housing	Tuition & Activities & Double room	Tuition & Activities & Single room
2 weeks	300	500	700	180	not available	not available	445	650	800
3 weeks	350	600	800	210	not available	not available	515	750	900
1 month	400	700	900	240	not available	not available	590	890	1090
2 months	750	1350	1700	450	not available	not available	1110	1710	2110
3 months	1100	2000	2500	660	not available	not available	1630	2530	3130
4 months	1400	2600	3300	860	not available	not available	2090	3290	4090
5 months	1700	3200	4050	1060	not available	not available	2550	4050	5050
6 months	2000	3800	4750	1250	not available	not available	3000	4800	6000
7 months	2300	4400	5450	1440	not available	not available	3300	5400	6800

Prices include taxes, registration fee and learning materials. 1 month = 4 weeks.

Please select the duration and the corresponding housing option. Please circle your choice.

- ___ Shared apartment ___ Host family ___ don't need housing

Part 6. Starting Date

Please enter the date you would like to start. Classes for Total Beginners start once a month, on the **first Monday** of the month. Advanced Beginners, Intermediate and Advanced students can join on **any Monday** of the month.

Start Date: Day _____ Month _____ Year _____ **example: 25 February, 2008**

Please do not send any payment until we confirm your registration. We will notify you within 24 hours.

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

Signature _____ **Date** _____

Scan and email to:
info@a-viva.net

or

Fax to:
 +49 69 975 392 624

or

Send by post to:
 A-viva
 Rotlintstrasse 64
 Frankfurt, 60316
 Germany

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. Scholastic Awards

Students studying for more than 3 months will be qualified for a scholastic award of up to 20% of total tuition. Qualification is based on individual performance during the course of their studies, measured by monthly exams and a final presentation.

4. Financial Aid

A-viva offers financial aid to a limited number of students. To qualify, you must demonstrate financial need (such as unemployment check or letter from your university professor or administrator). Financial aid is given in the form of tuition rebate or housing subsidy.

5. 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.

6. 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.

7. Secure Payments

A-viva accepts payments by credit cards or PayPal. Payments are processed by PayPal, an independent, global financial institution. You do not need to have a PayPal account to use the payment service.

Please do not send any payment until you receive a registration confirmation from us. We will confirm with you within 24 hours after we receive your registration form. Once you receive the confirmation, please send a prepayment of €200. The remaining balance is due 1 month before the first day of the registered class, except in the case of last minute registration when full payment is due immediately following confirmation.

8. 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.

9. 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.