BOOKING CONDITIONS & REGISTRATION

1. Enrolment: Fill in the application form and post or fax it to the address mentioned at the back of the brochure. A deposit of 20 % of the total amount is due at the time of registration. With your application you commit yourself to the services requested and booking conditions. After having received your application and deposit we will send the confirmation of enrolment and the invoice. The welcome pack with extra information and the address of your accommodation will be sent after you have settled the remaining balance. The invoice must be paid in full four weeks before arrival.

2. Rebooking: To change a booking (e.g. arrival date, accommodation, etc.) up to 31 days before departure we will be obliged to charge a fee of 50 €. Afterwards we will do our utmost, but cannot guarantee the fulfilment of the request made since extra costs may incur; the rebooking charge will also exceed 50 €.

3. Cancellation: You may cancel your enrollment at any time prior to the commencement of your course. However, you will be charged cancellation fees:
- cancellation up to 30 days before course commencement: 10 % of total fees, max. 150 € or equivalent.
- cancellation between 15 and 29 days before commencement: 25 % of total fees, max. 300 € or equivalent.
- cancellation between 1 and 14 days before commencement: 50 % of total fees, max. 600 € or equivalent.

Thereafter, 90 % of the total fee is required, max. 1000 € or equivalent. After arrival, no refund will be made. If you prefer, you can take our insurance on the cancellation fee. This is 2 % of the total amount (min. 50 €).
The insurance must be settled upon registration and will only apply if you cancel prior to departure due to health reasons (on receipt of written confirmation from the relevant doctor).
In the unlikely event the school won't be able to create a group course due to the fact of not having enough students at the same time/level, smaller group courses or single lessons for a reduced amount will be provided instead: 20 lessons = 12 lessons / 30 lessons = 18 lessons.
Under the rare circumstances of our being forced to cancel, all fees paid for Sprachcaffe services will be refunded. The minimum number of participants for exam preparation courses is 4 students.

4. Visa: In order to provide the letter of acceptance required by the embassy for issuing a visa, 40 % of the total amount should be paid together with an additional charge of 80 € or equivalent.
In case of visa refusal, a full refund minus the additional charge of 80 € can only be made if the student provides the letter of refusal issued by the embassy at the latest 14 days before departure. After this date we will consider the participation of the student as confirmed and normal cancellation/rebooking fees will apply.
In case the visa has not yet been issued 15 days before departure, we strongly recommend postponing the course. In this case, the first rebooking fee will not be charged (evidence required).

5. Acceptable forms of payment:
- By bank transfer: The relevant account number will be on the invoice.
  Please send us a copy of the transfer order. All bank charges will be incurred by you.
- By credit card: Upon notification by you, the appropriate form will be sent and needs to be completed with name of the credit card company, card number, expiry date and signature. An additional 2 % credit card fee will be charged.

6. Insurance: Neither agent, operator, nor the school will be held responsible in any way for any accident, illness, loss of personal effects or change in personal circumstances arising at any time prior to or during the course. We therefore strongly recommend our personal travel insurance (incl. Health, Third-party, Accident and Baggage: 50 € per person per month).

7. Liability: Parents of minors agree that neither Sprachcaffe nor the host family shall be liable for damage or problems caused either negligently or intentionally by their children while participating in trips. Parents and their children who are still minors recognise and accept the laws and the normal code of conduct of the country which they are visiting.

REGISTRATION FORM

PERSONAL DETAILS

Surname:

Name:

Sex: Female Male Date of birth: d d . m m .

Nationality:

Street:

City: **Post Code:**

Country:

Tel. :

Fax:

E-Mail:

Profession:

Company:

I WOULD LIKE TO ENROLL FOR

Location:

from: . . to . .

Alternative date: . . to . .

Accommodation:

Single room Double room Board:

Alternatively:

Smoker Non-smoker No accommodation requested

Special requests or remarks:

Visa: I need a letter of acceptance for visa application (Euro 80,- surcharge)

Passport No.:

Arrival: Transfer: Yes No

Arrival time: . . Flight No.: . .

Place of departure:

Place of arrival:

Course:
Holiday course weeks, 10 lessons /week
Standard course weeks, 20 lessons /week
Mini group course weeks, 20 lessons /week
Intensive course weeks, 30 lessons /week
Business course weeks, 30 lessons /week
Academic Term weeks, 20 lessons /week
Exam Preparation weeks, 20 lessons /week
for Exam
One-to-one weeks, lessons / week
Multi Destination Course U20 Individual juniors U20 Soccer Camp

Approximate A1/Beginner A2/Basic B1/Elementary
B2/Intermediate C1/Advanced C2/Academic

I heard about Sprachcaffe Languages PLUS from:

E F UKRAINE, KIEV, UA

Basic Price	,-
+ **Season surcharge**	,-
+ **Transfer**	,-
+ **Cancellation insurance (2%, minimum 50 €)**	,-
+ **Insurance package**	,-
+ **letter of acceptance for visa application**	,-
+ **Credit card fee 2%**	,-
= **Total**	,-

Signature: **Date:** . .

I have read the booking conditions and accept them.