

REGISTRATION

Secured Registration Form

- To apply, please complete the registration form and send it back by mail, fax or email. You can also [register online](#) or contact our representative in your country.
- At the time of your registration a **deposit of EUR 198.-**, which will be deducted from the final invoice - and if applicable, the optional cancellation insurance fee - need to be paid. Within 2 business days after receiving the deposit, we will send you the booking confirmation and your receipt.
- The remaining course fees are due within 30 days before the start of the course at the latest. Upon receipt of your full payment, we shall mail you our 'Welcome Letter' and the address of your accommodation.

PAYMENT

Please pay the deposit of EUR 198.- either by

- **Bank transfer** ActiLingua Language Studies GmbH & CO KG
Raiffeisenlandesbank Wien
Meidlinger Hauptstr. 46, A-1120 Vienna
SWIFT/BIC: RLNWATWW
IBAN: AT 30 32000 00005212808
"Banking charges borne by transferor"
- **credit card (Visa, Mastercard)** Please send us the following details using our "Secured Registration Form" (online) or by fax:
 - your booking number, surname and name of student
 - type of credit card, credit card number
 - expiry date, amount, CVV2 or CVC2
 - name of card holder

ALTERATION OF BOOKINGS

We shall be happy to comply with your wishes for changes in your arrangements in respect of dates, accommodation, etc. as far as possible, up to 31 days prior to the start of the course (administration charge of EUR 40.-). Within 31 days of course start, you must make use of your right of cancellation and re-register in order to obtain the desired alterations.

CANCELLATION

If you would like to cancel your course, accommodation, board or optional activities please inform us in writing immediately. Up to 4 working days prior to course start the

cancellation fee is EUR 198.-. No refund is possible in the event of cancellation three working days or less prior to the start of the course, in case of non-arrival of the participant or after the start of the stay. A cancellation becomes effective upon ActiLingua's receipt of written or wired notification. Should a suitable replacement be named in the notification, ActiLingua will waive all fees apart from a handling fee of EUR 40.-. University Preparation and Enrolment Guidance: The total deposit must be paid upon application and is not refundable.

CANCELLATION INSURANCE

We recommend to take out our cancellation insurance which costs 4% of the total amount and has to be paid together with your deposit. This covers your programme costs if you are forced to cancel your programme prior to course beginning due to your own illness or the serious illness of a close family member (parent, spouse). A medical certificate is required for reimbursement. The cancellation insurance and travel costs are not reimbursed.

TRAVEL INSURANCE PACKAGE

Students are not insured by the school against illness, accident, theft, etc. Participants are recommended to take out an insurance policy (compulsory for Summer School courses). You can take out the economical travel insurance package (health, accident, baggage and travel liability insurance) for your stay at ActiLingua. Prices and covered amounts on request.

VISA INFORMATION

You are responsible for obtaining visas and must present the required visa forms to the Austrian consulate or embassy in your country before departure. We will provide you with payment confirmation and, if applicable, an invitation letter to assist you with visa application. You are responsible for any visa-related expenses.

LIABILITY

We assume no liability for accidents or illness incurred by the participant during the course. Claims of any kind for which the participant is responsible are to be settled by the participant directly with the party suffering damage. Parents or legal guardians are responsible for participants who have not reached majority.

CANCELLATION BY ACTILINGUA

If a participant persistently disrupts the study trip despite caution, or if he behaves in gross breach of agreement, ActiLingua has the right to cancel without notice. ActiLingua's entitlement to course fees remains upheld. Any expenditures saved due to non-completion of activities or services not used will be refunded to the customer.

Additional costs arising from such behaviour and the resultant cancellation will be borne by the customer.

SHORTCOMINGS

The participants agrees to inform the school secretariat in Vienna without delay of any shortcomings and to request the matter to be remedied.

PUBLIC HOLIDAYS

No teaching takes place on public holidays. Tuition lost for this reason cannot be made up subsequently.

The following dates are public holidays 2018

2018: Jan. 1/ Jan. 6/ April 2/ May 1/ May 10/ May 21/ May 31/ Aug. 15/ Oct. 26/ Nov. 1/ Dec. 8/ Dec. 25/ Dec. 26.

School is also closed on: Dec. 24/ Dec. 27/ Dec. 28.

COURSE NUMBERS

A group course must have at least four participants. If there are insufficient participants, ActiLingua reserves the right to cancel the course or reduce the number of lessons by 25%.

RESPONSIBLE COMPANY

The ActiLingua German courses are organised by

Language Studies GmbH & CO KG,

Wattmangasse 15, 1130 Wien, Austria.

FN 257153t, UID ATU: 61536412

PHOTOS & VIDEOS

By registering for a German language course you consent that any photos & videos taken of you during your stay in Vienna can be published in the ActiLingua promotional material or in the Internet. If you don't agree you have to notify us in writing on the registration form before the course starts.

GENERAL TERMS

We reserve the right to amend course programmes/prices if there are compelling grounds for doing so. 1 lesson = 45 minutes. The organizers do not accept responsibility for inaccuracies arising from printing or translation errors. Place of jurisdiction in any dispute: the courts at Vienna.