

This is how you can register from abroad in order to apply for a visa:

Step 1

You need to provide your personal information for a registration from abroad. Please fill out and sign the **registration form** below and mail or fax it to our office.

Address: pdL • Münsterstr. 9-11 • D-44145 Dortmund • Germany
Fax: +49 – 231 – 83 99 92

Step 2

Please wire both the course fee and administrative service charge to our account. For the precise amount, please consult our homepage (www.vfz.de) or call our office.

Account #: 181 014 482 SWIFT: DORTDE33
Bank Code: 440 501 99 IBAN: DE68440501990181014482
Name of Bank: Sparkasse Dortmund

Please make sure your name and birth date are written **legibly** on the wire transfer form.

Step 3

As soon as we have received the registration form and the course fee, we will send you a confirmation of registration for the next possible course as well as a receipt which you may present at the German embassy.

In Germany ...

We will guarantee your participation in the desired language course specified in your registration form only if you call or appear personally at our office no later than ten (10) days prior to the beginning of classes confirming your participation. Should you get here late or should there be no place left in your desired course, we will automatically book a spot for you in the next available course.

No Visa?

In case you cannot obtain a visa we will reimburse you for any courses already paid. However, we will retain the administrative service charge for registrations from abroad.

In order to reimburse you we require the following documents:

- the original confirmation of registration
- the original receipt
- the original visa rejection notice issued by the German embassy.



PROJEKT DEUTSCH LERNEN

Fachbereich Deutsch im WEITERBILDUNGSINSTITUT RUHR

Language Course Registration for Visa Application

I herewith register for language study at pdl.

Personal Information

Family Name _____ male

Given Name _____ female

E-Mail _____

Date of Birth _____ in _____ (city) _____ (country)

Profession _____

Address

Home Address

Address in Germany

c/o Name _____

Street _____ Country _____

Zip Code _____ City _____

Telephone _____ Fax _____

German Proficiency

I have not taken a German course yet

I have already taken a German course at
Name of Institution _____

Level

A1	A2	B1	B2	C1
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Conditions of Participation

By signing this registration form, I accept the conditions of participation (see below).

Dortmund, _____

date

signature

Kursnr.	Visumsdatei	Kursgebühr	€	B Ü R O	
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PROJEKT DEUTSCH LERNEN

Fachbereich Deutsch im WEITERBILDUNGSINSTITUT RUHR

CONDITIONS OF PARTICIPATION

1. Registrations can be made in person, by telephone, in writing, by fax or e-mail. Integrationskurse require personal enrolment.
2. The services provided by pdL result from the current course offers.
3. WIR reserves the right to deviate from current course schedules and locations as stated in the relevant publications (course brochures, flyers, posters etc.).
4. WIR is able to guarantee the currently valid course fee for a period of no more than six (6) months. In case of an increase in course fees the remaining amount is due on the first day of classes upon expiration of this period.
5. Registration is legally binding and obliges the participant to pay the full amount of the respective course fee. Payment in installments is acceptable under specific circumstances. The additional charge amounts to € 10.
6. In case of cancellation of application (Integrationskurse excluded), we charge the following fees:
Cancellation until three weeks before the first day of classes: € 30.
Cancellation until two weeks before the first day of classes: 25 % of the course fee.
Cancellation until one week before the first day of classes: 50 % of the course fee.
Cancellation later than seven days before the first day of classes: 100 % of the course fee.
7. A free-of-charge transfer of the participant's enrolment to another class is acceptable (Integrationskurse excluded) only if requested at the latest one week before the first day of classes. After this day, there will be a service charge of € 50. This does not apply to enrolments from abroad (see below, item 21).
8. Minimum participants per course is fourteen (14). Should this number fail to be attained, WIR may renounce the contract. In that case, paid course fees will be fully reimbursed.
9. Confirmations of registration are issued for the duration of three months and require at least the finalization of an instalment contract and the payment of the first instalment. In the case of language course enrolments for visa applications, the entire course fee will be charged.
10. Should the course participant fail to appear during the first three consecutive days of classes, he/she automatically forfeits his/her right to participate in that course.
11. Confirmations of participation are issued on the condition that at least 70% of classes were attended.
12. Re-registration for follow-up courses are valid only if the final exam of the previous course has been passed successfully. In case of failure, the participant may either repeat the previous course or demand reimbursement of any fees already paid for the follow-up course.
13. By enrolling to a course the participant agrees to the automated processing of their personal data linked to the course and its settlement as well as to their use for subsequent information by WIR. No information is going to be handed over to a third party if not administratively necessary. All information is to be used within the meaning of the Federal data Protection Act.
14. Unused services cannot be claimed afterwards.
15. WIR is not liable for any damage, theft or loss of property, illness or accident of the participant unless intentionally or negligently caused by WIR. Participation in any of WIR's courses is at the participant's own risk. There is no insurance coverage.
16. Sovereign measure, natural disaster, traffic disruption, energy or commodity supply disruption, sudden illness of the referent and any other case of force majeure, that means any extraordinary event WIR cannot be held responsible for, releases WIR from the duty of fulfilling the contract for the duration of the event's effects. In these cases WIR is not articulated to pay compensation, especially not for travelling and accommodation expenses and absenteeism.
17. The possible invalidity of some of these clauses does not presuppose the ineffectiveness of any other ones. The invalid clause shall be replaced by the clause closest to the spirit and purpose of the invalid clause.

Specific Requirements For Registrations From Abroad

18. Upon successful registration and the receipt of the course fee as well as the administrative service charge for registrations from abroad the participant receives a confirmation of registration and a receipt for their payment.
19. Reimbursement of course fees is possible only if the prospective participant's visa application has been rejected. In this case, the embassy's rejection notice, the original confirmation of registration and the original receipt have to be presented at our office. There will be no reimbursement of the administrative service charge.
20. The participant appears at the earliest placement test after his/her arrival.
21. Should the participant fail to confirm his/her participation until at the latest ten (10) days prior to the first day of classes, his/her registration is automatically transferred to the next available course.