

# AGENTS' MANUAL

Learn German &  
Experience Vienna!

**GERMAN  
COURSES**  
for adults 16+

**SUMMER  
COURSES**  
for young people  
12-17 and 16-19

# ACTILINGUA

A c a d e m y

2018/2019  
[www.actilingua.com](http://www.actilingua.com)



# Welcome to ActiLingua

## in Vienna/Austria - three school sites in premium locations

### Modern year-round school in Vienna for adults 16+

- ▶ Centrally located in Vienna's embassy district; opposite "Schloss Belvedere". City centre (Stephansplatz) 15 minutes by public transport.
- ▶ Completely renovated, partly air conditioned and non-smoking Art Nouveau building.
- ▶ Bright, modern, friendly and well-furnished classrooms. Multimedia library featuring 20 workplaces with computers and FREE internet access (WiFi) and library.
- ▶ 10-15 additional classrooms and sports grounds; dependance Sacré Coeur next door.
- ▶ Student lounge with coffee, cold beverages and snacks.

### Two residential schools in summer

#### SUMMER SCHOOL 12-17 YEARS

- ▶ Spacious campus with park and sports facilities in central location.
- ▶ 20 or 30 lessons per week, 1-5 weeks.
- ▶ On-campus accommodation in Standard (4-6 bed) or Superior (3-4 bed) rooms, full board.
- ▶ 24/7 support and supervision.
- ▶ Daily leisure and cultural programme.
- ▶ OSD Zertifikat Deutsch Österreich B1/Jugendliche.

#### HOLIDAY COURSE 16-19 YEARS

- ▶ Spacious school grounds with park and sports facilities next door to ActiLingua Academy 16+.
- ▶ 20 or 30 lessons per week, 2-6 weeks.
- ▶ Accommodation in Student House, 2-3 bed room, half-board.
- ▶ Included 4 times per week: Sports, cultural and social activities, evening programme.

### Accommodation options

**ActiLingua Residence** (year-round): with 20 Superior and Standard Apartments with hotel service. Well-furnished and modern apartments await you in a recently renovated Art Nouveau building in a convenient location. Both the school and the city centre are accessible in 10-15 minutes by public transport.

**Standard apartments:** Single or twin

room with other ActiLingua students in an apartment (60-75 m<sup>2</sup>) with TV, radio, free WiFi. Shared use of kitchen, bathroom and toilet. Service: Rooms are cleaned twice a week.

**Superior apartments:** Apartment (30-40 m<sup>2</sup>) for single use with private bathroom and toilet. Sat TV, radio and free WiFi.

Service: Rooms are cleaned daily, Monday through Friday.

### Contact us

#### Booking office:

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Language Studies GmbH & CO KG  
Wattmangasse 15, 1130 Vienna  
T.: +43 1 877 67 01

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Barbara Ernst  
[info@actilingua.com](mailto:info@actilingua.com)



Roland Ernst  
[info@actilingua.com](mailto:info@actilingua.com)

**Meals:** The apartments feature a fully equipped kitchen, perfect for preparing your own food. Students can also book breakfast or half-board.

**Host family** (year-round): single or twin room, breakfast or half-board.

**Apartment** (year-round): single or twin room, self-catering.

**Student House** (July-August): single or 2-3 bed room, breakfast or half-board.

## Experience Vienna!

#### VIENNA - CITY OF ART & MUSIC

- ▶ Worldwide number 1 in Quality of Living (Mercer Study), smartest city in the world, based on sustainable use of resources and innovation (2017).
- ▶ One of the top 5 safest capitals of Europe.
- ▶ Unique blend of history and modernity, imperial traditions and urban culture.
- ▶ Art treasures and exhibitions at more than 100 museums.
- ▶ Classical music (Mozart, Schubert, Strauß) meets young & lively music scene.

#### GERMAN LANGUAGE

Students will learn "Hochdeutsch", which is the standard form of the language spoken throughout the German speaking world.

#### WEATHER IN AUSTRIA

Austria's climate is generally moderate and mild. Average summer temperatures range from 20°C to 30°C, the average winter temperature is around 0°C.



# German Courses

STANDARD	INTENSIVE	SUPER-INTENSIVE	BUSINESS GERMAN
25 lessons per week German course (20) + cultural and special interest programme (5)	35 lessons per week German course (20) + minigroup (10) + cultural and special interest programme (5)	35 lessons per week German course (20) + individual tuition (10) + cultural and special interest programme (5)	35 lessons per week Standard Course (20) + Business German (10) + cultural and special interest programme (5)
Group course (max. 12 students)	Combination of Standard Course and minigroup lessons (max. 8 students)	Combination of Standard Course and individual course	Combination of Standard Course and Business German in minigroup lessons
1-52 weeks	1-52 weeks	1-11 weeks	1-2 weeks

INDIVIDUAL TUITION	CERTIFICATE PREPARATION	GERMAN TEACHERS' COURSE	UNIVERSITY PREPARATION & ENROLMENT GUIDANCE
10, 20 or 30 lessons per week 2, 4 or 6 lessons per day	+ 8 group lessons or + 4 individual lessons Exam preparation of OSD & TELC certificates	Teachers' training (20) + cultural and special interest programme (5) per week or general German course (20) + cultural and special interest programme (5) per week + teacher training (7)	+ Exam preparation course (8 group lessons) + 2 tutorials + Examination fee: OSD Zertifikat B2 or C1
One-to-one tuition	Combination of German course and exam preparation	Teacher training only or combination with Standard Course	University entrance exam preparation and 2 tutorials on university system. Enrolment Guidance.
1-12 weeks	2 weeks	2 weeks	6-52 weeks

GERMAN AND WORK EXPERIENCE	GERMAN AND MUSIC	HOLIDAY COURSE 1 OR 2 (16-19 YEARS)	SUMMER COURSE 1 OR 2 (12-17 YEARS)
25 or 35 lessons per week	+ 1 instrumental lesson per week + 1-3 theory subjects per week	25 or 35 lessons per week 4 or 6 lessons per day	20 or 30 lessons per week 4 or 6 lessons per day
German course followed by an internship in a selected Austrian company.	Parallel to the German course (Standard/Intensive Course), students have music tuition at the conservatory.	German course in groups of max. 15 students; Activity and leisure programme included.	German course in groups of max. 15 students; Full activity and leisure programme included.
12-52 weeks	4-52 weeks	2-6 weeks	1-5 weeks

## Cultural, leisure and special interest programme

We want to communicate more than the German language. ActiLingua's packed activity programme and special interest classes will present a diverse view of Vienna, Austrian culture and the German language. (5 lessons per week are included in the price).

## Course levels and Certificates

### PLACEMENT

After a written assessment test and an oral assessment interview, students are placed in the appropriate level. The written assessment test takes approximately 60 minutes.

### COURSE LEVELS

We offer 8 course levels from A1 to C2, each with a 4-8 week syllabus, according to the Common European Framework of Reference for Languages. Levels: from absolute beginner to advanced.

### CERTIFICATES

ActiLingua is an examination centre for the **Austrian German Language Diploma (OSD)** with 120 examination centres in 30 countries.

- ▶ OSD Zertifikat A1/A2
- ▶ OSD Zertifikat B1
- ▶ OSD Zertifikat B2
- ▶ OSD Zertifikat C1
- ▶ OSD Zertifikat C2

**ActiLingua Certificate** for students who have attended their course regularly (at least 90%).



# Dates and Prices 2018 for adults 16+

1-11 weeks	STANDARD	INTENSIVE	SUPER INTENSIVE	BUSINESS GERMAN
Lessons/week	25 lessons	35 lessons	35 lessons	35 lessons
1 week	270.-	393.-	676.-	393.-
2 weeks	440.-	686.-	1,252.-	686.-
3 weeks	610.-	979.-	1,828.-	-
4 weeks	780.-	1,272.-	2,404.-	-
extra week	170.-	293.-	576.-	-

12-52 weeks	LONGTERM STANDARD	LONGTERM INTENSIVE	1-12 weeks	INDIVIDUAL COURSE
Lessons/week	25 lessons	35 lessons	Lessons/week	10-40 lessons
12 weeks	1,828.-	3,184.-	10 lessons	635.-
16 weeks	2,404.-	4,212.-	20 lessons	1,200.-
24 weeks	3,556.-	6,268.-	30 lessons	1,800.-
36 weeks	5,284.-	9,352.-	Reduction: 2 participants	-40%
extra week	144.-	257.-	Reduction: 3 participants	-50%

**Starting Dates** - every Monday.

**Beginners:** Jan. 2 / Jan. 29 / March 5 / April 3 / April 30 / June 4 / July 2 / July 30 / Sept. 3 / Oct. 1 / Nov. 5 / Dec. 3, 2018 / Jan. 7, 2019

**Business German:** (from B.1.1.)

May 7 / July 9 / July 30 / Sept. 3, 2018

**Excursions** (optional) (net)

- ▶ **Full-day excursions** (approx. EUR 25.- to 70.-): e.g. Salzburg, Wachau, Lake Neusiedl.
- ▶ **Half-day excursions** (approx. EUR 10.- to 40.-): e.g. Klosterneuburg, Burg Kreuzenstein, Laxenburg, Hinterbrühl grotto, UNO-City.

**Included in the price**

- ▶ **20/30 lessons German course** per week (1 lesson = 45 minutes).
- ▶ **5 lessons cultural/special interest programme** per week, e.g. Vienna guided tours; talks and videos about Austrian music, art, history, literature; Viennese Waltz course; party; sports.
- ▶ **ActiLingua Certificate.**
- ▶ **ActiLingua vocabulary book.**
- ▶ **Course books** may be borrowed for the whole course. Books can be bought at a 50% discount from the school office.
- ▶ Use of computers, books, videos and magazines in the **multimedia library.**
- ▶ Student service at the school office: Monday-Friday.
- ▶ **Free internet access (WiFi).**
- ▶ Student manual with interesting tips on Vienna.
- ▶ **ActiLingua Card** entitling holder to discounts at a number of museums, theatres, restaurants, shops.

**Extras (net)**

- ▶ **Transfer** (from airport/station to accommodation) one way: EUR 40.-
- ▶ **Public transport:** EUR 16.20/week (subject to change).
- ▶ **Travel Insurance Package:** EUR 18.-/week.
- ▶ **Cancellation Insurance:** 4% of the total amount.
- ▶ **Key deposit (refundable):** EUR 100.-
- ▶ **Pocket money:** min. EUR 80.-/week.
- ▶ **Visa support fee** for declaration of guarantee (e.g. Russia, China): EUR 100.-
- ▶ **Express letter (DHL):** EUR 77.-

## Special programmes 16+ - OPTIONAL SUPPLEMENT TO BOOKED COURSE

2 weeks	CERTIFICATE PREPARATION COURSE OSD & TELC (net)			
Lessons	+ 8 lessons group course (min. 4 participants) or +4 lessons Individual Tuition			
Prices	Group course: 100.- or Individual Tuition: 176.-			
Examination Fee OSD	A2: 102,-	B1: 114,-	B2: 126,-	C1: 138,-
Examination Fee TELC	approx. 150.-			

**Starting Dates OSD**

Jan. 22 (exam: Feb. 1/2) / March 5 (exam: March 15/16) / May 7 (exam: May 17/18) / July 2 (exam: July 12/13) / July 16 (exam: July 26/27) / Aug. 6 (exam: Aug. 16 /17) / Sept. 3 (exam: Sept. 13/14) / Nov. 5 (exam: Nov. 15/16).

**TELC** Jan. 8 / April 16 / June 4 / Aug 20 / Nov. 19 or on request. Exam on request in your home country or in Austria.

**Included in the price**

8 group lessons or 4 individual lessons of examination preparation.

2 weeks	GERMAN TEACHERS' COURSE (gross)	
	German Teachers' Course 1	German Teachers' Course 2
2 weeks	Tuition only: 700.-	
Starting Dates	Jan. 22 / March 26 / July 2 / July 16 / Oct. 1	every Monday

**Included in the price**

- ▶ **German Teachers' Course 1:** 20 lessons teachers' training course (8-12 participants) per week or
- ▶ **German Teachers' Course 2:** 20 lessons general German course (8-12 participants) per week + 7 lessons of teacher training.
- ▶ 5 lessons cultural/special interest programme per week.
- ▶ The same services as a Standard Course.
- ▶ Welcome dinner (German Teachers' Course 1).

The German Teachers' Course meets the conditions for support from the EU-"Erasmus+" fund.

# Special programmes 16+

6-52 weeks

## UNIVERSITY PREPARATION AND ENROLMENT GUIDANCE (net)

Prices	University Preparation: 238.- / Enrolment Guidance: 590.- (course 6-11 weeks) 430.- (course 12-52 weeks)
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### Extras (net)

- ▶ Study fees: EUR 382 - 745.-/term at public universities. For EU or EEA nationals the fees are waived. Study fees for private universities on request.
- ▶ Accommodation after language course.

### Included in Enrolment Guidance

- ▶ Schedule for the path to your studies and visa support.
- ▶ Guidance for **submitting of enrolment documents** at 1-3 Austrian universities or for University Preparation Programme (Vorstudienlehrgang).

### Included in University Preparation

- ▶ 8 group lessons **exam preparation**.
- ▶ **Examination fee:** OSD Zertifikat B2 or C1.\*
- ▶ **2 free tutorials:** Help with choice of study programme and university with the ActiLingua university advisor.
- ▶ Advice on the Austrian system of higher education.

\*Students required to attend the University Preparation Programme (VWU) at Vienna University must pass the supplementary examination in German (EPD) directly at the VWU.

12-52 weeks

## GERMAN AND WORK EXPERIENCE (net)

Price	Placement Service Work Experience: 420.-
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### Included in the price

- ▶ **Placement at an Austrian company:** telephone or personal interview; selection of a company suitable for the applicant.
- ▶ **Evaluation and final report** by the employer.

**Note:** Minimum duration: 8 weeks Tuition + 4/8 weeks work experience. No specific position or employment location can be guaranteed.

Should no suitable position be found, we will refund EUR 290.-.

### Unpaid work experience

For students from non-European Union member states and the EU.

Applicants receive no remuneration and must pay for accommodation and board themselves (accommodation: approx. EUR 155 - 415.-/week).

### Paid work experience

For students from the EU, Norway, Iceland and Switzerland.

Remuneration: approx. EUR 330-800.- net per month for a 40-hour week. Accommodation and insurance are provided by the employer or financed by an appropriately higher salary. The availability of paid work experience is limited and can therefore only be offered to applicants with very good German skills.

4-52 weeks

## GERMAN AND MUSIC (net)

Lessons/week	+ 1 instrumental lesson and 1-3 theory subjects
Surcharge per week	70.-

### Included in the price

#### Placement at the Conservatory:

- ▶ 1 instrumental/voice lesson per week
- ▶ 1-3 theory subjects per week.
- ▶ Conservatory Certificate.

### Extras (net)

- ▶ **1 additional instrumental or voice lesson** per week: EUR 57.-/week.
- ▶ Practice facilities at the Conservatory approx. EUR 3.-/hour.

### Starting Dates

every Monday. Beginners: see Standard Course

### Holidays of the Conservatory

Public holidays and Dec. 24, 2017 - Jan. 7, 2018 / Feb. 5-9 / March 26 - April 3 / May 21-22 / July 2 - Sept. 2 / Dec. 24, 2018 - Jan. 6, 2019.

Theoretical lessons may be cancelled without substitution during exam periods in September, January and June. No music teaching on holidays. Lessons cannot be made up subsequently.

# Accommodation 16+

## PER PERSON PER WEEK

Family/ Apartment/ Student House	Twin	130.-
	Single	198.-
	Twin for Single	230.-
ActiLingua Residence Standard	Twin	151.-
	Single	208.-
	Twin for single	240.-
ActiLingua Resi- dence Superior (Apartment for private use)	1 person	385.-
	2 persons	271.-

### Extras

High-season surcharge (July 1 - Aug. 25, 2018)	49.-/week
<b>Meals (Family, Residence, Student House):</b>	
Breakfast	49.-/week
Half-board	131.-/week
Transfer (net) (from airport/station)	40.- (one way)
Key Deposit (refundable)	100.-

### ActiLingua Residence

Close to school and city centre (10-15 minutes by public transport). Quiet apartments located next to underground station. Newly renovated, typical Viennese Art Nouveau building. The apartments are modern and comfortably furnished. All apartments are equipped with telephone, radio, SAT-TV and free WLAN/Wi-Fi and a fully equipped kitchen.

- ▶ **Standard apartments:** Apartments, 60-75 m<sup>2</sup>, are shared with other ActiLingua students. 2-5 students share kitchen and bathroom. Cleaned twice a week.
- ▶ **Superior apartments:** Own apartment for 1-2 persons, 30-40 m<sup>2</sup> with shower/toilet and kitchen. Cleaned Monday through Friday.

**Meals:** Use of kitchen, breakfast or half-board.

### Student House (July/August)

Single, twin or 3 bed rooms with breakfast or half-board.

### Host Family

Host families can be childless couples, parents with schoolchildren or older people whose grown-up children have left home. You have your own single or twin room. You share the bathroom and the kitchen with your hosts. **Meals:** Breakfast or half-board.

### Apartment

Accommodation in a well-maintained flat shared with other ActiLingua students. Single or twin rooms with shared bathroom and kitchen. Cleaning once a week. Max. 20-40 minutes from school with public transport.

# Holiday Course 16-19 years



Scan this code and watch a video about our Holiday Course.



2-6 weeks	HOLIDAY COURSE 1	HOLIDAY COURSE 2	
Lessons/week	25 lessons	35 lessons	<b>Starting dates:</b> July 1 / July 15 / July 22 / July 29 Total beginners only July 1 and July 29. <b>Arrival:</b> Sunday; <b>Departure:</b> Saturday
2 weeks	1,183.-	1,453.-	July 1 - July 14 / July 15 - July 28 / July 22 - Aug. 4 / July 29 - Aug. 11
3 weeks	1,659.-	2,064.-	July 1 - July 21 / July 15 - Aug. 4 / July 22 - Aug. 11
4 weeks	2,135.-	2,675.-	July 1 - July 28 / July 15 - Aug. 11
6 weeks	3,087.-	3,897.-	July 1- Aug. 11
<b>OSD Certificate course</b>			July 2 (exam: July 12/13) / July 16 (exam: July 26/27)

## Included in the price

- ▶ **20 or 30 German lessons** per week. (1 lesson = 45 minutes)
- ▶ **ActiLingua Certificate.**
- ▶ **Accommodation** in Student House, 2-3 bed room with toilet and shower, half-board.
- ▶ **Activity and leisure programme:** (5 lessons/week)  
**Sports:** Football, basketball, aerobics.  
**Cultural and social activities:** party, Viennese waltz lessons, culture-quizzes.  
**Evening activities:** Vienna by night, disco, barhopping.
- ▶ **Course books** may be borrowed for the duration of the course. Books can be bought at a 50% discount from the school office.

- ▶ Use of computers, books, videos and magazines in the multimedia library.
- ▶ **Free internet access (WiFi)** in school.
- ▶ Student manual with interesting tips on Vienna.
- ▶ ActiLingua Card entitling holder to discounts at a number of museums, theatres and shops.
- ▶ High-season surcharge.

## Extras (net)

- ▶ Surcharge for single room: EUR 68.- per week.
- ▶ **Transfer** (from airport/station to accommodation) one way: EUR 40.-
- ▶ **Public transport:** EUR 16.20 per week (oblig., subject to change)

- ▶ **Travel Insurance:** EUR 18.- per week.
- ▶ **Vienna Highlights:** Guided tours, entrances to famous Viennese sights: EUR 20.-/week.
- ▶ **Plus Options** (2-3 lessons/week): e.g. Job & Career, Media: EUR 26.-/week.
- ▶ **1 full-day excursion:** Salzburg/Wachau EUR 70.-
- ▶ **1 half-day excursion:** e.g. Laxenburg/Burg Kreuzenstein EUR 40.-
- ▶ **OSD-Exam Preparation** (8 lessons): EUR 100.- Examination fee: EUR 102-138.-
- ▶ **1 concert/musical:** EUR 44.-
- ▶ **Cancellation Insurance:** 4% of the total amount.

# Summer School 12-17 years



Scan this code and watch a video about our Summer School.



1-5 weeks	SUMMER COURSE 1		SUMMER COURSE 2		
Lessons/week	20 lessons		30 lessons		<b>Starting dates</b>
Prices (Full board)	Tuition + Residence Standard	Tuition + Residence Superior	Tuition + Residence Standard	Tuition + Residence Superior	<b>July 1 / July 15 / July 22 / July 29</b> Total beginners only July 1 and July 15. <b>Arrival:</b> Sunday; <b>Departure:</b> Saturday
1 week	905.-	991.-	1,002.-	1,088.-	July 29-Aug. 4
2 weeks	1,570.-	1,742.-	1,764.-	1,936.-	July 1-July 14 / July 15-July 28 / July 22-Aug. 4
3 weeks	2,235.-	2,493.-	2,526.-	2,784.-	July 1-July 21 / July 15-Aug. 4
5 weeks	3,565.-	3,995.-	4,050.-	4,480.-	July 1-Aug. 4
<b>OSD Certificate course</b>					July 9 (exam: July 12/13) / July 23 (exam: July 26/27)

## Included in the price

- ▶ **20 or 30 German lessons** per week. (1 lesson = 45 minutes)
- ▶ **ActiLingua Certificate.**
- ▶ **Accommodation** in Summer School Residence  
**Standard rooms:** 4-6 bed rooms (communal shower). Toilet on each floor.  
**Superior rooms:** 3-4 bed rooms with shower.
- ▶ Bed linen is provided, please bring towels.
- ▶ **Full board:** Three meals per day.
- ▶ **Full supervision.**
- ▶ **Full activity and sports programme:** e.g. Sports: Badminton, beach-volleyball, football, basketball, swimming, aerobics.

- ▶ Cultural and social activities: Theatre, workshop, Vienna waltzing lessons, culture-quizzes.
- ▶ **Evening activities:** e.g. discos, Vienna by night, barbecue-party, videos.

## Extras (net)

- ▶ **Transfer** on arrival and departure:  
Airport: EUR 80.- railway station: EUR 58.-  
UM Service + Transfer (one way):  
9am-5pm: EUR 102.- / 5pm-9am: EUR 127.-

## To be paid directly in Vienna:

- ▶ **Public Transport:** EUR 16.20 per week (oblig. for students 15+ years, subject to change)
- ▶ **Culture Special:** Guided tours, entrances to famous Viennese sights: EUR 26.- per week.

- ▶ **1 full-day excursion:** e.g. Salzburg/Wachau EUR 70.-
- ▶ **1 half-day excursion:** e.g. Laxenburg/Burg Kreuzenstein EUR 40.-
- ▶ **Tennis:** 6/8/10 lessons (EUR 67.-/88.-/110.-)
- ▶ **Concert or Musical:** EUR 44.-
- ▶ **Travel Insurance:** EUR 18.- per week.
- ▶ **OSD Exam:** OSD Zertifikat B1: EUR 114.- OSD Zertifikat B2: EUR 126.-  
Exam Preparation (6 lessons): EUR 75.-
- ▶ **Visa support fee** for declaration of guarantee (Russia, Ukraine, China): EUR 100.-
- ▶ **Express letter (DHL):** EUR 77.-
- ▶ **Deposit** (refundable): EUR 40.-
- ▶ **Cancellation Insurance:** 4% of the total amount.

# Terms

## STUDENT STATISTICS

ActiLingua Academy is attended by people from more than 30 countries - all continents are represented! Most students come from Europe, many are from Asia and North and South America, and an ever-increasing number come to us from Australia and Africa. Our academy therefore boasts a full spectrum of nationalities. Students' different native countries and cultures go a long way to enlivening discussion in our international learning groups. Up-to-date student statistics can be found on our agent website: [www.actilingua.com/agents](http://www.actilingua.com/agents) (password: partner2018).

## AGENT WEBSITE AND NEW PHOTO & VIDEO USB FLASH DRIVE

Visit our agent website [www.actilingua.com/agents](http://www.actilingua.com/agents) (password: partner2018) and download our brochures, flyers, welcome letters, assessment tests and new photos & videos (300dpi JPG) or order our brand new Photo & Video USB flash drive online.

## GROUP STAY PROGRAMME

Stays for groups in Vienna for 4 days to 3 weeks in combination with a German course and sightseeing programme. Please ask for our group offers!

## NATIONAL HOLIDAYS 2018

No teaching on public holidays. Tuition lost for this reason cannot be made up subsequently. The following dates are public holidays: 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.

## VISA AND LETTER OF INVITATION

Students are responsible for obtaining visas and must present the required visa forms to the Austrian Consulate or Embassy in their country before departure. We will provide a payment confirmation and, if applicable, an invitation letter to assist students with visa application. Students are responsible for any visa-related expenses. As we are obliged to confirm the receipt of full payment to the embassy, invitation letters can only be issued after receipt of full payment. The invitation letter will be sent by email to the embassy and by regular

mail or by express mail (EUR 75.-) to the agent.

In case the application is rejected, we will reimburse the paid fee excl. an administration fee of EUR 198.- prior to the start of the course. No refund can be granted after the start of the course. We need to receive written proof of the embassy's denial.

## GROSS PRICES

Prices are quoted gross in Euro, if not indicated otherwise, and are valid for all courses starting from Jan. 1 to Dec. 31, 2018. Please deduct your commission. Supplements for special courses and extras are quoted net, except for German Teachers' Course.

## COMMISSION

We pay commission on the full package including German courses, accommodation and meals. On request we can offer an adapted commission on tuition only. Commission depends on the number of students or student weeks sent per year. No commission is granted on supplements for special courses and for extras.

## PAYMENT

All payments must be on our account prior to the student's arrival. Please make your payments in Euro (EUR) either by bank transfer or credit card. BIC: RLNWATWW, IBAN: AT 30 32000 00005212808

## CANCELLATION

Cancellations must be conducted in written form before the start of the course. We do not charge agents cancellation fees up until 15 working days prior to the start of the course. 14-4 working days prior to the start of the course we have to charge 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. First alteration of booking free of charge. Afterwards alteration fee of EUR 40.-. Alterations are possible until 14 working days prior to the start of the course. Afterwards you must make use of your right of cancellation. University Enrolment Guidance: The deposit and fee for University Enrolment Guidance needs to be paid in advance and is not refundable when cancelled.

## 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 the age of consent.

## CANCELLATION BY ACTILINGUA

If a participant persistently disrupts the study trip despite a warning, 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.

## COURSE NUMBERS

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

## PHOTOS

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

## GENERAL TERMS

The school reserves the right to amend course programmes 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 of Vienna.

## RESPONSIBLE COMPANY

The ActiLingua German courses are organised by Language Studies GmbH & CO KG, Wattmangasse 15, 1130 Wien, Austria. FN 257153t, UID ATU: 615 36 412;





# Learn German & Experience Vienna

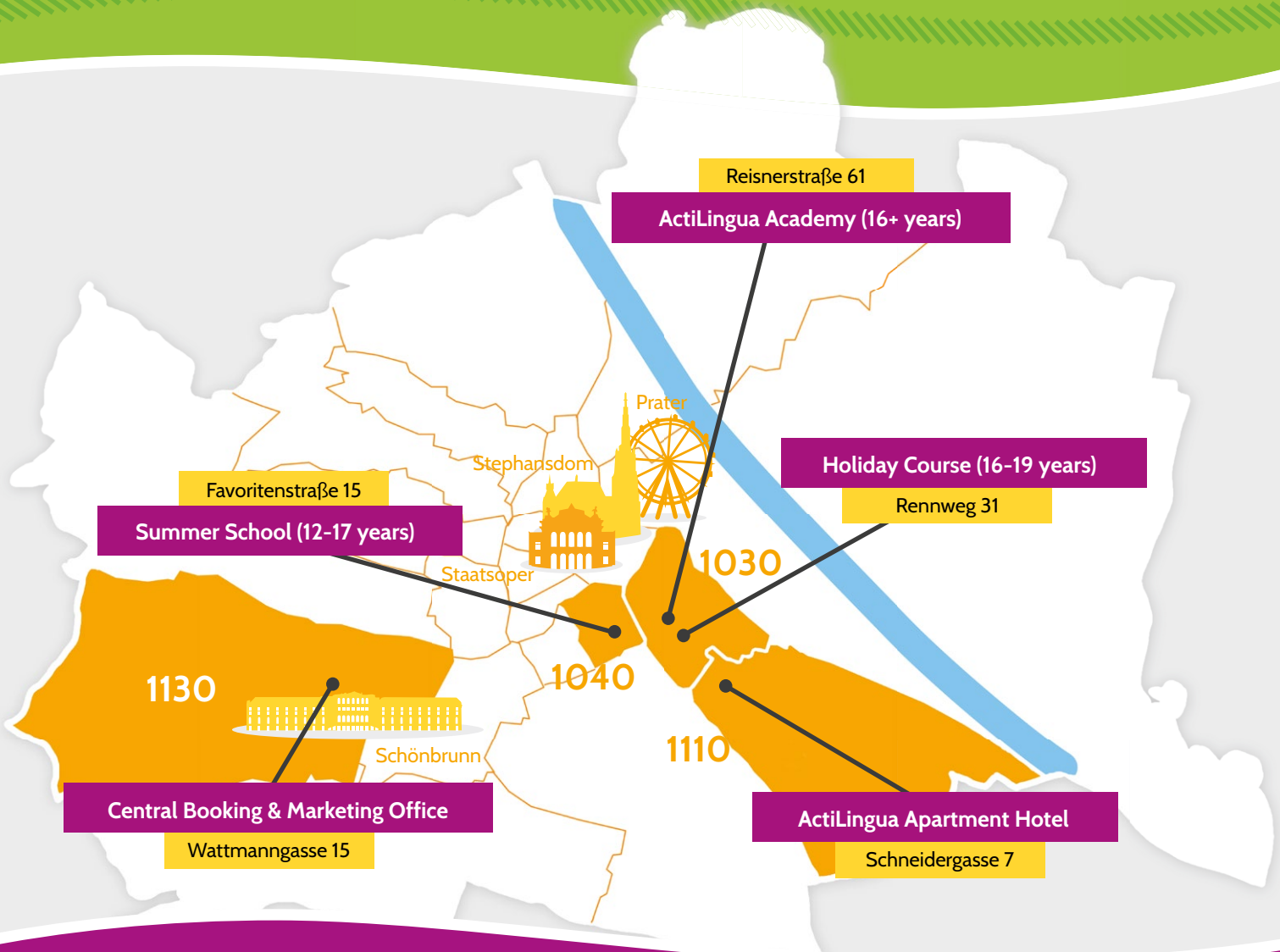
## REFERENCES:

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