

2017

# Enrolment

Course type:	Start of course:	Duration in weeks:	
First name + Surname:			
Address:			
Date of birth:	Sex:		
Nationality:	Profession:		
Telephone:	E-Mail:		
<b>Accommodation</b>			
accommodation    yes <input type="radio"/> no <input type="radio"/>			
with breakfast <input type="radio"/> with half-board <input type="radio"/> without meals <input type="radio"/> single apartment <input type="radio"/> hotel <input type="radio"/>			
Smoker <input type="radio"/> Non-smoker <input type="radio"/>			
Remarks (e.g. allergies, special diets):			
A1 = beginner with no knowledge of German <input type="radio"/> with a slight knowledge of German <input type="radio"/>		agency	
A2 = elementary <input type="radio"/> B1 = pre-intermediate <input type="radio"/>			
B2 = upper intermediate <input type="radio"/> C1 = advanced <input type="radio"/>			
<b>Airport Transfer</b>			
FMO Münster <input type="radio"/> Dortmund <input type="radio"/> Düsseldorf DUS <input type="radio"/> Köln/Bonn <input type="radio"/> both ways <input type="radio"/>			

I herewith accept all conditions of participation.  
 Minors require the signature of one parent or guardian.

Place, date

Signature

**Terms and conditions**

- The **minimum age** for all courses is 16.
- No tuition is given at weekends or on **public holidays**, i.e.: 27.2., 14.4., 17.4., 1.5., 25.5., 5.6., 15.6., 3.10. and 1.11.2017. **The lost tuition will not be made up** (except individual lessons). The school remains closed from 27.12.2017 to 5.1.2018.
- Participants must register in person or in writing via fax, mail or e-mail; on receipt of registrations at KAPITO, enrolments are binding. A contract will come into effect as soon as KAPITO confirms the course.
- The **day of arrival** is the Sunday before the beginning of the course. The day of departure is the Saturday after the end of the course.
- The **accommodation** arranged by KAPITO can only be used for the duration of the KAPITO course. Should participants occupy the rooms longer than the stipulated course period, KAPITO will charge a monthly compensation fee. If the accommodation type requested by the participant is booked up, KAPITO will arrange accommodation in a different category. If a participant wants to change accommodation at his/her own request and if KAPITO then arranges a different room, the accommodation arrangement fee of 60 € will be payable once more. Any loss of rent caused by a change of accommodation requested by the participant will also be charged to the participant.
- A **deposit** of 200 € is due at the time of registration. The participant will receive a confirmation of enrolment together with a list of the outstanding costs. The rest of the course fee must be paid at the beginning of the course at the very latest; if the course lasts longer than 6 months,

- payment in instalments can be arranged. All bank fees must be paid by the participant. For payment by credit card, we charge a fee of 3.8 %.
- In the **case of cancellation**, the deposit will be refunded minus a handling fee of 100 € as long as a notice is received in writing by KAPITO at least 14 days before the beginning of the course. If cancellation is made later, the deposit will be lost. Moreover, the 60 € fee for arranging accommodation and 50% of the costs of the booked accommodation for 4 weeks must be paid if KAPITO cannot place another student in the accommodation. After the beginning of a course, cancellation or shortening of the booked course are no longer possible. A course break can only be taken after 6 months by arrangement with KAPITO. In the case of non-attendance by the participant, the complete fees for the course and accommodation must be paid. These regulations do not apply in the case of exercise of the statutory right of cancellation of the contract.
- No reimbursement will be made for tuition which is missed due to the participant's own fault. On the first course day, a written and oral placement test will take place. Tuition lost during this test will not be reimbursed or made up later. If a student misses more than 20% of the lessons, no certificate will be issued.
- We reserve the right to make **modifications to the programme**. In exceptional cases, the normal maximum number of students per group may be exceeded by 1 or 2. Should the minimum number of students (4 in the case of group courses) not be reached, KAPITO reserves the right to cancel the course or to reduce the number of les-

- sons as follows: by 50 % in the case of only 1 participant, by 40 % in the case of 2 participants, by 20 % in the case of 3 participants. The intensive course in the afternoon may overlap with the cultural and social programme.
- KAPITO may be held liable for loss or damage caused by wilful intent or gross negligence. KAPITO may be **held liable** for ordinary negligence only in the case of loss or damage caused by injury to life, limb or health as well as in the case of breach of any material contractual duty ("cardinal duty"). In the case of negligent breach of cardinal duties, our liability shall be limited to the amount of loss or damage typical and foreseeable for the type of contract concerned. In the case of loss or damage caused by another participant, liability shall lie with the latter. Participants are recommended to take out **health and liability insurance**. KAPITO cannot be held liable for any loss or impairment of performance arising from circumstances of a force majeure nature or caused by any third party. Nor can KAPITO be held liable for any third-party services not performed in the proper manner.
- Parents registering **students under 18 years** of age agree that neither KAPITO nor the host families have any responsibility for the supervision of minors.
- All personal data of participants collected by KAPITO will be treated in accordance with the provisions of data protection law.
- It is also possible in specific cases for special arrangements to be agreed which deviate from these terms and conditions of participation.
- The place of jurisdiction is Münster.

## Dates & prices 2017

Standard Course (20 lessons per week)					
<b>students per class:</b>	6-11				
<b>starting dates:</b>	every Monday				
<b>recommended starting dates:</b>	9.1., 6.2., 6.3., 3.4., 2.5., 6.6., 3.7. *, 31.7. *, 28.8., 2.10., 30.10., 27.11.2017 absolute beginners can start only on these dates				
<b>1 week:</b>	210 €	<b>8 weeks:</b>	1290 €	<b>24 weeks:</b>	3100 €
<b>2 weeks:</b>	390 €	<b>12 weeks:</b>	1810 €		
<b>3 weeks:</b>	550 €	<b>16 weeks:</b>	2240 €		
<b>4 weeks:</b>	710 €	<b>20 weeks:</b>	2660 €		
extension: price per week 5th to 12th course week:	150 €				
price per week after the 12th course week:	130 €				
price per week after the 24th course week:	120 €				
* July and August: 25 € supplement per week, max. 12 students					

Intensive Course (24 lessons per week)					
<b>students per class:</b>	6-11				
<b>starting dates:</b>	every Monday				
<b>recommended starting dates:</b>	9.1., 6.2., 6.3., 3.4., 2.5., 6.6., 3.7. *, 31.7. *, 28.8., 2.10., 30.10., 27.11.2017 absolute beginners can start only on these dates				
<b>1 week:</b>	250 €	<b>8 weeks:</b>	1560 €	<b>24 weeks:</b>	3740 €
<b>2 weeks:</b>	470 €	<b>12 weeks:</b>	2200 €		
<b>3 weeks:</b>	665 €	<b>16 weeks:</b>	2700 €		
<b>4 weeks:</b>	860 €	<b>20 weeks:</b>	3220 €		
extension: price per week 5th to 12th course week:	200 €				
price per week after the 12th course week:	170 €				
price per week after the 24th course week:	150 €				
Intensive Course = course in the morning + 4 lessons per week in the afternoon: A1 + A2 communicative skills and grammar review • B1 - C1 topic work and grammar review • B1, B2 + C1 exam preparation					
* July and August: 25 € supplement per week, max. 12 students					

University Preparation (24 lessons per week)	
<b>students per class:</b>	6-12
<b>basic module* :</b>	9.1. - 23.6.2017 / 3.4. - 15.9.2017 / 31.7.17 - 26.1.2018 / 28.8.17 - 23.2.2018
<b>24 weeks:</b>	3740 €
<b>advanced module :</b>	30.1. - 21.4.2017 / 28.2. - 19.5.2017 / 26.6. - 15.9.2017 / 18.9. - 8.12.2017
<b>12 weeks:</b>	2200 €
* for absolute beginners; extension 10% discount; the advanced module starts with B2.1	
basic and advanced modules: 9.1. - 15.9.2017 / 3.4. - 8.12.2017 / 31.7.2017 - 20.4.2018 / 28.8.2017 - 18.5.2018	
If you book the basic and advanced modules in advance:	
<b>36 weeks:</b>	5290 €

# 2017

Summer Standard Course (20 lessons per week)			
<b>students:</b>	6-12		
<b>starting dates:</b>	every Monday in the period 3.7. to 25.8.		
<b>2 weeks:</b>	440 €	<b>3 weeks:</b>	625 €
<b>4 weeks:</b>	810 €	<b>8 weeks:</b>	1490 €
absolute beginners only 3.7. and 31.7.			

Individual Course (20 or 30 lessons per week)			
<b>students:</b>	1 *		
<b>starting dates:</b>	every Monday		
<b>1 week (20 l.):</b>	880 €	<b>1 week (30 l.):</b>	1320 €
<b>additional week:</b>	880 € (20 l.)/1320 € (30 l.)		
Course programme as desired, * 2nd student free of charge			

Summer Intensive Course (24 lessons per week)			
<b>students:</b>	6-12		
<b>starting dates:</b>	every Monday in the period 3.7. to 25.8.		
<b>2 weeks:</b>	520 €	<b>3 weeks:</b>	740 €
<b>4 weeks:</b>	960 €	<b>8 weeks:</b>	1760 €
absolute beginners only 3.7. and 31.7.			

KAPITO plus	
<b>individual tuition:</b>	10 lessons (45 min.) 440 €

Exam preparation TestDaF (13 lessons per week)	
<b>students:</b>	6-12
<b>starting dates:</b>	30.1., 10.4., 29.5., 3.7., 4.9., 30.10.2017
<b>2 weeks:</b>	220 €
TestDaF examination fee 175 €	
examination dates see below	

Compact Course / German at work (30 less. p. w.)	
<b>students:</b>	6-11/12 *
<b>starting dates:</b>	every Monday
<b>1 week:</b>	650 €
<b>additional week</b>	600 €
Group tuition in the morning (20 lessons) + 2 individual lessons in the afternoon (10 lessons), * in July and August	

<b>minimum age for all courses: 16 years</b>	<b>winter break: 23 December, 2017 - 7 January, 2018</b>
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1 lesson = 45 minutes

Participants who have already attended a course at KAPITO receive a one-off discount of 50 € (there must be at least a 3 month period between the courses). **Price includes:** Tuition, course material, cultural and social events, enrolment fee, support for visa application, placement test, certificate, student card, access of library and computers including internet access and hot spot, advice for university entrants and learning support which is available during the afternoons

## Examination dates & fees 2017 (dates and prices subject to change)

<b>Start Deutsch 1 and Start Deutsch 2:</b>	3.3., 28.4., 23.6., 25.8., 27.10. and 22.12.2017		
<b>Deutsch B1 and Deutsch B2:</b>	3.3., 28.4., 23.6., 25.8., 27.10. and 22.12.2017		
<b>Deutsch C1:</b>	on request		
<b>TestDaF-exam:</b>	14.2., 26.4., 14.6., 19.7., 20.9. and 16.11.2017		
<b>Deutsch für den Beruf (z.B. Medizin):</b>	18.3., 27.5., 23.9. and 25.11.2016		
<b>Start Deutsch 1:</b>	70 €	<b>Start Deutsch 2:</b>	70 €
<b>Deutsch B1:</b>	110 €	<b>Deutsch B2:</b>	110 €
<b>Deutsch C1:</b>	250 €	<b>TestDaF:</b>	175 €
<b>Deutsch für den Beruf:</b>	110 € / 150 €	registration at least 30 days before the exam	

# Accommodation

	1 week	2 weeks	3 weeks	4 weeks	additional week
<b>with breakfast</b>	155 €	235 €	315 €	420 €	105 €
<b>with half-board *</b>	215 €	355 €	495 €	660 €	165 €
<b>without meals (with use of kitchen) **</b>	110 €	180 €	240 €	320 €	80 €
<b>apartment (without meals)</b>	150 € per week, 2nd person on request				
all rooms are single rooms, rooms with meals are with a family or a single person, rooms without meals are in a flat share (with 1-3 German flatmates) or with a family or a single person					
* with full board at weekends                      ** minimum age 18					
hotel prices on request					
<b>Fee for arranging accommodation per person: 70 €</b>					

<b>KAPITO airport transfer</b>	
<b>Münster FMO one way:</b>	70 €
<b>Dortmund one way:</b>	135 €
<b>Düsseldorf one way:</b>	225 €
<b>Köln/Bonn one way:</b>	280 €
2nd person pays 30 % of the price    subject to change	

## How to enrol

Please return the completed registration form to:

Once you have sent the registration form,  
please transfer 200 € to our account:  
Account No. 25 81 783 at Deutsche Bank Münster,  
Stubengasse, Münster, BLZ (bankcode) 400 700 24  
IBAN: DE 55 4007 0024 0258 178300,  
BIC/SWIFT: DEUT DE DB 400  
Bank charges are to be met in full by the student.

If you wish to pay by credit card (Visa, Euro/Master card, JCB),  
please send us the necessary details (by fax, but, for security  
reasons, not by e-mail). The balance should then be paid in  
Münster in cash at the start of the course, or by transfer/credit  
card before you leave home. We will reserve your place on the  
course as soon as we have received the deposit. All credit card  
transactions are surcharged at 3.8%.

Any questions?

If you have any more questions,  
please go to our website or contact us:  
by phone: +49/251/98 11 97-0  
by fax: +49/251/98 11 97-10  
or E-mail: [info@kapito.com](mailto:info@kapito.com)  
Internet: [www.kapito.com](http://www.kapito.com)

**KAPITO**  
Sprachschule

**Servatiiplatz 9,  
48143 Münster, Germany**  
(or by fax or e-mail)