

KAPITO

Sprachschule

agent's manual 2020

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General Information

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Why KAPITO?

- **Experience:** KAPITO has been offering German language courses since 1985; our reputation is based on the satisfaction and trust of our students and agents from all over the world.
- **Quality:** Our focus is on the quality of our course programmes: KAPITO is member of IALC (International Association of Language Centres). The quality of the German language teaching programmes at these schools in Germany is regularly monitored by independent inspectors.



- **School with the personal touch:** our Standard Courses are attended by approx. 120 - 150 students and our Summer Courses by not more than 200 students; this ensures that the contact between the school management, tutors and participants remains on a personal level.
- **Start every Monday:** Students with some knowledge of German can start on any Monday
- **Münster:** a university city with 300.000 inhabitants

The city

Münster is an old university city in the north-west of Germany. The people here speak High German. Of the 300,000 inhabitants, 55,000 are students; this guarantees a varied and interesting cultural life. The historical city centre is surrounded by a green promenade.

The city's appearance is characterised by bicycles and parks, traditional architecture and modern art, young people and pubs.

Münster can be easily reached by air (Düsseldorf, Dortmund or Münster/Osnabrück airport), rail or road.

The school is situated in the city centre close to the train station.



average temperature in Centigrade:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3°	5°	9°	12°	15°	18°	20°	22°	17°	13°	6°	4°

School, students and courses

KAPITO has 16 well-equipped classrooms and makes use of modern media (computers, projectors and TV). We offer German courses throughout the year and the courses are attended by approx. 120 -150 students every month; in the summer, the number reaches a maximum of 200. Most of the students are from Europe, while about 40 % come from non-European countries.

Most of KAPITO's students are between 18 and 25. They learn German because they need the language for their studies or their career. Many enrol in long term courses, stay several months and take studying very seriously. Professionals tend to opt for courses of 2 to 4 weeks in length.

KAPITO students come from more than 50 countries. Last year the top 10 nationalities were as follows:

Columbia	9%
Switzerland	8%
Israel	8%
Syria	7%
Korea	6%
Tunisia	6%
Spain	5%
Brazil	4%
Japan	4%
USA	3%

KAPITO offers the following Courses:

- Standard Course with 20 lessons per week
- Intensive Course with 24 lessons per week
- University Course with 24 lessons per week and a special exam preparation and advice for university entrance
- Summer Courses with an extended cultural and leisure programme
- Compact Course specially designed for students who need German for professional purposes (e.g. doctors and nurses, engineers, teachers)
- exam preparation for TestDaF, DSH and telc C1 Hochschule
- Individual Courses
- Course for groups (prices on request)

Placement and timetable

Our courses always start on Monday. After a welcome greeting to the school, the new students are provided with detailed information on the school, the classes and the cultural and social programme. All students are asked to take an initial written and oral test so that they can be allocated to the appropriate class in accordance with their existing language skills and course expectations.

Monday to Friday

9:00 - 10:30	2 lessons à 45 minutes
11:00 - 12:30	2 lessons à 45 minutes
lunch break	
13:30 - 15:00	Intensive Course with 2 lessons à 45 minutes, 2 x per week Compact Course with 2 lessons à 45 minutes, 5 x per week
from 15:00	Cultural and social events

Method and course books

The focus in the small, internationally mixed classes is on practical language skills to enable the students to speak and understand. The tuition at KAPITO therefore places particular emphasis on:

- Speaking: dialogues and games, discussions and role plays give the students the opportunity to improve their pronunciation and their ability to express themselves.
- Reading comprehension: the students practise practical strategies for reading comprehension using both teaching texts and authentic material.
- Listening comprehension: interesting dialogues, songs or short texts on CD, extracts from radio programmes and sequences from TV programmes or feature films are used to improve listening comprehension.
- Writing: the production of texts of all kinds and precise correction of them are an important element in the learning programme.
- Grammar: this is the basis for correct and comprehensible language production and plays a central role in class at KAPITO.
- Phonetics: appropriate correction and exercises improve the students' pronunciation and the intelligibility of their spoken language.

Each class is taught by two tutors and, perhaps most importantly of all: German is the language of instruction from the very first lesson.

KAPITO makes sure that the teaching materials are constantly updated. New textbooks are integrated as appropriate, and teaching materials produced in-house are also continually updated and revised.

Course books are included in the course fee.

Course levels + examinations

KAPITO offers courses for various levels:

A1 A2 B1 B2 C1

The diagram below provides an overview of courses and examinations. The levels A1 to C1 correspond to the levels of the Common European Framework of Reference (Wochen = weeks):



At KAPITO, students can take these internationally recognized tests:
 telc Deutsch A1 and telc Deutsch A2
 telc Deutsch B1 and telc Deutsch B2
 TestDaF-Prüfung
 telc C1 Hochschule
 DSH



For dates and prices see enclosed price list

All students will be given a confirmation of participation if they attend the lessons on a regular basis. Participants who took the bi-weekly performance test also receive a certificate stating the precise language level and the grade.

Qualified tutors

The teaching team consists of specially trained native speakers of German who have a university degree and many years' experience in teaching German as a foreign language.

The tutors at KAPITO regularly participate in further training courses to ensure the quality of their teaching.

Cultural and social programme

In addition to the lessons, the school also offers an attractive programme of cultural and social activities which is organised and accompanied by our colleague who is in charge of the social programme (3-4 x per week, 5 x per week in July and August):

- a guided tour of the city**
- bicycle tours**
- film nights**
- excursions**
- museum visits**
- pub tours**
- sports**
- a farewell dinner**

and much more. This ensures a relaxed atmosphere and makes your stay in Münster an eventful and stimulating experience.

This cultural and social programme is included in the course price.

KAPITO also offers regular weekend trips to Cologne, Bremen, Hamburg and other cities. The school has prepared sightseeing programmes for these trips which are also accompanied by a guide from KAPITO. The KAPITO social service also provides up-to-date information on events and activities that the students can do by themselves. These additional activities are, however, not included in the course price.

Services

The following services are included in the course fee:

- course material (including books)
- certificate
- cultural and social activities (see enclosures)
- **study and homework assistance in the afternoon Monday to Friday**
- visa support
- arranging the health insurance
- support in opening a bank account
- students can make full use of the e-mail and internet facilities (free WiFi)
- Language-Partnerships: the office can supply KAPITO students with the e-mail address of people who are interested in language exchange

Accommodation

We arrange accommodation in single rooms in **private homes with breakfast or halfboard** (families/single persons) or in **private homes with self-catering** (shared flat with one or more German flatmates or with families/single persons). If someone prefers to be completely alone, we can also offer an apartment. Most of the rooms are in the city centre, but anyone staying further out can reach the school easily by bus or bicycle. Some hosts will provide a bicycle either free of charge or for a small fee. The accommodation with families is usually rather more comfortable and spacious than with flatmates, but is not always as central.

The maximum distance to school is 9 km.

The room is only available for the duration of the course (from Sunday to Saturday).

Any other times must be agreed in advance with KAPITO.

Accommodation with meals (family / single person)

Single room with use of bathroom. The room can be booked with breakfast, and in some families with half-board (breakfast and evening meal) which includes full board at the weekends. In some cases it is also possible to use the kitchen.

Please note: Germans don't necessarily have a hot meal in the evening, but rather bread with cheese, sausage and cold meats.

By "**family**" we mean (married) couples with or without children, older couples, single mothers or fathers. "**Single person**" means: someone who lives alone and provides a room in his/her house or flat for guests.

A laundry service or the use of the washing machine is included in the accommodation fee.

Our families are trying to provide a comfortable and pleasant stay for students, but their guests are also expected to adapt to the family's everyday routine

(e.g. meal times, silence at nights).

	1 week	2 weeks	3 weeks	4 weeks	additional week
Accommodation with breakfast	155	235	315	420	105
Accommodation half-board incl. full board at weekends	215	355	495	660	165

On request and depending on availability, we can arrange an accommodation up to a maximum of 2 km around the school for an extra fee of 20 € per week.

Accommodation without meals (flat share with 1-3 German flat mates or with family or single person)

Accommodation in a single room without meals. Kitchen and bathroom are shared. The hosts expect the guests to keep their own rooms clean and tidy and also to help with the general housework (washing dishes, cleaning the bathroom, etc.). Please note that sometimes student rooms are equipped with simple furnishings.

	1 week	2 weeks	3 weeks	4 weeks	additional week
accommodation without meals	110	180	240	320	80

On request and depending on availability, we can arrange an accommodation up to a maximum of 2 km around the school for an extra fee of 20 € per week.

Apartment (without meals)

Accommodation in a flat or one-room apartment. All apartments have a kitchen or cooking facilities and bathroom. The participants agree to use the apartment with care and to pay for any damage which may occur.

The flat will be returned on the day of departure to the owner or a representative of the owner.

accommodation without breakfast	150 per week, 2nd person on request
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On request and depending on availability, we can arrange an accommodation up to a maximum of 2 km around the school for an extra fee of 20 € per week.

For apartment bookings of 4 weeks or more there is a one-time safety deposit of 600 Euro which the student must pay at the time of registration

For bookings of 24 weeks or more the student pays a one-time safety deposit of 200 Euro for the room. This amount will be refunded after the student has moved out, given that the room is left in orderly conditions (no damages, no need for professional cleaning etc.).

Students may only change their accommodation in exceptional cases and for good reason.

As damage can never be ruled out, we recommend that liability insurance be taken out.

Hotel rates on request.

Fee for arranging the accommodation: 70 €

KAPITO does not pay commission on the booked accommodation nor on the fee for arranging the accommodation.

Confirmation of address

The agency will receive the host's address and phone number at least one week before the beginning of the course and is requested to pass it on to the student as soon as possible.

Travel information

The students should contact their hosts during the week prior to the beginning of the course to inform them of their time of arrival.

The day of arrival is the Sunday before the beginning of the course.

Travel information for the student will be provided by the agency.

The transfer from **MÜNSTER/OSNABRÜCK airport (FMO)** costs 70 € for one person, any additional person pays 30%

The transfer from **DORTMUND airport** costs in total 135 €

for one person; any additional person pays 30%

The transfer from **DÜSSELDORF airport** costs in total 225 €

for one person; any additional person pays 30%

The transfer from **KÖLN/BONN airport** costs in total 280 €

for one person; any additional person pays 30%

The students are taken directly to the homes of their hosts.

The train journey from Frankfurt to Münster takes approx. 3 hours and costs approx. 80 €

The train journey from Düsseldorf to Münster takes approx. 1.5 hours and costs approx. 25 €

The day of departure is Saturday following the end of the course.



Booking procedure

The registration documents should reach KAPITO at least 7 days before the start of the course by mail, fax or e-mail.

Please use our registration form if possible.

In all cases, we require the following information on the student:

- surname, first name
- age, sex
- nationality, occupation
- **exact and detailed** information on current level of German
- accommodation preferences: single room with meals with family or single person, single room without meals in a flat share (1-3 German flat mates) or with family or private person or an apartment
- smoking or non-smoking
- special wishes regarding accommodation, for example, with regard to allergies or special diets

If students wish to use our airport transfer, please let us know in the registration form.

Absolute beginners can start on the listed dates only.

Please point out our terms and conditions to the person enrolling.

For students under the age of 18 we require the signature of one parent or guardian.

Confirmation

KAPITO confirms every agency's booking within 24 hours by e-mail.

With the letter of confirmation the agency receives a net or gross invoice for the tuition fee together with accommodation and possible transfer expenses.

The student's accommodation details will be sent to the agency at least one week before the beginning of the course. Please pass this information on to the student at once so they can contact their hosts well in time.

Cancellation

The agency's payment will be refunded minus a processing fee of 100 € if KAPITO is informed about the cancellation at least 7 days before the start of the course. If the agency cancels the course in the week before the course starts we must invoice the 4 week price of the booked accommodation.

In the event that KAPITO does not receive a cancellation and a student does not appear at the start of a booked course, the full price for the course and accommodation will nevertheless be payable.

Payment

KAPITO will accept registrations by the agency without a deposit.

Payment should be made by one of the following methods:

Option 1 (= net invoice):

The agency will receive an invoice for each registered student which shows the course fee and price for the accommodation booked. The net invoice will state the course fee less the agency's commission and must be paid before the start of the course.

Option 2 (= gross invoice):

The agency will receive an invoice for each registered student which shows the course fee and price for the accommodation booked. The gross invoice must be paid by the agency or the student before the start of the course.

The agency will receive a credit note for the agreed commission.

Please pay by **bank transfer** to

Account No. 25 81 783
BIC/Swift DEUTDEDB 400
IBAN DE 55 4007 0024 0258 178300
at Deutsche Bank Münster

Commission

KAPITO offers agencies a commission **on the course price** by arrangement.
The agency does not receive commission on accommodation and transfers.

Please keep in mind

The agency should give the student comprehensive information, explain the conditions of course participation and point out to the student the necessity of being fully insured for health and liability.

In order to advise interested persons accurately, the agency will also receive information brochures and prospectuses on our courses, the school, the hosts and the city.

Dates & prices 2020

Standard Course (20 lessons per week)					
students per class:	6-11				
starting dates:	every Monday				
recommended starting dates:	6.1., 3.2., 2.3., 30.3., 27.4., 2.6., 6.7. *, 3.8. *, 31.8., 28.9., 26.10., 23.11.2020 absolute beginners can start only on these dates				
1 week:	200 €	8 weeks:	1320 €	24 weeks:	3310 €
2 weeks:	380 €	12 weeks:	1880 €		
3 weeks:	560 €	16 weeks:	2400 €		
4 weeks:	720 €	20 weeks:	2870 €		
extension: price per week 5th to 12th course week:	160 €				
price per week after the 12th course week:	140 €				
price per week after the 24th course week:	130 €				
* July and August: 25 € supplement per week for bookings of less than 24 weeks, max. 12 students					

Intensive Course (24 lessons per week)					
students per class:	6-11				
starting dates:	every Monday				
recommended starting dates:	6.1., 3.2., 2.3., 30.3., 27.4., 2.6., 6.7. *, 3.8. *, 31.8., 28.9., 26.10., 23.11.2020 absolute beginners can start only on these dates				
1 week:	240 €	8 weeks:	1580 €	24 weeks:	3970 €
2 weeks:	460 €	12 weeks:	2250 €		
3 weeks:	670 €	16 weeks:	2870 €		
4 weeks:	870 €	20 weeks:	3440 €		
extension: price per week 5th to 12th course week:	220 €				
price per week after the 12th course week:	180 €				
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 for bookings of less than 24 weeks, max. 12 students					

University Preparation (24 lessons per week)				
students per class:	6-12			
basic module* :	6.1. - 19.6.2020 / 30.3. - 11.9.2020 / 3.8.19 - 29.1.2021 / 31.8.19 - 26.2.2021			
24 weeks:	3970 €			
advanced module :	27.1. - 17.4.2020 / 25.2. - 15.5.2020 / 22.6. - 11.9.2020 / 14.9. - 4.12.2020			
12 weeks:	2250 €			
* for absolute beginners; extension 10% discount; the advanced module starts with B2.1				
basic and advanced modules: 6.1. - 11.9.2020 / 30.3. - 4.12.2020 / 3.8.2020 - 23.4.2021 / 31.8.2020 - 21.5.2021				
if you book the basic and advanced modules in advance:				
36 weeks:	5290 €			

2020

Summer Standard Course (20 lessons per week)

students:	6-12		
starting dates:	every Monday in the period 6.7. to 28.8.		
2 weeks:	430 €	3 weeks:	635 €
4 weeks:	820 €	8 weeks:	1520 €
absolute beginners only 6.7. and 3.8.			

Summer Intensive Course (24 lessons per week)

students:	6-12		
starting dates:	every Monday in the period 6.7. to 28.8.		
2 weeks:	510 €	3 weeks:	745 €
4 weeks:	970 €	8 weeks:	1780 €
absolute beginners only 6.7. and 3.8.			

Compact Course / German at work (30 less. p. w.)

students:	6-11/12*		
starting dates:	every Monday		
1 week:	660 €		
additional week	640 €		
Group tuition in the morning (20 lessons) + 2 individual lessons in the afternoon (10 lessons), * in July and August			

Individual Course (20 or 30 lessons per week)

students:	1*		
starting dates:	every Monday		
1 week (20 L.):	920 €	1 week (30 L.):	1380 €
additional week:	920 € (20 L.) / 1380 € (30 L.)		
Course programme as desired, * 2nd student free of charge			

KAPITO plus

individual tuition:	10 lessons (45 min.) 460 €
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Exam preparation TestDaF (13 lessons per week)

students:	6-12		
starting dates:	27.1., 6.4., 18.5., 6.7., 24.8., 26.10.2020		
2 weeks:	240 €		
TestDaF examination fee 195 €			
examination dates see below			

minimum age for all courses: 16 years

winter break: 19 December, 2020 - 3 January, 2021

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, learning support which is available during the afternoons

Examination dates & fees 2020 (dates and prices subject to change)

Start Deutsch 1 and Start Deutsch 2:	31.1., 27.3., 29.5., 31.7., 25.9. and 20.11.2020		
Deutsch B1* and Deutsch B2*:	27.2./28.2., 23./24.4., 25./26.6., 27./28.8., 22./23.10. and 17./18.12.2020		
Deutsch C1 Hochschule*:	30.1./31.1., 26./27.3., 28./29.5., 30./31.7., 24./25.9. and 19./20.11.2020		
TestDaF-exam:	13.2., 22.4., 3.6., 22.7., 10.9. and 10.11.2020		
TestAS:	3.3., 25.4., 6.6. and 24.10.2020		
Start Deutsch 1:	70 €	Start Deutsch 2:	70 €
Deutsch B1:	120 €	Deutsch B2:	120 €
Deutsch C1 Hochschule:	160 €	TestDaF:	195 €
TestAS:	110 €	registration at least 30 days before the exam * exam Thursday and Friday afternoon	

Bestellformular für Agenturen 2020 *agent order form 2020*

Bitte schicken Sie uns an die folgende Adresse:
Please send to the following address:

Anzahl / *quantity* ?

KAPITO Broschüre / *KAPITO brochure*
Münster-Stadtführer mit Stadtplan (deutsch)
Münster city guide with map (english)

Bitte senden Sie uns die Broschüren in:
Please send us the brochures in :

Deutsch English
Español Français Italiano

Bitte per E-Mail oder Fax an / *please by e-mail or by fax to:*

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You find photos for your catalogue and your homepage
at www.kapito.com «access for agencies»
without password