



Sprachschule LANGUAGE CENTER Ltd.

INDIVIDUAL LANGUAGE SCHOOL ♦ TRANSLATION AGENCY

Registration Form

Contact:

Form of address/ company: _____

Last name: _____

First name: _____

Street, house number (please enter invoice address) _____

ZIP/ Postal code: _____

City/ town: _____

Country: _____

Business phone number: _____

Private phone number: _____

Fax: _____

Mobile phone: _____

Email address: _____

Payment:

Please invoice me in () Euro _____

Fee is paid by () direct debiting () bank transfer () cheque () cash payment _____

Bank, city/town (only for direct debiting): _____

Account number: _____

Bank code: _____

Info:

How did you learn about our institute? _____

() Internet () Telephone Book () Yellow Pages () Mailing () Recommendation () other: _____

Course:

Private lessons: _____

Tandem course: _____

Company course: _____

Intensive course: _____

Special seminar: _____

Beginning of course on: _____

Date

Signature/ Company stamp

By signing I confirm that I have read the provided general terms and conditions and accept them as contract basis.

General Terms and Conditions of Sprachschule Language Center Limited

1. General

The general terms and conditions are valid for all business transactions with our clients. The client accepts the general terms and conditions by placing an order and the general terms and conditions are valid for the whole period of the business relation. They are also valid for future business transactions.

2. Language Teaching

2.1. Registration Fee

A registration fee is not charged

2.2. Individual / Tandem Courses

Individual and tandem courses can be individually arranged from Monday to Friday between 7:30 a.m. - 8:30 p.m. and on Saturdays from 9:00 a.m. - 12:30 p.m. Postponements have to be reported to the office at least by 12:00 p.m. of the previous business day (Monday to Friday). Otherwise we unfortunately have to charge for the lessons. In case of a delay of 30 minutes or more without previous consultation with the institute during our office hours, the lessons cannot be guaranteed. Per appointment, a minimum booking of two units (90 minutes) is required. If 30 minutes after the official beginning of an individual / tandem course no student is present, the lessons cannot be guaranteed.

2.3. Intensive Courses

Intensive courses take place on fixed days (Monday to Friday) Cancellations because public holidays are made up for.

2.4. Method of Payment

The teaching fees are always payable in advance. The invoice total has to be paid at the latest by the beginning of the course. Otherwise an additional charge of the difference between the prepayment fee and the normal teaching fee of € 34;00 per teaching unit is due. The teaching units already booked are not restricted to a certain person or a certain language and are valid for 12 months. Ongoing lessons without booking are only possible when paid by direct debiting (automatic debit transfer). In this case, a monthly invoice is made out.

2.5. Teachers

When choosing the teachers, the wishes of the students are taken into account as far as possible. But there is no general entitlement to be taught by the desired person.

2.6. Rescission

The rescission of contract / order is only possible before the course starts. In special cases, which are at our discretion, rescission is possible within 4 weeks after the course has started if less than 1/3 of the booked lessons have been taken. In case of a rescission on the part of the client, 10% of the order value are withheld by Sprachschule Language Center Ltd. as processing fee. Four (4) weeks after the beginning of the course, a rescission is not possible anymore. However, the booked lessons are not restricted to a certain person or language and can be transferred to a third party at any time.

2.7. Validity

The initial or later occurring invalidity of one or more provisions of the General Terms and Conditions does not affect the validity of the other provisions. In that case, a valid provision shall be deemed agreed on that is closest to the legal and economic purpose.

2.8. Applicable Law and Jurisdiction

The contractual relation and other business relations between ourselves and the client are exclusively subject to German laws excluding international sales law. Subject to admissibility, the exclusive jurisdiction for all disputes shall for both parties be Wiesbaden, *Germany*.