

# 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

2017/2018  
[www.actilingua.com](http://www.actilingua.com)



# Welcome to ActiLingua

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

### Modern equipped year-round school in Vienna (16+)

- ▶ Centrally located in Vienna's embassy district; opposite "Schloss Belvedere". City centre (Stephansplatz) 15 minutes by public transport.
- ▶ Completely renovated and located on the first floor of a beautiful Art Nouveau house.
- ▶ Bright, modern, friendly and well-furnished classrooms. Multimedia library featuring 20 workplaces with computers and FREE internet access (WLAN/Wi-Fi) and library.
- ▶ 10-15 additional classrooms and sports grounds; 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.
- ▶ Small international study groups.
- ▶ On-campus accommodation with 24 hours support and supervision.
- ▶ Leisure and cultural programme after class (evening and weekends).
- ▶ OSD-exam 'B1 Zertifikat Deutsch'.

#### HOLIDAY COURSE (16-19 YEARS)

- ▶ Spacious campus with park and sports facilities next door to ActiLingua School.
- ▶ 25 or 35 lessons per week, 2-6 weeks.
- ▶ Accommodation in Student House, twin 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 quiet 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 Sat TV, radio, free WLAN/Wi-Fi. 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 WLAN/Wi-Fi. Service: Rooms are cleaned Monday through Friday

**Meals:** The apartments feature a fully

### Contact details

#### Booking office:

ActiLingua Academy –  
Language Studies GmbH & CO KG  
Wattmangasse 15, 1130 Vienna  
T.: +43 1 877 67 01, Fax: +43 1 877 67 03

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**Email:** info@actilingua.com

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**Marketing & Support:** Susanne Hofer  
booking2@actilingua.com

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**Apartment Hotel:** Katja Leitner  
info@apartment-hotel-wien.at



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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 twin room, breakfast or half-board.

## Experience Vienna!

#### VIENNA - CITY OF ART & MUSIC

- ▶ Worldwide number 1 in Quality of Living (Mercer Study), most successful and flourishing city in the world (UN-study 2013)
- ▶ 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 Group 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 lessons	Combination of Standard Course and Business German in mini-group lessons
1-52 weeks	1-52 weeks	1-11 weeks	1-2 weeks

INDIVIDUAL COURSE	CERTIFICATE PREPARATION	GERMAN TEACHERS' COURSE	UNIVERSITY PREPARATION & PLACEMENT
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 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 + teachers' training (7)	+ 8 group lessons + 2 tutorials
One-to-one tuition	Combination of German Course and exam preparation	Teachers' training only or combination with Standard Course	University entrance exam preparation and 2 tutorials on university system. Placement on request.
1-12 weeks	2 weeks	2 weeks	6-52 weeks

GERMAN AND WORK EXPERIENCE	GERMAN AND MUSIC	HOLIDAY COURSE 1/2 (16-19 YEARS)	SUMMER SCHOOL 1/2 (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.

- ▶ A1/2 Grundstufe Deutsch 1 / 2
- ▶ B1 Zertifikat Deutsch
- ▶ B2 Mittelstufe Deutsch
- ▶ C1 Oberstufe Deutsch
- ▶ C2 Wirtschaftssprache Deutsch

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



# Dates and Prices 2017 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. 30 / March 6 / April 3 / May 2 / June 6 / July 3 / July 31 / Sept. 4 / Oct. 2 / Oct. 30 / Nov. 27, 2017 / Jan. 2, 2018

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

May 8 / July 17 / July 31 / Sept. 4, 2017

**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 (WLAN/Wi-Fi).
- ▶ 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.
- ▶ Travel Insurance Package: EUR 16.-/week.
- ▶ Cancellation Insurance: 4% of the total amount.
- ▶ Key deposit (refundable): EUR 100.-
- ▶ Pocket money: min. EUR 70.-/week.
- ▶ Visa support fee for declaration of guarantee (e.g. Russia, China): EUR 100.-
- ▶ Express letter (DHL): EUR 75.-

## Special programmes (16+) - OPTIONAL SUPPLEMENT TO BOOKED COURSES

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

**Starting Dates**

Jan. 23 (exam: Feb. 2/3) / March 6 (exam: March 16/17) / May 2 (exam: May 11/12) / July 3 (exam: July 13/14) / July 17 (exam: July 27/28) / Aug. 7 (exam: Aug. 17 /18) / Aug. 28 (exam: Sept. 7/8) / Oct. 30 (exam: Nov. 9/10).

**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. 23 / April 3 / July 3 / July 24 / Oct. 2	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 PLACEMENT (net)

Prices	University Preparation: 238.- / Placement Service: 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 University Placement Service

- ▶ Schedule for the road to your studies and visa support.
- ▶ **Support** for enrolment.
- ▶ **Submission** to 1-3 Austrian universities.

### Included in University Preparation

- ▶ 8 group lessons **exam preparation**.
- ▶ **University entrance exam** (OSD) B2 Mittelstufe or C1 Oberstufe examination fee.
- ▶ **2 free tutorials:** Help with choice of study programme and university with the ActiLingua university placement advisor.
- ▶ Advice on the Austrian system of higher education.

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, 2016 - Jan. 7, 2017 / Feb. 6-10 / April 10-18 / June 3-6 / July 3 - Sept. 3 / Dec. 24, 2017 - Jan. 8, 2018.

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.-
ActiLingua Residence Standard	Twin	151.-
	Single	208.-
	Single XL	240.-
ActiLingua Resi- dence Superior (Apartment for private use)	1 person	385.-
	2 persons	271.-

### 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.

## Extras

High-season surcharge (July 2 - Aug. 26, 2017)	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.-

### 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.

## 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 or twin rooms with breakfast or half-board.

# Holiday Course (16-19 years)



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



2-6 weeks

## HOLIDAY COURSE (16-19 YEARS)

Lessons/week	25 lessons	35 lessons	Starting dates: July 2 / July 16 / July 23 / July 30 Total beginners only July 2 and July 30. Arrival: Sunday; Departure: Saturday
2 weeks	1,156.-	1,420.-	July 2 - July 15 / July 16 - July 29 / July 23 - Aug. 5 / July 30 - Aug. 12
3 weeks	1,621.-	2,017.-	July 2 - July 22 / July 16 - Aug. 5 / July 23 - Aug. 12
4 weeks	2,086.-	2,614.-	July 2 - July 29 / July 16 - Aug. 12
6 weeks	3,016.-	3,808.-	July 2 - Aug. 12
<b>OSD Certificate course</b>			July 3 (exam: July 13/14) / July 17 (exam: July 27/28)

### Included in the price

- ▶ 20 or 30 German lessons per week. (1 lesson = 45 minutes)
- ▶ ActiLingua Certificate.
- ▶ Accommodation in Student House in twin room, 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 (WLAN/Wi-Fi).
- ▶ 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.)

- ▶ Travel Insurance: EUR 16.- per week.
- ▶ Vienna Highlights: Guided tours, entrances to famous Viennese sights: EUR 26.-/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		Starting dates
Prices (Full board)	Tuition + Residence Standard	Tuition + Residence Superior	Tuition + Residence Standard	Tuition + Residence Superior	July 2 / July 16 / July 23 / July 30 Total beginners only July 2 and July 16. Arrival: Sunday; Departure: Saturday
1 week	879.-	962.-	973.-	1,056.-	July 30-Aug. 5
2 weeks	1,524.-	1,690.-	1,712.-	1,878.-	July 2-July 15 / July 16-July 29 / July 23-Aug. 5
3 weeks	2,169.-	2,418.-	2,451.-	2,700.-	July 2-July 22 / July 16-Aug. 5
5 weeks	3,459.-	3,874.-	3,929.-	4,344.-	July 2-Aug. 5
<b>OSD Certificate course</b>					July 10 (exam: July 13/14) / July 24 (exam: July 27/28)

### 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
- ▶ 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 16.- per week.
- ▶ OSD Exam: B1 Zertifikat Deutsch: EUR 114.- B2 Mittelstufe Deutsch: EUR 126.-  
Exam Preparation (6 lessons): EUR 75.-
- ▶ Visa support fee for declaration of guarantee (Russia, Ukraine, China): EUR 100.-
- ▶ Express letter (DHL): EUR 75.-
- ▶ 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: partner2017).

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

Visit our agent website [www.actilingua.com/agents](http://www.actilingua.com/agents) (password: partner2017) 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 2017

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 17/ May 1/ May 25/ June 5/ June 15/ Aug. 15/ Oct. 26/ Nov. 1/ Dec. 8/ Dec. 25/ Dec. 26.

## 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 January 1 to December 31, 2017. 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 days prior to the start of the course. 14 days prior to the start of the course we have to charge EUR 198.-. No refund is possible after the start of the course, or in the event of non-arrival of the participants. First alteration of booking free of charge. Afterwards alteration fee of EUR 40.-.

University Placement: The deposit and fee for University Placement Service 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

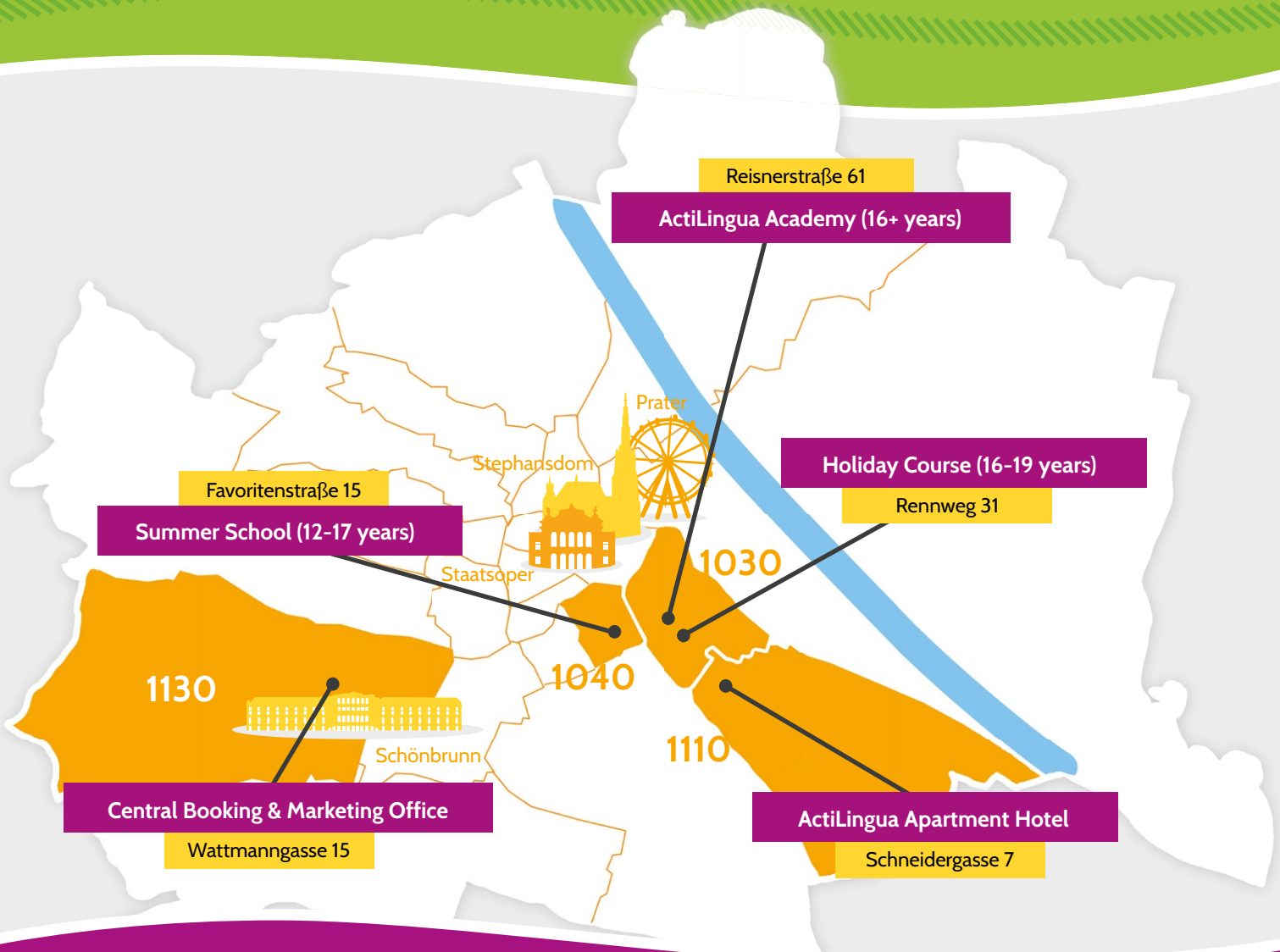
## REFERENCES:

ActiLingua is the only Austrian member of IALC (International Association of Language Centers). Internationally accredited by American universities and the Swedish Ministry of Education (CSN recognized)

Member of Campus Austria: the national Austrian language school association

OSD examination centre: internationally recognized

certificates, initiated by the Austrian Ministry of Education and the Ministry of Foreign Affairs in cooperation with Goethe-Institut



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# ACTILINGUA

A c a d e m y