

# AGENTS' MANUAL

Learn German &  
Experience Vienna!

## GERMAN COURSES

for adults 16+  
in Vienna and  
online

## SUMMER COURSES

for young people  
12-17 and 16-19  
in Vienna

# ACTILINGUA

A c a d e m y

2024/2025

[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+

- ▶ Benefit from over more than 30 years of experience as a top institution in the field of teaching German as a foreign language.
- ▶ Centrally located in Vienna's embassy district; next to "Schloss Belvedere". City centre (Stephansplatz) 15 minutes by public transport.
- ▶ Partly air conditioned Art Nouveau building.
- ▶ Bright, modern, friendly and well-furnished classrooms. Multimedia library featuring 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 and snacks.



Dr. Mitar Pitzek,  
School Owner

### Two summer programmes

#### 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.
- ▶ Extra: OSD Zertifikat Deutsch Österreich B1/Jugendliche and B2.

#### 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, shared room, half-board.
- ▶ Included 4 times per week: Sports, cultural and social activities, evening programme.



Scan this code  
and access our Agents Area  
(password: partner2024)



### Accommodation options

**The Social Hub** (year-round): Staying in this modern and vibrant hotel The Social Hub will certainly spark joy and let you feel the young and bright energy of Vienna. You live under one roof with students of ActiLingua and the university of Vienna alike, in your own studio apartment (17-31 m<sup>2</sup>). Each studio apartment is equipped with a generous and comfortable bed,

desk, air-conditioning and free WiFi. You enjoy your own private bathroom and fully equipped private kitchenette or shared kitchen. There are community spaces available such as a fitness room and city bikes can be borrowed for the whole duration of your stay.

**ActiLingua Penthouse** (year-round): single or deluxe single (with private balcony) rooms.

**ActiLingua Apartment** (year-round):

spacious single room or single room with private balcony. Penthouse and Apartment both have shared terraces, fully equipped kitchens for self-cooking, a washing machine and free WiFi.

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

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

## Experience Vienna!

#### CONTACT US

##### Postal address and headquarter:

ActiLingua Academy –  
Language Studies GmbH & Co KG  
Nikolsdorfer Gasse 7-11/16, 1050 Vienna  
T.: +43 1 877 67 01

**Skype:** actilingua

**Email:** info@actilingua.com

**Website:** www.actilingua.com

**German courses and in-person customer service:**  
Reisnerstrasse 61, 1030 Vienna

#### VIENNA - CITY OF ART & MUSIC

- ▶ Worldwide number 1 in Quality of Living (Mercer Study and Monocle), smartest city in the world, based on sustainable use of resources and innovation (2023).
- ▶ 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 25°C to 35°C, the average winter temperature is around 0°C to 5°C.

# German Courses

STANDARD	INTENSIVE	SUPER-INTENSIVE	LIVE ONLINE COURSE
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)	10-30 lessons per week Live online individual tuition: You define the content of your language course yourself.
Group course (max. 12 students)	Combination of Standard Course and minigroup lessons (max. 8 students)	Combination of Standard Course and individual tuition	Study German wherever you are.
1-52 weeks	1-52 weeks	1-11 weeks	1-11 weeks
INDIVIDUAL TUITION	CERTIFICATE PREPARATION	GERMAN TEACHERS' COURSE	BUSINESS GERMAN
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	<b>German Teachers' Course:</b> Teacher training (20) + cultural and special interest programme (5) per week for non-native German teachers <b>German and Teacher Training:</b> Standard Course (20) + cultural and special interest programme (5) per week + teacher training (7)	35 lessons per week Standard Course (20) + Business German (10) + cultural and special interest programme (5)
One-to-one tuition	Combination of German course and exam preparation		Combination of Standard Course and Business German in mini-group lessons
1-12 weeks	2 weeks	2 weeks	1-2 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	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, students have music tuition at the conservatory.	German course (20); Accommodation, activity programme (5) included.	German course in groups of max. 15 students; Accommodation, full activity programme included.
8-52 weeks	4-52 weeks	1-6 weeks	1-5 weeks
UNIVERSITY PREPARATION			
Exam preparation course (OSD Zertifikat) and 2 tutorials on university system.			

## Cultural, leisure and special interest programme

We aim to offer more than just the German language. At ActiLingua, our extensive activity schedule and unique classes cater to a diverse perspective on 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 380 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 2024 for adults 16+

1-11 weeks	STANDARD	INTENSIVE	SUPER INTENSIVE	BUSINESS GERMAN
Lessons/week	25 lessons	35 lessons	35 lessons	35 lessons
1 week	323.-	470.-	806.-	470.-
2 weeks	525.-	819.-	1,491.-	819.-
3 weeks	727.-	1,168.-	2,176.-	-
4 weeks	929.-	1,517.-	2,861.-	-
extra week	202.-	349.-	685.-	-

12-52 weeks	LONGTERM STANDARD	LONGTERM INTENSIVE
Lessons/week	25 lessons	35 lessons
12 weeks	2,209.-	3,841.-
16 weeks	2,905.-	5,081.-
24 weeks	4,297.-	7,561.-
36 weeks	6,385.-	11,281.-
extra week	174.-	310.-

1-12 weeks	INDIVIDUAL COURSE
10 lessons/week	770.-
20 lessons/week	1,540.-
30 lessons/week	2,310.-

Reduction Individual Course:  
2 participants -40%, 3 participants -50%.

**Starting Dates** - every Monday.

**Beginners:** Jan. 2 / Jan. 29 / Feb. 26 / March 25 / April 29 / May 27 / July 1 / July 29 / Sept. 2 / Sept. 30 / Oct. 28 / Dec. 2, 2024 / Jan. 7, 2025

**Business German:** (from B1.1)  
April 29 / July 8 / July 29 / Sept. 2, 2024

**Excursions** (optional) (net)

- ▶ **Full-day excursions:** e.g. Salzburg, Wachau, Lake Neusiedl (from EUR 80.-).
- ▶ **Half-day excursions:** e.g. Klosterneuburg, Burg Kreuzenstein, Laxenburg, Hinterbrühl grotto, UNO-City (from EUR 20.-).

**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 53.-
- ▶ Public transport: EUR 17.10/week (subject to change).
- ▶ Travel Insurance Package: EUR 26.-/week.
- ▶ Cancellation Insurance: 4 % of the total amount.
- ▶ Key deposit (refundable): EUR 100.-
- ▶ Express letter (DHL): EUR 100.-

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

2 weeks	CERTIFICATE PREPARATION COURSE OSD (net)			
Lessons	+ 8 lessons group course (min. 4 participants) or +4 lessons Individual Tuition			
Prices	Group course: 122.- or Individual Tuition: 210.-			
Examination Fee OSD	A2: 140.-	B1: 170.-	B2: 190.-	C1: 210.-

**Starting Dates OSD**

Jan. 29 (exam: Feb. 8/9) / July 8 (exam: July 18/19) / July 22 (exam: Aug. 1/2) / Aug. 26 (exam: Sept. 5/6).

**Included in the price:** 8 group lessons or 4 individual lessons of examination preparation.

2 weeks	GERMAN TEACHERS' COURSE	
	German Teachers' Course	German and Teacher Training
2 weeks	Tuition only: 837.-	
Starting Dates	Jan. 15 / April 2 / July 1 / July 15 / Sept. 30	every Monday except German Teachers' Course dates

**Included in the price**

- ▶ German Teachers' Course: 20 lessons teachers' training course (8-12 participants) per week or
- ▶ German and Teacher Training: 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).

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

# Special programmes 16+

8-52 weeks

## UNIVERSITY PREPARATION AND ENROLMENT GUIDANCE (net)

Prices	University Preparation: 331.- / Enrolment Guidance: 599.- (course 8-52 weeks)
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### Extras (net)

- ▶ Study fees: EUR 382.- to 770.-/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:** Advice on the Austrian system of higher education and help with choice of study programme and university with the ActiLingua university advisor.

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

8-52 weeks

## GERMAN AND WORK EXPERIENCE (net)

Price	Placement Service Work Experience: 509.-
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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: 4 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 340.-.

### Unpaid work experience

For students from non-European Union member states and the EU. Applicants do not receive compensation and are responsible for covering their own accommodation and meals expenses (accommodation: approx. from EUR 212.-/week).

### Starting Dates

every Monday. Beginners: see Standard Course.

### Paid work experience

For students from the EU, Norway, Iceland and Switzerland.  
Remuneration: approx. EUR 330.- to 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
Surcharge per week	84.-

### Included in the price

#### Placement at the Conservatory:

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

### Extras (net)

- ▶ **1 additional instrumental or voice lesson per week:** EUR 61.-/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. 23, 2023 - Jan. 6, 2024 / Feb. 5-10 / March 23 - April 1 / May 18-20 / June 29 - Sept. 1 / Nov. 1-2 / Nov. 15 / Dec. 24, 2024 - Jan. 6, 2025. No music teaching on holidays. Lessons cannot be made up subsequently.

# Accommodation 16+

## PER PERSON PER WEEK

Family	Single	252.-
ActiLingua Apartment	Single	292.-
ActiLingua Penthouse	Single	292.-
	Deluxe Single	335.-
Student House	Single	292.-
	Twin	212.-
The Social Hub Studio Apartment (3+ weeks)*	1 person	539.-
	2 persons	379.-

\* 1-2 weeks: price on request

### 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 (June 30 - Aug. 31, 2024)	79.-/week
<b>Meals (Family, Student House):</b>	
Breakfast	69.-/week
Half-board	167.-/week
Transfer (net) (from airport/station)	53.- (one way)
Key Deposit (refundable)*	100.-

\* Key Deposit (refundable) Penthouse: 400.-  
Arrival: Sunday, Departure: Saturday.

### ActiLingua Penthouse

Accommodation in a newly-built Penthouse shared with other ActiLingua students. Single rooms or deluxe single rooms with private balcony. Shared open kitchen and living area, balcony and two shared bathrooms, WiFi. Approx. 30 minutes to school with public transport.

### ActiLingua Apartment

Accommodation in a newly-built Apartment house shared with one other ActiLingua student. Spacious single room or single room with private balcony. Shared bathroom, kitchen and living area, shared terrace, WiFi. Approx. 30 minutes to school with public transport.

### The Social Hub

Close to school and city centre (10-15 minutes by public transport). You live under one roof with students of ActiLingua and the university of Vienna alike, in your own studio apartment (17-31 m<sup>2</sup>). Each studio apartment is equipped with a generous and comfortable bed, desk, air-conditioning and free WiFi. You enjoy your own private bathroom and fully equipped private kitchenette or shared kitchen. There are community spaces available such as a fitness room and city bikes can be borrowed for the whole duration of your stay. **Meals:** Use of a kitchen equipped with fridge, cooking facilities, microwave, crockery and cutlery. Breakfast at the accommodation or half-board (breakfast at the accommodation and lunch or dinner in a restaurant near the school).

### Student House (July/August)

Single, twin or shared bed rooms with breakfast or half-board. Arrival: Sunday, Departure: Saturday.

# Holiday Course 16-19 years



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



1-6 weeks	HOLIDAY COURSE 1	HOLIDAY COURSE 2	
Lessons/week	25 lessons	35 lessons	Starting dates: June 30 / July 14 / July 28 Total beginners only June 30 and July 28. Arrival: Sunday; Departure: Saturday
2 weeks	1,600.-	1,840.-	June 30-July 13 / July 14-July 27 / July 28-Aug. 10
3 weeks	2,260.-	2,620.-	June 30-July 20 / July 14-Aug. 3
4 weeks	2,920.-	3,400.-	June 30-July 27 / July 14-Aug. 10
6 weeks	4,240.-	4,960.-	June 30-Aug. 10
OSD Certificate course			July 8 (exam: July 18/19) / July 22 (exam: Aug. 1/2)

## Included in the price

- ▶ 20 or 30 German lessons per week (1 lesson = 45 minutes)
- ▶ ActiLingua Certificate.
- ▶ Accommodation in Student House, shared room, half-board.
- ▶ Activity and sports programme: (5 lessons/week)  
Sports: Football, basketball, aerobics.  
Cultural and social activities: party, Viennese waltz lessons, culture-quizzes.  
Evening activities: Vienna by night, disco.
- ▶ 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.
- ### Extras (net)
- ▶ Surcharge for single room: EUR 87.- per week.
  - ▶ Transfer (from airport/station to accommodation) one way: EUR 53.-
  - ▶ Public transport: EUR 17.10 per week (oblig., subject to change)
  - ▶ Travel Insurance: EUR 26.- per week.
  - ▶ Cancellation Insurance: 4 % of the total amount.
  - ▶ Full-day excursion: e.g. Salzburg/Wachau (from EUR 80.-).

- ▶ Half-day excursion: e.g. Laxenburg/Burg Kreuzenstein (from EUR 50.-).
- ▶ Vienna Highlights: Guided tours, entrances to famous Viennese sights: from EUR 21.-/week.
- ▶ OSD-Exam Preparation (8 lessons): EUR 122.- Examination fee: EUR 140.- to 210.-
- ▶ Concert: from EUR 46.-
- ▶ Express letter (DHL): EUR 100.-

# 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		Starting dates
Lessons/week	20 lessons		30 lessons		
Prices (Full board)	Tuition + Residence Standard	Tuition + Residence Superior	Tuition + Residence Standard	Tuition + Residence Superior	June 30 / July 14 / July 21 / July 28 Total beginners only June 30 and July 14. Arrival: Sunday; Departure: Saturday
1 week	1,257.-	1,373.-	1,392.-	1,508.-	July 28 - Aug. 3
2 weeks	2,187.-	2,419.-	2,457.-	2,689.-	June 30 - July 13 / July 14 - July 27 / July 21 - Aug. 3
3 weeks	3,117.-	3,465.-	3,522.-	3,870.-	June 30 - July 20 / July 14 - Aug. 3
5 weeks	4,977.-	5,557.-	5,652.-	6,232.-	June 30 - Aug. 3
OSD Certificate course					July 8 (exam: July 18/19) / July 22 (exam: Aug. 1/2)

## 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/railway station: EUR 106.-  
UM Service + Transfer (one way):  
9am-5pm: EUR 126.- / 5pm-9am: EUR 156.-

### To be paid directly in Vienna:

- ▶ Public Transport: EUR 17.10 per week (oblig. for students 15+ years, subject to change)
- ▶ Full-day excursion: e.g. Salzburg/Wachau (from EUR 80.-).

- ▶ Half-day excursion: e.g. Laxenburg/Burg Kreuzenstein (from EUR 50.-).
- ▶ Culture Special: Guided tours, entrances to famous Viennese sights: from EUR 27.- per week.
- ▶ Tennis: 6/8/10 lessons (EUR 73.-/95.-/121.-)
- ▶ Concert: from EUR 46.-
- ▶ OSD Exam: OSD Zertifikat B1: EUR 170.-  
OSD Zertifikat B2: EUR 190.-  
Exam Preparation (6/8 lessons): EUR 92.-/122.-
- ▶ Travel Insurance: EUR 26.- per week.
- ▶ Cancellation Insurance: 4 % of the total amount.
- ▶ Express letter (DHL): EUR 100.-
- ▶ Deposit (refundable): EUR 40.-

# Online Individual German Courses

2-4 weeks

INDIVIDUAL TUITION

10 to 30 lessons/week

546.- to 1.638.-/week



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and access our Agents Area  
(password: partner2024)



**Starting dates:** on request.

## Included in the price

- ▶ Live online German lessons (1 lesson = 45 minutes) - number of lessons according to the price table.
- ▶ ActiLingua Certificate.
- ▶ Online teaching material.

## Terms

### DIVERSITY IN OUR STUDENT COMMUNITY

ActiLingua Academy is a global hub for learning. We welcome individuals from over 30 countries, spanning every continent. Our largest contingent hails from Europe, with substantial representation from Asia, North and South America. In recent years, we've seen a growing number of students joining us from Australia and Africa, making our academy a truly international melting pot. The rich tapestry of students' diverse backgrounds and cultures enhances the quality of discussions within our international learning groups.

For the latest student statistics, please visit our agent website: [www.actilingua.com/agents](http://www.actilingua.com/agents) (password: partner2024).

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

Visit our agent website [www.actilingua.com/agents](http://www.actilingua.com/agents) (password: partner2024) 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 5 days to 4 weeks in combination with a German course and sightseeing programme. Please ask for our group offers!

### NATIONAL HOLIDAYS AND CLOSING DAYS 2024

No teaching on public holidays. Missed tuition due to this reason cannot be rescheduled or replaced. The following dates are public holidays: Jan. 1/ April 1/ May 1/ May 9/ May 20/ May 30/ Aug. 15/ Oct. 26/ Nov. 1/ Dec. 25/ Dec. 26, 2024/ Jan. 1, 2025. The school is also closed Dec. 23 - Dec. 27, 2024.

### VISA AND LETTER OF INVITATION

Students are responsible for obtaining visas and visa-related expenses 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 to the agent if requested. In case the application is rejected, we will reimburse the paid fee excl. an ad-

ministration 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, 2024. Please deduct your commission. Supplements for special courses and extras are quoted net, except for German Teachers' Course. All gross and net prices subject to change.

### COMMISSION

We pay commission on tuition only for our Adults 16+ courses and Holiday Course, as well as the full package for our Summer School. 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

Please ensure payment is received in our account 5 working days before the student's arrival. We accept Euro (EUR) Payments via 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 (except for any cancellation costs of accommodation partners). 14-4 working days prior to the start of the course we have to charge EUR 198.- plus any cancellation costs of our accommodation partners. 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 fee of EUR 40.- per alteration (not refundable). 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 and Placement Service Work Experience need to be paid in advance and are 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. Information about our GDPR: <https://www.actilingua.com/gdpr>

### CANCELLATION BY ACTILINGUA

Participants must agree to the ActiLingua terms and house rules. In case of non-compliance with these conditions or rules or local laws, ActiLingua may terminate the contract immediately without refund. Damages caused by the participant are to be paid by the participant.

### COURSE NUMBERS

A group course must have at least five 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 20 %.

### 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.

Participants of our live online courses are responsible for a working internet connection. An insufficient quality of the internet connection does not entitle to make up for the missed lessons or a refund.

Should all language schools need to be closed again due to a pandemic, teaching will continue online e.g. via ZOOM, the student is not entitled to withdraw from the course offer. This agreement shall be governed by the laws of Austria, and venue for any possible legal proceeding arising due to the administration of this agreement shall be in Vienna, Austria.

### RESPONSIBLE COMPANY

The ActiLingua German courses are organised by Language Studies GmbH & Co KG, Nikolsdorfer Gasse 7-11/16, 1050 Wien, Austria. FN 257153t, UID ATU: 615 36 412.



# Learn German & Experience Vienna

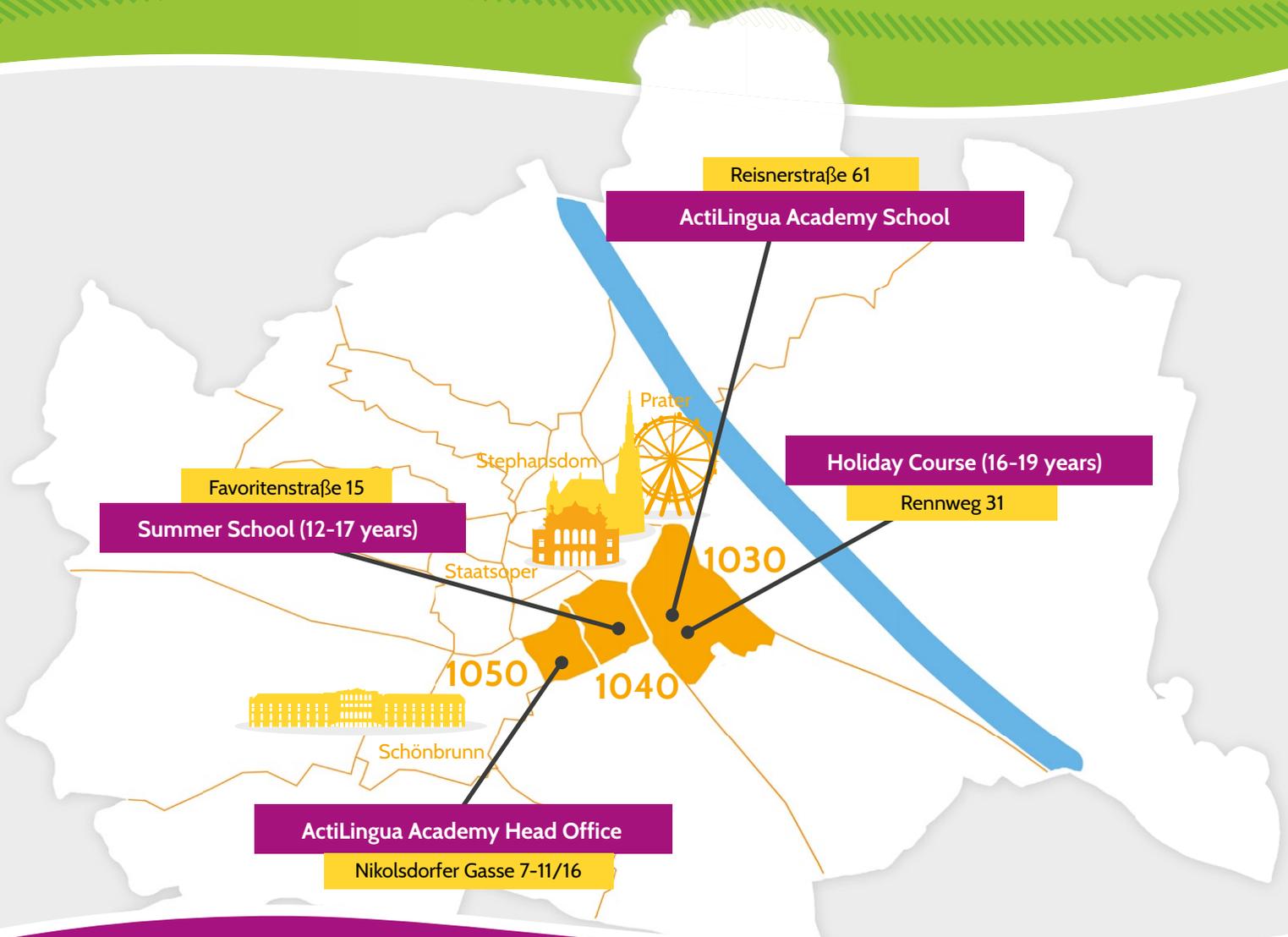
## REFERENCES:

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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