

	Anmeldeformular	<b>Open Groups</b>
	FOKUS Sprachen & Seminare Stuttgart GmbH Probststraße 17 70567 Stuttgart Tel. 0711-79472190 Fax 0711-79472199 info@fokusstuttgart.de * www.fokusstuttgart.de	

**I hereby register for the following language course at FOKUS STUTTGART**

**Target language:**..... **Course:** .....

**Start:** ..... **monthly fees:** .....+26 € **registration fee**

**Days and times:** .....

**Possible alternatives \*:** .....

**\*(only applies in case of a new group to be built)**

**Address of the participant:**

Mr // Mrs Last name ..... First name .....

Street, N° ..... CIP, Town .....

Phone daytime..... Evenings .....

Fax / E-Mail .....

**Billing address, if different:**

.....  
 .....  
 .....

I have read and I am in agreement with the conditions of this contract.

Date, place ..... signature.....

**Direct debit, if requires:**

I hereby allow FOKUS to debit my following account with the course fees and book cost:

Ich ermächtige FOKUS Stuttgart widerruflich, die fälligen Kursgebühren für o. g. Kurs sowie die Kosten für von mir bei FOKUS bestellte Lehrmaterialien von meinem folgenden Bankkonto einzuziehen:

Gläubiger-Identifikationsnummer des Zahlungsempfängers: DE14ZZZ00001205621; die Mandatsreferenz erscheint auf der ersten Rechnung.

IBAN ..... BIC .....

BANK .....

PLACE, DATE ..... SIGNATURE .....

Anmeldeformular	Conditions of Registration	Open Groups
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**Important information for all students in open groups** Please read carefully.

**Monthly price**

The monthly price is €116 for a 90 minute class per week, or €200 for two 90 minute classes per week.

**Weekly price**

You will still have the chance to tell us in advance if you will miss one or more weeks in the coming month. In this case, we will charge you a weekly price for the weeks you will be attending class. The weekly price will be € 35 for once a week classes and € 60 for classes that comprise twice a week 90 minutes.

**Giving notice of non-attendance or complete withdrawal from group**

To avoid miscommunication, notice must:

- be given in writing to the office
- be given at least 5 days before the new month
- have your name and address, the course number (on your bill), and the exact dates you will not be attending, or from when you wish to withdraw

Please understand that this information cannot be passed as an informal message via your teacher, during the coffee break or by telephone – it needs to come formally in writing to the office where the bills are written.

Late notice will not be accepted. It needs to be on time, otherwise the book-keeping has already been done.

*Please understand that if you do not notify us in writing, you will be automatically billed for the full next month and according to the contract that you have signed with your registration, you will have to pay fully.*

**Classes per month**

For a class with 2 sessions of 90 minutes per week, a month will comprise 8 classes (or 4 for once a week classes). In the few months with more than 8 possible dates, there will be no class on the 9<sup>th</sup> or 10<sup>th</sup> date.

**Holidays**

If one or more of the 4 scheduled dates is a public holiday, we will reduce the monthly price accordingly. If the group would like to arrange an alternative class, the following needs to happen at least 5 days before the new month:

- the whole group must be in agreement
- the regular teacher must be available
- the office must be informed in writing

**Change of day and time**

This is only possible in consultation with the management of Fokus (i. e. with Josef Wergen or Andrina Rout) Arrangements made only between teacher and group are not possible.

**Number of students**

Open groups are for 2-6 students. If the group has only one member, even temporarily, the class will close. A compromise is for the class to remain open but reduce to 60 minutes until there is a second student.

**Data Protection**

In providing Fokus Sprachen und Seminare Stuttgart with his/her completed registration form, the student agrees that personal data will be electronically stored for the purposes of processing the registration form. Such personal data will not be passed on to a third party unless necessary for the processing of the registration form and the fulfilment of the contract to provide language or other training; or unless the student agrees in advance. Students have the right to retract this agreement at any time with immediate future effect.