

Registration Foreign Language Professions

F+U Rhein-Main-Neckar gGmbH
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Registration Foreign Language Professions

Surname		Given name	
Street/house no.		Postcode/town or city	
Date of birth	Telephone/mobile	Email	
School qualifications/Professional experience			
Language skills			

State recognised vocational college for foreign languages (Full-time courses)

Translator (state recognised/IHK certified)

- State recognised Translator or IHK certified Translator** (English, French, Spanish¹)
Language: _____ € 3,150 (former F+U students: € 2,500); monthly²: € 3,900 (20 instalments of € 195)
Duration: 6 months (ca. 650 teaching hours) ¹Additional languages are taught in individual tuition. ²Monthly payment is only possible on a direct debit basis.

European Secretary, Foreign Language Correspondence Clerk, Multilingual Correspondence Clerk (state recognised/IHK certified)

Training in four languages (duration: 2 years)

- State recognised Multilingual Correspondence Clerk¹; IHK certified Multilingual Correspondence Clerk (European Secretary plus 4th language)**

Fourth language: _____ (Arabic, Chinese, Italian, Japanese, Polish, Portuguese, Russian, Turkish)
Fees: single payment: € 9,900; twice yearly: € 10,900 (4 payments of € 2,725); monthly²: € 11,760 (48 payments of € 245)
¹Application for state recognition submitted in autumn 2012. ²Monthly payment is only possible on a direct debit basis.

Training in three languages (duration: 2 years)

- State recognised European Secretary; IHK certified European Secretary; Languages: English, French and Spanish**

Fees: single payment: € 7,700; twice yearly: € 8,480 (4 payments of € 2,120); monthly¹: € 9,165 (47 payments of € 195)

- State recognised Foreign Language Correspondence Clerk¹; IHK certified Foreign Language Correspondence Clerk¹**

English plus: _____ (Arabic, Chinese, French, Italian, Japanese, Polish, Portuguese, Russian, Spanish, Turkish)

Fees: single payment: € 8,500; twice yearly: € 9,360 (4 payments of € 2,340); monthly¹: € 9,945 (51 payments of € 195)

¹Only possible in combination with English and French or Spanish. ²Monthly payment is only possible on a direct debit basis.

Training in two languages (Duration: English + French or Spanish = 1.5 years; all other language combinations = 2 years)

- State recognised Foreign Language Correspondence Clerk; IHK certified Foreign Language Correspondence Clerk**

Englisch plus: _____ (Arabic, Chinese, French, Italian, Japanese, Polish, Portuguese, Russian, Spanish, Turkish)

Fees: French or Spanish (A); All other language combinations (B)

A) single payment: € 5,100; twice yearly: € 5,610 (3 payments of € 1,870); monthly¹: € 6,045 (31 payments of € 195)

B) single payment: € 7,450; twice yearly: € 8,200 (4 payments of € 2,050); monthly¹: € 8,775 (45 payments of € 195)

¹Eine monatliche Ratenzahlung ist nur im Abbuchungsverfahren möglich.

Einsprachige Ausbildung (Englisch, Dauer: 1 Jahr)

- Staatlich anerkannte/r Fremdsprachenkorrespondent/in; Geprüfte/r Fremdsprachenkorrespondent/in IHK**

Gebühren: einmalig: € 3.950; halbjährig: € 4.390 (2 Raten à € 2.195); monatlich¹: € 4.875 (25 Raten à € 195)

¹Monthly payment is only possible on a direct debit basis.

Course starting dates

03.03.2014 15.09.2014 02.03.2015 14.09.2015

Courses with English, French, Japanese and Spanish language combinations begin in March and September; all other language courses begin in September only.

Terms of payment

Please cross as applicable and complete in block capitals:

Bank transfer: Fees are to be transferred to the following account: Commerzbank Heidelberg; sort code: 67280051; account no. 465418300

Direct debit (required for monthly payments). Course fees are debited from your account. Please provide your bank details. Bank (name and branch)

SEPA direct debit mandate agreement for recurrent payments

F+U Rhein-Main-Neckar gGmbH, Apothekergasse 3, 69117 Heidelberg

Creditor identification number: DE73ZZZ00000660680; Mandate reference, Your customer number: _____

SEPA direct debit mandate

I authorise F+U Rhein-Main-Neckar gGmbH to send instructions to my bank to debit my account by direct debit. I authorise my bank to debit my account in accordance with the instructions from F+U Rhein-Main-Neckar gGmbH.

Note: I am entitled to a refund from my bank under the terms and conditions of my agreement with my bank. A refund must be claimed within eight weeks starting from the date on which the account was debited.

Given name and surname (account holder)

Street/house no.

Postcode/town or city

Bank (name)

BIC

IBAN

DE _____

Date, place and signature

This SEPA direct debit mandate applies to the agreement with (Given name and surname / of the participant/learner)

Ich melde mich verbindlich zu dem angekreuzten Ausbildungsgang an. Die umseitigen Teilnahmebedingungen und allgemeinen Informationen (Voraussetzungen, Gebühren für die Anmeldung, Unterrichtsmaterialien u. ä.) erkenne ich an bzw. habe ich zur Kenntnis genommen.
Träger der Ausbildung ist F+U Rhein-Main-Neckar gGmbH.

Ort/Datum

Unterschrift des/r volljährigen Teilnehmers/-in (bei nicht volljährigen Teilnehmern/innen zusätzlich die Unterschrift des/der gesetzlichen Vertreters/Vertreterin)

General Terms and Conditions

1. Admission requirements

- 1.1 F+U training courses are open to all; however, there is no entitlement to participation.
 1.2 In so far as admission criteria are specified for a target qualification, their fulfilment serves as the prerequisite for course participation.
 1.3 The learner is responsible for verifying admission criteria before submitting the registration form. Failure on the part of the learner to meet the criteria does not absolve the learner from payment of course fees.

2. Registration / learning contract

- 2.1 The F+U registration form must be completed for each course. By registering, the learner acknowledges and accepts the conditions of participation and valid school regulations. Upon F+U's written confirmation, a learning contract is concluded and the binding registration may only be cancelled in accordance with the general terms of contract.
 2.2 If course capacity is reached, the school can refuse admission to the course.
 2.3 The fee payment obligation, including monthly payment, remains independent of teaching or holiday periods. The learner's contractual payment obligation continues even if the learner does not commence the course. The same applies in the case of later course entry. In particular, the learner's payment obligations remain unchanged.
 2.4 Payment obligations cannot be made conditional on the receipt of financial assistance or funding from a public authority.
 Learning material costs and travel costs for excursions and company visits are not included in the course fees.

3. Data protection

- 3.1 The learner's data will be digitally collected and processed and, where required, forwarded to potential service providers.

4. Fees / withdrawal from contract before course commencement

- 4.1 Fees are charged for participation in courses (see overleaf), the amount of which will not be subsequently increased. An invoice will be forwarded to you two weeks after the start of the course.
 4.2 The fees and settlement date are not dependent on the actions of third parties (e.g. Bafög, education voucher). Payment obligations cannot be made conditional on the receipt of financial assistance and/or funding from a public authority.
 4.3 Withdrawal from the contract is possible until four weeks before the start of the course, with no payment obligation.
 4.4 Within four weeks before the start of the course, withdrawal from the contract shall only be valid if made in writing. The applicable terms of cancellation are set out in clause 6.
 4.5 IHK examinations incur fees, for which the candidate will be invoiced separately. The examination fees are therefore not included in F+U's fees.
 4.6 F+U charges a registration fee for the state examination; the same applies for the certificate examinations (see overleaf).
 4.7 Holiday periods are already calculated in the course fees. The fee payment obligation, including monthly payment, remains independent of holiday or sickness periods.
 4.8. The learner's contractual payment obligation continues even if the learner does not commence the course. The same applies in the case of later course entry.

5. Course delivery

- 5.1 F+U delivers the training course in accordance with the offer valid at the commencement of the course. F+U reserves the right to make alterations; however, the learning outcomes of the course may not be changed. A change of teacher does not constitute an alteration in this context.
 5.2 The minimum number of participants for the course and individual subject areas is eight. Should this minimum number not be reached, or should the number of participants fall below this minimum during the course of the training, F+U reserves the right to proportionately reduce the number of teaching hours. The formula for calculating the reduction is available on request.

6. Cancellation

- 6.1 The Foreign Language Correspondence Clerk / European Secretary / Multilingual Correspondence Clerk learning contract may be cancelled, with no specified reason, at six weeks' written notice to the end of the academic half-year.
 6.2 The Translator learning contract may be cancelled before the start of the course with written notice to the end of the first quarter; thereafter, cancellation is possible only with good reason.
 6.3 Notice of cancellation must be given in writing.
 6.4 Absence from lessons does not constitute cancellation. Teaching staff are not authorised to accept notice of cancellation.
 6.5 Paragraphs 6.1. to 6.4. also apply to cancellations involving an alteration to the contract, i.e. in the event of cancelling training in a second, third or fourth language. Alterations to the learning contract are not permitted for participants in a training course funded by Agentur für Arbeit training measures (e.g. a 'Bildungsgutschein' education voucher). Deselection of a second, third or fourth language only takes effect from the following semester.
 6.6 Fees paid in advance will be refunded on a pro rata basis.

7. Learner obligations

The learner is obliged to:

- 7.1 provide prompt and complete documentation required for demonstrating fulfilment of the admission criteria,
 7.2 comply with school regulations,
 7.3 follow instructions of F+U staff in the context of school regulations,
 7.4 participate regularly in lessons,
 7.5 comply with regulations specified in education and training legislation,
 7.6 comply with the obligations created by this contract,
 7.7 inform the administration office, immediately and in writing, of any change of home or term-time address,
 7.8 participate regularly and punctually in all training activities,
 7.9 inform the school of any absenteeism, in writing and stating the reason, at the latest by the third working day,
 7.10 submit a doctor's certificate in the case of sickness lasting 3 or more days, at the latest by the third working day after the onset of the sickness.

8. Exclusion and cancellation by the training provider

- 8.1 F+U reserves the right to exclude from the course, either partially or completely, participants who wilfully or recklessly contravene their obligations as learners.
 8.2 F+U reserves the right to claim damages in the event of contravention of clause 7.
 8.3 F+U holds a unilateral termination right if the learner fails to make prompt payment of training fees. In this case, all outstanding payments become due immediately. Payments already made up to the date of the self-inflicted cancellation will not be refunded.

9. Liability

- 9.1 F+U is liable for accidents within the provisions of the law.
 9.2 F+U is not liable for loss or theft of personal property brought to the school premises.

10. Supplementary agreements

Supplementary agreements shall only be valid if made in writing.

11. Authorised representatives, custodians

In the case of a custodian signing the contract, he or she confirms agreement of the spouse or other custodian.

Admission requirements:

Foreign Language Correspondence Clerk; European Secretary, Multilingual Correspondence Clerk*: English B1 language skills (intermediate); Intermediate school certificate (required for the state examination); German as a Foreign Language level C1 (advanced).

*The application for state recognition of the Multilingual Correspondence Clerk course was submitted in autumn 2012.

Translator: German C2 language skills, C1 foreign language skills*; Commercial vocational qualification or, for example, Foreign Language Correspondence Clerk / European Secretary qualification (at least 1.5-year course)

*We offer a special preparatory course for applicants with insufficient English or German language skills.

Qualifications, examinations

State recognised qualifications: Chinese, English, French, Japanese, Russian, Spanish.

IHK certification: available in most languages.

Internationally recognised certificates through the F+U Academy of Languages: ECDL, LCCI, TELC, TOEIC, TOEFL, TestDaF, TestAS.

Internationally recognised examinations through partner institutions: Chinese (Confucius Institute); Russian (University of Heidelberg); DELF, DALF (Institut de Français IF2).

Learning materials are not included in the course fees and can be purchased from the school at the beginning of the semester.

Supplementary learning materials (copies, lecture notes etc.; fee per semester): Single language course = € 50; two languages = € 70; three languages = € 100; four languages = € 120.

Registration fee for the examination leading to state certification (per language): € 150.

Administration fee for deselection of a second, third or fourth language: € 90.

Teaching hours (TH) per week: Single language = 25 TH; two languages = 30 TH; three languages = 35 TH; four languages = 40 TH (Translator course: approx. 33 TH).

Minimum number of participants: see clause 5.2. in the General Terms and Conditions.

Holiday plan and timetable: see enclosure and website.