
General Terms and Conditions (valid from 10 September 2018)

1. General terms of enrolment

Participants must be at least 16 years old. For those under the age of 16, special courses for teenagers or children are recommended. Spoken and written knowledge of the alphabet is required.

2. Enrolment procedure

2.1. Beginners can register for A1 or A1.1 courses. Advanced learners take a placement-test to identify their language level before registration. After the test, the Goethe-Language Center at Northeastern-University will inform the participants about the final date of registration and payment.

2.2. Full payment must be made before the beginning of the course.

2.3. Payment can be made by card in our registration office.

3. Course fees

3.1. The contractually binding fee is the price stated on our website (shenyang.goetheslz.com) at the time of application.

3.2. Courses can only be booked as a whole. In special circumstances, participants may join after the beginning of the course. In such an event, payment of the full course fee is required. The final decision about such cases rests with the Goethe-Language Center at Northeastern-University.

4. Changing courses

4.1. Courses can be changed if the number of participants allows and the teacher agrees. A participant's first switch to a different course is free of charge. In case of further changes an additional RMB 100 applies each time.

4.2. The entire course can be postponed before the commencement. Half of the course can be postponed before 1/3 of the course. The course can't be postponed after 1/3. Except special circumstances the course can be postponed only to the next period.

5. Cancellation and refunds

5.1. If a student is unable to attend a registered course, the Goethe-Language Center at Northeastern-University will proceed with the following conditions: 90% of the course fee will be refunded if the cancellation is made before the commencement of the course. 50% of the course fee will be refunded if the cancellation was made before the end of the first week after the commencement of the course. After the first week of the course no fee will be refunded for any reason.

5.2. If you are unable to personally cancel the course, a written notice is required within the deadlines mentioned in 5.1. (E-Mail: info.shenyang@goetheslz.com).

5.3. Please understand that also in case of illness we cannot abide from the rules mentioned above.

6. Course level assignment/ course size

6.1. Assessment of your course level is based on the placement test conducted prior to enrolment.

6.2. Participants need to pass the internal final exam with a mark of at least "satisfactory" in order to be permitted to sign up for the next level.

6.3. We reserve the right to cancel or postpone the course if a minimum number of participants is not reached. In such circumstances we will offer the participants the opportunity to move to another course or to receive a full refund of the course fee. In your own interest we encourage you to register early for a course to ensure that courses are not cancelled due to purported insufficient



interest.

7. Certificate of attendance

At least 70% participation in the course and attendance during the final exam are required to obtain a certificate of attendance. If you need a new certificate of attendance, you need to pay RMB 100 for it.

8. Obligation of participants

Participants are obliged to follow the rules of the Goethe-Language Center at Northeastern-University. They should also especially comply with the regulations about using multimedia teaching equipment in our course rooms.

9. Liability of the Goethe-Language Center at Northeastern-University/ force majeure

Liability of the Goethe-Language Center at Northeastern-University and its staff is limited to intent and gross negligence. The Goethe-Language Center at Northeastern-University also accepts no liability for the cancellation of its services due to force majeure (e. g. natural disasters, fire, floods, war, official orders and all other circumstances beyond the control of the contractual parties).

I have read and I agree to all of the terms and conditions stated above.

Signature

Date