



## Terms of Participation (valid since 1.1.2018)

### 1. General Terms of Enrolment

Participants must be at least 16 years old. For those under the age of 16, teenager or children courses are recommended. Spoken and written knowledge of the Roman 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 the 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 office in the main-building at the Northeastern-University.

### 3. Course Fees

3.1 The contractually binding fee is the price stated on our website at the time of the 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 the Northeastern-University.

### 4. Switching between classes

4.1 The application for the class switch has to be submitted to the enrolment office in written form. A participant's first switch to a different class is free of charge, provided that there is a vacancy in the designated class and the teacher has approved the change. In case of further changes an additional 100RMB 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 for some reason, the center 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 cancellation is made before the end of the first week **after** the commencement of the course. **After** the first week of the class **no fee** will be refunded for any reason.

5.2 If you are not able to personally cancel the course, a written notice is required to: [info.shenyang@goetheslz.com](mailto:info.shenyang@goetheslz.com) within the deadlines mentioned in 5.1.

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

### 6. Course Level Assignment/ Class Size

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

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

6.3 Our courses have a minimum number of 10 participants and a maximum class size of 20 (often limited to 16 persons due to the size of the classroom). If the minimum is not reached prior to the opening of a class, we reserve the right to cancel or postpone the course. 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 class to ensure that courses are not cancelled due to purported insufficient interest.

### 7. Certificate of attendance

At least 70% participation in the class and attend the internal final exam are required to obtain a certificate of attendance. If you need new Certificate of attendance, you need to pay 100 yuan for it.

### 8. Obligation of Participants

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

### 9. Liability of the Goethe-Language Center at the Northeastern-University and its staff is limited to intent and gross negligence.

The Goethe-Language Center at the 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:**