

REGISTRATION FORM 2024

(Version: 29.09.2023)

Application number:

Please fill in using BLOCK CAPITALS and tick as appropriate.

Mrs ☐ Mr ☐ Mx ☐

Surname	_____	First name	_____
Date of birth	_____	Place of birth	_____
Street, No.	_____	Zipcode	_____
Supplement	_____	City/Country	_____
E-Mail Address	_____		

I have already attended a course in the Department of German as a Foreign Language at the RUB:

☐ yes ☐ no If yes (last course):

Period	Level attended	Final test result

I hereby register myself for the following German course. I accept this registration as binding.

	Courses	from	to	Mandatory placement test	Registration until	Rebooking / Withdrawal until
<input type="checkbox"/>	„Jan24“	11.01.2024	20.03.2024	08.01.2024	30.11.2023	28.12.2023
<input type="checkbox"/>	„Apr24“	11.04.2024	25.06.2024	08.04.2024	29.02.2024	28.03.2024
<input type="checkbox"/>	„Jul24“	11.07.2024	18.09.2024	08.07.2024	30.05.2024	27.06.2024

The course fee for one course is 500€. Each course consists of about 20 teaching units per week and usually takes place face to face. The RUB reserves the right to increase the proportion of online teaching.

Desired course level: (see entry requirements in the info sheet on the homepage)

☐ B1 ☐ B2 ☐ C1

Desired course time:

No guarantee. The choice of the course time is limited by the number of course places at that time!

☐ in the morning (8:30 - 11:45) ☐ in the afternoon (12:30 - 15:45) Reason:**IMPORTANT**

By signing this document you certify the information provided above, you agree to the attached terms and conditions, and that your data may be stored.

Please send the completed form and a passport copy (ID page) to the Department of German as a Foreign Language by e-mail to: daf-info@rub.de. After receipt of the form, you will receive an invoice by e-mail, which must be paid within 14 days. After receipt of the course fee, you will be sent an admission letter to the German language course by e-mail.

Date: _____

Signature: _____

Terms and Conditions

Note: For better readability, the masculine form is used here for personal names and personal nouns. In the interests of equal treatment, the corresponding terms apply to all genders. The abbreviated form of language is for editorial reasons only and does not imply any valuation.

- § 1** Participants in our courses must be able to provide proof that they fulfill the entry requirements for – and have been granted admission to the German course of – the Ruhr-Universität Bochum. They can then be matriculated as German course participants. Participants can only be persons who are at least 18 years old.
- § 2** All courses usually have a minimum number of participants. Should this minimum number not be reached, the course will not take place. In such cases, the Ruhr-Universität Bochum reserves the right to offer an alternative course or to cancel registrations. In case of rejection of the new offer by the participant or cancellation by RUB, the paid course fee will be fully refunded to the participant.
The number of course places is limited. The Ruhr-Universität Bochum reserves the right to refuse and cancel registrations. In case of cancellation by the RUB, the paid course fee will be fully refunded to the participant.
The courses take place either in the morning or in the afternoon. The participant has no right to a specific course time. If the participant does not agree to the course schedule, he has no right of withdrawal and no possibility of rebooking according to §§ 6, 7 of this contract.
- § 3** The final say over the course level placement of the participant rests with the Ruhr-Universität Bochum. Should a participant enroll in a course for which his level is deemed unsuitable as a result of the placement test, the Ruhr-Universität Bochum reserves the right to place the participant in a course which accurately reflects his abilities. Should the participant reject the result of the placement test, he has no right to withdraw the registration or rebook the course as outlined in §§ 6, 7.
If, according to the results of the placement test, the participant has to attend a course level that is not offered by the Ruhr-Universität Bochum, the registration will be cancelled. In this case, the paid course fee will be fully refunded to the participant.
- § 4** Courses are delivered either face-to-face, online or in a blended format.
Important information about the placement test and online classes: the following technical requirements are necessary for participation, i.e. for online classes as well as for independent work on the learning platform and participation in the tests (incl. placement test) : a regular PC access incl. loudspeaker, webcam and microphone und a stable, fast Internet connection. The participant cannot use only a mobile phone.
The participant has to buy the book for his language level on which the course and the exercises on the learning platform are based.
A final test is held at the end of the course. The requirements for admission to the final test are regulated in the conditions for the respective booked course.
- § 5** The invoice amount must be paid no later than the date indicated on the invoice. Binding registration is only possible after receipt of the full course fee. Any fees resulting from bank transfers of payment must be borne by the participant. The participant loses his claim to the booked course if the payment (s) is (are) not received in time and/or in full.
- § 6** If a participant cannot attend the course on the booked date, he has two opportunities to rebook for the next course start date. The rebooking is only possible if a deadline of 14 days before the start of the rebooked course is observed. Rebooking after the deadline is not possible. The first rebooking is free of charge. For the second rebooking, a rebooking fee of 10% of the course fee of the rebooked course will be charged. Any transfer fees incurred for the payment of the rebooking fee shall be borne by the course participants. Further rebookings of a registration are not possible, the withdrawal and cancellation conditions according to §7 of this contract apply.
- § 7** Withdrawal from a language course is only possible within the period of 14 days before the start of the course. The notice of withdrawal must be in text form (e-mail or mail) and must come from the course participant or from a person authorized by the course participant. In the event that a participant withdraws from the course, the paid course fee will be reimbursed minus a deduction of 20% of the course fee. Any rebooking fee paid is non-refundable.
- § 8** The participant accepts all risk of being unable to attend the course in whole or in part for personal reasons (e.g. illness, personal or professional commitments). In this case, the participant has no right to a reimbursement of course fees from the Ruhr-Universität Bochum.
- § 9** Place of jurisdiction is Bochum. The German version is the authoritative version.
- § 10** The Ruhr-Universität Bochum is liable for damages incurred by the participants in connection with the language course, only insofar as they are based on intent and gross negligence. Compensation for indirect damages is excluded in case of gross negligence. The aforementioned exclusions of liability do not apply to damages resulting from injury to life, limb and / or health. In this case, the legal liability applies.
- § 11** If parts of these provisions are invalid, the validity of the remainder remains unaffected.