



## Terms and Conditions

### 1. Registration and prerequisites

Prerequisites for participation in the courses are command of the Roman alphabet and a final second level qualification of the home country (school leaving certificate/university entry qualification).

### 2. Payment

Fees must be paid no later than 3 days after admission to the course. Reservations are binding only after receipt of fees. A payment reminder will not be issued.

### 3. Transfer and withdrawal

Withdrawal from a course or transfer to a subsequent course is possible up to **2 weeks before the start of the course** at the latest. A transfer is free of charge. In the case of a timely withdrawal course fees will be refunded with the exception of a processing fee of 50 Euros. In the case of a withdrawal during the course there is no entitlement to a total or partial refund or to participation in a subsequent course.

### 4. Attendance and certificates

Certificates and confirmations of attendance will be issued on the final day of the course. Participants who miss more than 20% of the course will receive a confirmation of attendance for the time attended.

The TestDaF certificate will be issued by post approximately 6 weeks after the course ends.

### 5. Course cancellation

A course may be cancelled up to a week before the published start date if the minimum number of participants has not been reached.

### 6. Data security

Deutschkolleg Stuttgart stores data electronically for administrative purposes and does not pass on data to third parties.