General conditions

Age: Students must be 18 years old

Classes: Each class / lesson is 45 minutes long

The full amount includes: registration fee, course and reserved accommodation, welcome pack, use of materials / school library, placement test, certificate of attendance at the end of the course

This does not include:
official exams, books, insurance, outings and other additional services

Registrations at the last minute:
Those students who register less than 20 days in advance of the course start-date must realise the course-payment before the course starts. Please send us proof of transfer by fax to (+ 49 30- 440 57 323) or mail.

Insurance: We recommend all those students from the EU to bring the E1.11 form with them (health insurance). For all those students from outside the EU we recommend that you take out private insurance.

Visas: Students from the EU do not need a visa. Students from outside the EU should contact their local German embassy or consulate.

Cancellations:

Only cancellations in writing are valid.

In the case of cancellation more than 30 days in advance of the course start-date, iberika will retain 10% of the total amount of the reservation.

If the student were to cancel more than 20 days in advance, iberika will retain 30% of the total amount of the reservation.

In the case of cancellation more than 7 days in advance of the course start-date, iberika will retain 50% of the total amount of the reservation.

In the case of cancellation less than 7 days in advance of the course start-date, iberika will retain 100% of the total amount of the reservation.

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Change of course:
If the student changes the date of the course, an additional fee to the sum of €50,- will be charged. If the change occurs less than 20 days in advance, in addition to the fee, a week of reserved accommodation will be charged and accommodation cannot be guaranteed.

Refunds: There are no refunds once the course has started. In case of illness the student can request a change to the start-date. In this case iberika will need to see a medical certificate / doctor's note. The student will have to attend the course the same year.

Conditions of payment

Please remember that we only accept payments in € and that the transfer must be realised 20 days in advance of the course start-date.
The student assumes all bank charges.

Bank address :	Berliner Volksbank, Blücherstr. 68, 10961 Berlin
Account holder:	iberika Sprachschule
Swift code:	BEVODEBB
IBAN code:	DE57 1009 0000 5708 029 000
Bank:	Berliner Volksbank

Please add 15€ to cover the additional bank charges. If no bank charges were due or if they were less, iberika will return the Money to the student once in Germany.

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