

# AGENTS' MANUAL

Learn German &  
Experience Vienna!

## GERMAN COURSES

for adults 16+  
in Vienna and  
online

## SUMMER COURSES

for young people  
12-17 and 16-19  
in Vienna

# ACTILINGUA

A c a d e m y

2023/2024

[www.actilingua.com](http://www.actilingua.com)



# Welcome to ActiLingua

## in Vienna/Austria - three school sites in premium locations

### Modern year-round school in Vienna for adults 16+

- ▶ Centrally located in Vienna's embassy district; opposite "Schloss Belvedere". City centre (Stephansplatz) 15 minutes by public transport.
- ▶ Completely renovated, partly air conditioned Art Nouveau building.
- ▶ Bright, modern, friendly and well-furnished classrooms. Multimedia library featuring 20 workplaces with computers and FREE internet access (WiFi) and library.
- ▶ 10-15 additional classrooms and sports grounds; dependance Sacré Coeur next door.
- ▶ Student lounge with coffee.



Dr. Mitar Pitzek,  
School Owner

### Two residential schools in summer

#### SUMMER SCHOOL 12-17 YEARS

- ▶ Spacious campus with park and sports facilities in central location.
- ▶ 20 or 30 lessons per week, 1-5 weeks.
- ▶ On-campus accommodation in Standard (4-6 bed) or Superior (3-4 bed) rooms, full board.
- ▶ 24/7 support and supervision.
- ▶ Daily leisure and cultural programme.
- ▶ OSD Zertifikat Deutsch Österreich B1/Jugendliche.

#### HOLIDAY COURSE 16-19 YEARS

- ▶ Spacious school grounds with park and sports facilities next door to ActiLingua Academy 16+.
- ▶ 20 or 30 lessons per week, 2-6 weeks.
- ▶ Accommodation in Student House, shared room, half-board.
- ▶ Included 4 times per week: Sports, cultural and social activities, evening programme.

### Accommodation options

**Amelie Residence** (year-round): with 20 Superior and Standard Apartments with hotel service. Well-furnished and modern apartments await you in a recently renovated Art Nouveau building in a convenient location. Both the school and the city centre are accessible in approx. 10-15 minutes by public transport.

**Standard apartments:** Single or twin

room with other ActiLingua students in an apartment (60-75 m<sup>2</sup>) with TV, radio, free WiFi. Shared use of kitchen, bathroom and toilet. Service: Rooms are cleaned once a week.

**Superior apartments:** Apartment (30-40 m<sup>2</sup>) for single use with private bathroom and toilet. Sat TV, radio and free WiFi.

Service: Rooms are cleaned once a week.

**Meals:** The apartments feature a fully equipped kitchen, perfect for preparing your own food. Students can also book breakfast or half-board.

**Host family** (year-round): single or twin room, breakfast or half-board.

**Student House** (July-August): single or shared bed room, breakfast or half-board.

## Experience Vienna!

#### CONTACT US

**Booking office:** ActiLingua Academy – Language Studies GmbH & CO KG  
Reisnerstraße 61, 1030 Vienna  
T.: +43 1 877 67 01

**Skype:** actilingua

**Email:** info@actilingua.com

**Website:** www.actilingua.com

#### VIENNA - CITY OF ART & MUSIC

- ▶ Worldwide number 1 in Quality of Living (Mercer Study), smartest city in the world, based on sustainable use of resources and innovation (2022).
- ▶ One of the top 5 safest capitals of Europe.
- ▶ Unique blend of history and modernity, imperial traditions and urban culture.
- ▶ Art treasures and exhibitions at more than 100 museums.
- ▶ Classical music (Mozart, Schubert, Strauß) meets young & lively music scene.

#### GERMAN LANGUAGE

Students will learn "Hochdeutsch", which is the standard form of the language spoken throughout the German speaking world.

#### WEATHER IN AUSTRIA

Austria's climate is generally moderate and mild. Average summer temperatures range from 25°C to 35°C, the average winter temperature is around 0°C to 5°C.

# German Courses

STANDARD	INTENSIVE	SUPER-INTENSIVE	LIVE ONLINE COURSE
25 lessons per week German course (20) + cultural and special interest programme (5)	35 lessons per week German course (20) + minigroup (10) + cultural and special interest programme (5)	35 lessons per week German course (20) + individual tuition (10) + cultural and special interest programme (5)	10-30 lessons per week Live online individual tuition: You define the content of your language course yourself.
Group course (max. 12 students)	Combination of Standard Course and minigroup lessons (max. 8 students)	Combination of Standard Course and individual tuition	Study German wherever you are.
1-52 weeks	1-52 weeks	1-11 weeks	1-11 weeks
INDIVIDUAL TUITION	CERTIFICATE PREPARATION	GERMAN TEACHERS' COURSE	BUSINESS GERMAN
10, 20 or 30 lessons per week 2, 4 or 6 lessons per day	+ 8 group lessons or + 4 individual lessons Exam preparation of OSD certificates	<b>German Teachers' Course:</b> Teacher training (20) + cultural and special interest programme (5) per week for non-native German teachers <b>German and Teacher Training:</b> Standard Course (20) + cultural and special interest programme (5) per week + teacher training (7)	35 lessons per week Standard Course (20) + Business German (10) + cultural and special interest programme (5)
One-to-one tuition	Combination of German course and exam preparation		Combination of Standard Course and Business German in mini-group lessons
1-12 weeks	2 weeks	2 weeks	1-2 weeks
GERMAN AND WORK EXPERIENCE	GERMAN AND MUSIC	HOLIDAY COURSE 1 OR 2 (16-19 YEARS)	SUMMER COURSE 1 OR 2 (12-17 YEARS)
25 or 35 lessons per week	+ 1 instrumental lesson per week + 1-3 theory subjects per week	25 or 35 lessons per week 4 or 6 lessons per day	20 or 30 lessons per week 4 or 6 lessons per day
German course followed by an internship in a selected Austrian company.	Parallel to the German course, students have music tuition at the conservatory.	German course (20); Accommodation, activity programme (5) included.	German course in groups of max. 15 students; Accommodation, full activity programme included.
8-52 weeks	4-52 weeks	1-6 weeks	1-5 weeks
UNIVERSITY PREPARATION			
Exam preparation course (OSD Zertifikat) and 2 tutorials on university system.			

## Cultural, leisure and special interest programme

We want to communicate more than the German language. ActiLingua's packed activity programme and special interest classes will present a diverse view of Vienna, Austrian culture and the German language. (5 lessons per week are included in the price).

## Course levels and Certificates

### PLACEMENT

After a written assessment test and an oral assessment interview, students are placed in the appropriate level. The written assessment test takes approximately 60 minutes.

### COURSE LEVELS

We offer 8 course levels from A1 to C2, each with a 4-8 week syllabus, according to the Common European Framework of Reference for Languages. Levels: from absolute beginner to advanced.

### CERTIFICATES

ActiLingua is an examination centre for the **Austrian German Language Diploma (OSD)** with 380 examination centres in 30 countries.

- ▶ OSD Zertifikat A1/A2
- ▶ OSD Zertifikat B1
- ▶ OSD Zertifikat B2
- ▶ OSD Zertifikat C1
- ▶ OSD Zertifikat C2

**ActiLingua Certificate** for students who have attended their course regularly (at least 90 %).



# Dates and Prices 2023 for adults 16+

1-11 weeks	STANDARD	INTENSIVE	SUPER INTENSIVE	BUSINESS GERMAN
Lessons/week	25 lessons	35 lessons	35 lessons	35 lessons
1 week	307.-	447.-	767.-	447.-
2 weeks	499.-	779.-	1,419.-	779.-
3 weeks	691.-	1,111.-	2,071.-	-
4 weeks	883.-	1,443.-	2,723.-	-
extra week	192.-	332.-	652.-	-

12-52 weeks	LONGTERM STANDARD	LONGTERM INTENSIVE
Lessons/week	25 lessons	35 lessons
12 weeks	2,107.-	3,655.-
16 weeks	2,771.-	4,835.-
24 weeks	4,099.-	7,195.-
36 weeks	6,091.-	10,735.-
extra week	166.-	295.-

1-12 weeks	INDIVIDUAL COURSE
10 lessons/week	730.-
20 lessons/week	1,380.-
30 lessons/week	2,070.-

Reduction Individual Course:  
2 participants -40%, 3 participants -50%.

**Starting Dates** - every Monday.

**Beginners:** Jan. 2 / Jan. 30 / Feb. 27 / March 27 / May 2 / June 5 / July 3 / July 31 / Sept. 4 / Oct. 2 / Oct. 30 / Nov. 27, 2023 / Jan. 2, 2024

**Business German:** (from B1.1)  
May 2 / July 10 / July 31 / Sept. 4, 2023

**Excursions** (optional) (net)

- ▶ **Full-day excursions** (approx. EUR 25.- to 70.-):  
e.g. Salzburg, Wachau, Lake Neusiedl.
- ▶ **Half-day excursions** (approx. EUR 10.- to 40.-):  
e.g. Klosterneuburg, Burg Kreuzenstein, Laxenburg, Hinterbrühl grotto, UNO-City.

**Included in the price**

- ▶ **20/30 lessons German course** per week (1 lesson = 45 minutes).
- ▶ **5 lessons cultural/special interest programme** per week, e.g. Vienna guided tours; talks and videos about Austrian music, art, history, literature; Viennese Waltz course; party; sports.
- ▶ **ActiLingua Certificate.**
- ▶ **ActiLingua vocabulary book.**
- ▶ **Course books** may be borrowed for the whole course. Books can be bought at a 50 % discount from the school office.
- ▶ Use of computers, books, videos and magazines in the **multimedia library.**
- ▶ Student service at the school office: Monday-Friday.
- ▶ **Free internet access (WiFi).**
- ▶ Student manual with interesting tips on Vienna.
- ▶ **ActiLingua Card** entitling holder to discounts at a number of museums, theatres, restaurants, shops.

**Extras (net)**

- ▶ **Transfer** (from airport/station to accommodation) one way: EUR 50.-
- ▶ **Public transport:** EUR 17.10/week (subject to change).
- ▶ **Travel Insurance Package:** EUR 25.-/week.
- ▶ **Cancellation Insurance:** 4 % of the total amount.
- ▶ **Key deposit (refundable):** EUR 100.-
- ▶ **Express letter (DHL):** EUR 100.-

## Special programmes 16+ - OPTIONAL SUPPLEMENT TO BOOKED COURSE

2 weeks	CERTIFICATE PREPARATION COURSE OSD (net)			
Lessons	+ 8 lessons group course (min. 4 participants) or +4 lessons Individual Tuition			
Prices	Group course: 115.- or Individual Tuition: 200.-			
Examination Fee OSD	A2: 140.-	B1: 170.-	B2: 190.-	C1: 210.-

**Included in the price:** 8 group lessons or 4 individual lessons of examination preparation.

**Starting Dates OSD**

Jan. 16 (exam: Jan. 26/27) / Feb. 13 (exam: Feb. 23/24) / Mar. 20 (exam: Mar. 30/31) / April 17 (exam: April 27/28) / May 15 (exam: May 25/26) / June 19 (exam: June 29/30) / July 3 (exam: July 13/14) / July 17 (exam: July 27/28) / July 31 (exam: Aug. 10 /11) / Aug. 14 (exam: Aug. 24/25) / Sept. 18 (exam: Sept. 28/29) / Oct. 16 (exam: Oct. 25/27) / Nov. 13 (exam: Nov. 23/24) / Dec. 11 (exam: Dec. 21/22).

2 weeks	GERMAN TEACHERS' COURSE	
	German Teachers' Course	German and Teacher Training
2 weeks	Tuition only: 796.-	
Starting Dates	Jan. 16 / April 3 / July 3 / July 17 / Oct. 2	every Monday

**Included in the price**

- ▶ **German Teachers' Course:** 20 lessons teachers' training course (8-12 participants) per week or
- ▶ **German and Teacher Training:** 20 lessons general German course (8-12 participants) per week + 7 lessons of teacher training.
- ▶ 5 lessons cultural/special interest programme per week.
- ▶ The same services as a Standard Course.
- ▶ Welcome dinner (German Teachers' Course).

The German Teachers' Course meets the conditions for support from the EU-"Erasmus+" fund.



# Special programmes 16+

8-52 weeks

## UNIVERSITY PREPARATION AND ENROLMENT GUIDANCE (net)

Prices	University Preparation: 315.- / Enrolment Guidance: 570.- (course 8-52 weeks)
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### Extras (net)

- ▶ Study fees: EUR 382 - 770.-/term at public universities. For EU or EEA nationals the fees are waived. Study fees for private universities on request.
- ▶ Accommodation after language course.

### Included in Enrolment Guidance

- ▶ Schedule for the path to your studies and visa support.
- ▶ Guidance for **submitting of enrolment documents** at 1-3 Austrian universities or for University Preparation Programme (Vorstudienlehrgang).

### Included in University Preparation

- ▶ 8 group lessons **exam preparation**.
- ▶ **Examination fee:** OSD Zertifikat B2 or C1.\*
- ▶ **2 free tutorials:** Advice on the Austrian system of higher education and help with choice of study programme and university with the ActiLingua university advisor.

\*Students required to attend the University Preparation Programme (VWU) at Vienna University must pass the supplementary examination in German (EPD) directly at the VWU.

8-52 weeks

## GERMAN AND WORK EXPERIENCE (net)

Price	Placement Service Work Experience: 485.-
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### Included in the price

- ▶ **Placement at an Austrian company:** telephone or personal interview; selection of a company suitable for the applicant.
- ▶ **Evaluation and final report** by the employer.

**Note:** Minimum duration: 4 weeks tuition + 4/8 weeks work experience. No specific position or employment location can be guaranteed.

Should no suitable position be found, we will refund EUR 340.-.

### Unpaid work experience

For students from non-European Union member states and the EU.

Applicants receive no remuneration and must pay for accommodation and board themselves (accommodation: approx. EUR 155 - 415.-/week).

### Starting Dates

every Monday. Beginners: see Standard Course.

### Paid work experience

For students from the EU, Norway, Iceland and Switzerland.

Remuneration: approx. EUR 330-800.- net per month for a 40-hour week. Accommodation and insurance are provided by the employer or financed by an appropriately higher salary. The availability of paid work experience is limited and can therefore only be offered to applicants with very good German skills.

4-52 weeks

## GERMAN AND MUSIC (net)

Lessons/week	+ 1 instrumental lesson
Surcharge per week	80.-

### Included in the price

Placement at the Conservatory:

- ▶ 1 instrumental/voice lesson per week
- ▶ Conservatory Certificate.

### Extras (net)

- ▶ **1 additional instrumental or voice lesson** per week: EUR 58.-/week.
- ▶ Practice facilities at the Conservatory approx. EUR 3.-/hour.

### Starting Dates

every Monday. Beginners: see Standard Course

### Holidays of the Conservatory

Public holidays and Dec. 24, 2022 - Jan. 6, 2023 / Feb. 6-11 / April 1- April 10 / May 27-29 / July 1 - Sept. 3 / Oct. 27-31 / Dec. 24, 2023 - Jan. 6, 2024.

No music teaching on holidays. Lessons cannot be made up subsequently.

# Accommodation 16+

## PER PERSON PER WEEK

Family/ Apartment	Twin	157.-
	Single	240.-
Amelie Residence Standard/ Student House	Twin	202.-
	Single	278.-
	Twin for Single	319.-
Amelie Residence Superior (Apartment for private use)	1 person	513.-
	2 persons	361.-

### Host Family

Host families can be childless couples, parents with schoolchildren or older people whose grown-up children have left home. You have your own single or twin room. You share the bathroom and the kitchen with your hosts. **Meals:** Breakfast or half-board.

## Extras

High-season surcharge (July 02 - Aug. 26, 2023)	73.-/week
<b>Meals (Family, Residence, Student House):</b>	
Breakfast	66.-/week
Half-board	159.-/week
Transfer (net) (from airport/station)	50.- (one way)
Key Deposit (refundable)	100.-

Arrival: Sunday, Departure: Saturday.

### Apartment

Accommodation in a well-maintained flat shared with other ActiLingua students. Single or twin rooms with shared bathroom and kitchen. Cleaning once a week. Max. 20-40 minutes from school with public transport.

## Amelie Residence

Close to school and city centre (10-15 minutes by public transport). Quiet apartments located next to underground station. Newly renovated, typical Viennese Art Nouveau building. The apartments are modern and comfortably furnished. All apartments are equipped with telephone, radio, SAT-TV and free WLAN/Wi-Fi and a fully equipped kitchen.

- ▶ **Standard apartments:** Apartments, 60-75 m<sup>2</sup>, are shared with other ActiLingua students. 2-5 students share kitchen and bathroom. Cleaned twice a week.
- ▶ **Superior apartments:** Own apartment for 1-2 persons, 30-40 m<sup>2</sup> with shower/toilet and kitchen. Cleaned Monday through Friday.

**Meals:** Use of kitchen, breakfast or half-board.

### Student House (July/August)

Single, twin or shared bed rooms with breakfast or half-board. Arrival: Sunday, Departure: Saturday.

# Holiday Course 16-19 years



Scan this code and watch a video about our Holiday Course.



1-6 weeks	HOLIDAY COURSE 1	HOLIDAY COURSE 2	
Lessons/week	25 lessons	35 lessons	Starting dates: July 2 / July 16 / July 30 Total beginners only July 2 and July 30. Arrival: Sunday; Departure: Saturday
2 weeks	1,509.-	1,737.-	July 2-July 15 / July 16-July 29 / July 30-Aug. 12
3 weeks	2,130.-	2,472.-	July 2-July 22 / July 16-Aug. 5
4 weeks	2,751.-	3,207.-	July 2-July 29 / July 16-Aug. 12
6 weeks	3,993.-	4,677.-	July 2-Aug. 12
OSD Certificate course			July 3 (exam: July 13/14) / July 17 (exam: July 27/28) / July 31 (exam: Aug. 10/11)

## Included in the price

- ▶ 20 or 30 German lessons per week (1 lesson = 45 minutes)
- ▶ ActiLingua Certificate.
- ▶ Accommodation in Student House, shared room, half-board.
- ▶ Activity and sports programme: (5 lessons/week)  
Sports: Football, basketball, aerobics.  
Cultural and social activities: party, Viennese waltz lessons, culture-quizzes.  
Evening activities: Vienna by night, disco.
- ▶ Course books may be borrowed for the duration of the course. Books can be bought at a 50 % discount from the school office.

- ▶ Use of computers, books, videos and magazines in the multimedia library.
  - ▶ Free internet access (WiFi) in school.
- ### Extras (net)
- ▶ Surcharge for single room: EUR 83.- per week.
  - ▶ Transfer (from airport/station to accommodation) one way: EUR 50.-
  - ▶ Public transport: EUR 17.10 per week (oblig., subject to change)
  - ▶ Travel Insurance: EUR 25.- per week.
  - ▶ Cancellation Insurance: 4 % of the total amount.
  - ▶ 1 full-day excursion: Salzburg/Wachau EUR 70.-

- ▶ 1 half-day excursion: e.g. Laxenburg/Burg Kreuzenstein EUR 40.-
- ▶ Vienna Highlights: Guided tours, entrances to famous Viennese sights: EUR 20.-/week.
- ▶ OSD-Exam Preparation (8 lessons): EUR 115.- Examination fee: EUR 140-210.-
- ▶ 1 Concert: EUR 44.-
- ▶ Express letter (DHL): EUR 100.-

# Summer School 12-17 years



Scan this code and watch a video about our Summer School.



1-5 weeks	SUMMER COURSE 1		SUMMER COURSE 2		
Lessons/week	20 lessons		30 lessons		Starting dates
Prices (Full board)	Tuition + Residence Standard	Tuition + Residence Superior	Tuition + Residence Standard	Tuition + Residence Superior	July 2 / July 16 / July 23 / July 30 Total beginners only July 2 and July 16. Arrival: Sunday; Departure: Saturday
1 week	1,092.-	1,193.-	1,209.-	1,310.-	July 30 - Aug. 5
2 weeks	1,900.-	2,102.-	2,134.-	2,336.-	July 2 - July 15 / July 16 - July 29 / July 23 - Aug. 5
3 weeks	2,708.-	3,011.-	3,059.-	3,362.-	July 2 - July 22 / July 16 - Aug. 5
5 weeks	4,324.-	4,829.-	4,909.-	5,414.-	July 2 - Aug. 5
OSD Certificate course					July 3 (exam: July 13/14) / July 17 (exam: July 27/28)

## Included in the price

- ▶ 20 or 30 German lessons per week (1 lesson = 45 minutes)
- ▶ ActiLingua Certificate.
- ▶ Accommodation in Summer School Residence  
Standard rooms: 4-6 bed rooms (communal shower). Toilet on each floor.  
Superior rooms: 3-4 bed rooms with shower.
- ▶ Bed linen is provided, please bring towels.
- ▶ Full board: Three meals per day.
- ▶ Full supervision.
- ▶ Full activity and sports programme: e.g. Sports: Badminton, beach-volleyball, football, basketball, swimming, aerobics.

- ▶ Cultural and social activities: Theatre, workshop, Vienna waltzing lessons, culture-quizzes.
- ▶ Evening activities: e.g. discos, Vienna by night, barbecue-party, videos.

### Extras (net)

- ▶ Transfer on arrival and departure: Airport/railway station: EUR 100.-  
UM Service + Transfer (one way): 9am-5pm: EUR 120.- / 5pm-9am: EUR 149.-

### To be paid directly in Vienna:

- ▶ Public Transport: EUR 17.10 per week (oblig. for students 15+ years, subject to change)
- ▶ 1 full-day excursion: e.g. Salzburg/Wachau EUR 70.-

- ▶ 1 half-day excursion: e.g. Laxenburg/Burg Kreuzenstein EUR 40.-
- ▶ Culture Special: Guided tours, entrances to famous Viennese sights: EUR 26.- per week.
- ▶ Tennis: 6/8/10 lessons (EUR 70.-/90.-/115.-)
- ▶ Concert: EUR 44.-
- ▶ OSD Exam: OSD Zertifikat B1: EUR 170.-  
OSD Zertifikat B2: EUR 190.-  
Exam Preparation (6/8 lessons): EUR 86.-/115.-
- ▶ Travel Insurance: EUR 25.- per week.
- ▶ Cancellation Insurance: 4 % of the total amount.
- ▶ Express letter (DHL): EUR 100.-
- ▶ Deposit (refundable): EUR 40.-

# Live Online German Courses

2-4 weeks

## INDIVIDUAL TUITION

10 to 30 lessons/week

520.- to 1.560.-/week

**Starting dates:** on request.

### Included in the price

- ▶ Live online German lessons (1 lesson = 45 minutes) - number of lessons according to the price table.
- ▶ ActiLingua Certificate.
- ▶ Online teaching material.

## Terms

### STUDENT STATISTICS

ActiLingua Academy is attended by people from more than 30 countries - all continents are represented! Most students come from Europe, many are from Asia and North and South America, and an ever-increasing number come to us from Australia and Africa. Our academy therefore boasts a full spectrum of nationalities. Students' different native countries and cultures go a long way to enlivening discussion in our international learning groups.

Up-to-date student statistics can be found on our agent website: [www.actilingua.com/agents](http://www.actilingua.com/agents) (password: partner2023).

### AGENT WEBSITE AND NEW PHOTO & VIDEO USB FLASH DRIVE

Visit our agent website [www.actilingua.com/agents](http://www.actilingua.com/agents) (password: partner2023) and download our brochures, flyers, welcome letters, assessment tests and new photos & videos (300dpi JPG) or order our brand new Photo & Video USB flash drive online.

### GROUP STAY PROGRAMME

Stays for groups in Vienna for 4 days to 4 weeks in combination with a German course and sightseeing programme. Please ask for our group offers!

### NATIONAL HOLIDAYS 2023

No teaching on public holidays. Tuition lost for this reason cannot be made up subsequently. The following dates are public holidays: Jan. 6/ April 10/ May 1/ May 18/ May 29/ June 8/ Aug. 15/ Oct. 26/ Nov. 1/ Dec. 8/ Dec. 25/ Dec. 26, 2023/ Jan. 01, 2024.

### VISA AND LETTER OF INVITATION

Students are responsible for obtaining visas and visa-related expenses and must present the required visa forms to the Austrian Consulate or Embassy in their country before departure. We will provide a payment confirmation and, if applicable, an invitation letter to assist students with visa application. Students are responsible for any visa-related expenses. As we are obliged to confirm the receipt of full payment to the embassy, invitation letters can only be issued after receipt of full payment. The invitation letter will be sent by email to the embassy and by regular mail or by express mail to the agent. In case the application is rejected, we will reimburse the paid fee excl. an

administration fee of EUR 198.- prior to the start of the course. No refund can be granted after the start of the course. We need to receive written proof of the embassy's denial.

### GROSS PRICES

Prices are quoted gross in Euro, if not indicated otherwise, and are valid for all courses starting from Jan. 1 to Dec. 31, 2023. Please deduct your commission. Supplements for special courses and extras are quoted net, except for German Teachers' Course. All gross and net prices subject to change.

### COMMISSION

We pay commission on tuition only for our Adults 16+ courses and Holiday Course, as well as the full package for our Summer School. Commission depends on the number of students or student weeks sent per year. No commission is granted on supplements for special courses and for extras.

### PAYMENT

All payments must be on our account prior to the student's arrival. Please make your payments in Euro (EUR) either by bank transfer or credit card. BIC: RLNWATWW, IBAN: AT 30 32000 00005212808

### CANCELLATION

Cancellations must be conducted in written form before the start of the course. We do not charge agents cancellation fees up until 15 working days prior to the start of the course. 14-4 working days prior to the start of the course we have to charge EUR 198.-. No refund is possible in the event of cancellation three working days or less prior to the start of the course, in case of non-arrival of the participant or after the start of the stay. First alteration of booking free of charge. Afterwards alteration fee of EUR 40.-. Alterations are possible until 14 working days prior to the start of the course. Afterwards you must make use of your right of cancellation. University Enrolment Guidance: The deposit and fee for University Enrolment Guidance needs to be paid in advance and is not refundable when cancelled.

### LIABILITY

We assume no liability for accidents or illness incurred by the participant during the course. Claims of any kind for which the participant is responsible are to be set-

led by the participant directly with the party suffering damage. Parents or legal guardians are responsible for participants who have not reached the age of consent. Information about our GDPR: <https://www.actilingua.com/gdpr>

### CANCELLATION BY ACTILINGUA

If a participant persistently disrupts the study trip despite a warning, or if he behaves in gross breach of agreement, ActiLingua has the right to cancel without notice. ActiLingua's entitlement to course fees remains upheld. Any expenditures saved due to non-completion of activities or services not used will be refunded to the customer. Additional costs arising from such behaviour and the resultant cancellation will be borne by the customer.

### COURSE NUMBERS

A group course must have at least five participants. If there is an insufficient number of participants, ActiLingua reserves the right to cancel the course or to reduce the number of lessons by 25 %.

### PHOTOS

By registering for a German course students consent that any photos taken of them during their stay in Vienna can be published in the ActiLingua promotional material or on the Internet. If students don't agree, agents have to notify us in writing on the registration form before the course starts.

### GENERAL TERMS

The school reserves the right to amend course programmes if there are compelling grounds for doing so. 1 lesson = 45 minutes. The organizers do not accept responsibility for inaccuracies arising from printing or translation errors. Place of jurisdiction in any dispute: the courts of Vienna.

Participants of our live online courses are responsible for a working internet connection. An insufficient quality of the internet connection does not entitle to make up for the missed lessons or a refund.

### RESPONSIBLE COMPANY

The ActiLingua German courses are organised by Language Studies GmbH & CO KG, Nikolsdorfer Gasse 7-11/16, 1050 Wien, Austria. FN 257153t, UID ATU: 615 36 412.



# Learn German & Experience Vienna

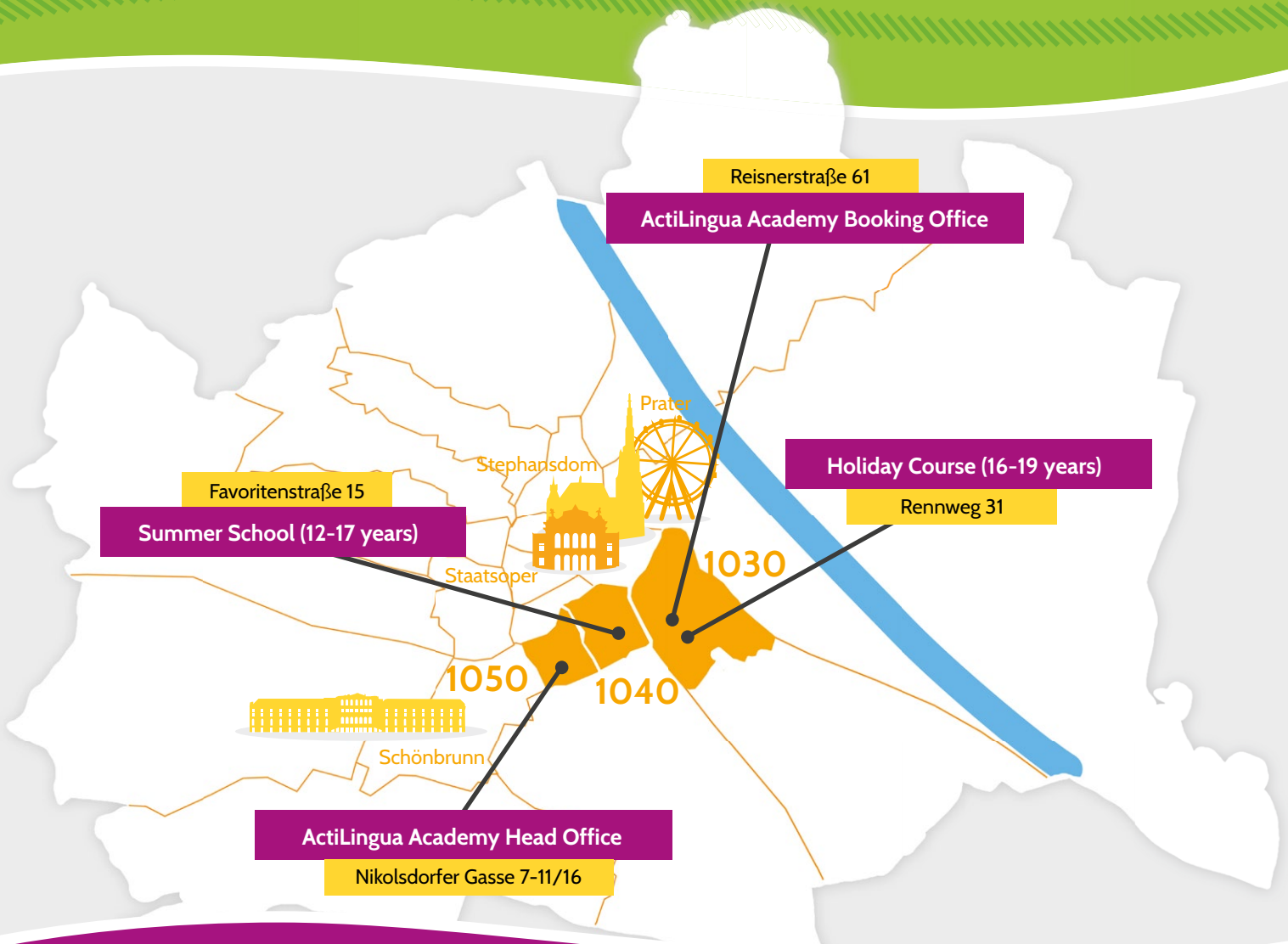
## REFERENCES:

ActiLingua is the only Austrian member of IALC (International Association of Language Centers). Internationally accredited by American universities and the Swedish Ministry of Education (CSN recognized)

Member of Campus Austria: the national Austrian language school association

OSD examination centre: internationally recognized

certificates, initiated by the Austrian Ministry of Education and the Ministry of Foreign Affairs in cooperation with Goethe-Institut



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A c a d e m y