



Terms of Participation (valid since Dec.14 2017)

1. General Terms of Enrolment

Participants must be at least 16 years old, except Teenager's Courses. 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 by appointment a placement-test to identify their language level before registration. After the test, Shanghai Jing'an Cultural College of Technology 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 in the due time, otherwise the registration would be cancelled.

2.3 Payment can be made in cash or by credit card at our facilities in Julu Lu. A third payment option is a wire transfer. From December 14, 2015 we offer three different time slots for personal payment: in Julu Lu course fees can be paid on Wednesday, Friday and Saturday from 1 pm to 4:30 pm. If you wire the fees through your bank account, please send us a copy of your enrolment form as well as the transfer voucher or scanned attachment (to kurse.shanghai@goetheslz.com). If you didn't receive any Feedback after 2 working days, please contact us in time. Only after receiving the transfer voucher, we have completely processed and concluded the transaction/your enrolment."

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, an administrative fee of RMB 500 is paid in addition to the fee for the lessons attended. The final decision about such cases rests with the Shanghai Jing'an Cultural College of Technology.

3.3 A 5% discount on the course fee is given upon booking the first follow-on course. If the course fee is paid less than three working days before the course starts, no discount can be given. Please note: granted to participants subsequently enrolling in a follow-on course within three weeks of graduating from their previous course.

4. Switching between classes

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.

5. Cancellation and Refunds

5.1 In case of cancellation prior to the first day of the course, 90% of the course fee is refunded, the course books should be also returned; if cancellation is made before the completion of 1/3 of the total class hours, half of the course fee is refunded; in case of cancellation after 1/3 of course time is over, no fee will be refunded. Registration fee of RMB 80 cannot be refunded at any time.

5.2 If you are not able to personally cancel the course, a written notice is required within the deadlines mentioned in 5.1.

5.3 In case of illness e.g. the same rule as in 5.1 will be applied.

5.4 From the first quarter of 2015, courses can no longer be postponed.

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 14 participants and a maximum class size of 23 (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.

7. Certificate of attendance

At least 70% participation in the class is required to obtain a certificate of attendance.

8. Obligation of Participants

Participants are obliged to follow the rules of the Shanghai Jing'an Cultural College of Technology. They should also especially comply with the regulations about using multimedia teaching equipments in our classrooms.

9. Liability of the Shanghai Jing'an Cultural College of Technology/ Force Majeure

The liability of the Shanghai Jing'an Cultural College of Technology and its staff is limited to intent and gross negligence. The Shanghai Jing'an Cultural College of Technology 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:

Date _____

Signature _____