

Terms and conditions

1. Participation in the course and confirmation of registration

- Registration for a course has to be done either online or in person. The course participant selects the appropriate course and the course period and then fills out an (online) form with all the information relevant to Atlas-Bildungs-Center. At the same time, the participant accepts the current Terms and Conditions at the time the contract is concluded. Existing certificates as well as a valid identification document must be presented or transmitted digitally. A confirmation of registration can only be issued after receipt of payment.
- In the event of late payment, there is no right to reserve a place on the course. Irrespective of this, the obligation to pay the course fees remains in full.

1.1. Domestic registration

- With the registration, the participant must make a payment. The price is stated at the time of registration. (Prices can be found in the course descriptions on the website or, if you register in person, on the registration form) Registration is only complete after full payment has been received (registration and course fee).
- Payment in two instalments is possible by arrangement, whereby the second instalment must be received no later than one week before the course begins. In this case, however, no confirmation of registration can be provided until the total amount has been received.

1.2. Foreign registration

- With the online registration from abroad, the participant must make a payment. The price is stated at the time of registration. (Prices can be found in the course descriptions on the website)
- Only after full payment (registration and course fee), the registration is complete. Payment in instalments is not possible for registrations from abroad. The transfer cost is paid by the participant.

2. Cancellation

2.1. Domestic cancellation

- The cancellation of a course must be made in writing at least two weeks before the start of the course. The participant will receive a full refund of the course fees, the registration fee (see prices on the website) will not be refunded.
- If you cancel up to one week before the course begins, 50% of the course fees will be retained.
- Once the course has started, cancellation is no longer possible.
- If the customer does not participate in the course, no money will be refunded either.
- The course begins on the day stated on the registration confirmation.
- If the course has to be cancelled due to illness or the current course has to be interrupted, it is at the discretion of the Atlas-Bildungs-Center to decide whether and to what extent reimbursement will be made.

2.2. Foreign cancellation

- In the case of registrations from abroad, a refund of the course fees is only possible upon presentation of a written rejection letter from the consulate or embassy. The participant must send a copy of this to the Atlas-Bildungs-Center. In this case, the Atlas-Bildungs-Center will only retain a processing fee of €59.00.
- The fee for the international bank transfer is to be borne by the participant.

3. Shifting

- The free shift of a course to a later course period is possible once and in writing no later than 14 days before the start of the course. In the event of a rebooking up to seven days before the start of the course, Atlas-Bildungs-Center will charge shifting fee of €59.00.
- In the case of multiple shifting, a processing fee of €59.00 will be charged from the second rebooking.
- For registrations abroad, the amount to be refunded is reduced by €59.00 for each shifting, starting with the second rebooking. Once the paid fee is used up, the entire registration expires. From the third calendar day before the start of the course, the participant must pay the course in full, even if he/she does not take part in the course.

4. Extraordinary Events

Courses and examinations can be cancelled in writing or postponed to another time by the Atlas-Bildungs-Center in the event of extraordinary events that make it technically or economically unreasonable to provide the service. Further claims are excluded.

5. Prices

Vertragsbestandteil ist die zur Zeit der Anmeldung gültige Preisliste bzw. der in der Anmeldebestätigung genannte Preis.

6. Course organization/class size

- The assignment to a course level is based on the already achieved GER certificates (e.g. Goethe, telc, ÖSD, Testdaf or similar) or by means of a placement test in the Atlas-Bildungs-Center itself.
- The course size and scope are at the discretion of the Atlas-Bildungs-Center.

7. Obligations of course participants

- 8. The course participant has to ensure a legal stay in Germany and must be in possession of an entry and residence permit or a visa.
- 9. The course participant is also responsible for taking out health, accident, liability and household insurance. Atlas Education Center assumes no liability for this.
- 10. The course participant must comply with the course and house rules.

8. Irregular attendance of the course

- If the course participant attends lessons irregularly or misses entire sections of the course, no reimbursement of the course fee is provided. Furthermore, in this case there is no entitlement to a certificate. The course participant is responsible for regularly attending classes.
- If the course participant has not attended more than 30% of the lessons, it is at the discretion of the Atlas-Bildungs-Center whether the course participant may do the final exam.

9. Exam (internal)

- The final exam takes place on the penultimate day of the course and is obligatory for every course participant. If you fail, you lose your right to a certificate. The course participant then has the opportunity to repeat the final examination. The repeat exam costs €78.00.

10. Telc-C1-Hochschule exam

- **Registration:** You must register for the telc-C1-Hochschule exam in person or online (at the latest 4 weeks before the date of the exam). When registering for the telc-C1-Hochschule exam, an exam fee of €180.00 must be paid immediately. In the case of late payment, there is no entitlement to an examination place.
- **Late registration:** Late registration for the exam is possible up to 2 weeks before the exam date. In this case, an additional late registration fee of €20.00 will be charged. Only after confirmation by the Atlas-Bildungs-Center the examination place is reserved.
- **Cancellation:** You can cancel your exam registration up to four weeks before the exam date. In this case, a processing fee 59,00€ will be charged. The balance will be refunded. A later cancellation is not possible.
- **Sick notification:** In the event of illness, a corresponding AU (certificate of incapacity for work) must be submitted/digitally transmitted on the day of the examination. The refundable part of the exam fee will be refunded promptly.
- **Extraordinary events:** In the event of extraordinary events that make the provision of the service technically or economically unreasonable, the examination can be cancelled in writing or postponed to another time by the Atlas-Bildungs-Center. Further claims are excluded.
- **Participation obligations:** The examination participant undertakes to appear on time on the day of the examination and to bring all the necessary documents and materials with them. If the participant is late, participation is no longer possible. Furthermore, the participant is obliged to read the current examination regulations of telc gGmbH: <https://www.telc.net/agb.html>

11. Course registration by a second person

- It is possible to register for a course for a second person. The responsibility for paying all fees lies with the second person.

12. Privacy

- Within the framework of the general data protection law, the Atlas-Bildungs-Center is entitled to store and archive the personal data of the participant on electronic media. The Atlas-Bildungs-Center undertakes to comply with the provisions of the Data Protection Act.
- The participant agrees to the disclosure of his/her personal data to third parties, for example for examination purposes.

13. Severability Clause

- If parts or individual formulations of these Conditions of Participation should be or become invalid, the remaining parts remain unaffected in their content and validity.

I accept the conditions of participation.

Place, date

Surname, first name

Signature of the participant