

Friedrich-Ebert-Str. 30  
45127 Essen  
Phone: 0201 453 185 66  
<http://www.atlasbildungscenter.de/>  
[sprachkurse@atlasbildungscenter.de](mailto:sprachkurse@atlasbildungscenter.de)

## **General Terms and Conditions**

### **1. Course Participation and Confirmation of Registration**

#### **1.1. General Registration Process**

Course registration must be completed either in writing, online, or in person. Participants select the appropriate course and its duration, then complete an (online) form with all relevant information for Atlas-Bildungs-Center. At this stage, the participant accepts the current General Terms and Conditions (GTC) in effect at the time the contract is concluded. Any required certificates and valid identification documents must be submitted either in person or digitally. A confirmation of registration can only be issued upon receipt of payment. Late payments do not guarantee reservation of a course place, but the obligation to pay course fees remains in full.

#### **1.2. Domestic Registration**

Participants must pay the full registration fee at the time of enrollment. The applicable prices are listed in the course descriptions on the website or on the registration form during in-person registration. Registration is complete only upon full payment of the course fee. Payment in two installments is possible by prior arrangement, with the second installment due no later than one week before the course start date. However, a confirmation of registration will only be issued after the full payment is received.

#### **1.3. Registration from Abroad**

For online registrations from abroad, the participant must pay the full course fee applicable at the time of registration, as indicated in the course description on the website. Registration is considered complete only when the total fee is paid. Payment in installments is not permitted for registrations from abroad, and any transfer costs must be borne by the participant.

---

## **2. Cancellation**

### **2.1. Domestic Cancellation**

Cancellations must be made in writing at least two weeks before the course start date to receive a full refund of the course fee. However, the registration fee is non-refundable. For cancellations made up to one week before the course begins, 50% of the course fee will be retained. (All prices are listed on our website)

No cancellations or refunds are permitted once the course has started, and no refunds will be issued for non-attendance. The course start date is specified in the registration confirmation. If Atlas-Bildungs-Center cancels a course, no refund of paid course fees will be granted.

### **2.2. Cancellation for Participants Abroad**

For cancellations of registrations from abroad, a refund is only possible upon submission of a written denial of entry from a consulate or embassy. The participant must provide a copy of this denial to Atlas-Bildungs-Center. In such cases, only a €80.00 processing fee will be retained. The participant is also responsible for any international bank transfer costs.

---

## **3. Rebooking**

Participants may rebook their course to a later period free of charge, provided the rebooking request is submitted in writing at least 14 days before the course start date. Requests made up to seven days before the course start date will incur a one-time rebooking fee of €80.00. For subsequent rebookings, an additional €80.00 fee will apply per rebooking. For foreign registrations, a €80.00 fee will be deducted for each rebooking beyond the first. Once the fees paid are exhausted, the registration expires. From the third calendar day before the course start date, full course fees are due regardless of participation.

---

## **4. Extraordinary Events**

Atlas-Bildungs-Center reserves the right to cancel or postpone courses or exams in cases of extraordinary events that render service provision technically or economically unfeasible (e.g., insufficient enrollment). No further claims will be considered.

---

## **5. Prices**

The price list valid at the time of registration, or as included in the registration confirmation, is an integral part of the contract.

---

## **6. Course Level Assignment**

Friedrich-Ebert-Str. 30; 45127 Essen; Phone: 0201 453 185 66

<http://www.atlasbildungscenter.de/> - [sprachkurse@atlasbildungscenter.de](mailto:sprachkurse@atlasbildungscenter.de)

Course level placement is determined based on previously earned certificates (e.g., Goethe, TELC, ÖSD, TestDaF) or through a placement test conducted by Atlas-Bildungs-Center. Course size and structure are at the discretion of the center.

---

## 7. Participant Obligations

Participants must ensure legal residence in Germany and possess valid entry and residence permits or visas. Additionally, they are responsible for obtaining health, accident, liability, and personal insurance. Atlas-Bildungs-Center assumes no liability for these matters. Participants must also comply with the course and house rules.

---

## 8. Irregular Attendance

Participants who attend irregularly or miss significant portions of the course are not entitled to a refund or certificate. Attendance of less than 70% of sessions may disqualify participants from taking the final exam, at the discretion of Atlas-Bildungs-Center.

---

## 9. Final Examination (Internal)

The final exam takes place on the penultimate day of the course and is mandatory for all participants. Failure to pass the exam voids entitlement to a certificate. Participants may retake the exam for a fee of €78.00.

---

## 10. TELC C1 University Exam

- **Registration:** Registration must occur in person or online at least four weeks before the exam date, accompanied by a €170.00 exam fee. Late registration (up to two weeks prior) incurs an additional €20.00 fee.
- **Cancellation:** Exam cancellations are accepted up to four weeks before the exam date, subject to a €80.00 processing fee. Later cancellations are not permitted.
- **Illness:** A medical certificate must be submitted to qualify for a refund of the remaining exam fee.

- **Extraordinary Events:** In the event of extraordinary circumstances that make the provision of the examination technically or economically unreasonable, the Atlas-Bildungs-Center reserves the right to cancel the examination in writing or to reschedule it to another date. Further claims for compensation are excluded.
  - **Participant's Obligations:** The examination participant is obligated to arrive punctually on the day of the examination and to bring all required documents and materials. If the participant arrives late, they will no longer be permitted to take part in the examination. Furthermore, the participant must familiarize themselves with and adhere to the current examination regulations of telc gGmbH, which can be accessed at the following link: <https://www.telc.net/agb.html>.
- 

## 11. Registration by a Third Party

Courses may be registered by a third party, who assumes full responsibility for fee payments.

---

## 12. Data Protection

Atlas-Bildungs-Center adheres to GDPR standards, utilizing and archiving participants' personal data securely. Participants consent to the use and transmission of their data for examination-related purposes.

---

## 13. Severability Clause

If any provision of these terms is found invalid, the remaining provisions remain effective.

With my signature I accept the conditions of participation.

---

Date, signature