

Terms of Use for the Preparatory German Courses

Annotations to point 3.2 of the International House List of Fees (adopted by the Executive Board of TU Braunschweig in its meeting on 19 December 2012 and updated in its meetings on 11 March 2015, 8 October 2015, 25 May 2016, 8 June 2016, 10 October 2018, 16 October 2019 and 5 October 2022)

These terms of use are provided in both English and German. In the event of any inconsistencies or conflicts, the German version is the legally binding document.

Prerequisites for participation

The minimum age is 18 years. Applicants who have not yet reached the age of majority may participate with a declaration of consent from a legal guardian.

Participants in courses at level A2 or higher must prove that they have passed a preliminary level exam by submitting a graded certificate before the start of the course. The certificate must be presented no later than 21 days before the start of the course. If the participation requirement is not met, the participant will be excluded from the course.

Level of the registered course	Prerequisite
A2	A1 certificate
B1	A2 certificate
B2.1	B1 certificate
B2.2	B2.1 certificate
TestDaF preparation	B2.2 or B2 certificate

Registration procedure

Registration for the Preparatory German courses takes place online via the course management system Aura. The registration is binding and the payment of the booked services is obligatory (even if the participant decides not to attend the course), unless the right of withdrawal is exercised (see the list of fees under "Cancellation").

Registration deadline

Registration is possible until the maximum number of participants has been reached.

Fees and payment deadlines

The fees in the current list of fees of the International House apply (see point 3.2 a) in the fee regulations).

The fees (course fees and, if applicable, the fee for the application confirmation) must be paid in the stated amount upon enrolment. Payment in instalments or partial payments are not possible.

The participant's name and the reference number from the booking must be stated when making the payment. The payment of the fee is to be made to the bank account stated in the booking confirmation. Cash payment is not possible. Any bank charges incurred are to be paid by the course participant.

The course fee must be received in the bank account specified in the booking confirmation no later than 14 days after registration. Participation in the selected course(s) is only guaranteed once the full course fee has been received. If the course fee is not paid, the registration will be cancelled and the place in the course will be allocated to another participant.

Applicants with visa requirements may have to allow for longer processing times. To avoid unnecessary cancellation fees, it is recommended to register early (4 months in advance for applicants from non-European countries).

The course fee is not transferable to third parties.

Rebooking

If a course rebooking is necessary, this can only be done in writing. No reasons need to be given for the rebooking. In the event of a rebooking of an already booked course, the deadlines and costs stated in the list of fees under point 3.2 b) apply. A rebooking must be made up to 21 days before the start of the course. A rebooking fee will be charged, which must be received in the bank account specified in the booking confirmation no later than 14 days after the rebooking. The course fee already paid will be credited towards the booking of the new course. If applicable, the difference to the course fee valid at the time of the rebooking must be paid. It is not possible to rebook less than 21 days before the start of the course.

The rebooking fee is charged once per rebooking process. If several courses are rebooked at the same time using the same form, the fee is only charged once. If an additional course is rebooked at a later date, the fee will be charged again. If one course is rebooked and another is cancelled at the same time and both forms are submitted together, this also counts as a single process so that the fee for rebooking and cancellation is only charged once.

A course can be rebooked no more than twice. If the participant then wishes to rebook the course again, they must cancel the course booking and register for a new course.

If an already booked follow-up course has to be rebooked due to a failed final examination of the previous course, no rebooking fee will be charged.

Cancellation initiated by the participant

If a course cancellation is necessary, this can only be done in writing. No reasons need to be given for the cancellation. In the event of cancellation of booked courses, the deadlines and costs specified in the list of fees under point 3.2 b) apply:

- In the event of cancellation up to 21 days before the start of the course: refund of the course fee minus the cancellation fee.
- In the event of cancellation within 21 days before the start of the course or after the start of the course: no refund of the course fee.

The cancellation fee is charged once per cancellation process. If several courses are cancelled at the same time using the same form, the fee is only charged once. If an additional course is cancelled at a later date, the fee will be charged again. If one course is cancelled and another is rebooked at the same time and both forms are submitted together, this also counts as a single process so that the fee for cancellation and rebooking is only charged once.

If an already booked follow-up course has to be cancelled due to a failed final examination of the previous course, no cancellation fees will be charged.

Discontinuation of the course by the participant

If participation in the course is discontinued prematurely or not started at all, the fees paid will not be refunded.

Lessons / examinations

The lessons are taught by certified teachers. Each course at levels A1 to B2.2 concludes with a written and oral examination. All course participants receive a certificate after passing the final exam. After the TestDaF preparation course, participants can take the German as a Foreign Language Test (TestDaF). The TestDaF examination fee is not included in the course fee. Registration is done directly via the TestDaF portal.

The exact course times will be announced approximately one week before the course starts. The courses can take place in the mornings or afternoons.

Some examination dates are outside the course times and must be taken into account by participants in their overall planning. There is no entitlement to separate examination dates.

Hybrid courses

If courses are offered in hybrid format, only participants who are abroad can take part in the course online. Participants who are in Germany must attend classes in person. This also applies when entering Germany during an ongoing course.

Cancellation of lessons / course cancellation initiated by the organiser

If lessons are cancelled by the organiser, these lessons will be made up on another date.

The Language Centre may cancel a course if the number of participants is too low. In this case, the entire course fee will be refunded.

Absence from lessons

Admission to the final examination of a course can only be granted if the course has been attended regularly (at least 80%). Absence from class does not count as cancellation and does not affect the course fees. The absence regulations apply regardless of the course format (face-to-face, hybrid or online course).

Additional offers

Participants in the Preparatory German Courses can use the Language Centre's Moodle learning platform free of charge. They also receive a certificate entitling them to use the university library and the canteens of the Technische Universität Braunschweig, as well as proof of entitlement to a student season ticket for the Braunschweig regional transport network.

Visa

Each participant will receive a confirmation of course registration once payment has been received. In addition, an application confirmation can be requested, which - if applicable - states that the participant is formally qualified to study at the Technische Universität Braunschweig or in Germany after successfully completing the TestDaF exam. An additional fee will be charged for issuing the application confirmation (see point 1.a) of the list of fees). A visa for entry to Germany can be applied for with the confirmation of course registration and the application confirmation. The participants themselves are responsible for the visa application. A visa issued too late or a rejection does not release the participant from the obligation to pay.

Liability

The general liability regulations of the Technische Universität Braunschweig apply. Participants are responsible for taking out their own health and liability insurance.

Data protection

The data protection regulations of the Language Centre apply (see point 6.3 of the list of fees).