

F+U Academy of Languages

2017

Heidelberg



 **Bildungsurlaub**
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VDP
VERBAND DEUTSCHER
PRIVATSCHULVERBÄNDE e.V.

TestDaF
Test Deutsch als Fremdsprache

TOEFL® TOEIC®

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LANGUAGE TESTS



Language Courses

State Recognised Vocational College for Foreign Languages

Language Tours

Test Centre

Accommodation



onDaF
online-Einstufungstest
Deutsch als Fremdsprache

TestAS
Test für Ausländische Studierende
Test for Academic Studies

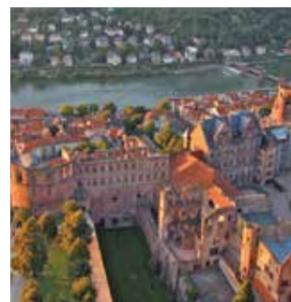
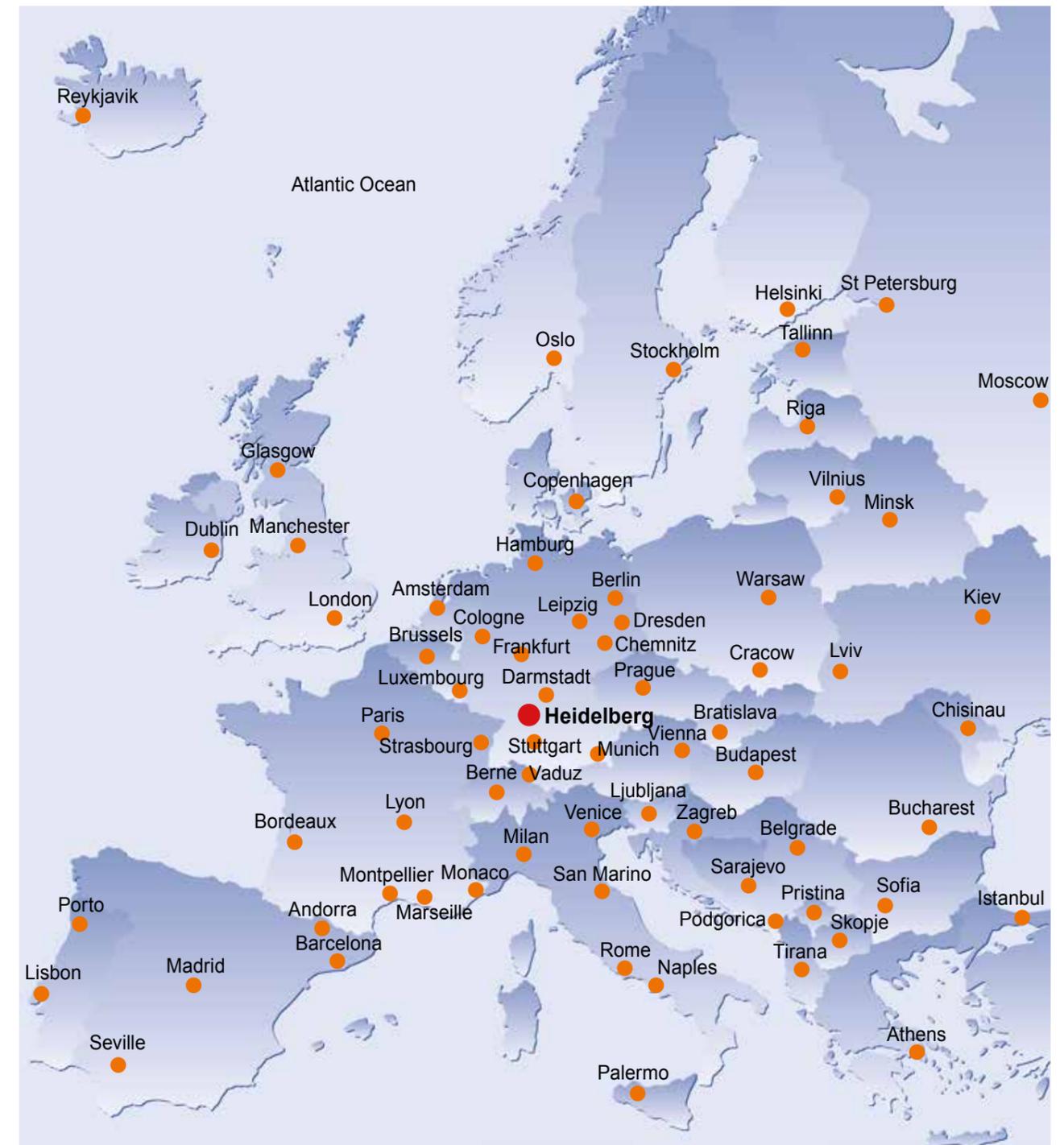
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Academy of Languages
Heidelberg · Berlin · Darmstadt

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Heidelberg, once the capital of the Palatinate and the spiritual centre of Calvinism, lies in the lovely Neckar valley and is distinguished by its particularly mild climate.

Over the years, Heidelberg's beauty has drawn a number of poets, painters and scientists. In the early 19th century, the city on the Neckar became the most important **centre of German Late Romanticism**. Inextricably linked with this epoch are the poets Arnim, Brentano, Goethe and Eichendorff.

The **Ruprecht-Karls University of Heidelberg**, the oldest university in Germany, has further strengthened its leading position in the Shanghai Ranking, the academic ranking of world universities. In the 2016 ranking, the university Ruperto Carola has been declared the best university in Germany for the third year in a row. In June 2012 the University's elite status was endorsed by the Excellence Initiative of Federal and Regional State Governments. In the CHE 2015 ranking, Heidelberg is featured for eleven subjects, most notably Medicine.

Many monuments bear witness to the Neckar city's diverse history. Sitting approximately 70 metres above the river Neckar, the city's landmark, the elector's **castle**, rises from the slope of Königstuhl on its very own mountain. Its ruins are among one of the most impressive sights to behold on any tour of Germany (in 2014, the Castle was the most popular destination for international holidaymakers in Germany). Visitors climbing up to the castle first pass through the gate into the famous "Hortus Palatinus" garden, created at the beginning of the 17th century. From the castle garden, there is a wonderful view of Heidelberg, including the **Philosophers' Walk**, which lies on the opposite bank of the Neckar. Fascinating buildings that date back to a variety of epochs surround the inner courtyard.

Situated in the Royal Wine Cellar is the world's largest barrel, which was once filled with wine. It has rarely failed to impress - except in the case of **Perkeo**, the barrel's gnome-like guard. Once, when asked if he could drink the barrel dry, his answer was a nonchalant "Perché no" - why not? - which is how he came to earn his name



The baroque townhouses and their ornamental facades and portals are a striking feature of any walk round the Old Town. The heart of the Old Town is the market place, with the Evangelical church of the Holy Ghost and the grand renaissance building "Zum Ritter". Leading away from the church of the Holy Ghost are many old alleyways lined with pubs and restaurants. Spanning the Neckar is the **Old Bridge**, one of the most beautiful stone bridges in Germany.



Not far from University Square is the Jesuit church. Built in the early 18th century and adorned with several figures of the Virgin Mary and saints, the church is the Old Town's symbol of Catholicism regaining its foothold in Heidelberg following the upheaval of the Thirty Years War and the Palatinate War of Succession. The wooded hills around Heidelberg cloak the city in a handsome green. The surrounding area, which includes the Neckar valley castles, the German wine route, ancient cultivated landscape along the Upper Rhine and the Odenwald mountains, offers a wealth of experiences waiting to be enjoyed. Proximity to Frankfurt, Karlsruhe and Stuttgart airports means Heidelberg is easily accessible to its guests from all over the world.

The name Heidelberg stands not only for tradition and romanticism, but also for a modern and world-class **location for science and business**. Thus, the tradition-steeped university, the Academy of Sciences, the German Cancer Research Centre (DKFZ), four Max Planck institutes, the European Laboratory for Molecular Biology (EMBL), the Print Media Academy of Heidelberg Druckmaschinen, the SAS Institute and several research centres belonging to international companies are all located in Heidelberg. Such a concentration of the sciences is unparalleled in Germany and forms the basis for a dynamic, science-orientated economy that elevates Heidelberg - despite a population of just 150,000 - to its position as one of Germany's leading economic centres.

Heidelberg is also one of Germany's leading **cultural centres**, as demonstrated by its wealth of museums and theatres. Literature is ubiquitous in the city and as of December 2014 Heidelberg bears the honorary title of "**UNESCO City of Literature**". Together with the neighbouring cities in the Rhine-Neckar metropolitan area (Mannheim, Ludwigshafen, Speyer, Schwetzingen and Worms, to name the most important), Heidelberg offers a large variety of nationally significant cultural events:

- Heidelberg Castle Festival
- International Film Festival Mannheim-Heidelberg
- Heidelberg Theatre Festival
- Heidelberg Literature Festival
- Heidelberg Spring Festival
- Heidelberg "Stückemarkt" Theatre and Drama Festival
- Festival of German Film
- Mannheim Summer Mozart Festival
- Schwetzingen Castle Festival
- Niebelungen Festival - Worms
- International Schiller Festival - Mannheim
- International Street Theatre Festival Ludwigshafen
- Photography Festival Mannheim Ludwigshafen Heidelberg
- Enjoy Jazz, International Festival for Jazz - Heidelberg
- Ludwigshafen Festival





Our language school is located in the Darmstädter Hof Centrum, Hauptstrasse 1, 3rd floor.

The F+U language school is situated in the middle of the university city's historic centre, and just a few metres from the Neckar.

The school building offers fantastic views of the Old Town, the castle and into the Neckar valley.

Today, the F+U Academy of Languages is one of the largest language schools in Germany. Over 10,000 language learners and exam candidates a year participate in the language courses and examinations. Every year, learners come from over 100 countries to participate in the German courses. Thanks to its **internationality**, the school offers a unique opportunity to get to know people and their various languages and cultures, and to practise freshly acquired language skills, whether during break-time conversations in the corridors or in the school's atrium, or while participating in the cultural and sporting activities offered several times a week.

With 70 multimedia-equipped classrooms (up to 85 in summer), 3 Internet rooms with 50 PCs, free Internet access and Wi-Fi, and a central location in Heidelberg, the Academy of Languages offers everything to ensure that the language learning experience in Heidelberg is an exceptional one.

Several halls of residence with around 500 rooms, a boarding school, apartments, a school-owned hotel and several host families offer year-round **accommodation** to learners arriving from all over the world.

Specialising in German as a foreign language, the F+U Academy of Languages is one of the world leaders in the provision of German courses, whether in the form of intensive lessons in the mornings and afternoons, or extra-occupational evening courses. As an **international test centre**, the Academy of Languages stands for exceptional quality in language teaching. Alongside the best-known assessments such as TOEFL® and TestDaF (Test Deutsch als Fremdsprache), the language institute offers the following examinations: TELC (The European Language Certificates, including Zertifikat Deutsch, Zertifikat Deutsch für den Beruf), TOEIC®, LCCI (London Chamber of Commerce and Industry) exams, ECDL (the European Computer Driving Licence), TestAS (aptitude assessment for international applicants for higher education), WiDaF (Test Deutsch in der Wirtschaft) and OnDaF (online German language assessment).

The **intensive and evening courses** are offered year round and are attended by employees of international companies and research institutes such as SAP, Lufthansa, Heidelberger Druckmaschinen, HeidelbergCement, Siemens, Daimler, NEC, Heipha, Brunel, BASF, EMBL, HITS, the DKFZ, Heidelberg University and many more businesses and scientific institutes. International sports stars from the region's well-known sports clubs, including 1899 Hoffenheim, Rhein-Neckar-Löwen and SV Sandhausen participate in the Academy's German courses.

A particularly important part of the Academy is the **Vocational College for Foreign Languages**, founded in 2004, which offers the opportunity to study full time towards the following state recognised qualifications: FremdsprachenkorrespondentIn (Foreign Language Correspondence Clerk), EuropasekretärIn (European Secretary), WelthandelskorrespondentIn (Multilingual Correspondence Clerk) and Translator. F+U is one of the very few education providers in the country to offer state recognised vocational language training for Japanese. Recognised status has also been awarded for Chinese, English, French, Spanish and Russian.

The F+U Academy of Languages offers internship programmes within the framework of Erasmus+. This EU programme gives young people the chance to participate in a language course abroad in either another European country or in Heidelberg, and then complete a commercial internship.

The Academy of Languages rounds off its range of courses with the organisation of **language tours** and the International Prep School (preparation for the Feststellungsprüfung).

Your reasons for choosing F+U - the key criteria

- **Wide ranging educational competence:** F+U is the provider of a University of Applied Sciences for Business, Technology and Culture, an International University of Cooperative Education, secondary schools (Gymnasium and Realschule), a bilingual primary school and a number of colleges specialising in commercial and vocational foreign language training.
- **International Boarding School** from September 2016: Accommodation for long-term learners under the age of 18.
- **24-hour emergency call**, seven days a week.
- **Test centre** for TOEFL®, TestDaF, TELC, TestAS, TOEIC®, LCCI, OnDaF, ECDL as well as for other examinations and tests.
- State recognised vocational college for foreign languages.
- **Memberships and partnerships:** FaDaF (Fachschaft Deutsch als Fremdsprache); VDP (Federal Association of Private Schools in Germany); AOK (Allgemeine Ortskrankenkasse); Eurohodip (European Hotel Diploma); DRV (German Travel Association); Istituto Italiano per gli Studi Filosofici; Olympiasstützpunkt Rhein-Neckar e.V. (Olympic Training Centre); German Youth Hostel Association.
- Year-round **guaranteed provision** for all language courses.
- Lessons on Tour programme: Identical language programme at two study centres: Berlin and Heidelberg.
- Large **selection of rooms** in our own student halls of residence, apartments, with host families and in F+U's own Bayerischer Hof hotel.
- **International atmosphere** (learners from over 100 countries in 2015).
- **Central location** in one of Germany's most beautiful cities.
- **Value for money.**
- **Committed to quality:** A certified quality management system (DIN EN ISO 9001: 2008) continuously monitors our compliance with important quality standards.
- **Awards & accreditations:**

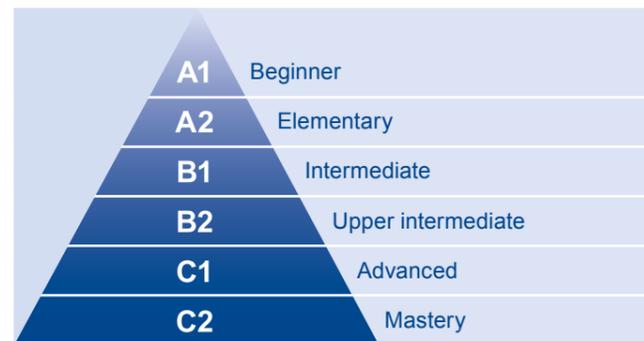


Common European Framework of Reference for Languages (CEFR)

CEFR Levels	TH per Level	Language Certificates ¹			Course Duration (one course level)
		English	German	French, Spanish, Italian, Russian	
A1	160	English A1, LCCI-Preliminary 1, TOEIC® 10-120 ²	Start Deutsch 1	Français A1, Italiano A1, Russian A1, Diploma de Español A1	The course duration depends on the type of the course booked: Group courses Intensive 20: ca. 8 weeks, Intensive 30: ca. 7 weeks, Premium course: ca. 6 weeks, Evening course: ca. 4-20 months. For individual lessons the total number of hours required to complete a course level is reduced by ca. 50%.
A2	160	English A2, LCCI-Preliminary 2, TOEIC® 120-225 ²	Start Deutsch 2	Français A2, Italiano A2, Russian A2, Diploma de Español A2	
B1	160	English B1, B1 Business, LCCI-1, TOEIC® 226-550 ² , TOEFL® 57-86	Zertifikat Deutsch, Deutsch-Test für Zuwanderer	Français B1, Italiano B1, TRKI-1, Diploma de Español Inicial B1	
B2	160	English B2, B2 Business, LCCI-2, TOEIC® 551-785 ² , TOEFL® 87-109	Deutsch B2, B2 Beruf, B1/B2 Pflege, TestDaF 3, DSH 1	Français B2, Italiano B2, Diploma de Español Intermedio B2	
C1	160	Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk, English C1, LCCI-3, TOEIC® 786-945 ² , TOEFL® 110-120	Deutsch C1, C1 Hochschule, C1 Beruf, B2/C1 Medizin, TestDaF 4, DSH 2, Deutsch in der Wirtschaft (A2-C2)	Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk, Français C1, TRKI-3, Diploma de Español Superior C1	
C2	400	Übersetzer/in, English C2, LCCI-4, TOEIC® 946-990 ²	TestDaF 5, DSH 3, Deutsch C2	Translator, Français C2, TRKI-4, Diploma de Español Superior C2	

¹All language certificates can be taken at the F+U Academy of Languages or at one of our partner institutes.

²The test scores indicated refer to Listening and Reading competence in the TOEIC® examination.



CEFR Levels	Listening	Reading	Speaking	Writing
A1	Can understand simple sentences	Can understand simple sentences	Can communicate in short phrases	Can produce short, simple postcards
A2	Can understand the overall meaning of short, simple, clear messages	Can read short, simple texts, e.g. personal correspondence	Can communicate in sentences in everyday situations	Can produce short, simple notes, messages and personal letters
B1	Can understand important information regarding work, free time, etc.	Can comprehend text written in everyday language	Can participate in conversations about family, hobbies and work	Can produce simple, connected text on familiar themes
B2	Can follow lengthy statements and most TV programmes	Can understand newspaper articles and literary prose	Can communicate fluently and spontaneously	Can produce detailed texts and effectively present an argument
C1	Can understand lengthy statements and TV programmes without great effort	Can comprehend complex and literary texts	Can express thoughts fluently, spontaneously and precisely	Can produce clear, well-structured texts on complex subjects
C2	Can understand complex language with ease, also when spoken quickly	Can comprehend any text with ease	Can participate effortlessly in all conversations and discussions	Can produce and discuss sophisticated and complex texts



Examination	Language(s)	Description	2017 Schedule	Fees ¹
TestDaF Test Deutsch als Fremdsprache	German	Required for enrolment at German universities (equivalent to DSH)	14.02; 26.04; 14.06; 19.07; 20.09; 16.11	€175
TestAS Test for Academic Studies	German or English	Aptitude test for international students; not yet obligatory	22.02; 22.04; 28.10	€80
OnDaF/onSET-Englisch	German/English	Internet test (A2-C1), result available worldwide on demand	Registration dates: see below ²	€30 (supplement of €30 for individual dates on demand)
TELC The European Language Certificates	English, Spanish, French, German, Italian, Russian and more	Evidence of foreign language skills (A1-C2)	Registration 6 weeks in advance - late registrations are subject to an additional fee Dates: see below ²	€180 (supplement for express marking and for individual dates on demand)
TELC B1/B2 Pflege und B2/C1 Medizin	German	The exams provide evidence of the required specialist language competence to qualification recognition authorities and medical institutes	Registration 6 weeks in advance - late registrations are subject to an additional fee Dates: see below ²	€180 (supplement for express marking and for individual dates on demand)
TELC C1 Hochschule	German	The exam is for adults wishing to study at a German-speaking university (equivalent to DSH/TestDaF).	Registration 6 weeks in advance - late registrations are subject to an additional fee Dates: see below ²	Individual exam: €180 Group exam: €120 per candidate (minimum 10)
Test WiDaF® (Test Deutsch als Fremdsprache in der Wirtschaft)	German	Standardised, profession-focused German test (A2-C2).	Dates: see below ² Registration: 1 week in advance	€180
TOEFL®	English	Evidence for admission to higher education, especially BA, MA, BSc, BEng, MSc, MBA programmes.	Several dates throughout the year	US\$245
TOEIC®	English	The world's most commonly taken test of English for business purposes.	Listening & Reading: Dates: see below ² Speaking & Writing: Dates: see below ³ Registration: 2 weeks in advance	Each €180 (supplement for express marking and for individual dates on demand)
LCCI London Chamber of Commerce and Industry	English	Test of professional English.	Not known at time of going to press.	From €135
DELE Diploma de Español como Lengua Extranjera	Spanish	The 'Diploma Superior' is required for admission to Spanish universities.	April, May, October, November F+U Tenerife offers preparation for the DELE exams (B1-C2) at the Universidad de La Laguna	From €160
Foreign Language Correspondence Clerk	German, English, Spanish, French, Japanese, Chinese, Russian and more	State recognition for Chinese English, French, Japanese, Russian and Spanish	Start in March and September: English, Spanish, French, Japanese	See page 18
European Secretary	English, Spanish, French			
Multilingual Correspondence Clerk	English, Spanish, French + Japanese, Russian or Chinese	For the other languages examinations are available, such as those offered by the IHK. Further information on request.	All other language combinations begin in September.	
Translator	English, Spanish, French and more			
ECDL European Computer Driving Licence	EDV	Evidence of good IT skills, in seven modules.	Registration two weeks in advance	€30 per module plus €60 for a Skills Card
In-house language test	All languages	€195 (with certificate). The test is offered every Saturday; registration at least one week before the preferred date.		

¹Status June 2016

²14.01; 11.02; 11.03; 08.04; 13.05; 10.06; 08.07; 12.08; 09.09; 07.10; 11.11; 16.12.

³18.01; 15.02; 15.03; 19.04; 17.05; 21.06; 05.07; 16.08; 06.09; 18.10; 15.11; 20.12.



General Information, Regulations

- **Lesson times:** Monday-Friday: 07:30-21:00; Saturday: 10:00-16:00; Sunday: on request.
- **School administration opening hours:** Monday-Friday: 07:30-20:00; Saturday: 10:00-16:00.
- The listed **prices and services** are valid until publication of a new price list.
- **Only the information specified in the German and English versions is authoritative.** All other translations are intended solely for orientation in the respective language.
- All **course fees** are per person, the **accommodation rates** per room/apartment (unless otherwise specified).
- **Value Added Tax:** The majority of F+U's services are exempt from VAT.
- One **teaching hour (TH)** = 45 minutes.
- The language courses are **professionally orientated or prepare for higher education**, and lead to an internationally recognised **language certificate**.
- **Change of school:** If not booked before to the start of the course, a charge of €100 will apply for changing the course location to our school in Berlin. An application to change the school location must be made at least two weeks in advance.
- **Minimum age:** 16 years (Junior courses: 6 years).
- **Books are not included in the price (with the exception of Junior courses):** German courses: ca. €35 per level; English courses: ca. €55 per level.
- Our teachers are **experienced and highly qualified**.
- **Guaranteed provision, minimum participant numbers:** Courses are held even if the minimum number of participants (4 people) is not reached. The booked number of hours will be reduced by 25%. To compensate, learners may join another group course in the language booked.
- **Class size:** See respective the course description.
- **Maximum participant numbers:** 6, 10 or 15 people, depending on the type of course. There is no maximum number of participants for our DSH, telc C1 Hochschule or TestDaF examination preparation courses.
- **Public holidays (no lessons):** 06.01, 14.04, 17.04, 01.05, 25.05, 05.06, 15.06, 03.10, 31.10, 01.11, 25.12, 26.12 (missed intensive course lessons can be made up through participation in a module or evening course; a written request must be submitted at the latest by 14:30, one day before the respective public holiday. Evening courses and individual lessons will be made up later).
- **School holiday:** No holiday (see also individual holiday).
- **Individual holiday:** (The booked course will be extended by the length of the requested holiday):
 - **Intensive course:** Two weeks (Monday-Friday) per quarter (12 course weeks); applications by Thursday, 16:00, before the start of the individual holiday.
 - **Evening course:** Applications by Friday, 14:30, before the start of the individual holiday.
 - **Individual lessons, closed small groups, company training:** Cancellation of the scheduled lesson is permitted without charge by 16:00 the day before.
- **Applications to change course level or module** must be received by the school administration office by Thursday, 16:00, for the subsequent week.
- **Cancellation of the course** is possible without charge up to two weeks before course commencement, after which the following cancellation charges will apply: up to one week before course commencement: €25; until Friday, 12:00 before course commencement: €50; less than this notice period but still before course commencement: registration fee plus course fee for one week's/one month's course or, in case of individual lessons, the course fee for two individual teaching hours.

- **Following course commencement a cancellation of the course or reduction** of lessons is possible only in cases prescribed by law (see our General Terms and Conditions, clause 6).
- **Cancellation of accommodation booked through F+U** is possible with four weeks' notice (for further conditions see page 22 and our General Terms and Conditions, clause 6).
- The school has barrier-free access, and a disabled WC is also available.
- **International test centre:** At F+U you have the opportunity take internationally recognised tests, including: TOEFL®, TestDaF, TELC, TestAS, LCCI, TOEIC®, OnDaF and ECDL.
- **Vocational college for foreign language professions:** Chinese, English, French, Japanese, Russian, Spanish are state recognised.
- **Main course:** Lessons are differentiated by level according to the European Framework of Reference for Languages (see page 8). The lesson focuses on all key standard language skills (reading, listening comprehension, writing and speaking). Standard German courses from level B2 are complemented by specific examination preparation courses (DSH, telc C1 Hochschule and TestDaF).
- **Module courses:** These courses train specific language skills (grammar, conversation, business language); it is also possible to take an examination preparation module (DSH, TestDaF, telc C1 Hochschule and TOEFL®). The module courses can be taken in combination with the main course or as a stand-alone language course. It is possible to alternate between the individual modules.

Cultural Programme

Throughout the year, the F+U Academy of Languages offers a richly varied cultural programme, featuring three activities per week (up to ten in summer). In addition, there are weekend excursions. The provision of the cultural programme is guaranteed on the following condition: registration and payment (unless offered free of charge) must be received by 15:00, one day before the respective activity.

- Seminars by the Japan Centre and China Centre at the F+U Academy of Languages: free
- Language café: free
- Chess seminar: free
- 'Stammtisch' get-together: Participation is free of charge; food and drink are not included.
- Trip to the Heidelberg vineyards: free
- Orientation tour through the Old Town of Heidelberg: free
- Sports (football, volleyball etc.): free
- Trip to the romantic Heidelberg Christmas market: free
- Walks: Heiligenberg, Philosophers' Walk, Bismarcksäule, Thingstätte, Stift Neuburg, Heidelberg castle, the Odenwald and much more: free
- Visits to concerts, theatre productions, cinema (open air cinema in summer): the price depends on the event.
- Welcome party in F+U's listed vaulted cellar in Heidelberg's Old Town: €5
- Barbecue party on the banks of the Neckar: €6
- Museum visits (German Apothecary Museum, Palatinate Museum of Heidelberg, University Museum in Heidelberg, Friedrich-Ebert Museum): €5
- Excursion to the German Wine Route in the nearby Palatinate: €25
- Boat trip on the Neckar: €10; to Neckarsteinach (town of four forts): €30 or to beautiful Hirschhorn: €40
- All-day excursions to Frankfurt: €30, Strasbourg: €45, Europa-Park Rust: €55, the Black Forest: €30, Rudesheim: €45, Luxembourg: €49, Nuremberg: €30; Mercedes Benz Museum Stuttgart: €25, Speyer: €20, Luisenpark: €15

Individual Lessons, Small Closed Groups, Company Training, Premium Business Programme

- **Registration fee (for the first course only):** €35 (group bookings of 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount (siblings, parents):** 5% per person off the course fee.
- **Free services:** Placement test, progress tests, Internet access, three computer rooms with 50 PCs, Wi-Fi, certificate of participation, certification for authorities, student ID, organisation of language tandems, cultural programme (press club, language café, chess seminar, German history seminar), orientation tour and more).
- One **teaching hour (TH)** = 45 minutes.
- Discounts (quantity discounts) only apply to advance payment in full.
- **The benefits at a glance:**
 - No registration fee for two trial lessons (payable only from the third teaching hour).
 - No charge for **lesson cancellation** with written notification received by 16:00 one day in advance (languages@fuu.de).
 - **Teaching hours:** Monday-Friday: 07:30-21:00; Saturday: 10:00-16:00 (Sunday on request, with a surcharge).
 - The **structure and content** of the lesson are tailored to your requirements.
 - You can form a free **language tandem** with our German course learners from England, the USA, Japan, China, France, Italy, Russia, Brazil, Spain and several other countries.
- **Lessons in large groups:** We will be pleased to provide a special quotation.
- **For further information and regulations, please see 'General Information' on page 11.**
- **Languages offered:** Arabic, Brazilian, Chinese, Croatian, Czech, Dutch, English, French, German, Greek, Hungarian, Italian, Japanese, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Turkish (more languages on request).
- **Language groups:**
 - **Language group I:** English, French, German, Italian, Polish, Russian, Spanish.
 - **Language group II:** Greek, Croatian, Portuguese (not Brazilian), Turkish.
 - **Language group III:** All other languages.
- **Specialist language I:** Business, literature, examination preparation, translation training.
- **Specialist language II:** Medicine, care professions, technology, cost-performance analysis, accounting, preparation for the Interpreter examination.



Individual lesson	Language group I			Language group II			Language group III		
Fee per TH (45 mins)	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
1-2 trial lessons*	€ 30	€ 32	€ 35	€ 32	€ 35	€ 37	€ 35	€ 37	€ 40
3-30 TH	€ 26	€ 28	€ 34	€ 28	€ 30	€ 36	€ 30	€ 36	€ 39
31-99 TH	€ 23	€ 25	€ 31	€ 25	€ 27	€ 33	€ 27	€ 33	€ 37
From 100 TH	€ 21	€ 23	€ 29	€ 23	€ 25	€ 31	€ 25	€ 31	€ 35

Duo lesson	Language group I			Language group II			Language group III		
Fee per TH (45 mins)	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
1-2 trial lessons*	€ 35	€ 37	€ 40	€ 37	€ 40	€ 42	€ 40	€ 42	€ 45
3-30 TH	€ 30	€ 32	€ 38	€ 32	€ 34	€ 40	€ 34	€ 40	€ 44
31-99 TH	€ 27	€ 29	€ 35	€ 29	€ 31	€ 37	€ 31	€ 37	€ 41
From 100 TH	€ 25	€ 27	€ 33	€ 27	€ 29	€ 35	€ 29	€ 35	€ 39

Small group (3-8)	Language group I			Language group II			Language group III		
Fee per TH (45 mins)	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
1-2 trial lessons*	€ 40	€ 42	€ 45	€ 42	€ 45	€ 47	€ 45	€ 47	€ 50
3-30 TH	€ 36	€ 38	€ 44	€ 38	€ 40	€ 46	€ 40	€ 46	€ 49
31-99 TH	€ 33	€ 35	€ 41	€ 35	€ 37	€ 43	€ 37	€ 43	€ 47
From 100 TH	€ 31	€ 33	€ 39	€ 33	€ 35	€ 41	€ 35	€ 41	€ 45

*No registration fee
Surcharges: Lesson on Sunday: 20%. In-house training in Heidelberg: 20%. In-house training outside Heidelberg: 30% + travel costs (€0.30 / km).

Premium Business Programme

Chinese*, English, French, German, Italian, Japanese*, Polish, Russian or Spanish (*Chinese and Japanese: surcharge of 25%).

1 Learner	Trainer	1 week	2 weeks	3 weeks	4 weeks	Lunch	Language exam
20 TH / week	1	€ 560	€ 1000	€ 1500	€ 2000	Optional lunch with the trainer: €40 / lunch (incl. a soft drink)	At the end of the crash course it is possible to take an internationally recognised exam at our test centre (TOEIC, TELC, LCCI, TestDaF or TOEFL: fees between €135 and €220).
30 TH / week	1	€ 840	€ 1500	€ 2250	€ 2760		
40 TH / week	2	€ 1000	€ 2000	€ 2760	€ 3680		
50 TH / week	2	€ 1250	€ 2300	€ 3450	€ 4600		
60 TH / week	3	€ 1500	€ 2760	€ 4140	€ 5520		

Computer Courses (MS Office Training, ECDL - European Computer Driving Licence)

Fee per TH (45 mins)	1 learner	2 learners	3 learners	4 learners	5 learners	6 learners	Fee for the ECDL exam
1-2 trial lessons*	€ 30	€ 35	€ 40	€ 45	€ 48	€ 50	€50 per module; Skills Card: €60 (passed modules are entered onto the card).
From 3 TH	€ 28	€ 33	€ 37	€ 40	€ 43	€ 45	

*No registration fee
ECDL - European Computer Driving Licence: For the ECDL Standard there are 4 base modules (Computer Essentials, Online Essentials, Word Processing, Spreadsheet) plus 3 elective modules chosen from the following: Presentations, Using Databases, Image Editing, Online Collaboration, IT Security, Project Planning, e-Health, Data Protection, Writing Standards, Accounting with DATEV.

- **Registration fee (for the first course):** €35 (group bookings of 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount (siblings, parents):** 5% per person off the course fee.
- **Free services:** Placement test, progress tests, Internet access - three computer rooms with 50 PCs, Wi-Fi - certificate of participation, certification for authorities, student ID, organisation of language tandems, cultural programme (press club, language café, chess seminar, German history seminar), orientation tour and more.
- **The course fee discount** only applies to advance payment of at least 5 months.
- **Learning material:** Two books for each course level (German ca. €35, English ca. €55); books can be borrowed for a fee; a deposit is also required.
- **Provision guarantee, minimum participant number:** The courses are held even if the minimum number of learners (4 people) is not reached. The booked number of hours will be reduced by 25%; to compensate, learners can additionally participate in another course type (main or module course).
- Lessons missed due to **public holidays** will be made up.
- **Module course:** Development of specific language competences (grammar, conversation, business language); it is also possible to take an exam preparation module (TOEFL®). The module courses can be booked in combination with the main course or as a stand-alone language course. Switching between the individual modules is possible at any time.
- **For further information and regulations, please see 'General Information' on page 11.**



German as a Foreign Language

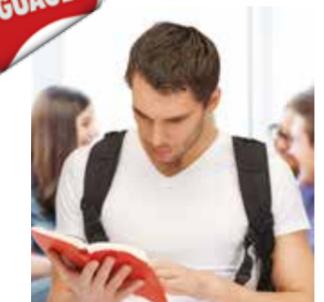
Course no.	Course title	Course description	TH	Learners	Course days 18:30-20:00	Fee per month		Start of course ¹
						1-4 mths	From 5 mths	
1	Main course	Standard German Levels A1 to C1	16	4-15	Monday + Thursday	€ 125	€ 100	Every Monday
2	Main course plus module course	Participation in module course I or II as a supplement to the main course	24	4-15	Monday + Wednesday + Thursday	€ 175	€ 130	Every Monday
3	Module course I	Grammar training Levels A1 to B2	8	4-15	Wednesday	€ 100	€ 80	Every Wednesday
4	Module course II	Conversation training From level A2	8	4-15	Wednesday	€ 100	€ 80	Every Wednesday
5	Intensive course	Individual lessons supplement the main and module courses From level A1	24+8 IL	4-15 + IL	Monday to Thursday	€ 350	€ 325	Every Monday

¹Start for complete beginners: 02.01, 06.02, 06.03, 03.04, 08.05, 12.06, 03.07, 07.08, 04.09, 02.10, 06.11, 04.12.

English

Course no.	Course title	Course description	TH	Learners	Course days 18:30-20:00	Fee per month		Start of course ¹
						1-4 mths	From 5 mths	
6	Main course	Standard English Levels A1 to C1	8	4-10	Monday	€ 80	€ 60	Every Monday
7	Main course plus module course	Participation in module courses I, II or III as a supplement to the main course	16	4-10	Monday + Thursday	€ 130	€ 110	Every Monday
8	Module course I	Specialist business language From level B1	8	4-10	Thursday	€ 100	€ 80	Every Thursday
9	Module course II	Conversation training From level A2	8	4-10	Thursday	€ 100	€ 80	Every Thursday
10	Module course III	Preparation for the TOEFL® examination From level B1	8	4-10	Thursday	€ 120	€ 100	Every Thursday
11	Intensive course	Individual lessons supplement the main and module courses From level A2	16+16 IL	4-10 + IL	Monday to Thursday	€ 450	€ 420	Every Monday

¹Start for complete beginners: on request.



Intensive Courses

- **Registration fee (for the first course):** €35 (group bookings of 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount (siblings, parents):** 5% per person off the course fee.
- **Free services:** Placement test, progress tests, Internet access - three computer rooms with 50 PCs, Wi-Fi - certificate of participation, certification for authorities, student ID, organisation of language tandems, cultural programme (press club, language café, chess seminar, German history seminar), orientation tour and more.
- **Discounts** only apply to advance payment of at least four or twelve weeks; the fee for the Academic Year must be fully paid in advance.
- **Learning material:** Two books for each course level (German ca. €35, English ca. €55); books can be borrowed for a fee; a deposit is also required.
- **Provision guarantee, minimum participant number:** The courses are held even if the minimum number of learners (4 people) is not reached. The booked number of hours will be reduced by 25%; to compensate, learners can additionally participate in another course type (main, module or evening course).
- **Public holidays (no lessons):** 06.01, 14.04, 17.04, 01.05, 25.05, 05.06, 15.06, 03.10, 31.10, 01.11, 25.12, 26.12 (missed lessons can be made up by participation in a module or an evening course; a written request must be submitted at the latest by 14:30 one day before the respective public holiday).
- **Module course:** Development of specific language competences (grammar, conversation, business language); it is also possible to take an exam preparation module (DSH, TestDaF, telc C1 Hochschule and TOEFL®). The module courses can be booked in combination with the main course or as a stand-alone language course. Switching between the individual modules is possible at any time.
- The language courses are **professionally orientated or prepare for higher education**, and prepare for an internationally recognised **language certificate**.
- **For further information and regulations, please see 'General Information' on page 11.**



German as a Foreign Language

Course Start: Nos. 12-18: All year, every Monday; start for complete beginners: 02.01, 06.02, 06.03, 03.04, 02.05 (Tuesday), 06.06 (Tuesday), 03.07, 17.07, 07.08, 21.08, 04.09, 02.10, 06.11, 04.12.

Nos. 19-23: 02.01, 06.02, 06.03, 03.04, 02.05 (Tuesday), 06.06 (Tuesday), 03.07, 07.08, 04.09, 02.10, 06.11, 04.12.

No. 24: 03.07, 07.08.

No. 43: Every Monday from 03.07 to 21.08; complete beginners: 03.07, 31.07; programme ends 26.08.

Course no.	Course title	Course description	TH / wk	Learners	Course times (Mon-Fri)	Flexible course duration (Fee per week)			Academic year (Fee per course)	
						1-3 wks	4-11 wks	From 12 wks	25 wks	40 wks
12	Premium course ¹	Standard German, DSH, TestDaF, telc C1 Hochschule ² Levels A1 to C2 From B2: Examination preparation or standard German	30	4-15 ²	09:00-12:15 13:00-14:30	€ 180	€ 160	€ 135	€ 3250	€ 5000
13	Main course	Standard German, DSH, TestDaF, telc C1 Hochschule ² Levels A1 to C2 From B2: Examination preparation or standard German	20	4-15 ²	09:00-12:15	€ 140	€ 125	€ 105	€ 2500	€ 3800
14	Main course + module course	Participation in module course I-III as a supplement to the main course	20 + 10	4-15	09:00-12:15 13:00-14:30	€ 180	€ 160	€ 135	€ 3250	€ 5000
15	Super-intensive course	Main course + module course + individual lessons	20 + 10 + 5 IL	4-15 + IL	08:00-08:45 09:00-12:15 13:00-14:30	€ 330	€ 300	€ 290	€ 7125	€ 11200
16	Module course I	Grammar training Levels A1 to B2	10	4-15	13:00-14:30	€ 100	€ 75	€ 50	-	-
17	Module course II	Conversation training From level A2	10	4-15	13:00-14:30	€ 100	€ 75	€ 50	-	-
18	Module course III	DSH / TestDaF preparation / telc C1 Hochschule ² From level A2	10	4-15 ²	13:00-14:30	€ 100	€ 75	€ 50	-	-
43	Junior programme	Detailed description on page 17	20	4-10	09:00-12:15	€ 195	€ 160	Maximum 8 weeks		
19	Mini group	Suitable for learners aged 30+ Levels A2 to C1	20	4-6	09:00-12:15	€ 350	€ 300	Maximum 8 weeks		
20	German for medical and care professions ³	Preparation for the telc exams From level B1	10	4-6	13:00-14:30	€ 200	€ 175	Maximum 8 weeks		
21	Business German ³	Specialist business language From level B1	10	4-6	13:00-14:30	€ 200	Maximum 3 weeks			
22	Educational leave I	Language course in accordance with the Educational Leave laws of the federal states of Baden-Württemberg, Hessen and Rhineland-Palatinate Levels A1 to C1	20 + 10	4-15	09:00-12:15 13:00-14:30	€ 200	Maximum 2 weeks			
23	Educational leave II	Language course in accordance with the Educational Leave laws of the federal states of Baden-Württemberg, Hessen and Rhineland-Palatinate Levels A1 to C1	20 + 10 + 10 IL	4-15 + IL	09:00-12:15 13:00-16:15	€ 400	Maximum 2 weeks			
24	Professional development seminar for German teachers	Continuing professional development for German teachers From level C1	20	4-6	13:00-16:15 (mornings: work shadowing)	€ 400	Maximum 2 weeks			

¹The morning and afternoon classes follow a set curriculum; unlike course no. 14 they are not organised by main course and module course.

²The maximum number of learners may be exceeded in the DSH, TestDaF and telc C1 Hochschule examination preparation courses.

³The respective fee for courses 20 and 21 is only €100 when booked in conjunction with the main course (13).

Intensive Courses

German as a Foreign Language plus English

Start of course (only suitable for English learners from level A2). **Nos. 25, 26:** All year, every Monday

Start for complete beginners: 02.01, 06.02, 06.03, 03.04, 02.05 (Tuesday), 06.06 (Tuesday), 03.07, 07.08, 04.09, 02.10, 06.11, 04.12.

Course no.	Course title	Course description	TH / wk	Learners	Course times (Mon-Fri)	Flexible course duration (Fee per week)			Academic year (Fee per course)	
						1-3 wks	4-11 wks	From 12 wks	25 wks	40 wks
25	German (main course) plus English (module course)	German and English in parallel intensive courses, internationally recognised exams (TestDaF, TOEFL®)	20 + 15	4-15	09:00-12:15 13:00-15:30	€ 225	€ 195	€ 185	€ 4500	€ 7000
26	English (main course) plus German (module course)	English and German in parallel intensive courses, internationally recognised exams (TestDaF, TOEFL®)	15 + 10	4-15	09:45-12:15 13:00-14:30	€ 200	€ 185	€ 165	€ 4000	€ 6200

English

Start of course: Nos. 27-36: All year, every Monday; start for complete beginners: 02.01, 06.02, 06.03, 03.04, 02.05 (Tuesday), 06.06 (Tuesday), 03.07, 07.08, 04.09, 02.10, 06.11, 04.12.

No. 44: Every Monday from 31.07 to 21.08; complete beginners: 31.07; programme ends 26.08.

Course no.	Course title	Course description	TH / wk	Learners	Course times (Mon-Fri)	Flexible course duration (Fee per week)			Academic year (Fee per course)	
						1-3 wks	4-11 wks	From 12 wks	25 wks	40 wks
27	Business correspondence	Writing business letters From level A2	10	4-10	08:00-09:30	€ 100	€ 75	€ 70	-	-
28	Main course	Standard English Levels A1 to C1	15	4-10	09:45-12:15	€ 125	€ 100	€ 90	€ 2125	€ 3200
29	Main course plus business correspondence	Education vouchers accepted for this course Levels A2 to C1	25	4-10	08:00-09:30 09:45-12:15	€ 175	€ 160	€ 140	-	-
30	Main course + module course	Participation in module course I-III as a supplement to the main course Levels A1 to C1	30	4-10	09:45-12:15 13:00-15:30	€ 190	€ 180	€ 160	€ 3875	€ 6000
31	Super-intensive course	Business correspondence + main course + module course Education vouchers accepted for this course Levels A2 to C1	40	4-10	08:00-09:30 09:45-12:15 13:00-15:30	€ 225	€ 200	€ 190	-	-
32	Module course I	Conversation training From level A1	15	4-10	13:00-15:30	€ 125	€ 100	€ 90	-	-
33	Module course II	Business English, preparation for the TOEIC exam From level A2	15	4-10	13:00-15:30	€ 125	€ 100	€ 90	-	-
34	TOEFL® preparation	Preparation for the TOEFL® exam From level B1	15	4-8	13:00-15:30	€ 175	€ 150	€ 125	-	-
35	Educational leave I	Language course in accordance with the Educational Leave laws of the federal states of Baden-Württemberg, Hessen and Rhineland-Palatinate, Levels A2 to C1	30	4-10	09:45-12:15 13:00-15:30	€ 225	Maximum 2 weeks			
36	Educational leave II	Language course in accordance with the Educational Leave laws of the federal states of Baden-Württemberg, Hessen and Rhineland-Palatinate, Levels A2 to C1	40	4-10	08:00-09:30 09:45-12:15 13:00-15:30	€ 275	Maximum 2 weeks			
44	Junior programme	Detailed description on page 17	20	4-10	09:00-12:15	€ 195	€ 160	Maximum 4 weeks		



Lessons on Tour

The Academy of Languages offers its intensive German as a Foreign Language courses in Berlin und Heidelberg. At no extra charge, you can take your language course at both schools. All you need to do is inform us when you register which course you wish to take at which school and for how long. The language courses are designed to enable a school transfer at any time. If you have already begun your course and then decide to take our Lessons on Tour programme, it is possible to change schools after a notice period of two weeks and payment of a €100 fee (subject to availability of accommodation).



Compact Courses / Educational Leave

- **Registration fee (for the first course):** €35 (group bookings of 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount (siblings, parents):** 5% per person off the course fee.
- **Course start: Nos. 37-42:** 02.01, 06.02, 06.03, 03.04, 02.05 (Tuesday), 06.06 (Tuesday), 03.07, 07.08, 04.09, 02.10, 06.11, 04.12.

Course no.	Language	Course description	TH / wk	Learners	Course times (Mon-Fri)	1 week	2 weeks
37	German as a foreign language	Acquisition of the various language competences in homogenous learning groups Levels A1 to C1	30	4-15	09:00-14:30	€ 200	€ 390
38	German as a foreign language	Combination of group and individual lessons Levels A1 to C1	40	4-15	09:00-16:15	€ 500	€ 780
39	English	Acquisition of the various language competences in homogenous learning groups Levels A1 to C1	30	4-10	09:45-15:30	€ 225	€ 440
40	English	Acquisition of the various language competences in homogenous learning groups Levels A2 to C1	40	4-10	08:00-15:30	€ 275	€ 525
41	French, Italian, Spanish	Acquisition of the various language competences in homogenous learning groups Levels A1 to B2	30	4-6	09:45-15:30	€ 450	€ 880
42	French, Italian, Spanish	Combination of group and individual lessons Levels A1 to B2	40	4-6	08:00-15:30	€ 600	€ 1150

Courses are recognised by the Educational Leave laws in Baden-Württemberg, Rhineland-Palatinate and Hessen; further accreditations on request.

À la Carte Courses (Sports, Music and more)

Parallel to our intensive courses, we organise various special courses in cooperation with local sports clubs, operators and music schools. **Selected courses:** Football, handball, table tennis, tennis, basketball, field hockey, ice hockey, rugby and other sports, music lessons, floristry. Please note that the practice sessions are invoiced separately. The fee depends on the number of hours booked and, moreover, on the type of activity. For sports lessons, only a small fee is normally required, payable to the sports club. **Placement fee:** €300 (a successful placement cannot be guaranteed. If no placement is found, 75% of the fee will be refunded.)

Piano Practice

Practice session at the school's own Steinway piano: €5 / 60 minutes

Language Course with Internship

Applications for the internship (maximum duration three months, unless offered as training module to accompany a course of study) should be made at least eight weeks before the preferred starting date. Short-term internships (max. 4 weeks) are usually offered at an F+U school. Requirements: Participation in an intensive course of at least two weeks and intermediate language skills (level B1; for an internship at F+U level A1 is acceptable). Applicants from third countries must provide a work visa for the internship (e.g. a Working Holiday visa). All applicants must also provide evidence that the internship supports career orientation (orientation internship) or is to be carried out as an accompaniment to training or studies. Supporting evidence may include, for example, a training contract, course enrolment form or school letter of authorisation. **Placement fee*:** €300 (*Successful placement cannot be guaranteed. If placement is not possible, 50% of the fee will be refunded; alternatively, the internship can be taken at F+U.)

Erasmus+ (Language course, accommodation, company internship, monthly grant): Every year the Academy of Languages organises internships and language courses as part of the EU Erasmus+ programme. The programmes are offered in Heidelberg and in other European countries.

Language Lessons and Cultural Training

The programme is designed for young people who wish to take an active role in our cultural programme, alongside their German course. We strongly recommend participation in the programmes offered by our Japan Centre and China Centre. **Administration fee:** €200

Support with Official Matters (Registration at the Town Hall, Health Insurance and more)

Customers requiring a visa are offered the following services once they have arrived: Support in practically all bureaucratic matters, convenient registration or re-registration at the town hall, advice and appointment scheduling for opening or activating a bank account, help with taking out German health insurance, checking documents for the immigration authorities, and general information on extending visas. **Fee:** €150 (individual services, such as registration at the town hall, can also be booked separately for €50).

Higher Education Advice

We offer a higher education advice service to our learners in the school who upon completion of their course wish to begin a degree course at a German university. The service includes orientation and help in the selection of suitable universities/subjects, assistance with up to three university applications, and the correction of letters of motivation and CVs. **Requirement:** Higher education admission qualification in the learner's home country. **Fee:** €250.

Provisional Admission

We offer university application support to learners who have booked a course of at least 12 weeks at our school and require provisional admission for their visa application. We check the application documents for the learner and assist with the preparation of up to two university applications, correction of the letter of motivation/CV and communication with the universities. The processing time at the individual universities can take up to eight weeks and should be taken into account in the application process. **Admission requirement:** Proof of the higher education admission qualification in the learner's home country. **Fee:** €350* (*Plus any applicable processing fees charged by the respective university.)

Language Course (German or English)

Course no.	Language	Age group(s)	Level	TH / wk	Learners	Course times (Mon-Fri)	Fee per week (incl. learning materials)		Start ¹	End
							1-3 wks	4-8 wks		
43	German	6-9; 10-12; 13-15 years	A1, A2, B1	20	4-10	09:00-12:15	€ 195	€ 160	Every Monday from 03.07-21.08 ¹	26.08.
44	English	12-15 years	A2, B1, B2	20	4-10	09:00-12:15	€ 195	€ 160	Every Monday from 31.07-21.08 ¹	

¹Start for complete beginners: 03.07 and 31.07 (German); English on request.

Additional Modules

Course no.	Additional module	Weekdays	Time	Fee per week	
				1-3 wks	From 4 wks
45	Host family accommodation (half board: Mon - Fri; full board: Sat + Sun)	Sunday - Saturday		€ 290	€ 275
46	Lunch in the school	Monday - Friday	12:30-13:30	€ 90	€ 70
47	Leisure activities	Monday - Saturday	13:30-17:00	€ 105	€ 95
48	Accompaniment to school and back to host family	Monday - Saturday	-	€ 150	€ 135
49	Supervision in the school (after activities)	Monday - Friday	17:00-19:00	€ 130	€ 120

Package Prices (German or English)

Course no.	Course number (Fees include the German or English course)	Fee per week	
		1-3 wks	4-8 wks
50	Nos. 45, 46 and 47	€ 650	€ 575
51	Nos. 45, 46, 47 and 48	€ 795	€ 700
52	Nos. 45, 46, 47 and 49	€ 770	€ 690
53	Nos. 45, 46, 47, 48 and 49	€ 915	€ 820



Information

- **Registration fee (for the first course only):** €35 (group bookings of 3+ young learners: €20 / learner; 5+ young learners: €15 / learners).
- **Group discount on the language course and additional modules (must be registered together):** 2 participants: 5% discount; 3 participants: 10% discount; 4 or more participants: 15% discount.
- **Leisure activities** (examples from the programme): Boat trip on the Neckar, orientation tour of Heidelberg, visit to Heidelberg zoo, the botanical garden, the Fairytale Paradise on Königstuhl, Heidelberg castle, Mannheim Planetarium, the Palatinate Museum of Heidelberg, Sinsheim Technik Museum, sports activities and a picnic on the banks of the Neckar, mini golf, group cookery, swimming in Heidelberg's open air pool, walking on the Heiligenberg, visit to the Tinnunculus falconry, visit to Thingstätte and much more.
- **Includes:** Admission to museums, swimming pool etc. or tickets for the Neckar boat trip.
- **Not included:** Meals during trips or tickets for public transport (weekly ticket for Heidelberg/city centre: ca. €25, monthly ticket: ca. €70).
- **Accommodation with a host family:** Organisation of host family accommodation is only possible for young learners aged 12 and over.
- **Junior learners without accompaniment** must also book programme modules 46 and 47, unless parental consent is provided.
- **Reduction in teaching hours** by 25% in case of fewer than four registrations per group.

Preparation for the Feststellungsprüfung (University Entrance Exam)

The International Prep School is affiliated to the University of Applied Sciences for Business, Technology and Culture (Hochschule für Wirtschaft, Technik und Kultur - HWTK), Berlin. The school prepares candidates for the external *Feststellungsprüfung* (official assessment test for university entrance in Germany).

Specialisations: For all subjects with a clear business focus, such as Business Administration, Social Management, Industrial Engineering, Business Informatics at a university or university of applied sciences.

Study centre: Heidelberg; **Duration:** Nine months (incl. two weeks' holiday); **Teaching hours:** 40 per week; **Learners:** 12-20

Admission requirements: 'Studienkolleg' Anabin result and a minimum of B1 level German and A1 level English

Guarantee: Passing the *Feststellungsprüfung* and fulfilment of other admission requirements guarantees a place on a degree programme at the HWTK Berlin.

Service	Fee	TH per week	Course times (Mon-Fri)	Learners	Duration	German level	Start / Date
Preparatory seminar	€ 8500	40	09:00-16:30	12-20	36 weeks	From level B1	February 2017 September 2017
Preparatory seminar + single room ¹	€ 11740	40	09:00-16:30	12-20	36 weeks	From level B1	
Preparatory seminar + double room ¹	€ 10840	40	09:00-16:30	12-20	36 weeks	From level B1	
Feststellungsprüfung	Ca. € 650					Level C1	Usually in June and November

Prospective learners without B1 level German can gain the required skills at our language schools in Berlin and Heidelberg.

¹Accommodation rates are based on a room in price category I. Please see our comprehensive range of accommodation on pages 20-25.

College for Foreign Languages

State Recognised Vocational College for Foreign Languages - Full-time Programmes

Chinese, English, French, Japanese, Russian, Spanish, German as a Foreign Language, Italian and more.
Registration fee: € 100

Programme/Language(s)	Fee	Duration	Start	TH/week
Translator (state recognised)¹ English, French or Spanish	€ 3150 (F+U alumni: € 2500)	6 months (650 TH)	March or September	35
Translator (IHK exam)² Italian, Russian and more	See Individual Lessons ²	Minimum 150 IL ²	Any time	By arrangement
Multilingual Correspondence Clerk (four languages) English and French and Spanish + Chinese, Japanese, Russian or Italian	€ 9936	2 years	March ³ or September	40
European Secretary (3 languages) English + French + Spanish	€ 8280	2 years	March or September	35
Foreign Language Correspondence Clerk (3 languages) English and French or Spanish + Chinese, Japanese, Russian or Italian	€ 8722	2 years	March ³ or September	35
Foreign Language Correspondence Clerk (2 languages) English and Chinese, German, Japanese or Russian	€ 7728	2 years	March ³ or September	30
Foreign Language Correspondence Clerk (2 languages) English and French or Spanish	€ 5134	1.5 years	March or September	30
Foreign Language Correspondence Clerk (1 language) English	€ 3257	1 year	March or September	25

¹March start: English; September start: English, French, Spanish.

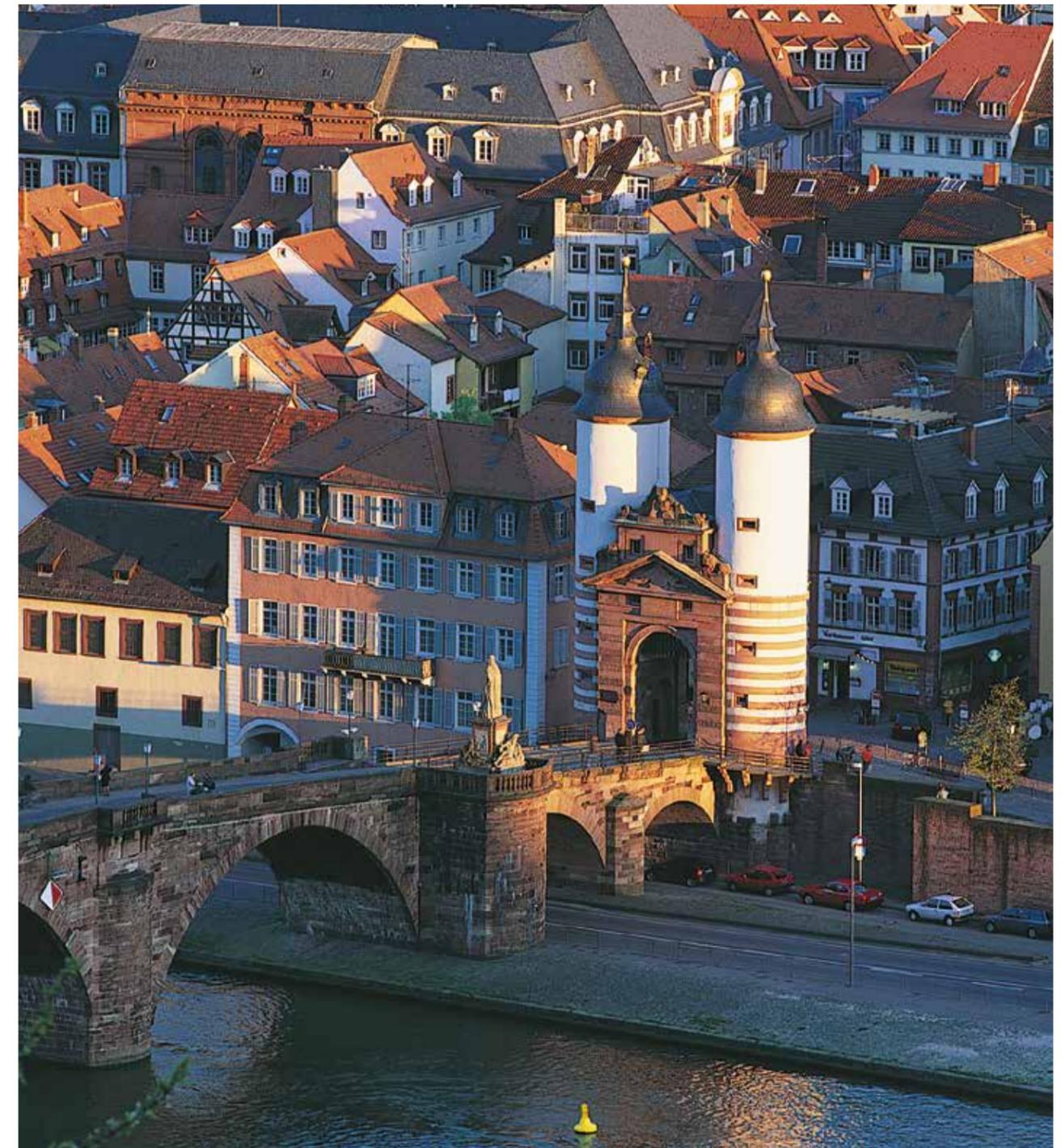
²Preparation for the Translator (IHK) exam is taught in individual lessons.

³The March start is only offered for English, French, Japanese and Spanish.

The **examination fees** and costs of **learning materials** are not included.

The following languages are **state recognised**: Chinese, English, French, Japanese, Russian and Spanish. For all other languages we recommend the following examinations: **IHK** = Chamber of Trade and Commerce, **TestDaF** (German).

Detailed information is available on request and can also be found in our Foreign Language Professions and Translator brochures.



Arrival and Departure

You can find a list of accommodation (updated daily) on our website.

- **Move in:** Sundays (10:00-24:00; surcharge of €50 for moving in between 23:00 and 24:00), **Move out:** Saturdays (by 12:00).
- Please inform us no later than Friday (14:00) before moving in of the exact time of your arrival. If you inform us any later, we will not be able to guarantee the handover of the key at your preferred time.
- If you would like to move in on Saturday (between 12:00 and 20:00) or leave on Sunday, you will be charged accordingly at the "extra day" rate.
- In case of delay, please telephone the named contact person for the key handover, or your host family.
- **The accommodation rates** for halls of residence and apartments are calculated to take into account location (distance to school, attractiveness of the district) and furnishings/facilities of the accommodation. In all cases, please bear in mind that all our halls of residence and apartments have a "student" character, including those in higher categories.

Internet, PC use, fitness room

- Most halls of residence and the apartments are equipped with Internet access. We provide Internet access free of charge. During the summer we rent out additional rooms and apartments; information on their Internet facilities is available on request. Compliance with German Internet law is required.
- Some families allow the use of their computer for an additional charge. Detailed information is available on request.
- You can also use the computers in our school, with free Internet access (50 computers in three IT rooms); Wi-Fi is also available from 07:30 to 20:00 (Monday-Friday) and on Saturdays from 10:00-16:00.
- A laundry, a lounge and a fitness room are available for residents of the F+U Campus halls of residence.

Cleaning of rooms and communal areas

Please note that for the entire duration of your stay you are responsible for cleaning your room. On vacating the room, the accommodation must be clean and tidy. Kitchens and bathrooms are to be kept clean. Communal areas are cleaned once a week by F+U.

Laundry

- Host family accommodation: Free use of the washing machine once or twice a week.
- Halls of residence / apartments: Washing machines and tumble dryers are available.
- Bed linen and towels: Bed linen is provided on arrival; please bring your own towels.

Cooking utensils

Cooking utensils, cutlery and crockery can be hired subject to availability for a fee of €40 plus a service charge of €25. (The fee is refunded upon the return of complete - and clean - sets.)

Childminder parallel to the intensive course for the parent(s): €20 per 45 minutes (2 children: €15; 3 children: €13);

House rules (excerpt):

- Smoking is prohibited in the halls of residence and in apartments, as well as on balconies and terraces.
- Kitchens and bathrooms are to be cleaned after use.
- The night-time quiet period from 10 p.m. to 6 a.m. is legally protected (federal state regulations). During this time, all residents must keep any noise to room volume only.
- Guests are permitted in halls of residence and in apartments only until 11 p.m.
- If you would like to invite a friend to stay overnight, permission must be obtained in advance from the residence administration. Overnight stays cost €10 per person. Guests who stay without prior permission will be fined the equivalent of at least one week's rent.
- Violation of house rules may incur a fine; for repeated violations we reserve the right to terminate the rental agreement without notice.
- Further details are given in the house rules and fee regulations handed out on arrival.
- Residents in the halls accept liability for their guests
- In host family accommodation, the host's rules apply.



Rental Contract Extension, Change of Accommodation, Cancellation (Halls of Residence, Apartments, Host Families)

Applications to extend the rental period must be made four weeks in advance of the contract's expiry.

Contract extension applications received less than a week before contract expiry are subject to a processing fee of €50.

An extension of the rental contract cannot be guaranteed. If, despite compliance with the four-week notice period, the previously booked room is already allocated, we guarantee the availability of a room in an alternative hall of residence within the same category. In this instance, the fee for changing accommodation will be waived.

Change of accommodation (at own request): €50

Cancellation of the rental contract: If the contract parties conclude a rental contract for a fixed term, the earlier ordinary cancellation of the rental contract is in principle excluded (§ 542 II BGB - German Civil Code). However, as a gesture of goodwill we permit the cancellation of the rental contract on condition of four full rental weeks' notice (Sunday to Saturday). In case of cancellation we charge a cancellation fee of €50 and refund rent paid in advance. Notice of the cancellation must be submitted in writing to the Accommodation department during office opening hours.

Host Family Accommodation

Administration fee: €75; **Deposit:** €100; Surcharge 20%; Wi-Fi guarantee; English-speaking host family on request; full board. You will be advised of the **name and address of the host family** one week before moving in.

Category	Distance to school	Meals	Rent per week/room						Extra day ²	
			1-4 weeks		5-11 weeks		From 12 weeks		Rent per day/room	
			SGL	DBL	SGL	DBL	SGL	DBL	SGL	DBL
HF-A	2-30 minutes by public transport ¹	Half board	€ 260	€ 495	€ 210	€ 400	€ 200	€ 380	€ 45	€ 90
		Breakfast	€ 210	€ 400	€ 185	€ 355	€ 175	€ 335	€ 40	€ 75
		Room only	€ 180	€ 345	€ 165	€ 315	€ 155	€ 295	€ 35	€ 65
HF-B	Maximum 50 minutes by public transport ¹	Half board	€ 200	€ 380	€ 185	€ 355	€ 175	€ 335	€ 40	€ 75
		Breakfast	€ 170	€ 325	€ 155	€ 295	€ 145	€ 280	€ 35	€ 65
		Room only	€ 150	€ 285	€ 140	€ 270	€ 130	€ 250	€ 30	€ 55

¹Journey time to school (by public transport): The distance to the bus/tram stop is not included; this is usually just a 5-10-minute walk from the accommodation. Further details are available on request.

²Extra day: For an early arrival on Saturday (at the host family accommodation by 20:00 at the latest) or a late departure on Sunday, 12:00 at the latest (all extra days require confirmation by F+U).

Transfer

Transfer to and from accommodation (to be booked by Thursday, 14:00, before the arrival or departure).

Price per person	Heidelberg central railway station ¹		Mannheim central railway station ¹		Frankfurt am Main airport ²		Stuttgart / Baden-Baden - Karlsruhe airport ²		Hahn / Strasbourg / Saarbrücken airport ²	
Distance ³	2 km		20 km		80 km		120 km / 95 km		160 km / 140 km / 160 km	
Route	One way	+ Return	One way	+ Return	One way	+ Return	One way	+ Return	One way	+ Return
1 person	€ 50	€ 90	€ 75	€ 135	€ 95	€ 170	€ 175	€ 310	€ 195	€ 345
2 people ⁴	€ 30	€ 55	€ 60	€ 105	€ 80	€ 140	€ 125	€ 220	€ 135	€ 240
3 people ⁴	€ 25	€ 45	€ 45	€ 80	€ 70	€ 125	€ 80	€ 140	€ 95	€ 170
From 4 people ⁴	€ 20	€ 35	€ 40	€ 70	€ 65	€ 115	€ 70	€ 125	€ 80	€ 140

¹Meeting point at taxi rank

²Meet at 'meeting-point; in the arrivals hall or at the designated place

³Distance to school

⁴Discount only for group bookings with joint arrivals and departures

Weekend transfers can be cancelled without charge until 15:00 local German time on the Friday before arrival or departure. Weekday transfers can be cancelled until 15:00 local German time one day before the scheduled transfer. If the cut-off day falls on a public holiday, the notice period is extended accordingly. Later cancellations cannot be accepted and the cost of the transfer will be invoiced in full.

Our airport transfer from and to Frankfurt am Main is organised on a group basis by a partner company. An individual transfer (e.g. for under 18s) by a named F+U accompanying person can be arranged for a supplementary charge of €100 per journey.

Parking

Parking is available in the Concordia hall of residence's unsupervised car park for €35/week. There is public, paid parking available in the school building (ca. €125/month).

Meals

- All halls of residence and apartments are equipped with a kitchen. Host families provide meals as specified in the booking.
- Meals in partner restaurants (Sun-Sat): Breakfast: €60/wk; lunch*: €90/wk; evening meal*: €110/week (*incl. 1 soft drink)
- Lunch in our school canteen (July and August only): €70/week (Mon-Fri)
- You can also have a meal for ca. €6 in Heidelberg University's refectory, just ten minutes' walk from the school.

Guest Houses, Holiday Apartments, Hotels, Youth Hostels

Administration fee: €150.

Guest houses, holiday homes: Prices on request; weekly rent depends on size, location in the city, furnishings and season. Rates from €300 to €1,500.

The F+U Bayerischer Hof Hotel*:** The Bayerischer Hof, one of the most tradition-steeped hotels in the city, is located on Bismarckplatz, just 150m from the school and the Old Town (single rooms from €80/night; double rooms from €100/night).

Hotels in all price categories are located close to the school. We can also book rooms in Heidelberg's attractively located **youth hostel**.



Halls of Residence, Apartments

Administration fee: €75; Deposit: €100.

Double room bookings are only available for learners arriving together. Discount for groups of 10 people or more: 5% off listed price. 24-hour emergency call, seven days a week.

Booking a residence category: First, please only book the preferred residence category. About two weeks before your arrival - at the latest by Monday before your arrival - you will be informed of the name of your hall of residence.

Guaranteeing a specific hall of residence: For a single supplement of €200 we guarantee - subject to room availability at the time of booking - allocation of your preferred hall of residence. If the start of your course is postponed, e.g. due to a delay in issuing a visa, we reserve the right to allocate a room in a hall of residence in the same category. In this case the guaranteed supplement of €200 is refunded in full.

All halls of residence have a kitchen; Cat VI rooms have a kitchen en suite.

Cat.	Description	Residence, Apartments	Rent per week/room ^{1,2}						Extra day ³ Rent per day/ room	
			1-4 weeks		5 - 11 weeks		From 12 weeks		SGL	DBL
I	2-7 km from the school. Kitchen and bathroom shared with other learners.	1	€ 120	€ 180	€ 100	€ 150	€ 90	€ 130	€ 35	€ 50
II	Categories are based on the furnishings of the room and communal areas, as well as on the attractiveness of the respective district.	2, 3, 4	€ 130	€ 195	€ 110	€ 165	€ 100	€ 150	€ 40	€ 60
III		4, 5, 6, 7, 8, 9, 10	€ 140	€ 210	€ 130	€ 195	€ 115	€ 175	€ 45	€ 65
III		Römer female-only residence (7)	One-off surcharge: € 300							
IV	3-5 km from the school. En suite shower and WC.	6, 7, 9	€ 185	€ 280	€ 165	€ 250	€ 130	€ 195	€ 50	€ 70
V	0.6-1.2 km from the school (Old Town). 2-4 rooms share shower and WC.	11, 12, 13	€ 225	€ 340	€ 185	€ 280	€ 140	€ 210	€ 55	€ 80
V		APO female-only residence (11)	One-off surcharge: € 300							
VI	0.6-1.7 km from the school. Apartments with 1 or 2 rooms, shower, WC, kitchenette ^{4,5}	12, 14	€ 250	€ 375	€ 210	€ 340	€ 150	€ 225	€ 60	€ 85

¹The respective discount applies only for advance payment of at least 5 weeks.

²The rental contract can be cancelled with a notice period of four weeks (see detailed information on page 22).

³Extra days are invoiced for arrival on Saturday or a departure on Sunday (all extra days require confirmation by F+U).

⁴The F+U Campus residence is a new building; as of April 2016 150 apartments are available to our learners.

⁵The two-room apartments can accommodate up to four people. Surcharge for a third and fourth person: €75 per person, per week.

Categories and Location of Halls of Residence and Apartments

Cat.	Serial No.	Name	District	Distance to school	Nearest stop
I	1	Concordia	Südstadt	2.0 km	200 m
II	2	Emmertgrund	Emmertgrund	7.0 km	100 m
	3	Steinhof ¹	Pfaffengrund	4.7 km	100 m ¹
III	4	Schmitt	Kirchheim	5.0 km	150 m
	4	Schmitt	Kirchheim	5.0 km	150 m
	5	Albert Fritz	Kirchheim	4.8 km	50 m
	6	Carl-Bosch	Weststadt	2.6 km	250 m
	7	Römer (female-only residence)	Rohrbach	3.9 km	250 m
	8	Seewiesenweg	Kirchheim	4.8 km	300 m
IV	9	Turner	Rohrbach	3.6 km	250 m
	10	Wieblingen	Wieblingen	4.8 km	500 m
	6	Carl-Bosch	Weststadt	2.6 km	250 m
V	7	Römer (female-only residence)	Rohrbach	3.9 km	250 m
	9	Turner	Rohrbach	3.6 km	250 m
VI	11	APO (female-only residence)	Old Town	1.2 km	200 m
	12	März	Old Town	0.6 km	100 m
	13	Haus am Ritter	Old Town	1.2 km	250 m
VI	12	März	Old Town	0.6 km	100 m
	14	F+U Campus (residence, boarding school)	Bergheim (by railway station)	1.7 km	100 m

¹Steinhof residence: From Monday to Saturday: 100 m to the nearest bus stop; Sunday: 1 km to the nearest stop

Please note: The halls of residence are available to our learners all year round. However, due to the high demand, we recommend booking accommodation at least four weeks in advance. During the summer, if accommodation in one category is fully booked, we reserve the right to allocate a room of the same standard in external halls of residence. All our halls of residence offer free Internet access and washing machines.

Boarding School

Description:

Learners under the age of 18 can be accommodated at the F+U boarding school. The minimum entry age is 16. The boarding school provides residents with intensive support from pedagogically trained staff, who focus on the specific needs of the learners. The building complex offers a refectory, study and common rooms, a library, a sports hall, a fitness room and many other attractive facilities which learners can use.

The boarding school is located in the new F+U Campus, sharing the same building complex as the Heidelberg Private School Centre (bilingual primary school, Realschule and vocational Gymnasium secondary schools, professional schools) and the International University of Cooperative Education (Internationale Berufsakademie - iba), and in the immediate vicinity of Heidelberg's main railway station. Thanks to the excellent public transport connections, the language school in the city centre can be reached in less than ten minutes.

Boarding school learners are accommodated in spacious twin rooms with their own shower and WC. Together with the residents, supervisors organise the daily schedule (e.g. joint preparation of meals, homework supervision, etc.) and are always on hand as a contact person on site. The rooms are furnished in a modern, welcoming style and offer learners a pleasant living and learning atmosphere.

Fees:

Administration fee: €250; Deposit: €500; Language course: €580 / 4 weeks (120 teaching hours).

Twin room (supervision incl. weekends, 24-hour emergency call, full board, accompaniment to official appointments and much more): €2,400 / 4 weeks*
*Single room supplement: 30%

Services included:

Supervision by staff with pedagogical training, accommodation in twin rooms with Internet connection (bed linen is provided by the boarding school), meals, orientation for new learners, accompaniment to official appointments, psychological support, placements for sports clubs and music schools, leisure activities.

The following facilities are available to learners:

Shared kitchens, common rooms, lounge, library, studies, laundry rooms, fitness room, sports hall, kiosk, refectory, and computer rooms.

Progression routes after the language course:

As a non-profit education provider, F+U offers boarding school learners a range of opportunities for continuing their education beyond the language course. Depending on age and educational background, learners can choose from different general secondary education schools (Realschule, vocational Gymnasium), professional schools, the International University of Cooperative Education (Internationale Berufsakademie - iba) and the University of Applied Sciences for Business, Technology and Culture (Hochschule für Wirtschaft, Technik und Kultur - HWTK). Our language school staff are happy to advise on the individual offers.



F+U Campus residence, Category VI



F+U Campus residence, Category VI



F+U Campus residence, Category VI



F+U Campus residence, Category VI



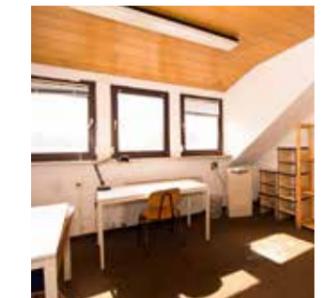
Concordia residence, Category I



Römer residence, Category III & IV



Römer residence, Category IV



Carl Bosch residence, Category III



Albert Fritz residence, Category III



Albert Fritz residence, Category III



Albert Fritz residence, Category III



Albert Fritz residence, Category III

Language Courses (German and English)

Registration fee: €15 per learner, Learning materials (2 books + copies): €50 per learner

Language(s) and Course type	TH / wk	Course times (Mon-Fri)	Course fee per week		Group allocation
			5 - 15 learners	From 16 learners	
Intensive course 20 - German	20	09:00-12:15	€ 110	€ 100	Learners can be allocated to existing international groups (junior learners under the age of 16 in July and August only) or they can form a closed group. The minimum of 10 learners is required for a closed group.
Intensive course 30 - German	30	09:00-12:15 13:00-14:30	€ 150	€ 135	
Intensive course 15 - English	15	09:45-12:15	€ 100	€ 95	
Intensive course 30 - English	30	09:45-12:15 13:00-15:30	€ 150	€ 140	
Combination of German and English	20 + 15	09:00-12:15 (G) 13:00-15:30 (E)	€ 195	€ 185	

Accommodation

Administration fee: €35 per learner; move in Sunday; move out Saturday

Accommodation type (Double room occupation)	Fee per week		Extra day
	5-15 learners	From 16 learners	From 5 learners
Hall of residence	€ 85	€ 80	€ 25
Host family	€ 175	€ 170	€ 35

Meals

Meals are taken in Heidelberg. Groups are responsible for their own meals during excursions.

Price per week (Sunday to Saturday); minimum of 5 learners.			
	Host family	Hall of residence	Extra day
Breakfast	€ 30	€ 50*	€ 5
Lunch	€ 45	€ 80*	€ 10
Evening meal	€ 50	€ 100*	€ 12

*Drinks are included in host family accommodation as standard; a soft drink or coffee/tea is included in hall of residence accommodation.

Transfer

Minimum of 5 participants; further offers available on request.

Route	One way	With return
Frankfurt am Main airport - Heidelberg accommodation	€ 60	€ 105
Heidelberg central railway station - Heidelberg accommodation	€ 20	€ 40

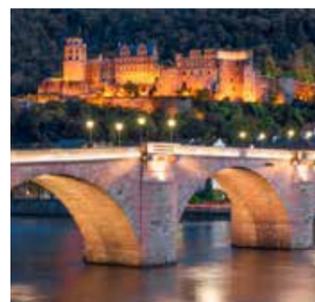
Cultural Programme

Minimum of 10 participants; further offers on request.

- Seminars by the Japan Centre and China Centre at the F+U Academy of Languages: free
- Trip to the Heidelberg vineyards: €5
- Orientation tour through the Old Town of Heidelberg: €5
- Walks: Heiligenberg, Philosophers' Walk, Bismarcksäule, Thingstätte, Stift Neuburg, Heidelberg castle, the Odenwald and much more: €5
- Welcome party in F+U's listed vaulted cellar in Heidelberg's Old Town: €10
- Barbecue party on the banks of the Neckar: €10
- Museum visits (German Apothecary Museum, Kurpfälzisches Museum, University Museum in Heidelberg, Friedrich-Ebert Museum): €5 per visit
- Excursion to the German Wine Route in the nearby Palatinate: €25
- Boat trip on the Neckar: €10; to Neckarsteinach (town of four forts): €30 or to beautiful Hirschhorn: €40
- All-day excursions to Frankfurt: €30, Strasbourg: €45, Europa-Park Rust: €55, Black Forest: €30, Rudesheim: €45, Luxembourg: €49, Nuremberg: €30; Mercedes Benz Museum Stuttgart: €25, Speyer: €20, Luisenpark: €15

Offers for Group Leaders

- One free language course (German or English).
- One free single room in one of our halls of residence (one room for every 10 learners).



In 2015 12,115 language learners and candidates from 112 countries took part in our language courses and language examinations.

Language Course Participants: 9,218

German as a foreign language (GFL)	6,095
English	2,191
Spanish	217
French	194
Japanese	145
Russian	111
Italian	96
Chinese	88
Other languages*	83

*Arabic, Turkish, Dutch, Korean, Bulgarian, Croatian, Polish, Portuguese, Norwegian, Romanian, Finnish and more.

Language Exam Participants: 2897

TestDaF	929
TOEFL®	649
Vocational College for Foreign Languages (European Secretary and more)	251
TELC	123
TestAS	188
Other examinations*	757

*OnDaF, LCCI, TOEIC®, ECDL, internal exams.

GFL Learners and their Home Countries: 6095

(GFL = German as a foreign language)

China	596
Italy	463
Tunisia	422
Spain	415
Japan	344
Russia	321
Mexico	297
Turkey	284
Israel	213
USA	206
Azerbaijan	188
France	175
Czech Republic	161
Ukraine	154
Cyprus	124
Great Britain	105
Poland	102
India	98
Saudi Arabia	97
Switzerland	95
Belgium	75
Brazil	73
Greece	65
Georgia	64
Romania	57
South Korea	48
Colombia	43
Bulgaria	42
Belarus	38
Australia	34
Canada	32
Cameroon	32
Sweden	31
Slovakia	31
Syria	28
Taiwan	27
Venezuela	25
Hungary	24
Malaysia	24
Croatia	23
Learners from other countries*	419

*Afghanistan, Albania, Algeria, Argentina, Bangladesh, Bolivia, Bosnia and Herzegovina, Chile, Congo, Costa Rica, Denmark, Dominican Republic, Ecuador, Egypt, Estonia, Ethiopia, Finland, Gabon, Guinea, Honduras, Indonesia, Iraq, Ireland, Iceland, Ivory Coast, Jordan, Kazakhstan, Kenya, Kyrgyzstan, Kosovo, Kuwait, Laos, Latvia, Lebanon, Libya, Lithuania, Luxembourg, Madagascar, Mali, Malta, Macedonia, Moldova, Mongolia, Morocco, Mozambique, Namibia, Nepal, Netherlands, Nigeria, Norway, Oman, Pakistan, Palestine, Peru, Philippines, Portugal, Senegal, Serbia, Singapore, Slovenia, Sri Lanka, South Africa, Thailand, Togo, Turkmenistan, Uganda, Uruguay, Uzbekistan, Vietnam, Zimbabwe.

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Language Courses in Heidelberg

Arabic, Bulgarian, Brazilian, Chinese, Croatian, Czech, Dutch, English, French, German, Greek, Hungarian, Italian, Japanese, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Turkish and more

International Test Centre

TestDaF, TELC, TOEFL®, TOEIC®, LCCI, ECDL, OnDaF, TestAS and more

State Recognised Vocational College for Foreign Languages

Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk, Translator

Worldwide Language Tours

England, Ireland, Malta, USA, Canada, Australia, France, Italy, Spain, Portugal, Central and South America, Russia, Japan, China and more

Commercial College of Further Education

Business Administrator, Business Specialist and more

Professional Schools

Workplace Pedagogy, Youth/Care Home Pedagogy and more

Academy24

Extra-occupational further education

Heidelberg Private School Centre

Bilingual primary school, secondary schools (*Gymnasium*, *Realschule*), vocational schools

International Prep School

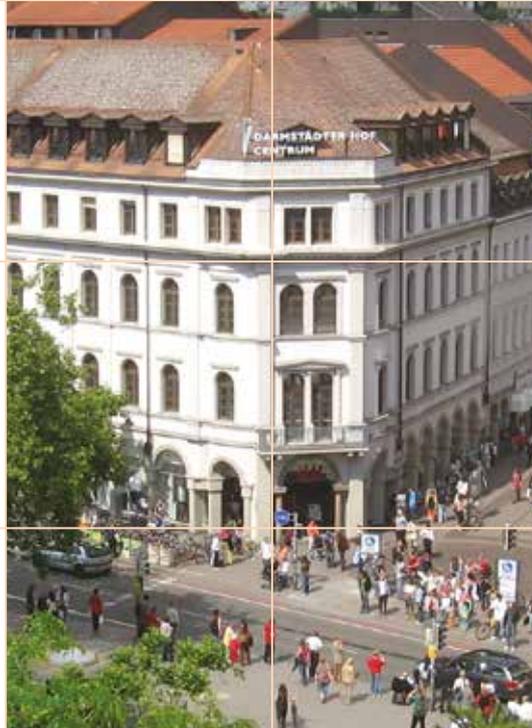
Preparation for the *Feststellungsprüfung* Assessment Test

International University of Cooperative Education

Bachelor degree programmes in the dual system

University of Applied Sciences for Business, Technology and Culture

Bachelor and master's degree programmes



Our language school is located in the Darmstädter Hof Centrum, Hauptstrasse 1, 3rd floor.



German National Tourist Board
 Top 100 Sights of Germany
 Gold Award 2012
 No. 1 Attraction Heidelberg Castle



English version

F+U Academy of Languages



2017

Berlin



Language Courses

Test Centre

University Preparation

Language Tours

Company Training

Accommodation



Academy of Languages
Heidelberg · Berlin · Darmstadt

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International University of Cooperative Education	
University of Applied Sciences for Business, Technology and Culture	



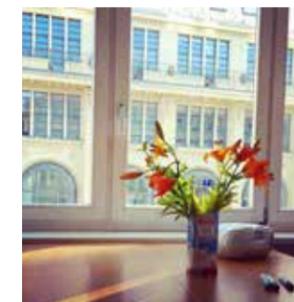
- 1 Brandenburg Gate
- 2 German Bundestag/Reichstag (parliament)
- 3 Akademie der Künste (Academy of the Arts)
- 4 Komische Oper (Comical Opera)
- 5 Dussmann Kulturkaufhaus (department store for books and media)
- 6 Humboldt University (HU)
- 7 Galeries Lafayette
- 8 Hanns Eisler School of Music (incl. refectory)
- 9 Gendarmenmarkt: Konzerthaus, Deutscher Dom (German Cathedral) and Französischer Dom (French Cathedral)
- 10 Mall of Berlin
- 11 Two supermarkets near the school
- 12 Post office
- 13 Tiergarten (Berlin's largest public park)
- 14 F+U University of Applied Sciences for Business, Technology and Culture (Hochschule für Wirtschaft, Technik und Kultur - HWTK)
- 15 F+U International University of Applied Sciences and Commercial College



Our School at a Glance

Friedrichstrasse 194-199, 3rd floor

- 20 modern classrooms in the listed Haus Friedrichstadt building
- Computer and language test laboratory, free Wi-Fi throughout the building
- Coffee, snack and drinks machines
- Learning library and common room
- Barrier-free access: separate entrance, lift, disabled WC
- Gendarmenmarkt, Brandenburg Gate, Checkpoint Charlie and Potsdamer Platz all within walking distance





Berlin is Germany's largest city - and by far its most exciting.

Since the fall of the Iron Curtain and overcoming division by the **Berlin Wall**, Berlin has undergone architectural and cultural regeneration and enhancements that have redefined it as a **21st century world city**. But Berlin is still mindful of its turbulent history. In the steel and glass cupola of the Reichstag and the post-modern shopping centres are the reflections of opulent historic buildings dating back to the imperial era - alongside the monuments and memorials of the post-war period. The **rebuilding of the Prussian City Palace** is set to capture the appeal of Berliners' cosmopolitan sense of tradition at its very best: from 2019, behind the historic façades, the ultra-modern Humboldt Forum will be a gathering point for all the world's cultures and nations. Berlin's creative and start-up scene draws its inspiration from this richness of contrasts; as of 2006 the city has even been honoured with the title '**UNESCO City of Design**'.

Over 150 concert halls and theatres, three opera houses, 200 museums and art collections, 440 galleries displaying the works of over 6,000 contemporary artists, and some of the world's most popular nightlife, including the Berghain, all vie for the attention of over twelve million visitors a year from all corners of the globe. As a crowd puller, the relatively new **Berlinale**, which takes place in three hundred cinema auditoriums, now rivals the established European film festivals in Venice and Cannes. Meanwhile, music lovers are spoiled for choice by some of the **best symphony orchestras and choirs in the world**. The **Museum Island**, with its five monumental buildings, is not only a United Nations World Heritage Site, but also the centre of the most renowned 'Long Night of the Museums', founded here in 1997 and replicated many times all over the world. There are plenty of memorable nights out to be had the rest of the year too: **Berlin's vibrant pub and café scene** just never sleeps, with its enticing restaurants, bars and all-night cafés and supermarkets ('Spätis') in the diverse and distinct neighbourhoods ('Kieze'). During the festive season Berlin offers more Christmas markets than any other European city (eighty in 2016 alone), and later hosts the **largest New Year's Eve party on the continent**, with a million visitors peacefully welcoming in the New Year between the Victory Column and the Brandenburg Gate.

By day, Germany's capital city presents itself as a centre of science par excellence. Its 38 universities and institutes of higher education - including some of Germany's most renowned schools of art, design and music - currently attract greater numbers of students than any other federal state. Around 176,000 students were registered here during the winter semester 2015/2016. Both the renowned Humboldt University (founded 1810/11) and the Freie Universität Berlin, which achieved special merit for its 'International Network University' future strategy concept, were recognised as **German elite universities** for the third time in succession within the framework of the Excellence Initiative. The Berliner Charité is the largest medical faculty in Europe, while the Berlin State Library, which holds over ten million printed volumes, is the **largest scientific universal library** in the German-speaking world.

Berlin is not only the European Union's second largest city (nine times the size of Paris), but also its greenest. A third of Berlin's total area consists of greenery, woodland and water. 440,000 trees line the streets, and together with 29,000 hectares of urban woodland, countless parks and public gardens - such as the Berlin Tiergarten park and the Botanical Garden in Dahlem - they sustain the unrivalled and famed 'Berlin air'. Two nearby natural paradises, the Grunewald and Spreewald, are ideal for walking, camping, swimming and sailing.

The two **airports, Tegel and Berlin-Schönefeld**, offer convenient international connections to the city, as do the many reasonably-priced long-distance buses that depart regularly from the central bus station (ZOB) en route to other European destinations.

Berlin Events Calendar 2017 (selected highlights)

17-20.01	Berlin Fashion Week: Winter (world-class international exhibitions and shows)
20-29.01	International Green Week (the world's largest trade fair for nutrition, agriculture and gardening)
26-31.01	Berlin Six-Day Racing (renowned international cycle racing)
09-19.02	International Film Festival Berlin (Berlinale)
24.02-05.03	eat! Berlin (culinary festival for bon vivants)
08-12.03	ITB International Tourism Convention (the world's largest travel fair)
18-26.03	MaerzMusik - festival for new music
01.04	Night of the Budo Legends - The Spirit of Martial Arts
02.04	37th Berliner Half Marathon (for runners and inline skaters)
07-16.04	Festtage der Staatsoper Berlin (top-class classical music festival led by D. Barenboim)
19-26.04	achtung berlin - new Berlin film award
03-07.05	XJazz - Berlin jazz festival
17-21.05	Theatertreffen (ten production highlights from the current theatre season)
02-05.06	Karneval der Kulturen (Carnival of Cultures - vibrant street festival featuring lots of parades and music)
03-10.06	International German Gymnastics Festival (the world's largest competitive and grassroots sports event)
21.06	Fête de la Musique (street music festival for amateur and professional musicians from all over the world)
24.06	Long Night of the Sciences (fascinating insights into laboratories, archives, libraries and lecture halls)
04-07.07	Berlin Fashion Week: Summer (world-class international exhibitions and shows)
20-25.07	Classic Open Air
26.08	37th Long Night of the Museums
01-02.09	Pyronale (international team pyrotechnics competition)
01-06.09	IFA - International Consumer Electronics fair (the latest in the world of entertainment and communication technology)
01-17.09	Musikfest Berlin (opening festival of the new Berlin concert season)
03.10	27th celebration of the Day of German Unity
02-15.11	Jazzfest Berlin
22.11-26.12	Christmas market season
31.12	New Year's Eve party at the Brandenburg Gate

Language Courses at F+U

The non-profit **F+U Group of Companies** is one of the largest private education providers in Germany. It has centres throughout the Federal Republic as well as in other European countries and cooperates with state and private education providers all over the world. In the capital city of Berlin, F+U specialises in professional and continuing further education, as well as commercial retraining and qualifications.

The well-established, successful dual model bachelor degree programmes and the modern distance, full-time and dual master's programmes at the **University of Applied Sciences for Business, Technology and Culture (Hochschule für Wirtschaft, Technik und Kultur - HWTK)** offer young people practice-focused education that is increasingly orientated to international students - and now also taught in English.

Since 2013, the **F+U Academy Of Languages Berlin** has further developed this range of programmes with academically demanding language and computer courses of an international calibre. The Berlin school is thereby continuing a tradition first begun in 1980 in the romantic Neckar city of Heidelberg. The parent of all F+U language schools, the Academy Of Languages Heidelberg welcomes over 10,000 learners and examination candidates from over 100 countries every year and is one of the largest and most successful language schools in Germany. Additional schools in Tenerife and Darmstadt have gone on to expand the scope and location of the courses offered.

Whether they are international students keen to improve their German in readiness for higher education or prepare for the *Feststellungsprüfung* with the help of our International Prep School; or local people aiming to improve their foreign language skills, for example in Business English or TOEFL preparation - all of our language learners in Berlin can profit from this **innovative network of teaching experience and educational competence**. Our flexible in-house training is also the preferred solution for **companies and diplomatic representatives**.



Reasons for Choosing F+U

- **In the heart of the city:** Central location and excellent public transport connections - the Stadtmitte underground (U-Bahn) station is right outside the front door. The Gendarmenmarkt, Brandenburger Gate, Checkpoint Charlie, Potsdamer Platz and two of Berlin's most popular shopping centres (Galeries Lafayette, Mall of Berlin) are within a short walking distance. Bright, friendly classrooms in the historic Haus Friedrichstadt (see page 3); barrier-free access, a disabled WC and separate lift are available. Several nearby car parks.
- **Long-standing experience** in language teaching, goal-oriented examination preparation, corporate training, Erasmus+ programmes and organisation of language tours; state recognised Vocational College for Foreign Languages in Heidelberg.
- **A wealth of educational competence:** F+U is the provider of a University of Applied Sciences for Business, Technology and Culture, an International University of Cooperative Education, secondary schools (Gymnasium and Realschule), a bilingual primary school, an international boarding school and several academies specialising in professional and foreign language training.
- **International Test Centre:** You can take internationally recognised examinations at our study centre: TOEFL®, TestDaF, TELC, TOEIC® and more.
- **Affiliations and partnerships:** FaDaF (Fachschaft Deutsch als Fremdsprache); VDP (Federation of Private Schools in Germany); Eurohodip (European Hotel Diploma); DRV - German Travel Association; Istituto Italiano per gli Studi Filosofici; Olympiastützpunkt Rhein-Neckar e.V. (Olympic Training Centre); Deutsches Jugendherbergswerk (German Youth Hostel Association) and more.
- Year-round **guarantee of provision** for our language courses.
- **International atmosphere and free language tandems** with learners from over 100 countries and German students from the F+U university of applied sciences (HWTK).
- **Lessons on Tour Programme:** Identical language courses in Heidelberg and Berlin; no-fuss switch of study centres.
- **Exclusive range of accommodation** in F+U shared accommodation, apartments, with host families and in the exclusive F+U student hostel (equipped with TV, Wi-Fi, private bathroom; located near Potsdamer Platz, just four stops from the school). Organisation of bespoke accommodation (holiday homes, hotel rooms) on request.
- **Good value for money.**
- **Committed to quality:** A certified quality management system (DIN EN ISO 9001:2008) continuously monitors our compliance with important quality standards.
- **Selected awards:**



Key Regulations

- **School opening hours:** Monday and Thursday: 08:00-20:00; Tuesday, Wednesday, Friday: 08:00-18:00; Saturday and Sunday: on request.
- **The prices and services** stated in this brochure are valid until the publication of a new pricelist. Errors and omissions excepted.
- Only **the information specified in the German and English versions of the pricelist is authoritative**. All other translations are intended solely for orientation in the respective language.
- Unless otherwise stated, all **course fees** are per person, and **accommodation rates** are per room/apartment.
- **Non-profit education provider:** The majority of F+U's services are exempt from VAT.
- One **teaching hour (TH)** is 45 minutes.
- Language courses are **professionally orientated or prepare learners for higher education**, and can lead to an internationally recognised **language certificate**.
- **Change of school:** If not booked before the start of the course, a charge of €100 will apply for changing the course location to our language school in Heidelberg. The application to change the school location must be received at least two weeks in advance.
- **Minimum age** (group courses): 16 years. Exceptions on request.
- Our courses are taught by **experienced, highly qualified teachers**.
- **Books are not included in the course fee:** German course books ca. €35 per level, English course books ca. €55 per level.
- **Guaranteed provision, minimum participant numbers:** Confirmed courses are held even if the minimum number of participants (4 learners) is not reached. The booked number of hours is reduced by 25%. To compensate, learners may participate in another group course.
- **Public holidays 2017** (no lessons): 01.01, 14.04, 17.04, 01.05, 25.05, 05.06, 03.10, 31.10, 25.12, 26.12. The missed lesson can be made up by participating in module or evening courses; the request for compensatory lessons must be received in writing no later than 14:30, one day before the respective public holiday. Evening courses and individual lessons will be rescheduled.
- **School holiday:** 25.12 - 29.12 2017; no holiday request is required for these days; the length of the course booked is automatically extended. Where applicable, please remember to extend your F+U accommodation. Individual lessons are available on request.
- **Individual holiday:** The booked course will be extended by the length of the holiday period requested in writing; written requests should be submitted to: languages.berlin@fuu.de.
- **Intensive courses:** Two weeks (Monday-Friday) per quarter (12 course weeks); application to be received no later than Thursday, 16:00, before the start of the holiday.
- **Evening courses:** No limit; application to be received no later than Friday, 14:30, before the start of the holiday.
- **Individual lessons, small closed groups, company training:** Cancellation of the lesson is possible without charge before 16:00, one day before the scheduled lesson.
- Applications to **change the course level or module** must be received in writing by the school administration by Thursday, 16:00, for the subsequent week.
- A **cancellation of the course** is possible without charge until two weeks before the start of the course, after which the following cancellation charges apply: cancellation one week before the start of the course: €25; by Friday, 12:00, before the start of the course: €50; later than this notice period but before the start

of the course: the registration fee plus the course fee for one week's/month's course or, in the case of individual lessons, the course fee for two individual teaching hours.

- **After the start of the course, the cancellation of the course or a reduction** in the number of lessons is possible only in cases prescribed by law (for further conditions see our General Terms and Conditions).
- **Cancellation of accommodation booked through F+U** is possible with four weeks' notice (see page 15 and our General Terms and Conditions).
- **International Test Centre:** You have the opportunity to take internationally recognised examinations at our centre, such as TOEFL®, TestDaF, TELC, TOEIC® and more.
- **Main course:** Lessons are differentiated by level according to the European Framework of Reference for Languages (see page 8). The lesson focuses on all key standard language skills (reading, listening comprehension, writing and speaking). Standard German courses from the middle of level B2 are complemented by specific examination preparation courses (DSH or TestDaF).
- **Module course:** These courses consolidate and further develop specific skills (e.g. grammar, conversation); it is also possible to take an examination preparation module (e.g. DSH or TestDaF). The module courses complement and build on the content of the main course. Learners with sufficient knowledge of the language can also take a module as stand-alone language course. It is possible to switch between the modules.

Cultural and Leisure Programme

F+U offers a varied cultural and leisure programme consisting of at least one activity per week **throughout the year** and at least two activities a week **during the summer** (July and August), for example: orientation tours of Berlin's city centre (free); regular 'Stammtisch' gatherings (free); cycling tours of Berlin's most attractive districts (free); boat trips on the Spree; visiting the German Bundestag (parliament); museum and concert visits; sporting activities (e.g. climbing, canoe tours in the Spreewald); company tours; afternoon workshops for phonetics, academic writing for higher education, university applications (e.g. through Uni-Assist), interviews and oral exams; all-day or half-day excursions to Poland, Potsdam, Leipzig, Hamburg and Dresden, and much more. **The minimum number of participants** for each activity is four people. The fee and the registration deadline are based on the type of activity.

YOU WILL FIND UP-TO-DATE INFORMATION

ON ACTIVITIES ON THE NOTICES IN THE SCHOOL

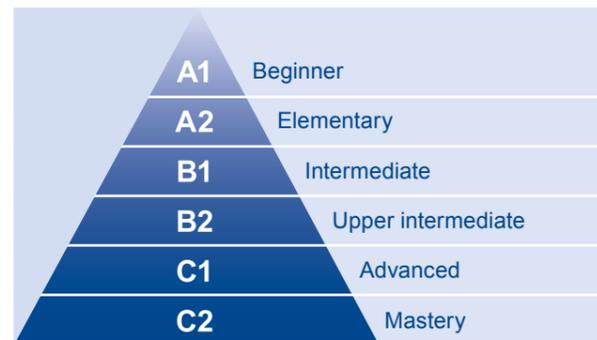
AND ONLINE AT NEWS.FUU-LANGUAGES.BERLIN

Common European Framework of Reference for Languages (CEFR)

CEFR Levels	TH per Level	Language Certificates ¹			Course Duration (one course level)
		English	German	French, Spanish, Italian, Russian	
A1	160	English A1, LCCI-Preliminary 1, TOEIC® 10-120 ²	Start Deutsch 1	Français A1, Italiano A1, Russian A1, Diploma de Español A1	The course duration depends on the intensity of the booked course.
A2	160	English A2, LCCI-Preliminary 2, TOEIC® 120-225 ²	Start Deutsch 2	Français A2, Italiano A2, Russian A2, Diploma de Español A2	
B1	160	English B1, B1 Business, LCCI-1, TOEIC® 226-550 ² , TOEFL® 57-86	Zertifikat Deutsch, Deutsch-Test für Zuwanderer	Français B1, Italiano B1, TRKI-1, Diploma de Español Inicial B1	Intensive courses: A1-B2: each 7-8 weeks; C1: minimum 8 weeks, C2 correspondingly longer Evening courses: ca. 4-6 months
B2	160	English B2, B2 Business, LCCI-2, TOEIC® 551-785 ² , TOEFL® 87-109	Deutsch B2, B2 Beruf, B1/B2 Pflege, TestDaF 3, DSH 1	Français B2, Italiano B2, TRKI-2, Diploma de Español Intermedio B2	
C1	160	Foreign Language Correspondence Clerk, European Secretary Multilingual Correspondence Clerk English C1, LCCI-3, TOEIC® 786-945 ² , TOEFL® 110-120	Deutsch C1, C1 Hochschule, C1 Beruf, B2/C1 Medizin TestDaF 4, DSH 2, Deutsch in der Wirtschaft (A2-C2)	Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk Français C1, TRKI-3, Diploma de Español Superior C1	For individual lessons the number of hours required for a complete course level is reduced by ca. 50%.
C2	400	Übersetzer/in, English C2, LCCI-4, TOEIC® 946-990 ²	TestDaF 5, DSH 3, Deutsch C2	Translator, Français C2, TRKI-4, Diploma de Español Superior C2	

¹All language certificate examinations can be taken at the F+U Academy of Languages or at one of our partner institutions.

²The test results listed here refer to the TOEIC® exam Listening & Reading language competences.



CEFR Levels	Listening	Reading	Speaking	Writing
A1	Can understand simple sentences	Can understand simple sentences	Can communicate in short phrases	Can produce short, simple postcards
A2	Can understand the overall meaning of short, simple, clear messages	Can read short, simple texts, e.g. personal correspondence	Can communicate in sentences in everyday situations	Can produce short, simple notes, messages and personal letters
B1	Can understand important information regarding work, free time, etc.	Can comprehend text written in everyday language	Can participate in conversations about family, hobbies and work	Can produce simple, connected text on familiar themes
B2	Can follow lengthy statements and most TV programmes	Can understand newspaper articles and literary prose	Can communicate fluently and spontaneously	Can produce detailed texts and effectively present an argument
C1	Can understand lengthy statements and TV programmes without great effort	Can comprehend complex and literary texts	Can express thoughts fluently, spontaneously and precisely	Can produce clear, well-structured texts on complex subjects
C2	Can understand complex language with ease, also when spoken quickly	Can comprehend any text with ease	Can participate effortlessly in all conversations and discussions	Can produce and discuss sophisticated and complex texts



Please note: Not all Academy of Languages study centres currently offer an identical range of examinations. We will be pleased to inform you when and where you can book a place for your chosen examination.

Examination	Language(s)	Description	Dates 2017	Fees ¹
TestDaF Test Deutsch als Fremdsprache	German	Required for enrolment at German universities (equivalent to DSH and TELC C1 Hochschule)	14.02, 26.04, 14.06, 19.07, 20.09, 16.11	€ 175
TestAS Test for Academic Studies	German or English	Aptitude test for international students; not yet obligatory	22.02, 22.04, 28.10	€ 80
OnDaF/onSET-English	German/English	Internet test (A2-C1), result available worldwide on demand	Registration dates: See below ²	€30 (supplement of €30 for individual dates on demand)
TELC The European Language Certificates	English, French, German, Italian, Russian Spanish and more	Evidence of foreign language skills (A1-C2)	Registration 5 weeks in advance - surcharge for short notice registrations. Dates: See below ³	€ 180 (supplement for express marking and for individual dates on demand)
TELC B1/B2 Pflege and B2/C1 Medizin	German	The exams provide evidence of the required specialist language competence to qualification accreditation bodies and medical institutes	Registration 5 weeks in advance - surcharge for short notice registrations. Dates: See below ²	€ 180 (supplement for express marking and for individual dates on demand)
TELC C1 Hochschule	German	The exam is for adults wishing to enter higher education at a German-speaking university (equivalent to DSH and TestDaF)	Registration 5 weeks in advance - surcharge for short notice registrations. Dates: See below ³	Individual exam: € 180 Group exam: € 120 per candidate (minimum 10)
Test WiDaF® (Test Deutsch als Fremdsprache in der Wirtschaft)	German	Points-based assessment test (A2-C2), checking and certifying current German skills for entry level and career professionals	Dates: See below ² Registration: 1 week in advance	€ 180
TOEFL®	English	Evidence for admission to higher education, especially BA, MA, BSc, BEng, MSc, MBA programmes	Several dates throughout the year	US\$ 245
TOEIC®	English	The world's most popular test of English for business purposes	Listening & Reading: Dates: Flexible. Registration: 1 week in advance Speaking & Writing: Dates: Every first and third Wednesday in the month. Registration: 2 weeks in advance	Each € 180 (supplement for express marking and for individual dates on demand)
LCCI London Chamber of Commerce and Industry	English	Test of professional English	Not known at time of going to press	From € 135
DELE Diploma de Español como Lengua Extranjera	Spanish	The 'Diploma Superior' is required for admission to Spanish universities	April, May, October, November F+U Tenerife offers preparation for the DELE examination (B1-C2) at the Universidad de La Laguna	From € 160
TRKI Test Russkogo Kak Inostrannogo	Russian	Jointly licensed by Moscow Lomonosov University and the Education Ministry of the Russian Federation	Offered by the Institute of Slavic Studies at Heidelberg University (branch of the Halle Centre for the Certification of Russian Language)	From € 50
Foreign Language Correspondence Clerk	German, English, Spanish, French, Japanese, Chinese, Russian and more	State recognition for Chinese, English, French, Japanese, Russian and Spanish.	Start in March and September: English, Spanish, French, Japanese	See page 18
European Secretary	English, Spanish, French	For further languages other examinations are available, such as those offered by the IHK an. Additional information on request.	All other language combinations start in September	
Multilingual Correspondence Clerk	English, Spanish, French + Japanese or Russian or Chinese			
Translator	English, Spanish, French and more			
ECDL European Computer Driving Licence	IT	Evidence of good IT skills, in seven modules	Registration two weeks in advance	€ 30 per module plus € 50 for a Skills Card
In-house Language examinations	All languages	€ 150 (with certificate), regular discount for learners already enrolled at F+U. The examination is offered every Thursday. Registration at least one week before the preferred date.		

¹Status: June 2016

²14.01, 11.02, 11.03, 08.04, 13.05, 10.06, 08.07, 12.08, 09.09, 07.10, 11.11, 16.12

³12.01, 09.02, 09.03, 06.04, 11.05, 08.06, 06.07, 10.08, 07.09, 05.10, 09.11, 14.12

Individual Courses

Individual Lesson, Small Closed Groups, Company Training, Premium Business Programme

- **Registration fee** (for the first course): €35 (group bookings of 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount** (siblings, parents): 5% per person off the course fee.
- **Free services:** Placement test, progress tests, Internet access/Wi-Fi, computer room, certificate of participation, documentation for authorities, student ID card, organisation of language tandems, cultural programme and more.
- **One teaching hour (TH) = 45 minutes.**
- **Discounts (quantity discounts) only apply to advance payment in full.**
- **Your benefits at a glance:**
 - No registration fee for two trial lessons (payable only from the third teaching hour).
 - It is possible to cancel a lesson appointment free of charge in writing by 16:00 one day in advance (languages.berlin@fuu.de).
 - Lesson times: Mondays-Fridays: 08:00- 20:00; weekend lessons possible on request and with a surcharge.
 - The lesson progression and content are tailored to your requirements.
 - You can form a free language tandem with our German course learners from England, the USA, China, Japan, Russia, Italy, Spain, Brazil, France and several other countries.
- **Individual lessons in larger groups:** We will be pleased to provide you with a special quotation.
- **Languages offered:** Arabic, Brazilian Portuguese, Bulgarian, Chinese, Croatian, Czech, English, Dutch, French, German, Greek, Hungarian, Italian, Japanese, Norwegian, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Turkish, Ukrainian (further languages on request).
- **Language groups:**
 - **Language group I:** English, French, German, Italian, Polish, Russian, Spanish, Turkish.
 - **Language group II:** Bulgarian, Croatian, Czech, Greek, Portuguese (not Brazilian Portuguese).
 - **Language group III:** All other languages.
- **Specialist language I:** Business, literature, examination preparation, translation training.
- **Specialist language II:** Medicine, caring professions, technology, cost-performance analysis, accounting and more.



One-to-one lesson	Language Group I			Language Group II			Language Group III		
Fee per TH / 45 mins	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
1-2 trial lessons*	€ 30	€ 32	€ 35	€ 32	€ 35	€ 37	€ 35	€ 37	€ 40
3-30 TH	€ 26	€ 28	€ 34	€ 28	€ 30	€ 36	€ 30	€ 36	€ 39
31-99 TH	€ 23	€ 25	€ 31	€ 25	€ 27	€ 33	€ 27	€ 33	€ 37
From 100 TH	€ 21	€ 23	€ 29	€ 23	€ 25	€ 31	€ 25	€ 31	€ 35

TIP Duo Lesson (2 learners)

Fee per TH / 45 mins	Language Group I			Language Group II			Language Group III		
Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	
1-2 trial lessons*	€ 35	€ 37	€ 40	€ 37	€ 40	€ 42	€ 40	€ 42	€ 45
3-30 TH	€ 30	€ 32	€ 38	€ 32	€ 34	€ 40	€ 34	€ 40	€ 44
31-99 TH	€ 27	€ 29	€ 35	€ 29	€ 31	€ 37	€ 31	€ 37	€ 41
From 100 TH	€ 25	€ 27	€ 33	€ 27	€ 29	€ 35	€ 29	€ 35	€ 39

Small Group (3-8 learners)	Language Group I			Language Group II			Language Group III		
Fee per TH / 45 mins	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
1-2 trial lessons*	€ 40	€ 42	€ 45	€ 42	€ 45	€ 47	€ 45	€ 47	€ 50
3-30 TH	€ 36	€ 38	€ 44	€ 38	€ 40	€ 46	€ 40	€ 46	€ 49
31-99 TH	€ 33	€ 35	€ 41	€ 35	€ 37	€ 43	€ 37	€ 43	€ 47
From 100 TH	€ 31	€ 33	€ 39	€ 33	€ 35	€ 41	€ 35	€ 41	€ 45

*No registration fee.
Supplementary charges: Weekend lessons: 20%; in-house company training: 20% (lesson outside the Academy of Languages premises but within Berlin public transport zones A/B; in-house company training in the greater Berlin area (from transport zone C): 30% + travel costs (€0.30 / km).



TIP Premium Business Programme

Become competent to meet new challenges with our compact crash courses for all levels in Chinese*, English, French, German, Italian, Japanese*, Polish, Russian or Spanish. (*Supplement for Chinese or Japanese: 25%.)

1 Learner	Trainer	1 week	2 weeks	3 weeks	4 weeks	Lunch	Language Examination
20 TH / week	1-2	€ 560	€ 1000	€ 1500	€ 2000	Optional lunch with the trainer: €50 / lunch	At the end of the crash course it is possible to take an internationally recognised exam at our test centre (TELc, TOEFL®, TestDaF or TOEIC®: fees between €150 and €220).
30 TH / week	2-3	€ 840	€ 1500	€ 2250	€ 2760		
40 TH / week	2-3	€ 1000	€ 2000	€ 2760	€ 3680		
50 TH / week	2-4	€ 1250	€ 2300	€ 3450	€ 4600		
60 TH / week	2-4	€ 1500	€ 2760	€ 4140	€ 5520		

Evening Courses

- **Registration fee** (for the first course): €35 (group bookings of 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount** (siblings, parents): 5% per person off the course fee.
- **Free services:** Placement test, progress tests, Internet access/Wi-Fi, computer room, certificate of participation, documentation for authorities, student ID card, organisation of language tandems, cultural programme and more.
- **One teaching hour (TH) = 45 minutes.**
- The **course fee** discount only applies to advance payment of at least 5 months.
- **Learning materials:** Two books for each course level (German ca. €35, English ca. €55); for bookings of up to two months the books can also be borrowed for a fee and deposit.
- **Guaranteed provision, minimum number of participants:** Confirmed courses are held even if the minimum number of participants (4 learners) is not reached. The number of hours booked is reduced by 25%; to compensate, learners can also participate in another type of course.
- Lessons missed due to **public holidays** will be rescheduled.
- **For further information and regulations please see General Information, page 7.**



German as a Foreign Language

Course no.	Course title	Level	TH / month	Learners	Course days 18:30-20:00	Fee per month		Course start ¹
						1-4 mths	From 5 mths	
1	Main course standard German	Acquisition of the various language competences in homogenous learning groups. Levels A1-C1	16	4-15	Monday + Thursday	€ 125	€ 100	Every Monday
2	Main course + module course	Further development of skills in a module course to complement the main course	24	4-15	Monday, Wednesday + Thursday	€ 175	€ 130	Every Monday
3	Module course grammar / conversation	Skills development course focusing on grammar (A1-A2) or conversation (B1-C1)	8	4-15	Wednesday	€ 100	€ 80	Every Wednesday
5	Intensive course standard German	Complement the main and module courses with individual lessons, from level A1	24+8 IL	4-15 + IL	Monday to Thursday	€ 350	€ 325	Every Monday

¹Start for complete beginners: 02.01, 06.02, 06.03, 03.04, 08.05, 12.06, 03.07, 07.08, 04.09, 02.10, 06.11, 04.12



Englisch

Course no.	Course title	Level	TH / month	Learners	Course days 18:30-20:00	Fee per month		Course start ¹
						1-4 mths	From 5 mths	
6	Main course standard English	Acquisition of the various language competences in homogenous learning groups. Levels A2-C1	8	4-10	Monday	€ 80	€ 60	Every Monday
7	Main course + module course	Participation in module courses I, II or III to complement the main course	16	4-10	Monday + Thursday	€ 130	€ 110	Every Monday
8	Module course I business English	Lesson with in-depth focus on business English, from level B1	8	4-10	Thursday	€ 100	€ 80	Every Thursday
9	Module course II grammar / conversation	Skills development course focusing on grammar and conversation, from level A2	8	4-10	Thursday	€ 100	€ 80	Every Thursday
10	Module course III TOEFL® preparation	Preparation for the TOEFL® exam ² , from level B1	8	4-10	Thursday	€ 120	€ 100	Every Thursday

¹Start for complete beginners: on request.
²The TOEFL® exam can be taken here at F+U.



- **Registration fee** (for the first course): €35 (group bookings of 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount** (siblings, parents): 5% per person off the course fee.
- **Free services:** Placement test, progress tests, Internet access/Wi-Fi, computer room, certificate of participation, documentation for authorities, student ID card, organisation of language tandems, cultural programme and more.
- **One teaching hour (TH) = 45 minutes.**
- The **course fee discount** only applies to advance payment of at least 4 or 12 weeks; the fee for the academic year must be fully paid in advance.
- **Learning materials:** Two books for each course level (German ca. €35, English ca. €55); for a course duration of up to 3 weeks the books can also be borrowed for a fee and deposit.
- **Guaranteed provision, minimum number of participants:** Confirmed courses are held even if the minimum number of participants (4 learners) is not reached. The number of hours booked is reduced by 25%; to compensate, learners can also participate in another type of group course (main, module or evening course).
- **Public holidays** (no lessons): 01.01, 14.04, 17.04, 01.05, 25.05, 05.06, 03.10, 31.10. The missed lesson can be made up by participating in module or evening courses; a written request for compensatory lessons must be submitted to languages.berlin@fuu.de no later than 14:30 one day before the respective public holiday.
- It is possible to switch between the **main and module course types.**
- All language courses are **professionally orientated or prepare learners for higher education**, and can lead to an internationally recognised language certificate.
- **For further information and regulations, please see General Information, page 7.**



German as a Foreign Language

Course start: All year, every Monday; complete beginners: 02.01, 06.02, 06.03, 03.04, 02.05 (Tuesday), 06.06 (Tuesday), 03.07, 07.08, 04.09, 02.10, 06.11, 04.12

Course no.	Course title	Course description	TH / wk	Learners	Course times (Mon - Fri)	Flexible course duration (fee per week)			Academic year (fee per course)	
						1-3 wks	4-11 wks	From 12 wks	25 wks	40 wks
13	Main course standard German / DSH / TestDaF ¹	Acquisition of the various language competences in homogenous learning groups. Levels A1-C1; from B2.2 exam preparation or standard German options are offered	20	4-15 ²	09:00-12:15	€ 140	€ 125	€ 105	€ 2500	€ 3800
14	Main course + module course	Participation in module courses I-III to complement the main course	20 + 10	4-15	09:00-12:15 13:00-14:30	€ 180	€ 160	€ 135	€ 3250	€ 5000
15	Super-intensive course - main course + module course+ IL	A combination of group and individual lessons	20 + 10 + 5 IL	4-15 + IL	08:00-08:45 ³ 09:00-12:15 13:00-14:30	€ 330	€ 300	€ 290	€ 7125	€ 11200
16	Module course I grammar	Lesson with in-depth focus on grammar, from level A1	10	4-15	13:00-14:30	€ 100	€ 75	€ 50	-	-
17	Module course II conversation	Lesson with in-depth focus on conversation, from level B1	10	4-15	13:00-14:30	€ 100	€ 75	€ 50	-	-
18	Module course III exam preparation	Lesson with in-depth focus on TestDaF or DSH preparation, from level B2.2	10	4-15	13:00-14:30	€ 100	€ 75	€ 50	-	-
19	Mini group	Ideal for learners aged over 30, levels A2 to C1	20	4-6	09:00-12:15	€ 350	€ 300	Maximum 8 weeks		

¹Our TestDaF preparation courses start four weeks before the week of the exam, i.e. on 16.01, 27.03, 15.05, 19.06, 21.08, 16.10; before and after the preparation weeks learners can participate our DSH or standard German courses.

²Maximum numbers may be exceeded for the DSH and TestDaF courses.

³For the individual lessons, course times, for example in the afternoon, can be organised individually with the agreement of the teacher.

English / German plus English

Course start: No. 25: All year, every Monday (suitable only for English learners from level A2); complete beginners in German: 02.01, 06.02, 06.03, 03.04, 02.05 (Tuesday), 06.06 (Tuesday), 03.07, 07.08, 04.09, 02.10, 06.11, 04.12.

No. 28, 54: All year, every Monday; complete beginners in English: 02.01, 06.02, 06.03, 03.04, 02.05 (Tuesday), 06.06 (Tuesday), 03.07, 07.08, 04.09, 02.10, 06.11, 04.12

Course no.	Course title	Course description	TH / wk	Learners	Course times (Mon - Fri)	Flexible course duration (fee per week)		
						1-3 wks	4-11 wks	From 12 wks
25	German (main course plus English (main course))	Learn German and English in full, parallel intensive courses; internationally recognised examinations offered (TELC, TestDaF, TOEFL®) ²	20 + 15	4-15	09:00-12:15 13:00-15:30	€ 225	€ 195	€ 185
28	Main course standard English	Acquisition of the various language competences in homogenous learning groups, levels A1-C1	15	4-15	13:00-15:30	€ 125	€ 100	€ 90
54	Specialisation course: main course standard English + English individual lessons	A combination of group and in-depth individual lessons, e.g. focusing on the TOEFL® test ²	10 IL + 15	IL + 4-10	10:30-12:15 ¹ 13:00-15:30	€ 330	€ 300	€ 290

¹For the individual lessons, course times can be organised individually with the agreement of the teacher.

²The TOEFL®, TELC and TestDaF exams can be taken here at F+U (further information on page 9).

Lessons on Tour

The Academy of Languages offers the intensive German as a Foreign Language courses in Berlin and Heidelberg.

At no extra charge, you can take your language course at either school. All you need to do is inform us when you register which course you wish to take at which school, and for how long. The language courses are designed to enable a school transfer at any time. If you have **already begun your course** and then opt for our Lessons on Tour programme, it is possible to change schools after a notice period of two weeks and payment of a **€100 fee** (subject to availability of accommodation).



Educational Leave

Registration fee (for the first course): €35

Course start: 02.01, 06.02, 06.03, 03.04, 02.05 (Tuesday), 06.06 (Tuesday), 03.07, 07.08, 04.09, 02.10, 06.11, 04.12

Course no.	Language	Course description	TH / wk	Learners	Course times (Mon - Fri)	1 week	2 weeks
37	German as a foreign language	Acquisition of the various language competences in homogenous learning groups, levels A1-C1	30	4-15	09:00-14:30	€ 200	€ 390
38	German as a foreign language	Combination of group and individual lessons; levels A1-C1	40	4-15	09:00-16:15	€ 500	€ 780

Courses are recognised by the Educational Leave laws in Rhineland-Palatinate and Hessen; further accreditations on request.

À la Carte Courses: Music, Sport, Art and Design

Parallel to our intensive courses, we organise various special courses in sport, music, art and design in cooperation with sports clubs, companies, music schools and other local providers.

Selected courses: Football, handball, table tennis, tennis, basketball, field hockey, ice hockey, swimming and other sports; music lessons, art courses and floristry. Please note that the practice sessions are invoiced separately. The fee depends on the number of hours booked and especially on the type of activity. For sports lessons, only a small fee is normally required, payable to the sports club.

TIP: **Top-class piano lessons at university level** are invoiced by the hour.
One-off placement fee: €300 (a successful placement cannot be guaranteed; if no placement is found, 75% of the fee will be refunded).

Music Practice Rooms

We also find practice rooms for regular, independent practice at the piano or on other instruments. For a monthly flat rate of approx. €150 our learners can practice the piano or their own musical instruments at a partner music school, **every day, around the clock (24/7)**. Practice at the concert grand piano is only available for a **one-off placement fee: €75**.

Internship, Erasmus+

Our unpaid internships are offered to young people (16+) who are keen to supplement their German lessons by playing an active role in our cultural programme and gain an insight into the administration work at an international language school. Upon completion, a bilingual internship certificate (German/English) is available. Where required, non-EU nationals must provide a work visa for the internship (e.g. a Working Holiday visa). Please apply with a letter of motivation and a Europass CV exclusively to languages.berlin@fuu.de. **Processing fee: €200.**

Erasmus+ internships in the school administration are also possible. As places are limited, please ensure your application is informative and submitted as early as possible. No processing fee.

Higher Education Advice

We offer a higher education advice service to our learners in the school who upon completion of their course wish to begin a degree course at a German university. The service includes orientation and help in the selection of suitable universities/subjects, assistance with up to three university applications, and the correction of letters of motivation and CVs.

Requirement: Qualification of higher education admission from the learner's home country. **Fee: €250.**

Support with Official Matters (Registration with Authorities, Health Insurance and more)

TIP: Customers requiring a visa are offered the following services once they have arrived: support in practically all bureaucratic matters, convenient registration or re-registration at the town hall, advice and appointment scheduling for opening or activating a bank account, help with taking out German health insurance, checking documents for the Berlin immigration authorities, and general information on extending visas.
Fee: €150 (individual services, such as registration at the town hall, can also be booked separately for €50).

Provisional Admission

We offer university application support to learners who have booked a course of at least 12 weeks at our school and require provisional admission for their visa application. We check the application documents for the learner and assist with the preparation of up to two university applications, correction of the letter of motivation/CV, and communication with the universities. The processing time at the individual universities can take up to eight weeks and should be taken into account in the application process. **Admission requirement:** Evidence of qualification for higher education admission in the learner's home country. **Fee: €350** (plus any applicable processing fees charged by the respective university).

Preparation for the *Feststellungsprüfung* (University Entrance Exam)

The **F+U International Prep School** is affiliated to the University of Applied Sciences for Business, Technology and Culture (Hochschule für Wirtschaft, Technik und Kultur - HWTK), Berlin. The school prepares candidates for the external *Feststellungsprüfung* (official aptitude test for admission to a German university).

Subjects: All subjects with a clear business focus, such as Business Administration, Social Management, Industrial Engineering, Business Informatics, etc. at a university or university of applied sciences.

Study centre: Heidelberg; **duration:** nine months (incl. two weeks' holiday); **teaching hours per week:** 40; **learners:** 12-20.

Admission requirements: 'Studienkolleg' Anabin result and a minimum of B1-level German and A1-level English skills.

Guarantee: Passing the *Feststellungsprüfung* and fulfilment of other admission criteria guarantees a place on a degree programme at the HWTK Berlin.

Service	Fee	TH per week	Course times (Mon - Fri)	Learners	Duration	German level	Start / dates
Preparatory seminar	€ 8500	40	09:00-16:30	12-20	36 weeks	From level B1	February 2017 September 2017
Preparatory seminar + single room*	€ 11740	40	09:00-16:30	12-20			
Preparatory seminar + double room*	€ 10840	40	09:00-16:30	12-20			
<i>Feststellungsprüfung</i>	Ca. € 650					Level C1	Usually in June and November

Prospective learners without level B1 German can acquire the necessary basic skills at our language schools in Berlin or Heidelberg.

*Accommodation rates are based on a room in price category I. Detailed information on our accommodation is available on request and in the current brochure for our Heidelberg school.

Computer Courses (Microsoft Office, Webpage Design, Programming for Beginners)

Registration fee (for first course): €35 (group bookings for 3+ learners: €15 per person).

One teaching hour (TH) = 45 minutes. **Discounts** (quantity discounts) only apply to advance payment in full.

Please also see General Information, page 7.

Fee per TH (45 mins)	1 learner	2 learners	3 learners	4 learners	5 learners	6 learners
1-2 trial lessons*	€ 30	€ 35	€ 40	€ 45	€ 48	€ 50
From 3 TH	€ 28	€ 33	€ 37	€ 40	€ 43	€ 45

*No registration fee.

We will be pleased to provide an individual offer for larger groups, specialist IT programmes or programming languages, and English-language lessons at the computer.



Transfer from and to your Accommodation

You can travel directly and cheaply with public transport between all Berlin airports and the city centre. Details and tickets are available on arrival from Berliner Verkehrsbetriebe (BVG) information desks or at www.bvg.de. At weekends we also offer an **exclusive transfer service** (to be booked by no later than Thursday, 14:00, before your arrival or departure). Other destinations (hotels, private addresses) available on request.

Distance ⁴	Central railway station Berlin ²		Tegel airport ³ / Bus station at TV tower (ZOB) ³		Schönefeld airport ³	
	One way	+ return	One way	+ return	One way	+ return
1 person ⁵	€ 50	€ 90	€ 75	€ 135	€ 95	€ 170
2 people ⁵	€ 30	€ 55	€ 60	€ 105	€ 80	€ 140
3 people ⁵	€ 25	€ 45	€ 45	€ 80	€ 70	€ 125
From 4 people ⁵	€ 20	€ 35	€ 40	€ 70	€ 65	€ 115

¹Weekday transfers only as an exception and with a surcharge: 15%;

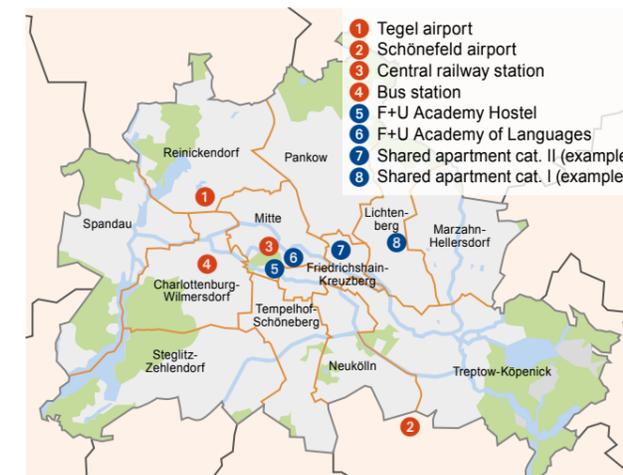
²Meeting point at the north entrance, Europaplatz;

³Meeting point at the arranged location;

⁴Distance to the school;

⁵Discount only for group bookings with joint arrival and the same address/departure destination.

Weekend transfers can be cancelled without charge by 14:00 (local German time) on the Friday before departure or arrival. Weekday transfers, which we provide only in exceptional circumstances, can be cancelled up to 14:00, local German time, one day before the scheduled transfer. If the cut-off day falls on a public holiday, the deadline is extended accordingly. Later cancellations cannot be accepted and the transfer cost will be invoiced in full.



Arrival and Departure

A current list of our accommodation is available at rooms.fuu-languages-berlin

Move in: Sundays (10:00-22:00). **Move out:** Saturdays (by 12:00).

- Please inform us no later than Friday (14:00) before moving in of the exact time of your arrival. If you inform us any later, we will be unable to guarantee the handover of the key at your preferred time.
- If you would like to move in on Saturday (between 12:00 and 20:00) or leave on Sunday (by 12:00 at the latest), you will be charged accordingly at the 'extra day' rate.
- In the event of a delay of more than half an hour, please telephone the named person for your key handover, or your host family.
- Accommodation rates** are calculated to take into account location (distance to school, attractiveness of the district) and furnishings/facilities of the accommodation. In all cases, please bear in mind that all our accommodation, including that in higher categories, has a 'student' character.

Use of PCs, Internet and Wi-Fi

- The hostel and shared apartment rooms usually offer free Wi-Fi. Please note, however, that this is a discretionary free service provided by the school, and that there may be network coverage fluctuations or outages due to technical reasons. In summer or for larger group arrivals we rent additional rooms to meet demand; information on their Wi-Fi facilities is available on request.
- Some of our host families permit the use of their computer or Wi-Fi network for a small additional charge. Details are available on request.
- During school opening times you are able to use selected guest computers with Internet access free of charge in media room 350 (subject to availability). Broadband Wi-Fi is available throughout the school building, also at no extra charge.
- Compliance with German Internet Law in general and, in particular, our IT usage regulations is required at all times.

Cleaning of Rooms and Communal Areas

Please note that for the entire duration of your stay you are responsible for cleaning your room. Rooms are to be clean and tidy when vacated. Kitchens and bathrooms are to be kept clean. Communal areas are cleaned once a week by F+U.

Parking

Our F+U Hostel guests can park in the building's inner courtyard, which is unsupervised, but closed off from the street. Fee per week: €35. Information on parking near the F+U shared apartments or host family accommodation is available on request.

Laundry

- Host family accommodation:** Free use of the washing machine usually once or twice a week.
- F+U Hostel:** Free use of washing machines and dryer for F+U Hostel residents.
- Shared apartments:** Coin-operated washing machines and dryers are available (alternatively, there are nearby laundrettes)
- Bed linen, towels:** One set of bed linen is provided on arrival; please bring your own towels.

Meals, Student Refectory

- All our accommodation is equipped with **shared or private kitchens**. **Host families** provide meals as specified in the booking.
- Meals in **partner restaurants** (Sun-Sat) with vouchers: Breakfast: €60/week; lunch: €90/week; evening meal: €110/week.
- The school is very near to the refectory of the renowned **Hanns-Eisler School of Music**, where you can have a reasonably priced and healthy lunch (see map on page 3). There are also several restaurants and bistros nearby.

TIP

House Rules (Summary):

- Smoking is prohibited in rooms in our shared apartments and in the F+U hostel.
- Kitchens and bathrooms must be left clean after use – crockery must be washed up and put away immediately.
- The night-time quiet period from 10 p.m. to 6 a.m. is protected by law (federal state emissions regulations). During this time all residents must limit noise to a low volume.
- Visitors are permitted in our shared apartments and in the F+U Hostel until 10 p.m. only.
- If you would like to invite friends to stay overnight, permission must be obtained in advance from the accommodation administration. Overnight stays cost €10 per person. Overnight stays without advance agreement will incur a fine of at least one week's rent.
- Infringement of house rules may incur a fine; for repeated infringements we reserve the right to terminate the rental agreement without notice.
- Further details are set out in the house rules and fee regulations provided on arrival.
- Residents in shared apartments accept liability for their guests.
- In host family accommodation the host's own house rules apply.

Extending, Changing or Cancelling Accommodation

(Hostel, Shared Apartments, Host Families)

Applications to extend the rental period must be made four weeks before the contract's expiry.

Contract extension applications received less than a week before contract expiry are subject to a processing fee of €50.

An extension of the rental contract cannot be guaranteed. If, despite compliance with the four-week notice period, the currently booked room has already been reallocated, we guarantee the availability of a room in alternative accommodation. In this instance, the fee for changing accommodation will be waived.

Change of accommodation (at own request): €50

Cancellation of the rental contract: If the contract parties conclude a rental contract for a fixed term, an earlier ordinary cancellation of the rental contract is excluded in principle (§ 542 II BGB – German Civil Code).

However, as a gesture of goodwill we permit the cancellation of the rental contract on condition of a **notice period of four full rental weeks** (Sunday to Saturday). In the event of cancellation we charge a cancellation fee of €50 and refund any rent paid in advance. Notice of the cancellation must be submitted in writing to the Accommodation department during office opening hours.

The twenty-week instalment rental contract cannot be terminated; only an extraordinary cancellation is permitted.

Accommodation Prices

- **Administration fee:** €75; deposit: €100.
- You will be advised of the **name and address** of the host family or shared apartment approximately two weeks before moving in, and at the latest on the Monday before your arrival.
- **Double room bookings** are possible for joint arrivals only.
- **Discount for groups of 10 people or more:** 5% off the rent, with the exception of host families.
- **Our dormitories (dorms)** with 2-4 beds are only available for learners aged 18 or over; it is customary that dorms are mixed (no gender segregation). For bookings of several beds in our dorms (groups, families), we can endeavour to allocate accommodation in the same room and accommodation, but this cannot be guaranteed.
- **Women-only shared accommodation:** For a supplement (20%) we guarantee accommodation in an apartment with only female residents, and with a women's WC.

F+U Shared Accommodation

All our shared apartments offer fully equipped shared kitchens. Bathrooms are shared with other residents in the apartment. Coin-operated washing machines or nearby laundrettes are available. Wi-Fi can usually be accessed free of charge. There are a limited number of one-room **apartments in Category I** (maximum 50-minute journey to school) with **private bathroom** and **cooking area** (supplement: 40%). We will be pleased to provide additional information on request. You can find further details and information at rooms.fuu-languages.berlin

Cat.	Short description	Rent per week and bed ^{1,2}									Best price: 20 weeks (extraordinary cancellation only) ²	Extra day ³ Rent per day/ bed	
		1-4 weeks			5-11 weeks			From 12 weeks				SGL	DBL/ Dorm
		SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	SGL	DBL/ Dorm
I	Shared apartment Journey time to school max. 50 mins by public transport ⁴ ; several rooms share a bathroom and kitchen	€ 120	€ 85	€ 70	€ 100	€ 75	€ 60	€ 90	€ 65	€ 50	€ 1700 (€ 85 / wk)	€ 35	€ 25
II	Shared apartment Journey time to school max. 30 mins by public transport ⁴ ; smaller apartments; fewer rooms share bathroom and kitchen	€ 150	€ 110	€ 90	€ 140	€ 100	€ 80	€ 130	€ 90	€ 70	€ 2500 (€ 125 / wk)	€ 45	€ 35

¹The respective **discounts** apply only for advance payment of at least 5, 12 or 20 weeks.

²The rental contracts can be cancelled with a notice period of four weeks, with the sole exception of the fixed 20-week rental contract.

For more information, see page 15.

³An extra day is invoiced for arrivals on Saturday or departures on Sunday (all extra days must be confirmed by F+U).

⁴Public transport journey time to the school. The journey time to the stop is not included, but is usually just a 5-10-minute walk from the accommodation. Detailed information is available on request.

F+U Academy Hostel Berlin

The exclusive F+U Academy Hostel Berlin is located just **4 stops (about 6 minutes by underground line U2)** from the school and city centre, within walking distance from Potsdamer Platz. Each room has its own **private bathroom, TV, hair dryer and a small private fridge**. The comfortably spacious **shared kitchen** with dining room and private lockable storage is located in the basement. **Residents have free use of Wi-Fi and washing machines**. Private parking in the courtyard is available for a fee (€35/week). Opposite the hostel is a large, newly-built **sports and recreation park** (Gleisdreieck), where you can play basketball, beach volleyball, table tennis and much more free of charge, as well as go jogging and skating. You can find a detailed description of the F+U Academy Hostel at: rooms.fuu-languages.berlin

Cat.	Short description	Rent per week and bed ^{1,2}									Best price: 20 weeks (extraordinary cancellation only) ²	Extra day ³ Rent per day/ bed	
		1-4 weeks			5-11 weeks			From 12 weeks				SGL	SGL
		SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	SGL	DBL/ Dorm
I	F+U Hostel standard: smaller room, ca. 6-12sqm, separate private bathroom, close to school	€ 165	-	-	€ 150	-	-	€ 140	-	-	€ 2700 (€ 135 / wk)	€ 55	-
II	F+U Hostel comfort: larger room, ca. 12-20sqm, en suite private bathroom, close to school	€ 185	€ 130	€ 110	€ 170	€ 122	€ 100	€ 160	€ 100	€ 90	€ 3100 (€ 155 / wk)	€ 55	€ 45

¹The respective **discounts** apply only for advance payment of at least 5, 12 or 20 weeks.

²The rental contracts can be cancelled with a notice period of four weeks, with the sole exception of the fixed 20-week rental contract.

For more information, see page 15.

³An extra day is invoiced for arrivals on Saturday or departures on Sunday (all extra days must be confirmed by F+U).



Accommodation Prices

F+U Host Families

Category	Distance to school	Meals ¹	Rent per week and room						Extra day ³ Rent per day/room	
			1-4 weeks		5-11 weeks		From 12 weeks		SGL	DBL
			SGL	DBL	SGL	DBL	SGL	DBL	SGL	DBL
B	Maximum 50 minutes by public transport ²	Half board	€ 200	€ 380	€ 185	€ 355	€ 175	€ 335	€ 40	€ 75
		Breakfast	€ 170	€ 325	€ 155	€ 295	€ 145	€ 280	€ 35	€ 65
		Room only	€ 150	€ 285	€ 140	€ 270	€ 130	€ 250	€ 30	€ 55
A	Maximum 30 minutes by public transport ²	Half board	€ 260	€ 495	€ 210	€ 400	€ 200	€ 380	€ 45	€ 90
		Breakfast	€ 210	€ 400	€ 185	€ 355	€ 175	€ 335	€ 40	€ 75
		Room only	€ 180	€ 345	€ 165	€ 315	€ 155	€ 295	€ 35	€ 65

¹**Half board** consists of breakfast and evening meal; some host families offer **full board** for a supplement of €75 per week (packed lunch with a drink).

²**Public transport journey time** to the school. The journey time to the stop is not included, but is usually just a 5-10-minute walk from the accommodation. Detailed information is available on request.

³An **extra day** is invoiced for arrivals on Saturday, no later than 22:00, or departures on Sunday (all extra days must be confirmed by F+U).

Guest Houses, Holiday Apartments, Hotels, Youth Hostel

Administration fee: €150. Quotation on request; depending on the size, location, furnishings and season, the weekly rent is between €200 and €2,000.

Hotels in all price categories are located near the school.

It is also possible to arrange accommodation in Berlin's **youth hostels** and **private hostels**.



F+U Academy Hostel Berlin



F+U Academy Hostel Berlin



F+U shared accommodation (example)



F+U shared accommodation (example)



F+U Academy Hostel Berlin



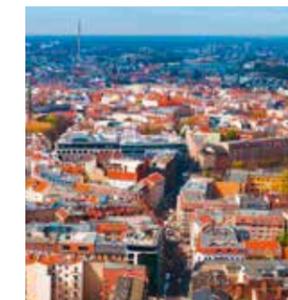
F+U Academy Hostel Berlin



F+U Academy Hostel Berlin



F+U Academy Hostel Berlin



College for Foreign Languages

State Recognised Vocational College for Foreign Languages - Full-time Programmes

Chinese, English, French, Japanese, Russian, Spanish, German as a Foreign Language, Italian and more.
Registration fee: € 100

Programme/Language(s)	Fee	Duration	Start	TH/week
Translator (state recognised)¹ English, French or Spanish	€ 3150 (F+U alumni: € 2500)	6 months (650 TH)	March or September	35
Translator (IHK exam)² Italian, Russian and more	See Individual Lessons ²	Minimum 150 IL ²	Any time	By arrangement
Multilingual Correspondence Clerk (four languages) English and French and Spanish + Chinese, Japanese, Russian or Italian	€ 9936	2 years	March ³ or September	40
European Secretary (3 languages) English + French + Spanish	€ 8280	2 years	March or September	35
Foreign Language Correspondence Clerk (3 languages) English and French or Spanish + Chinese, Japanese, Russian or Italian	€ 8722	2 years	March ³ or September	35
Foreign Language Correspondence Clerk (2 languages) English and Chinese, German, Japanese or Russian	€ 7728	2 years	March ³ or September	30
Foreign Language Correspondence Clerk (2 languages) English and French or Spanish	€ 5134	1.5 years	March or September	30
Foreign Language Correspondence Clerk (1 language) English	€ 3257	1 year	March or September	25

¹March start: English; September start: English, French, Spanish.

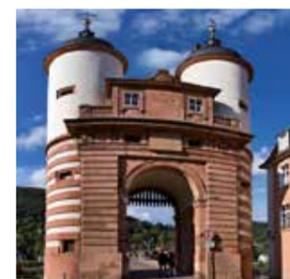
²Preparation for the Translator (IHK) exam is taught in individual lessons.

³The March start is only offered for English, French, Japanese and Spanish.

The **examination fees** and costs of **learning materials** are not included.

The following languages are **state recognised**: Chinese, English, French, Japanese, Russian and Spanish. For all other languages we recommend the following examinations: **IHK** = Chamber of Trade and Commerce, **TestDaF** (German).

Detailed information is available on request and can also be found in our Foreign Language Professions and Translator brochures.



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Language Courses in Berlin

Arabic, Brazilian Bulgarian, Chinese, Croatian, Czech, Dutch, English, French, German, Greek, Hungarian, Italian, Japanese, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Turkish and more

International Test Centre

TestDaF, TELC, TOEFL®, TOEIC®, LCCI, ECDL, OnDaF, TestAS and more.

State Recognised Vocational College for Foreign Languages

Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk, Translator

Worldwide Language Tours

England, Ireland, Malta, USA, Canada, Australia, France, Italy, Spain, Portugal, Central and South America, Russia, Japan, China and more

Commercial College of Further Education

Business Administrator, Business Specialist and more

Professional Schools

Workplace Pedagogy, Youth/Care Home Pedagogy and more

Academy24

Extra-occupational further education

Heidelberg Private School Centre

Bilingual primary school, secondary schools (Gymnasium, Realschule), vocational schools

International Prep School

Preparation for the Feststellungsprüfung University Entrance Exam

International University of Cooperative Education

Bachelor degree programmes in the dual system

University of Applied Sciences for Business, Technology & Culture

Bachelor and master's degree programmes: dual, full-time or distance learning



Our language school in the listed Haus Friedrichstadt, Friedrichstr. 194-199, 3rd floor



Academy of Languages
 Heidelberg · Berlin · Darmstadt

F+U Academy of Languages

2018

Heidelberg



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TestAS
Test für Ausländische Studierende
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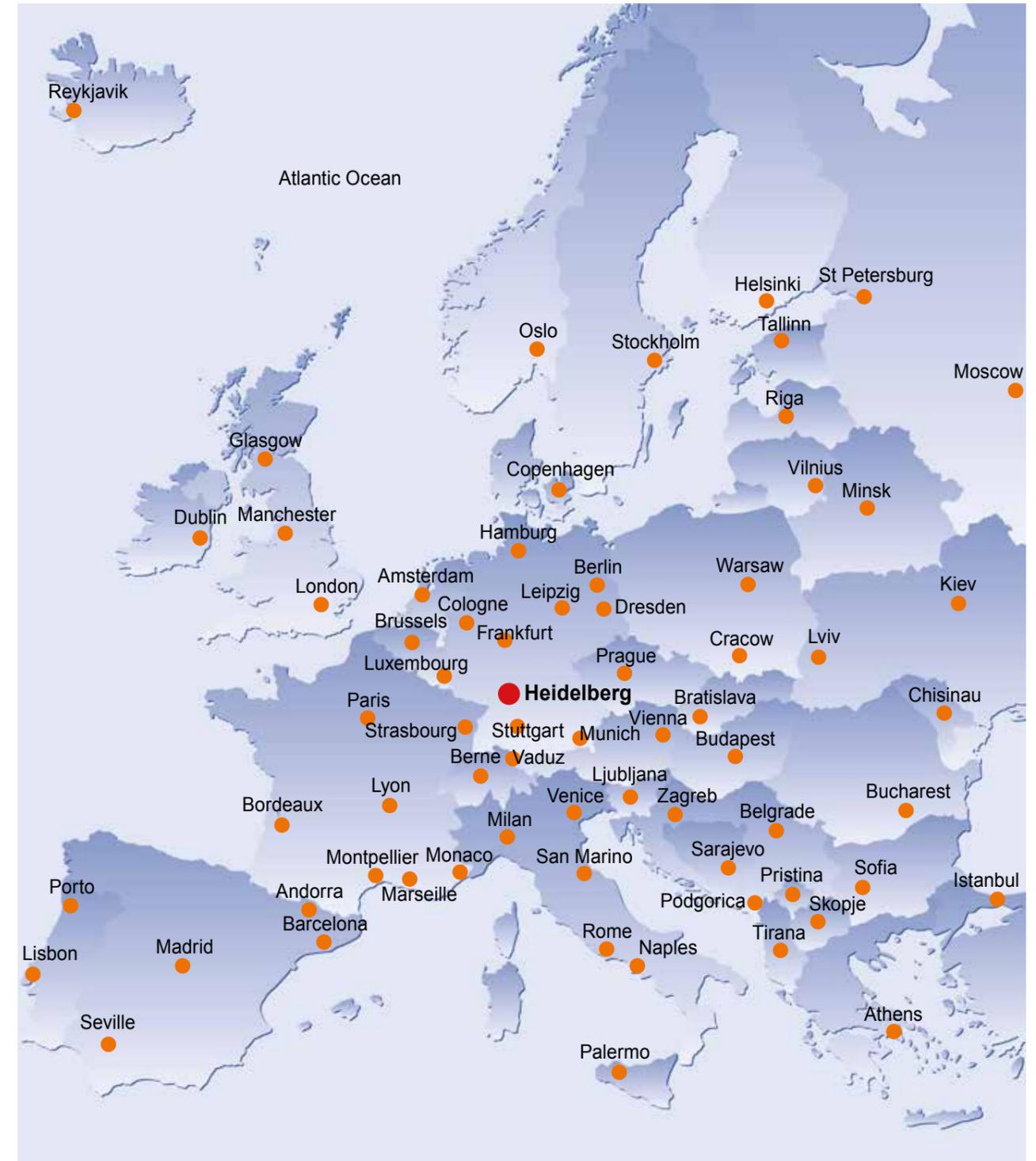
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Heidelberg, once the capital of the Palatinate and the spiritual centre of Calvinism, nestles in the picturesque Neckar valley and is known for its particularly mild climate.

Over the years, Heidelberg's beauty has attracted a number of poets, painters and scientists. In the early 19th century the city on the Neckar became the most important centre of German Late Romanticism, inextricably linked with the poets Arnim, Brentano, Goethe and Eichendorff.

Germany's oldest university, the **Ruprecht-Karls University of Heidelberg**, 'has once again asserted its leading position among universities in Germany' and in 2017 upholds its reputation as one of the best-ranked universities in the world. The **University library** tops the prestigious BIX Library Index where, in each of the four assessment categories it is 'the only major academic university to place among the leaders - and for the sixth consecutive year' (Heidelberg University in International Comparison, Heidelberg University homepage).

Many monuments bear witness to the Neckar city's diverse history. Overlooking the river Neckar some 70 metres below is the city's most famous landmark, the Elector's **Castle**, standing on the slope of Königstuhl on its eponymous mountain. Its ruins are among one of the most impressive sights to behold on any tour of Germany (in 2016, the castle was one of Germany's most popular destinations for international holidaymakers). Visitors climbing up to the castle first pass through the gate into the famous 'Hortus Palatinus' garden, created at the beginning of the 17th century. From the castle garden, there is a breathtaking view of Heidelberg, including the **Philosophers' Walk**, which lies on the opposite bank of the Neckar. Fascinating buildings dating back to a variety of epochs surround the inner courtyard. Situated in the Royal Wine Cellar is the world's largest barrel, which was once filled with wine. It has rarely failed to impress - except in the case of **Perkeo**, the barrel's gnome-like guard. Once, when asked if he could drink the barrel dry, his answer was a nonchalant "Perché no" - why not? - which is how he came to earn his name.

The baroque townhouses and their ornamental facades and portals are a striking feature of any walk round the Old Town. The heart of the Old Town is the market place, between the Evangelical Church of the Holy Ghost and the grand renaissance building 'Zum Ritter'. Leading away from the Church of the Holy Ghost are many old alleyways lined with pubs and restaurants. Spanning the Neckar is the **Old Bridge**, one of the most beautiful stone bridges in Germany. Not far from University Square is the Jesuit Church. Built in the early 18th century and adorned with several figures of the Virgin Mary and saints, the church is the Old Town's symbol of

Catholicism regaining its foothold in Heidelberg following the upheaval of the Thirty Years War and the Palatinate War of Succession. The wooded hills around Heidelberg cloak the city in a handsome green. There is also plenty to explore in the surrounding area, including the Neckar valley castles, the German wine route, ancient cultivated landscapes along the Upper Rhine and the Odenwald mountains, while proximity to Frankfurt, Karlsruhe and Stuttgart airports means Heidelberg is easily accessible to its guests from all over the world.

The name Heidelberg is synonymous with tradition and romanticism, but it also stands for a modern, world-class **location for science and business**. Heidelberg is home to the tradition-steeped university, the Academy of Sciences, the German Cancer Research Centre (DKFZ), four Max Planck institutes, the European Laboratory for Molecular Biology (EMBL), the Print Media Academy of Heidelberger Druckmaschinen, the SAS Institute and several research centres belonging to international companies. Such a concentration of the sciences is unparalleled in Germany and forms the basis for a dynamic, science-orientated economy that elevates Heidelberg - despite a population of just 150,000 - to its position as one of Germany's leading economic centres.

Heidelberg is also one of Germany's leading **cultural centres**, as demonstrated by its wealth of museums and theatres. Literature is ubiquitous in the city and as of December 2014 Heidelberg bears the honorary title of '**UNESCO City of Literature**'. Together with the neighbouring cities in the Rhine-Neckar metropolitan area (Mannheim, Ludwigshafen, Speyer, Schwetzingen and Worms, to name the most important), Heidelberg offers a large variety of nationally significant cultural events:

- Heidelberg Castle Festival
- International Film Festival Mannheim-Heidelberg
- Heidelberg Theatre Festival
- Heidelberg Literature Festival
- Heidelberg Spring Festival
- Heidelberg "Stückemarkt" Theatre and Drama Festival
- Festival of German Film
- Mannheim Summer Mozart Festival
- Schwetzingen Castle Festival
- Niebelungen Festival - Worms
- International Schiller Festival - Mannheim
- International Street Theatre Festival Ludwigshafen
- Photography Festival Mannheim Ludwigshafen Heidelberg
- Enjoy Jazz, International Festival for Jazz - Heidelberg
- Ludwigshafen Festival





Our language school is located in the Darmstädter Hof Centrum, Hauptstrasse 1, 3rd floor.



The F+U language school is situated in the middle of the university city's historic centre, and just a few metres from the Neckar.

The school building offers fantastic views of the Old Town, the castle and into the Neckar valley.

Today, the F+U Academy of Languages is one of the largest language schools in Germany. Every year, over 10,000 language learners and exam candidates a year participate in the language courses and examinations, and learners from over 100 countries participate in the German courses. Thanks to its **internationality**, the school gives learners a unique opportunity to meet people and find out more about their language and culture, and to put new language skills into practice - between classes or enjoying a break in the school's atrium, for example, or taking part in the cultural and sporting activities we offer several times a week.

With 70 multimedia-equipped classrooms (up to 85 in summer), 3 Internet rooms with 50 PCs, free Internet access and Wi-Fi, and a central location in Heidelberg, the Academy of Languages has everything to ensure that the language learning experience in Heidelberg is an exceptional one.

Several halls of residence with around 500 rooms, apartments, a school-owned hotel and several host families offer year-round **accommodation** to learners arriving from all over the world.

Specialising in German as a foreign language, the F+U Academy of Languages is one of the world leaders in the provision of German courses, whether in the form of intensive lessons in the mornings and afternoons, or extra-occupational evening courses.

As an **international test centre**, the Academy of Languages stands for exceptional quality in language teaching. Alongside the best-known assessments such as TOEFL® and TestDaF (Test Deutsch als Fremdsprache), the language institute offers the following examinations: telc (The European Language Certificates, including C1 Hochschule, Zertifikat Deutsch, Zertifikat Deutsch für den Beruf), TOEIC®, LCCI (London Chamber of Commerce and Industry) exams, ECDL (the European Computer Driving Licence), TestAS (aptitude assessment for international applicants for higher education), WiDaF (Test Deutsch in der Wirtschaft) and OnSet (online placement test for German and English).

The **intensive and evening courses** are offered year round and attended by employees of international companies and research institutes such as SAP, Lufthansa, Heidelberger Druckmaschinen, HeidelbergCement, Siemens, Daimler, NEC, Heipha, Brunel, BASF, EMBL, HITS, the DKFZ, Heidelberg University and many more businesses and scientific institutes. International sports stars from the region's well-known sports clubs, including 1899 Hoffenheim, Rhein-Neckar-Löwen and SV Sandhausen participate in the Academy's German courses.

One outstanding feature of the Academy is the **Vocational College for Foreign Languages**, founded in 2004, which offers the opportunity to study full time towards the following state recognised qualifications: *Fremdsprachenkorrespondent/in* (Foreign Language Correspondence Clerk), *Europasekretär/in* (European Secretary), *Welthandelskorrespondent/in* (Multilingual Correspondence Clerk) and Translator. F+U is the only education provider in southern Germany to offer state recognised vocational language training for Japanese. Recognised status has also been awarded for Chinese, English, French, Spanish and Russian.

The F+U Academy of Languages offers internship programmes within the framework of Erasmus+. This EU programme gives young people the chance to participate in a language course abroad in either another European country or in Heidelberg, and then complete a commercial internship.

The Academy of Languages rounds off its range of courses with the organisation of language tours and the International Prep School (preparation for the external Feststellungsprüfung university entrance exam).

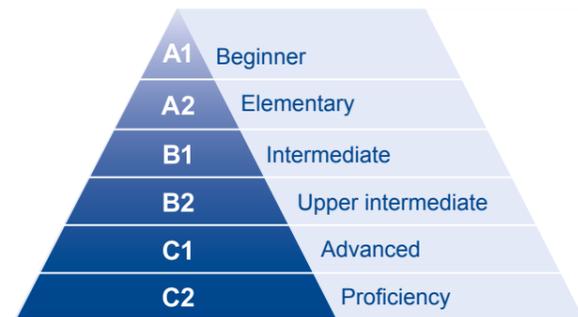
Your reasons for choosing F+U - key features at a glance

- **Wide ranging educational competence:** F+U is the provider of a University of Applied Sciences for Business, Technology and Culture, an International University of Cooperative Education, bilingual schools (primary school and *Gymnasium*), a *Realschule* and a number of colleges specialising in commercial and vocational foreign language training. From September 2017 F+U will also offer the International Baccalaureate® diploma programme for international students.
- **International boarding school** since September 2016: accommodation for learners under the age of 18.
- **A dedicated 24/7 telephone service number**
- **Test centre** for TOEFL®, TestDaF, telc, TestAS, TOEIC®, LCCI, OnSET, ECDL and other examinations and tests.
- **State recognised Vocational College for Foreign Languages.**
- **Memberships and partnerships:** FaDaF (Fachschaft Deutsch als Fremdsprache); VDP (Federal Association of Private Schools in Germany); AOK (Allgemeine Ortskrankenkasse); Eurohodip (European Hotel Diploma); DRV (German Travel Association); Olympiastützpunkt Rhein-Neckar e.V. (Olympic Training Centre); German Youth Hostel Association.
- Year-round **guaranteed provision** for all language courses.
- **Lessons on Tour:** Identical language programme at two study centres: Berlin and Heidelberg.
- Large **selection of rooms** in our own student halls of residence, apartments, with host families and in F+U's own Bayerischer Hof hotel.
- **International atmosphere** (learners from over 100 countries in 2016).
- **Central location** in one of Germany's most beautiful cities.
- **Good value for money.**

Common European Framework of Reference for Languages (CEFR)

CEFR Levels	TH per Level	Language Certificate			Course Duration (one course level)
		English	German	Chinese, French, Italian, Japanese, Russian, Spanish	
A1	160	English A1, LCCI-Preliminary 1, TOEIC® 10-120 ¹	Start Deutsch 1	Français A1, Italiano A1, Russian A1, Diploma de Español A1	The course duration depends on the type of the course booked: Group courses Intensive 20: ca. 8 weeks, Intensive 30: ca. 7 weeks, Premium course: ca. 6 weeks, Evening course: ca. 4-20 months. For individual lessons the total number of hours required to complete a course level is reduced by ca. 50%.
A2	160	English A2, LCCI-Preliminary 2, TOEIC® 120-225 ¹	Start Deutsch 2	Français A2, Italiano A2, Russian A2, Diploma de Español A2	
B1	160	English B1, B1 Business, LCCI-1, TOEIC® 226-550 ¹ , TOEFL® 57-86	Zertifikat Deutsch, Deutsch-Test für Zuwanderer	Français B1, Italiano B1, Russian B1, Diploma de Español Inicial B1	
B2	160	English B2, B2 Business, LCCI-2, TOEIC® 551-785 ¹ , TOEFL® 87-109	Deutsch B2, B2 Beruf, B1/B2 Pflege, TestDaF 3 (B2.1-B2.2), DSH 1	Français B2, Italiano B2, Russian B2, Diploma de Español Intermedio B2	
C1	160	Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk, English C1, LCCI-3, TOEIC® 786-945 ¹ , TOEFL® 110-120	Deutsch C1, C1 Hochschule, C1 Beruf, B2/C1 Medizin, TestDaF 4 (B2.2-C1.1), TestDaF 5 (C1.1-C1.2), DSH 2	Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk, Français C1, Diploma de Español Superior C1	
C2	400	Translator, English C2, LCCI-4, TOEIC® 946-990 ¹	DSH 3, Deutsch C2	Translator, Français C2, Diploma de Español Superior C2	

¹The test scores indicated refer to Listening and Reading competence in the TOEIC® examination.



CEFR Levels	Listening	Reading	Speaking	Writing
A1	Can understand simple sentences	Can understand simple sentences	Can communicate in short phrases	Can produce short, simple postcards
A2	Can understand the overall meaning of short, simple, clear messages	Can read short, simple texts, e.g. personal correspondence	Can communicate in sentences in everyday situations	Can produce short, simple notes, messages and personal letters
B1	Can understand important information regarding work, free time, etc.	Can comprehend text written in everyday language	Can participate in conversations about family, hobbies and work	Can produce simple, connected text on familiar themes
B2	Can follow lengthy statements and most TV programmes	Can understand newspaper articles and literary prose	Can communicate fluently and spontaneously	Can produce detailed texts and effectively present an argument
C1	Can understand lengthy statements and TV programmes without great effort	Can comprehend complex and literary texts	Can express thoughts fluently, spontaneously and precisely	Can produce clear, well-structured texts on complex subjects
C2	Can understand complex language with ease, also when spoken quickly	Can comprehend any text with ease	Can participate effortlessly in all conversations and discussions	Can produce and discuss sophisticated and complex texts



Examinations	Language(s)	Description	2018 dates	Fees ¹
TestDaF Test Deutsch als Fremdsprache	German	Required for enrolment at German universities (equivalent to DSH)	20.02; 26.04; 23.05; 19.07; 20.09; 13.11	€ 175
telc The European Language Certificates	English, Spanish, French, German, Italian, Russian and more	Evidence of foreign language skills (A1-C2)	Registration 6 weeks in advance; late registrations are subject to an additional fee Dates: see below ²	€ 180 (supplement for express marking and for individual dates on request)
telc C1 Hochschule	German	For adults intending to study at a German-speaking university (equivalent to DSH/TestDaF)	Registration 6 weeks in advance; late registrations are subject to an additional fee Dates: see below ²	€ 180 (supplement for express marking and for individual dates on request)
telc B1/B2 Pflege and B2/C1 Medizin	German	The exams evidence specialist language competence required by qualification recognition authorities and medical institutes	Registration 6 weeks in advance; late registrations are subject to an additional fee Dates: see below ²	€ 180 (supplement for express marking and for individual dates on request)
TestAS Test for Academic Studies	German or English	Aptitude test for international students entering higher education; not yet obligatory	27.02; 21.04; 27.10	€ 80
onSET	German/English	Internet test (A2-C1), result available worldwide on demand	Registration dates: see below ²	€ 20 (minimum 5 participants)
Test WiDaF® (Test Deutsch als Fremdsprache in der Wirtschaft)	German	Standardised, work-focused German test (A2-C2)	Dates: see below ² Registration: 1 week in advance	€ 180
TOEFL®	English	Evidence for admission to higher education, especially BA, MA, BSc, BEng, MSc, MBA programmes	Several dates throughout the year	US\$ 245
TOEIC®	English	The world's most popular test of English for business purposes	Listening & Reading: Dates: see below ² Registration: 1 week in advance. Speaking & Writing: Dates: see below ³ Registration: 2 weeks in advance	Each € 180 (supplement for express marking and for individual dates on request)
LCCI London Chamber of Commerce and Industry	English	Test of professional English	12/13.03; 09/10.04; 11/12.06; 12/13.11	From € 135
DELE Diploma de Español como Lengua Extranjera	Spanish	The 'Diploma Superior' is required for admission to Spanish universities	April, May, October, November F+U Tenerife offers DELE exam preparation (B1-C2) at the Universidad de La Laguna	From € 160
Foreign Language Correspondence Clerk	German, English, Spanish, French, Japanese, Chinese, Russian and more	State recognition for Chinese English, French, Japanese, Russian and Spanish	Start in March and September: English, Spanish, French, Japanese	See page 17
European Secretary	English, Spanish, French	For the other languages examinations are available, such as those offered by the IHK. Further information on request.	All other language combinations begin in September.	
Multilingual Correspondence Clerk	English, Spanish, French + Japanese, Russian or Chinese			
Translator	English, Spanish, French and more			
ECDL European Computer Driving Licence	IT	Evidence of strong IT competence; seven modules	Registration 2 weeks in advance	€ 30 per module plus € 60 for the Skills Card
In-house language tests	All languages	€195 (with certificate). The test is offered every Saturday; registration at least one week before the preferred date.		

¹Status June 2017

²13.01; 10.02; 10.03; 14.04; 12.05; 09.06; 07.07; 11.08; 18.09; 06.10; 10.11; 08.12

³17.01; 21.02; 21.03; 18.04; 16.05; 20.06; 18.07; 15.08; 19.09; 17.10; 21.11; 19.12





- **Registration fee (for the first course only):** €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount (siblings, parents):** 5% per person off the course fee.
- **The quoted discounts for larger course bookings are valid only for pre-payment in full.**
- **Free additional services:** Placement test, progress tests, use of the school PCs (3 computer rooms with 50 PCs), Wi-Fi, certificate of participation, certification for authorities, student ID, organisation of language tandems, orientation events.
- **Learning materials:** Two books are required for each course level (German: approx. €35; English: approx. €55); the books can also be hired. Learning materials for junior courses are included in the fee.
- **Guaranteed provision, minimum participant numbers:** Courses are held even without the minimum number of learners (4 people). The number of hours booked will be reduced by 25% (two or three learners) or by 50% (one learner). To compensate, learners can participate in another group course.
- **Public holidays (no lessons):** 01.01, 30.03, 02.04, 01.05, 10.05, 21.05, 31.05, 03.10, 01.11, 25.12, 26.12 (missed lessons can be taken at the end of the course provided that a written request is received no later than 14.30, one day before the respective public holiday).
- **School holiday:** The intensive courses and individual lessons are offered all year; learners can apply for an individual break in learning. Evening course learners have a break from 24.12.2018 to 04.01.2019 (see also 'Individual holiday').
- **Individual holiday** (the booked course will be extended by the length of the break in learning requested in writing and confirmed by the school):
 - **Intensive courses:** Two weeks (Monday - Friday) per quarter (12 course weeks); applications no later than Thursday, 16.00, before the break in learning.
 - **Evening courses:** Applications no later than 16.00 on the course day.
 - **Individual lessons, closed small groups, company training:** Cancellation of the scheduled lesson without charge is possible by 16.00, one day before.
- **Minimum age (group courses):** 16 years (Junior courses: 6 years for German courses and 10 years for English courses).
- **Class size:** See the respective course description.
- **One teaching hour (TH) is 45 minutes.**
- **Lesson times:** Monday-Friday: 07.30 - 21.00; Saturday: 10.00 - 16.00; Sunday: on request.
- **Administration opening hours:** Monday-Friday: 07.30 - 20.00; Saturday: 10.00 - 16.00.
- Our courses are taught by **experienced** and highly qualified teachers.
- **Main course:** Lessons are differentiated by level according to the European Framework of Reference for Languages (see page 8). Lessons focus on advancing all key standard language skills (reading, listening comprehension, writing and speaking). For German courses from level B2, specific examination preparation is offered to complement the standard courses.
- **Module course:** These courses can be taken in combination with the main course or as a stand-alone language course. It is possible to switch between the individual modules.
- **Applications to change the course level or module** must be received by the school administration office by Thursday, 16.00, for the subsequent week.

- **Change of course location:** Unless booked before the start of the course, a fee of €100 is payable for changing the location of the course to our language school in Berlin. Applications to change the course location must be received at least two weeks in advance.
- **Cancellation of the course** is possible without charge until two weeks before the start of the course, after which the following cancellation charges apply: by one week before the start of the course: €50; by Friday, 12.00 before the start of the course: €100; after this notice period but before the start of the course: the registration fee plus the course fee for one week's/month's course or, in the case of individual lessons, the course fee for two individual teaching hours.
- **After the start of the course cancellation of the course or reduction** in the number of lessons is possible only in cases prescribed by law (see our General Terms and Conditions).
- **Cancellation of accommodation booked through F+U** is possible with four weeks' notice (for further regulations see page 24 and our General Terms and Conditions).
- **International test centre:** At F+U you have the opportunity to take internationally recognised test including TOEFL®, Test-DaF, telc, TestAS, LCCI, TOEIC®, OnSet and ECDL.
- **The prices and services** quoted in this brochure are valid until the publication of a new pricelist.
- **Only the information specified in the German and English versions is authoritative.** All other translations are solely for the purpose of orientation in the respective language.
- **Non-profit education provider:** The majority of F+Us' services are exempt from Value Added Tax.
- The language courses are **professionally orientated or prepare for higher education** and lead to an internationally recognised language certificate.
- The school has **barrier-free** access and an accessible WC is also available.
- Accommodation in our **boarding school** is available for learners under the age of 18.

The F+U Group of Companies offers a wide range of training and higher education programmes (see also pages 28-29):

- Vocational College for Foreign Language Professions with state recognised training in Chinese, English, French, Japanese, Russian and Spanish.
- Preparation for the Feststellungsprüfung university entrance qualification at our International Prep School
- Heidelberg Private School Centre (bilingual primary school, bilingual Gymnasium, International Baccalaureate® and more)
- Professional Training Schools for social and caring professions (elderly care, youth and care home pedagogy and more)
- Academy for Business and Social Management (care home management, care services provision, ward management and more)
- International University of Cooperative Education
- University of Applied Sciences for Business, Technology and Culture



Individual Lessons, Small Closed Groups, Company Training, Premium Business Programme

- **Registration fee (for the first course only):** €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount (siblings, parents):** 5% per person off the course fee.
- **Please see page 10 for additional important information.**
- **The benefits at a glance:**
 - No registration fee for booking **three trial lessons** (payable only from the fourth teaching hour).
 - No charge for **lesson cancellation** with written notification received by 16:00 one day in advance (languages@fuu.de).
 - **Teaching hours:** Monday-Friday: 07:30-21:00; Saturday: 10:00-16:00 (Sunday on request, with a 30% surcharge).
 - Lesson **structure and content** tailored to your requirements.
 - You can form a free **language tandem** with our German course learners from England, the USA, Japan, China, France, Italy, Russia, Brazil, Spain and several other countries.
 - **Lessons in large groups:** We will be pleased to provide a special quotation.
- **Languages offered:** Arabic, Brazilian, Bulgarian, Chinese, Croatian, Czech, Dutch, English, French, German, Greek, Hungarian, Italian, Japanese, Polish, Portuguese, Romanian, Russian, Serbian, Spanish, Swedish, Turkish, Ukrainian (more languages on request).
- **Language groups**
 - **Language group I:** English, French, German, Italian, Polish, Russian, Spanish
 - **Language group II:** Greek, Croatian, Portuguese (not Brazilian), Turkish
 - **Language group III:** All other languages
- **Specialist language I:** Business, literature, examination preparation, translation training.
- **Specialist language II:** Medicine, care professions, technology, cost-performance analysis, accounting, preparation for the Interpreter examination.



Individual lesson ¹	Language group I			Language group II			Language group III		
	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
3 trial lessons ²	€ 30	€ 32	€ 35	€ 32	€ 35	€ 37	€ 35	€ 37	€ 40
4-30 TH	€ 26	€ 28	€ 34	€ 28	€ 30	€ 36	€ 30	€ 36	€ 39
31-99 TH	€ 23	€ 25	€ 31	€ 25	€ 27	€ 33	€ 27	€ 33	€ 37
From 100 TH	€ 21	€ 23	€ 29	€ 23	€ 25	€ 31	€ 25	€ 31	€ 35

Duo lesson ^{1,3}	Language group I			Language group II			Language group III		
	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
3 trial lessons ²	€ 35	€ 37	€ 40	€ 37	€ 40	€ 42	€ 40	€ 42	€ 45
4-30 TH	€ 30	€ 32	€ 38	€ 32	€ 34	€ 40	€ 34	€ 40	€ 44
31-99 TH	€ 27	€ 29	€ 35	€ 29	€ 31	€ 37	€ 31	€ 37	€ 41
From 100 TH	€ 25	€ 27	€ 33	€ 27	€ 29	€ 35	€ 29	€ 35	€ 39

Small group (3-5) ^{1,3}	Language group I			Language group II			Language group III		
	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
3 trial lessons ²	€ 40	€ 42	€ 45	€ 42	€ 45	€ 47	€ 45	€ 47	€ 50
4-30 TH	€ 36	€ 38	€ 44	€ 38	€ 40	€ 46	€ 40	€ 46	€ 49
31-99 TH	€ 33	€ 35	€ 41	€ 35	€ 37	€ 43	€ 37	€ 43	€ 47
From 100 TH	€ 31	€ 33	€ 39	€ 33	€ 35	€ 41	€ 35	€ 41	€ 45

¹The stated prices are per **teaching hour** (TH, 45 minutes).
The following supplements apply: Lesson on Sunday: 30%; in-house training: 40% + €0.70 per km (travel costs including travel time).
²No registration fee
³Book a course with **friends or colleagues** with the same language level and share the cost.

Premium Business Programme

Chinese*, English, French, German, Italian, Japanese*, Polish, Russian or Spanish (*Chinese and Japanese: 25% surcharge)

Individual lesson	Trainers	1 week	2 weeks	3 weeks	4 weeks	Lunch	Language exam
20 TH / week	1	€ 560	€ 1000	€ 1500	€ 2000	Optional lunch with the trainer: €40 / lunch (incl. a soft drink)	At the end of the crash course it is possible to take an internationally recognised exam at our test centre (TOEIC, telc, LCCI, TestDaF or TOEFL: fees between €135 and €220).
30 TH / week	1	€ 840	€ 1500	€ 2250	€ 2760		
40 TH / week	2	€ 1000	€ 2000	€ 2760	€ 3680		
50 TH / week	2	€ 1250	€ 2300	€ 3450	€ 4600		
60 TH / week	3	€ 1500	€ 2760	€ 4140	€ 5520		

IT Training (MS-Office Training, ECDL - European Computer Driving Licence)

Fee per TH	1 learner	2 learners	3 learners	4 learners	5 learners	6 learners	Fee for the ECDL exam
3 trial lessons ¹	€ 30	€ 35	€ 40	€ 45	€ 48	€ 50	€30 per module; Skills Card: €60 (passed modules are entered onto the card).
From 4 TH	€ 28	€ 33	€ 37	€ 40	€ 43	€ 45	

¹No registration fee

ECDL - European Computer Driving Licence: For the ECDL Standard there are 4 base modules (Computer Essentials, Online Essentials, Word Processing, Spreadsheet) plus 3 elective modules chosen from the following: Presentations, Using Databases, Image Editing, Online Collaboration, IT Security, Project Planning, e-Health, Data Protection, Writing Standards, Accounting with DATEV.



- **Registration fee (for the first course only):** €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount (siblings, parents):** 5% per person off the course fee.
- **Please see page 10 for additional important information.**

German as a Foreign Language

Course no.	Course title	Course description	TH per month	Learners	Course day(s) 18:30-20:00	Fee per month		Possible course entry ¹
						1-4 mths	From 5 mths	
1	Main course	Standard German; levels A1 to C1	16	4-15	Monday + Thursday	€ 125	€ 100	Every Monday
2	Main course plus Module course	Participation in a module course to supplement the main course	24	4-15	Monday + Wednesday + Thursday	€ 175	€ 130	Every Monday
3	Module course	Reinforcement of language skills gained in the main course (grammar and conversation training); levels A1 to C1	8	4-15	Wednesday	€ 100	€ 80	Every Wednesday
4	Intensive course	Extension of the main and module courses with individual lessons; from level A1	24 + 8 IL	4-15 + IL	Monday + Wednesday + Thursday + individual lessons ²	€ 350	€ 325	Every Monday

¹Start for complete beginners: 05.02, 05.03, 03.04 (Tuesday), 07.05, 04.06, 02.07, 06.08, 03.09, 01.10, 05.11, 03.12.

²Individual lessons can be arranged with the teacher on a flexible basis.

English

Course no.	Course title	Course description	TH per month	Learners	Course day(s) 18:30-20:00	Fee per month		Possible course entry ¹
						1-4 mths	From 5 mths	
5	Main course	Standard English; levels A1 to C1	8	4-10	Monday	€ 80	€ 60	Every Monday
6	Main course plus Module course	Participation in module course to supplement main course	16	4-10	Monday + Thursday	€ 130	€ 110	Every Monday
7	Module course	Reinforcement of language skills gained in the main course (grammar and conversation training); levels A1 to C1	8	4-10	Thursday	€ 100	€ 80	Every Thursday
8	Intensive course	Extension of the main course and module course with individual lessons; from level A1	16 + 16 IL	4-10 + IL	Monday + Thursday + individual lessons ²	€ 450	€ 420	Every Monday

¹Courses run continuously; start for complete beginners: on request.

²Individual lessons can be arranged with the teacher on a flexible basis.



Weekend Courses

Course no.	Course title	Course description	TH per month ¹	Learners	Time (Saturday)	Fee per month		Course start
						1-4 mths	From 5 mths	
9	German	German for medical and caring professions, preparation for the telc exams; from level B1	16	4-10	11:00-14:15	€ 195	€ 150	13.01; 03.02; 03.03; 14.04; 05.05; 09.06; 07.07; 04.08; 08.09; 06.10; 03.11; 01.12
10	English	Business English, preparation for the TOEIC exams; from level B1	16	4-10	11:00-14:15	€ 195	€ 150	
11	Russian for children ¹	Learn Russian through play	16	4-15	10:30-12:15 or 10:00-12:30	From € 60		

¹A language course for children from the age of 3-4 and 5-6 years; the registration fee for this course is just €15 (including learning materials); please see page 19 for a full description of the course. Siblings discount: One child 5%; from two children 10% per child.

- **Registration fee (for the first course only):** €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount (siblings, parents):** 5% per person off the course fee.
- **Please see page 10 for additional important information.**

German as a Foreign Language

Course start: Nos. 12-18: Year round, every Monday; **Start for complete beginners:** 02.01 (Tuesday), 05.02, 05.03, 03.04 (Tuesday), 07.05, 04.06, 02.07, 16.07, 06.08, 20.08, 03.09, 01.10, 05.11, 03.12

No. 19: 02.07.

20-23: 02.01 (Tuesday), 05.02, 05.03, 03.04 (Tuesday), 07.05, 04.06, 02.07, 06.08, 03.09, 01.10, 05.11, 03.12

No. 24: 06.08.

No. 43: Every Monday from 02.07 to 27.08; complete beginners: 02.07, 06.08; end of programme: 31.08

Course no.	Course title	Course description	TH / week	Learners	Course times (Mon-Fri)	Flexible course duration (fee per week)			Academic year (fee per course)	
						1-3 wks	4-11 wks	From 12 wks	25 wks	40 wks
12	Premium course ¹	Standard German, DSH, TestDaF, telc C1 Hochschule ² ; levels A1 to C2. From level B2: Exam preparation or standard German	30	4-15 ²	09:00-12:15 13:00-14:30	€ 180	€ 160	€ 135	€ 3250	€ 5000
13	Main course	Standard German, DSH, TestDaF, telc C1 Hochschule ² ; levels A1 to C2. From level B2: Exam preparation or standard German	20	4-15 ²	09:00-12:15	€ 140	€ 125	€ 105	€ 2500	€ 3800
14	Main course plus module course	Participation in module courses I - III to supplement main course	20 + 10	4-15	09:00-12:15 13:00-14:30	€ 180	€ 160	€ 135	€ 3250	€ 5000
15	Super-intensive course	Main course + module course + individual lessons	35 (incl. 5 IL)	4-15 + IL	08:00-08:45 09:00-12:15 13:00-14:30	€ 330	€ 300	€ 290	€ 7125	€ 11200
16	Module course I	Grammar training; levels A1 to B2	10	4-15	13:00-14:30	€ 100	€ 75	€ 50	-	-
17	Module course II	Conversation training; from level A2	10	4-15	13:00-14:30	€ 100	€ 75	€ 50	-	-
18	Module course III	DSH/ TestDaF preparation or telc C1 Hochschule ² ; from level B2	10	4-15 ²	13:00-14:30	€ 100	€ 75	€ 50	-	-
43	Junior programme	Detailed description on page 18	20	4-10	09:00-12:15	€ 195	€ 160	Maximum 8 weeks		
19	Senior course 50+ ³	Intensive language course (A2-B2) plus special cultural programme	20	4-10	09:00-12:15	€ 350	€ 300	Maximum 8 weeks		
20	German for medical professions and caring professions	Preparation for the telc exams; from level B1	20	4-10	09:00-12:15	€ 275	€ 250	Maximum 8 weeks		
21	Business German ⁴	Specialist business language; from level B1	10	4-10	13:00-14:30	€ 200	Maximum 3 weeks			
22	Educational leave I	Language course in accordance with the Educational Leave laws of the federal states of Baden-Württemberg, Hessen and Rhineland Palatinate; levels A1 to C1	30	4-15	09:00-12:15 13:00-14:30	€ 225	Maximum 2 weeks			
23	Educational leave II	Language course in accordance with the Educational Leave laws of the federal states of Baden-Württemberg, Hessen and Rhineland Palatinate; levels A1 to C1	40 (incl. 10 IL)	4-15 + IL	09:00-12:15 13:00-16:15	€ 500	Maximum 2 weeks			
24	Professional development seminar for German teachers	Continuing professional development for German teachers; from level C1	20	4-6	13:00-16:15 (mornings: work shadowing)	€ 400	Maximum 2 weeks			

¹The morning and afternoon classes follow a set curriculum and unlike course no. 14 do not run as a main course and module course. This allows faster progression in learning.

²There is no upper limit to the number of learners in our examination preparation courses for DSH, TestDaF and telc C1 Hochschule.

³Whether you're 50, 60 or 70 years old, you're welcome to participate in all our adult courses. If, however, you prefer a language course for learners of a similar age, we recommend our Senior 50+ course, together with a special cultural programme (twice a week) in addition to the regular cultural programme.

⁴If booked in conjunction with the main course (no. 13) the business German course costs just €100.



German as a Foreign Language plus English

Course start: Nos. 25, 26: Year round, every Monday;

Start for complete beginners: 02.01 (Tuesday), 05.02, 05.03, 03.04 (Tuesday), 07.05, 04.06, 02.07, 06.08, 03.09, 01.10, 05.11, 03.12.

Course no.	Course title	Course description	TH / week	Learners	Course times (Mon-Fri)	Flexible course duration (fee per week)			Academic year (fee per course)	
						1-3 wks	4-11 wks	From 12 wks	25 wks	40 wks
25	German (main course) plus English (module course)	German and English in parallel intensive courses, internationally recognised exams (TestDaF, TOEFL®)	20 + 15	4-15	09:00-12:15 13:00-15:30	€ 225	€ 195	€ 185	€ 4500	€ 7000
26	English (main course) plus German (module course)	English and German in parallel intensive courses, internationally recognised exams (TestDaF, TOEFL®)	15 + 10	4-15	09:45-12:15 13:00-14:30	€ 200	€ 185	€ 165	€ 4000	€ 6200

English

Course start: Nos. 27-36: Year round, every Monday; **start for complete beginners:** 02.01 (Tuesday), 05.02, 05.03, 03.04 (Tuesday), 07.05, 04.06, 02.07, 06.08, 03.09, 01.10, 05.11, 03.12.

No. 44: Every Monday from 06.08 to 27.08; complete beginners: 06.08; end of programme: 31.08.

Course no.	Course title	Course description	TH / week	Learners	Course times (Mon-Fri)	Flexible course duration (fee per week)			Academic year (fee per course)	
						1-3 wks	4-11 wks	From 12 wks	25 wks	40 wks
27	Consolidation course	Grammar and conversation training; from levels A1 to C1	10	4-10	08:00-09:30	€ 100	€ 75	€ 70	-	-
28	Main course	Standard English; from levels A1 to C1	15	4-10	09:45-12:15	€ 125	€ 100	€ 90	€ 2125	€ 3200
29	Main course plus consolidation course	This course offers faster learning progression; levels A1 to C1	25	4-10	08:00-09:30 09:45-12:15	€ 175	€ 160	€ 140	-	-
30	Main course plus module course	Participation in module courses to supplement the main course; levels A1 to C1	30	4-10	09:45-12:15 13:00-15:30	€ 190	€ 180	€ 160	€ 3875	€ 6000
31	Super-intensive course	Consolidation course + main course + module course, valid for the Bildungsgutschein (education voucher); levels A1 to C1	40	4-10	08:00-09:30 09:45-12:15 13:00-15:30	€ 225	€ 200	€ 190	-	-
32	Module course I	Conversation training; from level A1	15	4-10	13:00-15:30	€ 125	€ 100	€ 90	-	-
33	Module course II	Business English, preparation for the TOEIC exam; from level A2	15	4-10	13:00-15:30	€ 125	€ 100	€ 90	-	-
34	Examination preparation	Preparation for the TOEFL®, TOEIC, telc and IELTS exams; from level B1	15	4-8	13:00-15:30	€ 175	€ 150	€ 125	-	-
35	Educational leave I	Language course in accordance with the Educational Leave laws of the federal states of Baden-Württemberg, Hessen and Rhineland Palatinate; levels A1 to C1	30	4-10	09:45-12:15 13:00-15:30	€ 225	Maximum 2 weeks			
36	Educational leave II	Language course in accordance with the Educational Leave laws of the federal states of Baden-Württemberg, Hessen and Rhineland Palatinate; levels A1 to C1	40	4-10	08:00-09:30 09:45-12:15 13:00-15:30	€ 275	Maximum 2 weeks			
44	Junior programme	See the detailed description on page 18	20	4-10	09:00-12:15	€ 195	€ 160	Maximum 4 weeks		

Lessons on Tour

At the Academy of Languages we offers our intensive German as a foreign language courses in Berlin und Heidelberg.

With no extra charge, you can take your language course at both schools. All you need to do is inform us when you register which course you wish to take at which school and for how long. The language courses are designed to enable a school transfer at any time.

If you have already begun your course and then decide to take our Lessons on Tour option, it is possible to change schools after a notice period of two weeks and with payment of a €100 fee (subject to availability of accommodation).



Higher Education Advisory Service

We offer a higher education advice service to our learners at the school who upon completion of their course wish to begin a degree course at a German university. The service includes checking documentation, orientation and help in the selection of suitable universities/subjects, assistance with up to three university applications, and the correction of letters of motivation and CVs.

Requirement: Higher education admission qualification in the learner's home country. **Fee:** €250.

Provisional Admission Service

We offer university application support to learners who have booked an intensive course of at least 12 weeks at our school and require provisional admission for their visa application. We check the application documents for the learner and assist with the preparation of up to two university applications, correction of the letters of motivation/CV and communication with the universities.

The processing time for the individual universities can take up to eight weeks and should be taken into account in the application process.

Admission requirement: Evidence of the higher education admission qualification in the learner's home country. **Fee:** €400 plus any applicable processing fees charged by the respective university. (A successful application cannot be guaranteed. In case the application is rejected by the university €200 of the administration fee will be refunded. The university's processing fee is non-refundable.)

Support with Official Matters (incl. Registration at the Town Hall and Health Insurance)

We offer customers requiring a visa are offered the following services after arrival: Support in nearly all bureaucratic matters, convenient registration or re-registration at the town hall, advice and appointment scheduling for opening or activating a bank account, help with taking out German health insurance, checking documents for the immigration authorities, and general information on extending visas.

Requirement: Language course booking of at least 12 weeks.

Fee: €250 (individual services, such as registration at the town hall, can also be booked separately for €75).

À la Carte Courses (Sport, Music and more)

Parallel to our intensive courses, we organise various special courses in cooperation with local sports clubs, operators and music schools. Selected courses: Football, handball, table tennis, tennis, basketball, field hockey, ice hockey, rugby and other sports, as well as music lessons and floristry.

Please note that the practice sessions are invoiced separately. The fee depends on the number of hours booked and, moreover, on the type of activity. For sports lessons just a small fee is normally required, payable to the sports club.

Placement fee: €300 (A successful placement cannot be guaranteed. If no placement is found, €225 will be refunded.)

Piano Practice

Practice session at the school's two pianos (including a Steinway & Sons piano): €8 per 60 minutes.

Language Course with Internship

Applications for the internship (maximum duration three months, unless offered as training module in conjunction with a course of study) should be made at least eight weeks before the preferred starting date. Short-term internships (max. 4 weeks) are usually offered at an F+U school.

Requirements: Participation in an intensive course of at least two weeks and intermediate language skills (level B1; for an internship at F+U level A1 is acceptable). Applicants from third countries must provide a work visa for the internship (e.g. a Working Holiday visa). All applicants must also provide evidence that the internship supports career orientation (orientation internship) or is to be carried out as an accompaniment to training or studies. Supporting evidence may include, for example, a training contract, course enrolment form or school letter of authorisation.

Placement fee*: €300 (short-term internships of 2-4 weeks: €175). *Successful placement cannot be guaranteed. If placement is not possible, 50% of the fee will be refunded; alternatively, the internship can be completed at F+U.

Erasmus+: Language course, accommodation, company internship, monthly grant

Every year the Academy of Languages organises internships and language courses as part of the EU Erasmus+ programme. The programmes are offered in Heidelberg and in other European countries.

Language Lessons with Cultural Training

The programme is designed for young people keen to take an active role in our cultural programme, alongside their German course. We strongly recommend participation in the programmes offered by our Japanese Centre and Chinese Centre. **Administration fee:** €200

Cultural Programme

Groups are accompanied by a member of school staff; unless otherwise indicated only travel and staff costs are included in the fee.

	Duration	Fee per activity
Orientation tour of Heidelberg's Old Town	Approx. 2 hours	Free
Walks (Heiligenberg, Philosophers' Walk, Heidelberg Castle and more)	Approx. 3 hours	Free
Barbecue party by the Neckar (includes food and drink)	Approx. 3 hours	€ 15
Welcome party (includes food and drink)	Approx. 4 hours	€ 20
Museum visits (German Apothecary Museum, Palatinate Museum of Heidelberg and more)	Approx. 2 hours	€ 12
Boat trip on the Neckar: Heidelberg city area	Approx. 1 hour	€ 18
Boat trip on the Neckar: to Neckarsteinach (town with four forts)	Approx. 4 hours	€ 30
Excursions (half day) ¹	Approx. 5 hours	€ 40
Excursions (whole day) ²	Approx. 8 hours	€ 65

¹German Wine Route in nearby Palatinate, Speyer (cathedral); Mannheim (Luisenpark); Bad Wimpfen, Schwetzingen Palace (incl. admission).

²Frankfurt am Main, Strasbourg, Europa-Park Rust (incl. admission), Rüdeshheim am Rhein, Stuttgart (Mercedes Benz or Porsche Museum; incl. admission), Rothenburg ob der Tauber, Baden-Baden, Black Forest, Nuremberg, Lake Constance.



State recognised Vocational College for Foreign Languages - Full-time Programmes

Vocational training in the field of foreign languages opens up diverse, stimulating and above all future-proof professional prospects. The qualification offers not only thorough foreign language skills but also professional training in commercial subjects such as business administration and IT. These multiple qualifications are highly sought after in commerce, in national and international organisations and academic institutions, as well as in the service sector.



Training programme / language(s)	Fee	Duration	Start	TH / week
Foreign Language Correspondence Clerk (one language) English	€ 3257	1 year	March or September	25
Foreign Language Correspondence Clerk (two languages) English and French or Spanish	€ 5134	1.5 years	March or September	30
Foreign Language Correspondence Clerk (two languages) English and Chinese, German as a foreign language, Japanese or Russian	€ 7728	2 years	March ¹ or September	30
Foreign Language Correspondence Clerk (three languages) English and French or Spanish + Chinese, German as a foreign language ² , Japanese or Russian	€ 8722	2 years	March ¹ or September	35
European Secretary (three languages) English + French + Spanish	€ 8280	2 years	March or September	35
Multilingual Correspondence Clerk (four languages) English and French and Spanish + Chinese, German as a foreign language ² , Japanese or Russian	€ 9936	2 years	March ¹ or September	40
Advanced training / language(s) ³	Fee	Duration	Start	TH / week
Translator (state recognised) ⁴ English, French or Spanish	€ 3150 (F+U alumni: € 2500)	6 months (650 TH)	March or September	35
Translator (IHK certified) ⁵ Italian, Russian and more	See individual lessons ³	Minimum 150 IL ³	Any time	By arrangement

¹March start only for the following languages: English, French, Japanese and Spanish.

²German as a foreign language is an additional module; examinations are taken in the state recognised languages only.

³Requirement: Successful completion of training as a foreign language correspondence clerk, European secretary or multilingual correspondence clerk, or language skills in the target language at level C1, plus German at level C2.

⁴Start in March: English; start in September: English, French and Spanish.

⁵Preparation for the external Translator examination (IHK) is taught in individual lessons.

Registration fee: €100.

The **examination fees** and costs of **learning materials** are not included in the quoted course fees.

The following languages are **state recognised**: Chinese, English, French, Japanese, Russian and Spanish.

For all other languages we recommend the following examinations: **IHK** (Chamber of Trade and Commerce), **TestDaF** (German).

Entry requirements

Intermediate secondary school certificate, German language skills at level C1 and English language skills at level B1.

Benefits and offers at a glance

- **Two programme starting dates** a year (March/September)
- Compact **training duration** of 1 to 2.5 years
- **State recognised vocational qualifications:** English, Spanish, French, Japanese, Chinese and Russian
- Combination of **language + commercial** training
- Experienced, academically qualified, **native-speaker** teachers
- **Training finance:** Student-BaföG, student loan, child benefit, instalment payments
- **For our international prospective students:** special preparatory programme / foundation semester offering language and subject-focused preparation for the training programme + intensive courses in German and English
- **Open days**
- **Recruitment days:** First contact to potential employers
- **Optimum career prospects:** approximately 90% of our students enter qualified employment
- Internationality of the language school (12,000 language students from over 100 countries), free language tandems
- **Discounts** on language courses and language tours
- **Internship:** Free language course with international internship after successful completion of the course
- **Japanese Centre, Chinese Centre:** Monthly themed evenings
- **Leisure programme:** All year, several times a week we offer a diverse cultural and leisure programme
- Recognised **test centre** for TOEFL®, TOEIC®, LCCI, telc, TestDaF, DSH, TestAS, onSET, ECDL (DELE exams through cooperation partner)
- **Accommodation for students:** Over 500 rooms in halls of residence and apartments

Detailed information is available on request and can also be found in our Foreign Language Professions and Translator brochures.

Foreign Language Correspondence Clerk

European Secretary

Multilingual Correspondence Clerk

Translator



Language Course (German as a Foreign Language or English)

Registration fee (for the first course): €35 (including learning materials)

Group discount for the language course and additional modules (only for joint registrations): 2 participants: 5%; 3 participants: 10%; 4 or more participants: 15%.

Course no.	Language	Age group	Level	TH	Learners	Course times (Mon-Fri)	Fee per week (incl. learning materials)		Start ¹	End
							1-3 wks	4-8 wks		
43	German	6-9; 10-12; 13-15 years	A1, A2, B1, B2	20	4-10	09:00-12:15	€ 195	€ 160	Every Monday from 02.07 to 27.08 ¹	31.08
44	English	10-12; 13-15 years	A2, B1, B2	20	4-10	09:00-12:15	€ 195	€ 160	Every Monday from 06.08 to 27.08 ¹	

¹Start for complete beginners: 02.07 and 06.08 (German); English on request.

Accommodation, lunch, leisure activities

Course no.	Description	Weekdays	Time	Fee per week	
				1-3 wks	From 4 wks
45	Host family accommodation (half board: Mon-Fri; full board: Sat + Sun) ¹	Sunday - Saturday	-	€ 290	€ 275
46	Lunch in the school	Monday - Friday	12:30-13:30	€ 90	€ 70
47	Leisure activities	Monday - Saturday	13:30-17:00	€ 105	€ 95

¹Modules 46 and 47 are obligatory for host family accommodation bookings, as supervision by the host family is usually available from 17.30.

Packages, additional modules

Course no.	Package prices	Fee per week		
		1-3 weeks	4-8 weeks	
48	No. 43 or 44 and 45 + 46 + 47 (language course + accommodation + lunch + activities)	€ 650	€ 595	
49	No. 43 or 44 and 46 + 47 (language course + lunch + activities)	€ 375	€ 350	
Course no.	Additional module: Accompaniment	Days	1-3 weeks	4-8 weeks
50	Accompaniment to and from school and family	Monday - Saturday	€ 175	€ 150
Course no.	Additional module: Transfer		One way	Both ways
51	Transfer from Frankfurt am Main airport ¹		€ 95	€ 170
52	Transfer from Frankfurt am Main (individual) ¹		€ 195	€ 370

¹We will be pleased to provide a quote for a transfer from a different airport or from a railway station.

Information:

- Course structure:** Learners in the German courses are grouped by age: 6-9, 10-12 and 13 to 15 years. Complete beginners can start on 02.07 or on 06.08; learners with previous knowledge of the language can join the programme every Monday. Courses are offered from levels A1 to B2. A special placement test can be taken in the school prior to joining the course. The programme finishes on 31.08. Learners in the **English courses** are grouped by age: 10-12 and 13-15 years. Courses are offered from levels A2 to B2. Courses are held in August, and last between 1 and 4 weeks. Learners can join the programme every Monday between 06.08 and 20.08; the programme finishes on 31.08. The placement test is taken on the first day of the course.
- Leisure programme:** Our leisure programme is a vibrant mix of sporting and cultural activities. Examples include: Neckar boat trip; orientation tour of Heidelberg; trips to Heidelberg Zoo, the botanical gardens, the Fairytale Paradise on Königstuhl, Heidelberg Castle, the Museum of the Palatinate Heidelberg; sports activities, a picnic on the banks of the Neckar, games and sports in the F+U Campus sports hall; mini golf; group cookery; swimming in Heidelberg's open air pool; walking on the Heiligenberg; visit to the Tinnunculus falconry; visit to Thingstätte and much more.
Included: Supervision, admission tickets and transport; **not included:** meals during trips or public transport tickets (weekly ticket Heidelberg/city area: ca. €25, monthly ticket: ca. €70).
- Lunch:** Our lunch is provided by an external caterer who complies with current standards regarding hygiene, sustainability and verified origin of ingredients, and specialises in catering for nurseries and schools. Please notify us when registering of any food allergy/intolerance or special dietary requirements (e.g. vegetarian or halal meals). There may be supplementary charge (e.g. for halal meals).
- Host family accommodation:** Young people from the age of 12 can stay with one of our carefully selected host families, subject to availability. In the interests of welfare and responsibility we only accept bookings that include lunch and the leisure programme, unless the legal guardian provides specific, written permission to the contrary. The accommodation automatically includes full board at weekends.
- Young learners without accompaniment** must book modules 46 and 47, unless the parent/legal guardian provides specific written permission to the contrary.
- Reduction of teaching** hours by 25% in case of fewer than four registrations per group (supervision is guaranteed).



Russian Academy for Children

Registration fee (for the first course): €15 (including learning materials)

Русская Детская Академия

Age groups	Lesson times	Lesson day	Entry	Fee per month ¹
Children 3-4 years	10:30-12:15	Saturday	Every Saturday	€ 60
Children 5-6 years	10:00-12:30	Saturday	Every Saturday	€ 75

¹Siblings discount: One child 5%; from two children 10% per child.

Lesson structure

In addition to general development support, children are introduced to the Russian language and culture. The comprehensive learning programme covers all the most important aspects of age-appropriate general development for children from the age of three through to primary school age. The focus of the lesson is consolidation and further development of Russian language skills as well as advancement of logical/mathematical abilities, creativity and early musical education (supported by a Russian pianist at a Steinway piano). The play-orientated lesson also consists of movement games as well as musical and rhythmic activities. The alternation between play and structured learning also eases the children's primary school entry later on.

Our aims:

- Consolidation and further development of Russian language skills
- Understanding of grammar
- Advancement of logical/mathematical abilities
- Musical education
- Promotion of creativity
- Preparation for school entry



Group Packages (all year)

Free offers for group leaders

- **Language course** (German or English)
- **Accommodation:** In one of our halls of residence (host family and hotel accommodation is only available at list price).
- **Administration fee:** €150

Language course & accommodation
free for group leaders

German and English courses for young people (15+) and adults

Registration fee: €15 per learner; **learning materials (2 books + photocopies):** €50 per learner.
Allocation to international groups is guaranteed for German (A1-C2) and for English (A2-B2).

Language(s)	TH / week	Course times (Mon-Fri)	Course fee per week and person			
			5-10 learners	11-20 learners	21-40 learners	From 41 learners
German	20	09:00-12:15	€ 130	€ 125	€ 120	€ 115
German	30	09:00-12:15 13:00-14:30	€ 175	€ 170	€ 165	€ 160
English	15	09:45-12:15	€ 120	€ 115	€ 110	€ 105
English	30	09:45-12:15 13:00-15:30	€ 180	€ 175	€ 170	€ 165
German and English	20 + 15	09:00-12:15 (G) 13:00-15:30 (E)	€ 220	€ 210	€ 205	€ 200



Accommodation

Administration fee: €35 per learner. Arrival: Sunday after 12.00; departure: Saturday by 14:00.

Accommodation type (Double rooms)	Shower/WC	Kitchen	Meals	Fee per week and person			
				5-10 learners	11-20 learners	21-40 learners	From 41 learners
Hall of residence cat I - III	On corridor	On corridor	No	€ 90	€ 85	€ 80	€ 75
Hall of residence cat IV	In room	On corridor	No	€ 130	€ 125	€ 120	€ 125
Hall of residence cat VI	In room	In room	No	€ 180	€ 175	€ 170	€ 165
Host family	Shared with family		No	€ 170	€ 165	€ 160	€ 155
Hotel (single room supplement: 60%)	In room	No	No	€ 490	€ 470	€ 460	€ 450
Youth hostel (dormitory for 3-6)	In room	No	Half board	€ 270	€ 265	€ 260	€ 255

Meals

Meals are taken in Heidelberg.
Groups are responsible for their own meals during excursions.

Sunday-Saturday Extra day: One seventh of the weekly fee	Fee per week and per person ¹	
	Host family	Hall of residence (in restaurant)
Breakfast	€ 40	€ 45
Half board	€ 80	€ 110
Full board	€ 110	€ 180

¹Drinks are included in host family accommodation as standard; one soft drink or one cup of tea/coffee is included in halls of residence.



Group Packages (all year)

Junior Programme (German and English)

Registration fee: €15 per learner; learning materials are included.
Allocation in international groups is only possible for German (A1-B2) in July and August and for English (A2-B2) in August*. At other times of the year lessons are possible in closed groups. *See our special courses for children and young people on pages 18-19.

Language(s) / accommodation / other services	Age	Course days	TH / week	Time (Mon-Fri)	Fee per week and person			
					5-10 learners	11-20 learners	21-40 learners	From 41 learners
German	6-15 ¹	Mon-Fri	20	09:00-12:15	€ 190	€ 185	€ 180	€ 175
English	10-15 ²	Mon-Fri	20	09:00-12:15	€ 190	€ 185	€ 180	€ 175
Lunch in the school	-	Mon-Fri	-	12:30-13:30	€ 90	€ 85	€ 80	€ 75
Leisure activities	-	Mon-Fri	-	13:30-17:00	€ 105	€ 100	€ 95	€ 90
Accompaniment to and from school	-	Mon-Fri	-	-	€ 150	€ 150	€ 150	€ 150
Host family accommodation ³	Half board: Mon-Fri; full board: Sat + Sun				€ 280	€ 275	€ 270	€ 265

¹Allocation by age group: 6-9, 10-12, 13-15 years.

²Allocation by age group: 10-12, 13-15 years.

³Arrival: Sunday after 12.00; departure: Saturday by 14:00; accommodation in double or triple room.



Transfer to/from accommodation

Weekly ticket (bus and tram) for Heidelberg city: €25; for Heidelberg and immediate surrounding area: €46.

	Fee per person	5-10 learners	11-20 learners	21-40 learners	From 41 learners
	Both ways	€ 55	€ 45	€ 35	€ 25
Frankfurt am Main airport / Mannheim central railway station	One way	€ 60	€ 45	€ 35	€ 25
	Both ways	€ 110	€ 90	€ 70	€ 50
Frankfurt Hahn / Karlsruhe / Stuttgart airport	One way	€ 70	€ 60	€ 45	€ 30
	Both ways	€ 125	€ 110	€ 80	€ 55



Cultural Programme

Groups are accompanied by a member of school staff; unless otherwise indicated only travel and personnel costs are included in the fee.

	Duration	Fee per activity and per person			
		5-10 learners	11-20 learners	21-40 learners	From 41 learners
Orientation tour of Heidelberg's Old Town	Approx. 2 hours	Free			
Walks (Heiligenberg, Philosophers' Walk, Heidelberg Castle and more)	Approx. 3 hours	Free			
Barbecue party by the Neckar (includes food and drink)	Approx. 3 hours	€ 12	€ 12	€ 12	€ 12
Welcome party (includes food and drink)	Approx. 4 hours	€ 15	€ 15	€ 15	€ 15
Museum visits (German Apothecary Museum, Palatinate Museum of Heidelberg and more)	Approx. 2 hours	€ 12	€ 12	€ 10	€ 8
Boat trip on the Neckar: Heidelberg city area	Approx. 1 hour	€ 18	€ 18	€ 16	€ 15
Boat trip on the Neckar: to Neckarsteinach (town with four forts)	Approx. 4 hours	€ 30	€ 30	€ 28	€ 25
Excursions (half day) ¹	Approx. 5 hours	€ 40	€ 40	€ 35	€ 30
Excursions (whole day) ²	Approx. 8 hours	€ 65	€ 65	€ 50	€ 40

¹German Wine Route in nearby Palatinate, Speyer (cathedral); Mannheim (Luisenpark); Bad Wimpfen, Schwetzingen Palace (incl. admission).

²Frankfurt am Main, Strasbourg, Europa-Park Rust (incl. admission), Rudesheim am Rhein, Stuttgart (Mercedes Benz or Porsche Museum; incl. admission), Rothenburg ob der Tauber, Baden-Baden, Black Forest, Nuremberg, Lake Constance.

Location of Halls of Residence and Apartments



Arrival and Departure

You can find a **list of accommodation (updated daily)** on our website.

- **Move in:** Sundays, 10.00-23.00 (host families) or 24.00 (halls of residence), supplement of €50 for moving in after 22.00.
- **Move out:** Saturdays (by 12.00); if moving out on Sunday (by 10.00) an extra day will be invoiced (see page 26).
- Please inform us no later than Friday (14.00) before moving in of the exact time of your arrival. If you inform us any later, we will not be able to guarantee the handover of the key at your preferred time.
- If you would like to move in on Saturday (from 13.00 to 18.00) or leave on Sunday, extra days will be invoiced accordingly.
- In case of delay, please call the named contact person for the key handover or your host family.
- **Accommodation rates** for halls of residence and apartments are calculated to take into account both location (distance to school, attractiveness of the district) and the furnishings/facilities of the accommodation und Ausstattung der Unterkünfte. However, please bear in mind that all our halls of residence and apartments have a 'student' character, including those in higher categories.

Internet, PC use, fitness room

- Most halls of residence and the apartments are equipped with Internet access. We provide Internet access free of charge. During the summer we rent out additional rooms and apartments; information on their Internet facilities is available on request. Compliance with German Internet law is required. There may be temporary disruption to internet provision.
- Some families allow the use of their computer for an additional charge. Detailed information is available on request.
- You can also use the computers in our school, with free Internet access (50 computers in three IT rooms); Wi-Fi is also available from 07.30 to 20.00 Mondays to Fridays and on Saturdays from 10.00 to 16.00.
- If you lock yourself out of your room we can provide a spare key for a service fee of €20. Please note that this service is only available during the following office hours: Monday to Friday: 8.30 to 19.00; Saturday: 10.30 to 15.30. Outside these times you will need to call a professional locksmith; fees up to €100.
- A laundry, a lounge and a fitness room are available for residents of the F+U Campus halls of residence.

Cleaning of rooms and communal areas

Please note that for the entire duration of your stay you are responsible for cleaning your room. On vacating the room, the accommodation must be clean and tidy. Kitchens and bathrooms are to be kept clean. Communal areas are cleaned at least once a week by F+U.

Laundry

- **Host family accommodation:** Use of the washing machine once or twice a week.
- **Halls of residence / apartments:** Washing machines and tumble dryers are provided.
- **Bed linen and towels:** Bed linen is provided on arrival; please bring your own towels.

Cooking utensils

Cooking utensils, cutlery and crockery can be hired for a fee of €40 plus a service charge of €25. (The fee is refunded upon the return of complete, clean sets.)

Childminder parallel to intensive course for parent(s): €20 per 45 minutes (2 children: €15; 3 children: €13).

House rules for accommodation (excerpt):

- smoking is prohibited in the halls of residence and in apartments, as well as on balconies and terraces.
- Kitchens and bathrooms must be left clean after use.
- The night-time quiet period from 10 p.m. to 6 a.m. is legally protected (federal state regulations). During this time, all residents must keep any noise to room level only.
- Guests are permitted in halls of residence and in apartments only until 22.00.
- If you would like to invite a friend to stay overnight, permission must be obtained in advance from the residence administration. Overnight stays cost €10 per person. Guests who stay without prior permission will be fined the equivalent of at least one week's rent.
- Violation of house rules may incur a fine; for repeated violations we reserve the right to terminate the rental agreement without notice.
- Further information is set out in the house rules and fee regulations provided on arrival.
- Residents in the halls of residence are liable for their guests
- In host family accommodation, the host's rules apply.

Rental Contract Extension, Change of Accommodation, Cancellation (Halls of Residence, Apartments, Host Families)

Applications to extend the rental period must be made four weeks in advance of the contract's expiry.

An extension of the rental contract cannot be guaranteed. If, despite compliance with the four-week notice period, the current room has already been reallocated, we guarantee the availability of a room in an alternative hall of residence within the same category. In this instance, the fee for changing accommodation will be waived.

Contract extension applications received less than a week before contract expiry are subject to a processing fee of €50.

Change of accommodation (at own request): €60

Cancellation of the rental contract: If the contract parties conclude a rental contract for a fixed term, the earlier ordinary cancellation of the rental contract is generally excluded (§ 542 II BGB - German Civil Code).

However, as a gesture of goodwill we permit the cancellation of the rental contract on condition of four full rental weeks' notice (Sunday to Saturday). In case of cancellation we charge a cancellation fee of €75, and refund rent paid in advance. Notice of the cancellation must be submitted in writing to the Accommodation department during office opening hours.

Host Family Accommodation

Administration fee: €80; **Deposit:** €150 (for deposit refunds please contact us no later by Wednesday, 16.00).

Wi-Fi guarantee; English-speaking host family; full board (breakfast and evening meal with the family, packed lunch): On request, each with a supplement of 35%.

Use of kitchen for room only bookings: 20% supplement.

You will be advised of the **name and address of the host family** one week before moving in, and when payment has been successfully processed.

Category	Distance to school	Meals	Rent per week/room						Extra day ²	
			1-4 weeks		5-11 weeks		From 12 weeks		Rent per day room	
			SGL	DBL	SGL	DBL	SGL	DBL	SGL	DBL
HF-A	2-30 minutes by public transport ¹	Half board	€ 260	€ 495	€ 210	€ 400	€ 200	€ 380	€ 45	€ 90
		Breakfast	€ 210	€ 400	€ 185	€ 355	€ 175	€ 335	€ 40	€ 75
		Room only	€ 180	€ 345	€ 165	€ 315	€ 155	€ 295	€ 35	€ 65
HF-B	Maximum 50 minutes by public transport ¹	Half board	€ 200	€ 380	€ 185	€ 355	€ 175	€ 335	€ 40	€ 75
		Breakfast	€ 170	€ 325	€ 155	€ 295	€ 145	€ 280	€ 35	€ 65
		Room only	€ 150	€ 285	€ 140	€ 270	€ 130	€ 250	€ 30	€ 55

¹Journey time to school (by public transport): The distance to the bus/tram stop is not included; this is usually just a 5-10-minute walk from the accommodation. Further details are available on request.

²Extra day: Early arrival between 15.00 and 20.00 on Saturday at the host family accommodation or late departure on Sunday, 12.00 at the latest (all extra days must be confirmed by F+U).

Transfer to Accommodation

Transfer to and from accommodation (to be booked by Thursday, 14.00, before the arrival or departure).

Price per person	Heidelberg central railway station ¹		Mannheim central railway station ¹		Frankfurt am Main airport ²		Stuttgart / Baden-Baden - Karlsruhe airport ²		Hahn / Strasbourg / Saarbrücken airport ²	
Distance ³	2 km		20 km		80 km		120 km / 95 km		160 km / 140 km / 160 km	
Route	One way	Both ways	One way	Both ways	One way	Both ways	One way	Both ways	One way	Both ways
1 person	€ 50	€ 90	€ 95	€ 170	€ 95	€ 170	€ 175	€ 310	€ 195	€ 345
2 people ⁴	€ 40	€ 75	€ 80	€ 140	€ 80	€ 140	€ 125	€ 220	€ 135	€ 240
3 people ⁴	€ 35	€ 65	€ 70	€ 125	€ 70	€ 125	€ 80	€ 140	€ 95	€ 170
From 4 people ⁴	€ 30	€ 55	€ 65	€ 115	€ 65	€ 115	€ 70	€ 125	€ 80	€ 140

¹Meeting point at taxi rank.

²Meet at 'meeting-point; in the arrivals hall or at the designated place.

³Distance to school.

⁴Discount only for group bookings with joint arrivals and departures.

Weekend transfers can be cancelled without charge until 15.00 local German time on the Friday before arrival or departure. Weekday transfers can be cancelled until 15.00 local German time one day before the scheduled transfer. If the cut-off day falls on a public holiday, the notice period is extended accordingly. Later cancellations cannot be accepted and the cost of the transfer will be invoiced in full.

Our airport transfer from and to Frankfurt am Main is organised on a group basis by a partner company. An individual transfer (e.g. for under 18s) by a named F+U accompanying member of staff can be arranged for a supplementary charge of €100 per journey.

Parking

Parking is available in the Concordia hall of residence's unsupervised car park for €25 per week. There is public, paid parking available in the school building (ca. €125 per month).

Guest Houses, Holiday Homes, Hotels, Youth Hostel

Administration fee: €150.

Guest houses, holiday homes: Prices on request; weekly rent depends on size, location in the city, furnishings and season; rates from €300 to €1500.

The F+U Bayerischer Hof Hotel*:** The Bayerischer Hof, one of the most tradition-steeped hotels in the city, is located on Bismarckplatz, just 150m from the school and the Old Town (single rooms from €90 per night; double rooms from €120 per night).

Hotels in all price categories are located close to the school. We can also book rooms in Heidelberg's attractively located **youth hostel**.



Halls of Residence, Apartments

Administration fee: €80; deposit: €150.

Double room bookings are only available for learners arriving together. Discount for groups of 10 people or more: 5% off the listed price.

24-7 telephone service

Booking a residence category: First, please book your preferred residence category only. Approximately two weeks before your arrival - at the latest by Monday before your arrival - we will inform you of the name of your hall of residence.

Guaranteeing a specific hall of residence: For a one-off supplement of €200 we guarantee - subject to room availability at the time of booking - allocation of your preferred hall of residence.

If the start of your course is postponed, e.g. due to a delay in issuing a visa, we reserve the right to allocate a room in a hall of residence in the same category, in which case the guarantee supplement of €200 will be fully refunded.

All halls of residence have a kitchen; Cat VI rooms have an en suite kitchen.

Cat.	Description	Halls of residence, apartments	Rent per week and per room ^{1,2}						Extra day ³ Rent per day/ room	
			1-4 weeks		5-11 weeks		From 12 weeks		SGL	DBL
I		1	€ 120	€ 180	€ 105	€ 150	€ 90	€ 130	€ 35	€ 50
II	Halls of residence in categories I-III differ in the quality of furnishings in the rooms and communal areas. Shower and WC located on the corridor. Shared kitchen.	2, 3, 4	€ 130	€ 195	€ 115	€ 165	€ 100	€ 150	€ 40	€ 60
III		4, 5, 6, 7, 8, 9, 10, 15, 16	€ 140	€ 210	€ 130	€ 195	€ 120	€ 175	€ 45	€ 65
III		Römer female-only residence (7)	One-off supplement: € 350							
IV	En suite shower and/or WC. Shared kitchen.	6, 7, 9	€ 185	€ 280	€ 165	€ 250	€ 130	€ 195	€ 50	€ 70
V	Halls of residence are located near the school in good residential areas. Shower and WC located on the corridor. Shared kitchen.	11, 12, 13	€ 225	€ 340	€ 185	€ 280	€ 140	€ 210	€ 55	€ 80
V		APO female-only residence (11)	One-off supplement: € 350							
VI	Good residential area, small apartments with 1 or 2 rooms. En suite shower, WC and kitchenette ^{4,5} .	12, 14	€ 250	€ 400	€ 210	€ 350	€ 150	€ 250	€ 60	€ 85

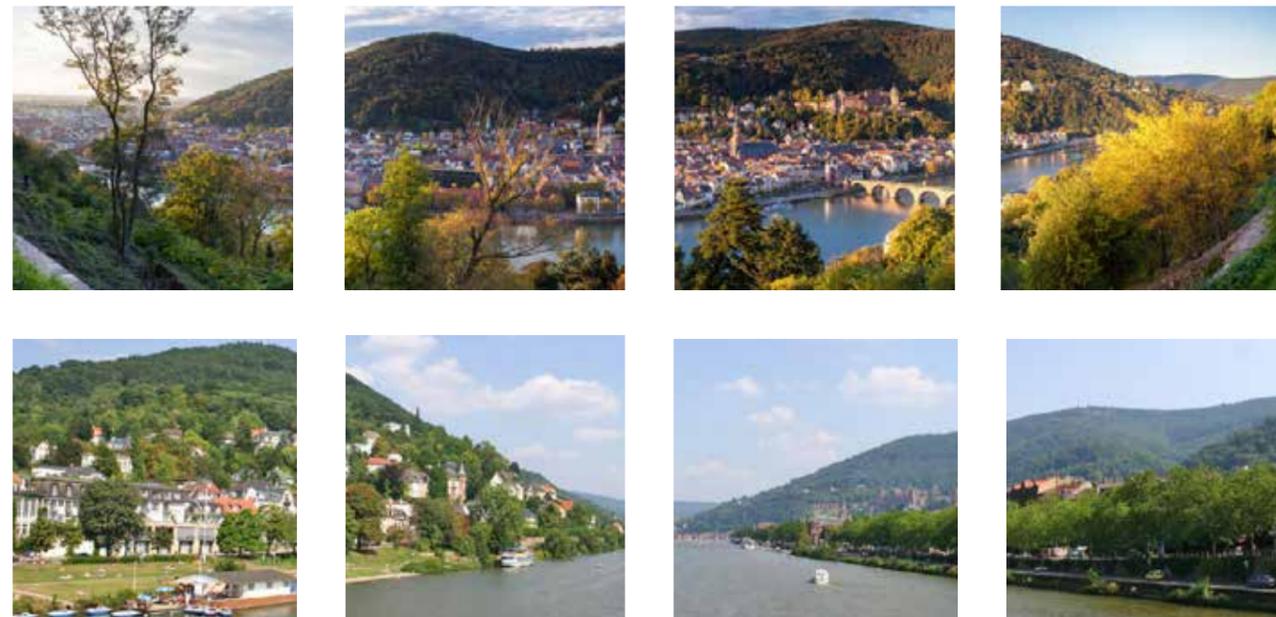
¹The respective discount applies only for advance payment of at least 5 weeks.

²The rental contract can be cancelled with a notice period of four weeks (see detailed information on page 24).

³Extra days are invoiced for arrival on Saturday or a departure on Sunday (all extra days must be confirmed by F+U).

⁴The F+U Campus residence is a new building; as of April 2016 150 apartments are available to our learners.

⁵The two-room apartments can accommodate up to four people. Supplement for a third and fourth person: €75 per person, per week.



Halls of Residence: Categories and Locations

Cat.	Serial no.	Name	District	Cat.	Serial no.	Name	District
I	1	Concordia	Südstadt	III	15	Feuerbach	Südstadt
II	2	Emmertsgrund	Emmertsgrund		16	Rhein	Rohrbach
	3	Steinhof ¹	Pfaffengrund	IV	6	Carl-Bosch	Weststadt
III	4	Schmitt	Kirchheim		7	Römer (female-only residence)	Rohrbach
	4	Schmitt	Kirchheim		9	Turner	Rohrbach
	5	Albert Fritz	Kirchheim	V	11	APO (female-only residence)	Old Town
	6	Carl-Bosch	Weststadt		12	März	Old Town
	7	Römer (female-only residence)	Rohrbach		13	Haus am Ritter	Old Town
	8	Seewiesenweg	Kirchheim	VI	12	März	Old Town
	9	Turner	Rohrbach		14	F+U Campus (residence, boarding school)	Bergheim (by railway station)
	10	Wieblingen	Wieblingen				

¹Steinhof residence: From Monday to Saturday: 100 m to the nearest bus stop; Sunday: 1 km to the nearest stop

Please note: The halls of residence are available to our learners all year round. However, due to the exceptionally high demand, we recommend booking accommodation at least four weeks in advance. During the summer, if accommodation in one category is fully booked, we reserve the right to allocate a room of the same standard in external halls of residence.

Meals

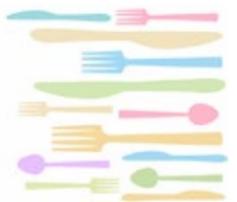
All halls of residence and apartments are equipped with a kitchen. Host families provide meals as specified in the booking.

Meals in partner restaurants (Sun-Sat) **Breakfast:** €60 per week; **lunch*:** €110 per week;

evening meal*: €110 per week (*incl. 1 soft drink)

Lunch in our school canteen (July and August only): €90 per week (Mon-Fri)

You can also have a meal for about €6 in the University of Heidelberg refectory, just ten minutes' walk from the school.



F+U Campus residence, Category VI



F+U Campus residence, Category VI



F+U Campus residence, Category VI



F+U Campus residence, Category VI



Concordia residence, Category I



Römer residence, Category III & IV



Römer residence, Category IV



Carl Bosch residence, Category III



Female-only residence APO, Category V



Wieblingen residence, Category III



Albert Fritz residence, Category III



Albert Fritz residence, Category III



F+U International Boarding School

- For young people aged 14 and over • 24-hour supervision
- Individual support • Pedagogically qualified staff
- Spacious twin rooms with own shower and WC
- Internet connection • Full, varied leisure programme
- 24/7 telephone service • Participation in language courses at the F+U Academy of Languages or school programmes at the Heidelberg Private School Centre



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- BSc Informatics and Management**
- BEng Engineering and Management***
- BA Social Pedagogy and Management***
- MA Business Management & Development**

Dual Study | Full-time Study | Distance Learning

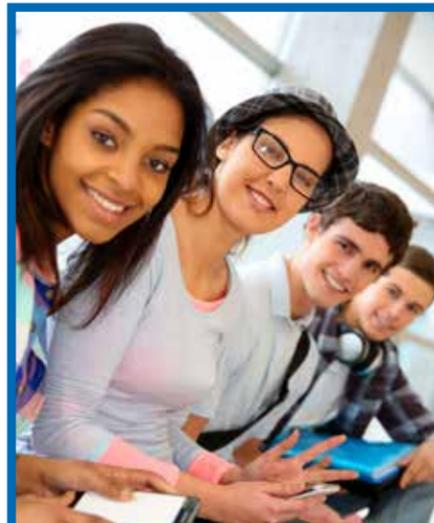
- Entry possible with basic German language skills (A2)*
- No tuition fees from the third semester of the dual study programme**
- Individual support
- Study in Germany's capital city
- Wide range of cooperation companies for the dual study programme

*In preparation **Tuition fees are usually covered by the cooperation partner

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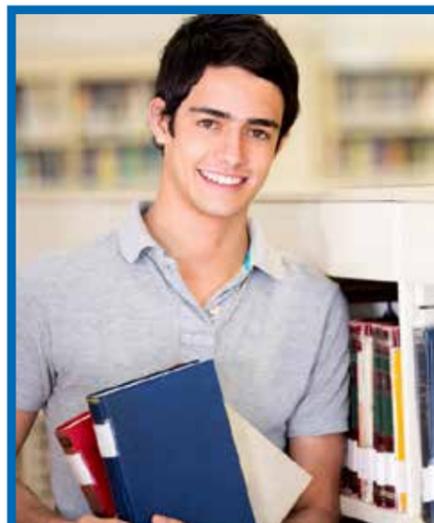
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- ★ No tuition fees from the 3rd semester*
- ★ Individual support
- ★ Entry with basic German (A2) possible
- ★ Award: state recognised bachelor combined with valuable professional experience and strong foreign language competence
- ★ Progression to one-year master's degree programme possible

*Tuition fees are usually covered by the work placement partner.

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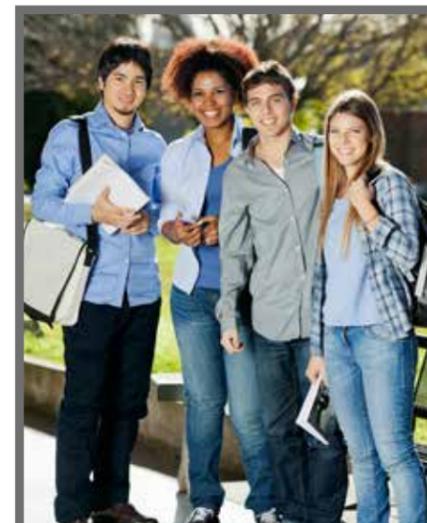


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- 36 weeks, 40 lesson hours per week • Modern campus with state-of-the-art facilities • Successful completion guarantees a degree course place at the University of Applied Sciences for Business, Technology and Culture (hwtk), Berlin

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Corporate Language Training

F+U Academy of Languages' Corporate Language Training offers bespoke language training for companies and organisations in over 20 languages, for example English, German, French, Italian, Spanish, Chinese and Russian. Thanks to their modular structure the training courses can be tailored to meet the individual needs of a sector or company department. The training courses can be held in the form of group courses, individual lessons, day seminars or weekend workshops, either in-house or at our school.

The Corporate Language Training programme includes the following modules:

- Sector-specific terminology
- Telephone communication
- Commercial correspondence, emails and reports
- Presentations
- Meetings and negotiations
- Intercultural awareness and communication
- Grammar and vocabulary

Please see page 12 for further information.

Educational Leave in Heidelberg

Course start: No. 37-42: 02.01 (Tuesday), 05.02, 05.03, 03.04 (Tuesday), 07.05, 04.06, 02.07, 06.08, 03.09, 01.10, 05.11, 03.12. Courses are recognised by the Educational Leave laws in Baden-Württemberg Rhineland-Palatinate and Hessen; further accreditations on request.

Course no.	Language	Course description	TH per week	Learners	Course times (Mon-Fri)	1 week	2 weeks
37	German as a foreign language	Acquisition of the various language competences in homogenous learning groups; levels A1 to C1	30	4-15	09:00-14:30	€ 225	€ 450
38	German as a foreign language	Combination of group and individual lessons; levels A1 to C1	40 (incl. 10 IL)	4-15	09:00-16:15	€ 500	€ 1000
39	English	Acquisition of the various language competences in homogenous learning groups; levels A2 to C1	30	4-10	09:45-15:30	€ 225	€ 450
40	English	Acquisition of the various language competences in homogenous learning groups; levels A2 to C1	40	4-10	08:00-15:30	€ 275	€ 550
41	French, Italian, Spanish	Acquisition of the various language competences in homogenous learning groups; levels A1 to B2	30	4-6	09:45-15:30	€ 450	€ 900
42	French, Italian, Spanish	Combination of group and individual lessons; levels A1 to B2	40 (incl. 10 IL)	4-6	08:00-15:30	€ 600	€ 1200

Worldwide Language Tours

A language is most effectively and most quickly learnt in the country where it is spoken.

Intensive courses for young people and adult; junior courses during the school holidays, exam preparation or educational leave; courses for personal or professional purposes – our carefully selected partner schools and their wide range of courses are bound to offer something for everyone. We organise language tours that include language courses, a stimulating excursion and leisure programme and accommodation either with host families or in student halls of residence.

Our destinations: London, Sliema, New York, Vancouver, Brisbane, Tenerife, Puerto de la Cruz, Barcelona, Madrid, Salamanca, Valencia, Playa del Carmen, Venice, Florence, Milan, Rome, Siena, Bologna, Sorrento, San Remo, Lyon, Paris, Montpellier, Nice, Lisbon, Olinda, Moscow, St. Petersburg, Shanghai, Tokyo.

Start your journey with a look at our Language Tours brochure, which introduces some of our most popular destinations.



In 2016 12,359 language learners from 109 countries took part in our language courses and language examinations.

Language course participants: 9,441

German as a foreign language	6364
English	2095
French	210
Spanish	198
Japanese	155
Chinese	128
Russian	105
Italian	91
Other languages*	95

*Arabic, Turkish, Dutch, Korean, Bulgarian, Croatian, Polish, Portuguese, Norwegian, Romanian, Greek, Finnish and more

Language exam participants: 2,918

TestDAF	1057
TOEFL®	512
Vocational College for Foreign Languages (European Secretary and more)	186
telc	238
TestAS	450
Other examinations*	475

*onSet, LCCI, TOEIC®, ECDL, in-house tests



DFL learners and their home countries: 6,364 (DFL = German as a foreign language)

China	620
Italy	475
Tunisia	450
Spain	390
Japan	375
Mexico	305
Russia	295
Turkey	295
USA	210
Israel	195
France	195
Czech Republic	165
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*Afghanistan, Albania, Algeria, Argentina, Bangladesh, Bolivia, Bosnia and Herzegovina, Chile, Congo, Costa Rica, Denmark, Dominican Republic, Ecuador, Egypt, Estonia, Ethiopia, Finland, Gabon, Guinea, Honduras, Indonesia, Iraq, Ireland, Iceland, Ivory Coast, Jordan, Kazakhstan, Kenya, Kyrgyzstan, Kosovo, Kuwait, Laos, Latvia, Lebanon, Libya, Lithuania, Luxembourg, Madagascar, Mali, Malta, Macedonia, Moldova, Mongolia, Morocco, Mozambique, Namibia, Nepal, Netherlands, Nigeria, Norway, Oman, Pakistan, Palestine, Peru, Philippines, Portugal, Senegal, Serbia, Singapore, Slovenia, Sri Lanka, South Africa, Thailand, Togo, Turkmenistan, Uganda, Uruguay, Uzbekistan, Vietnam, Zimbabwe.



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