

Terms and Conditions for Language Courses at University of the Bundeswehr Munich

1. Registration

In order to participate in a language course proper registration is required. When a class is continued, it is necessary to re-register. Registration usually is to be done via ILIAS (follow the link to our [courses in ILIAS](#)). To use ILIAS you need to have a user account at UniBwM. Should you, as a new student or employee at UniBwM, not yet have a user account, you can register by e-mail to: sprachweiterbildung@unibw.de stating your postal address in Germany, phone number, the department/institute at UniBwM you work/study at, and the e-mail address you regularly check. Please also state the name / skill level of the course you would like to attend.

Your registration is binding and requires you to pay the course fee unless you cancel your registration in due time and in proper form (see #4).

2. Course Fees

The course fee directly correlates with the number of students in a class. Occasionally, additional participants will join a class after the first lesson, or participants may also drop out after the first and before the second lesson. Therefore, the course fee is finalized once the second lesson takes place according to the number of participants at that time.

The list below serves to give an orientation on the height of course fees.

For small groups with fewer than 5 participants it is possible to arrange for a shorter duration of lessons or fewer classes per term, in order to reduce the height of the course fee per person in a particular term. This will usually be discussed in the first lesson, if necessary.

Number of participants	Course duration (per trimester)	Course fee
fewer than 5	maximum 10 x 90 minutes	Individual arrangements after registration closes.
5 – 9	9 x 90 minutes	between 65,- € and 120,- €
	10 x 90 minutes	between 75,- € and 130,- €
	10 x 120 minutes (i.e. for German courses)	between 95,- € and 170,- €
10 or more	9 x 90 minutes	60,- €
	10 x 90 minutes	65,- €
	10 x 120 Min. (i.e. for German courses)	85,- €

Please, do not inquire about the number of participants before registration closes. With your registration you agree to pay a course fee up to Euro 130,- (for courses with 120-minute lessons up to Euro 170,-) or the maximum fee as specified in the course description, if the number of participants and the duration of the course amount to this kind of fee.

For small groups with fewer than 5 participants, prices will be higher. In such cases we have exceptional regulations for cancellation (see # 4.3).

Kontakt:

Universität der Bundeswehr München ♦ Sprachenzentrum ♦ Werner-Heisenberg-Weg 39 ♦ 85577 Neubiberg
Tel: 089 / 6004-2040 ♦ FAX 089 / 6004-2240 ♦ E-Mail: sprachweiterbildung@unibw.de

3. Payment Terms

3.1 General Payment Terms

The language courses are subject to a charge. With your registration you agree to pay course fees according to the number of participants in your class.

Payment must be made by bank transfer only. No cash payments are possible.

When registration closes you will receive a confirmation of your registration wherein the number of participants and the ensuing course fee expected for your class will be quoted.

After the second lesson you will receive notification of the final course fee via e-mail (according to the provisions stated under #2). For workshops you will receive payment information within the week of the first session. With this e-mail you will be prompted to make your payment, and you will receive the necessary payment details for a bank transfer.

Payment has to be completed within five working days after being prompted. Once all payments are registered by our accounting department, receipts will be issued and handed out in class.

3.2 Refund of language course fees for employees of UniBw M

Employees of UniBw M can apply for a refund of their course fees if learning/improving their knowledge of the language of their choice is a direct and necessary asset to their work here at UniBw M.

Before the course starts the employee must acquire formal written agreement of their superior and their organizational unit's cost center manager (please use our [form](#)).

The employee will receive payment information as stated above in #3.1 and must pay the course fee by bank transfer within due time.

After the course ends the employee will bring the refund application form with the initial agreement of their superior and cost center manager to the language center in order to receive confirmation for the number of classes they attended.

Afterwards they take the form to their superior and cost center manager once more to receive final consent for the reimbursement. (Attention: Should the employee have missed classes without notifying their superior of it and without official necessity, reimbursement may be granted only partially or be entirely denied.)

Once all required signatures have been collected, the employee sends the application form to the administration "ZV I.2 (Haushalt)" in order to receive their refund to their bank account.

4. Cancellation and Missed Lessons

4.1 Regular Cancellation Regulations for General Language Courses

Up until one working day prior to the second lesson registration can be cancelled for general language courses.

- **Notice must be given via e-mail to sprachweiterbildung@unibw.de at least one working day prior to the second lesson.**
- **If notice is given after the course has started, i.e. not in due time before the 1. lesson or after participating in the first lesson, a partial course fee or processing fee of Euro 15,- is charged, respectively.**

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- **If notice is not given at least one working day before the second lesson, the full course fee will be due to be paid and no refunds can be made.**

4.2 Special Cancellation Regulations for Workshops

As workshops can last for as little as one session per trimester, cancellation without cost is only possible up until one working day prior to start of the first workshop session. This applies to workshops with any number of sessions regardless.

- **Notice must be given via e-mail to sprachweiterbildung@unibw.de at least one working day prior to the first lesson.**
- **If notice by e-mail is not given in time, the workshop fee has to be paid in full, even if you do not attend.**

4.3 Exceptional Cancellation Regulations (NOT for Workshops)

These exceptional cancellation regulations apply to general language courses only. They do not apply to workshops.

Small groups with fewer than five participants are partially exempt from the regulations stated above in # 4.1. If necessary, individual arrangements pertaining to duration and number of lessons can be made, affecting the height of the course fee per person. Such arrangements will usually be discussed during the first lesson. It is, therefore, possible to cancel your registration without any fees up until directly after the first lesson, if no agreeable solution regarding the amount of class time and the ensuing course fee can be found. In such a case it is necessary to give notice directly to the teacher **and also directly** by e-mail to sprachweiterbildung@unibw.de.

For cancellation due to any other reason the regulations as stated under # 4.1 or # 4.2 apply, respectively.

4.4 Missed Lessons / Cancelled Lessons

Should you miss a lesson, no refund or reduction of course fees is possible regardless of what caused you to miss the lesson.

Should a lesson need to be cancelled due to sickness of a teacher, an alternative date will be set up to make up for the cancelled lesson.

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