





For more than 25 years TANDEM has been specialising in modern and successful language teaching, as well as organizing language partnerships. You will find TANDEM in many interesting and attractive cities within Germany and worldwide - and naturally also in Cologne! **Our goal** is to enable people from different backgrounds to meet and understand each other.

The school is located close to the city centre in the so-called „Südstadt“, a district well-known for its lively atmosphere with many little shops, bars and restaurants. The next tram stop is at 3 minutes walking distance, close to one of the university canteens and a beautiful park with a typical German beer garden. The school itself is situated in a former monastery and consists of 8 bright and quiet classrooms on two floors, a student library with CD and DVD facilities, a small cafeteria and a beautiful garden – ideal for the breaks. We offer free internet access and WiFi for all students at school.

### Our Courses

TANDEM® Köln offers **German courses at all levels**, from Beginner to Advanced. We place a special emphasis on using efficient and creative teaching methods while remaining flexible and open to the wishes and needs of our students. Therefore, in addition to using the most professional teaching methods, the motto of our qualified teachers is: **learning German should be fun!** Small groups, communicative lessons as well as the friendly and pleasant atmosphere at our school will make it a pleasure for you to learn. And so that you come into close contact with the **German language and culture** outside the classroom, we will provide you with a full cultural programme, private accommodation with Germans and a so called Tandem: Enjoy the wide variety of cultural activities on offer, live with people from Cologne for a couple of weeks, and practise with your **Tandem partner** everything you have learned in class in an individual and real-life situation, speaking alternately in German and in your mother tongue.

Cologne is the oldest of Germany's big cities. **More than 2000 years of history** have left their mark on Cologne. And it is not only Cologne's famous cathedral - a gothic masterpiece - which bears testimony to times gone by. Numerous buildings, sculptures and gardens provide a vivid impression of the old Cologne.

**Today Cologne is a modern, lively and cosmopolitan city:** hub of trade fairs, university town and - with its many radio and television centres and over 350 film and TV production companies - the unquestionable media capital of Germany.

Furthermore, **Cologne offers pure culture!** Opera, philharmonic orchestra, important museums, a huge number of theatres and cinemas, concerts of every type, over 100 art galleries and innumerable antique dealers ... In the evenings Cologne's vibrant nightlife will tempt you with its countless clubs and trendy bars. **Highlights** of the calendar year are, above all, the wild days of revelry during the **Cologne Carnival** (February); the August **c/o pop**, one of the biggest music festivals in Germany; and, of course, the yearly Gay Pride celebration on **Christopher Street Day**, with its colourful parade (July). Discover the secrets of this fascinating city at the heart of Europe with us and students from all over the world!



### Cultural programme

The cultural program takes place on at least three afternoons/evenings a week during summer (July and August), and once a week during the rest of the year. At the end of each week we will inform you of the cultural program of the following week. Among the things we offer will be: historical tours, sports, films, nightlife, theatre and museum visits, excursions (like boat rides on the Rhine or bicycle tours to Bonn and the romantic Rhine valley), a barbecue or karaoke-party.

Although there aren't normally any activities organised for the weekends, we will always give you some advice, e.g. for daily trips to Aachen, Bonn, Düsseldorf, Frankfurt, Koblenz, Münster or weekend trips to Berlin, Munich, Amsterdam, Brussels and Paris.

### Accommodation

TANDEM® Köln has a professional accommodation service for students who wish to use it. The most popular way to live in our town is in a single room in a shared flat together with one or more „Cologners“. All TANDEM-arranged accommodation provides self-catering facilities with access to kitchen and bath or shower. On request, we can also look for a family accommodation (including breakfast or half-board):

Accommodation arrangement fee:	35 €
Maximum rent for a single room (shared flat or family):	
2 weeks	200 €
3 weeks	270 €
4 weeks	340 €
every additional week	85 €
Breakfast 40 €, half board 95 €/week in addition	
Pick-up at the airport/train station (one way)	60 €

**Special arrangements** are always possible; double rooms, small apartments or hotel accommodation are available on request. For further information, please contact the office (prices vary and are determined on an individual basis).

#### 1. Registration

Please fill in and send us the enrolment form. We will send you your confirmation and ask you for a first instalment of EUR 200 (or 50% of the total course fee in case you have to apply for a visa). A place on the course will be reserved upon receipt of the deposit at: Postbank Dortmund, 44132 Dortmund, BIC (Swift): PB NK DE FF, account no. (IBAN): DE08 440 100 460 441 801 466.

#### 2. Minimum age

Participants must be at least 16 years old. Students younger than 18 years have to send a parental consent form signed by their parents together with the enrolment.

#### 3. Days without lessons / Missed classes

There are no lessons on weekends and public holidays. Public holidays are not refundable. Classes that have not been attended by the student for personal reasons can neither be refunded nor taken at a later date.

#### 4. Terms of payment

It is the student's duty to pay the fees on time. For our intensive classes all fees must be paid by the first course day at the latest. The student is responsible for all bank fees. If the student does not attend the classes or discontinues attendance before the course ends, TANDEM® Köln has the right to demand the entire course fees as well as the whole rent payment.

#### 5. Non-implementation

In case there are exceptionally not enough registrations for any one class, the student and TANDEM® Köln may agree to compensate for the course booked with individual lessons. Students registered will be informed of offers to that effect in good time.

#### 6. Cancellation

It is possible to cancel any time before the course starts. In some cases participation in a later language course will be accepted; all arrangements have to be made in co-ordination with the enrolment office in Köln in time. A cancellation must be made in writing.

- If the cancellation order arrives at least 4 weeks before the course is to start a fee for administrative costs of EUR 100.00 must be paid. We will refund the amount paid in advance exceeding EUR 100.00.
- For a cancellation at a later date 50% of the full costs have to be paid. A booking of a substitute student can be accepted.
- If a student doesn't report to the school or discontinues a language course for reasons TANDEM Köln cannot be held responsible for, fees or parts thereof will not be refunded. Fees still open will have to be paid.

#### 7. Visa (if required)

- After the deposit of 50% of the total costs has been received, Tandem Köln will send you an original invitation to be presented at the German Consulate.
- If the visa is granted, the school requires a written re-confirmation of the booking.
- If the visa is not granted, the school requires the written rejection from the Consulate and will refund the deposit minus EUR 200 visa processing fee.

#### 8. Accommodation

Accommodation is provided only for the duration of the course. In case the student wants to stay there for more time, TANDEM® Köln reserves the right to charge a monthly fee of EUR 35.

#### 9. Data Protection

With the student's consent, their data are processed electronically. Personal data will only be used for administrative requirements and will at no time be passed on to third parties.

#### 10. Insurance

Tandem Köln assumes no responsibility in case of material or personal damages. We recommend that students effect liability, accident and health insurances.

#### 11. The court of jurisdiction

The court of jurisdiction is Cologne.