

## Information for Registration

### - Intensive courses German as a foreign language -

We are now charging a processing fee of € 50 for your first registration for our German intensive courses in Clausthal-Zellerfeld.

- You will receive a separate notice of charges with your personal reference number. Your transfer cannot be assigned without this reference number.
- After the transfer of the processing fee, please send all documents such as conditional admission to a German university and internationally valid language certificates to

[daf-beratung@vhs-goslar.de](mailto:daf-beratung@vhs-goslar.de)

Please enter your name as the subject of the e-mail.

We will request a presentation of the original documents if required.

- Only documents sent in completely will be processed. Your documents will be checked and you will be registered for a course level only after the processing fee has been credited to our account.
- The € 50 processing fee will be deducted from your first course with us. The processing fee will not be refunded, not even in the event of course cancellation, no-show or deregistration.
- A one-time rebooking of the course can be made free of charge within 12 months after payment of the processing fee.
- Absence from the course does not count as deregistration. If you cancel after the second day of the course, the full course fee has to be paid. Cancellations must be submitted in writing by email to  
[daf-beratung@vhs-goslar.de](mailto:daf-beratung@vhs-goslar.de)

Please also note our general terms and conditions (AGB) on our website [daf.vhs-goslar.de](http://.daf.vhs-goslar.de)