F+U Academy of Languages

2016

Darmstadt

Language Courses
Language Tours
Test Centre
Accommodation

www.fuu.de
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State Recognised Vocational College for Foreign Languages (Heidelberg)
Darmstadt has developed from a former ducal seat into a city of science and culture. In addition, it enjoys excellent transport connections to the nearby banking metropolis of Frankfurt and its international airport; it is also close to Wiesbaden, the capital city and political centre of the federal state of Hesse. However, Darmstadt has plenty to offer in its own right: since 1997 it has officially been known as a “city of science” thanks to its exceptionally high concentration of employment in research and development.

Over thirty scientific facilities and research companies are located in Darmstadt. The city is home to a renowned Technical University, two Universities of Applied Sciences and several private scientific and research institutes. Together they represent a variety of scientific disciplines, all of which can be debated in the Talik Chalibi-designed “darmstadtium” science and conference centre, which first opened its doors in 2007.

The city and surrounding region is also among the leading economic areas in Germany; in 2010, the European Commission cited it as one of Europe’s top ten most innovative regions. With the largest software cluster in Europe, the area is known as the “Silicon Valley of Europe”. Alongside information technology, the chemical industry, mechanical engineering and space technology form the economic focus of the region.

In terms of culture, too, Darmstadt has always led the way in innovation. Indeed, the city has a long tradition of groundbreaking and revolutionary creativity; an early example is the Mathildenhöhe artists’ colony. Founded over one hundred years ago, it established Darmstadt’s reputation as a significant and widely renowned centre of Art Nouveau.

The city caters for all cultural tastes. With several sights, including the former ducal residential palace on the Market Square, the orangery, the Rosenhöhe park, the hunting lodge and St Ludwig’s church, as well as a variety of literary, artistic and musical leisure activities, there is sure to be something for everyone. A trip to the State Theatre, to the Hessian State Museum or to the Hessian State Archives is also highly recommended.

Home to people from over 140 different countries, Darmstadt enjoys an international flair. An intercultural bureau supports this coexistence and cooperation with a wide variety of activities. Darmstadt’s international potential quickly caught the attention of the Council of European in Strasbourg, and as early as in 1975 the city was awarded the European prize for its outstanding role in promoting the concept of European unity. Since 1958, the city has maintained fifteen town-twinning partnerships and today cooperates with several other international organisations.

These strengths combine to make Darmstadt the ideal location in which to learn the German language and culture in exciting and inspiring surroundings. Local residents, too, can of course improve their foreign language skills, for example in business English, or take part in one of the many other foreign language courses.
Common European Framework of Reference for Languages (CEFR)

<table>
<thead>
<tr>
<th>CEFR Level</th>
<th>TP per Level</th>
<th>Listening</th>
<th>Reading</th>
<th>Speaking</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>160</td>
<td>A1</td>
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<tr>
<td>A2</td>
<td>160</td>
<td>A2</td>
<td>A2</td>
<td>A2</td>
<td>A2</td>
</tr>
<tr>
<td>B1</td>
<td>160</td>
<td>B1</td>
<td>B1</td>
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<td>B1</td>
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<tr>
<td>C1</td>
<td>160</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
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</tr>
<tr>
<td>C2</td>
<td>400</td>
<td>C2</td>
<td>C2</td>
<td>C2</td>
<td>C2</td>
</tr>
</tbody>
</table>

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

The results indicate that listening and reading comprehension in the TOEIC® examination.

Intensive courses: A1-B2; each 6-8 weeks, C1: minimum 8 weeks, C2: correspondingly longer.

Evening courses: ca. 6 months.

For individual lessons the number of hours required for a complete course level is reduced by ca. 50%.

**Examination**

<table>
<thead>
<tr>
<th>Language(s)</th>
<th>Description</th>
<th>2016 Dates</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOEIC®</strong></td>
<td>Test for international students, not obligatory yet</td>
<td>25.02; 23.04; 22.10</td>
<td>€ 80</td>
</tr>
<tr>
<td><strong>TOEFL®</strong></td>
<td>Internet test (A1-C1), result available worldwide on demand</td>
<td>Registration dates: See below²</td>
<td>€ 30 (surcharge of € 30 for individual dates on demand)</td>
</tr>
<tr>
<td><strong>TELC</strong></td>
<td>The European Language Certificates</td>
<td>Registration 6 weeks in advance - surcharge for short notice registrations. Dates: See below²</td>
<td>€ 180 (surcharge for express marking and individual on demand dates, on request)</td>
</tr>
<tr>
<td><strong>TELC</strong></td>
<td>The F+U Tenerife offers preparation for the DELE examination (B1-C2) at the Universidad de La Laguna</td>
<td>Registration 6 weeks in advance - surcharge for short notice registrations. Dates: See below²</td>
<td>€ 180 (surcharge for express marking and individual on demand dates, on request)</td>
</tr>
<tr>
<td><strong>TELC</strong></td>
<td>The exam is for adults wishing to enter higher education at a German-speaking university</td>
<td>Registration 6 weeks in advance - surcharge for short notice registrations. Dates: See below²</td>
<td>Individual exam: € 180 per candidate (minimum 10 candidates)</td>
</tr>
<tr>
<td><strong>TOEIC®</strong></td>
<td>The world’s most popular test of English for business purposes</td>
<td>Registration: 2 weeks in advance</td>
<td>€ 180 each (surcharge for express marking and individual on demand dates, on request)</td>
</tr>
</tbody>
</table>

**Language(s)**

- English
- German
- French
- Spanish
- Italian
- Russian

** dates**

- C1: minimum 8 weeks
- C2: correspondingly longer

**Exam Dates**

- C1: minimum 8 weeks
- C2: correspondingly longer

**Course Duration (one course level)**

A1-A2: 6 months
B1-B2: 8-10 months
C1-C2: 10-12 months

**Language Certificates**

- B1: LCCI 87-87, TOEIC® 226-550
- B2: LCCI 87-105, TOEIC® 551-785

**Other Test Centres**

- TOEFL®
- TOEIC®
- DELE
- TRKI
- DELE

**Additional Notes**

- A1-B2: each 6-8 weeks, C1: minimum 8 weeks, C2: correspondingly longer
- Listening: 180 minutes
- Speaking: 15 minutes
- Writing: 30 minutes
- Reading: 60 minutes

**Fees**

- € 10.02; 20.04; 09.06; 19.07; 20.09; 08.11
- € 175

**Test Dates**

- B1: LCCI 87-105
- B2: LCCI 551-785
- C1: LCCI 878-945
- C2: TOEIC® 551-785

**Exam Dates**

- B1: LCCI 87-105
- B2: LCCI 551-785
- C1: LCCI 878-945
- C2: TOEIC® 551-785

**Test Fees**

- € 150 (with certificate), dates on request, registration at least two weeks in advance
- C1: Test for admission to the Translator training course €90 (at our Academy in Languages in Heidelberg)

**Exam Dates**

- C1: minimum 8 weeks
- C2: correspondingly longer

**Course Duration**

A1-A2: 6 months
B1-B2: 8-10 months
C1-C2: 10-12 months

**Language Certificates**

- A1: LCCI-Preparatory, TOEIC® 10-120
- B1: LCCI-Preparatory, TOEIC® 226-550
- B2: LCCI-Preparatory, TOEIC® 551-785
- C1: LCCI-Preparatory, TOEIC® 786-945

**Other Test Centres**

- TOEFL®
- TOEIC®
- DELE
- TRKI
- DELE

**Additional Notes**

- A1-B2: each 6-8 weeks, C1: minimum 8 weeks, C2: correspondingly longer
- Listening: 180 minutes
- Speaking: 15 minutes
- Writing: 30 minutes
- Reading: 60 minutes

**Fees**

- € 10.02; 20.04; 09.06; 19.07; 20.09; 08.11
- € 175
F+U Academy of Languages

As an international test centre, the Academy of Languages stands.

Language Courses at F+U

The intensive and evening courses are offered throughout the year. Participants include employees of international companies and research institutes, such as Evonik, Esa, Schenck Roteck, Grass, gsi, Eumetax, Bionade, TU Darmstadt and many more. Since opening in 2013 we have already welcomed learners with 57 different nationalities to our language school. Thanks to our internationality, the Academy of Languages offers a unique opportunity to get to know people and their various languages and cultures, and to practise freshly learnt language skills in personal conversations.

A large range of shared student accommodation with single and double rooms and dormitories, as well as with host families, offers accommodation to learners from all over the world, all year round.

International Test Centre

As an international test centre, the Academy of Languages stands for exceptional quality in language teaching. Alongside the best-known assessments such as TestDaF (Test Deutsch als Fremdsprache), the language school offers the following examinations: TELC (The European Language Certificates), TOEIC (Test of English for International Communication), TestAS (aptitude test for international higher education applicants) and ÖhDaF (online placement test for German) as well as onSET (online placement test for English) and ECDL (European Computer Driving Licence). More examinations were in preparation at the time of going to press. Please contact our office for the latest information!

Your Reasons for Choosing F+U

- Central location: Excellent public transport connections, a two-minute walk from Darmstadt’s main railway station, directly next to the new Intercity Hotel, convenient for local public transport (two-minute walk to the bus/tram stop), classrooms renovated and modernised in 2015, lift, parking spaces.
- Long-standing experience in language teaching, goal-oriented examination preparation and organisation of language courses, state recognised Vocational College for Foreign Languages (in Heidelberg).
- Wide-ranging educational competence: F+U operates a University of Applied Sciences for Business, Technology and Culture, an International University of Cooperative Education, schools of general education and state recognised professional schools specialising in vocational and foreign language training.
- Memberships and partnerships: FaDaF (Fachschaft Deutsch als Fremdsprache); VDP (Federation of Private Schools in Germany); Eurohipod (European Hotel Diploma); DRV - German Travel Association; Istituto Italiano per gli Studi Filosofici; Olympiastützpunkt Rhein-Neckar e.V. (Olympic Training Centre); Deutsches Jugenderberbergwerk (German Youth Hostel Association).
- Year-round provision guarantee for all language courses.
- A large selection of rooms in the school’s own shared accommodation and apartments, as well as with host families, in holiday homes and in the F+U Pallas Hotel.
- Value for money.
- International Test Centre: In Darmstadt we also offer you the opportunity to take internationally recognised examinations (TELCE, TOEIC, TestAS, etc.). Additional examinations can be taken at our main learning centre in Heidelberg (TOEFL, DELF, DALF and more) and are currently in preparation for Darmstadt.
- Flexible choice of study centre: You can switch between our three main study centres - Heidelberg, Darmstadt and Berlin - at any time. There is no surcharge for advance bookings.
- Commitment to quality: A certified quality management system (DIN EN ISO9001:2008) continuously monitors our compliance with important quality standards.

General Information

- School administration opening hours:
  - Monday 08.00-19.00
  - Tuesday 08.00-16.00
  - Wednesday 08.00-16.00
  - Thursday 08.00-16.00
  - Friday 08.00-16.00

- School opening hours: Monday-Friday: 07:30-20:00; Saturday and Sunday later times during the week: on request.

- The stated prices and services are valid until the publication of a new price list.
- Only the German and English versions of the price list are authoritative. All other translations are solely intended for orientation in the respective language.
- Unless otherwise indicated, all course fees are per person and the accommodation rates are per room or apartment.
- Value Added Tax: As an education provider with charitable status, the majority of F+U’s services are exempt from VAT.
- One teaching hour (TH) = 45 minutes.
- Our class courses are professionally orientated or prepare for higher education and contribute to gaining 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 schools in Heidelberg or Berlin. Addition administration fees may apply. The application to change the school location must be made at least two weeks in advance.
- Minimum age: 16 years
- Books are not included in the course fee: German courses ca. €35 per level, English courses ca. €50 per level.
- Our courses are taught by experienced, highly qualified teachers.
- Guaranteed provision, minimum participant numbers: confirmed course = no return if the minimum number of participants (4 learners) is not reached. The booked hours of work will be reduced by 25%. To compensate, learners may join another group course in the same language.
- Public holidays: The booked course will be extended by the length of the public holiday requested in writing; written requests should be submitted to languages.da@fuu.de.
- Intensive courses: Up to 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: Unlimited; application to be received no later than Friday, 14:30, before the start of the holiday.
- Individual lessons: Limited; a minimum of four weeks’ notice (see page 17 for further regulations).
- Individual lessons, small closed groups, company training: Free cancellation of the lesson is possible until 16:00, one day before the scheduled lesson.
- Applications to change the course level or module must be received by the school administration by Thursday, 16:00, for the subsequent week.

Cultural Programme, Leisure Activities

F+U offers a varied cultural and leisure programme. The leisure programme is guaranteed subject to the following conditions: Registration and payment (where not offered free of charge) by 14:00, one day before the activity; the minimum number of participants for each activity is four people. Participants are responsible for the cost of their own food and drink.

- Regular company visits (e.g. Merck, ESCO, etc.)
- Trips to concerts and the theatre
- Museum visits
- Excursions to the German Wine Route in the nearby Palatinate
- All-day excursions to Frankfurt, Holiday Park, Strasbourg, Europa Park Rust, Rothenburg ob der Tauber
- Boat trips on the Rhine: Rüdesheim, Loreley or the Rhine in Flames (Koblenz)
- Sports activities (help finding clubs, etc.)

Free cancellation of the course is possible until two weeks before course commencement, after which the following cancellation charges apply: cancellation one week before course commencement: €20; by Friday, 12:00, before course commencement: €50; later than this notice period but before course commencement: the registration fee plus the course fee for one week/month’s course or, in the case of individual lessons, the course fee for two individual teaching hours.

Following course commencement a 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, clause 6).

Cancellation of accommodation booked through F+U is possible with four weeks’ notice (see page 17 for further regulations and also our General Terms and Conditions, clause 6).

www.fuu.de

www.fuu-languages.com
## Individual Courses

### Individual Lessons, Closed Small Groups, Company Training
- **Registration fee** (for first course): €35 (group bookings from three people: €15 per person).
- **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.
- **One teaching hour (TH)**: 45 minutes.
- **Discounts (quantity discounts)**: only for full advance payment.
- **Your benefits at a glance**:
  - No registration fee for two trial lessons (payable only from the third teaching hour).
  - Free lesson appointment cancellation, in writing, by 18:00, one day in advance (languages-da@fuu.de).
  - Lesson times: Mondays-Fridays: 08:00-20:00, Saturdays and Sundays on request (Sundays 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 a variety of countries.
- **Languages offered**: Chinese, Czech, English, French, German, Greek, Italian, Japanese, Polish, Portuguese (also Brazilian), Russian, Serbian, Spanish (further languages on request).
- **Language groups**:
  - Language group I: English, French, German, Italian, Polish, Russian, Spanish.
  - Language group II: Croatian, Czech, Greek, Portuguese (also Brazilian), Turkish.
  - Language group III: All other languages.
- **Specialist language I**: Business, literature, examination preparation, translation training.
- **Specialist language II**: Medicine, caring professions (more types of specialist language on request).
- **Discounts (quantity discounts)**: apply only for full advance payment.

### Language groups:
- **Standard Specialist I**: Grammar training, levels A1-B2 8 4-10 Thursday € 100 € 80 Every Monday.
- **Standard Specialist II**: Conversation training, from level B1 8 4-10 Monday € 80 € 60 Every Monday.
- **Module course I**: Grammar, levels A1-B2 8 4-10 Thursday € 100 € 80 Every Monday.
- **Module course II**: Specialist business language, from level B1 8 4-10 Thursday € 100 € 80 Please contact us - we will be happy to advise you!
- **Module course III**: Conversation course 8 4-10 Thursday € 120 € 100 Flexible starting dates possible with sufficient demand.

### Course Schedule

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Level</th>
<th>TH</th>
<th>Learners</th>
<th>Fee per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard German</td>
<td>Acquisition of the various language competencies in homogeneous learning groups, levels A1-C1</td>
<td>15</td>
<td>4-15</td>
<td>€ 125 € 100</td>
</tr>
<tr>
<td>Module course</td>
<td>Participation in module course I or II to complement the main course</td>
<td>24</td>
<td>4-15</td>
<td>€ 175 € 130</td>
</tr>
<tr>
<td>Grammar training, levels A1-B2</td>
<td></td>
<td>8</td>
<td>4-15</td>
<td>€ 100 € 80</td>
</tr>
<tr>
<td>Conversation training, from level A2</td>
<td></td>
<td>8</td>
<td>4-15</td>
<td>€ 100 € 80</td>
</tr>
</tbody>
</table>

### Evenings Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Type</th>
<th>Level</th>
<th>TH</th>
<th>Learners</th>
<th>Fee per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Standard English</td>
<td>Acquisition of the various language competencies in homogeneous learning groups, levels A2-C1</td>
<td>8</td>
<td>4-10</td>
<td>€ 60 € 60</td>
</tr>
<tr>
<td>7</td>
<td>Module course</td>
<td>Participation in module course I, II or III to complement the main course</td>
<td>16</td>
<td>4-10</td>
<td>€ 130 € 110</td>
</tr>
<tr>
<td>8</td>
<td>Specialist business language, from level B1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Conversation course</td>
<td>Specialisation in levels A2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Preparation for the TOEFL® exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Course Schedule

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Level</th>
<th>TH</th>
<th>Learners</th>
<th>Fee per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard English</td>
<td>Acquisition of the various language competencies in homogeneous learning groups, levels A2-C1</td>
<td>8</td>
<td>4-10</td>
<td>€ 60 € 60</td>
</tr>
<tr>
<td>Specialist business language, from level B1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conversation course</td>
<td>Specialisation in levels A2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation for the TOEFL® exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Calendar

- **Start for complete beginners**: 04.01, 01.02, 07.03, 04.04, 02.05, 06.06, 04.07, 01.08, 05.09, 04.10, 07.11, 05.12

### Other Information

- **Registration fee** (for first course): €35 (group bookings from three people: €15 per person).
- **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.
- **The course fee discount** applies only to advance payments for a minimum of 4 months.
- **Learning materials**: Two books per course level (German ca. €35, English ca. €50); the books can 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 (main course or module course).
- **Lessons missed due to public holidays** will be made up.
- **For further information/regulations please see General Information, pages 8/9.

### English

- **TOEFL® preparation**
- **Preparation for the TOEFL® exam, from level B1**
- **Preparation for the TOEFL® exam, from level B1**

### German as a Foreign Language

- **Placement test, progress tests**
- **Internet access/Wi-Fi**, **computer room**, **certificate of participation, documentation for authorities**, **student ID card**, **organisation of language tandems**.
- **The lesson progression and content are tailored to your requirements**.
- **No registration fee for two trial lessons** (payable only from the third teaching hour).
- **Free lesson appointment cancellation**, in writing, by 18:00, one day in advance (languages-da@fuu.de).
- **Lesson times**: Mondays-Fridays: 08:00-20:00, Saturdays and Sundays on request (Sundays 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 a variety of countries**.
- **Languages offered**: Chinese, Czech, English, French, German, Greek, Italian, Japanese, Polish, Portuguese (also Brazilian), Russian, Serbian, Spanish (further languages on request).
- **Discounts (quantity discounts)**: apply only for full advance payment.
- **Your benefits at a glance**:
  - No registration fee for two trial lessons (payable only from the third teaching hour).
  - Free lesson appointment cancellation, in writing, by 18:00, one day in advance (languages-da@fuu.de).
  - Lesson times: Mondays-Fridays: 08:00-20:00, Saturdays and Sundays on request (Sundays 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 a variety of countries.
- **Language groups**:
  - Language group I: English, French, German, Italian, Polish, Russian, Spanish.
  - Language group II: Croatian, Czech, Greek, Portuguese (also Brazilian), Turkish.
  - Language group III: All other languages.
  - Specialist language I: Business, literature, examination preparation, translation training.
  - Specialist language II: Medicine, caring professions (more types of specialist language on request).

### Registration 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.
- **The course fee discount** applies only to advance payments for a minimum of 4 months.
- **Learning materials**: Two books per course level (German ca. €35, English ca. €50); the books can 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 (main course or module course).
- **Lessons missed due to public holidays** will be made up.
- **For further information/regulations please see General Information, pages 8/9.**
### Intensive Courses

- Registration fee (for first course): €35 (group bookings from three people: €15 per person).
- Free services: Placement test, progress tests, Internet access/Wi-Fi, computer room, certificate of participation, documentation for authorities, student ID card, organization of language tandems.
- Discounts: apply only to advance payment of at least three/twelve weeks; advance payment full is required for the Academic Year.
- Admission requirement: Evidence of the higher education admission qualification in the learner’s home country.
- 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 (main course, module course or evening course).
- Public holidays: (no lessons) 01.01; 25.03; 28.03; 01.05; 25.05; 16.05; 26.05; 03.06; 25.12; 26.12 (missed lessons can be made up by participating in module or evening courses, provided a written request for compensatory lessons is received no later than 14:30, one day in advance). All language courses are professionally orientated or prepare for higher education, and contribute to gaining an internationally recognized language certificate.
- For further information/regulations please see General Information, pages 8/9.

#### German as a Foreign Language

**Course start:** Every Monday throughout the year; start for learners without prior knowledge of the language: 04.01, 01.02, 07.03, 04.04, 02.05, 06.06, 04.07, 01.08, 08.09, 04.10, 01.11, 05.12.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Type</th>
<th>Course Description</th>
<th>TH/ wk</th>
<th>Learners</th>
<th>Course Times (Mon-Fri)</th>
<th>Flexible Duration (Fee per week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Main course</td>
<td>Standard Ger- man/DaF</td>
<td>20</td>
<td>4-15</td>
<td>09:00-12:15</td>
<td>€ 140 € 125 € 105 € 2500</td>
</tr>
<tr>
<td>14</td>
<td>Main course</td>
<td>Participation in module course II-III to complement the main course</td>
<td>20 × 1</td>
<td>4-15</td>
<td>09:00-12:15 13:00-14:30</td>
<td>€ 180 € 160 € 135 € 3250</td>
</tr>
<tr>
<td>15</td>
<td>Main course</td>
<td>Combination of group and individual lessons</td>
<td>20 × 10</td>
<td>4-15</td>
<td>08:00-08:45 09:00-12:15 13:00-14:30</td>
<td>€ 330 € 300 € 290 € 7125</td>
</tr>
<tr>
<td>16</td>
<td>Module course</td>
<td>Grammar training, levels A1-B2</td>
<td>10</td>
<td>4-15</td>
<td>13:00-14:30</td>
<td>€ 100 € 75 € 50  -</td>
</tr>
<tr>
<td>17</td>
<td>Module course</td>
<td>Conversation training, from level B1</td>
<td>10</td>
<td>4-15</td>
<td>13:00-14:30</td>
<td>€ 100 € 75 € 50  -</td>
</tr>
<tr>
<td>18</td>
<td>Module course</td>
<td>Exam preparation, from level B2</td>
<td>10</td>
<td>4-15</td>
<td>13:00-14:30</td>
<td>€ 100 € 75 € 50  -</td>
</tr>
<tr>
<td>22</td>
<td>Educational Leave I</td>
<td>Language course in accordance with the Educational Leave laws of the federal states Hesse and Rhineland-Palatinate, levels A1-C1</td>
<td>20 × 10</td>
<td>4-15</td>
<td>09:00-12:15 13:00-14:30</td>
<td>€ 200 € 390 Maximum 2 weeks</td>
</tr>
<tr>
<td>23</td>
<td>Educational Leave II</td>
<td>Leave laws of the federal states Hesse and Rhineland-Palatinate, levels A1-C1</td>
<td>20 × 10</td>
<td>4-15</td>
<td>09:00-12:15 13:00-16:15</td>
<td>€ 400 € 780 Maximum 2 weeks</td>
</tr>
</tbody>
</table>

#### English

**Course start:** Flexible starting dates with sufficient demand. It is possible to join existing courses every Monday. Please contact us - we will be happy to advise you.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Type</th>
<th>Course Description</th>
<th>TH/ wk</th>
<th>Learners</th>
<th>Course Times (Mon-Fri)</th>
<th>Flexible Duration (Fee per week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Main course</td>
<td>Standard English</td>
<td>15</td>
<td>4-10</td>
<td>09:45-12:15</td>
<td>€ 125 € 100 € 90</td>
</tr>
<tr>
<td>30</td>
<td>Main course</td>
<td>Participation in a module course to complement the main course, levels A1-C1</td>
<td>30</td>
<td>4-10</td>
<td>09:45-12:15 13:00-15:30</td>
<td>€ 190 € 180 € 160</td>
</tr>
<tr>
<td>32</td>
<td>Module course</td>
<td>Conversation course</td>
<td>15</td>
<td>4-10</td>
<td>13:00-15:30</td>
<td>€ 125 € 100 € 90</td>
</tr>
<tr>
<td>33</td>
<td>Module course</td>
<td>Specialist business English, from level A2</td>
<td>15</td>
<td>4-10</td>
<td>13:00-15:30</td>
<td>€ 125 € 100 € 90</td>
</tr>
<tr>
<td>34</td>
<td>TOEFL® preparation</td>
<td>Preparation for the TOEFL® exam, from level B1</td>
<td>15</td>
<td>4-8</td>
<td>13:00-15:30</td>
<td>€ 175 € 150 € 125</td>
</tr>
<tr>
<td>35</td>
<td>Educational Leave I</td>
<td>Language course in accordance with the Educational Leave laws of the federal states Hesse and Rhineland-Palatinate, levels A2-C1</td>
<td>30</td>
<td>4-10</td>
<td>09:45-12:15 13:00-15:30</td>
<td>€ 225 Maximum 2 weeks</td>
</tr>
<tr>
<td>36</td>
<td>Educational Leave II</td>
<td>Language course in accordance with the Educational Leave laws of the federal states Hesse and Rhineland-Palatinate, levels A2-C1</td>
<td>40</td>
<td>4-10</td>
<td>08:00-09:30 09:45-12:15 13:00-15:30</td>
<td>€ 275 Maximum 2 weeks</td>
</tr>
</tbody>
</table>

### Special Programmes

#### Lessons on Tour

The Academy of Languages offers its intensive German as a Foreign Language courses in three locations: Berlin, Darmstadt and Heidelberg. At no extra charge, you can take your language course at all the different 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 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).

#### Compact Courses / Educational Leave

**Registration fee** (for first course): €35

**Course start:** Please contact us.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Language</th>
<th>Course Description</th>
<th>TH/wk</th>
<th>Learners</th>
<th>Course Times (Mon-Fri)</th>
<th>1 week</th>
<th>2 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>German as a foreign language</td>
<td>Acquisition of the various language competences in homogenous learning groups, levels A1-C1</td>
<td>30</td>
<td>4-15</td>
<td>09:00-14:30</td>
<td>€ 200</td>
<td>€ 390</td>
</tr>
<tr>
<td>38</td>
<td>German as a foreign language</td>
<td>Combination of group and individual lessons, levels A1-C1</td>
<td>30 × 10 IL</td>
<td>4-15</td>
<td>09:00-16:15</td>
<td>€ 400</td>
<td>€ 780</td>
</tr>
<tr>
<td>39</td>
<td>English</td>
<td>Acquisition of the various language competences in homogenous learning groups, levels A2-C1</td>
<td>30</td>
<td>4-10</td>
<td>09:45-15:30</td>
<td>€ 225</td>
<td>€ 440</td>
</tr>
<tr>
<td>40</td>
<td>English</td>
<td>Acquisition of the various language competences in homogenous learning groups, levels A2-C1</td>
<td>40</td>
<td>4-10</td>
<td>09:45-15:30</td>
<td>€ 275</td>
<td>€ 525</td>
</tr>
</tbody>
</table>

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

#### À la Carte Courses (Sport, Music and more)

Parallel to our intensive courses, and in cooperation with local sports clubs, associations and music schools, we organise various special courses.

**Selected courses:** Football, handball, table tennis, tennis, basketball, field hockey, ice hockey, rugby, swimming and other sports, music-lessons and flossary. 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, all that is normally required is a small monthly fee payable to the sports club. **Administration fee:** €200

### 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 at a German university. The service includes orientation help in the selection of suitable universities/subjects, assistance with up to four university applications and the correction of letters of motivation and CVs. **Participation requirement:** Evidence of the 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 who require provisional admission for their visa application. We check the application documents for the learner and assist with the preparation of up to four 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 this 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:** €350 (plus any applicable processing fees charged by the respective university).
Special Programmes

Preparation for the Feststellungsprüfung (university entrance qualification)
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 (aptitude test for admission to a German university).

Subjects: Suitable for 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: 12-24; Admission requirements: Anabin result ‘Studienkolleg’ and a minimum of B1-level German and A1-level English

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

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

Accommodation rates are based on a room in price category I. Detailed information on our comprehensive range of accommodation is available on request and in our Heidelberg school’s current brochure.

Service | Fee | Th/Fr | Course Times (Mon-Fri) | Learners | Duration | German Level | Start/Dates
--- | --- | --- | --- | --- | --- | --- | ---
Preparatory seminar | € 8500 | 40 | 09:00-16:30 | 12-24 | 36 weeks | From B1 level | 01.02.2016; 05.09.2016
Preparatory seminar + Single room | € 11740 | 40 | 09:00-16:30 | 12-24 | 36 weeks | From B1 level | 01.02.2016; 05.09.2016
Preparatory seminar + Double room | € 10840 | 40 | 09:00-16:30 | 12-24 | 36 weeks | From B1 level | 01.02.2016; 05.09.2016
Feststellungsprüfung | Ca. € 650 | | | | C1 level | Usually June and November

ECDL - European Computer Driving Licence

F+U is a test centre for the European Computer Driving Licence (ECDL). The ECDL and ICDL (International Computer Driving Licence) are internationally recognised (test centres in 146 countries).


ECDL fees: Examination: €30/module; Skills Card: €50 (successfully completed modules are entered onto the card).

Schedule: The examination for individual modules can be taken on demand.

Lessons in large groups: We will be pleased to provide a special quotation.

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

<table>
<thead>
<tr>
<th></th>
<th>1 person</th>
<th>2 people</th>
<th>3 people</th>
<th>4 people</th>
<th>5 people</th>
<th>6 people</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9 TH</td>
<td>€ 30</td>
<td>€ 32</td>
<td>€ 36</td>
<td>€ 39</td>
<td>€ 40</td>
<td>€ 42</td>
</tr>
<tr>
<td>10-19 TH</td>
<td>€ 28</td>
<td>€ 30</td>
<td>€ 33</td>
<td>€ 38</td>
<td>€ 38</td>
<td>€ 40</td>
</tr>
<tr>
<td>20-99 TH</td>
<td>€ 26</td>
<td>€ 28</td>
<td>€ 30</td>
<td>€ 34</td>
<td>€ 36</td>
<td>€ 38</td>
</tr>
<tr>
<td>From 100 TH</td>
<td>€ 25</td>
<td>€ 27</td>
<td>€ 29</td>
<td>€ 32</td>
<td>€ 34</td>
<td>€ 36</td>
</tr>
</tbody>
</table>
You can find a list of our shared accommodation (updated daily) at: www.fuu-darmstadt-languages.com/unterkunft_in_darmstadt.

**General Information**

All our shared apartments have shared kitchens. Bathrooms are shared with other residents in the apartment. Wi-Fi and coin-operated washing machines or nearby launderettes are available. The rates for our shared accommodation and apartments are calculated to take into account location (distance to school, attractiveness of the district) and the furnishing/appropriateness of the accommodation. In all cases, please bear in mind that all our accommodation has a “student” character, including accommodation in higher categories.

**Arrival and Departure**

- **Move in:** Sunday (10:00-22:00); move out: Saturdays (08:30 - 12:00).
- **Please advise us no later than Thursday, 19:00, either by telephone or by email (languages.da@fuu.de), of your exact arrival time. If you inform us any later, we will not be able to guarantee the key handover at your preferred time.**
- **If you would like to move in on Saturday (no later than 22:00) or leave on Sunday, you will be charged accordingly at the extra day rate.**
- **In case of delay, please call the emergency number for the key handover, or your host family.**

**Use of Wi-Fi, Computers and Internet**

- Wi-Fi is available in most residences and shared apartments. We offer internet access free of charge. German Internet Law must be observed.
- You are able to use our computers with internet access free of charge. Wi-Fi is also available.

**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. Communal areas, kitchens and bathrooms are to be kept clean. They are additionally cleaned once a week by F+U.

**Laundry**

- **Host family accommodation:** Free use of the washing machine once or twice a week.
- **Shared apartment:** A washing machine and coin-operated dryer are available.
- **Bed linen, towels:** Bed linen is provided on arrival; please bring your own towels.

**House Rules (Excerpt)**

- **Smoking:** is prohibited for rooms in our shared accommodation and apartments.
- **Kitchens and bathrooms must be left clean after use - crockery must be washed up and surfaces wiped down**.
- **The night-time quiet period from 22:00 to 06:00 is protected by law** (federal state emissions regulations). During this time all residents must limit any noise to a low level.
- **Visitors are permitted in our shared accommodation and apartments until 23:00 only.** If you would like to invite friends to stay overnight, permission must be obtained in advance from the accommodation administration. Over-night stays cost €10 per person. Overnight stays without advance agreement will incur a fine of at least one week’s rent.
- **Infringements of house rules may incur a fine; for repeated infringements 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 accept liability for their guests.**
- **In host family accommodation the host’s own house rules apply.**

**Kitchen Utensils**

Cooking utensils, cutlery and crockery can be hired for a fee of €40 plus a service charge of €10. (The fee is refunded upon the return of complete and clean sets.)

**Meals**

Our accommodation is equipped with shared kitchens. Host families provide meals as specified in the booking.

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**Extending, Changing or Cancelling Accommodation (Shared accommodation, apartments, host families)**

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

We apply the following administration charges for short-notice extension applications:

- **Up to two weeks before contract expiry:** €25
- **Less than one week before contract expiry:** €50

It is not possible to guarantee the extension of a rental contract. If, despite compliance with the four-week notice period, all rooms in the current accommodation have already been reallocated, we guarantee the availability of a room in an alternative accommodation. On this occasion, the fee for changing accommodation will be waived.

**Changing accommodation (at own request):** €50

Termination of rental contract: If the contractual partners conclude a rental contract for a fixed period, in other words for a specified duration, there is no provision for an early ordinary cancellation of the rental contract (§ 542 II BGB, German Civil Code). As a gesture of goodwill, F+U permits the cancellation of the rental contract with a notice period of four full rental weeks (Sunday to Saturday). In this case, a cancellation charge of €50 will apply, and rent paid in advance will be refunded. Notice of cancellation must be given in writing and submitted to the administration office during office opening hours.

**Transfer**

You can take the direct “Airliner” bus between Frankfurt airport and Darmstadt’s main railway station (duration: approx. 30 minutes). In addition, we offer a transfer service.

**Table: Rates**

<table>
<thead>
<tr>
<th>Distance</th>
<th>Route</th>
<th>Outward</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 km</td>
<td>€ 80</td>
<td>€ 60</td>
<td>€ 60</td>
</tr>
<tr>
<td>1 to 4 km</td>
<td>€ 85</td>
<td>€ 65</td>
<td>€ 65</td>
</tr>
<tr>
<td>5 to 10 km</td>
<td>€ 90</td>
<td>€ 70</td>
<td>€ 70</td>
</tr>
<tr>
<td>11 to 15 km</td>
<td>€ 95</td>
<td>€ 80</td>
<td>€ 85</td>
</tr>
<tr>
<td>16 to 35 km</td>
<td>€ 100</td>
<td>€ 90</td>
<td>€ 90</td>
</tr>
</tbody>
</table>

*Discounts apply only for group bookings and joint arrivals and/or departures.*
### Prices for Shared Accommodation

- **Administration fee:** €75
- **Deposit:** €100
- **Bookings for double rooms and dormitories** are only available for learners arriving together.
- **Discount for 10 or more people:** 5% of the listed rental price.

**Booking a residence category:** First, please book the preferred residence category only. About two weeks before your arrival - at the latest on the 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 €100 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 guarantee supplement of €100 is refunded in full.

**Dormitories:** A limited number of dormitory rooms (3-4 beds) is available in category I: €50-70 per bed per week, depending on the length of the booking.

<table>
<thead>
<tr>
<th>Category</th>
<th>Distance from School</th>
<th>Short Description</th>
<th>Rent per Week/Room</th>
<th>Rent per Day/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1-10 km from the school</td>
<td>Categories are based on the furnishing of the room and shared areas as well as on the attractiveness of the district. Larger residences with shared bathroom, WC and kitchen.</td>
<td>€120</td>
<td>€170</td>
</tr>
<tr>
<td>II</td>
<td>1-10 km from the school</td>
<td>Categories are based on the furnishing of the room and shared areas as well as on the attractiveness of the district. Larger residences with shared bathroom, WC and kitchen.</td>
<td>€130</td>
<td>€185</td>
</tr>
<tr>
<td>III</td>
<td>1-10 km from the school</td>
<td>Categories are based on the furnishing of the room and shared areas as well as on the attractiveness of the district. Larger residences with shared bathroom, WC and kitchen.</td>
<td>€140</td>
<td>€200</td>
</tr>
<tr>
<td>IV</td>
<td>1-10 km from the school</td>
<td>Categories are based on the furnishing of the room and shared areas as well as on the attractiveness of the district. Larger residences with shared bathroom, WC and kitchen.</td>
<td>€195</td>
<td>€275</td>
</tr>
<tr>
<td>V</td>
<td>1-10 km from the school</td>
<td>Categories are based on the furnishing of the room and shared areas as well as on the attractiveness of the district. Larger residences with shared bathroom, WC and kitchen.</td>
<td>€275</td>
<td>€385</td>
</tr>
</tbody>
</table>

#### Extra Day

- **3 Extra day:** For an early arrival on Saturday (no later than 22:00) or a departure on Sunday. (All extra days require confirmation by F+U.)

**Deposit:**

- **Administration fee:** €75; in various price categories are located near the school.

**Quotation on request:** The weekly rent is between €300 and €1,500, depending on size, location, furnishings and season. Hotels in various price categories are located near the school.

### Guest Houses, Holiday Homes, Hotels

**Administration fee:** €100, **Guest houses, holiday homes:** Quotation on request: The weekly rent is between €300 and €1,500, depending on size, location, furnishings and season. Hotels in various price categories are located near the school.

### Host Family Accommodation

**Administration fee:** €75, **Deposit:** €100. You will be advised of the name and address of the host family one week before moving in.

### Host Family Accommodation Prices and Details

<table>
<thead>
<tr>
<th>Cat.</th>
<th>Distance to School</th>
<th>Meals</th>
<th>1-2 weeks</th>
<th>3-11 weeks</th>
<th>From 12 weeks</th>
<th>Extra Day*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>SGL DBL</td>
<td>SGL DBL</td>
<td>SGL DBL</td>
<td>SGL DBL</td>
</tr>
<tr>
<td>HF-A</td>
<td>2-30 minutes by public transport*</td>
<td>Half board</td>
<td>€250</td>
<td>€495</td>
<td>€210</td>
<td>€400</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Breakfast</td>
<td>€210</td>
<td>€400</td>
<td>€185</td>
<td>€355</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room only</td>
<td>€180</td>
<td>€345</td>
<td>€165</td>
<td>€315</td>
</tr>
<tr>
<td>HF-B</td>
<td>Maximum 50 minutes by public transport*</td>
<td>Half board</td>
<td>€200</td>
<td>€380</td>
<td>€185</td>
<td>€355</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Breakfast</td>
<td>€170</td>
<td>€325</td>
<td>€155</td>
<td>€295</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room only</td>
<td>€150</td>
<td>€285</td>
<td>€140</td>
<td>€270</td>
</tr>
</tbody>
</table>

*Some host families offer full board for a supplement of €75 per week (packed lunch with a drink).

**Journey time to school (by public transport):** The distance between the accommodation and the bus/rail stop is not included; this is usually just a 5-10-minute walk.

**Extra day:** For an early arrival on Saturday (no later than 22:00) or a departure on Sunday. (All extra days require confirmation by F+U.)

### College for Foreign Languages

**State Recognised Vocational College for Foreign Languages**

**Full-Time Training Programmes in Heidelberg**

<table>
<thead>
<tr>
<th>Course / Language(s)</th>
<th>Fee</th>
<th>Duration</th>
<th>Start</th>
<th>TH / week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Translator (state recognised)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English, French or Spanish</td>
<td>€3150</td>
<td>6 months</td>
<td>(650 TH)</td>
<td>35</td>
</tr>
<tr>
<td><strong>Translator (IHK certified)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian, Polish, Russian, Portuguese, Turkish and more</td>
<td>€6600</td>
<td>300 LI*</td>
<td>Any time</td>
<td>By arrangement</td>
</tr>
<tr>
<td><strong>Multilingual Correspondence Clerk</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>European Secretary + 4th language</td>
<td>€9900</td>
<td>2 years</td>
<td>March/ September</td>
<td>40</td>
</tr>
<tr>
<td>English and French or Spanish, Arabic, Chinese, German, Italian, Japanese, Polish, Russian or Turkish</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>European Secretary (three languages)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English + French + Spanish</td>
<td>€7700</td>
<td>2 years</td>
<td>March/ September</td>
<td>35</td>
</tr>
<tr>
<td><strong>Foreign Language Correspondence Clerk (three languages)</strong></td>
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<tr>
<td>English and French or Spanish, Arabic, Chinese, German, Italian, Japanese, Polish, Russian or Turkish</td>
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<tr>
<td><strong>Foreign Language Correspondence Clerk (two languages)</strong></td>
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<tr>
<td>English and French or Spanish, Arabic, Chinese, German, Italian, Japanese, Polish, Russian or Turkish</td>
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<tr>
<td><strong>Foreign Language Correspondence Clerk (one language)</strong></td>
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<tr>
<td>English</td>
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*Preparation for the Translator qualification (IHK) takes place in individual lessons.

**The March course start is only possible for the state recognised languages. English, French, Japanese and Spanish.**

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

The following languages are state recognised: English, French, Japanese, Russian and Spanish. For all other languages we recommend the following examinations: IHK = Chamber of Trade and Commerce, Textstaff (German). Detailed information is available on request and can also be found in our Foreign Language Professions and Translator brochures.

For further details, please contact F+U International Language College, Darmstadt, Germany.
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www.fuu-darmstadt-languages.com

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