

PERSONAL DETAILS

☐ Mr ☐ Ms ☐ Other: _____

First Name: _____

Address: _____

Date of Birth: ____/____/____

Nationality: _____

Surname: _____

Phone: _____

Email: _____

Place of Birth: _____

Mother Tongue: _____

COURSE

Course Name: _____

Day: _____ Course Fee: \$ _____

- ☐ a student in full time education (my student ID attached)
- ☐ registered unemployed (proof attached)
- ☐ retired (65 years of age or over)

PREVIOUS KNOWLEDGE OF GERMAN

- ☐ I am a complete beginner
- ☐ I have attended a course before:
level: _____ year: _____

- ☐ I have some previous knowledge but have no formal classroom experience. Please give a brief description: _____
- _____
- _____
- _____

PAYMENT

- ☐ Ecocash
- ☐ Bank Transfer
- ☐ Cash

I HAVE READ AND ACCEPTED THE TERMS AND CONDITIONS (see back page)

Signature: _____ Date: ____/____/____

HOW TO ENROL

Beginners and students who have attended classes in the last semester: may enrol by post, phone or in person (during office hours).

New students who have some previous knowledge of the language: are offered a placement test. You will find the enrolment times in our language brochure or on our website. If possible, please enroll in person. Please enroll in time as places will be allocated on a first come, first served basis

LANGUAGE OFFICE

- Evening: 1730hrs-1930hrs
- Weekdays: 0800hrs-1600hrs
- Weekend: 1630hrs-1900hrs

TERMS AND CONDITIONS

General Requirements

With the exception of our courses for secondary school students, all our courses are designed for learners aged 18 years and over. A teaching unit consists of 45 minutes. Teachers may be changed when necessary during the term. There will be no classes on Zimbabwean public holidays.

Terms of Payment

The payment of the course fee is due on enrolment. Early enrolment is advisable as places are limited. Places are only guaranteed once payment has been received. We accept any form of payment be it cash or electronic payment using the bank rate of that particular day.

Bank Details

2191 4558212 First Capital Bank
Ruth Mazinyani

Course Fees

The contractually binding fee is the fee stated in the price list current at the time of enrolment. Unless stated otherwise, course books are not included in the course fee and must be purchased separately.

Course Level Assignment/Class Size

Assessment of course level is based on the assessment test conducted prior to enrolment. Our courses have generally a maximum of 18 participants. We reserve the right to cancel or postpone a course. In such circumstances we will offer the participants the opportunity to move to another course or to receive a full refund of the course fee. Courses with less than 10 students may take place with a 10% reduction in teaching units.

Change of course

Transfers to another course level can be considered in the first three weeks after the commencement of the course after consultation with your class teacher. He/she will advise you on which class to move to.

Cancellations and Refunds

The following conditions apply if the course participant is unable to take part in the course: In case of cancellation up to three days prior to the start of the course the course fee paid is refunded, less an administrative fee of \$25. No refunds can be given thereafter. Cancellations must be submitted in writing. If Babbel Language Center cancels a course, the full course fee paid will be refunded. The Babbel Language Center reserves the right to terminate all language class contracts at its discretion. Exam fees are refundable if cancellations are received at least 1 week prior to the examination date, less an administrative fee of \$25. No refunds can be issued after that. All changes must be made in writing. In the event of a Covid-19 lock-down request from government or a whole class quarantine request from public health authorities, your classes will be moved online for the period of the disruption. Refunds are not possible.

Complaints procedure

In the event of a complaint, please submit same in written form to the Babbel Language Center.

Liability of Babbel Language Center

The liability of the Babbel Language Center and its staff is limited to intent and gross negligence. The Babbel Language Center also accepts no liability for the cancellation of its services due to force majeure (e.g. natural disasters, fire, floods, war, official orders and all other circumstances beyond the control of the contractual parties).

DECLARATION OF CONSENT

In executing my signature below, I consent to the transmission and storage by **BLC** of my personal data ("data") provided under the terms of my registration and in conjunction with the performance of future agreements to its headquarters in Harare, Zimbabwe and there to combine in its central customer database said data with any other of my personal data previously provided and stored there, if applicable.

Furthermore, I consent to the use of my data by BLC not only for performing the contractual agreement, but also for the purposes of market research, advertising and marketing associated with the range of services offered by BLC and, in particular, for providing relevant advertisements or surveys ("Information"), e.g., new courses offered by BLC to me at the contact address I have either by post or request provided, -- at my special also by telephone, email or text message.

Data concerning examinations I have taken may also be transmitted to BLC Headquarters for storage and use in the central examination archives (for a maximum period of 10 years) for replacement certificates, as required.

Babbel Language Center will not use my Data for any other purpose than those specified in this consent agreement or provide any Data to a third party, unless there is a reasonable suspicion of abuse concerning the Data.

I agree with terms and conditions stated above.

Signature _____

Date: ____/____/____