

GERMAN COURSES

FOR ADULTS 16+ IN
VIENNA AND ONLINE

&

SUMMER COURSES

FOR YOUNG PEOPLE
12-17 AND 16-19
IN VIENNA

2024
2025

AGENTS' MANUAL

WELCOME

TO ACTILINGUA ACADEMY



Dr. Mitar Pitzek,
School Owner

Three Premium School Locations in Vienna, Austria

MODERN YEAR-ROUND SCHOOL IN VIENNA FOR ADULTS 16+

- **Experience and Excellence:**
Benefit from over 30 years of expertise as a leading institution in teaching German as a foreign language.
- **Prime Location:**
Centrally located in Vienna's prestigious embassy district, right next to the stunning Schloss Belvedere. The city center, Stephansplatz, is just a 15-minute ride away by public transport.
- **Historic Charm with Modern Comforts:**
Our Art Nouveau building is partly air-conditioned, providing a perfect blend of historic charm and modern amenities.
- **Bright and Friendly Classrooms:**
Enjoy our bright, modern, and well-furnished classrooms with free WiFi.
- **Additional Summer Facilities:**
During the summer, we offer 10+ extra classrooms and sports grounds at our Sacré Coeur campus next door.
- **Student Lounge:**
Relax in our student lounge with coffee, a snack machine, and cold drinks available.

Two Summer Programmes

SUMMER SCHOOL 12-17 YEARS

- **Prime Campus Location:** Our spacious campus is set in a historical building at the renowned Theresianische Akademie, featuring beautiful park and sports facilities right in the heart of the city.
- **Flexible Learning Options:** 20 or 30 lessons per week, with programs lasting from 1 to 5 weeks.
- **Comfortable Accommodation:** On-campus with full board in Standard rooms (4-6 beds) or Superior rooms (3-4 beds).
- **Around-the-Clock Support:** 24/7 support and supervision for a safe and secure environment.
- **Engaging Activities:** Daily leisure and cultural programs designed to enrich learning experience.
- **Additional Opportunity:** Opt for the OSD Exam Certificate Preparation.

HOLIDAY COURSE 16-19 YEARS

- Spacious school grounds with park and sports facilities next door to ActiLingua Academy.
- 25 or 35 lessons per week, 2-6 weeks.
- Accommodation at our Premium Partner B&B Hotel in shared or single room.
- 5 lessons in total over 4 days per week included: Sports, cultural and social activities, evening programme.

EXPERIENCE

VIENNA!



Cultural, leisure & special interest programme

At ActiLingua, we aim to offer more than just German language instruction. Our extensive activity schedule and unique classes provide a diverse perspective on Vienna, Austrian culture, and the German language.

Five lessons are included in the price.

CONTACT US

Postal address and headquarter:

ActiLingua Academy –
Language Studies GmbH & Co KG
Nikolsdorfer Gasse 7–11/16, 1050 Vienna
T.: +43 1 877 67 01

Skype: actilingua

Email: info@actilingua.com

Website: www.actilingua.com

SCHOOL LOCATION

German courses and

in-person customer service:

Reisnerstrasse 61, 1030 Vienna

VIENNA – CITY OF ART & MUSIC

- Worldwide number 1 in Quality of Living (Mercer Study and Monocle), smartest city in the world, based on sustainable use of resources and innovation (2024).
- One of the top 5 safest capitals of Europe.
- Unique blend of history and modernity, imperial traditions and urban culture.
- Art treasures and exhibitions at more than 100 museums.
- Classical music (Mozart, Schubert, Strauß) meets young & lively music scene.

GERMAN LANGUAGE

Students will learn “Hochdeutsch”, which is the standard form of the language spoken throughout the German speaking world.

WEATHER IN AUSTRIA

Austria's climate is generally moderate and mild. Average summer temperatures range from 25°C to 35°C, the average winter temperature is around 0°C to 5°C.

ACCOMMODATION

FEEL **AT HOME**

ACCESS
OUR AGENTS'
AREA



Password: partner2025

All-Year Accommodation

ACTILINGUA PENTHOUSE

Newly built Penthouse shared with other students. This bright and stylish space will make a great home, especially for the most motivated German learners who decide to stay with us for longer. Choose a single room or deluxe single room with a private balcony and relax after your German classes. There are four rooms and four inhabitants in total. You will share an open kitchen, spacious living area, two balconies, and two bathrooms with your flatmates. Facilities such as a fitness room, a music room with a piano, and an event room are available for all guests. There is a tram stop just across the street, and the commute to ActiLingua takes approximately 30 minutes.

ACTILINGUA APARTMENT

Friendly and bright 2-bedroom apartment located in a modern new building, shared with another student. This apartment is the perfect home away from home for German learners who want to stay with us for an extended period and enjoy Vienna in a private environment. Choose between a spacious single room or a single room with a private balcony. Shared spaces include a spacious eat-in kitchen, a bathroom, a toilet, an entrance, and a terrace. The ActiLingua school is about 30 minutes away by public transport.

THE SOCIAL HUB

Staying in this modern and vibrant hotel The Social Hub will certainly spark joy and let you feel the young and bright energy of Vienna. You live under one roof with students of ActiLingua and the university of Vienna alike, in your own studio apartment (17–31 m²). Each studio apartment is equipped with a generous and comfortable bed, desk, air-conditioning and free Wi-Fi. You enjoy your own private bathroom and fully equipped private kitchenette or shared kitchen. There are community spaces available such as a fitness room and city bikes can be borrowed for the whole duration of your stay.

HOME STAY

Accommodation with a home stay is the best way to practice your German and immerse yourself in Austrian culture. Families vary, including couples, parents with children, or older individuals. You can choose how much interaction you want with your hosts based on your preference. Available year-round, you can opt for kitchen use, breakfast only, or half-board. You will have a private single or twin room, sharing the bathroom and kitchen with your host family.

PREMIUM PARTNER B&B HOTEL

Enjoy a comfortable stay at our partner's brand-new, excellently located B&B Hotel. The school is just 15 minutes away by public transport or a 30-minute walk, while the city center can be reached in 23 minutes by underground, with the station only 13 minutes away on foot. Rooms are serviced regularly to ensure comfort throughout your stay, with fresh towels and breakfast included. This accommodation is available year-round.

GERMAN COURSES

2024 | 2025

STANDARD

25 lessons per week
German course (20) +
cultural and special
interest programme (5)

Group course
(max. 12 students)

1–52 weeks

INTENSIVE

35 lessons per week
German course (20) + minigroup
(10) + cultural and special interest
programme (5)

Combination of Standard Course
and minigroup lessons (max. 8 st.)

1–52 weeks

SUPER-INTENSIVE

35 lessons per week
German course (20) + individual
tuition (10) + cultural and special
interest programme (5)

Combination of Standard Course
and individual tuition

1–11 weeks

LIVE ONLINE COURSE

10–30 lessons per week
Live online individual tuition:
You define the content of your
language course yourself

Study German wherever
you are

1–11 weeks

INDIVIDUAL TUITION

10, 20 or 30 lessons per week
2, 4 or 6 lessons per day

One-to-one tuition

1–12 weeks

CERTIFICATE PREPARATION

**+ 6 group lessons or
+ 4 individual lessons**
Exam preparation of OSD
certificates

Combination of German course
and exam preparation

2 weeks

GERMAN TEACHER COURSE

German Teacher Course:
Teacher training (20) + cultural and
special interest programme (5)
per week for non-native German
teachers

German and Teacher Training:
Standard Course (20) + cultural and
special interest programme (5) per
week + teacher training (7)

2 weeks

BUSINESS GERMAN

35 lessons per week
Standard Course (20) + Business
German (10) + cultural and special
interest programme (5)

Combination of Standard Course
and Business German in minigroup

1–2 weeks

GERMAN AND WORK EXPERIENCE

**25 or 35 lessons
per week**

German course followed by
an internship in a selected
Austrian company

8–52 weeks

GERMAN AND MUSIC

**In combinaton with
instrumental lessons**

Parallel to the German course,
students have music tuition at
the conservatory

4–52 weeks

HOLIDAY COURSE 25 OR 35 (16–19 YEARS)

25 or 35 lessons per week
4 or 6 lessons per day

German course (20 or 30);
Accommodation, activity
programme (5) included

1–6 weeks

SUMMER COURSE 20 OR 30 (12–17 YEARS)

20 or 30 lessons per week
4 or 6 lessons per day

German course in groups of
max. 15 students; Accommodation,
full activity programme included

1–5 weeks

UNIVERSITY PREPARATION

Exam preparation course (OSD Zertifikat) and 2 tutorials on university system.

Course levels and Certificates

PLACEMENT

After a written assessment test and an oral assessment
interview, students are placed in the appropriate level.
The written assessment test takes approximately 60 minutes.

COURSE LEVELS

We offer 8 course levels from A1 to C2, each with a 4–8 week
syllabus, according to the Common European Framework of
Reference for Languages.

Levels: From absolute beginner to advanced.

CERTIFICATES

We can organize the exam for the **Austrian German Language
Diploma (ÖSD)**, a widely recognized certification for German
language proficiency.

- OSD Zertifikat A1/A2
- OSD Zertifikat B1
- OSD Zertifikat B2
- OSD Zertifikat C1
- OSD Zertifikat C2

ActiLingua Certificate: For students who have attended
at least 90% of their course regularly.



DATES & PRICES

2024 | 2025

GERMAN FOR ADULTS 16+

1-11 WEEKS	STANDARD	INTENSIV	SUPER INTENSIV	BUSINESS GERMAN
Lessons/week	25 lessons	35 lessons	35 lessons	35 lessons
1 week	339.–	493.–	1,046.–	493.–
2 weeks	551.–	859.–	1,965.–	859.–
3 weeks	763.–	1,225.–	2,884.–	–
4 weeks	975.–	1,591.–	3,803.–	–
extra week	+ 212.–	+ 366.–	+ 919.–	–

12-52 WEEKS	LONGTERM STANDARD	LONGTERM INTENSIVE	1-12 WEEKS	INDIVIDUAL COURSE
Lessons/week	25 lessons	35 lessons	10 lessons/week	796.–
12 weeks	2,335.–	4,051.–	20 lessons/week	1,592.–
16 weeks	3,071.–	5,359.–	30 lessons/week	2,388.–
24 weeks	4,543.–	7,975.–	Reduction Individual Course: 2 participants – 40%, 3 participants – 50%.	
36 weeks	6,751.–	11,899.–		
extra week	+ 184.–	+ 327.–		

STARTING DATES: every Monday

- **Beginners (A0):** Jan. 7 • Feb. 3 • March 3 • March 31 • May 5 • June 2 • June 30
July 28 • Sept. 1 • Sept. 29 • Nov. 3 • Dec. 1, 2025 • Jan. 5, 2026
- **Business German (from B1.1):** April 28 • June 30 • July 28 • Sept. 1, 2025

EXCURSIONS: optional (net)

- **Full-day excursions:** e.g. Salzburg, Wachau, Lake Neusiedl (from EUR 80.–).
- **Half-day excursions:** e.g. Klosterneuburg, Burg Kreuzenstein, Laxenburg, Hinterbrühl grotto, UNO–City (from EUR 20.–).

INCLUDED IN THE PRICE

- **20/30 lessons German course per week** (1 lesson = 45 minutes).
- **5 lessons cultural/special interest programme per week**, e.g. Vienna guided tours; talks and videos about Austrian music, art, history, literature; Viennese Waltz course; party; sports.
- **ActiLingua Certificate.**
- **ActiLingua vocabulary book.**
- **Course books** may be borrowed for the whole course. New books can be purchased at a discounted price from the school office.
- **Student service at the school office:** Monday–Friday.
- **Free internet access (WiFi).**
- **Student manual** with interesting tips on Vienna.
- **ActiLingua Card** entitling holder to discounts at a number of museums, theatres, restaurants, shops.

EXTRAS

- **Transfer** (from/to airport/station) one way: € 56.–
- **Public transport:** € 25/week (subject to change).
- **Medical & Travel Insurance Package:** from € 28.–/week.
- **Express letter (DHL):** from € 100.–

SPECIAL PROGRAMMES AND OPTIONAL SUPPLEMENT TO BOOKED COURSE

SPECIAL PROGRAMMES 16+

2 WEEKS	CERTIFICATE PREPARATION COURSE OSD (net)	
Lessons group	+ 6 lessons (min. 4 participants)	
Individual Tuition	+ 4 lessons	
Prices	Group course: 128.– • Individual Tuition: 300.–	
Examination Fee OSD		
Starting Dates	June 30 • July 14 • July 28	every Monday except German Teacher Course starting dates

INCLUDED IN THE PRICE

6 lessons or 4 individual lessons of examination preparation.

2 WEEKS	GERMAN TEACHER COURSE	
Kurs	German Teacher Course	German and Teacher Training
Price	Tuition only: 879.–	
Starting Dates	Jan. 13 • April 22 • June 30 July 14 • Sept. 29	every Monday except German Teacher Course starting dates

COURSE OPTIONS

- German Teacher Course:**
 - **Duration:** 20 lessons of teacher training per week.
 - **Class Size:** Max 12 participants.
 - **Additional Features:** Includes a Welcome Dinner.
 - **Level:** Minimum B2.
- German and Teacher Training:**
 - **Duration:** 20 lessons of general German course per week + 7 lessons of teacher training per week.
 - **Class Size:** Max 12 participants.
 - **Level:** Minimum B1.

ADDITIONAL BENEFITS FOR BOTH COURSES

- **Cultural and Special Interest Programme:** 5 lessons per week.
- **Standard Services:** Includes all the services offered in the Standard German Course.

The German Teacher Course meets the conditions for support from the **EU–"ERASMUS+"** fund.



SPECIAL PROGRAMMES 16+

8–52 WEEKS

GERMAN COURSE

UNIVERSITY PREPARATION AND ENROLMENT GUIDANCE (net)

Prices

University Preparation: 348.– • Enrolment Guidance: 629.–

INCLUDED IN ENROLMENT GUIDANCE

- Schedule for the path to your studies and visa information.
- Guidance for submitting of enrolment documents at 1–3 Austrian universities or for University Preparation Programme (Vorstudienlehrgang).

*Students required to attend the University Preparation Programme (VWU) at Vienna University must pass the supplementary examination in German (EPD) directly at the VWU.

INCLUDED IN UNIVERSITY PREPARATION

- **4 individual lessons** exam preparation.
- **Examination fee:** OSD Zertifikat B2 or C1.*
- **2 lessons tutorial:** Advice on the Austrian system of higher education and help with choice of study programme and university with the ActiLingua university advisor.

8–52 WEEKS

GERMAN AND WORK EXPERIENCE (net)

Price

Placement Service Work Experience: 535.–

INCLUDED IN THE PRICE

- Placement at an Austrian company: telephone or personal interview; selection of a company suitable for the applicant.
- Evaluation and final report by the employer.

PAID WORK EXPERIENCE: For students from the EU, Norway, Iceland and Switzerland. Remuneration: approx. EUR 330.– to 800.– net per month for a 40-hour week. Accommodation and insurance are provided by the employer or financed by an appropriately higher salary. The availability of paid work experience is limited and can therefore only be offered to applicants with very good German skills.

UNPAID WORK EXPERIENCE: For students from non-European Union member states and the EU. Applicants do not receive compensation and are responsible for covering their own accommodation and meals expenses.

NOTE: Minimum duration: 4 weeks tuition + 4/8 weeks work experience. No specific position or employment-location can be guaranteed. Should no suitable position be found, we will refund EUR 340.–.

STARTING DATES: every Monday

BEGINNERS: see Standard Course

4–52 WEEKS

GERMAN AND MUSIC (net)

Lessons/week

single instrumental lesson

Surcharge/week

120.–

STARTING DATES: every Monday

BEGINNERS: see Standard Course

GERMAN COURSE OPTIONS (min 4 to 52 weeks)

- **Standard Course:** 20 German lessons plus 5 cultural/special interest lessons per week.
- **Intensive Course:** 30 German lessons per week, including 20 lessons from the Standard Course and 10 additional lessons in mini-groups (max. 8 students), plus 5 cultural/special interest lessons per week.

For information about accommodation, start dates of the courses, levels, and bookable supplements, please check the Standard/Intensive course section.

MUSIC LESSONS AT THE VIENNA BEETHOVEN GROUP, MUSIC CONSERVATORY (only bookable in combination with a German course of at least 4 weeks)

- **Individual Lessons:** One individual instrumental (e.g., violin, piano, clarinet) or vocal lesson: EUR 120.– / 50 min.
- **Music Lectures Combinations of Individual and Group Lessons in Music History, Solfeggio:**
 - 2 Individual Lessons + 2 Group Lessons per Week: EUR 1,280.– for 4 weeks.
 - 3 Individual Lessons + 2 Group Lessons per Week: EUR 1,620.– for 4 weeks.
 - 4 Individual Lessons + 2 Group Lessons per Week: EUR 1,960.– for 4 weeks.



DATES & PRICES

HOLIDAY COURSE 16-19 YEARS

Watch the holiday course video



1-6 WEEKS	HOLIDAY COURSE 25	HOLIDAY COURSE 35	Starting dates: June 29* · July 13 · July 27 Arrival: Sunday · Departure: Saturday		
Lessons/week	25 lessons	35 lessons	Total beginners (A0): June 29 and July 27		
2 weeks	1,784.–	2,036.–	June 29–July 12	· July 13–July 26	· July 27–Aug. 9
3 weeks	2,529.–	2,907.–	June 29–July 19	· July 13–Aug. 2	
4 weeks	3,274.–	3,778.–	June 29–July 26	· July 13–Aug. 9	
6 weeks	4,764.–	5,520.–	June 29–Aug. 9		
OSD Certificate course			June 29	· July 13	· July 27

ACTILINGUA ACADEMY COURSE OPTIONS

- **20 or 30 lessons** per week (1 lesson = 45 minutes).
- **ActiLingua Certificate** upon completion.

ACCOMMODATION

- **B&B Hotel:** Shared room (2–3 students), breakfast & towels included.

ACTIVITIES AND SPORTS PROGRAMME

- 5 Lessons per week.

EVENING ACTIVITIES

- Vienna by night tours, disco.

ADDITIONAL FACILITIES

- **Course Books:** Borrowable for the duration of the course.
Available for purchase at a discounted price from the school office.
- **Internet Access:** Free WiFi available at the school.

EXTRAS (NET)

- **Surcharge for single room:** EUR 128.– per week.
- **Transfer** (from airport/station to accommodation) one way: EUR 56.–
- **Public transport:** EUR 25 per week
- **Medical & Travel Insurance:** EUR 28.– per week.
- **Full-day excursion:** e.g. Salzburg/Wachau (from EUR 80.–).
- **Half-day excursion:** e.g. Laxenburg/Burg Kreuzenstein (from EUR 50.–).
- **Vienna Highlights:** Guided tours, entrances to famous Viennese sights: from EUR 21.–/week.
- **OSD–Exam Preparation** (6 lessons): EUR 128.–
Examination fee: from EUR 140.–
- **Classical Music Concert:** from EUR 46.–
- **Express letter (DHL):** from EUR 100.–

Please note the special **PAYMENT AND CANCELLATION TERMS** for the Holiday Courses for ages 16–19 incl. accommodation in our **TERMS**.





SUMMER SCHOOL 12-17 YEARS

Watch the summer course video ▶▶▶



1-5 WEEKS

SUMMER COURSE 20

SUMMER COURSE 30

Lessons/week.	20 lessons		30 lessons		Starting dates:
Prices (Full board)	Tuition + Residence Standard	Tuition + Residence Superior	Tuition + Residence Standard	Tuition + Residence Superior	June 29 · July 13 · July 20 · July 27
1 week	1,439.–	1,561.–	1,581.–	1,703.–	Total beginners (A0): June 29 · July 13
2 weeks	2,296.–	2,540.–	2,580.–	2,824.–	Arrival: Sunday · Departure: Saturday
3 weeks	3,272.–	3,638.–	3,698.–	4,064.–	July 27–Aug. 2
5 weeks	5,224.–	5,834.–	5,934.–	6,544.–	June 29–July 12 · July 13–July 26 · July 20–Aug. 2
OSD Certificate course					June 29–July 19 · July 13–Aug. 2
OSD Exam dates					June 29–Aug. 2
					June 29 · July 13 · July 27
					2nd and 4th week

INCLUDED IN THE PRICE

- **20 or 30 German lessons** per week (1 lesson = 45 minutes)
- **ActiLingua Certificate.**
- **Accommodation in Summer School Residence**
Standard rooms: 4–6 bed rooms (communal shower). Toilet on each floor.
Superior rooms: 2–4 bed rooms with shower.
- **Bed linen is provided**, please bring towels.
- **Full board:** Three meals per day.
- **Full supervision.**
- **Full activity and sports programme:** e.g. Sports: Badminton, beach-volleyball, football, basketball, swimming, aerobics. Cultural and social activities: Theatre, workshop, Vienna waltzing lessons, culture-quizzes.
- **Evening activities:** e.g. discos, Vienna by night, barbecue-party, videos.

EXTRAS

- **Transfer on arrival and departure:**
Airport/railway station: EUR 112.–
UM Service + Transfer (one way):
9am–5pm: EUR 126.– / 5pm–9am: EUR 156.–

TO BE PAID DIRECTLY IN VIENNA

- **Public Transport:** EUR 25 per week (oblig. for students 15+ years, subject to change)
- **Full-day excursion:** e.g. Salzburg/Wachau (from EUR 80.–).
- **Half-day excursion:** e.g. Laxenburg/Burg Kreuzenstein (from EUR 50.–).
- **Culture Special:** Guided tours, entrances to famous Viennese sights (from EUR 27.–).
- **Tennis:**
2/4/6/8/10 lessons: EUR 30.–/52.–/76.–/98.–/124.–
- **Classical Music Concert:** from EUR 46.–
- **OSD Zertifikat B1:** EUR 170.–
OSD Zertifikat B2: EUR 190.–
Exam Preparation (6 lessons): EUR 128.–
- **Medical & Travel Insurance:** EUR 28.– per week.
- **Express letter (DHL):** from EUR 100.–

ONLINE INDIVIDUAL GERMAN TRAINING

2-4 WEEKS

INDIVIDUAL TUITION

STARTING DATES

10–30 lessons/week	796.– to 2,388.–/week	on request upon clients needs
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INCLUDED IN THE PRICE

- **Live online German lessons** (1 lesson = 45 minutes) – number of lessons according to the price table.
- **ActiLingua Certificate.**
- **Online teaching material.**

ACCESS
OUR AGENTS'
AREA

DATES & PRICES

ACCOMMODATION 16+

PER PERSON PER WEEK

Home Stay	Single	308.–
ActiLingua Apartment	Single	350.–
ActiLingua Penthouse	Single	350.–
	Deluxe–Single	400.–
The Social Hub	1 person	566.–**
Studio Apartment*	2 persons	398.–**
Student Hostel	Single	500.–**
	Shared	330.–**
B&B Hotel	Single	686.–
incl. Breakfast	Double	upon request

* 2+ weeks. Price for 1–2 weeks on request.
** The prices are starting prices. These services are provided by our partners and must always be reconfirmed.

EXTRAS

High–season surcharge (June 29–Aug. 31, 2025)	84.–/week
Meals (Family):	
Breakfast	72.–/week
Half–board	177.–/week
Transfer (net) (from/to airport/station)	56.–/one way
Refundable Key Deposit	
Home Stay	100.–
Penthouse / Apartment	400.–

Arrival: Sunday • Depature: Saturday.

ACTILINGUA PENTHOUSE

Accommodation in a newly–built Penthouse shared with other ActiLingua students. Single rooms or deluxe single rooms with private balcony. Shared open kitchen and living area, balcony and two shared bathrooms, WiFi. Approx. 30 minutes to school with public transport.

ACTILINGUA APARTMENT

Accommodation in a newly–built Apartment house shared with one other ActiLingua student. Spacious single room or single room with private balcony. Shared bathroom, kitchen and living area, shared terrace, WiFi. Approx. 30 minutes to school with public transport.

THE SOCIAL HUB

Close to school and city centre (10–15 minutes by public transport). You live under one roof with students of ActiLingua and the university of Vienna alike, in your own studio apartment (17–31 m²). Each studio apartment is equipped with a generous and comfortable bed, desk, air–conditioning and free WiFi. You enjoy your own private bathroom and fully equipped private kitchenette or shared kitchen. There are community spaces available such as a fitness room and city bikes can be borrowed for the whole duration of your stay. Double occupancy is perfect for couples, friends, or family members—two people who share the same bed. This option can only be booked if you are two people.
Meals: Use of a kitchen equipped with fridge, cooking facilities, microwave, crockery and cutlery. Optional breakfast can be booked.

STAY WITH OUR TRUSTED PARTNER: PREMIUM B&B HOTEL

Enjoy a comfortable stay at our partner’s brand–new, excellently located B&B Hotel. The school is just 15 minutes away by public transport or a 30–minute walk, while the city center can be reached in 23 minutes by underground, with the station only 13 minutes away on foot. Rooms are serviced regularly to ensure comfort throughout your stay, with fresh towels and breakfast included. Students can choose between single or shared rooms, offering flexibility and convenience.
Flexible and Year–Round Accommodation: This accommodation is available year–round, with the option to book extra nights for your parents and friends as well. Arrivals are on Sundays, and departures on Saturdays.

HOME STAY

Host families can be childless couples, parents with schoolchildren or older people whose grown–up children have left home. You have your own single or twin room. You share the bathroom and the kitchen with your hosts. Meals: Breakfast or half–board.



TERMS

DIVERSITY IN OUR STUDENT COMMUNITY

ActiLingua Academy is a global hub for learning. We welcome individuals from over 40 countries, spanning every continent. Our largest contingent hails from Europe, with substantial representation from Asia, North and South America. In recent years, we've seen a growing number of students joining us from Australia and Africa, making our academy a truly international melting pot. The rich tapestry of students' diverse backgrounds and cultures enhances the quality of discussions within our international learning groups. For the latest student statistics, please visit our agent website: www.actilingua.com/agents (password: partner2025).

AGENT WEBSITE AND NEW PHOTO

Visit www.actilingua.com/agents (password: partner2025) and download our brochures, flyers, welcome letters, assessment tests and new photos & videos.

GROUP STAY PROGRAMME

Stays for groups in Vienna for 5 days to 4 weeks in combination with a German course and sightseeing programme. Please ask for our group offers.

NATIONAL HOLIDAYS AND CLOSING DAYS

No teaching on public holidays. Missed tuition due to this reason cannot be rescheduled or replaced. The latest data is available at www.actilingua.com/en/top/terms/

GROSS PRICES

Prices are quoted gross in Euro, if not indicated otherwise, and are valid for all services starting from Jan. 1 to Dec. 31, 2025. Please deduct your commission. Supplements for special courses and extras are quoted net, except for German Teacher Courses. All gross and net prices are subject to change. All services marked with "net" are add-ons and are not part of the commission agreement.

COMMISSION POLICY

We deeply appreciate your partnership and are pleased to offer commission on selected courses as settled in our agreement. Commission is available for Adult 16+ courses, Holiday Courses, and the tuition and accommodation package for our Summer School. The commission rate varies based on the number of students or student weeks sent annually. Please note that commission is not provided for supplements for special courses or additional extras.

PAYMENT

Please ensure payment is received in our account 20 days before the student's arrival.

Special Payment Terms for Booking the Holiday Course (16-19 years) incl. accommodation:

Full payment must be received in our account no later than 8 (eight) weeks prior to the student's arrival. If payment is not received on time, we reserve the right to cancel the accommodation to avoid or minimize any potential cancellation fees for you. Please note: In the event that we cancel the accommodation, the course booking will remain in effect, and the customer will be

responsible for arranging alternative accommodation. We accept Euro (EUR) Payments via bank transfer or credit card.

Bank: Raiffeisenlandesbank NOE Wien AG

Beneficiary: Language Studies GmbH & Co KG

IBAN: AT30 3200 0000 0521 2808

BIC/SWIFT: RLNWATWW

Free of charge for the beneficiary.

CANCELLATION AND REFUND POLICY

Cancellations are accepted in written form only. ActiLingua will make all refunds within 30 working days ONLY to the person or agency that made the payment. ActiLingua will charge the following cancellation fees for individual bookings:

- Up to four weeks before the confirmed start of the course: 10% of the total amount but at least EUR 198.–
- Up to two weeks before the confirmed start of the course: 50% of the total amount
- Up to six working days before the confirmed start of the course: 80% of the total amount
- Thereafter: 100% of the total amount.

Special Cancellation Terms for Booking the Holiday Course (16-19 years) incl. accommodation:

- Up to 6 (six) weeks before the confirmed course start: 80% of the total amount. Thereafter: 100% of the total amount.
- If a visa application is verifiably rejected and the visa rejection is received by ActiLingua no later than six working days before the start of the course, ActiLingua will refund the course fees paid by the customer, less the following costs and fees: processing fee of EUR 398.–, DHL costs, transfer fees, and the cost of any Medical & Travel Insurance taken out.
- University Preparation and Enrolment Guidance: The full deposit (= deposit EUR 198.– plus fees for University Preparation and Enrolment Guidance) must be paid at registration and is non-refundable.
- Refunds are generally not issued once the course or program has begun.

For Cancellation of group bookings visit our website www.actilingua.com/en/top/terms/

CHANGES AND REBOOKINGS

Changes and/or rebooking of the language course, its date, and/or the booked accommodation will be made, if at all possible, up to a maximum of 31 working days prior to the start of the course, subject to a handling fee of EUR 50.00 per change/rebooking. After this period, the cancellation and refund policy terms will apply. First alteration of booking free of charge.

LIABILITY

We assume no liability for accidents or illness incurred by the participant during the course. Claims of any kind for which the participant is responsible are to be settled by the participant directly with the party suffering damage. Parents or legal guardians are responsible for participants who have not reached the age of consent.

DATA PROTECTION

To deliver the services of ActiLingua, we need to collect some personal information from you.

We are committed to protecting your personal data and ensure it is processed in accordance with relevant data protection laws, especially the EU General Data Protection Regulation (GDPR). Please refer to the full ActiLingua data protection policy online:

www.actilingua.com/gdpr

CANCELLATION BY ACTILINGUA

Participants must agree to the ActiLingua terms and house rules. In case of non-compliance with these conditions or rules or local laws, ActiLingua may terminate the contract immediately without refund. Damages caused by the participant are to be paid by the participant.

NUMBER OF PARTICIPANTS

If a group course has less than five participants, ActiLingua reserves the right to (i) cancel the course with a full refund of the course price, (ii) reduce the number of lessons by 20% without a refund, or (iii) offer alternative solutions of equal value.

PHOTOS

By registering for a German course, all participants agree that photo and video recordings may be made during their stay at the school, the campus, the camps and during activities and may be published by ActiLingua.

GENERAL TERMS

The school reserves the right to amend course programs if there are valid reasons for doing so. One lesson equals 45 minutes. Participants of our live online courses are responsible for maintaining a working internet connection. Insufficient quality of the internet connection does not entitle participants to make up for missed lessons or receive a refund. ActiLingua is not responsible for lessons cancelled due to force majeure. In the event that all language schools must close again due to a pandemic, teaching will continue online (e.g., via ZOOM), and students are not entitled to withdraw from the course offer. This agreement shall be governed by the laws of Austria, and the venue for any legal proceedings arising from this agreement shall be in Vienna, Austria. You can find our complete Terms and Conditions on our website at www.actilingua.com/en/top/terms/. The organizers do not accept responsibility for inaccuracies arising from printing or translation errors.

ORGANIZER

The ActiLingua German courses are organised by **Language Studies GmbH & Co KG, Nikolsdorfer Gasse 7-11/16, 1050 Wien, Austria. FN 257153t, UID ATU: 615 36 412.**

IMPRINT

Responsible for the content, organizer: Language Studies GmbH & Co KG.

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Holiday Course (16–19 years)

Reisnerstraße 61

1040 VIENNA

Summer School (12–17 years)

Favoritenstraße 15

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ActiLingua is the only Austrian member of IALC (International Association of Language Centers). Internationally accredited by American universities and the Swedish Ministry of Education (CSN recognized)



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