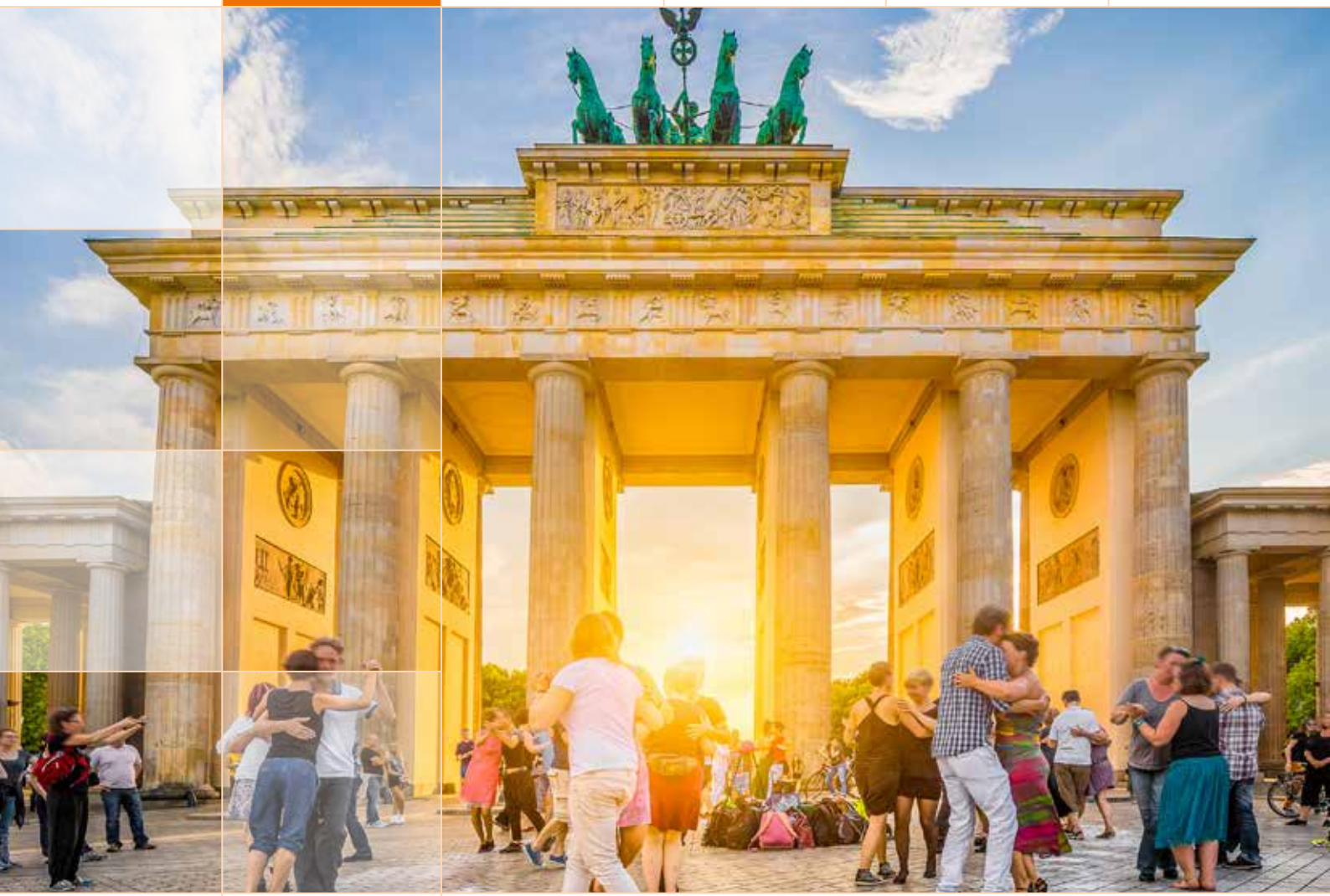
English Version

F+U Academy of Languages

2019

Berlin



Language courses
University preparation
Corporate training
Test centre
Language tours
Accommodation

Academy of Languages
Heidelberg · Berlin

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University of Applied Sciences for Business, Technology and Culture

Our language school in the *Gründerzeit* building of the F+U International Campus, near Potsdamer Platz

Academy of Languages
Heidelberg · Berlin

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Test Centre

TestDaF – Test Deutsch als Fremdsprache · LCCI International Qualifications Registered Centre · onSET online-Sprachenstufungstest · telc Language Tests · TestAS – Test für Ausländische Studierende / Test for Academic Studies · TOEIC® TOEFL® · fadaf · Bildungsurlaub www.fuu-languages.com · TÜV SÜD ISO 9001 · VDP Verband Deutscher Privatschulverbände e.V.

F+U in the Heart of the Capital City

Germany’s Political and Cultural Centre

Berlin is the largest and by far the most exhilarating city in Germany.

The Berlin skyline. Centre: the **Rotes Rathaus** (1869), seat of the Berlin Senate and the Governing Mayor of Berlin. Background: the **Berlin TV Tower** (1969).

Our School at a Glance

F+U International Educational Campus
Bernburger Strasse 24-25, 10963 Berlin

- Modern, newly equipped classrooms and computer areas in a historic Gründerzeit building
- Own **cafeteria** on the first floor; **vending machines** for snacks, coffee and drinks also available
- Professionally-run **lending library** (languages, business sciences) with **reading room** for self-study and **photocopier/printer** (fee charged)
- Exclusive courtyard and small garden, the ideal spot for breaks and doing homework
- New **Campus hall of residence** located in the school building (single, double, dormitory rooms), see page 23
- F+U Academy **Hostel** (student rooms with private bathrooms), just 15 minutes’ walk from the campus, see page 24
- **Free careers advice** for international guests, provided by the team at the University of Applied Sciences for Business, Technology and Culture (hwtk), see page 18
- **Potsdamer Platz** nearby, with a variety of shops cafés and restaurants. The Government District, Reichstag, Brandenburg Gate, Friedrichstrasse, Gendarmenmarkt, Checkpoint Charlie, Tiergarten and Gleisdreieck Park are all within a short walking distance.
- **Excellent public transport connections** between the school and the Campus hall of residence (Potsdamer Platz rail/underground; Mendelssohn-Bartholdy-Park underground; Anhalter railway station)
- **Security** is our top priority: cameras, alarm system, security service in use

The upright bear raising its paws has been the official heraldic animal and symbol of the city of Berlin since 1280. Here in our brochure it indicates the school’s **most popular features and our top recommendations.**

Since the fall of the Iron Curtain and the end of division by the **Berlin Wall,** the city has experienced architectural and cultural renewal to become the epitome of a **twenty-first century global metropolis:** young, dynamic and international. But Berlin hasn’t ever denied its eventful history. Reflected in the steel and glass of the Reichstag’s cupola and the postmodern shopping centres are opulent, historic buildings of the imperial era, alongside monuments and memorials of the post-war period. The **reconstruction of the Prussian City Palace** embodies Berliners’ cosmopolitan sense of tradition at its very best: this year, behind the historic façades, the state-of-the-art Humboldt Forum is to become a meeting place for the world’s cultures and nations. Berlin’s creative and start-up scene also draws its inspiration from this rich contrast; since 2006 the city has been honoured with the title **‘UNESCO City of Design’.**

Over 150 concert halls and theatres, three opera houses, 200 museums and art collections, 440 galleries displaying works by over 6,000 contemporary artists, and some of the world’s most popular nightclubs, including the Berghain and the Prince Charles, all vie for the attention of over thirteen million visitors a year from all corners of the globe. As a crowd puller, the relatively new **Berlinale,** which takes place in three hundred cinema auditoriums, now rivals the established European film festivals in Venice and Cannes. Meanwhile, music lovers are spoilt for choice by **some of the best symphony orchestras and choirs in the world.** The **Museum Island,** with its five monumental buildings, is not only a United Nations World Heritage Site, but also the centre of the most renowned **‘Long Night of the Museums’,** founded here in 1997 and replicated many times all over the world. There are plenty of memorable nights out to be had the rest of the year too: **Berlin’s vibrant pub and café scene** never sleeps, and there are nearly 5,000 restaurants, 900 pubs, 200 bars, countless all-night convenience stores (‘Spätis’) and more doner cafés than in Istanbul to be found in the diverse and distinctive neighbourhoods (‘Kieze’). During the festive season Berlin offers more **Christmas markets** than any other European city (over eighty in 2017 alone), and later hosts the **largest New Year’s Eve party on the continent,** with a million visitors welcoming in the New Year between the Victory Column and the Brandenburg Gate.

By day, Germany’s capital city is a centre of science par excellence. Its thirty-nine universities and institutes of higher education - including some of Germany’s most renowned schools of art, design and music - currently attract greater numbers of students than any other federal state. More than 187,000 students were registered here during the winter semester 2017/2018. Both the renowned Humboldt University (founded 1810/11) and the Freie Universität Berlin, which achieved special merit for its ‘International Network University’ future strategy concept, were recognised as **German elite universities** for the third time in succession within the framework of the Excellence Initiative. The Berliner Charité is the largest medical faculty in Europe, while the Berlin State Library, one of eighty-four public libraries, holds over ten million printed volumes and is the **largest scientific universal library** in the German-speaking world.

Berlin is not only the European Union’s second largest city (nine times the area of Paris), but also its greenest. A third of Berlin’s total area consists of greenery, woodland and water. 440,000 trees line the streets, and together with 30,000 hectares of urban woodland, countless parks and public gardens - such as the Berlin Tiergarten Park and the Botanical Garden in Dahlem - they sustain the unrivalled and famed ‘Berlin air’. Nearby, two natural paradises, the Grunewald and Spreewald, are ideal for walking, camping, swimming and sailing.

The two airports, **Tegel and Berlin-Schönefeld,** offer convenient international connections to the city, as do the many reasonably-priced long-distance buses that depart regularly from the central bus station (ZOB) en route to other European destinations.

Berlin Events Calendar 2019 (Highlights)*	
10.01	Handball world championship
15-18.01	Berlin Fashion Week (world-class international trade fairs and shows)
18-27.01	International Green Week (the world’s largest trade fair for nutrition, agriculture and garden design)
January	Stories in Yurts (100 contemporary readings in Mongolian yurts, Potsdamer Platz)
20.01	Ultraschall - festival of new music (line-up includes some of the world’s best contemporary composers and performers)
24-29.01	Six Days Berlin: 108th Berlin six-day race (renowned cycling race)
25.01-03.02	CTM Festival (experimental and electronic music)
31.01-04.02	Transmediale (multimedia art festival)
07-17.02	International Film Festival Berlin (Berlinale)
21.02-03.03	eat! Berlin (gourmet food festival)
06-10.03	ITB International Tourism Convention (the world’s largest travel fair)
22-30.03	MaerzMusik - festival of new music
07.04	39th Berlin half-marathon (for runners and inline skaters)
12-22.04	Festtage der Staatsoper Berlin (world-class festival of classical music, led by D. Barenboim)
01.05	MyFest - street festival in Berlin-Kreuzberg
May	XJazz - Berlin jazz festival
25.05	DFB cup final (football)
11-18.04	achtung berlin - new Berlin film award
07-10.06	Karneval der Kulturen (Carnival of Cultures - vibrant street festival featuring lots of parades and music)
03-19.05	Theatertreffen (ten production highlights from the current theatre season)
15.06	Long Night of the Sciences (fascinating insights into the city’s laboratories, archives, libraries and lecture halls)
21.06	Fête de la Musique (street music festival)
June-Sept.	Berlin Biennale (local and international art show)
July	Classic Open Air
20.07	Botanische Nacht (festival of light and music in the Botanical Gardens, Dahlem)
25.07	Christopher Street Day
August	Long Night of the Museums
September	Musikfest Berlin (opening festival marking the new concert season)
06-11.09	IFA - International Consumer Electronics fair (the latest in entertainment and communication technology)
08.09	Tag des Offenen Denkmals (Heritage Day - unexpected insights into historic monuments and places)
03.10	29th annual celebration of the Day of German Unity
November	Jazzfest Berlin
26.11-06.01	Christmas market season
31.12	Europe’s biggest New Year’s Eve party at the Brandenburg Gate

*Subject to change; dates not guaranteed

The Victory Column (1873) - originally a war memorial commemorating the Prussian victory over Denmark, Austria and France; today a peaceful observation point with views across Berlin's largest public park **(Tiergarten)** and the adjacent **Bellevue Palace** (residence of the Federal President). The gilded statue of Victoria, the goddess of victory, is colloquially and humorously known 'Gold-Else'.

The Oberbaumbrücke is a bridge connecting the districts of Kreuzberg and Friedrichshain

One of the most beautiful squares in Germany: **The Gendarmenmarkt**

The most famous border crossing between East and West (1961-1990): **Checkpoint Charlie**

More than just a Language School

The non-profit **F+U Group of Companies** is one of the largest private education providers in Germany. It has centres throughout the Federal Republic as well as in other European countries, and cooperates with state and private education providers all over the world. In the capital city, Berlin, F+U specialises in professional and continuing further education, as well as commercial retraining and qualifications.

The successful dual-study model of the bachelor degree programme and the modern, distance, full-time and dual-study master's programmes at the **University of Applied Sciences for Business, Technology and Culture (Hochschule für Wirtschaft, Technik und Kultur - hwtk)** offer young people practice-focused education. Increasingly, the programmes are designed to meet the needs of international students; the new BA International Management programme is delivered in English.

Since 2013, the **F+U Academy Of Languages Berlin** has further developed its range of programmes with the introduction of world-class, academically demanding language and computer courses. The Berlin school is continuing the tradition first begun in 1980 in the romantic Neckar city of Heidelberg. As the original F+U language school, the Academy Of Languages Heidelberg welcomes over 10,000 learners and examination candidates from over 100 countries every year and is one of the largest and most successful language schools in Germany.

Our **innovative network of teaching experience and educational competence** benefits all our language learners in Berlin. Our learners include international students aiming to improve their German in readiness for higher education or preparing for the Feststellungsprüfung with the help of our International Prep School. They also include Berliners keen to enhance their foreign language skills, for example in Business English or in preparation for the TOEFL® exam. Our flexible in-house training is also a popular choice for **companies and diplomatic representatives.**

Since January 2017 our Berlin language school has also functioned as the **International Office of the University of Applied Sciences for Business, Technology and Culture (hwtk).** This means we are able to support international university applicants throughout the entire application process and offer valuable first-hand tips and information, also during the language course. Further information on pages 16 and 18.

Just some of our many awards

Your Reasons for Choosing F+U Berlin

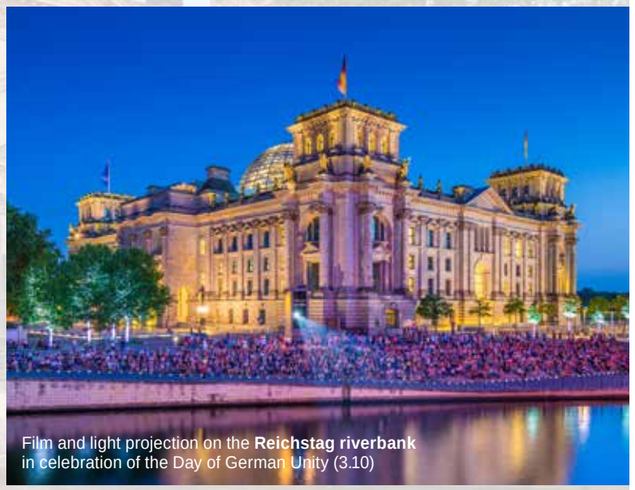
- **Central location by Potsdamer Platz** and excellent public transport connections (three underground/rail stations, all within a three-minute walk: Potsdamer Platz, Anhalter station, Mendelssohn-Bartholdy-Park). The Sony-Center, Brandenburg Gate, Government District, Tiergarten, Checkpoint Charlie and two of Berlin's largest and most popular shopping centres (Mall of Berlin, Shopping Arcades) are within walking distance. Light, pleasant classrooms in the historic Gründerzeit building of the F+U International Training Campus. Barrier-free access, an accessible WC and separate wheelchair lift are provided. Several car parks available nearby.
- **Long-standing experience** of language teaching, targeted examination preparation, corporate training, Erasmus+ programmes and the organisation of language tours; state-recognised Vocational College for Foreign Languages in Heidelberg.
- **A wealth of educational competence:** F+U operates the University of Applied Sciences for Business, Technology and Culture (hwtk), the International University of Cooperative Education (iba), bilingual schools (primary school, Gymnasium secondary school), a Realschule secondary school, an international boarding school and several colleges specialising in professional and foreign language training. Since September 2017 F+U has also offered the International Baccalaureate® diploma programme for international school pupils.
- **Test centre** for TOEFL®, TestDaF, telc, TOEIC® and more. In 2017 we also became an approved telc University Competence Centre.
- **Affiliations and partnerships:** FaDaF (Fachschaft Deutsch als Fremdsprache); VDP (Federation of Private Schools in Germany); AOK (Allgemeine Ortskrankenkasse - statutory health insurance provider); Eurohodip (European Hotel Diploma); DRV - German Travel Association); Olympiastutzpunkt Rhein-Neckar e.V. (Olympic Training Centre); Deutsches Jugendherbergswerk (German Youth Hostel Association) and more.
- **Planning reliability** thanks to year-round guarantee of provision for our language courses.
- **International atmosphere and free language tandem**s with learners from over 100 countries and German students at the F+U hwtk university of applied sciences and at other F+U branches.
- **Lessons on Tour Programme:** Identical language courses in Heidelberg and Berlin with a no-fuss switch of study centre.
- **A range of exclusive accommodation** directly on campus, in private apartments, with host families and in the exclusive F+U student hostel (equipped with TV, Wi-Fi, private bathroom; located just one stop - or a fifteen-minute walk - from the school). Organisation of bespoke accommodation (holiday homes, hotel rooms) on request. See from page 21 for further information.
- **Outstanding value for money.**
- **Committed to quality:** A certified quality management system (DIN EN ISO 9001:2008) continuously monitors our compliance with important quality standards.

The **Berliner Dom** (1894-1905), Berlin's largest church and Museum Island's most prominent landmark, has a history dating back as far as the early Middle Ages.

Cultural and Leisure Activities

F+U offers a varied cultural and leisure programme consisting of **at least one activity per week** throughout the year and at least **two activities a week** in the summer season (July and August). Examples include orientation tours of Berlin's city centre (free); regular 'Stammtisch' gatherings (free); cycling tours of Berlin's most attractive districts (free); boat trips on the Spree; visits to the German Bundestag (parliament); museum and concert visits; sporting activities (e.g. climbing, canoe tours in the Spreewald forest and more); company tours; afternoon phonetics workshops, academic writing for university, university applications (e.g. through Uni-Assist), training for interviews and oral exams; all-day or half-day excursions to Poland, Potsdam, Leipzig, Hamburg and Dresden, and much more. The minimum number of participants, the fee and the registration deadline are all based on the type of activity.

For further information see page 19 and **news.fuu-languages.berlin.**



Film and light projection on the **Reichstag riverbank** in celebration of the Day of German Unity (3.10)

Dancing and celebrating on the **banks of the Spree,** opposite **Museum Island.**

Information and Regulations

School, Lessons, Holidays

- **School opening hours:** Monday and Thursday: 08:00-19:00; Tuesday, Wednesday, Friday: 08:00-18:00; Saturday and Sunday: on request.
- Our language courses are **professionally orientated or prepare learners for higher education,** and can lead to an internationally recognised language certificate.
- Our courses are taught by **experienced, highly qualified teachers.**
- One **teaching hour (TH)** is 45 minutes.
- **Minimum age** (group courses): 16 years. Exceptions by arrangement (languages.berlin@fuu.de).
- **Class size:** See the respective course description for information.
- **Guaranteed provision, minimum participant numbers:** Confirmed courses are held even without the minimum number of participants (four learners). The booked number of hours is reduced by 25% (two or three learners) or by 50% (one learner). To compensate, learners can participate in another group course.
- **Public holidays:** 01.01, 19.04, 22.04, 01.05, 30.05, 10.06, 03.10. Missed lessons can be taken at the end of the course, provided that a written request is received no later than 14.30, one day before the respective public holiday. Evening courses and individual lessons are rescheduled automatically without the need for a written request.
- **School holiday:** 23.12 - 27.12 2019; no holiday request is required for these days; the length of the course booked is automatically extended by one week. Please don't forget to extend your F+U accommodation (where applicable). Individual lessons are available on request.
- **Individual holiday:** The booked course is extended by the length of the holiday as requested in writing and confirmed by the school; all written requests should be submitted to languages.berlin@fuu.de.
  - **Intensive courses:** Two weeks' holiday (Monday-Friday) per quarter (12 course weeks); written requests must be received no later than Thursday, 16:00, before the start of the holiday. The minimum holiday period is one full course week (Monday to Friday). Please don't forget to extend your F+U accommodation (where applicable).
  - **Evening courses:** No limit; requests must be received no later than 16:00 on the day of the course.
  - **Individual lessons, small closed groups, company training:** Cancellation of the lesson is possible without charge before 16:00, one day before the scheduled lesson.
- **Main course:** Lessons are differentiated by level according to the Common European Framework of Reference for Languages (see page 10). The lesson focuses on all key standard language skills (grammar, reading, listening comprehension, writing and speaking). For German courses from the middle of level B2, specific examination preparation is also offered to complement the standard courses.
- **Module course:** These courses consolidate and further develop specific skills (e.g. grammar, conversation and pronunciation). The module courses complement and build on the content of the main course. Learners with sufficient knowledge of the language can also take a module as stand-alone language course. It is possible to switch between the modules.
- **International Test Centre**: Our centre offers you the opportunity to take internationally recognised examinations such as TOEFL®, TestDaF, telc, TOEIC® and more.
- The school has **barrier-free access,** a separate lift platform from the ground floor to the mezzanine and **accessible WCs** in the school and accommodation areas.

Course Transfer, Change of Study Centre, Cancellation

- **Applications to change the course level or module** must be received by the school administration office by Thursday, 16.00, for the subsequent week. Please note that in many cases a change of course level requires a new placement test and the approval of the previous teacher.
- **Change of study centre:** Our popular Lessons On Tour programme enables learners to switch school locations between Heidelberg and Berlin, free of charge (see page 17). If booked after the start of the course, a fee of €100 is payable for changing the study centre to our language school in Heidelberg. Applications to change the centre must be received at least two weeks in advance.
- **Cancellation of the course** is possible without charge until two weeks before the start of the course, after which the following cancellation charges apply: one week before the start of the course: €50; by Friday, 12.00 before the start of the course: €100; after this notice period but before the start of the course: the registration fee plus the course fee for one week's/month's (evening courses) course or, in the case of individual lessons, the course fee for two individual teaching hours.
- **Once the course has started, cancellation of the course or reduction of the course duration** is possible only in cases prescribed by law (see further information in our General Terms and Conditions).
- **Cancellation of accommodation booked through F+U** is possible with four weeks' notice (for further regulations see page 22 and our General Terms and Conditions).

Fees, Discounts

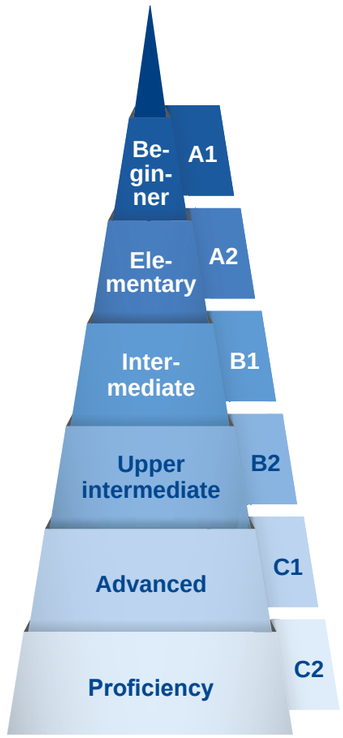
- **Registration fee** (for the first course only): €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person). **Family discount** (siblings, parents): 5% per person off the course fee.
- The quoted discounts for larger course bookings are valid only for prepayment in full.
- Unless otherwise stated, all **course fees** are per person and **accommodation rates** per room/apartment.
- **Free services:** Placement test, progress tests, free Wi-Fi in the school, certificate of participation (collected from the school on the last day of the course), documentation for authorities, student ID card, in-house library (lending and reference), computer work stations in the library reading room, organisation of language tandems, a variety of leisure activities, free advice for university applicants provided by the team at the F+U hwtk University of Applied Sciences (see page 18).
- **Learning materials:** German course books ca. €35 per level (textbook and workbook); English course books ca. €55 per level (textbook and workbook). The books can also be borrowed for a small fee and with a deposit.
- The **prices and services** stated in this brochure are valid until the publication of a new pricelist. Errors and omissions excepted.
- **Information specified in the German and English versions of the pricelist is authoritative.** All other translations are intended solely for orientation in the respective language.
- **Non-profit education provider:** F+U's services are generally exempt from Value Added Tax.

For the latest information on activities see the notices in the school and news.fuu-languages.berlin

Course Levels

Common European Framework of Reference for Languages (CEFR)

CEFR Levels	TH per Level	Language Certificates[1]			Course Duration (one course level)
		English	German	Chinese, French, Italian, Japanese, Russian, Spanish	
A1	160	English A1, LCCI-Preliminary 1, **TOEIC® 10-120[2]**	Start Deutsch 1	Français A1, Italiano A1, Russian A1, Diploma de Español A1	**The course duration depends on the type of the course booked.** **Intensive courses:** A1-B2: 7-8 weeks each; C1 and C2: at least 8 weeks. Evening courses: ca. 4-8 months. For individual lessons the total number of hours required to complete a course level is reduced by ca. 50%.
A2	160	English A2, LCCI-Preliminary 2, **TOEIC® 120-225[2]**	Start Deutsch 2	Français A2, Italiano A2, Russian A2, Diploma de Español A2	
B1	160	English B1, B1 Business, **LCCI-1, TOEIC® 226-550[2], TOEFL® 57-86**	Zertifikat Deutsch, Deutsch-Test für Zuwanderer	Français B1, Italiano B1, Russian B1, Diploma de Español Inicial B1	
B2	160	English B2, B2 Business, LCCI-2, **TOEIC® 551-785[2], TOEFL® 87-109**	Deutsch B2, B2 Beruf, B1/B2 Pflege, **TestDaF 3 (B2.1-B2.2), DSH 1**	Français B2, Italiano B2, Russian B2, Diploma de Español Intermedio B2	
C1	160+	Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk English C1, LCCI-3, **TOEIC® 786-945[2], TOEFL® 110-120**	Deutsch C1, C1 Hochschule, C1 Beruf, B2/C1 Medizin, **TestDaF 4 (B2.2-C1.1), TestDaF 5 (C1.1-C1.2), DSH 2**	Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk, Français C1, Diploma de Español Superior C1	
C2	400	Translator, English C2, LCCI-4, **TOEIC® 946-990[2]**	**DSH 3,** Deutsch C2	Translator, Francais C2, Diploma de Español Superior C2	



[1]All language examinations can be taken at the F+U Academy of Languages or at one of our partner institutions.
[2]The test scores indicated refer to the Listening and Reading parts of the TOEIC® examination.

CEFR Levels	Listening	Reading	Speaking	Writing
A1	Can understand simple sentences	Can understand simple sentences	Can communicate in short phrases	Can produce short, simple postcards
A2	Can understand the overall meaning of short, simple, clear messages	Can read short, simple texts, e.g. personal correspondence	Can communicate in sentences in everyday situations	Can produce short, simple notes, messages and personal letters
B1	Can understand important information regarding work, free time, etc.	Can comprehend text written in everyday language	Can participate in conversations about family, hobbies and work	Can produce simple, connected text on familiar themes
B2	Can follow lengthy statements and most TV programmes	Can understand newspaper articles and literary prose	Can communicate fluently and spontaneously	Can produce detailed texts and effectively present an argument
C1	Can understand lengthy statements and TV programmes without great effort	Can comprehend complex and literary texts	Can express thoughts fluently, spontaneously and precisely	Can produce clear, well-structured texts on complex subjects
C2	Can understand complex language with ease, also when spoken quickly	Can comprehend any text with ease	Can participate effortlessly in all conversations and discussions	Can produce and discuss sophisticated and complex texts

International Test Centre

Please note: Not all Academy of Languages study centres are currently able to offer an identical range of examinations. We will be pleased to inform you where and when an examination place is available.

Examinations	Language(s)	Description	2019 dates	Fees[1]
TestDaF Test Deutsch als Fremdsprache	German	Required for enrolment at German universities (equivalent to DSH)	12.02, 10.04, 23.05, 18.07, 12.09, 05.11	€ 195
telc The European Language Certificates	English, Spanish, French, German, Italian, Russian and more	Evidence of foreign language skills (A1-C2)	Registration 6 weeks in advance; late registrations are subject to an additional fee. Dates: see below[3]	€ 180 (supplement for express marking and for individual dates on request)
telc C1 Hochschule	German	For adults intending to study at a German-speaking university (equivalent to DSH/TestDaF)	Registration 6 weeks in advance; late registrations are subject to an additional fee. Dates: see below[3]	Individual exam: € 180 Group exam: € 120 per candidate (minimum 10 candidates)
telc B1/B2 Pflege and B2/C1 Medizin	German	The exams evidence the specialist language competence required by qualification recognition authorities and medical institutes.	Registration 6 weeks in advance; late registrations are subject to an additional fee. Dates: see below[3]	€ 180 (supplement for express marking and for individual dates on request)
TestAS Test for Academic Studies	German or English	Aptitude test for international students entering higher education; not yet obligatory	07.03, 27.04, 25.05, 26.10	€ 110
onSET	German/English	Internet test (A2-C1), result available worldwide on demand	Registration dates: see below[2]	€ 20 (minimum 5 candidates)
Test WiDaF® (Test Deutsch als Fremdsprache in der Wirtschaft)	German	Standardised, business-focused German test (A2-C2)	Dates: see below[2] Registration: 1 week in advance	€ 180
TOEFL iBT®	English	Evidence of language competence required for admission to higher education, especially BA, MA, BSc, BEng, MSc, MBA programmes.	Several dates throughout the year.	US$ 245
TOEIC®	English	The world's most popular test of English for business purposes	**Listening & Reading:** Dates: Flexible. Registration: 1 week in advance. **Speaking & Writing:** Dates: Every first and third Wednesday of the month. Registration: 2 weeks in advance	Each € 180 (supplement for express marking and for individual dates on request)
LCCI - London Chamber of Commerce and Industry	English	Test of professional English	Dates unknown at the time of going to press.	From € 135
DELE Diploma de Español como Lengua Extranjera	Spanish	The Diploma Superior is required for admission to Spanish universities.	April, May, October, November F+U Tenerife offers DELE exam preparation (B1-C2) at the Universidad de La Laguna	From € 160
Foreign Language Correspondence Clerk	German, English, Spanish, French, Japanese, Chinese, Russian and more	State recognition for Chinese English, French, Japanese, Russian and Spanish. Examinations are available for further languages, for example the examinations offered by the IHK. Further information on request.	Start in September	See page 27
European Secretary	English, Spanish, French			
Multilingual Correspondence Clerk	English, Spanish, French + Japanese, Russian or Chinese			
Translator	English, Spanish, French and more			
ECDL European Computer Driving Licence	IT	Evidence of strong IT skills; seven modules	Registration 2 weeks in advance	€ 30 per module plus € 60 for the Skills Card
F+U in-house language tests	All languages	Individually designed language tests in accordance with the CEFR. Express marking and F+U certificate included. F+U learners: € 75, external: € 150 (incl. registration fee). The exam is offered every **Thursday afternoon;** registration at least one week before the requested date.		

[1]Status July 2018
[2]12.01, 09.02, 09.03, 13.04, 11.05, 08.06, 13.07, 10.08, 14.09, 12.10, 09.11, 14.12
[3]17.01, 21.02, 21.03, 18.04, 16.05, 20.06, 25.07, 22.08, 19.09, 17.10, 14.11, 12.12

Individual Courses

Individual Courses, Small Groups, Company Training

> "My kids learned a lot. Thank you for the great work you do and the huge impact you make... Highly recommended!"
> **Irina,** Georgia, duo lessons (2018)

- **Registration fee (for the first course only):** €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount (siblings, parents):** 5% per person off the course fees.
- One **teaching hour (TH)** is 45 minutes.
- **Please see page 9 for further important information.**
- **The benefits at a glance:**
  - No registration fee for booking **up to three trial lessons** (registration is payable from the fourth teaching hour).
  - No charge for **cancelling a lesson** if written notification is received by 16:00 one day in advance (languages.berlin@fuu.de).
  - **Teaching hours:** Monday-Friday: 08:00-20:00; weekend lessons available with a supplement.
  - The lesson **structure and content** are tailored to your requirements.
  - You can form a free **language tandem** with our German course learners from England, the USA, China, Japan, Russia, Italy, Spain, Brazil, France and several other countries. Language tandems are also possible with students at our hwtk University of Applied Sciences (see page 7).
  - **Lessons in large groups:** We will be pleased to provide a special quotation.
- **Languages offered:** Arabic, Brazilian Portuguese, Bulgarian, Chinese, Croatian, Czech, Dutch, English, French, German, Greek, Hungarian, Italian, Japanese, Norwegian, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Turkish, Ukrainian (further languages on request).
- **Language groups:**
  - **Language group I:** English, French, German, Italian, Polish, Russian, Spanish, Turkish.
  - **Language group II:** Bulgarian, Croatian, Czech, Greek, Portuguese (not Brazilian).
  - **Language group III:** All other languages.
- **Specialist language I:** Business, literature, examination preparation, translation training.
- **Specialist language II:** Medicine, care professions, technology, cost-performance analysis, accounting.
- **Further specialist language fees** on request; additional information on our **Corporate Language and Company Training** can be found on page 17.

Individual lesson[1]	Language Group I			Language Group II			Language Group III		
	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
1-3 trial lessons[2]	€ 30	€ 32	€ 35	€ 32	€ 35	€ 37	€ 35	€ 37	€ 40
4-30 TH	€ 26	€ 28	€ 34	€ 28	€ 30	€ 36	€ 30	€ 36	€ 39
31-99 TH	€ 24	€ 26	€ 32	€ 26	€ 28	€ 34	€ 28	€ 34	€ 38
From 100 TH	€ 22	€ 24	€ 30	€ 24	€ 26	€ 32	€ 26	€ 32	€ 37
Duo lessons (2 people)[1, 3]	**Language Group I**			**Language Group II**			**Language Group III**		
	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
1-3 trial lessons[2]	€ 35	€ 37	€ 40	€ 37	€ 40	€ 42	€ 40	€ 42	€ 45
4-30 TH	€ 30	€ 32	€ 38	€ 32	€ 34	€ 40	€ 34	€ 40	€ 44
31-99 TH	€ 28	€ 30	€ 36	€ 30	€ 32	€ 38	€ 32	€ 38	€ 42
From 100 TH	€ 26	€ 28	€ 34	€ 28	€ 30	€ 36	€ 30	€ 36	€ 40
Small group (3-5 people)[1, 3]	**Language Group I**			**Language Group II**			**Language Group III**		
	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
1-3 trial lessons[2]	€ 40	€ 42	€ 45	€ 42	€ 45	€ 47	€ 45	€ 47	€ 50
4-30 TH	€ 36	€ 38	€ 44	€ 38	€ 40	€ 46	€ 40	€ 46	€ 49
31-99 TH	€ 35	€ 37	€ 43	€ 37	€ 39	€ 45	€ 39	€ 45	€ 48
From 100 TH	€ 33	€ 35	€ 41	€ 35	€ 37	€ 43	€ 37	€ 43	€ 47

[1]The stated prices are per teaching hour (TH, 45 minutes).
[2]No registration fee charged.
[3]Book a course with friends or colleagues with the same language level and share the cost.

Supplementary charges: Weekend lessons: 30%; in-house training: 40% (lessons held outside the Academy of Languages premises but within Berlin public transport zones A/B); in-house training in the greater Berlin area (from public transport zone C): 40% + travel costs (€0.70 / km).

Depending on the focus of the lesson we also offer our individual courses in a **wholly virtual** format, wherever you are, via our modern Flow Studio (supplement: 15%). Customer technical requirements: device with front-facing camera, microphone and loudspeaker/audio (e.g. laptop, smart phone or tablet) and a stable internet connection.

Premium Business Programme

Be ready for new challenges: We offer **compact, professionally relevant crash courses** for all levels in Chinese*, English, French, German, Italian, Japanese*, Polish, Russian and Spanish. (*Supplement for Chinese or Japanese: 25%.)

1 learner	Trainers	1 week	2 weeks	3 weeks	4 weeks	Lunch	Language exam
20 TH / week	1-2	€ 560	€ 1000	€ 1500	€ 2000	Optional lunch with a trainer: € 50 / lunch	At the end of the crash course it is possible to take an internationally recognised exam at our test centre, e.g. telc, TOEFL®, TestDaF, TOEIC®. Fees from € 135 and € 220. F+U in-house exam with certificate and express marking: € 75.
30 TH / week	2-3	€ 840	€ 1500	€ 2250	€ 2760		
40 TH / week	2-3	€ 1000	€ 2000	€ 2760	€ 3680		
50 TH / week	2-4	€ 1250	€ 2300	€ 3450	€ 4600		
60 TH / week	2-4	€ 1500	€ 2760	€ 4140	€ 5520		

Evening Courses

- **Registration fee** (for the first course only): €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount (siblings, parents):** 5% per person off the course fees.
- **One teaching hour (TH)** is 45 minutes.
- Lessons missed due to **public holidays** are rescheduled.
- The **course fee discount** is only available for advance payment of at least 6 months.
- **Please see page 9 for further important information.**

German as a Foreign Language

Course no.	Course title	Level	TH / month	Learners	Course days 18:30-20:00	Fee per month		Course start*
						1-5 mths	From 6 mths	
1	Main course Standard German	Acquisition of the various languages competences in homogenous groups; levels A1-C1	16	4-15	Monday, Thursday	€ 125	€ 100	Every Monday
2	Main course plus module course	Participation in a skills consolidation module course to complement the main course	24	4-15	Monday, Wednesday + Thursday	€ 175	€ 130	Every Monday
3	Module course Grammar / conversation	Grammar consolidation course (A1-A2) or conversation focus (B1-C1)	8	4-15	Wednesday	€ 100	€ 80	Every Wednesday
4	Intensive course Standard German	A course to complement the main and module courses with flexible individual lessons; from level A1	24 + 8 IL	4-15 + IL	Monday, Wednesday, Thursday + flexible individual lessons	€ 350	€ 325	Every Monday

*The courses run continuously. **Start for complete beginners:** 07.01, 04.02, 04.03, 01.04, 06.05, 03.06, 01.07, 05.08, 02.09, 07.10, 04.11, 02.12

Sony Center, Potsdamer Platz

English

Course no.	Course title	Level	TH / month	Learners	Course days 18:30-20:00	Fee per month		Course start*
						1-5 mths	From 6 mths	
5	Main course standard English	Acquisition of the various languages competences in homogenous groups; levels A2-C1	8	4-10	Monday	€ 80	€ 60	Every Monday
6	Main course + module course	Participation in a module course to complement the main course	16	4-10	Monday, Thursday	€ 130	€ 110	Every Monday
7	Module course standard English	Grammar consolidation course (A1-A2) or conversation focus (B1-C1)	8	4-10	Thursday	€ 100	€ 80	Every Thursday
8	Intensive course standard English	A course to complement the main and module courses with flexible individual lessons; from level A2	16 + 16 IL	4-10	Monday, Thursday + flexible individual lessons	€ 450	€ 420	Every Monday

*The courses run continuously. **Start for complete beginners:** on request.

Intensive Courses

"F+U is a great experience! The staff is helpful and welcoming, the teachers are excellent and the other students come together from all over the world. I loved it!"
Edward, USA, course no. 14 (2015,16,17,18)

"The people, the teachers and the city are amazing. I'd love to come back."
Fernando, Mexiko, course no. 13 (2018)

- **Registration fee** (for the first course only): €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount (siblings, parents):** 5% per person off the course fees.
- One **teaching hour (TH)** is 45 minutes.
- **Discounts** are only available for advance payment of at least five or twelve weeks; the fee for the academic year must be fully paid in advance.
- **Please see page 9 for further important information.**

German as a Foreign Language

Course start: Every Monday throughout the year; complete beginners: 07.01, 04.02, 04.03, 01.04, 06.05, 03.06, 01.07, 05.08, 02.09, 07.10, 04.11, 02.12

Course no.	Course title	Course description	TH / week	Learners	Course times (Mon-Fri)	Flexible course duration (fee per week)			Academic year (fee per course)	
						1-4 wks	5-11 wks	From 12 wks	25 wks	40 wks
13	Main course Standard German or exam preparation (TestDaF / telc C1 Hochschule)[1]	Acquisition of the various language competences in homogenous groups. Levels A1-C1. From level B2.2: Exam preparation or standard German	20	4-15[2]	09:00-12:15	€ 145	€ 130	€ 110	€ 2625	€ 3990
14	Main course + module course	Participation in module courses I - III to complement the main course	20 + 10	4-15[2]	09:00-12:15 13:00-14:30	€ 190	€ 170	€ 140	€ 3410	€ 5250
15	Super-intensive course - Main course + module course + IL	A combination of group and bespoke individual lessons	20 + 10 + 5 IL	4-15 + IL	08:00-08:45[3] 09:00-12:15 13:00-14:30	€ 345	€ 315	€ 305	€ 7480	€ 11760
16	Module course I Grammar	Consolidation grammar course; from level A1	10	4-15	13:00-14:30	€ 105	€ 80	€ 55	-	-
17	Module course II Conversation	Consolidation course with focus on conversation; from level B1	10	4-15	13:00-14:30	€ 105	€ 80	€ 55	-	-
18	Module course III - Exam preparation[1]	Consolidation course preparing for TestDaF or telc C1 Hochschule; from level B2.2	10	4-15	13:00-14:30	€ 105	€ 80	€ 55	-	-
19	Mini group	Ideal for learners aged 30+: concentrated, individually guided lessons in small groups; levels A2-C1	20	4-6	09:00-12:15	€ 350	€ 300	Maximum 9 weeks		

[1]Our **TestDaF preparation courses** start four weeks before the exam week: 14.01, 11.03, 23.04 (Tues), 17.06, 12.08, 07.10. Before and after these courses learners can join our standard German courses. Preparation for telc C1 Hochschule is offered provided there is sufficient demand, two weeks before the week of the respective exam week (see dates on page 11).
[2]Maximum participant numbers may be exceeded for the TestDaF and telc C1 Hochschule preparation courses.
[3]For individual lessons, course times (e.g. afternoons) can be arranged with the teacher.

English, German plus English

Course start: **No. 25, 28, 54:** 01.07, 08.07, 15.07, 22.07, 29.07, 05.08, 12.08, 19.08, 26.08 (additional dates by arrangement); complete beginners in German and/or English: 01.07, 05.08 (additional dates by arrangement)

Course no.	Course title	Course description	TH / week	Learners	Course times (Mon-Fri)	Flexible course duration (fee per week)		
						1-4 wks	5-11 wks	From 12 wks
25	German (main course) + English (main course)	German and English in full, parallel intensive courses; internationally recognised examinations offered (telc, TestDaF, TOEFL®[2]	20 + 15	4-15	09:00-12:15 13:00-15:30	€ 235	€ 205	€ 195
28	Main course standard English	Acquisition of the various language competences in homogenous groups; levels B1-C1	15	4-10	13:00-15:30	€ 130	€ 105	€ 95
54	Specialisation course: Main course standard English + individual lessons English	A combination of group and specialist individual lessons, e.g. preparing for the TOEFL® exam[2]	10 IL + 15	IL + 4-10	10:30-12:15[1] 13:00-15:30	€ 340	€ 315	€ 300

[1]Course times for the individual lessons can be arranged in agreement with the teacher.
[2]The TOEFL®, telc and TestDaF exams can be taken at the school (see page 11 for further information).

Group Packages

Throughout the year we offer special packages. These are designed for **class trips or groups of at least five adults** wishing to improve their language skills while experiencing German culture in **the country's most attractive metropolis.** Our diverse **cultural programme** offers plenty of variety and can be tailored to the specific interests of the group participants. To round off the perfect language trip, **accommodation** with or without meals can be booked in our halls of residence or with host families.

Free Offers for Group Leaders

- **Language course** (From 5 participants; German or English, subject to availability)
- **Accommodation:** A room in shared accommodation (from 10 participants; accommodation with a host family or in a hostel or private apartment is only available at list price).

General Information

- **Administration fee per group:** €150
- **Includes:** Placement tests, progress tests, certificate of participation, use of library, reading room and computer workstations, Wi-Fi.
- **Special discount:** For all group bookings between 29 July and 24 November we offer a special 10% discount off all modules.

German and English Courses for Young People (14+) and Adults

Course materials (copies): €10 per participant. Those who prefer to work with books can buy them at the school; the two books cost between €30 and €60, depending on language and level.
Placement in international groups is guaranteed for German (A1-C1); English on request.

Language(s)	TH / week	Course times (Mon-Fri)	Course fee per week and per person			
			5-10 people	11-20 people	21-40 people	From 41 people
German	20	09:00-12:15	€ 120	€ 115	€ 105	€ 95
German	30	09:00-12:15 13:00-14:30	€ 165	€ 160	€ 150	€ 140
English	15	09:45-12:15 or 13:00-15:30	€ 110	€ 105	€ 95	€ 85
German plus English	20 + 15	09:00-12:15 (G) 13:00-15:30 (E)	€ 205	€ 200	€ 190	€ 180

Accommodation and Meals

Arrival: Sunday (after 12:00); **departure:** Saturday (by 10:00). Single rooms can be booked for a supplement. We will be pleased to provide a quotation. See page from page 21 for more accommodation information. Special accommodation including in hotels and youth hostels is available on request. We will be pleased to prepare an individual quotation: languages.berlin@fuu.de

Additional meals: All meals are taken in Berlin, for example in the school cafeteria or in our partner restaurants. During excursions groups are responsible for their own meals. Additional meal options (price per accommodation week - i.e. from Sunday evening to Saturday morning - and per person; includes one soft drink/water or a cup of coffee/tea at each meal): **breakfast** €50, **lunch** €90, **evening meal** €120.

Accommodation type (double rooms and dormitories)	Facilities	Meals	Fee per week and per person			
			5-10 people	11-20 people	21-40 people	From 41 people
F+U shared apartments	Bathrooms and kitchens shared with only a few other rooms; journey time by public transport max. 50 minutes	Not included (see above)	€ 90	€ 85	€ 80	€ 75
F+U Campus hall of residence*	Accommodation in school building; showers, WCs and kitchens shared with other F+U students in all age groups	Workdays: half board catering in school cafeteria (mornings, lunchtime)	€ 170	€ 165	€ 160	€ 155
F+U host families	Kitchen and bathroom shared with a Berlin host family; journey time by public transport max. 50 minutes	Half board (mornings + evenings)	€ 175	€ 170	€ 165	€ 160

*Limited availability, particularly during the summer months. We therefore recommend early advance booking.

Transfer to and from your Accommodation

Arrival: Sunday (after 12:00), **departure:** Saturday (by 10:00)[1].

Route		Fee per person[4]	
		5-15 people	15+ people
Berlin central railway station[2]	One way	€ 20	€ 20
	Both ways	€ 35	€ 30
Tegel airport3 / bus station (ZOB) at TV tower[3]	One way	€ 40	€ 30
	Both ways	€ 70	€ 60
Schönefeld airport[3]	One way	€ 60	€ 45
	Both ways	€ 95	€ 80

[1]Transfers during the week only as an exception and with a 15% supplement
[2]Meeting point: northern main entrance, Europaplatz
[3]Meeting point: at the agreed location
[4]Discount only for joint arrival and/or departure.

Christmas market at night

Gendarmenmarkt

Cultural Programme, Excursions

In addition to the school's regular and often free cultural and leisure activities (see pages 8 and 9), we can also **organise exclusive activities, for a supplement.** Groups are accompanied by F+U staff or designated specialist personnel (e.g. external tour guides or course leaders).
Options include company tours, sports in the Spreewald and full-day excursions to Hamburg, Leipzig or even Copenhagen, as well as concert and open-air cinema visits, cycling or boat tours. We will be pleased to provide a quotation for a programme tailored to suit your group's interests and learning goals: **languages.berlin@fuu.de**

University Taster Course *aol@hwtk*

To complement our group and individual programmes the F+U Academy of Languages Berlin offers **exclusive, bespoke introductory courses** in conjunction with the F+U University of Applied Sciences for Business, Technology and Culture (hwtk) Choose from the following subjects and their related disciplines:

- Business
- Marketing and Public Relations
- Mathematics
- Business Informatics
- International Management
- Hotel and Tourism Management
- Sports Management
- Law

Lessons take place at the Berlin Educational Campus in the afternoon or evening, as well as on a **virtual online basis** via our modern Flow Studios. We offer the following teaching languages: **German, simple German, and English.** Alternation between the introductory courses and additional language training (e.g. Business English or German for university) is also possible (see below). At the end of the course a **certificate of participation** showing the number of completed teaching hours is available. Prices and further information on request: languages.berlin@fuu.de

Sample Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00-12:15	Open German lessons A2 (20 TH/wk)				
13:00-15:30	Individual course: Business English B2 (6 TH/wk)	Taster course aol@hwtk: Programming for Beginners	Individual course: Business English B2 (6 TH/wk)	Taster course aol@hwtk: Principles of Marketing	Exclusive F+U leisure activity, e.g. excursion to Potsdam
16:00-17:30		Open F+U leisure activity (free)			

Lessons on Tour

The Academy of Languages offers the intensive German as a Foreign Language courses both in Berlin and Heidelberg. **At no extra charge,** you can take your language course at either school. 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 allow a change of study centre at any time.
If you have **already begun your course** and then opt for our Lessons on Tour programme, it is still possible to change schools after a notice period of two weeks and payment of a **€100 fee** (subject to availability of accommodation).

Corporate Language Training

Since 2013, the F+U Academy of Languages Berlin has been delivering training to international diplomatic missions, federal agencies, global property and insurance companies, luxury-sector travel operators and innovative start-ups. Our Corporate Language Training offers **bespoke language training for companies and organisations** in over twenty languages, for example English, German, French, Italian, Spanish, Chinese and Russian. Thanks to their modular structure the training courses can be tailored to meet the individual needs of a sector or company department. The training can be held as group courses, individual lessons, day seminars or weekend workshops, either in-house or at our school.

The Corporate Language Training programme offers the following specialisations:

- Sector-specific terminology
- Commercial correspondence, emails and reports
- Meetings and negotiations
- Grammar and specialist vocabulary
- Presentations and kick-off presentation speeches
- Telephone communication
- Intercultural awareness and communication strategies

Please see page 12 for prices.

"Since 2017 we've been booking language training for our staff with F+U Berlin. We're extremely satisfied with the quality of the lessons and flexibility of the organisation."
Marc Vollmer, Director / Co-Head of Office Leasing Berlin, CBRE. Corporate Language Training (2017, 2018)

Educational Leave in Berlin

Registration fee (for the first course only): €35
Course start: 07.01, 04.02, 04.03, 01.04, 06.05, 03.06, 01.07, 05.08, 02.09, 07.10, 04.11, 02.12
F+U is accredited under the Educational Leave laws in Baden-Württemberg, Rhineland-Palatinate and Hessen; further accreditations on request.

Course no.	Language	Course description	TH / week	Learners	Course times (Mon-Fri)	1 week	2 weeks
22	German as a foreign language	Acquisition of the various language competences in homogenous groups; levels A1-C1	30	4-15	09:00-14:30	€ 235	€ 470
23	German as a foreign language	Combination of group and individual lessons (IL); levels A1-C1	40 (incl. 10 IL)	4-15 + IL	09:00-16:15	€ 525	€ 1050

À la Carte Courses (Music, Sport, Art, Design)

Parallel to our intensive courses, we arrange various **special courses in sport, music, art and design** in cooperation with sports clubs, companies, music schools and other local organisations.
Selected courses: Football, handball, table tennis, tennis, basketball, field hockey, ice hockey, swimming and other sports; music lessons, art courses and floristry. Please note that the practice sessions are invoiced separately. The fee reflects the number of hours booked and in particular the type of activity. For sports lessons only a small fee is normally required, payable to the sports club.
Top-quality piano lessons at university level; lessons are invoiced by the hour.
One-off placement fee: €250 (a successful placement cannot be guaranteed; if no placement is found, €150 will be refunded).

Music Practice Rooms

At no extra charge, we can arrange practice rooms for regular, independent **practice of the piano or other musical instruments, or for voice training.** For a monthly flat rate of approx. €150 our learners can practice the piano or their own musical instruments at a partner music school, **every day, around the clock (24/7).** Practice at the concert grand piano is available by special arrangement only.

Support with Official Matters (Registration with Authorities, Health Insurance, Bank and more)

Learners requiring a visa are offered the following services after arrival: support in practically all bureaucratic matters, convenient registration or re-registration at the town hall, advice and appointment organisation for opening or activating a bank account, help with arranging German health insurance, checking documents for the Berlin immigration authorities and general information on extending visas.
Requirement: A language course of at least 12 weeks must be booked.
Fee: €275 (individual services, such as registration at the town hall, can also be booked separately for just €85).

General University Advice

At the school we offer a university advice service for our learners who upon completion of their course wish to begin a degree programme at a German state university. The service includes orientation and help in the selection of suitable universities/subjects; the preliminary check of application documents; assistance with applications to up to three universities and the correction of letters of motivation/CVs.
Requirement: Evidence of the university admission qualification from the learner's home country.
Fee: €300.

Special University Advice - hwtk

Our language school is also the International Office of the state-accredited University of Applied Sciences - hwtk (Hochschule für Wirtschaft, Technik und Kultur) in Berlin. The hwtk offers primarily business-focused **bachelor and master's degree programmes** in German and in English.
With ten specialisations in BA Business Administration - such as Hotel and Tourism Management or Marketing Communication and Public Relations - as well as three accessible modes of study (dual, full-time and distance learning), the hwtk offers students the highest level of planning flexibility.
The new BA International Management programme complements the profile of the university with an **attractive range of courses in English,** including an integrated period of study abroad, e.g. in New York.
Our language school provides **free assistance** with all applications to the hwtk.
Our language courses and exclusive F+U language certificate (special fee: €75) qualify students for admission to the hwtk.
Further information on page 7 and at international.support@hwtk.de

Provisional Admission Service

We offer university application support for learners who have booked an intensive course of at least twelve weeks at our school and who require provisional university admission for their visa application. For the applications to up to two universities, we check the application documents, prepare the university applications, correct the letters of motivation/CVs and communicate with the universities.
The processing time at the universities can take up to eight weeks; this should be taken into account in the application process.
Admission requirement: Evidence of the university admission qualification from the learner's home country.
Fee: €450 plus any applicable processing fees charged by the respective university. (A successful application cannot be guaranteed. If the application is rejected by the university €200 of the administration fee will be refunded. The university's processing fee is non-refundable.)

Berliner Dom (cathedral)

Internships, Erasmus+

Our unpaid internships are offered to young people (16+) keen to build on their intensive German course by playing an active role in our cultural programme and gaining an insight into the administration work at an international language school. Upon completion, a bilingual internship certificate (German/English) is available. Where required, non-EU nationals must provide a work permit for the internship (e.g. a Working Holiday visa). All applicants are required to provide evidence that the internship either serves a vocational purpose (orientation internship) or is to be completed parallel to training or study; usually a copy of the enrolment certificate, the training contract or school contract is sufficient. Applications accompanied by a letter of motivation and a Europass CV should be submitted exclusively to languages.berlin@fuu.de.
Processing fee: €200.
Erasmus+ internships based in the school administration are also offered; please make sure your application is convincing and submitted as early as possible (limited availability). No processing fee.

Cultural programme

Groups are accompanied by a member of school staff. Unless otherwise indicated, only travel and staff costs are included in the fee. Announcements about cultural events can be found in notices in the school and online at **news.fuu-languages.berlin.** The minimum number of participants is also indicated in each case.

Examples	Duration	Fee
Orientation tour of Berlin's historical city centre	Approx. 2 hours	Free
Regular F+U 'Stammtisch' gatherings	Approx. 2 hours	Free
Cycling tours of Berlin's most attractive districts	Approx. 2 hours	Free
Sports activities[1]	Approx. 2-3 hours	Free
River trips on the Spree (including audio guide)	Approx. 2-3 hours	From € 16
Museum visits[2]	Approx. 2-3 hours	From € 2
Cinema/open air cinema	Approx. 2-3 hours	From € 7
Berlin Zoo / Tierpark	Approx. 2-3 hours	From € 15
Excursions (half day)[3]	Approx. 5 hours	From € 20
Excursions (all day)[4]	Approx. 8 hours	From € 30

[1]Football tournaments, ice-skating, cycling tour, mini golf and more.
[2]Pergamon Museum, Deutsches Historisches Museum (German Historical Museum), Berlin Wall Museum, Topography of Terror Documentation Centre, Jewish Museum Berlin, Neues Museum (New Museum), Berlin Wall Memorial, German Museum of Technology, DDR (GDR) Museum, Neue Nationalgalerie (New National Gallery), Naturkundemuseum (Natural History Museum), Berlin-Hohenschönhausen Memorial, Gemäldegalerie (Art Gallery), Alte Nationalgalerie (Old National Gallery), Berliner Unterwelten-Museum (subterranean museum) and more.
[3]Potsdam, forest high ropes course, Sachsenhausen Memorial, Filmpark Babelsberg and more.
[4]Spreewald, Hamburg, Leipzig, Dresden and more.

Computer Courses (Microsoft Office, Webpage Design, Programming for Beginners)

Registration fee (for the first course): €35 (group bookings of 3 or more people: €15 per person).
Discounts (for large bookings) are only available for advance payment in full.
One teaching hour (TH) is 45 minutes. **Please see page 9 for further important information.**

Fee per TH (45 min.)	1 person	2 people	3 people	4 people	5 people	6 people
1-3 trial lessons*	€ 33	€ 35	€ 40	€ 45	€ 48	€ 50
From 4 TH	€ 30	€ 33	€ 37	€ 40	€ 43	€ 45

*No registration fee charged.
We will be pleased to provide an individual quotation for larger groups, special IT programs or programming language and English-language IT lessons.

The lesson can also be offered in a **wholly virtual** format, wherever you are, via our modern Flow Studio (supplement: 15%). Customer technical requirements: device with front-facing camera, microphone and loudspeaker/audio (e.g. laptop, smart phone or tablet) and a stable internet connection.

Charlottenburg Palace (17th - 18th century) - Residence of Friedrich II ('The Great') and other Prussian rulers. Following the death of the popular Queen Sophie Charlotte (1705) the palace and the village of Lützenburg were renamed **Charlottenburg,** and are still known by the same name today.

Accommodation Information

1. Tegel airport
2. Schönefeld airport
3. Berlin central railway station
4. Central bus station (ZOB)
5. F+U Academy Hostel
6. F+U Academy of Languages
7. Examples of shared and private apartments

Arrival and Departure

A current list of our accommodation is available at rooms.fuu-languages.berlin

Move in: Sunday (10:00-21:00).
Moving in after 21:00 is only possible in exceptional cases, and must be confirmed in advance by no later than Friday (14:00) before your arrival; it is also subject to a €50 supplement. Moving in on Saturday (13:00-18:00) must be confirmed in advance and is invoiced as an **extra day** (see from page 23).
Move out: Saturday (by 12:00).
Moving out on Sunday (by 10:00 at the latest) must be confirmed in advance and is invoiced as an **extra day** (see from page 23).

- Please inform us of your exact arrival time by no later than Friday (14:00) before moving in. If you inform us any later, we will be unable to guarantee the handover of the key at your preferred time.
- In the event of a delay of more than half an hour, please telephone the named person for your key handover or your host family.
- **Accommodation rates** are calculated to take into account location (distance to school, attractiveness of the district) and furnishings/facilities of the accommodation. In all cases, please bear in mind that all our accommodation, including that in higher categories, has a 'student' character.

Parking

Our F+U Hostel guests can park in the building's inner courtyard, which is unsupervised, but secluded from the street. Fee per week: €25. Information on parking near the F+U shared accommodation, apartments and host family accommodation is available on request.

Use of PCs, Internet, Wi-Fi, Copier, Printer

- **All F+U accommodation** is usually equipped with free Wi-Fi. Please note, however, that this is a discretionary free service provided by the school, and that there may be network coverage fluctuations or temporary outages on the side of the service provider. In summer or for larger group arrivals we rent additional rooms to meet demand; information on their Wi-Fi facilities is available on request.
- Some of our **host families** permit the use of their computer or Wi-Fi network for a small additional charge. Details are available on request.
- During school opening hours (see page 9) you can use the **guest PCs** with free internet access in the library reading room (ground floor). High-speed **broadband Wi-Fi** is available throughout the school building at no extra charge.
- Compliance with German Internet Law in general and, in particular, our IT usage regulations is required at all times.
- The **school photocopier** on the ground floor of the F+U Training Campus can be used for making copies or for **printing (via USB).** You will need to purchase and set up a copier account in the ground-floor library.

Cleaning of Rooms and Communal Areas

Please note that for the entire duration of your stay you are responsible for cleaning your room or private apartment. Rooms and private apartments are to be clean and tidy when vacated. Kitchens and bathrooms are to be kept clean, and kitchen waste must be taken out regularly. We recommend all flatmates agree a clear and fair rota of duties. Communal areas are cleaned once a week by F+U.

Laundry

- **Host family accommodation:** Free use of the washing machine, usually once or twice a week.
- **F+U Hostel and F+U Campus:** Free use of washing machines and dryer exclusively for F+U Hostel or Campus residents.
- **Shared apartments and private apartments:** Coin-operated washing machines and dryers are available.
- **Bed linen, towels:** One set of bed linen is provided on arrival; please bring your own towels.
- **Cooking utensils, cutlery, crockery:** Residents share cooking utensils and crockery in the shared apartments. In the Hostel and Campus dining rooms each resident has their own locker, which contains crockery and cutlery sets. The locker and the crockery/cutlery sets must be clean and complete when you move out.
- **Toiletries, washing-up liquid, personal hygiene:** You are responsible for providing consumables such as soap, shower gel, washing-up liquid and toilet paper.

Accommodation Prices

Meals, Cafeteria, Food Court

- All our accommodation is equipped with shared or private kitchens. **Host families** provide meals as specified in the booking.
- Meals in **partner restaurants** (Sun-Sat) with vouchers, or in our school cafeteria: Breakfast: €50/week; lunch: €90/week; evening meal: €120/week.
- There are also **countless restaurants and bistros** close to the school. We recommend the richly diverse food court in the nearby **Mall of Berlin,** which offers over thirty fast-food restaurants, or the culinary variety of the shopping **arcades** on Potsdamer Platz (see page 3).

House Rules (Summary):

- In all F+U accommodation **smoking is strictly prohibited** in rooms and on the balconies/terraces.
- Kitchens and bathrooms must be left clean after use - crockery must be washed up and put away immediately.
- 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 noise to room level.
- Visitors are permitted until 22:00 only, in all our accommodation. Visitors found in accommodation later than 22:00 are assumed to be an unregistered overnight guest (see below).
- If you would like to invite friends to stay overnight, permission must be obtained in advance from the accommodation administration. **Overnight stays cost €10 per person.** Overnight stays without advance agreement incur a fine of at least one week's rent. Occupants are liable for their guests.
- Violations of house rules may incur a fine; for repeated violations we reserve the right to terminate the rental agreement and language course without notice.
- **Further details are set out in the house rules and fee regulations provided on arrival.**
- In host family accommodation the host's own house rules apply.

Extension of Rental Contract, Change of Accommodation, Cancellation

(Hostel, Campus, Shared Apartment, Private Apartment, Host Family)

Applications to extend the rental contract must be submitted four weeks in advance of the contract's expiry. An extension of the rental contract cannot be guaranteed. If, despite compliance with the four-week notice period, the current room has already been reallocated, we guarantee the availability of a room in alternative accommodation. In this instance, the **fee for changing accommodation is waived.** Extension requests received less than 14 days before contract expiry are subject to a processing fee of €50.
Changing accommodation (at own request): €60.
Cancellation of the rental contract: If the contract parties conclude a rental contract for a fixed term, in other words solely for a limited time period, an earlier ordinary cancellation of the rental contract is generally excluded (§ 542 II BGB - German Civil Code).
However, as a gesture of goodwill we permit the cancellation of the rental contract subject to the following conditions of notice:

a. By Tuesday, 15.30 after moving in: Cancellation fee: one week's rent.
b. After this time, cancellation is only possible with four full rental weeks' notice (Sunday to Saturday), plus a €75 cancellation fee.
c. The administration fee is non-refundable.

If cancellation is confirmed by F+U, rent prepaid for the period after the amended contract expiry is refunded, minus the fees listed in points a, b and c above. Notice of the cancellation must be submitted in writing to the administration office during opening hours (Educational Campus, fifth floor).
Changes to bookings from host family accommodation to another category of accommodation, or from other categories to host family accommodation are possible subject to availability and a notice period of two weeks.

Transfer to and from your Accommodation

You can travel directly and cheaply with public transport between all Berlin airports and the city centre. Details and tickets are available on arrival from Berliner Verkehrsbetriebe (BVG) information desks or at www.bvg.de. At weekends[1] we also offer an **exclusive F+U transfer service** (to be booked by no later than **Thursday, 14:00, before your arrival or departure).** Other destinations within the city (hotels, private addresses) are available on request.

	Berlin Central Railway Station[2]		Tegel airport3 / Central bus station (ZOB) at TV tower[3]		Schönefeld airport[3]	
Distance[4]	4 km		11 km / 9 km		22 km	
Route	One way	Both ways	One way	Both ways	One way	Both ways
1 person[5]	€ 50	€ 90	€ 80	€ 150	€ 95	€ 170
2 people[5]	€ 40	€ 75	€ 65	€ 120	€ 80	€ 140
3 people[5]	€ 35	€ 65	€ 50	€ 90	€ 70	€ 125
From 4 people[5]	€ 30	€ 55	€ 40	€ 70	€ 65	€ 115

[1]Weekday transfers only as an exception and with a 15% supplement.
[2]Meeting point: Northern main entrance, Europaplatz.
[3]Meeting point: At the agreed location.
[4]Distance to school.
[5]Discount only for group bookings and the same address/departure destination.

Weekend transfers can be cancelled without charge by 14:00 (local German time) on the Friday before your departure or arrival. Weekday transfers, which we provide only in exceptional circumstances, can be cancelled up to 14:00, local German time, one day before the scheduled transfer. If the cut-off day falls on a German public holiday, the deadline is brought forward accordingly. Later cancellations cannot be accepted and the transfer cost is invoiced in full.

- **Administration fee:** €80; deposit: €150 (for deposit refunds, please contact us no later than Wednesday, 16:00, before your departure).
- You will receive the **name and address** of the host family or accommodation approximately two weeks before moving in, and at the latest by Monday before your arrival. First, please book only the preferred **accommodation or host family category.**
- **Double room bookings (DBL)** are only possible for joint arrivals.
- Our **dormitories (dorm)** with just 2-3 beds are available for learners aged 18 or over. It is customary that dorms are mixed (no gender segregation). For bookings of several beds in our dorms (groups, families), we can endeavour to allocate accommodation in the same room or accommodation, but this cannot be guaranteed. We therefore recommend booking a **private apartment.**
- **Discount for 10 or more people:** 5% off the rent; excluding host family accommodation.
- **Women-only shared apartments:** For a supplement (25%) we guarantee accommodation in an apartment with only female occupants, and a female-only shared bathroom.
- **Postponed arrival, visa problems:** If your arrival is postponed, e.g. due to a delay in issuing a visa, there is no need to worry. If the accommodation is booked to capacity, it is possible that the originally booked room/residence category can no longer be guaranteed. In this case we guarantee you accommodation in another hall of residence and/or residence category. The price difference resulting from a lower category is fully refunded; however, there is no extra charge if an upgrade is necessary. Cancellation of the accommodation with full refund of the rent is also possible, provided the cancellation is made within 24 hours of moving in.
- **Further details and information** about our shared apartments, private apartments, hostel and Campus are available at rooms.fuu-languages.berlin

F+U Shared Apartments

Our reasonably-priced budget accommodation offers fully equipped shared kitchens. Bathrooms are shared with other F+U guests. Coin-operated washing machines are available. Wi-Fi can usually be accessed free of charge. Shops are located nearby. All shared apartments are situated within a radius of maximum 50 minutes' travel time to the school[1].

Rent per week and sleeping place[2, 3]									Extra day[4] Rent per day/ sleeping place	
1-4 weeks			5-11 weeks			From 12 weeks				
SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL/Dorm
€ 120	€ 90	€ 70	€ 105	€ 75	€ 60	€ 90	€ 65	€ 50	€ 35	€ 25

Examples of accommodation in our F+U shared apartments

F+U Private Apartments

Our value-for money private apartments consist of **between one and three bedrooms,** a fully-equipped kitchenette and a private bathroom. Wi-Fi is usually available free of charge. Coin-operated washing machines are available nearby. The booking of a multi-room apartment is only possible for joint arrivals and departures. **For bookings of 2 or more people the accommodation is usually in double-room apartments.** The apartments are situated within a radius of maximum 50 minutes' journey time to the school[1]. **Availability is very limited, so we recommend early booking.**

Rent per week and sleeping place[2, 3]																Extra day[4] Rent per day/ sleeping place	
Duration	1-4 weeks					5-11 weeks					From 12 weeks						
People	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1-2	3-5
Per person	€ 170	€ 140	€ 120	€ 110	€ 100	€ 160	€ 130	€ 110	€ 100	€ 90	€ 150	€ 120	€ 100	€ 90	€ 80	€ 45	€ 35

F+U Campus Hall of Residence

Live directly in the school building, under the same roof as the language school and university of applied sciences! Within walking distance: Government district, Reichstag, Brandenburg Gate, Friedrichstrasse, Gendarmenmarkt, Tiergarten and Gleisdreieck Park, Berlin's largest shopping mall (Mall of Berlin), Germany's largest IMAX and much more. **Easily reached** by rail and underground. Small rooms (ca. 8 m²) and larger double rooms on the 4th and 5th floors of the Campus share fully equipped kitchens and dining areas with shared fridges and private crockery lockers, as well as WC and showers (gender segregated). The **basement laundry room and Wi-Fi are free of charge.**

Rent per week and sleeping place[2, 3]									Extra day[4] Rent per day/sleeping place	
1-4 weeks			5-11 weeks			From 12 weeks				
SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL / Dorm
€ 165	€ 120	€ 110	€ 150	€ 110	€ 100	€ 140	€ 100	€ 90	€ 55	€ 40

[1]**Public transport journey time only** to Potsdamer Platz (rail, underground), Anhalter station (rail), Mendelssohn-Bartholdy-Park (underground). The walking time to the stop is not included but is usually just 5-10 minutes from the accommodation. Please bear in mind that Berlin's metropolitan area is nine times larger than that of Paris; therefore long journey times are usual for commuters and students. Further information is available on request.
[2]The respective discounts are only available for full advance payment of at least 5 or 12 weeks.
[3]The rental contract can be cancelled with a notice period of four weeks (see page 22).
[4]An extra day is invoiced for arrivals on Saturday or a departure on Sunday (all extra day bookings must be confirmed in advance by F+U).

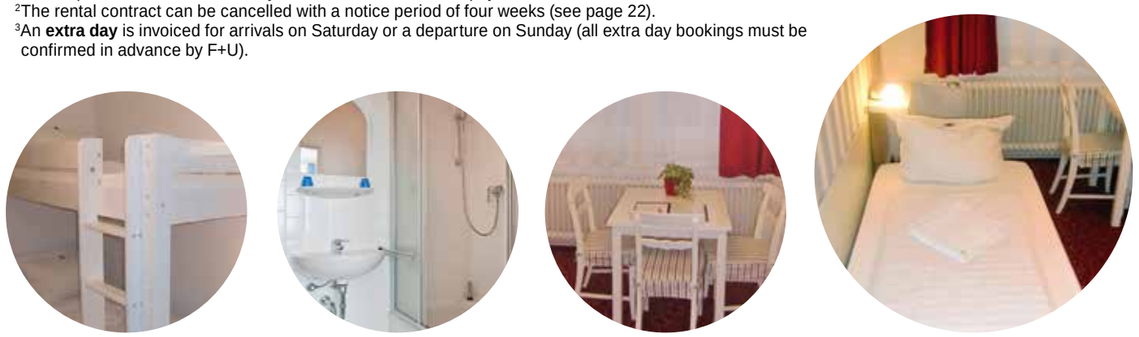
Examples of accommodation in our F+U Campus hall of residence

F+U Academy Hostel Berlin

The F+U Academy Hostel Berlin is located just **one underground stop or about a fifteen-minute walk** from the school, near Potsdamer Platz. Each room has its own **private bathroom, TV and a small private fridge.** The comfortable, spacious **shared kitchen and dining room** and private lockers for crockery are located in the basement level. **Residents have free use of Wi-Fi and washing machines.** Private parking in the courtyard is available for a fee (€25/week). Opposite the Hostel is a large, newly-built **sports and recreation park** (Gleisdreieck), where you can play basketball, beach volleyball, table tennis and much more, as well as jog and skate. Also nearby is a world-famous Berlin Craft Beer brewery and bistro. The neighbourhood has a number of appealing, reasonably priced hotels - ideal for occasional visits by friends and family.

Cat.	Short description	Rent per week and sleeping place[1, 2]									Extra day[3] Rent per day/ sleeping place	
		1-4 weeks			5-11 weeks			From 12 weeks				
		SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL/ Dorm
I	**F+U Hostel standard** Smaller room, separate private bathroom along corridor; accommodation close to school	€ 185	-	-	€ 170	-	-	€ 160	-	-	€ 55	-
II	**F+U Hostel comfort** Larger room, private en suite bathroom; accommodation close to school	€ 195	€ 140	€ 110	€ 180	€ 130	€ 100	€ 170	€ 120	€ 90	€ 60	€ 45

[1]The respective **discounts** are only available for full advance payment of at least 5 or 12 weeks.
[2]The rental contract can be cancelled with a notice period of four weeks (see page 22).
[3]An **extra day** is invoiced for arrivals on Saturday or a departure on Sunday (all extra day bookings must be confirmed in advance by F+U).



Examples of our F+U Academy Hostel accommodation

F+U Host Families

Our Berlin host families are carefully-selected small families, couples and single people, often with many years' experience in hospitality, who enjoy intercultural exchanges and enthusiastically act as representatives on behalf of their international guests and for Berlin's big city life. Please give us plenty of notice of any preferences, allergies or illnesses. We endeavour to find the perfect family to meet your needs.
Options (25% supplement): Guaranteed Wi-Fi; English-speaking host family.

Category	Distance to school	Meals[1]	Rent per week and room						Extra day[3] Rent per day/room	
			1-4 weeks		5-11 weeks		From 12 weeks			
			SGL	DBL	SGL	DBL	SGL	DBL	SGL	DBL
B	Maximum 50 minutes by public transport[2]	Half board	€ 200	€ 380	€ 185	€ 355	€ 175	€ 335	€ 40	€ 75
		Breakfast	€ 170	€ 325	€ 155	€ 295	€ 145	€ 280	€ 35	€ 65
		None	€ 150	€ 285	€ 140	€ 270	€ 130	€ 250	€ 30	€ 55
A	Maximum 30 minutes by public transport[2]	Half board	€ 260	€ 495	€ 210	€ 400	€ 200	€ 380	€ 45	€ 90
		Breakfast	€ 210	€ 400	€ 185	€ 355	€ 175	€ 335	€ 40	€ 75
		None	€ 180	€ 345	€ 165	€ 315	€ 155	€ 295	€ 35	€ 65

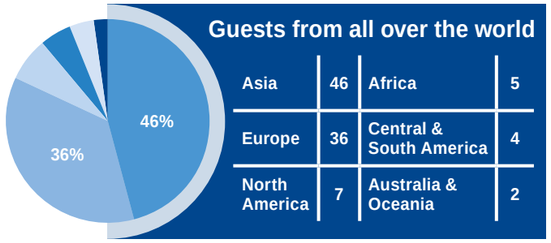
[1]**Half board** consists of breakfast and evening meal; some host families offer full board for a supplement of €75 per week (packed lunch with a drink).
[2]**Public transport journey** time to Potsdamer Platz (rail, underground), Anhalter station (rail), Mendelssohn-Bartholdy-Park (underground).
The walking time to the stop is not included but is usually only 5-10 minutes from the accommodation. Please bear in mind that Berlin's metropolitan area is nine times larger than that of Paris, and so long journeys are usual for commuters and students. More information is available on request.
[3]An **extra day** is invoiced for arrivals on Saturday or a departure on Sunday (all extra day bookings must be confirmed in advance by F+U).

External Accommodation

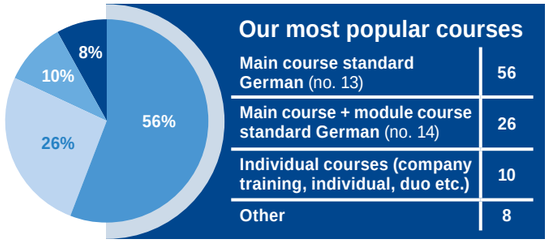
We are also happy to assist you with booking guesthouses, holiday homes, hotels and youth hostels.
Service charge: € 150. Quotations on request; depending on the size, location, furnishings/facilities and season, the weekly rent is between €200 and €2,000. Hotels in all price categories are located near the school. It is also possible to arrange beds in **Berlin's youth hostels and private hostels.**

The **Reichstag building** (1894); seat of the German Bundestag (parliament) since 1999

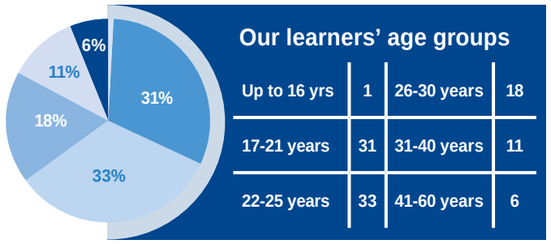
Throughout the year, there are **200-270 people** participating in our morning and afternoon intensive courses. The average age of our learners is approximately **23 years** old; most learners are focused on intensive preparation for their degree studies at a German university. During the **summer months** our guests are from a variety of age groups and have different learning goals. Our evening courses are popular with working people aged between 25 and 35 who have no time to study during the day. Our company training teachers visit employees typically aged between 30 and 45 in their place of work to teach them German or English, or languages such as Chinese and Arabic.



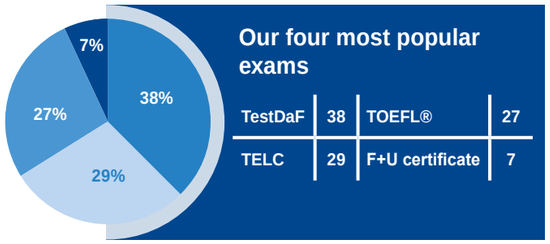
Percentage distribution of all course participants (2017) by continent of origin



Percentage distribution of all bookings (2017) by course type



Percentage distribution of all learners (2017) by age group



Percentage distribution of all exams (2017) by turnover

State-recognised Vocational College for Foreign Languages - Full-time Programmes in Heidelberg

Vocational training in the field of foreign languages opens up diverse, stimulating and above all future-proof professional prospects. The qualification offers not only strong foreign language skills but also professional training in commercial subjects such as business administration and IT. These multiple qualifications are highly sought after in commerce, in national and international organisations and academic institutions, as well as in the service sector.

Training programme / language(s)	Fee	Duration	Start	TH / week
Foreign Language Correspondence Clerk (one language) English	€ 3257	1 year	September	25
Foreign Language Correspondence Clerk (two languages) English **and** French **or** Spanish	€ 5134	1.5 years	September	30
Foreign Language Correspondence Clerk (two languages) English **and** Chinese, German as a foreign language[1], Japanese **or** Russian	€ 7728	2 years	September	30
Foreign Language Correspondence Clerk (three languages) English **and** French **or** Spanish + Chinese, German as a foreign language[1], Japanese **or** Russian	€ 8722	2 years	September	35
European Secretary (three languages) English + French + Spanish	€ 8280	2 years	September	35
Multilingual Correspondence Clerk (four languages) English **and** French **and** Spanish + Chinese, Japanese **or** Russian	€ 9936	2 years	September	40
Advanced training / language(s)[2]	**Fee**	**Duration**	**Start**	**TH / week**
Translator (state recognised)[2] English, French or Spanish	€ 3150 (F+U alumni: € 2500)	6 months (650 TH)	September	35
Translator (IHK certified)[2] Italian, Russian and more	See individual lessons[3]	Minimum 150 IL[3]	Any time	By arrangement

[1]German as a foreign language is an additional module; examinations for state-recognised languages only.
[2]Preparation for the external Translator examination (IHK) is taught in individual lessons.
[3]Requirement: Successful completion of Foreign Language Correspondence Clerk training programme, European Secretary or Multilingual Correspondence Clerk; or language skills in the target language at level C1, plus German at level C2.

Registration fee: €100.
The **examination fees** and **learning materials** costs are not included in the quoted course fees.
The following languages are state recognised: Chinese, English, French, Japanese, Russian and Spanish.
For all other languages we recommend the following examinations: **IHK** (Chamber of Trade and Commerce), **TestDaF** (German).

Entry requirements

Intermediate secondary school certificate, German language skills at level C1 and English language skills at level B1.
Certification of English language skills must not be older than two years.

Benefits and offers at a glance

- **Programme starting date:** September
- **Compact course duration** of 1 to 2 years (depending on the number of languages)
- **State recognised vocational qualifications:** English, Spanish, French, Japanese, Chinese and Russian
- Combination of **language + commercial** training
- Experienced, academically qualified, **native-speaker** teachers
- **Training finance:** Student-BaföG, student loan, child benefit, instalment payments
- **For our international prospective students:** special preparatory programme / foundation semester offering language and subject-focused preparation for the training programme + intensive courses in German and English
- **Open days**
- **Recruitment days:** First contact to potential employers
- **Optimum career prospects:** approximately 90% of our students enter qualified employment
- Internationality of the language school (12,000 language students from over 100 countries), free language tandems
- **Discounts** on language courses and language tours
- **Internship:** Free language course with international internship after successful completion of the course
- **Japanese Centre, Chinese Centre:** Monthly themed evenings
- **Leisure programme:** All year, several times a week we offer a diverse cultural and leisure programme
- Recognised **test centre** for TOEFL®, TOEIC®, LCCI, telc, TestDaF, DSH, TestAS, onSET, ECDL
  (DELE exams through cooperation partner)
- **Accommodation for students:** Over 500 rooms in halls of residence and apartments

Detailed information is available on request and can also be found in our Foreign Language Professions and Translator brochures.

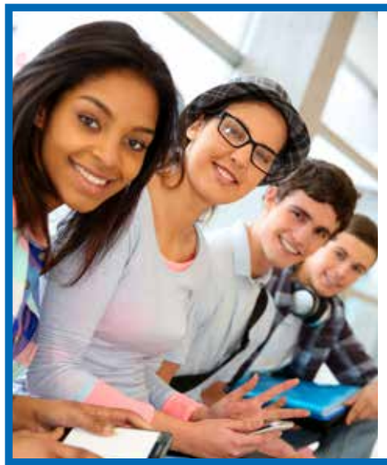
Foreign Language Correspondence Clerk
European Secretary
Multilingual Correspondence Clerk
Translator

F+U International Boarding School

• For young people aged 14 and over • 24-hour supervision • Individual support • Pedagogically qualified staff • Spacious twin rooms with own shower and WC • Internet connection • Full, varied leisure programme • 24/7 telephone service • Language courses at the F+U Academy of Languages with subsequent school programmes at the Heidelberg Private School Centre

International Boarding School
Where education meets life

Tel. +49 6221 912035 • Fax +49 6221 23452 • boardingschool.hd@fuu.de • boardingschool.fuu.de



International Baccalaureate®

• Two-year programme from Year 11 • Internationally recognised certificate, paving the way to studies at the world's top universities • Taught in English • Internationally orientated curriculum • Essay writing and project work • Comprehensive study and careers advice

HEIDELBERGER PRIVATSCHULCENTRUM

Diploma Programme

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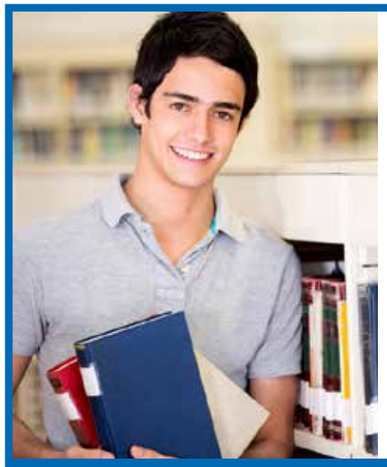

Heidelberg Private School Centre

• Bilingual primary school • Realschule secondary school • Vocational Gymnasium secondary school • Bilingual Gymnasium secondary school • Vocational colleges • International Baccalaureate® diploma programmes

HEIDELBERGER PRIVATSCHULCENTRUM

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BA Business Administration*
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Dual Study | Full-time Study | Distance Learning

- Entry possible with basic German skills (A2)*
- No tuition fees in the dual study programme**
- Wide range of cooperating companies in the dual study programme
- Individual support, career service
- Study in the heart of the capital city, near Potsdamer Platz, with the language school under the same roof

**Entry possible with German A2 level.
**Tuition fees are usually covered by the cooperating company.

hwtk University of Applied Sciences

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Dual bachelor degree programme for international students

Each week: Study and workplace experience

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iba Internationale Berufsakademie
University of Cooperative Education

- ★ No tuition fees from the 3rd semester*
- ★ Individual support
- ★ Entry with basic German (A2) possible
- ★ Award: state recognised bachelor combined with valuable professional experience and strong foreign language competence
- ★ Progression to one-year master's degree programme possible

*Tuition fees are usually covered by the work placement partner.

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International Prep School

• Preparation for the external Feststellungsprüfung university entrance exam for international higher education applicants in Heidelberg • For business science subjects at universities • 36 weeks, 40 lesson hours per week • Modern campus with state-of-the-art facilities • Successful completion guarantees a degree course place at the University of Applied Sciences for Business, Technology and Culture (hwtk), Berlin

IPS International Prep School

Tel. +49 6221 912035 • Fax +49 6221 23452 • ips@hwtk.de • www.hwtk.de/ibs/ips

Our Mission Statement

Language is the key to the world. Foreign languages are the key to foreign worlds.

Ever since 1995, the F+U Academy of Languages, the nationwide language institute of the non-profit F+U Group of Companies, has set itself the goal of opening doors and new personal and professional horizons for its customers in individual and company training courses, in intensive group lessons as well as in professionally qualifying language training.
We work in accordance with the guidelines by which we want to be measured at all times - not only by external quality certifications according to DIN EN ISO 9001 (since 1999) and AZAV (since 2005), but also by each individual customer.

Our values

We are committed to tolerant, open-minded interaction among learners, teachers and school administrators. Languages not only serve the purpose of communication, but also promote understanding of other people and cultural spheres. A high level of intercultural competence is both our ideal and our teaching objective.
We are committed to the principle of performance. Intensive, goal-orientated language acquisition requires not only a high degree of willingness to perform on the part of the learner, but also of the school to create the right corresponding framework conditions. By selecting competent, experienced teachers and practice-orientated teaching materials, we facilitate focused learning, free of distraction, as well as individual counselling services that extend beyond the classroom.
This is why we are committed to service and customer focus. We work with people - and for people. We make time for every concern. We not only help to determine personal learning goals and potential educational qualifications (certificates, university applications), but also assist with administrative matters and the organisation of accommodation.

Our customers

People of all ages from more than a hundred countries attend our German and English courses all year round in order to prepare for their studies or career. Those who love language learning and are ambitious to achieve as much as possible within the shortest time find themselves in good hands - and warmly welcome - in our morning and evening intensive courses.
Companies, diplomatic missions and public authorities trust our flexible, bespoke, in-house training courses or send their employees to the distraction-free learning environment of our academy. Anyone who recognises that language is not only a means of communication, but also a business card - both for those who are speaking and those they represent - will identify with our personalised programmes.
Not everyone is a team player or keen to follow the rules of the game set by others. In addition to English, German, French, Spanish, Russian, Chinese and Japanese in their standard and specialised variants (e.g. test preparation or business language), we also offer many more of the world's languages in flexible individual programmes. Our native-speaker teachers welcome motivated individual students as well as couples or smaller groups of friends who prefer inexpensive private tuition without sacrificing quality and exclusivity.
All learning achievement deserves to be celebrated with a certificate. Those who are not satisfied with our free certificates of participation can take leading internationally recognised language examinations, here in our institute.

Our goals

At the beginning of the shared journey, the goal of what is to be achieved must be as precise and realistic as possible. And the journey must end with your complete satisfaction as a customer - with yourself and with us. This is how your goals become our goals.

Our services

- **Extensive selection of language courses:** Intensive courses in the morning, consolidation courses in the afternoon, evening courses, company training, individual, duo and small group lessons, exam preparation
- **Extensive selection of accommodation:** F+U Academy Hostel exclusive to our learners, F+U shared accommodation, host families
- **Extensive selection of language exams,** e.g. TestDaF, telc, TOEFL®
- **Extensive selection of special services,** e.g. computer courses, educational leave, music lessons, sports, university advice, assistance with authorities, provisional admission
- Close ties to the **F+U University** of Applied Sciences for Business, Technology and Culture (hwtk) in the same building
- **Highly qualified trainers experienced in teaching and examinations**
- **Varied leisure and cultural programme**
- **Excellent accessibility thanks to a central location between** Potsdamer Platz and Anhalter station
- **Great value for money**
- **Flexible study centres** between all F+U locations (Lessons on Tour)

Our strengths

For more than twenty years we have been organising language stays abroad, accompanying young people on their way to university in Germany and training private and business people in languages and related specialist skills. For over twenty years we have known what we are doing - and we love what we do. We put our experience and passion at the service of each individual customer.

Our resources

The most important resource of the F+U Academy of Languages Berlin is our highly motivated team of teachers, administrators and assistants. We see ourselves as a team and welcome our customers as new members of this team. Flat hierarchies and an open-door policy are just as much a part of the way we work together as a friendly, respectful atmosphere in the school and its accommodation.

Colleagues in other F+U language centres and cooperation partners all over the world - agencies, schools and authorities - support the Berlin team both nationally and internationally.

Our classrooms near Berlin's vibrant but historic Potsdamer Platz are oases of calm and focused learning. The close proximity to the F+U University of Applied Sciences for Business, Technology and Culture (hwtk) is both spatial and programmatic: both parts are linked to a permeable educational network, which is intended to promote exchange between learners and students, language teachers and professors, events and courses.

Successful learning

For over thirty-five years, the F+U Group of Companies has stood for successful, consistent learning at all ages and educational levels with its wide range of schools, universities and academies. In keeping with this tradition, the F+U Academy of Languages Berlin stands for academically demanding language learning - across all age groups, areas of application and levels of knowledge - that is as rapid as it is sustainable.

View of the **Spanish Steps** and the **'Federal Ribbon'.** This open, airy ensemble of buildings in the Government and Parliament District symbolises the democratic connection between East and West, as well as between the people and their government.

Sunset over Berlin. The view from the Victory Column across the Tiergarten and the Hansa Quarter to Charlottenburg.

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F+U emergency number: +49 30 2005977-10
(Voicemails are regularly checked, also outside school hours)
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facebook.fuu-languages.berlin
twitter.fuu-languages.berlin
instagram.fuu-languages.berlin

Language Courses in Berlin
Arabic, Bulgarian, Brazilian Portuguese, Chinese, Croatian, Czech, Dutch, English, French, German, Greek, Hungarian, Italian, Japanese, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Turkish and more

International Test Centre
TestDaF, telc, TOEFL®, TOEIC®, LCCI, ECDL, OnSET, TestAS, and more

State Recognised Vocational College for Foreign Languages
Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk, Translator

Worldwide Language Tours
England, Ireland, Malta, USA, Canada, Australia, France, Italy, Spain, Portugal, Central and South America, Russia, Japan, China and more

Commercial College of Further Education
Business Administrator, Business Specialist and more

Vocational College
Elderly Care Support, Healthcare Support, Occupational Therapy and more

Academy24
Extra-occupational further education

Heidelberg Private School Centre
Gymnasium and Realschule secondary schools, bilingual primary school, bilingual Gymnasium, vocational schools, International Baccalaureate®

International Prep School
Preparation for the Feststellungsprüfung University Entrance Exam

International University of Cooperative Education
Bachelor degree programmes in the dual-study system

University of Applied Sciences for Business, Technology and Culture
Bachelor and master's degree programmes: dual-study, full-time or distance learning

Academy of Languages
Heidelberg · Berlin

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English Version

F+U Academy of Languages

2019

Heidelberg

Language Courses
Vocational College for Foreign Languages
Language Tours
Test Centre
Accommodation

Academy of Languages
Heidelberg · Berlin

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Academy of Languages
Heidelberg · Berlin

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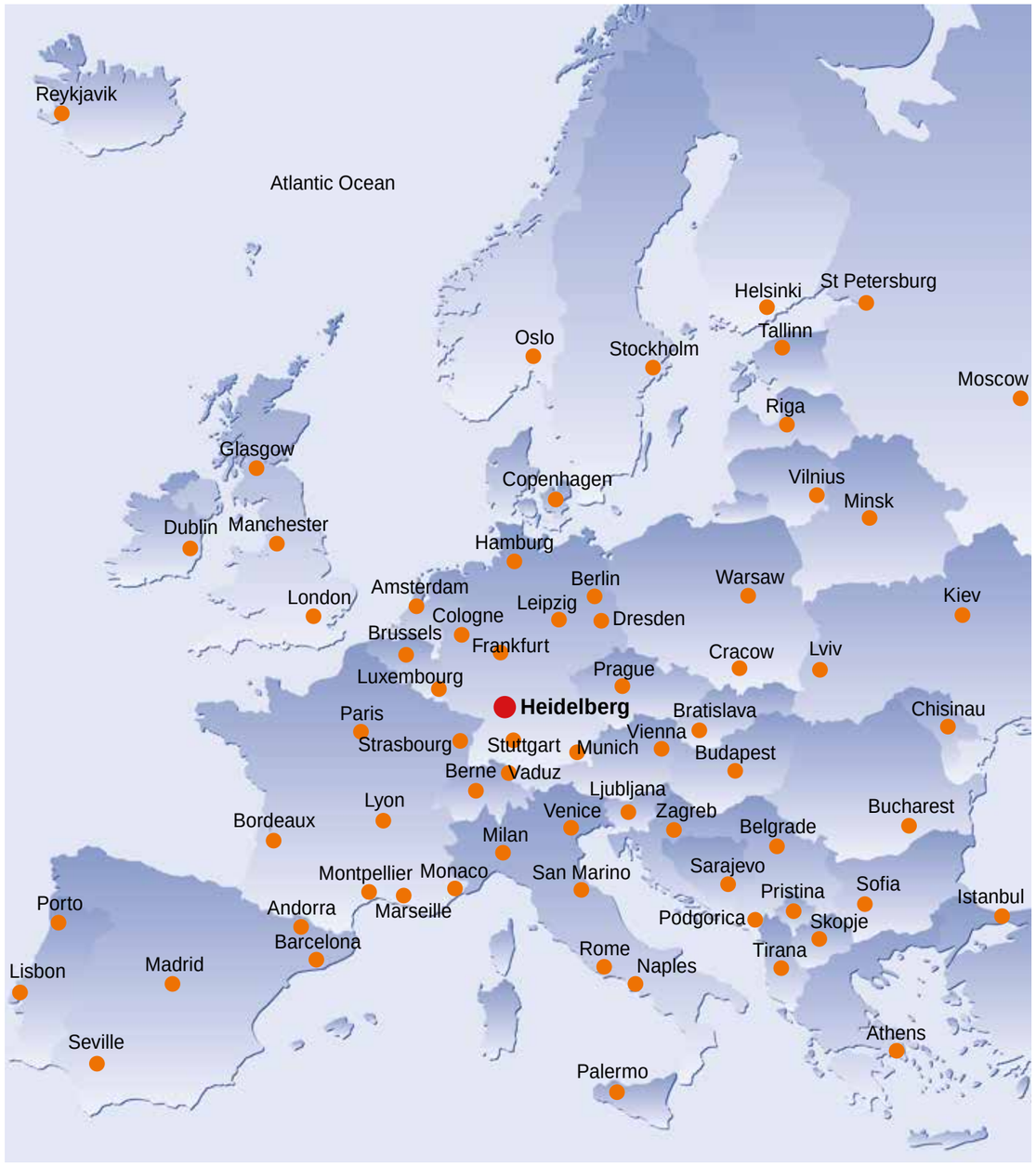
www.fuu.de

Test centre

TestDaF Test Deutsch als Fremdsprache · LCCI International Qualifications Registered Centre · onSET online-Sprachenstufungstest · telc Language Tests · TestAS Test für Ausländische Studierende / Test for Academic Studies · TOEIC® TOEFL® · fadaf · Bildungsurlaub www.fuu-languages.com · ECDL · VDP Verband Deutscher Privatschulverbände e.V.

Heidelberg - at the Heart of Europe



Heidelberg - City of Romanticism and Science

Castle illuminations with firework display on the **Old Bridge**

Heidelberg, once the capital of the Palatinate and the spiritual centre of Calvinism, nestles in the picturesque Neckar valley and is known for its particularly mild climate. Over the years, Heidelberg's beauty has attracted a number of poets, painters and scientists. In the early 19th century the city on the Neckar became the most important **centre of German Late Romanticism,** inextricably linked with the poets Arnim, Brentano, Goethe and Eichendorff.

The **Ruprecht-Karls University of Heidelberg,** Germany's oldest university, 'has once again asserted its leading position among universities in Germany as well as internationally', and in 2018 upheld its reputation as one of the best-ranked universities in the world. The Shanghai Ranking of world universities has 'revealed that Heidelberg University is again the best university in Germany, for the fifth successive time'. The **University library** tops the prestigious BIX Library Index where, in each of the four assessment categories, it is 'the only major academic university to place among the leaders - and for the sixth consecutive year' (Heidelberg University in International Comparison, Heidelberg University homepage).

Several monuments bear witness to the Neckar city's diverse history. Overlooking the river Neckar some 70 metres below is the city's most famous landmark, the Elector's **Castle,** which stands on the slope of Königstuhl mountain. Its ruins are among the most impressive sights to behold on any tour of Germany (in 2018, the castle was one of Germany's most popular destinations for international holidaymakers). Visitors climbing up to the castle first pass through the gate into the famous **Hortus Palatinus** garden, created at the beginning of the 17th century. The castle garden offers a breathtaking view of Heidelberg, including the **Philosophers' Walk,** which lies on the opposite bank of the Neckar. Fascinating buildings dating back to a variety of epochs surround the inner courtyard. Situated in the Elector's Wine Cellar is the world's largest barrel, which was once filled with wine. It has rarely failed to impress - except in the case of **Perkeo,** the barrel's gnome-like guard. Once, when asked if he could drink the barrel dry, his answer was a nonchalant 'Perché no' - why not? - which is how he came to earn his name.

The baroque townhouses and their ornamental facades and portals are a striking feature of any walk round the Old Town. The heart of the Old Town is the market place between the Evangelical Church of the Holy Ghost and the grand renaissance building 'Zum Ritter'. Leading away from the Church of the Holy Ghost are many old alleyways lined with pubs and restaurants. The **Old Bridge,** which spans the Neckar, is one of the most beautiful stone bridges in Germany. Not far from University Square is the Jesuit Church. Built in the early 18th century and adorned with several figures of the Virgin Mary and saints, the church is the Old Town's symbol of Catholicism regaining its foothold in Heidelberg following the upheaval of the Thirty Years War and the Palatinate War of Succession. The wooded hills around Heidelberg cloak the city in a handsome green. There is also plenty to explore in the surrounding area, including the Neckar valley forts, the German wine route, ancient cultivated landscapes along the Upper Rhine and the Odenwald mountains. Proximity to Frankfurt, Karlsruhe and Stuttgart airports means Heidelberg is easily accessible to its guests from all over the world.

The name Heidelberg is synonymous with tradition and romanticism, but it also stands for a modern, world-class location for **science and business.** The city is home to the tradition-steeped university, the Academy of Sciences, the German Cancer Research Centre (DKFZ), four Max Planck institutes, the European Laboratory for Molecular Biology (EMBL), the Print Media Academy of Heidelberger Druckmaschinen, the SAS Institute and several research centres belonging to international companies. Such a concentration of the sciences is unparalleled in Germany and forms the basis for a dynamic, science-orientated economy that elevates Heidelberg - despite a population of just 150,000 - to its position as one of Germany's leading economic centres.

Heidelberg is also one of Germany's leading **cultural centres,** as demonstrated by its wealth of museums and theatres. Literature is ubiquitous in the city and since December 2014 Heidelberg has been a designated **'UNESCO City of Literature'.** Together with the neighbouring cities in the Rhine-Neckar metropolitan area (Mannheim, Ludwigshafen, Speyer, Schwetzingen and Worms, to name the most important), Heidelberg offers a large variety of nationally significant cultural events (the exact dates of most events were unknown at the time of going to press).

Heidelberg Events Calendar	
Heidelberg Spring	March, April
Heidelberg 'Stückemarkt' Drama Festival	April
Schwetzingen Castle Festival	April, May
Alternative Spring	May
Castle Illuminations with fireworks on the Old Bridge	01 June
Heidelberg Literature Festival	Mid June
International Schiller Festival Mannheim	20 - 30 June
Heidelberger Castle Festival	June, July
Mannheim Summer Mozart Festival	July
METROPOLINK Festival	July
International Street Theatre Festival - Ludwigshafen	July
Castle Illuminations with fireworks on the Old Bridge	13 July
Nibelungen Festival - Worms	12 - 28 July
Festival of German Film	August, September
Autumn Literature Festival - Heidelberg	September
Castle Illuminations with fireworks on the Old Bridge	07 September
Heidelberg Autumn Festival	28 + 29 September
Biennial for Contemporary Photography	September, October
French Week	October
Enjoy Jazz, International Festival of Jazz - Heidelberg	October, November
Ludwigshafen Festival	October - December
Heidelberg Theatre Festival	Late October, early November
International Film Festival Mannheim - Heidelberg	November
Heidelberg Christmas Market	End of November to end of December
Winter in Schwetzingen	Nov. 2019 - Feb. 2020

The **Church of the Holy Ghost,** Heidelberg's largest church, built between 1398 and 1515.

Our **language school** is located in the Darmstädter Hof Centrum, Hauptstrasse 1, 3rd floor.

The Old University and the Christmas Market

The Old Bridge

F+U Academy of Languages *Heidelberg*

International Language School

The F+U language school is situated in the historic centre of the university city, just a few metres from the Neckar. The school building offers fantastic views of the Old Town, the castle and the Neckar valley.

Today, the F+U Academy of Languages is one of the largest language schools in Germany. Every year, over 10,000 language learners and exam candidates participate in the language courses and examinations; learners from over 100 countries take part in the German courses. Thanks to its internationality, the school gives learners a unique opportunity to meet new people and find out more about their language and culture, and to put new language skills into practice - between classes or during a break in the school's atrium, for example; or by taking part in the cultural and sporting activities we offer several times a week.
With seventy multimedia-equipped classrooms (up to eighty-five in summer), three Internet rooms with fifty PCs, free Internet access and Wi-Fi and a central location in Heidelberg, the F+U Academy of Languages offers everything to make your learning experience in Heidelberg a truly exceptional one.
Several halls of residence with around 500 rooms, apartments, a school-owned hotel and several host families offer year-round accommodation to learners arriving from all over the world.
Specialising in German as a foreign language, the F+U Academy of Languages is one of the world leaders in the provision of German courses, whether in the form of intensive lessons in the mornings and afternoons, or extra-occupational evening courses.

As an international test centre, the Academy of Languages stands for exceptional quality in language teaching. Alongside the best-known assessments such as TOEFL® and TestDaF (Test Deutsch als Fremdsprache), the language institute offers the following examinations: telc (The European Language Certificates, including C1 Hochchule, Zertifikat Deutsch, Zertifikat Deutsch für den Beruf), TOEIC®, LCCI (London Chamber of Commerce and Industry) exams, ECDL (the European Computer Driving Licence), TestAS (aptitude assessment for international applicants for higher education), WiDaF (Test Deutsch in der Wirtschaft), OnSet (online placement test for German and English) and IELTS (International English Language Testing System).

The intensive and evening courses are offered year round and attended by employees of international companies and research institutes such as SAP, Lufthansa, Heidelberger Druckmaschinen, HeidelbergCement, Siemens, Daimler, NEC, Heipha, Brunel, BASF, EMBL, HITS, the DKFZ, Heidelberg University and many more businesses and scientific institutes. International sports stars from the region's well-known sports clubs, including 1899 Hoffenheim, Rhein-Neckar-Löwen and SV Sandhausen participate in the Academy's German courses.

The state-recognised Vocational College for Foreign Languages is an outstanding feature of the Language Academy. Founded in 2004, the College offers the opportunity to study full time towards the following qualifications: Fremdsprachenkorrespondent/in (Foreign Language Correspondence Clerk), Europasekretär/in (European Secretary), Welthandelskorrespondent/in (Multilingual Correspondence Clerk) and Übersetzer/in (Translator).

F+U is the only education provider in southern Germany to offer state-recognised vocational language training for Japanese. Recognised status has also been awarded for Chinese, English, French, Spanish and Russian.

The F+U Academy of Languages offers internship programmes within the Erasmus+ framework. This EU programme gives young people the chance to participate in a language course abroad, in either another European country or in Heidelberg, and then complete a commercial internship.

The F+U Academy of Languages rounds off its range of courses with the organisation of language tours and with the International Prep School (preparation for the external Festellungsprüfung university entrance exam).

Your reasons for choosing F+U - key features at a glance

- **Extensive educational competence:** F+U is the provider of a University of Applied Sciences for Business, Technology and Culture, an International University of Cooperative Education, bilingual schools (primary school and Gymnasium), a Realschule and a number of colleges specialising in commercial and vocational foreign language training. Since September 2017 F+U has also offered the International Baccalaureate® diploma programme for international students.
- **International boarding school:** Accommodation for learners under the age of 18.
- **A dedicated 24/7 telephone service number.**
- **Test centre** for TOEFL®, TestDaF, telc, TestAS, TOEIC®, LCCI, OnSET, ECDL, IELTS and other examinations and tests.
- **State-recognised Vocational College for Foreign Languages.**
- **Memberships and partnerships:** FaDaF (Fachschaft Deutsch als Fremdsprache); VDP (Federal Association of Private Schools in Germany); AOK (Allgemeine Ortskrankenkasse); Eurohodip (European Hotel Diploma); DRV (German Travel Association; Olympiastützpunkt Rhein-Neckar e.V. (Olympic Training Centre); German Youth Hostel Association.
- Year-round **guaranteed provision** for all language courses.
- **Lessons on Tour:** Identical language programme at two study centres: Berlin and Heidelberg.
- **Large selection of rooms** in our own student halls of residence, apartments, with host families and in F+U's own Bayrischer Hof Hotel.
- **International atmosphere** (learners from 115 countries in 2017).
- **Central location** in one of Germany's most beautiful cities.
- **Outstanding value for money.**

Selected Awards

The **Heiligenberg Tower** is a 16.5m look-out tower on the right-hand side of the Neckar, opposite Heidelberg's Old Town.

Training and Higher Education Opportunities at F+U

- Vocational College for Foreign Language Professions with state-recognised training programmes in Chinese, English, French, Japanese, Russian and Spanish
- Preparation for the Feststellungsprüfung university entrance qualification at our International Prep School
- Heidelberg Private School Centre (incl. bilingual primary school, bilingual Gymnasium, International Baccalaureate®)
- Vocational Training Schools for social and caring professions (incl. elderly care, youth and care home pedagogy)
- Academy for Business and Social Management (incl. care home management, care services provision, ward management)
- International University of Cooperative Education
- University of Applied Sciences for Business, Technology and Culture

(see also pages 28-29)

The **Castle** is the landmark of the city of Heidelberg.

Heidelberg University Library.
The building opened in 1905 and is still used today.

Information and Regulations

School, Lessons, Holidays

- **Lesson times:** Monday-Friday: 07.15 - 21.00; Saturday: 10.00 - 16.00; Sunday: on request.
- **Administration opening hours:** Monday-Friday: 07.30 - 20.00; Saturday: 10.00 - 16.00.
- Our courses are taught by **experienced and highly qualified** teachers.
- **One teaching hour (TH) is 45 minutes.**
- **Minimum age (group courses):** 16 years (Junior courses: 6 years for German courses and 10 years for English courses).
- **Class size:** See the respective course description.
- **Guaranteed provision, minimum participant numbers:** Courses are held even without the minimum number of learners (4 people). The number of hours booked is reduced by 25% (for two or three learners) or by 50% (for one learner). To compensate, learners can participate in another group course.
- **Public holidays (no lessons):** 01.01, 19.04, 22.04, 01.05, 30.05, 10.06, 20.06, 03.10, 01.11, 25.12, 26.12 (missed lessons can be taken at the end of the course, provided that a written request is received no later than 14.30, one day before the respective public holiday).
- **School holiday:** The intensive courses and individual lessons are offered all year; learners can request an individual break in learning. Evening course learners have a break from 23.12.2019 to 08.01.2020 (see also 'Individual holiday').
- **Individual holiday** (the booked course is extended by the length of the break, as requested in writing and confirmed by the school):
  - **Intensive courses:** Two weeks (Monday - Friday) per quarter (12 course weeks); requests must be received no later than Thursday, 16.00, before the start of the holiday. The minimum holiday duration is one complete week (Monday to Friday).
  - **Evening courses:** Requests must be received no later than 16.00 on the course day.
  - **Individual lessons, closed small groups, company training:** Cancellation of the scheduled lesson without charge is possible if notification is received by 16.00, one day in advance.
- **Main course:** Lessons are differentiated by level according to the European Framework of Reference for Languages (see page 10). Lessons focus on advancing all key standard language skills (reading, listening comprehension, writing and speaking). For German courses from level B2, specific examination preparation is offered to complement the standard courses.
- **Module course:** These courses can be taken in combination with the main course or as a stand-alone language course. It is possible to switch between the individual modules.
- **International test centre:** At F+U you have the opportunity to take internationally recognised tests including TOEFL®, Test-DaF, telc, TestAS, LCCI, TOEIC®, OnSet, ECDL and IELTS.
- The language courses are **professionally orientated or prepare for higher education** and lead to the attainment of an internationally-recognised language certificate.
- The school has **barrier-free** access and an **accessible WC** is also available.
- Accommodation for learners under the age of 18 is available in our boarding school; our **Youth Campus 24** is also available in July and August.

Course Transfer, Location Transfer, Cancellation

- **Applications to change the course level or module** must be received by the school administration office by Thursday, 16.00, for the subsequent week.
- **Change of course location:** Unless booked before the start of the course, a fee of €100 is payable for changing the course location to our language school in Berlin. Applications to change the course location must be received at least two weeks in advance.
- **Cancellation of the course** is possible without charge until two weeks before the start of the course, after which the following cancellation charges apply: by one week before the start of the course: €50; by Friday, 12.00 before the start of the course: €100; after this notice period but before the start of the course: the registration fee plus the course fee for one week's/month's course or, in the case of individual lessons, the course fee for two individual teaching hours.
- **After the start of the course cancellation of the course** or **reduction in the number of lessons** is possible only in cases prescribed by law (see our General Terms and Conditions).
- **Cancellation of accommodation booked through F+U** is possible with four weeks' notice (for further regulations see from page 24 and our General Terms and Conditions).

Fees, Discounts

- **Registration fee (for the first course only):** €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- **Discounts:** All discounts are valid for joint registrations only. **Discounts cannot be accumulated.** You will find information about discounts for the various programmes on the respective programme pages.
- **The quoted discounts for larger course bookings are valid only for pre-payment in full.**
- **Free additional services:** Placement test, progress tests, use of the student PCs (3 computer rooms with 50 PCs), Wi-Fi, certificate of participation, certification for authorities, student ID, organisation of language tandems, orientation event.
- **Course materials:** Two books are required for each course level (German: approx. €35; English: approx. €55); the books can also be borrowed for a fee. Learning materials for junior courses are included in the course fee.
- **The prices and services** quoted in this brochure are valid until the publication of a new pricelist.
- **Only the information specified in the German and English versions is authoritative.** All other translations are solely for the purpose of orientation in the respective language.
- **Non-profit education provider:** The majority of F+Us' services are exempt from Value Added Tax.

Cultural Activities

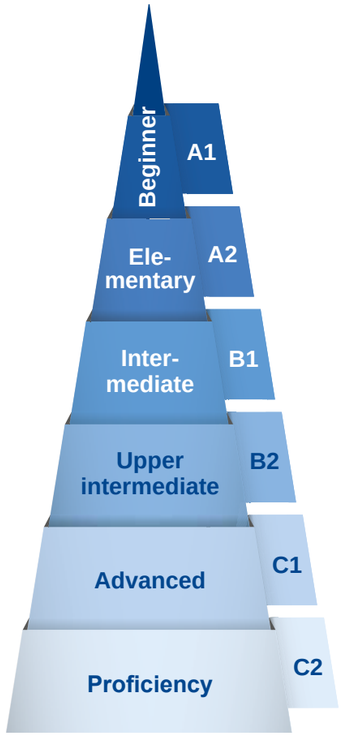
We organise regular afternoon activities for our learners. The cultural programme includes guided tours of Heidelberg, excursions, sports activities and group game evenings. Advance registration is possible during school office opening hours

Course Levels

Common European Framework of Reference for Languages (CEFR)

CEFR Levels	TH per Level	Language Certificates			Course Duration (one course level)
		English	German	Chinese, French, Italian, Japanese, Russian, Spanish	
A1	160	English A1, LCCI-Preliminary 1, TOEIC® 10-120[1]	Start Deutsch 1	Français A1, Italiano A1, Russian A1, Diploma de Español A1	**The course duration depends on the type of the course booked:** Intensive 20: ca. 8 weeks, Intensive 30: ca. 7 weeks, Premium course: ca. 6 weeks, Evening course: ca. 4-8 months. For individual lessons the total number of hours required to complete a course level is reduced by ca. 50%.
A2	160	English A2, LCCI-Preliminary 2, TOEIC® 120-225[1]	Start Deutsch 2	Français A2, Italiano A2, Russian A2, Diploma de Español A2	
B1	160	English B1, B1 Business, LCCI-1, TOEIC® 226-550[1], TOEFL® 57-86	Zertifikat Deutsch, Deutsch-Test für Zuwanderer	Français B1, Italiano B1, Russian B1, Diploma de Español Inicial B1	
B2	160	English B2, B2 Business, LCCI-2, TOEIC® 551-785[1], TOEFL® 87-109	Deutsch B2, B2 Beruf, B1/B2 Pflege, TestDaF 3 (B2.1-B2.2), DSH 1	Français B2, Italiano B2, Russian B2, Diploma de Español Intermedio B2	
C1	160	Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk English C1, LCCI-3, TOEIC® 786-945[1], TOEFL® 110-120	Deutsch C1, C1 Hochschule, C1 Beruf, B2/C1 Medizin, TestDaF 4 (B2.2-C1.1), TestDaF 5 (C1.1-C1.2), DSH 2	Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk Français C1, Diploma de Español Superior C1	
C2	400	Translator, English C2, LCCI-4, TOEIC® 946-990[1]	DSH 3, Deutsch C2	Translator, Francais C2, Diploma de Español Superior C2	

[1]The test scores indicated refer to Listening and Reading competence in the TOEIC® examination.



CEFR Levels	Listening	Reading	Speaking	Writing
A1	Can understand simple sentences	Can understand simple sentences	Can communicate in short phrases	Can produce short, simple postcards
A2	Can understand the overall meaning of short, simple, clear messages	Can read short, simple texts, e.g. personal correspondence	Can communicate in sentences in everyday situations	Can produce short, simple notes, messages and personal letters
B1	Can understand important information regarding work, free time, etc.	Can comprehend text written in everyday language	Can participate in conversations about family, hobbies and work	Can produce simple, connected text on familiar themes
B2	Can follow lengthy statements and most TV programmes	Can understand newspaper articles and literary prose	Can communicate fluently and spontaneously	Can produce detailed texts and effectively present an argument
C1	Can understand lengthy statements and TV programmes without great effort	Can comprehend complex and literary texts	Can express thoughts fluently, spontaneously and precisely	Can produce clear, well-structured texts on complex subjects
C2	Can understand complex language with ease, also when spoken quickly	Can comprehend any text with ease	Can participate effortlessly in all conversations and discussions	Can produce and discuss sophisticated and complex texts

International Test Centre

Examinations	Language(s)	Description	2019 dates	Fees[1]
TestDaF Test Deutsch als Fremdsprache	German	Required for enrolment at German universities (equivalent to DSH).	12.02, 10.04, 23.05, 18.07, 12.09, 05.11	€ 195
telc The European Language Certificates	English, Spanish, French, German, Italian, Russian and more	Evidence of foreign language skills (A1 - C2).	Registration 6 weeks in advance; late registrations are subject to an additional fee. Dates on request	From €170 (supplement for express marking)
telc B2[2] C1 Hochschule[3]	German	For adults intending to study at a German-speaking university (equivalent to DSH/TestDaF).	Registration 6 weeks in advance; late registrations are subject to an additional fee. Dates: see below[2, 3] Additional dates on request	From €160 (supplement for express marking)
telc B1/B2 Pflege B1/B2 Beruf B2/C1 Medizin	German	The exams evidence the specialist language competence required by qualification recognition authorities and medical institutes.	Registration 6 weeks in advance; late registrations are subject to an additional fee. Dates on request	From €160 (supplement for express marking)
TestAS Test for Academic Studies	German or English	Aptitude test for international students entering higher education; not yet obligatory.	07.03, 27.04, 25.05, 26.10 Registration: 1 week in advance	€ 110
onSET	German/English	Internet test (A2 - C1), result available worldwide on demand.	Registration dates: see below[2]	€ 20 (minimum 5 participants)
Test WiDaF® (Test Deutsch als Fremdsprache in der Wirtschaft)	German	Standardised, business-focused German test (A2-C2).	Dates: see below[2] Registration:1 week in advance	€ 180
TOEFL iBT®	English	Evidence of language competence required for admission to higher education, especially BA, MA, BSc, BEng, MSc, MBA programmes.	12.01, 26.01, 02.02, 08.02, 16.02, 23.02, 08.03, 09.03, 16.03, 30.03, 05.04, 13.04, 04.05, 10.05, 11.05, 18.05, 01.06, 15.06, 29.06 (subsequent dates unknown at time of going to press)	US$ 245
TOEFL Junior®	English	Assessment and certification of current English competence of school pupils; acceptance criterion for some school exchange programmes.	12.01, 09.02, 09.03, 13.04, 11.05, 08.06, 13.07, 10.08, 14.09, 12.10, 09.11, 14.12	€ 180
TOEIC®	English	The world's most popular test of English for business purposes.	**Listening & Reading:** Dates: see below[2] Registration: 1 week in advance. **Speaking & Writing:** Dates: see below[3] Registration: 2 weeks in advance	Each € 180 (supplement for express marking and for individual dates on request)
LCCI - London Chamber of Commerce and Industry	English	Test of professional English	Dates unknown at the time of going to press.	From € 135
IELTS International English Language Testing System	English NEW!	Evidence of English language competence for higher education, migration and work.	23.03, 22.06, 07.09 (further dates available throughout the year)	€ 226
Foreign Language Correspondence Clerk	German, English, Spanish, French, Japanese, Chinese, Russian and more	State recognition for Chinese English, French, Japanese, Russian and Spanish Examinations are available for further languages, for example the examinations offered by the IHK. Further information on request.	Start in September	See page 30
European Secretary	English, Spanish, French			
Multilingual Correspondence Clerk	English, Spanish, French + Japanese, Russian or Chinese			
Translator	English, Spanish, French and more			
ECDL European Computer Driving Licence	IT	Evidence of strong IT competence; seven modules	Registration 2 weeks in advance	€ 30 per module plus € 60 for the Skills Card
In-house language tests	German	a) F+U learners: €35; b) external learners: €95 (including registration fee).		

[1]Status: October 2018
[2]12.01, 09.02, 09.03, 13.04, 11.05, 08.06, 13.07, 10.08, 14.09, 12.10, 09.11, 14.12
[3]12.01, 09.02, 09.03, 29.03, 13.04, 26.04, 11.05, 31.05, 08.06, 28.06, 13.07, 26.07, 10.08, 30.08, 14.09, 27.09, 12.10, 09.11, 14.12

Individual Lessons, Company Training

Test centre

- **Registration fee (for the first course only):** €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount** (minimum one parent and one child): 5% per person off the course fees.
- **Please see page 9 for further important information.**
- **The benefits at a glance:**
  - No registration fee for booking **three trial lessons** (registration is payable from the fourth teaching hour).
  - No charge for **lesson cancellation** if written notification is received by 16:00 one day in advance (languages@fuu.de).
  - **Teaching hours:** Monday-Friday: 07:30-21:00; Saturday: 10:00-16:00 (Sunday on request, with a 30% surcharge).
  - Lesson **structure and content** are tailored to your requirements.
  - You can form a free **language tandem** with our German course learners from England, the USA, Japan, China, France, Italy, Russia, Brazil, Spain and several other countries.
  - **Lessons in large groups:** We will be pleased to provide a special quotation.
- **Languages offered:** Arabic, Brazilian Portuguese, Bulgarian, Chinese, Croatian, Czech, Dutch, English, French, German, Greek, Hungarian, Italian, Japanese, Polish, Portuguese, Romanian, Russian, Serbian, Spanish, Swedish, Turkish, Ukrainian (further languages on request).
- **Language groups**
  - **Language group I:** English, French, German, Italian, Polish, Russian, Spanish
  - **Language group II:** Greek, Croatian, Portuguese (not Brazilian), Turkish
  - **Language group III:** All other languages
- **Specialist language I:** Business, literature, examination preparation, translation training.
- **Specialist language II:** Medicine, care professions, technology, cost-performance analysis, accounting, preparation for the Interpreter examination.

Individual lesson[1]	Language Group I			Language Group II			Language Group III		
	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
3 trial lessons[2]	€ 30	€ 32	€ 35	€ 32	€ 35	€ 37	€ 35	€ 37	€ 40
4-30 TH	€ 26	€ 28	€ 34	€ 28	€ 30	€ 36	€ 30	€ 36	€ 39
31-99 TH	€ 24	€ 26	€ 32	€ 26	€ 28	€ 34	€ 28	€ 34	€ 38
From 100 TH	€ 22	€ 24	€ 30	€ 24	€ 26	€ 32	€ 26	€ 32	€ 37
Duo Lesson[1, 3]	**Language Group I**			**Language Group II**			**Language Group III**		
	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
3 trial lessons[2]	€ 35	€ 37	€ 40	€ 37	€ 40	€ 42	€ 40	€ 42	€ 45
4-30 TH	€ 30	€ 32	€ 38	€ 32	€ 34	€ 40	€ 34	€ 40	€ 44
31-99 TH	€ 28	€ 30	€ 36	€ 30	€ 32	€ 38	€ 32	€ 38	€ 42
From 100 TH	€ 26	€ 28	€ 34	€ 28	€ 30	€ 36	€ 30	€ 36	€ 40
Small Group[1, 3]	**Language Group I**			**Language Group II**			**Language Group III**		
	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
3 trial lessons[2]	€ 40	€ 42	€ 45	€ 42	€ 45	€ 47	€ 45	€ 47	€ 50
4-30 TH	€ 36	€ 38	€ 44	€ 38	€ 40	€ 46	€ 40	€ 46	€ 49
31-99 TH	€ 35	€ 37	€ 43	€ 37	€ 39	€ 45	€ 39	€ 45	€ 48
From 100 TH	€ 33	€ 35	€ 41	€ 35	€ 37	€ 43	€ 37	€ 43	€ 47

[1]The stated prices are per **teaching hour** (TH, 45 minutes).
The following supplements apply: Lesson on Sunday: 30%; in-house training: 40% + €0.70 per km (travel costs including travel time).
[2]No **registration fee** charged
[3]Book a course with **friends or colleagues** with the same language level and share the cost.

★ New to our Programme: Online Training

Live language courses worldwide, at any time.

- **Registration (for first course only):** €35 per person. All fees are for one **teaching hour (TH, 45 minutes).**
- **Lesson times:** Monday - Friday: 07:15 - 21:00; Saturday: 10:00 - 16:00 (CET); Sunday by arrangement.
- **The following supplements apply:** 10% for English courses; 15% for exam preparation courses (e.g. TestDaF, telc, DSH, TOEFL®, IELTS); 20% for other languages and specialist language (e.g. medical German, business German); 30% for subject-based lessons (e.g. GMAT, SAT) and lessons on Sunday.

Standard German	3 trial lessons	4-30 TH	31-99 TH	From 100 TH
Individual lesson	€ 30	€ 26	€ 24	€ 22
Duo lesson	€ 35	€ 30	€ 28	€ 26
Small group lesson (3-6 people)	€ 40	€ 36	€ 35	€ 33

IT Courses, ECDL (European Computer Driver Licence)

Fee per TH	1 learner	2 learners	3 learners	4 learners	5 learners	6 learners	Fee for the ECDL exam
3 trial lessons[1]	€ 33	€ 35	€ 40	€ 45	€ 48	€ 50	€30 per module; Skills Card: €60 (passed modules are entered onto the card).
From 4 TH	€ 30	€ 33	€ 37	€ 40	€ 43	€ 45	

[1]No registration fee charged

- **Registration fee (for the first course only):** €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount** (minimum one parent and one child): 5% per person off the course fees.
- **Please see page 9 for further important information.**

Test centre

German as a Foreign Language

Course no.	Course title	Course description / level	TH/ month	Learners	Course day(s) 18:30-20:00	Fee per month		Possible course entry[1]
						1-5 mths	From 6 mths	
1	Main course	Standard German; levels A1 to C1	16	4-15	Monday + Thursday	€ 125	€ 100	Every Monday
★ 2	Main course plus Module course	Participation in a module course to supplement the main course	24	4-15	Monday + Wednesday + Thursday	€ 175	€ 130	Every Monday
3	Module course	Reinforcement of language skills gained in the main course (grammar and conversation training); levels A1 to C1	8	4-15	Wednesday	€ 100	€ 80	Every Wednesday
★ 4	Intensive course	Extension of the main and module courses with individual lessons; from level A1	24 + 8 IL	4-15 + IL	Monday + Wednesday + Thursday + individual lessons[2]	€ 350	€ 325	Every Monday

[1]The courses are continuous. Start for complete beginners: 07.01, 04.02; 04.03, 01.04; 06.05, 03.06, 01.07, 05.08, 02.09, 07.10, 04.11, 02.12.
[2]The individual lesson can be arranged with the teacher on a flexible basis.

English

Course no.	Course title	Course description / level	TH/ month	Learners	Course day(s) 18:30-20:00	Fee per month		Possible course entry[1]
						1-5 mths	From 6 mths	
5	Main course	Standard English; levels A1 to C1	8	4-10	Monday	€ 80	€ 60	Every Monday
★ 6	Main course plus Module course	Participation in module course to supplement main course	16	4-10	Monday + Thursday	€ 130	€ 110	Every Monday
7	Module course	Reinforcement of language skills gained in the main course (grammar and conversation training); levels A1 to C1	8	4-10	Thursday	€ 100	€ 80	Every Thursday
★ 8	Intensive course	Extension of the main course with individual lessons; from level A1	16 + 16 IL	4-10 + IL	Monday + Thursday + individual lessons[2]	€ 450	€ 420	Every Monday

[1]The courses are continuous. Start for complete beginners on request.
[2]The individual lesson can be arranged with the teacher on a flexible basis.

Weekend Courses

Course no.	Language	Course description	TH/ month[1]	Learners	Time (Saturday)	Fee per month	Course start
★ 9	German	German for medical professions and caring professions, preparation for the telc exams; from level B1	16	4-10	11:00-14:15	€ 225	12.01, 02.02, 02.03, 06.04, 04.05, 01.06, 06.07, 03.08, 07.09, 05.10, 09.11, 07.12
10	English	Business English; from level B1	16	4-10	11:00-14:15	€ 225	
11	Russian for children[1]	Learn Russian through play	16	4-15	10:30-12:15 / 10:00-12:30	From € 60	

[1]A language course for children from the age of 3-4 and 5-6 years; the registration fee for this course is just €15 (including learning materials); please see page 20 onwards for a full description of the course. Siblings discount: 2 children 5%; from 3 children 10%.

Intensive Courses

- **Registration fee (for the first course only):** €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- **Family discount** (minimum one parent and one child): 5% per person off the course fees.
- **Please see page 9 for additional important information.**

German as a Foreign Language

Course start:
Nos. 12-18: Throughout the year, every Monday;
Start for complete beginners: 07.01, 04.02, 04.03, 01.04, 06.05, 03.06, 01.07, 15.07, 05.08, 19.08, 02.09, 07.10, 04.11, 02.12.
Nos. 19-23: 04.02, 01.04, 06.05, 03.06, 01.07, 05.08, 02.09, 07.10, 04.11, 02.12.
No. 24: 05.08.
No. 43: Every Monday from 01.07 to 26.08; complete beginners: 01.07, 05.08; course ends 30.08.

Course no.	Course title	Course description / level	TH / week	Learners	Course times (Mon-Fri)	Flexible course duration (fee per week)			Academic year (fee per course)	
						1-4 wks	5-11 wks	From 12 wks	25 wks	40 wks
★ 12	Premium course[1]	Standard German, DSH, TestDaF, telc C1 Hochschule[2]; levels A1 to C2. From level B2: Exam preparation or standard German	30	4-15[2]	09:00-12:15 13:00-14:30	€ 190	€ 170	€ 140	€ 3410	€ 5250
13	Main course	Standard German, DSH, TestDaF, telc C1 Hochschule[2]; levels A1 to C2. From level B2: Exam preparation or standard German	20	4-15[2]	09:00-12:15	€ 145	€ 130	€ 110	€ 2625	€ 3990
14	Main course plus module course	Participation in module courses I - III to supplement main course	20 + 10	4-15	09:00-12:15 13:00-14:30	€ 190	€ 170	€ 140	€ 3410	€ 5250
★ 15	Super-intensive course	Main course + module course + individual lessons	35 (incl. 5 IL)	4-15 + IL	08:00-08:45 09:00-12:15 13:00-14:30	€ 345	€ 315	€ 305	€ 7480	€ 11760
16	Module course I	Grammar training; levels A1 to B2	10	4-15	13:00-14:30	€ 105	€ 80	€ 55	-	-
17	Module course II	Conversation training; minimum level A2	10	4-15	13:00-14:30	€ 105	€ 80	€ 55	-	-
18	Module course III	DSH/ TestDaF preparation or telc C1 Hochschule[2]; from level B2	10	4-15[2]	13:00-14:30	€ 105	€ 80	€ 55	-	-
★ 43	Junior programme	Detailed description on page 18	20	4-10	09:00-12:15	€ 205	€ 170	Maximum 9 weeks		
★ 19	30+ Course[3]	Intensive language course (A2-B2)	20	4-8	09:00-12:15	€ 350	€ 300			
★ 20	German for medical professions and caring professions	Main course (mornings) + specialist medical language (afternoons); minimum level B1	20+10	4-15	09:00-12:15 13:00-14:30	€ 230	€ 210			
21	Business German	Main course (mornings) + specialist business language (afternoons); minimum level B1	20+10	4-15	09:00-12:15 13:00-14:30	€ 230	Maximum 3 weeks			
★ 22	Educational leave I	Language course in accordance with the Educational Leave laws of the federal states of Baden-Württemberg, Hessen and Rhineland Palatinate; levels A1 to C1	30	4-15	09:00-12:15 13:00-14:30	€ 230	Maximum 2 weeks			
★ 23	Educational leave II		40 (incl. 10 IL)	4-15 + IL	09:00-12:15 13:00-16:15	€ 525				
24	Professional development seminar for German teachers	Continuing professional development for German teachers; minimum level C1	20	4-6	13:00-16:15 (mornings:work shadowing)	€ 420				

[1]The morning and afternoon classes follow a set curriculum and unlike course no. 14 do not run as a main course and module course. This allows faster progression in learning.
[2]The maximum number of learners may occasionally be exceeded in our examination preparation courses for DSH, TestDaF and telc C1 Hochschule.
[3]Whether you're 30, 40, 50 years old or older, you're welcome to participate in all our adult courses. If, however, you prefer a language course for learners of a similar age, we recommend our 30+ course.

Intensive Courses, Lessons on Tour

German as a Foreign Language plus English

Test centre: TestDaF, DSH, telc, TestAS, TOEFL®, TOEIC®, LCCI

Course start:
Nos. 25, 26: Year round, every Monday;
Start for complete beginners: 07.01, 04.02., 04.03, 01.04, 06.05, 03.06, 01.07, 05.08, 02.09, 07.10, 04.11, 02.12.

Course no.	Course title	Course description / level	TH / week	Learners	Course times (Mon-Fri)	Flexible course duration (fee per week)			Academic year (fee per course)	
						1-4 wks	5-11 wks	From 12 wks	25 wks	40 wks
25	German (main course) plus English (module course)	German and English in parallel intensive courses, internationally recognised exams (TestDaF, TOEFL®)	20 + 15	4-15	09:00-12:15 13:00-15:30	€ 235	€ 205	€ 195	€ 4725	€ 7350
★ 26	English (main course) plus German (module course)		15 + 10	4-15	09:45-12:15 13:00-14:30	€ 210	€ 195	€ 175	€ 4200	€ 6510

English

Course start:
Nos. 27-33; 35, 36: All year, every Monday.
Start for complete beginners: 07.01, 04.02, 04.03, 01.04, 06.05, 03.06, 01.07, 05.08, 02.09, 07.10, 04.11, 02.12.
No. 34: 07.01, 04.02, 04.03, 01.04, 06.05, 03.06, 01.07, 05.08, 02.09, 07.10, 04.11, 02.12.
No. 44: Every Monday from 05.08 to 26.08; complete beginners: 05.08; course ends 30.08.

Course no.	Course title	Course description / level	TH / week	Learners	Course times (Mon-Fri)	Flexible course duration (fee per week)			Academic year (fee per course)	
						1-4 wks	5-11 wks	From 12 wks	25 wks	40 wks
27	Consolidation course	Grammar and comprehension training; from levels A1 to C1	10	4-10	08:00-09:30	€ 105	€ 80	€ 75	-	-
28	Main course	Standard English; from levels A1 to C1	15	4-10	09:45-12:15	€ 130	€ 105	€ 95	€ 2230	€ 3360
29	Main course plus consolidation course	This course offers faster learning progression; levels A1 to C1	25	4-10	08:00-09:30 09:45-12:15	€ 185	€ 170	€ 150	-	-
★ 30	Main course plus module course	Participation in module courses to supplement the main course; levels A1 to C1	30	4-10	09:45-12:15 13:00-15:30	€ 200	€ 190	€ 170	€ 4070	€ 6300
★ 31	Super-intensive course	Consolidation course + main course + module course, valid for the Bildungsgutschein (education voucher); levels A1 to C1	40	4-10	08:00-09:30 09:45-12:15 13:00-15:30	€ 235	€ 210	€ 200	-	-
32	Module course I	Conversation training; from level A1	15	4-10	13:00-15:30	€ 130	€ 105	€ 95	-	-
33	Module course II	Business English; minimum level A2	15	4-10	13:00-15:30	€ 130	€ 105	€ 95	-	-
34	Examination preparation[1, 2]	Preparation for the TOEFL® test; minimum level B1	15	4-8	13:00-15:30	€ 185	€ 160	-	-	-
35	Educational leave I	Language course in accordance with the Educational Leave laws of the federal states of Baden-Württemberg, Hessen and Rhineland Palatinate; levels A1 to C1	30	4-10	09:45-12:15 13:00-15:30	€ 230	Maximum 2 weeks			
★ 36	Educational leave II		40	4-10	08:00-09:30 09:45-12:15 13:00-15:30	€ 290				
★ 44	Junior programme	See the detailed description on page 18	20	4-10	09:00-12:15	€ 205	€ 170	Maximum 4 weeks		

[1]We offer preparation for the TOEIC, telc and IELTS exams in individual lessons (from page 12).
[2]If booked with a main course the exam preparation course costs just €150.

Lessons on Tour

The F+U Academy of Languages offers the intensive German as a foreign language courses in Berlin and Heidelberg. At no extra charge, you can take your language course at both 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 transfer at any time.
If you have already begun your course and then decide to take our Lessons on Tour option, it is possible to transfer schools after a notice period of two weeks and with payment of a €100 fee (subject to availability of accommodation).

Online Training, Educational Leave, Language Tours

★ New to our Programme: Online Training

Live language courses worldwide, at any time

Our Online Training programme for groups and individuals (see page 12) uses state-of-the-art technology to offer German and English courses worldwide (other languages on request). In the virtual classroom our teacher supports you in live, interactive lessons. It is possible to begin the courses at any time by arrangement, and we schedule the lesson times flexibly to suit your needs. There are no special technology requirements - all you need to participate are an internet connection and a PC, laptop or even just a smart phone.

- **Registration fee (for the first course only):** €35 per person
- **The following supplements apply:** 10% on course fees for English courses; 15% for exam preparation courses (e.g. TestDaF, telc, DSH, TOEFL®, IELTS); 20% for other languages and specialist language (e.g. medical German, business German); 30% for subject-based lessons (e.g. GMAT, SAT) and lessons on Sunday.
- Where possible, F+U can cooperate with a partner institute in your area to offer a recognised examination after you complete a course level.
- On completion of a course level with Online Training we offer a 5% discount on a language course in Heidelberg or Berlin.
- Information about the Online Training programme for individuals and small groups can be found on page 12 of this brochure.

Course title	Duration	TH[1]	Fee per person			
			From 30 learners	15-29 learners	10-14 learners	5-9 learners
Main course Standard German[2]	One course level	200	€ 300	€ 500	€ 600	€ 800
Conversation training	Flexible	100	€ 150	€ 250	€ 300	€ 400
Trial lesson	One week	6	€ 9	€ 15	€ 18	€ 30

[1]One teaching hour (TH) is 45 minutes.
[2]This course includes all aspects of language acquisition: listening, speaking, reading and writing.

Educational Leave in Heidelberg

Course start:
Nos. 37-40: 07.01, 04.02, 04.03, 01.04, 06.05, 03.06, 01.07, 05.08, 02.09, 07.10, 04.11, 02.12.
Nos. 41, 42: 05.08 (further dates on request)

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

Course no.	Language	Course description	TH / week	Learners	Course times (Mon-Fri)	1 week	2 weeks
★ 37	German as a foreign language	Acquisition of the various language competences in homogenous learning groups; levels A1 to C1	30	4-15	09:00-14:30	€ 230	€ 460
38	German as a foreign language	Combination of group and individual lessons; levels A1 to C1	40 (incl. 10 IL)	4-15	09:00-16:15	€ 525	€ 1050
★ 39	English	Acquisition of the various language competences in homogenous learning groups; levels A2 to C1	30	4-10	09:45-15:30	€ 230	€ 460
40	English		40	4-10	08:00-15:30	€ 290	€ 580
41	French, Italian, Spanish	Acquisition of the various language competences in homogenous learning groups; levels A1 to B2	30	4-6	09:45-15:30	€ 475	€ 910
42	French, Italian, Spanish	Combination of group and individual lessons; levels A1 to B2	40 (incl. 10 IL)	4-6	08:00-15:30	€ 630	€ 1230

Worldwide Language Tours

A language is most effectively and most quickly learnt in the country where it is spoken.

Intensive courses for young people and adult; junior courses during the school holidays; exam preparation or educational leave; courses for personal or professional purposes - our carefully selected partner schools and their wide range of courses are sure to offer something for everyone. We organise language tours that include language courses, an exciting excursion and leisure programme and accommodation either with host families or in student halls of residence.

Some of our destinations:

- London
- Paris
- Sliema
- New York
- Valencia
- Florence
- Lisbon
- Olinda
- Moscow
- Shanghai
- Tokyo
- and many more

Start your journey with a look at our Language Tours brochure, which introduces some of our most popular destinations.

★ New to our Programme: Free Services

Homework support (Monday to Friday 15.00-17.00); literature seminar (Thursdays), theatre and cinema working group (Wednesdays); TestDaF preparation (speaking, listening; Saturdays); orientation tour of Heidelberg's Old Town (Mondays); hikes (Heiligenberg, Philosophers' Walk, Heidelberg Castle Gardens and more, Tuesdays).

University Advisory Service

We offer a higher education advice service for our learners at the school who upon completion of their course wish to begin degree studies at a German university. The service includes checking documentation, orientation and help in the selection of suitable universities/subjects, assistance with up to three university applications, and the correction of letters of motivation and CVs.
Requirement: Higher education admission qualification in the learner's home country. **Fee:** €300.

Provisional Admission Service

We offer university application support for learners who have booked an intensive course of at least 12 weeks at our school and require provisional university admission for their visa application. We check the application documents and assist with the preparation of up to two university applications, correction of the letters of motivation/CV and communication with the universities.
The processing time for the individual universities can take up to eight weeks and 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: €450 plus any applicable processing fees charged by the respective university.
(A successful application cannot be guaranteed. In case the application is rejected by the university €200 of the administration fee will be refunded. The university's processing fee is non-refundable.)

Support with Official Matters

We offer customers requiring a visa the following services after arrival: Support in almost all bureaucratic matters, convenient registration or re-registration at the town hall, advice and appointment scheduling for opening or activating a bank account, help with organising German health insurance, checking documents for the immigration authorities, and general information on extending visas.
Requirement: Language course booking of at least 12 weeks.
Fee: €275 (individual services, such as registration at the town hall, can also be booked separately for €85).

À la Carte Courses

Parallel to our intensive courses, we organise various special courses in cooperation with local sports clubs, operators and music schools.
Selected courses: Football, handball, table tennis, tennis, basketball, field hockey, ice hockey, rugby and other sports, as well as music lessons and floristry. Please note that the practice sessions are invoiced separately. The fee depends on the number of hours booked and, in particular, on the type of activity. For sports lessons just a small fee is normally required, payable to the sports club.
Placement fee: €325 (A successful placement cannot be guaranteed; if no placement is found, €225 will be refunded.)

★ Piano Practice

Practice session at the school's two pianos (including a Steinway & Sons piano): €8 per 60 minutes.

Language Course with Internship

Applications for the internship (maximum duration three months, unless offered as training module in conjunction with a course of study) should be made at least eight weeks before the preferred starting date. Short-term internships (max. 4 weeks) are usually offered at an F+U school.
Requirements: Participation in an intensive course of at least two weeks and intermediate language skills (level B1; for an internship at F+U level A1 is acceptable). Applicants from third countries must provide a work visa for the internship (e.g. a Working Holiday visa). All applicants must also provide evidence that the internship supports career orientation (orientation internship) or is to be carried out as an accompaniment to training or studies. Supporting evidence may include, for example, a training contract, course enrolment form or school letter of authorisation.
Placement fee: €300 (short-term internships of 2-4 weeks: €175).
Successful placement cannot be guaranteed. If placement is not possible, 50% of the fee will be refunded; alternatively, the internship can be completed at F+U.
Erasmus+: Language course, accommodation, company internship, monthly grant.
Every year the Academy of Languages organises internships and language courses as part of the EU Erasmus+ programme.

Language Lessons with Cultural Training

The programme is designed for young people keen to take an active role in our cultural programme, alongside their German course. We strongly recommend participation in the programmes offered by our Japanese Centre and Chinese Centre. **Administration fee:** €225

Cultural Programme

Groups are accompanied by a member of school staff; unless otherwise indicated only travel and personnel costs are included in the fee. The minimum number of participants is 10 for each event.
School classes participate in our general programme; separate activities are only organised for an additional fee. Details are available on request. See page 21 for additional information.

Childminder Service

Parallel to the parents' intensive course: €20 per 45 minutes (two children: €15 per child; three children: €13 per child).

Language courses

Summer holiday language courses for children and young people (6-17 years) in one of Germany's most beautiful cities!

Services Overview

- Learn **German or English** in small groups (max. 12 learners) with children and young people from all over the world.
- **Accommodation** with carefully selected host families or in the boarding school.
- **24-hour supervision possible**
- **Meals**
- **Varied leisure programme**
- **Transfer**

All modules can be booked individually or as a package.

Registration fee (for the first course): €35 (group bookings for 3+ people: €20/person; 5+ people: €15/person).

Parent + child programme (minimum one child and one parent): Children take part in the junior programme while parents participate in an intensive course of at least 20 teaching hours per week. Accommodation in halls of residence or with host families.

Discount for joint registrations: Junior groups: two young learners: 5%; three young learners: 10%; four or more young learners: 15% off the junior course and additional modules.
Parent-child programme: 10% off the course prices for the junior course and the intensive course.
Discounts cannot be accumulated.

Language courses

Course no.	Language	Age groups	Level	TH	Learners	Course times (Mon-Fri)	Fee per week (incl. learning materials)		Start[1]	End
							1-4 wks	5-9 wks		
43	German	6-9; 10-13; 14-17[2] years	A1; A2; B1, B2	20	4-12	09:00-12:15	€ 205	€ 170	Every Monday from 01.07 - 26.08[1]	30.08
44	English	10-13; 14-17[2] years	A2; B1; B2	20	4-12	09:00-12:15	€ 205	-	Every Monday from 05.08 - 26.08[1]	

[1]Start for complete beginners: 01.07 and 05.08 (German); English on request.
[2]Young people aged 16 or above can also participate in courses for adults.

Modules

Course no.	Accommodation, lunch, leisure activities Description of services	Week days	Time	Fee per week	
				1-4 weeks	From 5 weeks
45	Host family accommodation (half board: Mon - Fri; full board: Sat + Sun)[1]	Sunday - Saturday	-	€ 305	€ 290
46	Lunch in the school	Monday - Friday	12:30-13:30	€ 90	€ 70
47	Leisure activities	Monday - Saturday	13:30-17:00	€ 115	€ 100

[1]Modules 46 and 47 are obligatory for host family accommodation bookings, as host family supervision of children and young people is usually available from 17.30 on working days.

Package Prices and Additional Modules

Course no.	Package prices		Fee per week	
			1-4 weeks	5-9 weeks
48	No. 43 or 44 and 45 + 46 + 47 (language course + accommodation + lunch + activities[1])		€ 695	€ 610
49	No. 43 or 44 and 46 + 47 (language course + lunch + activities[1])		€ 390	€ 325
Course no.	**Additional module: Accompaniment**	**Days**	**1-4 weeks**	**5-9 weeks**
50	Accompaniment to school and back to host family	Monday - Saturday	€ 185	€ 160
Course no.	**Additional module: Transfer**		**One way**	**Both ways**
51	Group transfer from Frankfurt am Main airport[2, 3]		€ 95	€ 170
52	Individual collection from Frankfurt am Main airport[2]		€ 195	€ 370

[1]Services included: Supervision, admission tickets and transport costs associated with the activity.
[2]Collection from Meeting Point
[3]We will be pleased to provide a quote for a transfer from a different airport or from a railway station.

New to our Programme: Youth Campus 24

Round-the-clock supervision at our Youth Campus 24 for young people aged 14+, available in July and August.

Course no.	Youth Campus 24	Days	Fee per week		Start[1]	End of programme
			1-4 weeks	5-9 weeks		
53	Language course (German or English - 20 TH/ week), round-the-clock supervision, accommodation in twin room, full board, accompaniment to and from school, supervised leisure activities every day, use of fitness room.	Sunday (arrival) to Saturday (departure)	€ 995	€ 885	Every Monday from 01.07 - 26.08 (German) and from 05.08 - 26.08 (English)	30.08.

[1]Start for complete beginners: 01.07 and 05.08 (German); English on request.

General Information

Course structure

- Learners in the **German courses** (no. 43) are grouped by age: 6-9, 10-13 and 14-17 years. Complete beginners can start on 01.07 or on 05.08; learners with previous knowledge of the language can join the programme every Monday. Courses are offered at levels A1 to B2. Learners aged 16 or older can also join a C1 course. A special pre-course placement test can be taken in the school. The Junior programme finishes on 30.08.
- Learners in the **English courses** (no. 44) are grouped by age: 10-13 and 14-17 years. Courses are offered at levels A2 to B2. Learners aged 16 or older can also join a C1 course. Learners can join the programme every Monday between 05.08 and 26.08; the programme finishes on 30.08. The placement test is taken on the first day of the course.
- The lesson structure and content are appropriate for the respective age group. Learners on all courses are taught by experienced, qualified language teachers in modern, bright classrooms.

Leisure Activities

Our leisure activities programme (no. 47) is a vibrant mix of sporting and cultural activities. Examples include: Neckar boat trip; orientation tour of Heidelberg; trips to Heidelberg Zoo, the botanical gardens, the Fairytale Paradise on Königstuhl, Heidelberg Castle, the Museum of the Palatinate Heidelberg; sports activities, a picnic by the Neckar, games and sports in the F+U Campus sports hall; mini golf; group games evenings and cookery; swimming in Heidelberg's open air pool; hiking on the Heiligenberg; visit to the Tinnunculus falconry; visit to Thingstätte and much more. We also organise university tours for young people.
Included: Supervision, admission tickets and transport related to the activity; **Not included:** Meals during trips.

Lunch

Lunch for course participants (no. 46) is provided by a professional caterer, specialising in catering for nurseries and schools. The cook strictly complies with current standards regarding hygiene, sustainability and verified origin of ingredients. Please notify us when registering of any food allergy/ intolerance or special dietary requirements (e.g. vegetarian or halal diet). Full board is guaranteed in the Youth Campus 24 programme.

Accommodation

- Children and young people from the age of 12 can stay with one of our carefully selected host families (no. 45), subject to availability. In the interests of welfare and responsibility host family accommodation must also be booked with lunch in the school and the leisure programme. Host family accommodation includes half board (full board at weekends) with the host family. Accommodation is also offered at our **Youth Campus 24** for young people aged 14 or over (no. 53).
- Public transport costs are not included (weekly ticket for Heidelberg city area: approx. €25; monthly ticket: approx. €70).
- We offer a range of accommodation for parents or other adults accompanying children and/or young people. Options include halls of residence and apartments, also if booked without a language course.

Youth Campus 24

Young people aged 14 or over share twin rooms at the campus with round-the-clock supervision. Our experienced staff are available for learners 24 hours a day. We are therefore able to guarantee a high degree of security for young people. The following services are included: Language course (German in July and August or English in August, each for 20 teaching hours per week); accommodation at the Youth Campus 24 (group breakfast and evening meal, lunch in the school), accompaniment to and from the school, supervised leisure activities seven days a week, group activities in the evenings, use of the modern fitness room (no. 53) and more.

Individual Transfer from the Airport, Public Transport

- The cost of public transport (with the exception of transport associated with leisure activities) and the cost of transferring to and from the airport are not included in the price. The price of a weekly ticket (bus and tram) for Heidelberg city is €25; for Heidelberg and the surrounding area €46.
- For prices for a group or individual transfer from Frankfurt am Main airport see page 18, nos. 51 and 52.

Children's Courses, Group Packages

Russian Academy for Children: Language Learning, Dance and Music

At our Russian Academy for Children, children from the age of three up to pre-school age learn about the Russian way of life and Russian culture. **Music lessons** are designed around classical works by exclusively Russian composers (a Russian pianist leads music-based lessons at the school's own Steinway piano). In addition, children learn how to deal with numbers and have their first insight into the Cyrillic alphabet. Teachers at our Russian Academy for Children are, without exception, trained teachers of Russian and focus their lessons on the learning goal of promoting general child development, both in the musical and mathematical contexts. Furthermore, the course consolidates and develops Russian language skills. The play-orientated lesson also consists of movement games as well as musical and rhythmic activities. The alternation between play and structured learning also smoothes way for when the children begin primary school.

What we offer: Grammar lessons, Advancement of logical/mathematical skills, Musical education, Encouragement of creativity, Preparation for school entry

Registration fee (for the first course): €15 (including learning materials).
Course start: Every Saturday except during school holidays.

Age group	Lesson time	Price / month[1]
3-4 years	10:30-12:15	€ 50
4-5 years	10:00-12:30	€ 60
6-7 years	10:00-12:30	€ 60

[1]Siblings discount: 2 children 5%; from 3 children 10%.

New to our Programme: German Lessons for Pre-school Children

The German lessons are designed for pre-school children who are learning German as a second language. Our experienced native-speaker teachers support the children with the building of an active vocabulary and further development of conversational skills.

Age group	TH per month	Lesson times	Course start	Price / month
4-6 years	4 / 8	Wednesday and / or Friday 17:00-18:00	Every first Wednesday and / or Friday of the month	€ 40 / € 80

Group Packages for 5+ people (available all year)

Free Offers for Group Leaders: **Language course** (German or English; per five participants). **Accommodation:** a room in one of our halls of residence (per ten participants; host family and hotel accommodation is only available at list price).

General Information: **Administration fee:** € 200. **Includes:** Placement test, progress test, certificate of participation, use of the school PCs (three computer rooms with 50 PCs), Wi-Fi.

Special Discount: For all group bookings between 29 July and 29 September we offer a **special 10% discount on all courses and modules!**

German and English Courses for Adults (16+)

Course materials (copies): € 10 per participant. On request, course books are available from the school (from €30).
Placement in international groups is guaranteed for German (A1 - C2) and for English (A2 - C1).

Language(s	TH / week	Course times (Mon - Fri)	Fee per week and person	
			1 week	From 2 weeks
German	20	09:00-12:15	€ 120	€ 115
German	30	09:00-12:15 und 13:00-14:30	€ 165	€ 160
English	15	09:45-12:15	€ 110	€ 105
English	30	09:45-12:15 und 13:00-15:30	€ 170	€ 165
German and English	20 + 15	09:00-12:15 (G) / 13:00-15:30 (E)	€ 205	€ 200

German and English Courses for Children and Young People

Teaching is in closed groups between September and June; during July and August placement in international classes is also possible (see our Junior programme starting on page 18).
Young people aged 16 or 17 can also join our year-round adult courses (16+) (see page 14 onwards).

Language(s) / accommodation / other services	Age	Course days	TH / wk	Times (Mon - Fri)	Fee per week and per person (Books are included)	
					1 week	From 2 weeks
German	6-17 Jahre	Mon-Fri	20	09:00-12:15	€ 180	€ 165
English	10-17 Jahre	Mon-Fri	20	09:00-12:15	€ 180	€ 165
Lunch in the school	-	Mon-Fri	-	12:30-13:30	€ 80	€ 65
Leisure activities, cultural programme	-	Mo-Sat	-	13:30-17:00	€ 95	€ 80
Accompaniment to and from school[1]	-	Mon-Fri	-	-	€ 150	€ 150

[1]Please note! Travel costs are not included in the price.

Group Packages

Accommodation and Meals

Arrival: Sunday after 12.00; **departure:** Saturday by 14:00.
Single rooms are available for a supplement. We will be pleased to provide a quotation!

Accommodation type (Double rooms)	Shower/WC	Kitchen	Meals	1 wk	From 2 wks
Hall of residence cat I - II	On corridor	On corridor	None	€ 80	€ 75
Hall of residence cat III	In room	On corridor	None	€ 120	€ 115
Hall of residence cat V	In room	In room	None	€ 170	€ 165
Host family	Shared with the host family		Half board	€ 225	€ 220
Hotel (single room: 60 % supplement)	In room	None	None	€ 460	€ 450
Youth hostel (dorm, from 4 people)	In room	None	Half board	€ 260	€ 255

Meals: Meals are taken in Heidelberg. Groups are responsible for organising their own meals during excursions.
Breakfast: €35; **lunch:** €75; **evening meal:** €85 (weekly fees per person). Includes a soft drink or cup of tea or coffee.

Transfer to/from the Accommodation

The price of a weekly ticket (bus and tram) for Heidelberg city is €25; for Heidelberg and the surrounding area €46.
Offers for groups of 41 or more people and for transfers from other airports are available on request.

Route (Transfer to/from the accommodation)		Fee per person	
		5-20 people	21-40 people
Heidelberg central railway station	One way	€ 20	€ 20
	Both ways	€ 40	€ 35
Frankfurt am Main airport Mannheim central railway station	One way	€ 40	€ 35
	Both ways	€ 80	€ 70
Frankfurt Hahn/Karlsruhe/Stuttgart	One way	€ 60	€ 40
	Both ways	€ 110	€ 70

Cultural Programme

Groups are accompanied by a member of school staff; unless otherwise indicated only travel and personnel costs are included in the fee. The minimum number of participants is 10 for each event. School classes participate in our general programme; separate activities are only organised for an additional fee.
Details are available on request.

Activity	Duration	Fee per person/activity
Orientation tour of Heidelberg's Old Town	Approx. 2 hours	Free
Walks (Heiligenberg, Philosophers' Walk, Heidelberg Castle gardens and more)	Approx. 3 hours	Free
Sports activities (by the Neckar or in the school's own sports hall)	Approx. 3 hours	Free
Regular F+U 'Stammtisch' get-together	Approx. 2 hours	Free
Japan seminar (followed by get-together: drinks not included)	Approx. 2 hours	€ 5
Barbecue party by the Neckar (includes food and drink)	Approx. 2 hours	€ 15
Welcome party (includes food and drink)	Approx. 2 hours	€ 20
Museum visits (German Apothecary Museum, Palatinate Museum of Heidelberg and more)	Approx. 2 hours	€ 15
Museum visits (Technoseum, Kunsthalle Mannheim, Planetarium and more in Mannheim)	Approx. 4 hours	€ 25
Boat trip on the Neckar: Heidelberg city area	Approx. 1 hour	€ 18
Excursions (half day)[1]	Approx. 5 hours	€ 40
Excursions (all day) A[2]	Approx. 8 hours	€ 65
Excursions (all day) B[3]	Approx. 8 hours	€ 75

[1]German Wine Route in nearby Palatinate, Speyer (cathedral); Mannheim (Luisenpark); Bad Wimpfen (medieval town centre), Schwetzingen Palace, boat trip to Neckarsteinach (town with four forts), Ladenburg (incl. admission).
[2]Frankfurt am Main, Rüdesheim am Rhein, Stuttgart (Mercedes Benz or Porsche Museum; incl. admission), Black Forest (e.g. Triberg waterfalls, Cuckoo-Clock-Museum.
[3]Strasbourg, Europa-Park Rust (incl. admission), Rothenburg ob der Tauber, Nuremberg, Baden-Baden (incl. admission to Caracalla Spa), Lake Constance.

Location of Halls of Residence and Apartments

1. Concordia
2. Emmertsgrund
3. Steinhof
4. Schmitt
5. Albert Fritz
6. Carl-Bosch
7. Römer (female-only residence)
8. Seewiesenweg
9. Turner
10. Wieblingen
11. Apo (female-only residence)
12. März
13. Haus am Ritter
14. F+U Campus (halls of residence)
15. F+U Academy of Languages

1. Old Bridge
2. Castle
3. University library
4. Church of the Holy Ghost
5. Jesuit Church
6. Molkenkur
7. Königstuhl
8. Television tower
9. Ehrenfriedhof
10. Bierhelderhof
11. Bergfriedhof
12. Philosophers' Walk
13. Town Hall
14. Local city administration office (central)
15. Foreigners Authority
16. F+U Hotel Bayrischer Hof

Arrival and Departure

- **Move in:** Sundays, 10.00-22.00. Moving in after 22.00 (24.00 at the latest) is only possible with prior agreement and payment of a €50 supplement. Moving in on Saturday (13.00-18.00) is only possible with prior agreement and payment of an extra day's rent (see page 27).
- **Move out:** Saturdays, by 12.00. Moving out on Sunday (by 10.00 at the latest) is only possible with prior agreement and payment of an extra day's rent (see page 27).
- Please inform us no later than Friday (14.00) before moving in of the exact time of your arrival. If you inform us any later, we will not be able to guarantee the handover of the key at your preferred time.
- In case of delay, please call the named contact person for the key handover or your host family.
- **Accommodation rates** for halls of residence and apartments are calculated to take into account both location (distance to school, attractiveness of the district) and the furnishings/facilities of the accommodation. However, please bear in mind that all our halls of residence and apartments have a 'student' character, including those in higher categories.

Internet, PC use, fitness room

- Most halls of residence and the apartments are equipped with Internet access. We provide Internet access free of charge. Please note that it is not a high-speed Internet connection. During the summer we rent out additional rooms and apartments; information on their Internet facilities is available on request. Compliance with German Internet law is required at all times. There may be temporary disruption to Internet provision.
- Some families allow the use of their computer for an additional charge. Detailed information is available on request.
- You can also use the computers in our school, with free Internet access (50 computers in three IT rooms); Wi-Fi is also available from 07.30 to 20.00 Mondays to Fridays and on Saturdays from 10.00 to 16.00.
- If you lock yourself out of your room we can provide a spare key on payment of a deposit. Please note that this service is only available during the following office hours: Monday to Friday: 8.30 to 19.00; Saturday: 10.30 to 15.30. Outside these times you will need to call a professional locksmith at your own cost; fees are between €70 and €150, depending on the service provider.
- A laundry, a lounge and a fitness room are available for residents of the F+U Campus halls of residence.

Cleaning of rooms and communal areas

Please note that for the entire duration of your stay you are responsible for cleaning your room. On vacating the room, the accommodation must be clean and tidy. Furnishings that do not belong to the room and/or bulky rubbish must be removed by the occupant before moving out. Kitchens and bathrooms are to be left clean. Communal areas are cleaned up to twice a week by F+U.

Laundry, cooking utensils

- **Host family accommodation:** Use of the washing machine once or twice a week.
- **Halls of residence/apartments:** Washing machines and tumble dryers are provided.
- **Bed linen and towels:** Bed linen is provided on arrival only; please bring your own towels.
- **Cooking utensils, cutlery and crockery** can be hired for a fee of €40 plus a service charge of €25, subject to availability. (The hiring fee is refunded upon the return of complete, clean sets.)

Rental Contract Extension, Accommodation Transfer, Cancellation, Booking Changes (Halls of Residence, Apartments, Host Families)

Applications to extend the rental period must be made four weeks in advance of the contract's expiry.
An extension of the rental contract cannot be guaranteed. If, despite compliance with the four-week notice period, the current room has already been reallocated, we guarantee the availability of a room in an alternative hall of residence. In this instance, the fee for changing accommodation is waived.
Extension requests received less than 14 days before contract expiry are subject to a processing fee of €50.
Accommodation transfer (at own request): €60
Cancellation of the rental contract: If the contract parties conclude a rental contract for a fixed term, the earlier ordinary cancellation of the rental contract is generally excluded (§ 542 II BGB - German Civil Code).
However, as a gesture of goodwill we permit the cancellation of the rental contract subject to the following conditions of notice:
a. By Tuesday, 15.30, after moving in: Fee: one week's rent.
b. After this time, cancellation is only possible with four full rental weeks' notice (Sunday to Saturday), plus a €75 cancellation fee.
c. The administration fee is non-refundable.
If cancellation is confirmed by F+U, rent prepaid for the period after the amended contract expiry is refunded, minus the fees listed in points a, b and c above. Notice of the cancellation must be submitted in writing during Accommodation department opening hours (room 10, Monday to Friday, 12.15-15.30).
Changes to bookings for accommodation with host families or in halls of residence are possible subject to availability and a notice period of two weeks.
House rules: Our house rules are available on request (languages@fuu.de).

Host Family Accommodation

Administration fee: €80; **Deposit:** €150 (for deposit refunds please contact us by Wednesday, 16.00).
Supplement of 35% for the following: Wi-Fi guarantee; English-speaking host family on request; full board (breakfast and evening meal with the family; packed lunch).
Use of kitchen for room only bookings: 20% supplement.
You will be advised of the **name and address of the host family** two weeks before moving in, and when payment has been successfully processed.

Category	Distance to school	Meals	Rent per week/room						Extra day[2] Rent per day/room	
			1-4 weeks		5-11 weeks		From 12 weeks			
			SGL	DBL	SGL	DBL	SGL	DBL	SGL	DBL
HF-A	2 - 30 minutes by public transport[1]	Half board	€ 260	€ 495	€ 210	€ 400	€ 200	€ 380	€ 45	€ 90
		Breakfast	€ 210	€ 400	€ 185	€ 355	€ 175	€ 335	€ 40	€ 75
		Room only	€ 180	€ 345	€ 165	€ 315	€ 155	€ 295	€ 35	€ 65
HF-B	Maximum 50 minutes by public transport[1]	Half board	€ 200	€ 380	€ 185	€ 355	€ 175	€ 335	€ 40	€ 75
		Breakfast	€ 170	€ 325	€ 155	€ 295	€ 145	€ 280	€ 35	€ 65
		Room only	€ 150	€ 285	€ 140	€ 270	€ 130	€ 250	€ 30	€ 55

[1]Journey time to school (by public transport): The distance to the bus/tram stop is not included; this is usually just a 5-10-minute walk from the accommodation. Further details are available on request.
[2]Extra day: Early arrival between 15.00 and 20.00 on Saturday at the host family accommodation, or late departure on Sunday, 12.00 at the latest (all extra days must be confirmed by F+U).

Transfer to Accommodation

Transfer to and from accommodation (to be booked by Thursday, 14.00, before the arrival or departure).

Price per person	Heidelberg central railway station[1]		Mannheim central railway station[1]		Frankfurt am Main airport[2]		Stuttgart or Baden-Baden-Karlsruhe airport[2]		Hahn / Strasbourg / Saarbrücken airport[2]	
Distance[3]	2 km		20 km		80 km		120 km / 95 km		160 km / 140 km / 160 km	
Route	One way	Both ways	One way	Both ways	One way	Both ways	One way	Both ways	One way	Both ways
1 person	€ 50	€ 90	€ 95	€ 170	€ 95	€ 170	€ 175	€ 310	€ 195	€ 345
2 people[4]	€ 40	€ 75	€ 80	€ 140	€ 80	€ 140	€ 125	€ 220	€ 135	€ 240
3 people[4]	€ 35	€ 65	€ 70	€ 125	€ 70	€ 125	€ 80	€ 140	€ 95	€ 170
From 4 people[4]	€ 30	€ 55	€ 65	€ 115	€ 65	€ 115	€ 70	€ 125	€ 80	€ 140

[1]Meeting point at taxi rank.
[2]Meet at 'meeting-point' in the arrivals hall or at the designated place.
[3]Distance to school.
[4]Discount only for group bookings with joint arrivals and departures.

Weekend transfers can be cancelled without charge until 15.00 (German local time) on the Friday before arrival or departure. Weekday transfers can be cancelled until 15.00 (German local time) one day before the scheduled transfer. If the cut-off day falls on a public holiday, the notice period is extended accordingly. Later cancellations cannot be accepted and the cost of the transfer will be invoiced in full.
Our airport transfer from and to Frankfurt am Main is organised on a group basis by a partner company. An individual transfer (e.g. for under 18s) by a named F+U accompanying member of staff can be arranged for a supplementary charge of €100 per journey.

Parking

Parking is available in the unsupervised car park at the Concordia hall of residence for €25 per week.
There is public, paid parking available in the school building (ca. €125 per month).

Guest Houses, Holiday Homes, Hotels, Youth Hostel

Administration fee: €150.

Guest houses, holiday homes: Prices on request; weekly rates depends on size, location in the city, furnishings and season; rates from €300 to €1500.

The F+U Bayrischer Hof Hotel*:** The Bayrischer Hof, one of the most tradition-steeped hotels in the city, is located on Bismarckplatz, just 150m from the school and the Old Town (single rooms from €100 per night; double rooms from €130 per night).

Hotels in all price categories are located close to the school. We can also book rooms in Heidelberg's attractively located **youth hostel.**

F+U Hotel Bayrischer Hof

Meals

ll halls of residence and apartments are equipped with a kitchen. Host families provide meals as specified in the booking.
Meals in partner restaurants (Sun-Sat): Breakfast: €60 per week; **lunch*:** €110 per week; **evening meal*:** €110 per week (*incl. 1 soft drink)
Lunch in our school canteen (July and August only): €90 per week (Mon-Fri)
You can also have a meal for about €6 in the **University of Heidelberg refectory (Mensa),** just ten minutes' walk from the school.

Accommodation Prices

Halls of Residence, Apartments

Administration fee: €80; **deposit:** €150.
Double room bookings are only available for learners arriving together. Discount for groups of 10 people or more: 5% off the listed price.
24/7 telephone service. All halls of residence have a kitchen; category V rooms have an en suite kitchen.

Booking a residence category: First, please book your preferred residence category only. Approximately two weeks before your arrival - at the latest by Monday before your arrival - you will be informed of the name of your hall of residence.

Guaranteeing a specific hall of residence: For a one-off supplement of €200 (€350 for female-only halls of residence) we guarantee allocation of your preferred hall of residence, subject to room availability at the time of booking.

Postponed arrival: Should your arrival be postponed, e.g. due to a delay in issuing a visa, and if the accommodation is booked to capacity, the originally booked room/residence category can no longer be guaranteed. In this case we reserve the right to offer accommodation in another hall of residence and/or residence category. The price difference resulting from a lower category, and the guarantee fee (where applicable) is fully refunded. There is no extra charge if an upgrade is necessary! Cancellation of the accommodation with full refund of the rent is also possible, provided the cancellation is made within 24 hours of moving in. This is on condition that the participant informs the accommodation office about the delay no later than two working days before the start of the course, and states the reason for the delay (evidence required). If notification is given later than two days before the start of the course, we reserve the right to apply the regular notice terms (see Terms and Conditions).

Cat.	Description	Halls of residence, apartments	Rent per week and per room[1, 2]						Extra day[3] Rent per day/ room	
			1-4 weeks		5-11 weeks		From 12 weeks			
			SGL	DBL	SGL	DBL	SGL	DBL	SGL	DBL
I	Halls of residence in categories I-II differ in their quality of furnishings in the rooms and communal areas. Shower and WC located on the corridor. Shared kitchen.	1, 2, 3, 4	€ 125	€ 195	€ 110	€ 170	€ 100	€ 160	€ 40	€ 60
II		4, 5, 6, 7, 8, 9, 10	€ 140	€ 210	€ 135	€ 200	€ 120	€ 175	€ 45	€ 65
		Römer female-only residence (7)	One-off supplement: € 350							
III	En suite shower and WC. Shared kitchen.	6, 7, 9	€ 185	€ 280	€ 165	€ 250	€ 135	€ 195	€ 50	€ 70
IV	Halls of residence are located in Heidelberg Old Town, near the school. Shower and WC located on the corridor. Shared kitchen.	11, 12 13	€ 225	€ 340	€ 190	€ 285	€ 145	€ 215	€ 55	€ 80
		APO female-only residence (11)	One-off supplement: € 350							
★ V	Good residential area (Bergheim and Old Town), small apartments with 1 or 2 rooms. En suite shower, WC and kitchenette.[4, 5]	12, 14	€ 260	€ 415	€ 220	€ 360	€ 170	€ 270	€ 65	€ 90

[1]The respective room discount applies only for advance payment of at least 5 weeks.
[2]The rental contract can be cancelled with a notice period of four weeks (see page 25).
[3]Extra days are invoiced for arrival on Saturday or departure on Sunday (all extra days must be confirmed by F+U).
[4]The F+U Campus residence is a new building (April 2016); 150 apartments are available to our learners.
[5]The two-room apartments can accommodate up to four people. Weekly supplement for a third person: €150; for a fourth person: €125.

Accommodation categories and locations

Halls of Residence: Categories and Locations

Cat.	Serial no.	Name	District
I	1	Concordia	Südstadt
	2	Emmertsgrund	Emmertsgrund
	3	Steinhof[1]	Pfaffengrund
	4	Schmitt	Kirchheim
II	4	Schmitt	Kirchheim
	5	Albert Fritz	Kirchheim
	6	Carl-Bosch	Weststadt
	7	Römer (female-only residence)	Rohrbach
	8	Seewiesenweg	Kirchheim
	9	Turner	Rohrbach
	10	Wieblingen	Wieblingen
III	6	Carl-Bosch	Weststadt
	7	Römer (female-only residence)	Rohrbach
	9	Turner	Rohrbach
IV	11	APO (female-only residence)	Old Town
	12	★ März	Old Town
	13	★ Haus am Ritter	Old Town
V	12	★ März	Old Town
	14	★ F+U Campus (Residence, boarding school)	Bergheim (near station)

[1]Steinhof residence: From Monday to Saturday: 100 m to the nearest bus stop; Sunday: 1 km to the nearest stop.

Please note: The halls of residence are available to our learners all year round. However, due to the exceptionally high demand, we recommend booking accommodation at least four weeks in advance. During the summer, if accommodation in one category is fully booked, we reserve the right to allocate a room of the same standard in external halls of residence.

Room changes: Occasionally, for reasons such as group arrivals, renovation work and postponed arrivals caused by visa delays, we may be unable to guarantee occupation of the same room for the entire duration of your language course. We hope you will understand if, in such circumstances, we need to offer an alternative room in a hall of residence in the same category. We would like to remind you that the accommodation confirmation refers only to the specified category, not to a specific hall of residence or room.

Hall of Residence F+U Campus, Category V

Hall of Residence F+U Campus, Category V

Hall of Residence F+U Campus, Category V

Hall of Residence F+U Campus, Category V

Hall of Residence Concordia, Category I

Hall of Residence Römer, Category II + III

Hall of Residence Römer, Category II + III

Hall of Residence Carl Bosch, Category II + III

APO female-only residence, Category IV

Hall of Residence Wieblingen, Category II

Hall of Residence Albert Fritz, Category II

Hall of Residence Albert Fritz, Category II

F+U International Boarding School

• For young people aged 14 and over • 24-hour supervision
• Individual support • Pedagogically qualified staff
• Spacious twin rooms with own shower and WC
• Internet connection • Full, varied leisure programme
• 24/7 telephone service • Participation in language courses at the F+U Academy of Languages or school programmes at the Heidelberg Private School Centre

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Where education meets life

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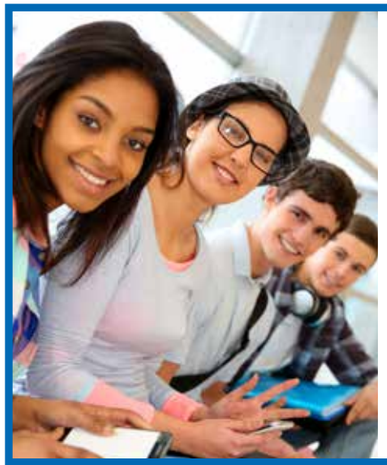

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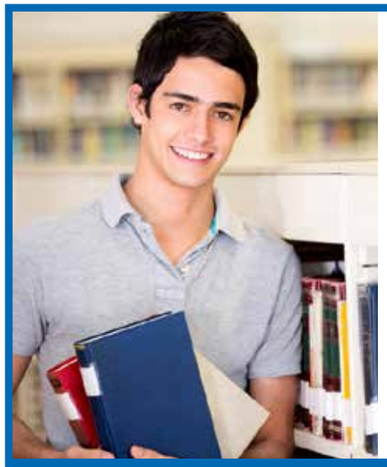

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• Wide range of cooperating companies in the dual study programme
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**Entry possible with German A2 level.
**Tuition fees are usually covered by the cooperating company.

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Vocational College for Foreign Languages

State-recognised Vocational College for Foreign Languages - Full-time Programmes

Vocational training in the field of foreign languages opens up diverse, stimulating and above all future-proof professional prospects. The qualification offers not only strong foreign language skills but also professional training in commercial subjects such as business administration and IT. These multiple qualifications are highly sought after in commerce, in national and international organisations and academic institutions, as well as in the service sector.

Training programme / language(s)	Fee	Duration	Start	TH / week
Foreign Language Correspondence Clerk (one language) English	€ 3257	1 year	September	25
Foreign Language Correspondence Clerk (two languages) English **and** French **or** Spanish	€ 5134	1.5 years	September	30
Foreign Language Correspondence Clerk (two languages) English **and** Chinese, German as a foreign language[1], Japanese **or** Russian	€ 7728	2 years	September	30
Foreign Language Correspondence Clerk (three languages) English **and** French **or** Spanish + Chinese, German as a foreign language[1], Japanese **or** Russian	€ 8722	2 years	September	35
European Secretary (three languages) English + French + Spanish	€ 8280	2 years	September	35
Multilingual Correspondence Clerk (four languages) English **and** French **and** Spanish + Chinese, Japanese **or** Russian	€ 9936	2 years	September	40
Advanced training / language(s)[2]	**Fee**	**Duration**	**Start**	**TH / week**
Translator (state recognised)[2] English, French or Spanish	€ 3150 (F+U alumni: € 2500)	6 months (650 TH)	September	35
Translator (IHK certified)[2] Italian, Russian and more	See individual lessons[3]	Minimum 150 IL[3]	Any time	By arrangement

[1]German as a foreign language is an additional module; examinations for state-recognised languages only.
[2]Preparation for the external Translator examination (IHK) is taught in individual lessons.
[3]Requirement: Successful completion of Foreign Language Correspondence Clerk training programme, European Secretary or Multilingual Correspondence Clerk; or language skills in the target language at level C1, plus German at level C2.

Registration fee: €100.
The **examination fees** and **learning materials** costs are not included in the quoted course fees.
The following languages are state recognised: Chinese, English, French, Japanese, Russian and Spanish.
For all other languages we recommend the following examinations: **IHK** (Chamber of Trade and Commerce), **TestDaF** (German).

Entry requirements

Intermediate secondary school certificate, German language skills at level C1 and English language skills at level B1.
Certification of English language skills must not be older than two years.

Benefits and offers at a glance

- **Programme starting date:** September
- **Compact course duration** of 1 to 2 years (depending on the number of languages)
- **State recognised vocational qualifications:** English, Spanish, French, Japanese, Chinese and Russian
- Combination of **language + commercial** training
- Experienced, academically qualified, **native-speaker** teachers
- **Training finance:** Student-BaföG, student loan, child benefit, instalment payments
- **For our international prospective students:** special preparatory programme / foundation semester offering language and subject-focused preparation for the training programme + intensive courses in German and English
- **Open days**
- **Recruitment days:** First contact to potential employers
- **Optimum career prospects:** approximately 90% of our students enter qualified employment
- Internationality of the language school (12,000 language students from over 100 countries), free language tandems
- **Discounts** on language courses and language tours
- **Internship:** Free language course with international internship after successful completion of the course
- **Japanese Centre, Chinese Centre:** Monthly themed evenings
- **Leisure programme:** All year, several times a week we offer a diverse cultural and leisure programme
- Recognised **test centre** for TOEFL®, TOEIC®, LCCI, telc, TestDaF, DSH, TestAS, onSET, ECDL (DELE exams through cooperation partner)
- **Accommodation for students:** Over 500 rooms in halls of residence and apartments

Detailed information is available on request and can also be found in our Foreign Language Professions and Translator brochures.

Foreign Language Correspondence Clerk
European Secretary
Multilingual Correspondence Clerk
Translator

Participant Statistics

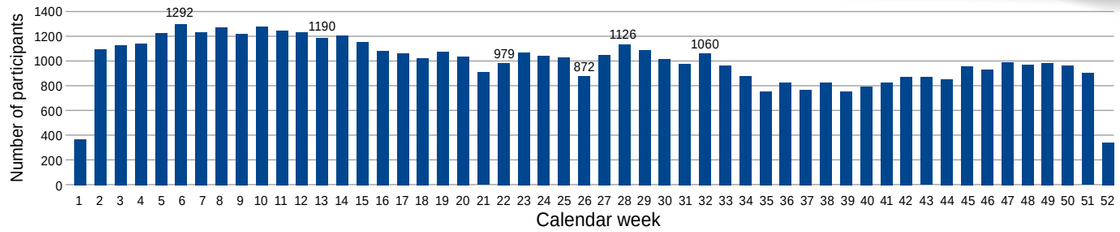
In 2017 an average of 994 learners per week took part in our language courses (main, module and evening courses, as well as individual lessons), in training programmes offered by our Vocational College for Foreign Languages and in our company training. Over the year, over 9,500 learners participated in our language programmes. Meanwhile, language tests were taken by approximately 2,700 candidates. In total, around 12,200 learners completed courses and exams at our language school. Participants came from 115 different countries.

Participants in our language courses (German, English, Japanese and more): 9492

Germany	1050	Turkey	405	India	156	South Korea	110
China (People's Republic)	605	Spain	395	Switzerland	155	Brazil	106
Mexico	425	Tunisia	310	Israel	120	Cyprus	95
Italy	420	Russian Federation	280	Bulgaria	115	Syria	95
Japan	408	USA	195	Ukraine	110	Mauritius	70

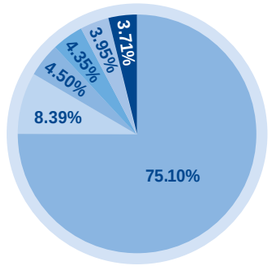
95 other countries: Afghanistan, Albania, Algeria, American Oceania, Argentina, Armenia, Azerbaijan, Australia, Austria, Bahrain, Belarus, Belgium, Bosnia and Herzegovina, Botswana, Cambodia, Cameroon, Canada, Chile, Colombia, Congo, Costa Rica, Croatia, Cuba, Czech Republic, Denmark, Dominican Republic, Ecuador, Egypt, El Salvador, Eritrea, Finland, France, Gambia, Georgia, Ghana, Great Britain and Northern Ireland, Guatemala, Honduras, Hong Kong, Hungary, Indonesia, Iraq, Iran, Ireland, Iceland, Jordan, Kazakhstan, Kenya, Kyrgyzstan, Kosovo, Kuwait, Lebanon, Libya, Lithuania, Luxembourg, Macedonia, Malaysia, Moldova, Mongolia, Morocco, Myanmar, Namibia, Nepal, Netherlands, New Zealand, Nigeria, Norway, Pakistan, Palestinian Territories, Peru, Philippines, Poland, Portugal, Romania, Saudi Arabia, Senegal, Serbia and Montenegro, Sierra Leone, Singapore, Slovakia, Slovenia, South Africa, Sweden, Taiwan, Tajikistan, Thailand, Trinidad and Tobago, Turkmenistan, Uganda, United Arab Emirates, Uzbekistan, Venezuela, Vietnam, Yemen, Zambia.

Number of course participants by calendar week - Main, module and evening courses plus individual lessons



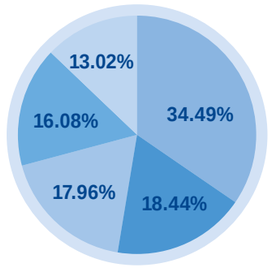
The most popular courses

Intensive course German	75.10%
Intensive course English	8.39%
Individual lessons	4.50%
Junior courses	4.35%
Professional foreign languages	3.95%
Evening courses	3.71%



Examination candidates

TestDaF	935	34.49%
telc	500	18.44%
LCCI, TOEIC, ECDL, internal exams, OnSET	487	17.96%
TestAS	436	16.08%
TOEFL, IELTS	353	13.02%
Total	**2,711**	**100.00%**



Our language school is located in the Darmstädter Hof Centrum, Hauptstrasse 1, 3rd floor.

Contact

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24/7 telephone service:
+49 6221 9120-38
languages@fuu.de
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Worldwide Language Tours
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Elderly Care Support, Healthcare Support, Occupational Therapy

Academy24
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