



AGENTS MANUAL 2010

Adults: GLS Campus Berlin



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Our website in your language:



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I.) About GLS – General Information

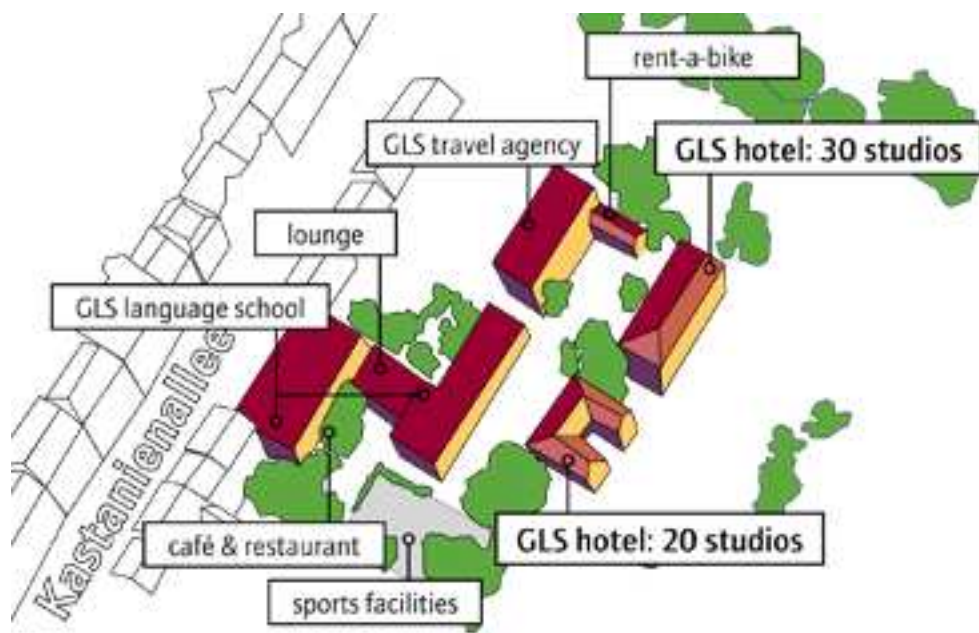
I.a) Programs offered

Founded in 1983 by Barbara Jaeschke, GLS German Language School in Berlin Prenzlauer Berg is accredited locally by the Berlin Senate, and internationally by American universities and the Swedish Ministry of Education. GLS, like the Goethe Institut, is an official testing centre for ZD Zertifikat Deutsch. We offer German language programs all year round for adults aged 18+, with courses starting every Monday on 7 levels. We also offer unpaid internships in German companies. In summer we offer additional programs for juniors aged 8 to 20 in several locations near/in Berlin and in Bavaria. This manual refers to our programs for adults – if you are interested in our junior programs, please ask for our Junior Manual.

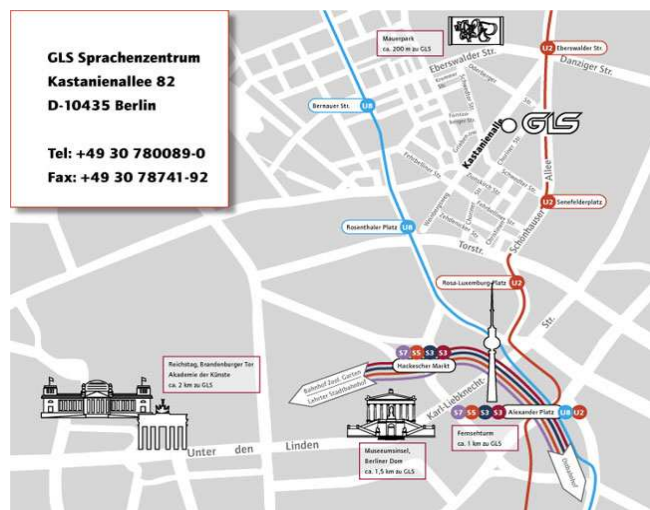
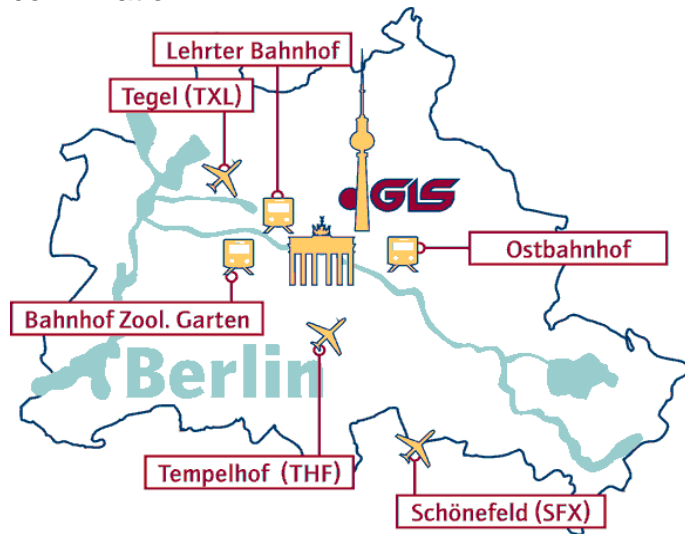
I.b) The GLS Campus

From January 2006 on, GLS is located in Prenzlauer Berg - one of Berlin's trendiest districts, full of galleries, bars, clubs and fashion stores featuring Berlin designers. GLS recently purchased and renovated a former Berlin High School and is now able to offer students not only courses but also studios in prime location on the GLS Campus. The Campus has 9.000 sqm and 5 historic buildings: The architecture ranges from the 1890's to cool functional Bauhaus style of the 50's.

With 40 classrooms and 50 on-site studios, students are able to live and learn in the same location. The GLS Campus also features a cafeteria, restaurant, sporting facilities, a lounge, and a bookstore. The premises are accessible for disabled people.



You will receive detailed instructions as how to get to GLS together with booking confirmation:



Please note:

In addition to the adult school shown here, GLS has junior summer schools in Berlin, Schmöckwitz, Blossin, Holzkirchen, Burg Schwaneck, Spitzingsee and Josefstal.

Surroundings: attractions in walking distance

More than 40 cafes and bars, several fashion shops, cinemas, theatres and galleries - to name but a few attractions right next to the new GLS campus:

Stadtbad Oderberger Straße, former public swimming pool, now used for underground culture events - next door, immediate GLS neighbour

Kulturbrauerei, former brewery, now housing a theatre, 6 cinemas, a disco and several markets - 5 minutes walking distance

Dock 11, dance and yoga studio, acting school - next door

Eisdielel, popular store, selling Berlin designer fashion - across the street

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Der Prater, Berlin´s oldest beer garden, now housing a theatre and several bars – 5 minutes walking distance

Distance to Berlin Highlights:

Museum Island: 2 km
Hackesche Höfe: 1.5 km
Art Museum Hamburger Bahnhof: 1.5 km
Oranienburger Str. : 1 km
Jewish Museum: 1.5 km
Reichstag – German Parliament: 2 km
Brandenburger Tor & Pariser Platz: 2 km

I.c) Staff and contact details

GLS Sprachenzentrum Kastanienallee 82 10435 Berlin	Fon: +49 30 780089 – 15/16/17/18 Fax: +49 30 787 41 92 german@gls-berlin.de
GLS website	www.gls-berlin.de: In 13 languages and updated monthly: with info on all programs, gross prices and excursions coming up
Emergency phone	++49 (0)177 62 30 698
Managing Director	Barbara Jaeschke: german@gls-berlin.de
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Enquiries, Bookings, Group offers	Aline Borquez, Sabine Kalina, Melanie Kaiser, Julia Kleineidam: german@gls-berlin.de
Office hours:	Mo – Fr from 8 a.m. till 6 p.m.

I.d) Selling Points

GLS Campus:	‘Total immersion’ - live and learn in the same place
Flexibility:	Courses start every Monday on all levels
Central location:	Prenzlauer Berg - one of Berlin’s most popular districts – info about Berlin highlights on these very good websites: www.berlininfo.com (in English, by expatriates living in Berlin) or www.btm.de (about Berlin in Spanish, Italian, French, English)
Teaching quality:	Like Goethe Institut, GLS is an official testing centre for ZD Zertifikat Deutsch. Little exams every Friday allow students to check their progress
Variety:	Wide choice of courses available – General German, Business German, German Phonetics, German + Work Experience
Group offers:	Our GLS Campus is ideal for groups – we are happy to make you a special offer according to your needs
Social life:	Lots of opportunities to socialize, i.e. cooking, GLS regulars’ table every Monday night, free seminar every week
Excursions:	min. 3 half-day and 1 full-day activities in Berlin every week plus min. 2 excursions to other cities like Hamburg, Potsdam, Leipzig, Dresden per month
Accommodation:	50 on-site studios, apartment share, B & B, host family
Quality control:	regular inspections through associations like IALC & EAQUALS

I.e) Extra Services

- Free seminar on German film or culture every Thursday afternoon
- Free drink on first Monday night at the GLS Stammtisch (“regulars’ table”)
- Free access to internet and email daily (Mo- Fr) till 8pm
- WLAN access for laptops available on the whole campus
- GLS restaurant and café open all year from 8.00 am till 11.00 pm
- Tandem database: i.e. matching students with Germans who learn that student’s native language, so that they can train each other outside class

I.f) References

Founded in 1983, GLS German Language School is accredited locally by the Berlin Senate, and internationally by American universities and the Swedish Ministry of Education (CSN recognized). We submit regular quality reports to all major professional associations such as EAQUALS European Association for Quality Language Services, FIYTO Federation of International Youth Travel Organisations, IALC International Association of Language Centres, ALTO Association of Language Travel Organisations, GWEA Global Work Experience Association. GLS, like the Goethe Institut, is an official testing centre for ZD Zertifikat Deutsch.

Our customers include staff from companies such as: Sony Europe - DaimlerChrysler – Le Monde – Bombardier Transportation – Kimberley Clark Cosmetics – Walmart – Psipenta Software Systems – Siemens AG and many others.

I.g) Students: Ages and nationalities

Currently average student numbers are 200 – 250 per month all year round, and ca. 400 in summer time.

Participation by in 2008:

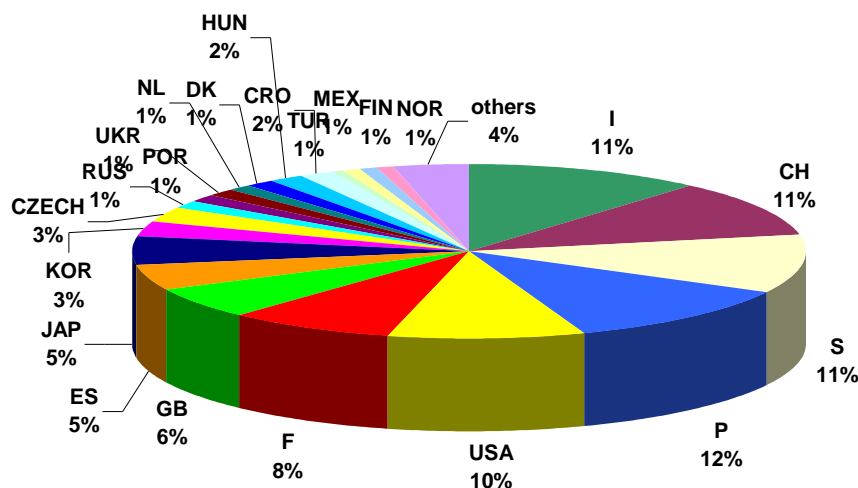
In summer time the average age tends to be a bit lower than all year round.

18 to 25	50%
25 to 30	20%
30 to 45	20%
45 and older	10%*

*number of students aged 45 and older is expected to increase in 2009, because of studio accommodation

Participation by nationality 2009:

Argentina, Chile, Sweden... every year there are students from up to 60 nationalities at GLS. The graphic below shows only the strongest nationalities:



Student profile:

Most GLS students are either university students or professionals. They study German for their career, but also want to take the opportunity to discover the different facades of Berlin. They have a serious approach to learning. For most of them, German is the second or even third foreign language. Many of them choose long term courses and stay for 8 to 12 weeks, while professionals rather opt for intensive courses of 2 to 4 weeks length. In summer the average stay is 3 weeks.

II.) German Language Courses

II.a) Method, Levels, Teachers, Certificates

Placement test and weekly exams:

A placement test, done in Berlin the very first day, will assess the appropriate course level. The placement test consists of a written as well as an oral part. A little exam every Friday helps students to check their progress. We teach in tandem, with 2 teachers responsible for every class, and alternating at every break. Like this, students get to hear more than one voice and speaking style.

Certificate:

Students finish courses with a GLS Certificate, documenting course level, course duration and describing the student's language skills in detail (sample attached in the appendix).

Method:

- Communicative approach with teachers animating students to speak as much as possible
- Teachers continuously correct students and encourage them to repeat and do better
- German is the only language spoken in class, from the first day on

Levels:

We follow the Common European Framework issued by the European Commission for language learning: with 6 levels from A1 till C2. To include total beginners we added one more level: A0

A0: complete beginner

A1: elementary I

A2: elementary II

B1: intermediate I

B2: intermediate II

C1: advanced I

C2: advanced II

All levels are taught all year round, with starting dates every Monday.

Materials (included in the course price):

- Text books: e.g.: Passwort Deutsch (levels A0, A1, A2), Tangram (levels B1, B2), *em* (levels C1, C2)
- We constantly monitor new publications and may employ additional text books that seem appropriate
- Hand-outs like newspaper articles, literature etc.
- Multimedia-teaching with CDs, OHP, video and video camera
- For self study students can lend books and audio tapes from the library

Our teachers:

- are native speakers
- have an academic background with degrees in German language and/or literature
- have additional teacher training
- most of them have been with GLS for many years
- are enthusiastic and give excellent communicative tuition
- combine the function of a coach and a teacher
- have expertise in other fields (photography, journalism, business consultancy etc.) which inspire their teaching and make them interesting people to talk to

II.b) General German

We offer a choice of 3 courses in General German: Standard, Intensive and Crash, as well as one-to-one tuition. All of them train German for everyday communication - they differ regarding numbers of lessons/week and group sizes. All of them are complemented by activities and excursions (min. 3/week)

Course	Hours/week	Description	Timetable
Standard	20= 4 daily lessons à 45 minutes with max. 12 per group	Group course in the morning	9 am – 12.30 pm (break 10.30 am – 11am)
Intensive (can also be booked as phonetic or business courses, see price list for starting dates)	30= 4 daily lessons à 45 minutes with max. 12 per group + 2 daily lessons with max. 6 per group	Combination of group course in the morning (=Standard) and MINIgroup course in the afternoon	9 am – 12.30 pm (break 12.30 pm – 1.15 pm) plus 1.15 pm – 2.45 pm
Crash To be recommended for particular needs	30= 4 daily lessons à 45 minutes with max. 12 per group + 2 daily lessons one-to-one	Combination of group course in the morning (=Standard) and individual tuition in the afternoon: ideal for students who have particular needs and objectives	9 am – 12.30 pm (break 12.30 pm – 1.15 pm) plus 1.15 pm – 2.45 pm
One-to-One To be recommended for particular needs	20 or 30 lessons à 45 minutes per week	Individual tuition Ideal for students who have particular needs and want to improve their German very fast	scheduled individually

Content: practical communication skills

Minimum Age: 18, average age 18 to 35
 Levels: 7 levels from A0 (complete beginners) to C2 (advanced)
 Starting Dates: every Monday for all levels
 Duration: any number of weeks, with a minimum of 1 week for Standard, Intensive & Crash
 Certificate: documenting course type & duration, detailing student's level of German
 Application: last minute applications possible, if no visa is needed

II.c) Long term Courses of 12 or more weeks – preparation for exams

We offer 2 types of long term courses: Standard and Intensive. Because of longer durations they are cheaper than short term versions of Standards and Intensive. We recommend long term courses for students, who want to get ready for one of the German language certificates such as ZD, DHS, etc. On request, long term Crash courses are available as well.

Age 18+	Long term Standard	Long term Intensive
Lessons	20 lessons per week = 4 daily á 45 min.	30 lessons per week = 6 daily á 45 min.
Time table	Monday to Friday, 9 am – 12.30 pm (break 10.30 am – 11 am)	Monday to Friday, 9 am – 12.30 pm (break 12.30 pm – 1.15 pm) Plus 1.15 pm – 02.45 pm
Group Size	Average 8, max. 12/class	4 daily lessons with max. 12/class +2 daily lessons with max. 6/class in the afternoon
Duration	12 or more weeks	
Levels	7 from beginners (A0) to advanced (C2)	
Starting dates	Please see price list	
Certificates	Documenting course type and duration, detailing student's level of German	

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II.d) Exams and Certificates

GLS prepares and registers students for all officially recognized exams such as ZD, ZMP, DSH, TestDaF, KDS, GDS. These exams have been designed by either Goethe Institut or VHS, but that does not mean that students have to attend either Goethe or VHS to get prepared for them. In fact, students are free to take private lessons in their home country or attend a private school like GLS, which often will turn out to be a bit cheaper.

Please note: If a client wants to do an exam while in Berlin, please schedule his or her course according to exam dates given on our website <http://www.gls-berlin.de/2047.html?&L=1#c15009>. The registration fee is non commissionable and as places are limited we strongly recommend paying this fee as soon as possible to secure participation in the exam: The fee for ZD is to be paid to GLS, the fee for all other exams is to be paid to Goethe Institut (bank details upon request):

Samples for all exams please find online on our website
<http://www.gls-berlin.de/2008.html?&L=1>

Level:	completion of B1
Sections:	reading comprehension, writing (private letter), listening comprehension, grammar and vocabulary, oral test
Objective:	proof of language skills for entering schools of art; language test to obtain German citizenship
Where	at GLS
When + Fee	http://www.gls-berlin.de/2008.html?&L=1

Zentrale Mittelstufenprüfung (ZMP)

Level:	completion of C1
Sections:	reading comprehension, writing (private letter), listening comprehension, grammar and vocabulary, oral test
Objective:	prerequisite for taking the language entry test for German universities
Where	students can take the exam at the Goethe Institut. GLS helps to organize all application procedures
When + Fee	http://www.gls-berlin.de/2008.html?&L=1

Test Deutsch als Fremdsprache (TestDaF) – same status as DSH

Level:	completion of C1
Sections:	reading, essay writing, text analysis, listening comprehension, oral test
Objective:	enrolling in a German university
Where	students can take the exam at Carl Duisberg Center. GLS helps to organize all application procedures
When + Fee	http://www.gls-berlin.de/2008.html?&L=1

DSH (Language entry exam for German universities)

Level:	completion of C1 - students can register for DSH if they completed ZMP before OR if they have a GLS certificate, documenting the completion of C1 at GLS
Sections:	reading, essay writing, text analysis, listening comprehension, grammar
Objective:	enrolling in a German university
Where:	at the universities directly – please contact the university your client has selected
When:	Twice a year with exact dates depending on the respective university

Kleines Deutsches Sprachdiplom (KDS)

Level:	C2/advanced
Sections:	essay, text interpretation, dictation, oral test, listening comprehension
Objective:	proving fluency in German, perfect written and spoken German
Where:	at the Goethe institut
When + Fee	http://www.gls-berlin.de/2008.html?&L=1

Großes Deutsches Sprachdiplom (GDS)

Level:	C2/advanced
Sections:	essay, text interpretation, dictation, oral test, listening comprehension
Objective:	accepted in some countries as qualification for teachers of German as a foreign language
Where:	at the Goethe Institut
When + Fee	http://www.gls-berlin.de/2008.html?&L=1

II.e) How long will it take to pass an exam, i.e. ZD or DSH?

To assess a clients level of German and find out how long he or she may need to reach any given level, please use the scale below.

Please note: We don't send out our placement tests beforehand, as the test has an oral part as well. Below a table with level gradations that follow the Common European Framework issued by the European Commission for language learning:

	You don't speak or understand German	You understand and are able to give simple answers	You are able to participate in simple everyday conversations	You express your opinions in general conversations and discussions	You are able to follow and participate in discussions easily. You write and read simple texts	You are able to express your opinions articulately. You can produce essays and read newspapers and literature	You can easily participate in all discussions and also understand idiomatic expressions. You speak German fluently
No of lessons	80 = 4 weeks	80 = 4 weeks	160 = 8 weeks	160 = 8 weeks	200 = 10 weeks	200 = 10 weeks	400 = 20 weeks
Level	A 0	A 1	A 2	B 1	B 2	C 1	C 2
Exams				ZD		ZMP, DSH	KDS, GDS

To assess a client's level and to find out how long he or she may need to reach any given level please proceed as follows:

- assess the present level of German, using the level descriptions in the table above - lets say he or she is on level A 2
- define the level he or she would like to reach, for example C 1
- add the lessons or weeks given in the table right below the level descriptions, starting from the present level up to the one desired - in this example the client would need 28 weeks (with 20 lessons each week) to get there
- in order to speed up this process, your client can take a more intensive course with 30 lessons per week

II.f) If your clients want to attend university in Germany

...they need 2 things:

1. Knowledge of German, documented by certificates such as DSH, KDS.

We'll be glad to help them pass the exam they need. You can register for a DSH exam, either by having done a ZMP before or by getting a GLS certificate stating you finished German language courses on level C1.

2. They also need a secondary school diploma recognized as equivalent to the German "Abitur" - to find out if a secondary school diploma from your country is accepted by German universities, please see the list on this website: <http://www.daad.de/deutschland/en/2.3.1.html>

Generally it is a lot easier to be admitted by a German university, if your client already did one year of university study at home. This one year of university studies is accepted by German universities as proof of sufficient academic competence, so that they admit foreign students if they fulfil the language requirements.

If your clients just finished secondary education in your home country and want to go to a German university immediately afterwards, that may turn out to be a bit more difficult: In case the high school certificate is not accepted as equivalent to German 'Abitur', they may have to do a type of prep college before they are admitted to university, which will cost them time and money. All of which they can avoid by starting university studies in their home country first and then apply in Germany after having finished their first year.

II.g) German for Professionals – Business German, German for Lawyers, Teachers, Journalists, Bankers

GLS business clients include: Sony Europe, Bewag AG, DaimlerChrysler, Bombardier Transportation, DeutschlandRadio Berlin, Blueband Hotels, Lufthansa Service Gesellschaft, Gillette Deutschland, Psipenta Software Systems, Siemens AG, Visolux Elektronik.

We offer:

- Business German: the language of negotiations, meetings and presentations, business correspondence, telephoning. Clients learn how to understand/explain graphics, diagrams, and statistics; how to read/write memos, business letters, reports, brochures in German and how to communicate in discussions and business meetings.
- German for Lawyers: different legal forms, concentrating on European and German law. Clients learn how to read, to understand and formulate juridical phrases in German and will gain confidence in their usage of German in juristic matters. On request meetings with German lawyers can be arranged.
- German for Journalists: Germany's print media, the most important radio and TV stations as well as multimedia groups will be introduced. The course backs up German skills like telephoning, information gathering, skim-reading, drafting short exposes and manuscripts as well as interviewing. If requested visits to editorial offices in Berlin can be arranged.
- German for Teachers: This course reviews and discusses latest developments in teaching German as a foreign language. Clients can fine-tune their German and update themselves on recently published specialized literature and a variety of materials designed for teaching German. Visits to educational institutions can be arranged.
- General German with grammar

All courses as described above have a minimum duration of 1 week and are available as Individual, Crash or Crash plus:

	Content	Lessons/week	Course Start
Individual either one-to-one or with a friend on the same level (partner course)	Dedicated exclusively to the language requirements of the respective profession	20, 30 or 40 à 45 minutes	All levels every Monday all year round

Crash combination of group course and individual tuition	4 daily lessons general German with max. 12 per group + 2 daily lessons one-to-one, dedicated exclusively to the language requirements of the respective profession	30 à 45 minutes	Every Monday for all levels except A0 – A0 once a month (for exact dates please see price list attached)
Crash Plus combination of group course and individual tuition	4 daily lessons general German with max. 12 per group + 4 daily lessons one-to-one, dedicated exclusively to the language requirements of the respective profession	40 à 45 minutes	
Closed groups with a min. of 3 participants on request			

II.h) Phonetic and business intensive courses

These courses combine the standard course and extra 10 lessons per week in a smaller group of 3 to 6 students with the focus on business German, German phonetics respectively.

The business courses start every Monday all year round. The minimum level is A2. For the starting dates and conditions of the phonetic courses, please have a look on the price list.

II.i) Group offers

The GLS Campus is ideal for groups – we have 2 floors for groups with 14 studios, each equipped with 3 to 5 beds. We will be happy to make you an offer. We can also arrange special seminars in your own language.

III.) German Course & Work Experience

This program combines a German language course of min. 4 weeks (Standard, Intensive or Crash) with an internship in a Berlin based company of 6, 8 or 12 weeks. The internship starts AFTER clients have finished their language course. The price (please see price list) consists of tuition, housing and a one-time placement fee, which is always the same regardless of duration.

References:

Intern Reports and case studies online at

<http://www.gls-berlin.de/2068.html?&L=1>

Bombardier Transportation, Hausotter Primary School, Zitty Publishing House and Heinrich Böll-Stiftung, the German Green Party foundation are among the companies and institutions we've sent our students to.

The above mentioned companies are examples. We guarantee a placement in the professional field of your client's choice, but not in a particular company.

- Professional fields: Marketing, Banking, Insurance, Travel and Tourism, Graphics and Design, Social Services, Political Organisations, Communication Technologies, other fields on request.
- Requirements: age: 18 or older; knowledge of German on level B1; completed secondary education; a time budget of minimum 10 weeks; flexibility and adaptability.
Re language requirements: Please note that host companies won't accept applicants unless he or she has knowledge of German on intermediate level (to give you an idea: someone with 0 knowledge of German may need 5 to 6 months with 20 lessons weekly to reach intermediate level). On the other hand: clients, who already speak German quite well, will have to do a language course anyway - we consider the German course necessary to prepare them for their work experience, as they won't only train their German, but also learn a lot about German culture and mentality.
- Application: please fill in the appropriate fields in the enrolment form you find in the appendix. Applications should be handed in min. 4 weeks prior to arrival in Berlin, including a CV and a letter of motivation (both in German), in which your client details why he or she would like to do an internship in Germany, what they expect and what they think they have to offer a prospective host company.
- How we find a host company for your clients: For one, we have been placing foreign interns in Berlin companies for a couple of years by now, so there are contacts coming from there. Secondly, GLS does in-house language training for lots of companies and institutions in Berlin, which means that we know their Human Resources departments quite well. And a third source for company contacts is GLS memberships in associations like Marketing Club Berlin, Wirtschaftsjuvenen and Chamber of Commerce.
- How the placement process works: The definite address of the host company your client will receive in Berlin, not prior to arrival, because we need to interview him or her first. The placement process looks like this: When receiving your enrolment, we pre-select potential host companies for your client that match both the requirements re professional field and the background your client has. Once we had a chance to interview your client, we focus on one host company or institution, which emerges as the best possible match. We will then arrange an interview with that company for your client, and if the company agrees to take him or her in as an intern, your client is expected to accept that placement. If your client rejects a placement done by GLS without good reason, the placement fee will not be refunded.

- Will your clients earn money: No, some of the host companies or institutions may offer to pay a little amount afterwards, if they were very content, but in general internships in Germany are unpaid. In exchange for the work done by the intern, the host company grants insight in the professional field your client is interested in. And your client will profit as well by training social skills in a cultural context, different from the one he or she is coming from.
- Certificates your clients get: Your client will receive two certificates, one from GLS and one from the host company. GLS certifies the language skills; the host company issues a statement commenting the performance as a trainee.
- Accommodation: As participants need an accommodation for min. 10 weeks, we recommend affordable options like host family or – even cheaper – apartment share. Another affordable option would be a long term stay at one of the GLS studios on campus.

IV.) Accommodation

IV.a) Homestay

Accommodation in Berlin households, differing in the type of board that is included: homestay & half board; homestay & breakfast; homestay & self catering.

With every single one of these three accommodation types, the hosts are regular Berliners, who take in guests not for commercial reasons (even though they do get paid), but because they are interested in other cultures.

Accommodation is in single rooms – upon request double rooms or 2 single rooms in the same household possible as well. All accommodations are regularly inspected; students are asked to fill in a questionnaire with comments on their accommodation.

Homestay & self catering (shared flat)

Basically it's the same type of accommodation as host family, except that it's cheaper as you don't book meals. The German hosts are between 20 and 50, can be married, single, professionals or students. Usually there is only one GLS student at an apartment, but some hosts offer 2 or 3 rooms, so that there may be another GLS student (of a different nationality) in the same household:

- * single room with bed, table and closet in a Berlin household
- * self catering
- * use of kitchen facilities, you buy your own groceries
- * bed sheets and towels
- * distance to school: max. 50 minutes, average 30 minutes by metro, bus or bicycle
- * arrival day: Sunday, departure day: Saturday

Homestay & breakfast

This type of accommodation is like host family as well, except that you just book breakfast. The hosts are no commercial B&B's, but Berliners who work with GLS and

rent out rooms to our students. Your clients have a single room and your German hosts prepare breakfast for you, lunch and dinner are self catering:

- * single room with bed, table and closet
- * breakfast
- * use of kitchen facilities, you buy your own groceries for lunch and dinner
- * bed sheets and towels
- * distance to school: max. 50 minutes, average 30 minutes by metro, bus or bicycle.
- * arrival day: Sunday, departure day: Saturday

Homestay & half board (host family)

The German hosts are not necessarily a complete family with parents, children and a pet, decisive is their willingness to live like a family with your client by letting him or her share their everyday life. The German hosts accommodate your client in a single room, provide breakfast and dinner and meet your client at the airport or station:

- * single room with bed, table and closet
- * half board: breakfast and dinner
- * bed sheets and towels
- * transfer on arrival and departure (between 08:00am and 22:00pm on Sundays)
- * distance to school: max. 50 minutes, average 30 minutes by metro, bus or bicycle.
- * arrival day: Sunday, departure day: Saturday

IV.b) Studios on GLS Campus

On the new GLS Campus, students can live right next to the school, in one of our 50 studio apartments on site. All studios are mini-apartments and are available as single, double, shared double, triple or shared triple; one may choose between studio including breakfast or studio including half board. Breakfast and half board are provided in the on campus student cafeteria. All rooms are non-smoking rooms.

There are two different types of studios:

Standard:

- own kitchen
- own bathroom with WC and shower
- WLAN access for a laptop
- Phone and TV
- Linen & towels

Superior:

like standard plus:

- bathtub plus shower
- sophisticated furnishing

IV.c) Shared Apartments near Brandenburg Gate

GLS operates 20 apartments @ Brandenburg Gate, each apartment with 2 bedrooms - bookable as single or shared double. Thus 2 to 4 GLS students live together in one apartment, sharing bath and kitchen.

All 20 apartments were built after WW II for VIP members of the East German government and all are in one block on Wilhelmstraße. Wilhemsstraße used to be the address of all Prussian and German governments: Hitler resided here as well as the communist government of East Germany. The present government has its home about 300 meters further north, on River Spree.

- * single or double room with bed and closet
- * breakfast included
- * bed sheets and towels
- * shared living room and bathroom
- * stereo system, cable TV clock radio
- * washing machine or dish washer
- * distance to school: ca. 20 minutes by public transport.
- * arrival day: Sunday, departure day: Saturday

IV.c) Distances & means of transport

The average commuting time between homestay accommodation and school is 30 to 50 minutes (with 50 minutes as the absolute maximum). We have accommodations in walking distance as well, but as lots of students look for accommodation close to GLS, we unfortunately can't always fulfil that wish, especially not in high season.

Bus, metro or bike: The GLS student ID (for which we need a photo the students should bring) grants reductions on some entry fees.

The price for a monthly ticket for the public transport is 72 €. Often, however, students are faster by bike than by public transport, and they can rent bicycles close to the GLS campus for 10 € per day.

IV.d) Guidelines for living in Berlin households

There very seldom are conflicts, but the following guidelines may help to avoid misunderstandings:

- Keys: Students will receive keys so that they are independent, but should take care of the keys well. In case of loss they are responsible for compensation and any damages that may follow.
- Coming and going: Students are free to come and go as they like, but should respect their host's daily routine (i.e. not slamming doors late at night etc).
- Inviting friends: Some hosts don't mind if their guest invites friends to come over for a coffee, others however do – to be on the safe side, students should not invite friends into their host's house without getting their host's ok beforehand.
- Kitchen use: the accommodations "apartment share" and "bed & breakfast" include the right to use the kitchen –however, the students have to buy food themselves. The accommodation option "host family" does not include the right to use the kitchen unless the host agrees.
- Telephone: Students should not use the host's phone without the hosts explicitly allowing it, and should ask as well, if receiving calls on their host's phone is ok. We recommend that students bring their mobile or get a phone card to use public phones.

- Washing: students should not use their host's washing machine without getting their host's permission. If the host doesn't agree, there are lots of laundromats all over the city.

V. Activities and Excursions

V.a) After-class activities in and around Berlin:

GLS offers a minimum of 3 half-day and 1 full-day activities per week (in summer time 4 half-day and 1 full-day per week). In addition to these activities students are invited on their first Monday night for a drink in the GLS restaurant so they can meet everybody else and socialize.

The after-class activities with a GLS guide accompanying students are included in tuition prices; not included are entrance fees (sometimes reductions with GLS student ID) and public transport. This is how a week may look like:

Monday	GLS "Stammtisch" (regulars' table) Evening get-together with GLS staff in the GLS restaurant, for all continuing and recently arrived students.
Tuesday: Activity with GLS guide	Citywalk to Scheunenviertel The district around the New Synagogue in Oranienburger Strasse is famous as a centre of Jewish life and recently has developed into one of Berlin's most fashionable districts with a very young and artistic crowd.
Wednesday: Suggestion	Boat Trip on River Spree Berlin is full of rivers and canals and most of the historical monuments in the old city's centre such as Pergamon Museum, Dome and Tiergarten can be reached by boat.
Thursday: Seminar or Activity with GLS guide	Checkpoint Charlie If you don't feel like coming to the Thursday seminars on film or culture, you have a second option: A museum at Friedrichstraße, the former border crossing between East and West, recounts the history of the Berlin Wall and the histories of those, who tried to flee from the former GDR.
Friday: Activity with GLS guide	Berlin by night Out on the town with our guides, e.g. in Friedrichshain, the youngest and trendiest of downtown's three main scenes.
Saturday: Suggestion or Activity	Free day for activities on your own or... a full-day guided excursion to Lake Wannsee, Potsdam or Sachsenhausen. Possibly a longer excursion to Hamburg or Prague
Sunday: Suggestion or Activity	Bicycle Tour along Lake Wannsee (bicycle rental at GLS) Berliners went swimming in Wannsee already around the turn of the century and the lake offers more than beautiful beaches and clear blue water: Right next there is Glienicker Brücke, the famous bridge used for exchange of spies during the cold war.

V.b) Excursions to other cities

Twice a month GLS offers trips to places outside Berlin: Whether canoeing in Spreewald, hiking in Brandenburg or city trips to Hamburg, Leipzig, Dresden, Potsdam, Dessau or Prague. Depending on the destination these trips last 1 or 2 days, and GLS takes care of all arrangements. The GLS guide accompanying students is free – what students pay for are train tickets and accommodation (at self cost). For news re trips scheduled for the coming month, please check the news section of our website: <http://www.gls-berlin.de/2015.html?&L=1>

VI. Arrival

VI.a) What your clients should bring

GLS provides all teaching materials, and re accommodation the hosts provide bed sheets and towels. All students should bring is:

- 2 photos for the GLS student ID (important for reductions on public transport and some entrance ticket)
- paper, pen, bilingual dictionary
- clothing according to seasons: Berlin has a continental climate with cold winters and hot summers, current temperatures online at: <http://de.weather.yahoo.com>

VI.b) Flights & Transfers (pick-up at airport or station)

Arrival days are Sundays, departure days Saturdays. Please try to arrange flights accordingly so as to avoid extra charges for extra nights. “Transfer” means that your client will be met at the airport/station and “transferred” to his or her accommodation – please note that transfer can be by public transport as well as private car (many Berliners do not have a car, as public transport is quite good).

Transfer both from airport/station upon arrival as well as back to airport/station upon departure is included, if your client booked host family (homestay & half board). For all other types of accommodation you can book a transfer for arrival and/or departure (prices on the price list – one way). If clients want to save money: Public transport in Berlin is good and easy to handle, so it won't be a problem for them to get to their accommodation on their own: On the accommodation details we give all necessary information re public transport connections.

VI. c) The first day at GLS

Please tell your clients to be at GLS at 8:00 (07:30 in summer) on Kastanienallee 82 in Berlin Prenzlauer Berg. Students will easily recognize the building, as it says GLS on the facade. In the entrance hall there is also a reception.

We start that early because we don't want students to lose time: immediately after having done the placement test, they join regular classes, which on Mondays start at 10 am. All other days of the week classes start at 9 am. This is the schedule for the first Monday:

7.30 (8.00) – 10.00	Placement test and orientation: introducing teachers, presenting the activity program etc – issuing student IDs for reduction on public transport (students should bring 2 photos for that)
10.00 – 11.30	Courses (Standard)
11.30 – 12.00	Break
12.00 – 13.30	Courses (Standard)
Afternoon	Students who booked Intensive or Crash course, continue with classes from 14.15 – 15.45.
Evening	GLS “Stammtisch”: every Monday for all old and new students and free drink for all new ones.

VII.) How to book:

All prices on the price list and on the website are gross prices including our regular agent commission of 15% on tuition plus 10% on accommodation.

VII.a) Enrolling a student & confirmation

- Please fill in the enrolment form in the appendix and submit it by fax to +49 30 787 41 92 or email to german@glS-berlin.de. By enrolling a student you accept our terms and conditions (see last page). After receiving your enrolment, you will hear from us within max. 48 hours with a booking confirmation, invoice – gross invoice for your client / net invoice for you - plus an infocet for your client. Accommodation details will be sent after we received full payment.
- If your client needs a visa, please send applications early enough, as visa procedures can take up to 2 months (even longer, if your client wants a course of more than 90 days). The following fields on the enrolment form must be filled in: your clients date of birth and passport number; and please indicate as well, if you want documents to be sent by ordinary mail or by express (surcharge of Euro 60).
- Letter of Invitation: We send invitations only after having received full payment: Together with the enrolment form please pay per wire transfer or provide credit card details with an authorization to deduct full payment for the program your client booked. In case of visa denial, the amount will be refunded except a handling fee of Euro 200.
- Please be assured, that in the past invitations by GLS have usually been accepted by German embassies. Your client’s risk, to loose the Euro 200, thus is very low, if all other documents, that the respective embassy demands, like international insurance for example are handed in correctly.

VII.b) Terms and Conditions

Confirmation procedures:

- All bookings will be confirmed within 48 hours via fax or email (except Saturdays and Sundays), accommodation will be confirmed with courses.

- Students who need to receive original confirmations or visa support letters quickly can request that documents be sent by express courier for an additional fee of Euro 60.
- Changes made prior to the student's arrival will be accepted, subject to availability, at an additional charge of Euro 50.

Insurance:

- Please note, that students are obliged to prove health and personal insurance coverage on arrival. GLS offers a combined travel insurance policy including comprehensive health, accident, personal liability and baggage insurance for damage incurred abroad for 15 Euros per week. All necessary forms and documents are provided by GLS upon arrival.

Payments:

- All prices on the price list and in the website are gross prices including our regular agent commission of 15% on tuition plus 10% on accommodation.
- Upon final program confirmation, GLS will send an invoice by fax, email or mail.
- The course and accommodation fees must be paid in full 2 weeks before arrival.
- If a visa is needed: The "letter of invitation" will be sent only after having received full payment for the program. In case of visa denial, GLS will keep EURO 200 as a handling fee.

Payment may be sent by one of the following means:

a. Wire transfer to:

GLS Sprachenzentrum
 Inh. Barbara Jaeschke
 S.W.I.F.T.: HYVEDEMM
 IBAN: DE16 1002 0890 0356 4128 85
 Account: 356412885
 Sorting Code: 100 208 90 at Bayerische Hypo- und Vereinsbank AG,
 Leibnitzstr. 100, 10625 Berlin

b. Credit Card Payment: MasterCard, Visa, Diners

c. Check drawn on a German bank in EURO, made payable to GLS Sprachenzentrum

Payment must be sent without charges to beneficiary. Any bank fees deducted will be charged to the student directly upon arrival.

Cancellation and Refund Policy:

- If you have to cancel a program, please inform GLS Sprachenzentrum immediately in writing.

- If cancellation is received at least 2 weeks before arrival, the program fees are fully refundable. GLS will retain a handling fee of EUR 200 to cover the administrative costs.
- If cancellation is received prior to arrival, but later than 2 weeks in advance, GLS will retain 30% of the total amount due.
- No refunds will be made after classes begin with respect to tuition fees and internship or academic year placement fee.
- If students want to change accommodation arrangements after arrival, they must give GLS 2 weeks notice. All funds paid for accommodation after these 2 weeks will be refunded, less a handling fee of EUR 50. There are no refunds or accommodation changes on stays for 4 weeks or less.
- GLS will make all refunds within 30 days ONLY to the person or agency that made payment to school.

General Conditions:

- No tuition takes place on German public holidays. Morning group courses won't be replaced; afternoon group classes and individual tuition will be moved to other days.
- If a standard group has less than 3 participants or a mini-group only one participant, GLS reserves the right to reduce tuition from 90 to 60 minutes per double lesson. During summer we reserve the right to schedule individual tuition in the afternoons.
- GLS is not responsible for lessons cancelled due to force majeure.
- GLS is not responsible for accidents and illness of a student during the courses. In any case the liability of GLS is limited to the triple amount of the course fee for all damages.
- Students are responsible for any and all damages they cause and must directly compensate the owner of the property involved.
- Students must show proof of sufficient coverage re medical and personal liability insurance.
- GLS reserves the right to cancel an excursion if less than 3 students registered 5 days before the excursion.
- All complaints must be made to GLS Sprachenzentrum directly during the course in Berlin.
- This agreement shall be governed by the laws of Germany, and venue for any possible legal proceeding arising due to the administration of this agreement shall be in Berlin, Germany.



Application for GLS Adult courses -all year round

Please fax to +49 30 787 41 92 or send by email to: german@gls-berlin.de
or by mail to GLS Sprachenzentrum Berlin, Kastanienallee 82, 10435 Berlin, Germany

Name:	First Name:	male <input type="checkbox"/> female <input type="checkbox"/>
Nationality:	Mother Tongue:	Date of birth:
Occupation:	Telephone:	Fax:
Email:	Street:	Postal Code:
City:	Country:	
If you need a visa, how do you want documents sent: <input type="checkbox"/> by ordinary mail <input type="checkbox"/> by express mail (on surcharge)		

Only if you need a visa - your passport no.:

How did you find out about GLS?

The German program you'd like to enrol in:

Your present level of German: complete beginner elementary intermediate quite good advanced

Course name: Starting Date: No. of weeks:

Fill in only if you want to combine language course and Work Experience in Germany:

Work experience in which professional field: No. of weeks: 6 weeks 8 weeks 12 weeks

Accommodation:

Homestay: & half board & breakfast & self catering

GLS Campus: Standard Studio Superior Studio Apartments @ Brandenburg gate

single room double room triple room

Breakfast is included in the room rate. Additionally I book half board (on surcharge) full board (on surcharge)

You are: smoker vegetarian allergic to: Insurance required: Yes No

arrival date: departure date:

no accommodation required

Other comments:

Transfer (included if you booked Homestay & half board)

transfer arrival only transfer arrival & departure

arrival by: train flight date: time: station/airport:

Price total:

I accept the GLS terms and conditions and arranged payment of deposit (EUR 200)/total amount in case of visa application by

wire transfer credit card check drawn on German bank with no charges to beneficiary.

Please pay by bank transfer to: **GLS Sprachenzentrum Berlin**

SWIFT: HYVEDEMM, IBAN: DE16 1002 0890 0356 4128 85

Bayerische Hypo- und Vereinsbank AG: sorting code 100 208 90

Account no: 356412885

Leibnitzstr. 100, 10625 Berlin

In case of paying by credit card, please indicate visa master card

Name of cardholder:

Expiry date:

Card No.:

Date

Signature (for minors signature of parent or guardian)

ZERTIFIKAT

Teilnehmerin	Raquel Perez
Fremdsprache	Deutsch
Daten	05.08.-23.08.02
Kursform	Standardkurs Deutsch als Fremdsprache
Kursumfang	30 Doppelstunden à 90 Minuten
Kursniveau	B1

Frau Perez besuchte am GLS Sprachenzentrum einen Kurs Deutsch als Fremdsprache. Sie beteiligte sich mit Interesse am Unterricht und konnte ihre Sprachkenntnisse in vielen Bereichen verbessern.


Sie kann allgemeinen Diskussionen folgen, größere Teile von Radio- und Fernsehsendungen verfolgen. Sie kann die meisten Informationen einfacher schriftlicher Texte verstehen, einfache Artikel über vertraute Themen und einfache persönliche und halbformelle Briefe lesen.

Sie kann sich in alltäglichen Situationen an Gesprächen beteiligen, Ideen und Informationen über bekannte Themen austauschen. Sie kann Berichte, Beschreibungen und Mitteilungen über vertraute Themen schreiben und kurze persönliche Briefe verfassen. Sie verwendet Verbflexionen im Präsens, Perfekt, Präteritum und Futur I korrekt. Sie verwendet die Deklination von Artikel und Adjektiv auch im Zusammenhang mit lokalen und temporalen Präpositionen korrekt und benutzt klar verständliche Satzstrukturen.

Sie hat eine allgemein klare, verständliche Aussprache und verwendet intonatorische Mittel erstmals sinnentsprechend.

Wir wünschen Frau Perez für ihren weiteren Lebensweg und bei der Vervollkommnung ihrer Sprachkenntnisse viel Erfolg.

Berlin, den 27.09.02

A handwritten signature in blue ink is written over a horizontal line. Below the line, the text 'Dozent/Dozentin' is printed.

Dozent/Dozentin