

## Enrolment

**ISK-Hannover**  
**Lützowstraße 7**  
**D-30159 Hannover**

surname \_\_\_\_\_  
first name \_\_\_\_\_  
street \_\_\_\_\_  
post code/city \_\_\_\_\_  
male  female   
date of birth \_\_\_\_\_  
birthplace \_\_\_\_\_  
nationality \_\_\_\_\_  
telephone \_\_\_\_\_  
telefax \_\_\_\_\_  
e-mail \_\_\_\_\_  
course number \_\_\_\_\_  
beginnings of the course \_\_\_\_\_  
end of the course \_\_\_\_\_  
course fees for 4 weeks \_\_\_\_\_  
total course fees \_\_\_\_\_

I have read, understood and agreed to business terms of ISK.

\_\_\_\_\_  
**place/date**

\_\_\_\_\_  
**signature**

### POWER OF REVOCATION

You can cancel your enrollment in a text form ( e-mail, fax or letter) within 2 weeks without stating any reasons. The statutory period starts with the reception of the conformation of registration, which contains the information concerning the power of revocation. To keep the revocation period is just enough to send the revocation in time. The revocation is to be addressed to ISK e.V., Lützowstr. 7, 30159 Hannover, Germany, fax +49-511-12356361 or e-mail [office@isk-hannover.de](mailto:office@isk-hannover.de). You can also find our address in the imprint of our website ([www.isk-hannover.de/ISK\\_de/impressum.htm](http://www.isk-hannover.de/ISK_de/impressum.htm)).

## CONDITIONS OF PAYMENT

### **Enrolment**

You will be enrolled as soon as we receive your completed application form.

### **Conditions of payment**

A deposit of € 250 must be paid when you enrol. The balance must be paid at the latest before starting the course. Participants bear all bank charges.

### **Registration fee**

A one time registration fee of 25 € is to be paid by each new course participant.

### **Notice of course cancellation**

In case of a course cancellation we will charge € 125 on 4 weeks notice and € 250 on 2 weeks notice. No refund is possible for later cancellations. Only written cancellations are acceptable. Full course fees will be charged with no appearance. If a course should not take place all deposits and fees will be refunded.

### **Enrolment changes**

If you would like to change your start date (e.g. delayed visa and travel to Germany), the first change costs € 25. Thereafter a fee of € 50 will be charged.

### **Class timetable**

One lesson has a duration of 45 minutes. The courses take place as arranged. The school is closed on public holidays when no classes will be held. If the course timetable is changed for any reason students will be notified in due time and classes will be postponed till a later date. If a lesson is cancelled by **ISK** (due to sickness, etc.) the lesson will be repeated at a later date. If a lesson does not take place due to the participant, then the lesson will not be repeated at a later date. For reasons of good practice organisation or economy we reserve the right to combine classes.

### **Data recording**

Whoever enrolls agrees to the electronic data recording of the **ISK's** administration program. The data is only used internally and will not be transmitted.

### **Insurance**

School fees do not include any health, accident or liability insurance. The school will gladly advise students on the many types of insurance policies available if desired. It is important to realise that students are responsible for taking out their own insurance.

### **Liability**

ISK is not liable for damage to property, personal injury, loss of personal belongings either on the way to or from school or at any time on ISK premises.