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Heidelberg – Berlin
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Academy of Languages
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F+U weekend moving-in service: +49 160 94718460
languages.berlin@fuu.de
facebook.fuu-languages.berlin
twitter.fuu-languages.berlin
instagram.fuu-languages.berlin

Test Centre
Friedrichstrasse 194-199, 3rd floor
- 20 modern classrooms in the listed ‘Haus Friedrichstadt’ building
- Computer and language test laboratory, free Wi-Fi throughout the building
- Coffee, snack and drinks machines
- Learning library and common room
- Barrier-free access: separate entrance, lift, disabled WC
- Gendarmenmarkt, Brandenburg Gate, Checkpoint Charlie and Potsdamer Platz at within walking distance

Our School at a Glance
Friedrichstrasse 194-199, 3rd floor
- 20 modern classrooms in the listed ‘Haus Friedrichstadt’ building
- Computer and language test laboratory, free Wi-Fi throughout the building
- Coffee, snack and drinks machines
- Learning library and common room
- Barrier-free access: separate entrance, lift, disabled WC
- Gendarmenmarkt, Brandenburg Gate, Checkpoint Charlie and Potsdamer Platz at within walking distance

1. Brandenburg Gate
2. German Bundestag / Reichstag (parliament)
3. Potsdamer Platz, Friedrichstrasse, Landwehrkanal
4. Charlottenstrasse, Friedrichstrasse, Friedrichstadt
5. Galeries Lafayette
6. Französische Straße
7. Schützenstraße
8. Unter den Linden
9. Unter den Linden
10. Tiergarten (Berlin’s largest public park)
11. Mall of Berlin
12. French Cathedral
13. Humboldt-Universität (HU)
14. Bucerius Kunst Forum
15. Gendarmenmarkt: Konzerthaus, Deutscher Dom (German Cathedral), Französischer Dom (French Cathedral)
16. Post office
17. Forbidden City
18. Brandenburg Gate
19. Eastern European Market
20. Turkish Market
Since the fall of the Iron Curtain and the end of division by the Berlin Wall, Berlin has undergone architectural and cultural regeneration and enhancements that have redefined it as a 21st century world city. Berlin is still mindful of its turbulent history. Visible in the steel and glass cupola of the Reichstag and in the postmodern shopping centres are the reflections of opulent, historic buildings dating back to the imperial era, alongside the monuments and memorials of the post-war period. The re-building of the Prussian City Palace is ready to capture the appeal of Berliners' cosmopolitan sense of tradition at its very best: from 2019, behind the historic façades, the ultra-modern Humboldt Forum will be a gathering point for the world’s cultures and nations. Berlin’s creative and start-up scene draws its inspiration from this richness of contrasts; as of 2006 the city has even 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 the works of over 6,000 contemporary artists, and some of the world’s most popular nightlife, including the Berghain and the Prince Charles, all vie for the attention of over twelve million visitors a year from all corners of the globe. As a crowed puller, the relatively new Berlinalie, 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 sleep, with 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 distinct neighbourhoods (‘Kiezle’). During the festive season Berlin offers more Christmas markets than any other European city (eighty in 2016 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 36 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. Around 180,000 students were registered here during the winter semester 2016/2017. 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 Chor ist the largest medical faculty in Europe, while the Berlin State Library, which holds over ten million printed volumes, 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 size 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 29,000 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 2018 (selected highlights)**

- **01-30.09** IFA - International Consumer Electronics fair (the latest in the world of entertainment and communication technology)
- **08-12.05** XJazz - Berlin jazz festival
- **20-22.06** World Music Days (renowned international music festival)
- **16-26.10** Berlin Fashion Week: Winter (world-class international trade fair for nutrition, agriculture and garden design)
- **02-12.04** Berlinale, world-class international film festival (Berlinale)
- **11-13.05** Berlin Biennale (local and international art show)
- **13-14.09** Berliner Philharmoniker, world-class international trade fairs and shows
- **09-09.09** Berlin Biennale, world-class international trade fairs and shows
- **09.06-02.04** Festtage der Staatsoper Berlin (world-class music festival led by D. Barenboim)
- **09.04.06** Berlin Fashion Week: Summer (world-class international trade fairs and shows)
- **24.03-02.04** Long Night of the Sciences (fascinating insights into the current theatre season)
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 of Berlin, F+U specialises in professional and continuing further education, as well as commercial retraining and qualifications.

The well-established, successful dual model bachelor degree programmes and the modern, distance, full-time and dual 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 designed to meet the needs of international students - and now also delivered in English.

Since 2013, the F+U Academy Of Languages Berlin has further developed this range of programmes with the introduction of academically demanding language and computer courses of an international calibre. The Berlin school is thereby continuing a tradition first begun in 1980 in the romantic Neukölln central Berlin. 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 are also local people 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.

As of January 2017 our Berlin language school also functions as the International Office of the University of Applied Sciences for Business, Technology and Culture (hwtk). This means we are able to support international applicants throughout the entire application process and offer valuable first-hand tips and information, also during the language course.

Why Choose F+U?

• In the heart of the city: Central location and excellent public transport connections - the Stadtmitte underground (U-Bahn) station is right outside the front door. The Gendarmenmarkt, Brandenburger Gate, Checkpoint Charlie, Potsdamer Platz and two of Berlin’s most popular shopping centres (Galeries Lafayette, Mall of Berlin) are within a short walking distance. Bright, friendly classrooms in the historic Haus Friedrichstadt (see page 3); barrier-free access, a disabled WC and separate lift are available. Several car parks nearby.

• Long-standing experience in language teaching, goal-oriented examination preparation, corporate training, Erasmus+ programmes and organisation of language tours; state recognised Vocational College for Foreign Languages in Heidelberg.

• A wealth of 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, Gymnasium secondary school), a Realschule secondary school, an international boarding school and several academies specialising in professional and foreign language training. From September 2017 F+U also offers the international Baccalaureate® diploma programme for international pupils.

• Test Centre for TOEFL®, TestDaF, telc, TOEIC® and more. As of 2017 we are also a telc Competence Centre.

• Affiliations and partnerships: FaDaF (Fachschaft Deutsch als Fremdsprache); VDP (Federation of Private Schools in Germany); EuroHodip (European Hotel Diploma); DRV - German Travel Association); Olympiastützpunkt Rhein-Neckar e.V. (Olympic Training Centre); Deutsches Jugendherbergswerk (German Youth Hostel Association) and more.

• Year-round guarantee of provision for our language courses. As of 2017 we are also a telc Competence Centre.

• International atmosphere and free language tandems with learners from over 100 countries and German students from the F+U university of applied sciences (HWTK).

• Lessons on Tour Programme: identical language courses in Heidelberg and Berlin with a no-fuss switch of study centre.

• Exclusive range of accommodation in F+U shared accommodation, private apartments, with host families and in the exclusive F+U student hostel (equipped with TV, Wi-Fi, private bathroom; located near Potsdamer Platz, just four stops from the school); Organisation of bespoke accommodation (holiday homes, hotel rooms) on request.

• Good value for money.

• Committed to quality: A certified quality management system (DIN EN ISO 9001:2008) continuously monitors our compliance with important quality standards.

Selected Awards
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), for example: 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 and more); company tours; afternoon workshops for phonetics, academic writing for higher education, 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.

More examples on page 17.

School and Lessons

- **School opening hours**: Monday and Thursday: 8:00-20:00; 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 on request.
- **Class size**: See the 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 to three learners) or by 50% (one learner). To compensate, learners may participate in another group course.
- **Public holidays 2018 (no lessons)**: 01.01, 30.03, 02.04, 01.05, 10.05, 21.05, 03.10. If a written request is received by 14:30 one day before the respective public holiday, the missed lesson can be made up by participating in a module or evening course. Evening courses and individual lessons are rescheduled automatically without the need for a written request.
- **School holiday**: 24.12 - 28.12 2018; 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 leave**: The booked course will be extended by the length of the leave period requested in writing and confirmed by the school; all written requests should be submitted to: languages.berlin@fuu.de.
- **Intensive courses**: Two weeks’ leave (Monday-Friday) per quarter (12 course weeks); written application to be received no later than Thursday, 16:00, before the leave begins.
- **Evening courses**: No limit; application to be received no later than 16:00 on the day of the respective public holiday; the missed lesson can be made up by participating in a module or evening 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 European Framework of Reference for Languages (see page 10). The lesson focuses on all key standard language skills (reading, listening comprehension, writing and speaking). Specific examination preparation is additionally offered to complement standard German courses from the middle of level B2.
- **Module course**: These courses consolidate and further develop specific skills (e.g. grammar, conversation). 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.
- **Changing or Cancelling Courses**:
  - Applications to change the course level or module must be received in writing by the school administration by Thursday, 16:00, and are valid for the subsequent week.
  - **Change of school**: Unless booked before the start of the course, a charge of €100 will apply for changing the course location to our language school in Heidelberg. The application to change the school location must be received at least two weeks in advance.
  - **A cancellation of the course is possible without charge until two weeks before the start of the course, after which the following cancellation charges apply**:
    - For one week’s course: one month’s course in the case of evening courses; or, for individual lessons, the course fee for two individual teaching hours.
    - **After the start of the course, the cancellation of the course or a reduction in the number of lessons is possible only in cases prescribed by law (for further conditions see our General Terms and Conditions).**
  - **Cancellation of accommodation** booked through F+U is possible with four weeks’ notice (see additional regulations on page 20 and in our General Terms and Conditions).

Fees and Discounts

- **Registration fee** (for first course): €35 (group bookings of 3 or more people: €20 per person, from 5 people: €15 per person).
- **Family discount** (siblings, parents): 5% per person on 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.**
- **Learning materials**: German course books ca. €35 per level, English course books ca. €55 per level (textbook and work book). The books can also be borrowed for a small fee and with a deposit.
- **Included services**: Placement test, progress tests, free internet access and Wi-Fi in the school, certificate of participation (to be collected from the school on the final day of the course), documentation for authorities, student ID card, organisation of language tandems and various leisure activities (see below).
- **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.
The results refer to the TOEIC® test of Listening & Reading language competences. All language certificate examinations can be taken at the F+U Academy of Languages or at one of our Course Levels International Test Centre. The course duration depends on the type of the course booked:

- Intensive courses: A1-B2: each 7-8 weeks; C1 and C2: mini- mum 8 weeks
- Evening courses: approx. 4-8 months

For individual lessons the total number of hours required to complete a course level is reduced by ca. 50%.

We will be pleased to inform you when and where you can reserve an available place for your chosen examination. Not all Academy of Languages study centres currently offer an identical range of examinations.

Please note: Not all Academy of Languages study centres currently offer an identical range of examinations. We will be pleased to inform you when and where you can reserve an available place for your chosen examination.

### Common European Framework of Reference for Languages (CEFR)

<table>
<thead>
<tr>
<th>CEFR Levels</th>
<th>TH per Level</th>
<th>Language Certificate*</th>
<th>Course Duration (one course level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>160</td>
<td>English A1, LCCI-Preliminary 1, TOEIC 10-120²</td>
<td>Start Deutsch 1</td>
</tr>
<tr>
<td>A2</td>
<td>160</td>
<td>English A2, LCCI-Preliminary 2, TOEIC 120-225²</td>
<td>Start Deutsch 2</td>
</tr>
<tr>
<td>B1</td>
<td>160</td>
<td>English B1, B1 Business, LCCI-1, TOEIC 226-550², TOEFL iBT 87-96</td>
<td>Start Deutsch 2, Deutsch Test for Zuwanderer</td>
</tr>
<tr>
<td>C1</td>
<td>160+</td>
<td>Foreign Language Correspondence Clerk, European Secretary, Multi- lingual Correspondence Clerk, English, C1, C1 German Standardised, profession-focused German test (A2-C2)</td>
<td>Certificate for admission to higher education, especially BA, MA, BSc, BEng, MSc, MBA programmes</td>
</tr>
<tr>
<td>C2</td>
<td>400</td>
<td>English C2, C2-4, TOEIC 846-990²</td>
<td>DSH 3, Deutsch C2</td>
</tr>
</tbody>
</table>

*All language certificate examinations can be taken at the F+U Academy of Languages or at one of our partner institutions.

### CEFR Levels

- **Beginner**
  - Can understand simple sentences
  - Can communicate in short phrases
  - Can produce short, simple postcards
- **Elementary**
  - Can understand other meanings of short, simple, clear messages
  - Can communicate in sentences of everyday situations
  - Can produce short, simple notes, messages and personal letters
- **Intermediate**
  - Can comprehend text written in everyday language
  - Can participate in conversations about family, hobbies and work
  - Can produce simple, connected text on family themes
- **Upper intermediate**
  - Can follow lengthy statements and most TV programmes
  - Can understand newspaper articles and literary prose
  - Can produce detailed texts and effectively present an argument
- **Advanced**
  - Can understand lengthy statements and TV programmes without great effort
  - Can comprehend complex and literary texts
  - Can produce clear, well-structured texts on complex subjects
- **Proficiency**
  - Can understand complex language with ease, also when spoken quickly
  - Can comprehend any text with ease
  - Can participate effectively in all conversations and discussions
  - Can produce and discuss sophisticated and complex texts

### Examination

<table>
<thead>
<tr>
<th>Language(s)</th>
<th>Description</th>
<th>Dates for 2018</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>Required for enrolment at German universities (equivalent to DSH and telc C1 Hochschule)</td>
<td>20.02, 26.04, 23.05, 19.07, 20.09, 13.11</td>
<td>€ 195</td>
</tr>
<tr>
<td>English, Spanish, French, German, Italian, Russian and more</td>
<td>Evidence of foreign language skills (A1-C2)</td>
<td>Dates: see below²</td>
<td>€ 180 (for express marking and for individual dates on request)</td>
</tr>
<tr>
<td>German</td>
<td>For all intending to study at a German-speaking university (equivalent to DSH/TestDaF)</td>
<td>Dates: see below²</td>
<td>Individual exam: € 180 Group exam: € 120 per candidate (minimum 10) (for express marking and for individual dates on request)</td>
</tr>
<tr>
<td>German</td>
<td>The exams evidence specialist language competence required by qualification recognition authorities and medical institutes</td>
<td>Dates: see below²</td>
<td>€ 180 (for express marking and for individual dates on request)</td>
</tr>
<tr>
<td>German</td>
<td>Aptitude test for international students entering higher education; not yet obligatory</td>
<td>27.02, 21.04, 27.10</td>
<td>€ 110</td>
</tr>
<tr>
<td>German</td>
<td>Internet test (A2-C1), result available worldwide on demand</td>
<td>Registration dates: see below²</td>
<td>€ 20 (minimum of 5 candidates)</td>
</tr>
<tr>
<td>German</td>
<td>Standardisation/pension-focused German test (A2-C2)</td>
<td>Dates: see below²</td>
<td>€ 180</td>
</tr>
<tr>
<td>English</td>
<td>Certificate for admission to higher education, especially BA, MA, BSc, BEng, MSc, MBA programmes</td>
<td>Several dates throughout the year</td>
<td>U$US 245</td>
</tr>
<tr>
<td>English</td>
<td>The world’s most popular test of English for business purposes</td>
<td>Listening &amp; Reading: Dates: flexible; registration: 1 week in advance</td>
<td>Je € 180 (supplement for express marking and for individual dates on request)</td>
</tr>
<tr>
<td>Spanish</td>
<td>The Diploma Superior is required for admission to Spanish universities</td>
<td>Test of professional English</td>
<td>12/13/03, 09/10/04, 11/12/06, 12/13/11</td>
</tr>
<tr>
<td>Spanish</td>
<td>The Diploma Superior is required for admission to Spanish universities</td>
<td>Diploma de Español como Lengua Extranjera</td>
<td>April, May, October, November</td>
</tr>
<tr>
<td>English, Spanish, French, Chinese, Russian and more</td>
<td>The state recognition for Chinese English, French, Japanese, Russian and Spanish</td>
<td>Foreign Language Correspondence Clerk</td>
<td>From page 25</td>
</tr>
<tr>
<td>English, Spanish, French and more</td>
<td>For the other languages examinations are available, such as those offered by the HK. Further information on request.</td>
<td>Multilingual Correspondence Clerk</td>
<td>All other language combinations begin in September.</td>
</tr>
<tr>
<td>IT evidence of strong IT competence; seven modules</td>
<td>Evidence of strong IT competence; seven modules</td>
<td>European Secretary</td>
<td>Registration 6 weeks in advance -</td>
</tr>
<tr>
<td>IT evidence of strong IT competence; seven modules</td>
<td>Registration 2 weeks in advance -</td>
<td>Multilingual Correspondence Clerk</td>
<td>Express marking and for individual dates on request</td>
</tr>
<tr>
<td>IT evidence of strong IT competence; seven modules</td>
<td>Registration 2 weeks in advance -</td>
<td>European Secretary</td>
<td>Express marking and for individual dates on request</td>
</tr>
<tr>
<td>IT evidence of strong IT competence; seven modules</td>
<td>Registration 2 weeks in advance -</td>
<td>Multilingual Correspondence Clerk</td>
<td>Express marking and for individual dates on request</td>
</tr>
<tr>
<td>IT evidence of strong IT competence; seven modules</td>
<td>Registration 2 weeks in advance -</td>
<td>European Secretary</td>
<td>Express marking and for individual dates on request</td>
</tr>
</tbody>
</table>

*Status July 2017.

²13.01; 10.02; 10.03; 14.04; 12.05; 09.06; 07.07; 11.08; 18.09; 06.10; 10.11; 08.12.

**F+U in-house language tests**

- All languages | € 150 (with certificate); regular special offer for learners already registered with F+U. The exam is offered on Thursdays, registration at least one week before the preferred date.

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1. www.fuu-berlin-languages.eu
2. www.fuu-languages.eu
**Individual Courses**

**Individual Lesson, Small Closed Groups, Company Training, Premium Business Programme**
- Registration fee (for the first course): €35 (group bookings of 3 or more people: €20 per person; 5 or more people: €15 per person).
- Family discount (siblings, parents): 5% per person off the course fee.
- Please see page 9 for additional important information.
- Your benefits at a glance:
  - No registration fee for up to three trial lessons (payable only from the fourth teaching hour).
  - It is possible to cancel a lesson appointment free of charge with written notice received by 16:00 one day in advance (languages.berlin@fuu.de).
- Lesson time: Mondays - Fridays: 08:00-20:00; weekend lessons possible on request and with a surcharge.
- The lesson progression 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 can also be arranged with students at the HWTK, our university of applied sciences (see page 7).
- Lessons in larger groups: We will be pleased to provide you with a special quotation.
- Languages offered: Arabic, Brazilian Portuguese, Bulgarian, Chinese, Croatian, Czech, English, Dutch, 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.
- Special language I: Business, literature, examination preparation, translation training.
- Special language II: Medical, caring professions, technical, cost-performance analysis, accounting and more.

**Premium Business Programme**
- Ready for new challenges: we offer professional, compact crash courses for all levels in Chinese*; English, French, German, Italian, Japanese*, Polish, Russian and Spanish. (*Supplement for Chinese or Japanese: 25%.)
- German as a Foreign Language

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Course title</th>
<th>Course description / level</th>
<th>TH / month</th>
<th>Learners</th>
<th>Course days 18:30-20:00</th>
<th>Fee per month 1-4 mths</th>
<th>From 5 mths</th>
<th>Course start1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Main course Standard German</td>
<td>Acquisition of the various language competences in homogeneous learning groups; levels A1-C1</td>
<td>16</td>
<td>4-15</td>
<td>Monday + Thursday</td>
<td>€125 €100</td>
<td>Every Monday</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Main course plus module course</td>
<td>Further development of skills in a module course to complement the main course</td>
<td>24</td>
<td>4-15</td>
<td>Monday, Wednesday + Thursday</td>
<td>€175 €130</td>
<td>Every Monday</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Module course English Grammar / conversation</td>
<td>Skills development course focusing on grammar (A1-A2) or conversation (B1-C1)</td>
<td>8</td>
<td>4-15</td>
<td>Wednesday</td>
<td>€100 €80</td>
<td>Every Wednesday</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Intensive course Standard German</td>
<td>Complement the main and module courses with flexible individual lessons, from level A1</td>
<td>24</td>
<td>4-15</td>
<td>IL</td>
<td>€350 €325</td>
<td>Every Monday</td>
<td></td>
</tr>
</tbody>
</table>

1Start for complete beginners: 05.02, 05.03, 03.04 (Tuesday), 07.05, 04.06, 02.07, 06.08, 03.09, 01.10, 05.11, 03.12.

**Evening Courses**

**English**

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Course title</th>
<th>Course description / level</th>
<th>TH / month</th>
<th>Learners</th>
<th>Course days 18:30-20:00</th>
<th>Fee per month 1-4 mths</th>
<th>From 5 mths</th>
<th>Course start1</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Main course standard English</td>
<td>Acquisition of the various language competences in homogeneous learning groups; levels A2-C1*</td>
<td>8</td>
<td>4-10</td>
<td>Monday</td>
<td>€80 €60</td>
<td>Every Monday</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Main course + module course</td>
<td>Participation in module course to complement the main course</td>
<td>16</td>
<td>4-10</td>
<td>Monday + Thursday</td>
<td>€130 €110</td>
<td>Every Monday</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Module course standard English</td>
<td>Skills development course focusing on grammar (A1-A2) or conversation (B1-C1)</td>
<td>8</td>
<td>4-10</td>
<td>Thursday</td>
<td>€100 €80</td>
<td>Every Thursday</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Intensive course standard English</td>
<td>Complement the main and module courses with flexible individual lessons, from level A2*</td>
<td>16 + 16 IL</td>
<td>4-10</td>
<td>Monday, Thursday + daily flexible individual lessons</td>
<td>€450 €420</td>
<td>Every Monday</td>
<td></td>
</tr>
</tbody>
</table>

1Start for complete beginners: on request.

**Family discount** (siblings, parents): 5% per person off the course fee.
- Lessons missed on public holidays will be rescheduled.
- The course fee discount is only valid for full advance payment of at least 5 months.
- Please see page 9 for additional important information.

**Rates**

<table>
<thead>
<tr>
<th>Course description / level</th>
<th>1-4 mths</th>
<th>From 5 mths</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 100 TH €</td>
<td>1-3 trial TH</td>
<td>31 € 33 € 39 € 33 € 35 € 41 € 35 € 41 € 45 €</td>
</tr>
<tr>
<td>From 210 TH €</td>
<td>4-30 TH</td>
<td>26 € 33 € 35 € 33 € 37 € 43 € 37 € 43 € 47 €</td>
</tr>
<tr>
<td>From 310 TH €</td>
<td>31-99 TH</td>
<td>27 € 33 € 35 € 33 € 37 € 43 € 37 € 43 € 47 €</td>
</tr>
<tr>
<td>From 100 TH €</td>
<td>40 TH</td>
<td>30 € 32 € 38 € 30 € 36 € 40 € 36 € 40 € 44 €</td>
</tr>
<tr>
<td>From 210 TH €</td>
<td>4-30 TH</td>
<td>29 € 35 € 39 € 39 € 39 € 45 € 39 € 45 € 49 €</td>
</tr>
<tr>
<td>From 310 TH €</td>
<td>31-99 TH</td>
<td>30 € 36 € 40 € 40 € 40 € 44 € 40 € 44 € 44 €</td>
</tr>
<tr>
<td>From 100 TH €</td>
<td>1-3 trial TH</td>
<td>35 € 37 € 40 € 37 € 40 € 42 € 40 € 42 € 45 €</td>
</tr>
<tr>
<td>From 210 TH €</td>
<td>4-30 TH</td>
<td>40 € 42 € 46 € 42 € 45 € 47 € 45 € 47 € 50 €</td>
</tr>
<tr>
<td>From 310 TH €</td>
<td>31-99 TH</td>
<td>33 € 35 € 39 € 35 € 39 € 41 € 39 € 41 € 45 €</td>
</tr>
<tr>
<td>From 100 TH €</td>
<td>1-3 trial TH</td>
<td>40 € 42 € 46 € 42 € 45 € 47 € 45 € 47 € 50 €</td>
</tr>
<tr>
<td>From 210 TH €</td>
<td>4-30 TH</td>
<td>38 € 44 € 44 € 38 € 40 € 46 € 40 € 46 € 49 €</td>
</tr>
<tr>
<td>From 310 TH €</td>
<td>31-99 TH</td>
<td>33 € 35 € 41 € 35 € 37 € 41 € 37 € 41 € 47 €</td>
</tr>
<tr>
<td>From 100 TH €</td>
<td>1-3 trial TH</td>
<td>40 € 42 € 45 € 42 € 45 € 47 € 45 € 47 € 50 €</td>
</tr>
<tr>
<td>From 210 TH €</td>
<td>4-30 TH</td>
<td>40 € 42 € 46 € 42 € 45 € 47 € 45 € 47 € 50 €</td>
</tr>
<tr>
<td>From 310 TH €</td>
<td>31-99 TH</td>
<td>33 € 35 € 39 € 33 € 39 € 41 € 39 € 41 € 45 €</td>
</tr>
</tbody>
</table>

**Supplements**
- Weekend lessons: 30%, in-house training: 40% (lesson held outside the Academy of Languages premises but within Berlin public transport zones A-B; in-house company training in the greater Berlin area (from transport zone C); 40% + travel costs (€0.70 / km).
- Optional lunch with the teacher: € 50 / lunch.
- At the end of the crash course it is possible to take an internationally recognised exam at our test centre (TOEFL®: fees between €135 and €220).
- Fees per month 1-4 mths From 5 mths

**Wannsee**
- English, French, German, Italian, Polish, Portuguese, Spanish, Turkish.
- Family discount (siblings, parents): 5% per person off the course fee.
- Lessons missed on public holidays will be rescheduled.
- The course fee discount is only valid for full advance payment of at least 5 months.
- Please see page 9 for additional important information.

**Rates**

<table>
<thead>
<tr>
<th>Fee per month 1-4 mths</th>
<th>From 5 mths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every Monday</td>
<td></td>
</tr>
</tbody>
</table>

**Sanskrit Palace**
Intensive Courses

**German as a Foreign Language**

**Course start:** Every Monday throughout the year; complete beginners: 02.01 (Tuesday), German and English courses for Young People (14+) and Adults

**Free offers for group leaders**

- Language course (German or English, both subject to availability)
- Accommodation in one of our halls of residence (host family, hostel or apartment accommodation is only available at list price)

**Administration fee:** €150

**German and English courses for Young People (14+) and Adults**

Registration fee: €15 per learner; learning materials (2 books + photocopies) €50 per learner.

Placement in international groups is guaranteed for German (A1-C1). English on request.

**Arrival**
- Sunday between 12.00 and 20:00
- Departure: Saturday by 12:00

**Accommodation fees per week and person**

<table>
<thead>
<tr>
<th>Language(s)</th>
<th>TH / week</th>
<th>Course times (Mon-Fri)</th>
<th>5-10 learners</th>
<th>11-20 learners</th>
<th>21-40 learners</th>
<th>From 41 learners</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>20</td>
<td>09:00-12:15</td>
<td>€130</td>
<td>€125</td>
<td>€120</td>
<td>€115</td>
</tr>
<tr>
<td>German</td>
<td>30</td>
<td>09:00-12:15 13:00-14:30</td>
<td>€175</td>
<td>€170</td>
<td>€165</td>
<td>€160</td>
</tr>
<tr>
<td>English</td>
<td>15</td>
<td>09:45-12:15</td>
<td>€120</td>
<td>€115</td>
<td>€110</td>
<td>€105</td>
</tr>
<tr>
<td>German and English</td>
<td>20 + 15</td>
<td>09:00-12:15 (G) 13:00-15:30 (E)</td>
<td>€220</td>
<td>€210</td>
<td>€205</td>
<td>€200</td>
</tr>
</tbody>
</table>

**Meals**

Meals are offered in Berlin only. During excursions groups are responsible for their own meals.

**Sunday-Saturday**

| Breakfast | €40 | €45 |
| Half board | €80 | €110 |
| Full board | €110 | €180 |

**Test Centre**

- Place of examination for all German and English language exams.

**Intensive Courses (2014)**

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Course title</th>
<th>Course description / level</th>
<th>TH / week</th>
<th>Learners</th>
<th>Course times (Mon-Fri)</th>
<th>Flexible course duration (Fee per week)</th>
<th>Academic year</th>
<th>Fee per course</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Main course: standard German or exam preparation (TestDaF/ telc C1 Hochschule)</td>
<td>Acquisition of the various language competences in homogenous learning groups. Levels A1-C1; from B2.2 exam preparation and standard German options are offered</td>
<td>20 + 15</td>
<td>4-15</td>
<td>09:00-12:15 13:00-15:30</td>
<td>€225</td>
<td>€195</td>
<td>€185</td>
</tr>
<tr>
<td>26</td>
<td>Main course: standard English</td>
<td>Learn German and English in parallel intensive courses; international recognised examinations offered (btc, TestDaF, TOEIC/FLUO)</td>
<td>20 + 15</td>
<td>4-15</td>
<td>09:00-12:15 13:00-15:30</td>
<td>€225</td>
<td>€195</td>
<td>€185</td>
</tr>
<tr>
<td>27</td>
<td>Main course: standard English</td>
<td>Acquisition of the various language competences in homogenous learning groups, levels A1-C1</td>
<td>15</td>
<td>4-10</td>
<td>13:00-15:30</td>
<td>€125</td>
<td>€100</td>
<td>€90</td>
</tr>
<tr>
<td>28</td>
<td>Specialisation course: main course standard English + English individual lessons</td>
<td>A combination of group and in-depth individual lessons, e.g. focusing on the TOEIC/FLUO test</td>
<td>10 IL + 15 IL + 4-10</td>
<td>10:30-12:15-13:00-15:30</td>
<td>€330</td>
<td>€300</td>
<td>€290</td>
<td></td>
</tr>
</tbody>
</table>

*Courses times for the individual lessons can be organised individually with the teacher.

**Mini group**

- Participation in module courses I-III to complement the main course | 20 + 10 | 4-15 | 09:00-12:15 13:00-14:30 | €180 | €160 | €135 | €3250 | €5000 |

** ISI**

- Language course (German or English, both subject to availability)
- Accommodation in one of our halls of residence (host family, hostel or apartment accommodation is only available at list price)

**Administration fee:** €150

**Courses for Young People (14+) and Adults**

Registration fee: €15 per learner; learning materials (2 books + photocopies) €50 per learner.

Placement in international groups is guaranteed for German (A1-C1). English on request.

**Arrival**
- Sunday between 12.00 and 20:00
- Departure: Saturday by 12:00

**Accommodation fees per week and person**

<table>
<thead>
<tr>
<th>Language(s)</th>
<th>TH / week</th>
<th>Course times (Mon-Fri)</th>
<th>5-10 learners</th>
<th>11-20 learners</th>
<th>21-40 learners</th>
<th>From 41 learners</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>20</td>
<td>09:00-12:15</td>
<td>€130</td>
<td>€125</td>
<td>€120</td>
<td>€115</td>
</tr>
<tr>
<td>German</td>
<td>30</td>
<td>09:00-12:15 13:00-14:30</td>
<td>€175</td>
<td>€170</td>
<td>€165</td>
<td>€160</td>
</tr>
<tr>
<td>English</td>
<td>15</td>
<td>09:45-12:15</td>
<td>€120</td>
<td>€115</td>
<td>€110</td>
<td>€105</td>
</tr>
<tr>
<td>German and English</td>
<td>20 + 15</td>
<td>09:00-12:15 (G) 13:00-15:30 (E)</td>
<td>€220</td>
<td>€210</td>
<td>€205</td>
<td>€200</td>
</tr>
</tbody>
</table>

**Meals**

Meals are offered in Berlin only. During excursions groups are responsible for their own meals.

**Sunday-Saturday**

| Breakfast | €40 | €45 |
| Half board | €80 | €110 |
| Full board | €110 | €180 |

**Test Centre**

- Place of examination for all German and English language exams.

**Intensive Courses (2014)**

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Course title</th>
<th>Course description / level</th>
<th>TH / week</th>
<th>Learners</th>
<th>Course times (Mon-Fri)</th>
<th>Flexible course duration (Fee per week)</th>
<th>Academic year</th>
<th>Fee per course</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Main course: standard German or exam preparation (TestDaF/telc C1 Hochschule)</td>
<td>Acquisition of the various language competences in homogenous learning groups. Levels A1-C1; from B2.2 exam preparation and standard German options are offered</td>
<td>20 + 15</td>
<td>4-15</td>
<td>09:00-12:15 13:00-15:30</td>
<td>€225</td>
<td>€195</td>
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<td>26</td>
<td>Main course: standard English</td>
<td>Learn German and English in parallel intensive courses; internationally recognised examinations offered (btc, TestDaF, TOEIC/FLUO)</td>
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<td>€225</td>
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</tr>
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<td>27</td>
<td>Main course: standard English</td>
<td>Acquisition of the various language competences in homogenous learning groups, levels A1-C1</td>
<td>15</td>
<td>4-10</td>
<td>13:00-15:30</td>
<td>€125</td>
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</tr>
<tr>
<td>28</td>
<td>Specialisation course: main course standard English + English individual lessons</td>
<td>A combination of group and in-depth individual lessons, e.g. focusing on the TOEIC/FLUO test</td>
<td>10 IL + 15 IL + 4-10</td>
<td>10:30-12:15-13:00-15:30</td>
<td>€330</td>
<td>€300</td>
<td>€290</td>
<td></td>
</tr>
</tbody>
</table>

*Courses times for the individual lessons can be organised individually with the teacher.

**English / German plus English**

Course start: No. 25: Every Monday throughout the year; complete beginners: 02.01 (Tuesday), German and English courses for Young People (14+) and Adults

**Free offers for group leaders**

- Language course (German or English, both subject to availability)
- Accommodation in one of our halls of residence (host family, hostel or apartment accommodation is only available at list price)

**Administration fee:** €150

**German and English courses for Young People (14+) and Adults**

Registration fee: €15 per learner; learning materials (2 books + photocopies) €50 per learner.

Placement in international groups is guaranteed for German (A1-C1). English on request.

**Arrival**
- Sunday between 12.00 and 20:00
- Departure: Saturday by 12:00

**Accommodation fees per week and person**

<table>
<thead>
<tr>
<th>Language(s)</th>
<th>TH / week</th>
<th>Course times (Mon-Fri)</th>
<th>5-10 learners</th>
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<td>€130</td>
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<td>€120</td>
<td>€115</td>
</tr>
<tr>
<td>German</td>
<td>30</td>
<td>09:00-12:15 13:00-14:30</td>
<td>€175</td>
<td>€170</td>
<td>€165</td>
<td>€160</td>
</tr>
<tr>
<td>English</td>
<td>15</td>
<td>09:45-12:15</td>
<td>€120</td>
<td>€115</td>
<td>€110</td>
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</tr>
<tr>
<td>German and English</td>
<td>20 + 15</td>
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<td>€220</td>
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<td>€205</td>
<td>€200</td>
</tr>
</tbody>
</table>

**Meals**

Meals are offered in Berlin only. During excursions groups are responsible for their own meals.

**Sunday-Saturday**

| Breakfast | €40 | €45 |
| Half board | €80 | €110 |
| Full board | €110 | €180 |

**Test Centre**

- Place of examination for all German and English language exams.
Special Services

Lessons on Tour

The Academy of Languages offers 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 possible to change schools after a notice period of two weeks and payment of a €100 fee (subject to availability of accommodation).

Educational Leave

**Registration fee (for the first course): €35.**

**Course start:** 02.01 (Tuesday), 05.02, 05.03, 03.04 (Tuesday), 07.05, 04.06, 02.07, 06.08, 03.09, 10.10, 05.11, 03.12.

Courses recognised in accordance with the Educational Leave laws in Baden-Württemberg, Rheinland-Pfalz and Hessen; further accreditations can be requested.

<table>
<thead>
<tr>
<th>Course no</th>
<th>Language</th>
<th>Course description / level</th>
<th>TH / week</th>
<th>Learners</th>
<th>Course times (Mon - Fri) 1 week 2 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>German as a foreign language</td>
<td>Acquisition of the various language competences in homogenous learning groups; levels A1-C1</td>
<td>30 4-15</td>
<td>09:00-14:30</td>
<td>€ 200 € 390</td>
</tr>
<tr>
<td>23</td>
<td>German as a foreign language</td>
<td>A combination of group and individual lessons (0.5, levels A1-C1)</td>
<td>40 (incl. 10 IL) 4-15 + IL</td>
<td>09:00-16:15</td>
<td>€ 500 € 890</td>
</tr>
</tbody>
</table>

À la Carte Courses: Music, Sport, Art and 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-class piano lessons at university level are invoiced by the hour.

One-off placement fee: €300 (a successful placement cannot be guaranteed; if no placement is found, 75% of the fee will be refunded).

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

Leamers requiring a visa are offered the following services on arrival: support in practically 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 taking out German health insurance, documents for the Berlin immigration authorities and general information on extending visas.

**Requirement:** Language course booking of at least 12 weeks.

**Fee:** €250 (individual services such as registration at the town hall can also be booked separately for just €75).

General Higher Education Advice

At the school we offer a higher education advice service for our learners who upon completion of their course wish to begin a degree programme at a state university in Germany. The service includes orientation and help in the selection of suitable universities/subjects, subjects up to three university applications and the correction of a letter of motivation/CV.

**Requirement:** Qualification of higher education admission from the learner’s home country.

**Fee:** €200.

F+U Language Course and Degree Studies

Our language school is also the International Office of the state recognised University of Applied Sciences for Business, Technology and Culture (Hochschule für Wirtschaft, Technik und Kultur - hkwk). The school offers a particularly business-focused bachelor and master’s degree programmes in German and in English. With eleven 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 (full-time, dual and distance learning), the hkwk offers students the highest level of planning flexibility.

Our school provides free assistance with all applications to the hkwk.

Our language courses and exclusive F+U language certificates (special fee: €75) qualify students for admission to the hkwk. Further information on page 27 and at international.support@hwkw.de

Further information on page 27 and at international.support@hwkw.de

Special Services, IT Courses

Provisional Admission Service

We offer university application support to learners who have booked an intensive course of at least 12 weeks at our school and require provisional admission for the respective university. We check the application documents for the learner and assist with the preparation of up to two university applications, correction of the letters of motivation/CV, as well as communication with the universities. The processing time for the individual universities can take up to 4 weeks and should be taken into account in the application process.

**Requirement:** Evidence of the higher education admission qualification in the learner’s home country.

**Fee:** €400 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.

Music Practice Rooms

We are able to arrange practice rooms for regular, independent practice at the piano or other instruments. For a monthly flat rate of approx. €155 in Berlin and €110 in Heidelberg, you can practice the piano or your 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. One-off placement fee: €75.

Internship, Erasmus+

Our unpaid internships are offered to young people (16+) keen to build on their German lessons by playing an active role in our cultural programme and gaining an insight into the administrative 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 visa for the internship (e.g. a Working Holiday visa). Please apply with a letter of motivation and a Europass CV exclusively to languages.berlin@fuu.de. Processing fee: €200.

Erasmus+ internships based in the school administration are also offered. As places are limited, please make sure your application is convincing and submitted as early as possible. No processing fee.

Cultural Programme

Groups are accompanied by a member of 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-berlin-languages.de.

**Examples**

- Orientation tour of Berlin’s historical city centre
- Regular F+U Stammtisch gatherings
- Cycling tours of Berlin’s most attractive districts
- Sports activities
- Museum trips on the Spree (including audio guide)
- Cinema / open air cinema
- Berlin Zoo / Tierpark
- Excursions (all day)
- Excursions (day half)
- Time of the Berlin Wall Memorial, German Museum of Technology, DDR (GDR) Museum, Neue Nationalgalerie (New National Gallery), Naturkundemuseum (Natural History Museum), Berlin-Potsdam, forest high ropes course, Sachsenhausen Memorial, Filmpark Babelsberg and more.

*Football tournaments, ice-skating, cycling tours, mini golf and more.

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 many more.

*Potsdam, forest high ropes course, Sachsenhausen Memorial, Filmpark Babelsberg and more.

*Spreewald, Hamburg, Leipzig, Dresden and more.

IT Courses

**IS-Office, Webpage Design, Programming for Beginners**

**Registration fee (for the first course): €35 (group bookings of 3 or more people: €15 per person).**

One teaching hour (TH) = 45 minutes. Discount (for large bookings) valid only for full payment in advance. Please see page 9 for additional important information.

**Fee per TH**

<table>
<thead>
<tr>
<th>1 person</th>
<th>2 people</th>
<th>3 people</th>
<th>4 people</th>
<th>5 people</th>
<th>6 people</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-3 trial lessons*</td>
<td>€ 30</td>
<td>€ 35</td>
<td>€ 40</td>
<td>€ 45</td>
<td>€ 48</td>
</tr>
<tr>
<td>From 4 TH</td>
<td>€ 28</td>
<td>€ 33</td>
<td>€ 37</td>
<td>€ 40</td>
<td>€ 43</td>
</tr>
</tbody>
</table>

*No registration fee. We will be happy to provide an individual quotation for larger groups, special IT programs or programming language courses and IT lessons in English.
Accommodation Information

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

Move in: Sundays (10:00-22:00).
Moving in after 22:00 is only possible in exceptional cases with prior confirmation, and is subject to a €50 surcharge. Moving in on Saturdays (13:00-18:00) has to be confirmed and is invoiced as an extra day (see pages 21-22).

Move out: Saturdays (by 12:00).
Moving out on Sundays (by no later than 10:00) has to be confirmed and is invoiced as an extra day (see pages 21-22).

- Please inform us of your exact arrival time 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.

Use of PCs, Internet and Wi-Fi
- All F+U rooms usually offer 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 outages due to technical reasons. 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.
- 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.

Parking
Our F+U Hostel guests can park in the building's inner courtyard, which is unsupervised, but closed off from the street. Fee per week: €30. Information on parking near the F+U shared accommodation, apartments and host family accommodation is available on request.

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 cleaned and tidied when vacated. Kitchens and bathrooms are to be kept clean. 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: Free use of washing machines and dryer exclusively for F+U Hostel residents.
- Shared apartments and apartments: Coin-operated washing machines and dryers are available (alternatively, there are nearby laundrettes).
- Bed linen, towels: One set of bed linen is provided on arrival; please bring your own towels.

www.fuu-languages.eu

Charlottenburg Palace

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 still bear the name today.

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 Shared apartm. cat. II (example)
8 Shared apartm. cat. I (example)
Meals, Student Refectory

• 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: Breakfast: fast €6/week, lunch €90/week, evening meal €110/week.
• The school is very near to the refectory of the renowned Hanns-Eisler School of Music and to the Mosaik-refectory in the same building, where you can have a reasonably priced and healthy lunch (see map on page 3). There are also several restaurants and bistros nearby.

House Rules (Summary)

• Smoking is prohibited in rooms in our shared accommodation, apartments and in the F+U hostel.
• Kitchens and bathrooms must be left clean after use - crockery must be washed up and put away immediately.
• The night-time quiet period from 10 p.m. to 6 a.m. is protected by law (federal state emissions regulations). During this time all residents must limit noise to room level.
• Visitors are permitted until 10 p.m. only in all our accommodation.
• 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.
• Smoking in the school premises is only allowed on the balcony, where it can be disposed of properly.

Change of accommodation (at own request): €50

• Cancellation of the rental contract is only possible if the contract parties conclude a rental contract for a fixed term, an earlier ordinary cancellation of the rental contract is excluded in principle (§ 542 II BGB - German Civil Code).
• However, as a gesture of goodwill we permit the cancellation of the rental contract on condition of a notice period of four weeks during the rental period.

Extending, Changing or Cancelling Accommodation Bookings

(Hotel, shared apartments, private apartments, host families)

Applications to extend the rental period must be made four weeks before the contract's expiry. If the contract parties conclude a rental contract for a fixed term, an earlier ordinary cancellation of the rental contract is excluded in principle (§ 542 II BGB - German Civil Code). However, as a gesture of goodwill we permit the cancellation of the rental contract on condition of a notice period of four weeks during the rental period. The twenty-week-instalment rental contract cannot be terminated; only an extraordinary cancellation is permitted.

Accommodation Information, Transfer

Transfer from and to 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 Verkehrsverbünde (BVG) information desks or at www.bvg.de. At weekends we also offer an exclusive transfer service (to be booked by no later than Thursday, 14:00, before your arrival or departure). Other destinations (hotels, private addresses) are available on request:

<table>
<thead>
<tr>
<th>Central railway station Berlin¹</th>
<th>Tegel airport¹</th>
<th>Schönefeld airport¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance²</td>
<td>4 km</td>
<td>11 km / 9 km</td>
</tr>
<tr>
<td>Route</td>
<td>One way</td>
<td>Both ways</td>
</tr>
<tr>
<td>1 person³</td>
<td>€ 50</td>
<td>€ 90</td>
</tr>
<tr>
<td>2 people⁴</td>
<td>€ 30</td>
<td>€ 55</td>
</tr>
<tr>
<td>3 people⁵</td>
<td>€ 25</td>
<td>€ 45</td>
</tr>
<tr>
<td>From 4 people⁶</td>
<td>€ 20</td>
<td>€ 35</td>
</tr>
</tbody>
</table>

¹Weekend transfers only as an exception and with a surcharge: 15%.
²Meeting point at the north entrance, Europaplatz.
³Meeting point at the agreed location.
⁴Distance to the school.
⁵Discount only for group bookings with joint arrival and the same address/destination departure.
⁶Distance only for tour bookings with joint arrival and the same address/destination.

Weekend transfers can be cancelled without charge by 14:00 (local German time) on the Friday before 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 public holiday, the deadline is brought forward accordingly. Later cancellations cannot be accepted and the transfer cost will be invoiced in full.

Accommodation Prices

• Administration fee: €80; deposit €150. (Please contact us for repayment of the deposit no later than Wednesday, 16:00, before you leave.)
• You will be advised of the name and address of the host family or shared apartment approximately two weeks before moving in, and at the latest on the Monday before your arrival.
• Double room bookings (DBL) are possible for joint arrivals only.
• The discount for groups of 10 or more people: 5% off the total, with the exception of host family accommodation.
• Our dormitories (dorms) with 2-4 beds are only 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 and accommodation, but this cannot be guaranteed. We therefore recommend booking a private apartment.
• Women-only shared accommodation: For a supplement (25%) we guarantee accommodation in an apartment with only female residents, and with a women-only WC.
• Further details and information regarding our shared and private apartments can be found at: rooms.fuu-languages.berlin

<table>
<thead>
<tr>
<th>Cat.</th>
<th>Short description</th>
<th>1-4 weeks</th>
<th>5-11 weeks</th>
<th>From 12 weeks</th>
<th>Best price: 20 weeks²</th>
<th>Extra day ¹ Rent per day/bed</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Shared apartment</td>
<td>Journey to school max. 50 mins by public transport⁴, several rooms share a bathroom and kitchen</td>
<td>€ 120</td>
<td>€ 85</td>
<td>€ 70</td>
<td>€ 105</td>
</tr>
<tr>
<td>II</td>
<td>Shared apartment</td>
<td>Journey time to school max. 30 mins by public transport¹, smaller apartments during office opening hours.</td>
<td>€ 150</td>
<td>€ 110</td>
<td>€ 90</td>
<td>€ 140</td>
</tr>
</tbody>
</table>

¹The respective discounts apply only for advance payment of at least 5, 12 or 20 weeks.
²The rental contracts can be cancelled with a notice period of four weeks, with the sole exception of the fixed 20-week rental contract.

Private apartments

Our private apartments consist of one to three bedrooms, a fully equipped kitchenette and an en suite private bathroom. Wi-Fi can usually be accessed free of charge. Coin-operated washing machines or nearby launderettes are available. Wi-Fi can usually be accessed free of charge.

F+U Shared Accommodation

All our shared apartments offer fully equipped shared kitchens. Bathrooms are shared with other F+U residents. Coin-operated washing machines or nearby launderettes are available. Wi-Fi can usually be accessed free of charge.

F+U Academy Hostel Berlin

Example of F+U shared accommodation

Example of F+U shared accommodation
Accommodation Prices

Academy Hostel Berlin

The F+U Academy Hostel Berlin is located just 4 stops (about 6 minutes by underground line U2) from the school and city centre, within walking distance from Potsdamer Platz. Each room has its own private bathroom, TV and a small private fridge. The comfortably spacious shared kitchen with dining room and private lockers for crockery is 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 (€30/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 free of charge, as well as go jogging and skating. There is a world-famous Berlin Craft Beer brewery with bistro nearby. The neighbourhood also has a number of appealing, reasonably priced hotels - ideal for occasional visits by friends and family. You can find a detailed description of the F+U Academy Hostel at: rooms.fuu-languages.berlin.

Host Families

Surcharges (25%): Wi-Fi guarantee; English-speaking families.

External Accommodation

We can also help you arrange accommodation in guest houses, holiday apartments, hotels or youth hostels.

Service charge: €150. Quotation on request; depending on the size, location, furnishings 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 accommodation in Berlin’s youth hostels and private hostels.

---

<table>
<thead>
<tr>
<th>Category</th>
<th>Distance to school</th>
<th>Meals(^1)</th>
<th>Rent per week and room</th>
<th>Extra day(^3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1-4 weeks</td>
<td>5-11 weeks</td>
<td>From 12 weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOL DBL Dbl</td>
<td>SOL DBL Dbl</td>
<td>SOL DBL Dbl</td>
</tr>
<tr>
<td></td>
<td></td>
<td>€200 €380</td>
<td>€185 €355</td>
<td>€175 €335</td>
</tr>
<tr>
<td></td>
<td></td>
<td>€170 €325</td>
<td>€155 €295</td>
<td>€145 €280</td>
</tr>
<tr>
<td></td>
<td></td>
<td>€150 €285</td>
<td>€140 €270</td>
<td>€130 €250</td>
</tr>
<tr>
<td></td>
<td></td>
<td>€180 €345</td>
<td>€165 €315</td>
<td>€155 €295</td>
</tr>
<tr>
<td></td>
<td></td>
<td>€200 €395</td>
<td>€185 €355</td>
<td>€175 €335</td>
</tr>
<tr>
<td></td>
<td></td>
<td>€170 €325</td>
<td>€155 €295</td>
<td>€145 €280</td>
</tr>
<tr>
<td></td>
<td></td>
<td>€150 €285</td>
<td>€140 €270</td>
<td>€130 €250</td>
</tr>
<tr>
<td></td>
<td></td>
<td>€180 €345</td>
<td>€165 €315</td>
<td>€155 €295</td>
</tr>
</tbody>
</table>

\(^1\)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 the school. The journey time to the stop is not included, but is usually just a 5-10-minute walk from the accommodation. Detailed information is available on request.

\(^3\)An extra day is invoiced for arrivals on Saturday, no later than 22:00, or departures on Sunday (all extra day bookings must be confirmed in advance by F+U).
Throughout the year there are between 200 and 270 learners taking part in our morning and afternoon intensive courses. The average age of our learners is around 22 years old and most learners are preparing intensively for degree studies at a German university. During the summer months the school has guests of different ages and with different learning goals. Our evening courses are popular with people aged 25 to 35 who are in employment and therefore have no time for studying during the day. Our company training teachers visit employees aged between 30 and 45 at their place of work to teach them German or English, or even Chinese or Arabic.

### Facts and Figures

**Percentage distribution of all bookings (2016) by course type**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Count</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>50</td>
<td>Main course standard German (No. 13)</td>
</tr>
<tr>
<td>25%</td>
<td>35</td>
<td>Main course + module course standard German (No. 14)</td>
</tr>
<tr>
<td>25%</td>
<td>15</td>
<td>Others (company training, main course English, evening courses etc.)</td>
</tr>
</tbody>
</table>

**Percentage distribution of all course participants (2016) by age group**

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Percentage</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 16 yrs</td>
<td>18%</td>
<td>7</td>
</tr>
<tr>
<td>17-21 yrs</td>
<td>34%</td>
<td>25</td>
</tr>
<tr>
<td>22-25 yrs</td>
<td>38%</td>
<td>30</td>
</tr>
<tr>
<td>26-30 yrs</td>
<td>25%</td>
<td>15</td>
</tr>
<tr>
<td>31-40 yrs</td>
<td>18%</td>
<td>9</td>
</tr>
<tr>
<td>41-60 yrs</td>
<td>12%</td>
<td>6</td>
</tr>
</tbody>
</table>

**Percentage distribution of all course participants (2016) by continent of origin**

<table>
<thead>
<tr>
<th>Continent</th>
<th>Percentage</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Africa</td>
<td>15%</td>
<td>50</td>
</tr>
<tr>
<td>Europe</td>
<td>30%</td>
<td>15</td>
</tr>
<tr>
<td>Asia</td>
<td>15%</td>
<td>50</td>
</tr>
<tr>
<td>North America</td>
<td>10%</td>
<td>50</td>
</tr>
<tr>
<td>South America</td>
<td>15%</td>
<td>50</td>
</tr>
</tbody>
</table>

### College for Foreign Languages

**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 thorough 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 / languages

<table>
<thead>
<tr>
<th>Language</th>
<th>Fee</th>
<th>Duration</th>
<th>Start</th>
<th>TH / week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language Correspondence Clerk (one language)</td>
<td>€ 3257</td>
<td>1 year</td>
<td>March or September</td>
<td>25</td>
</tr>
<tr>
<td>Foreign Language Correspondence Clerk (two languages)</td>
<td>€ 5134</td>
<td>1.5 years</td>
<td>March or September</td>
<td>30</td>
</tr>
<tr>
<td>Foreign Language Correspondence Clerk (two languages)</td>
<td>€ 7728</td>
<td>2 years</td>
<td>March or September</td>
<td>30</td>
</tr>
<tr>
<td>Foreign Language Correspondence Clerk (three languages)</td>
<td>€ 8722</td>
<td>2 years</td>
<td>March or September</td>
<td>35</td>
</tr>
<tr>
<td>European Secretary (three languages)</td>
<td>€ 8280</td>
<td>2 years</td>
<td>March or September</td>
<td>35</td>
</tr>
<tr>
<td>Multilingual Correspondence Clerk (four languages)</td>
<td>€ 9936</td>
<td>2 years</td>
<td>March or September</td>
<td>40</td>
</tr>
</tbody>
</table>

#### Advanced training / languages

<table>
<thead>
<tr>
<th>Language</th>
<th>Fee</th>
<th>Duration</th>
<th>Start</th>
<th>TH / week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translator (state recognised)</td>
<td>€ 1050</td>
<td>6 months</td>
<td>€ 2500</td>
<td>March or September</td>
</tr>
<tr>
<td>Translator (F+U certificate)</td>
<td>See Individual lessons</td>
<td>Minimum 150 il</td>
<td>Any time</td>
<td>By arrangement</td>
</tr>
</tbody>
</table>

**Benefits and offers at a glance**

- Two programme starting dates a year (March/September)
- Compact training duration of 1 to 2.5 years
- 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, grant payments
- For all age groups: After successful completion of the course + intensive preparation for the training programme + intensive courses in German and English
- Open days
- Recruitment dates: First contact to potential employers
- Optimum career prospects: Approximately 90% of our students enter qualified employment
- Internship: Limited language school (12,000 language students from over 100 countries), free language tandems
- Discounts on language courses and language courses
- Internship: Free language course with international internship after successful completion of the course
- Distance learning: Chinese Centre, distance learning
- 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, B2, TST, telc (DELE exams through cooperation partner)
- Accommodation for students: Over 500 rooms in halls of residence and apartments

**Entry requirements**

Intermediate secondary school certificate, German language skills at level C1 and English language skills at level B1.

**Contact**

info@fuu-berlin-languages.eu

www.fuu-berlin-languages.eu

www.fuu-languages.eu
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Academy24
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Heidelberg Private School Centre
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Preparation for the Feststellungsprüfung University Entrance Exam

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University of Applied Sciences for Business, Technology and Culture (hwtk)
Bachelor and master’s degree programmes: dual, full-time or distance learning

Contact
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Academy of Languages Berlin
Friedrichstrasse 194-199, D-10117 Berlin
Tel. +49 30 2005977-10
Fax +49 30 2005977-29

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+49 160 94718460
languages.berlin@fuu.de

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instagram.fuu-languages.berlin