

The fee-based German language course program “FU Berlin German Prep” is a service provided by the Freie Universität Berlin (Kaiserswerther Str. 16/18, 14195 Berlin, Germany). Freie Universität Berlin has contracted ERG Universitätsservice GmbH (Malteserstr. 74–100, Building S, 12249 Berlin, Germany; hereinafter referred to as “ERG”) with the organization of this program

All services offered and provided by the program are based exclusively on these General Terms and Conditions (Allgemeine Geschäftsbedingungen, AGB). They apply to the offer and execution of the FU Berlin German Prep language courses, the registration process, and all contractual and business relationships with participants. By registering for a FU Berlin German Prep language course within this program, participants consent to these General Terms and Conditions.

Any side agreements require our prior written consent in order to be effective.

1. Registration and conclusion of contract

The registration form for the FU Berlin German Prep language courses is provided on the program website (https://www.erggmbh.de/portfolio/german_prep). Registration is exclusively possible online via the provided registration form:
https://www.erggmbh.de/portfolio/german_prep/program/3_registration.

Course dates and registration deadlines:

B2.1 course: November 2 – December 10, 2026 (6 weeks, 150 contact hours)

Registration deadline: September 28, 2026

B2.2 course: December 14, 2026 – February 4, 2027 (6 weeks, 150 contact hours, including a two-week break from December 21–31, 2026)

Registration deadline: November 9, 2026

C1.1 course: February 15 – March 25, 2027 (6 weeks, 150 contact hours)

Registration deadline: January 11, 2027

C1.2 course / Exam preparation: April 5 – May 20, 2027 (7 weeks, 175 contact hours)

Registration deadline: March 1, 2027

Participants intending to attend all consecutive courses are advised to book two consecutive courses directly in order to secure a place in the subsequent course.

Upon receipt of the registration, participants will receive a confirmation of registration and an invoice by email. Registration becomes binding upon the dispatch of the confirmation and invoice. Participants accept the payment terms set out below. In principle, the number of participants per course is limited to 25. In exceptional cases, additional participants may be admitted.

The total number of participants in the program is limited. Early registration is therefore recommended. Course spots are allocated according to the order in which registrations and payments are received.

Admission will not be denied on the basis of race, ethnic or national origin, creed, gender/sex, religion, disability, age, or sexual orientation/identity.

Course fees do not include any insurance coverage. Each participant is responsible for obtaining adequate insurance coverage (e.g., health, accident, liability insurance, etc.).

Attendance from the first course day onward is mandatory and a prerequisite for a successful course completion.

2. Payment methods and conditions of payment

Applicable are the prices quoted on the program website at the time of registration. Unless expressly stated otherwise, all prices indicated on the website and on the invoice include any applicable statutory value-added tax (VAT).

If registration and invoicing occur at least five weeks before the course begins, payment must be made within seven days of receipt of the invoice. For later registrations or later invoicing, payment must be made within three days of receipt of the invoice. Otherwise, registration will lapse automatically without any separate declaration by ERG or Freie Universität Berlin, and the course spot may be allocated to another participant.

All payments must be made in EURO (€) by bank transfer or credit card.

Payment by bank transfer

Transfers must be made to the following bank account of Freie Universität Berlin:

Account holder: Freie Universität Berlin

Bank name and address: Deutsche Bank AG, Otto-Suhr-Allee 6–16, D-10585 Berlin

BIC/SWIFT code: DEUTDEDB110

IBAN: DE79100708480512164504

Reference: First Name + Last Name / FU Berlin German Prep

All bank charges/transaction fees must be borne by the participant. Transfers from outside the European Union must be made as an “OUR transfer” (i.e., the sender bears all transfer charges).

Payment by credit card

Accepted credit cards are Visa and MasterCard.

For credit card payments, Freie Universität Berlin requires the 16-digit card number, the cardholder’s name, the card’s expiration date, and the three-digit security code (CVV/CVC) located at the end of the card number. If the cardholder is not the participant, the cardholder’s address must also be provided.

3. Content and objectives of the FU Berlin German Prep program

The content and learning objectives of the individual courses are published on the program website: https://www.erggmbh.de/portfolio/german_prep.

The selection of a course is the sole responsibility of the participant. Participants should ensure that the content and objectives of the selected course correspond to their needs and expectations and that they possess the required language qualifications for participation.

It is expressly clarified that no specific learning outcome is guaranteed as a result of participation in the program. Likewise, admission to a course alone does not entitle a participant to receive a particular grade or confirmation of successful completion.

Language proficiency

ERG reserves the right to exclude participants from a course if they are unable to participate effectively due to insufficient language proficiency. Such decisions will be made at the reasonable discretion of the program officials after consultation with the instructors and the participant concerned.

Participants excluded from a course for insufficient language proficiency are not entitled to a refund of the course fee.

Quality

The instructors of the FU Berlin German Prep language courses are carefully selected. Freie Universität Berlin and ERG ensure that the courses are carried out in a professional manner and are in fulfilment of the stated objectives.

Certificate

Each participant who successfully completes a course will receive a certificate issued by Freie Universität Berlin. The certificate will state the language level completed, the duration of the course, the number of hours attended, and the grade achieved. No ECTS credits are awarded.

Place of service provision

Each FU Berlin German Prep language course takes place on one of the campuses of Freie Universität Berlin. Due to capacity constraints or other important reasons, alternative locations may be used.

Depending on current circumstances, the program may need to be conducted partially or entirely online. Such changes may occur before or during the program. Participants will be informed of any changes in due time.

4. Cancellation

General cancellation policy

Withdrawing a binding registration for a course is possible for the parties under the following conditions:

If a participant withdraws before the registration deadline of the respective course, the fees paid for the booked course(s) will be refunded, less any applicable bank charges.

In all cases, an administrative fee of €200.00 will be retained and is non-refundable.

No refund is possible for cancellations made after the registration deadline.

Freie Universität Berlin and ERG reserve the right to cancel courses with fewer than 15 registered participants up to four weeks before the start of the respective program. In such cases, participants may withdraw from the contract, and all payments already made will be refunded in full.

Notices of cancellation must be submitted at least in text form (e.g., by email to the following email address: germanprep@international.fu-berlin.de).

Registration is binding for the selected course. After registration has been completed, changes to another course or postponements to a later course date are not possible.

The parties' statutory right to terminate the contract for important reasons and without notice remains unaffected.

For the Freie Universität Berlin, one such important reason is, in particular, that the participant is responsible for gross or repeated misconduct, such as

- violating their contractual obligations;
- damaging or destroying premises, facilities or (other) property or premises used by the Freie Universität Berlin;
- harming others within the program, in particular harming them physically or otherwise harming their health;
- disturbing the implementation of the program substantially or harming the program or the Freie Universität Berlin substantially, including intangible harm; the decision as to whether the behavior of the participant in this sense is to be regarded as substantially disruptive or damaging may be made by the program officials at their reasonable discretion.

If the participant is responsible for the reason for which the Freie Universität Berlin is entitled to terminate the contract without notice, refunds of payments already made by the participant concerned are excluded.

Any claims for damages to which Freie Universität Berlin may be entitled shall remain unaffected.

In the event of any withdrawal by a participant, regardless of the timing of the withdrawal, an administrative fee of €200.00 shall be retained.

5. Copyright and rights of use

ERG retains copyright in all materials provided to participants. No materials or content may be copied, sold, or made available to third parties without ERG's express permission.

Participants receive all documents and materials solely for their personal use.

6. Force majeure

If an event cannot be held due to illness, force majeure, or other unforeseeable circumstances, participants shall have no claim to the event being held or rescheduled.

7. Severability clause

Should any provision of these General Terms and Conditions be or become invalid, the validity of the remaining provisions shall remain unaffected.

8. Data protection

Participants agree that their personal data may be stored and processed for the purpose of fulfilling the contract in accordance with applicable data protection laws.

Participants' personal data will not be disclosed to third parties. Further information can be found in the privacy notice available at: <https://www.erggmbh.de/en/datenschutz/index.html>.

9. Place of jurisdiction and place of performance

The laws of the Federal Republic of Germany apply to these Terms and Conditions, and to all legal relationships between the Freie Universität Berlin and/or, if applicable, ERG on the one hand, and the participant on the other. This also applies in particular to any liability of the participants for wrongful conduct on their part as well as to damage for which they are responsible.

Both contracting parties agree to Berlin as the place of jurisdiction, unless a different sole place of jurisdiction compulsorily applies for the benefit of the participant.

This version is the English translation of the German General Terms and Conditions (Allgemeine Geschäftsbedingungen, AGB). In case of doubt, the wording of the original German version applies.

As of June 2026