

## **CONDITIONS OF ENROLMENT FOR LANGUAGE COURSES**

1. The **full** course fee is due at the time of enrolment through a direct deposit into our bank account by M-PESA. **Fees once paid are not refundable.**
2. The receipt must be shown to the teacher on the first day of face-to-face classes.
3. The maximum and minimum number of course participants per class is stipulated as 18 and 12 respectively. Classes can be cancelled or classes of the same level merged in the course of the term. If a class is cancelled and no other class is available at the same level, the course fee of the concerned course participants will be carried forward to the next term.
4. Enrolment for an online course is binding and cannot be changed to a face-to-face session. Advice by public health professionals or the instance of a positive Covid case in a face-to-face class will necessitate a temporary switch to the online format for the affected classes.
5. Admission is open to course participants aged 18 and above. Exceptions require the consent of the Head of Language Courses and Examinations. Secondary School students attending holiday courses as well as children and youth attending their respective courses are exempted from this requirement.
6. Registration on our online platform "Mein Goethe.de" is mandatory for all online course participants.
7. Enrolment is not transferable from one person to another. A change of class requires the consent of the Head of Language Courses and Examinations.
8. Course participants must purchase the necessary books for each course where applicable before the course begins. The books are available from the Goethe-Institut.
9. Admission to the next level is subject to the passing of continuous assessment tests during thehjkigzu term or the international examination at the end of the term. The pass mark for our tests and exams is **60%**.
10. Certificates of attendance will be issued at the end of the course only if the attendance has been **70%** or more.
11. Lost certificates cannot be replaced. A confirmation letter will be issued in the event of a lost certificate at the cost of KES 2,000/=. Any other confirmation letter is subject to the payment of KES 1,000/=.
12. Security checks at the entrance of the institute are mandatory for all course participants and visitors.
13. The declaration of consent form for the transmission of personal data to our headquarters in Munich, Germany must be signed by all course participants and examination candidates.
14. Course participants on sponsorship consent to having data on their course progress including attendance, examination and continuous assessment test results communicated to their sponsors.
15. Course participants consent by their signature to these conditions as well to our general terms and conditions available at <https://www.goethe.de/ins/ke/en/spr/kur/gia/kue.html>

Nairobi, 4<sup>th</sup> January 2023

Head of Language Department

Account details:

Pay Bill Business Number for Course Fees: **925702**

Enter "**Account Number**" i.e. Course level & time-,your surname, initial of your first name" and press OK, e.g. **"A1,0900\_XXXX, X."**

Pay Bill Business Number for Examination Fees: **925703**

Enter "**Account Number**" i.e. Exam & Date, candidate's surname, initial of his/her first name" and press OK, e.g. **"SD1,27\_jan\_XXXX, X."**

Pay Bill Business Number for Confirmation Letters: **925701**

Enter "**Account Number**" i.e. CL, your surname, initial of your first name" and press OK, e.g. **"CL,XXXX, X."**