

FOREIGN LANGUAGES FOR ECONOMISTS REGISTRATION PROCEDURE OF COURSES FOR ALL STUDENTS

1. All courses - with the exception of credit-point courses (Wahlpflichtmodulkurse) - are subject to a fee. The fee for a language course per semester is 90 euros (for a course of 2 lesson hours, i.e. 90 minutes, per week) and 165 euros (for a course of 4 lesson hours, i.e. 180 minutes, per week). All courses comprise – including the written examination – 13 lessons of 90 minutes (for Chinese Introduction courses: 26 lessons of 90 minutes). The fee is to be paid within 3 working days by bank remittance.
2. All students matriculated in the Faculty of Economics and Business Administration are eligible to attend these language courses. Should there be any places vacant, students of other faculties are permitted to register for them. Up to one week before the beginning of a semester only students of the Faculty of Economics and Business are allowed to enroll for them.
3. In order to assess one's language competence level and to be able to choose the right course, placement tests for English, French and Spanish are available. The links to these placement tests can be found on the website of Languages for Economists.
4. To make sure that your bank remittance has no difficulty passing through our booking and payments system, the remittance form must be filled out as follows:
Recipient: J. W. Goethe University
Account No. of recipient: IBAN = DE 95 500 500 00 000 100 6410 - BIC/SWIFT = HELA DE FF
Purpose: Please do not forget to write the 16-digit invoice number on your bank remittance so that our booking and payment system can easily recognise your payment. The invoice number can be found in your confirmation e-mail.
5. Attendance in a course is only possible if the maximum number of participants for the course in question has not yet been reached. Both the exact time of registration and the payment of the course fee will determine whether a student has obtained a place on the course of his choice within the framework of the maximum number of available attendance places.
6. A no-charge registration cancellation from a course is possible up to 10 days after registration. The cancellation must be made in writing to the Department of Foreign Languages for Economists to wis@wiwi.uni-frankfurt.de. In this case the paid attendance fee will be reimbursed via bank remittance without any deduction. Without a good reason being given, no repayment can be made.
7. Changing a course registration, once made, can only be considered if an acceptable reason is given. For this purpose a written application is to be sent to wis@wiwi.uni-frankfurt.de. Such changes in registration can only be accepted if there is a vacant place on the chosen course in question.
8. If a course has to be cancelled because the minimum number of participants has not been reached or the course instructor is ill, or because the Department of Foreign Languages for Economists has any other valid reason to cancel the course, the attendance fee will be reimbursed in full by bank remittance.
9. An administration fee in the amount of 15 euros will apply if reimbursements to students have to be made because they did not observe the application procedure correctly and by fault of their own cannot attend the course of their choice (e.g. remitting the course fee without completing the registration form correctly).
10. The Department of Foreign Languages for Economists is allowed to cancel a student's course participation with immediate effect for any important reason. An important reason would be, in particular, if the participant repeatedly disturbs the course or if, for any other reason, a continuation of the legal contract becomes unacceptable. If an immediate cancellation of the contract is effected by the Department of Foreign Languages for Economists, the student concerned will have no claim to reimbursement of his course fee.