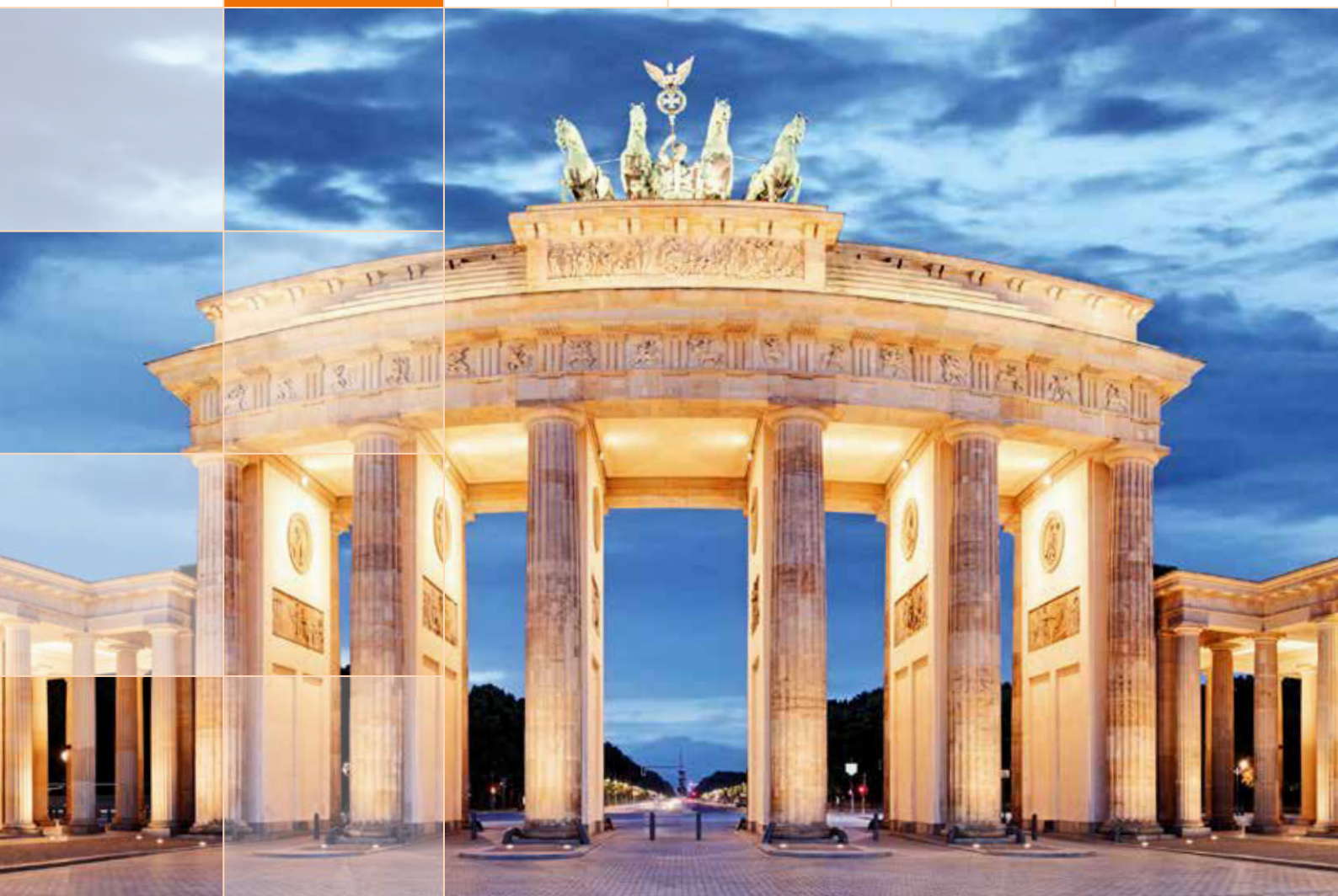


# F+U Academy of Languages



# 2020

# Berlin



Language courses  
University preparation  
Test centre

Corporate training  
Special courses  
Accommodation



**Academy of Languages**  
Heidelberg · Berlin

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## Academy of Languages Heidelberg · Berlin

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**www.fuu-berlin-languages.eu, www.fuu.de**  
 facebook.fuu-languages.berlin  
 twitter.fuu-languages.berlin  
 instagram.fuu-languages.berlin

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Academy 24	
Heidelberg Private School Centre	
International University of Cooperative Education	
University of Applied Science for Business, Technology and Culture	



Our language school in the F+U International Educational Campus, near Potsdamer Platz.



### Certified quality





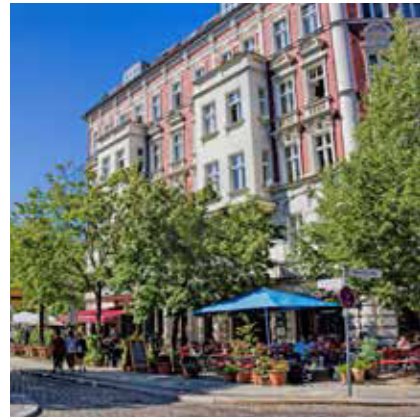
Berlin is  
Germany's  
largest  
and most  
exhilarating  
city by far.

Since the fall of the Iron Curtain and the end of division by the **Berlin Wall**, the city has experienced architectural and cultural renewal to become the epitome of a **twenty-first century global metropolis**: young, dynamic and international. But Berlin hasn't ever denied its eventful history. Reflected in the steel and glass of the Reichstag's cupola and in the postmodern shopping centres are opulent, historic buildings of the imperial era, alongside monuments and memorials of the post-war period.

The **reconstruction of the Prussian City Palace** represents Berliners' cosmopolitan sense of tradition at its very best: this year, behind the historic façades, the state-of-the-art Humboldt Forum is to become a meeting place for the world's cultures and nations. Berlin's creative and start-up scene also draws inspiration from this rich contrast; since 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 works by over 6,000 contemporary artists, and some of the world's most popular nightclubs, including the Berghain and the Prince Charles, all vie for the attention of over 13 million visitors a year from all corners of the globe. As a crowd puller, the relatively new **Berlinale**, which takes place in 300 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 famous '**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 sleeps, and there are 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 distinctive neighbourhoods ('Kieze'). During the festive season Berlin holds more **Christmas markets** than any other European city, before hosting **the continent's largest New Year's Eve party**, with a million visitors gathering between the Victory Column and the Brandenburg Gate to welcome in the New Year.



**By day, Germany's capital city is a centre of science par excellence.** Over 40 universities and institutes of higher education – including some of Germany's most famous schools of art, design and music – now attract more applicants than any other federal state. More than 190,000 students are currently registered in Berlin. In the 2019 nationwide Excellence Initiative, the '**Berlin University Alliance**' comprising four of Europe's most renowned institutes of higher education – the Humboldt University of Berlin (est. 1809), Freie Universität Berlin (est. 1948), Technical University Berlin (est. 1879) and the Charité University Hospital Berlin (est. 1710) – were once again recognised as **German elite universities**. The Berliner Charité is the largest medical faculty in Europe.

The Berlin State Library, one of 84 public libraries, holds over 10 million printed volumes and 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. There are 440,000 trees lining the city's streets and, together with 30,000 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 Spreevald, are ideal for walking, camping, swimming and sailing.

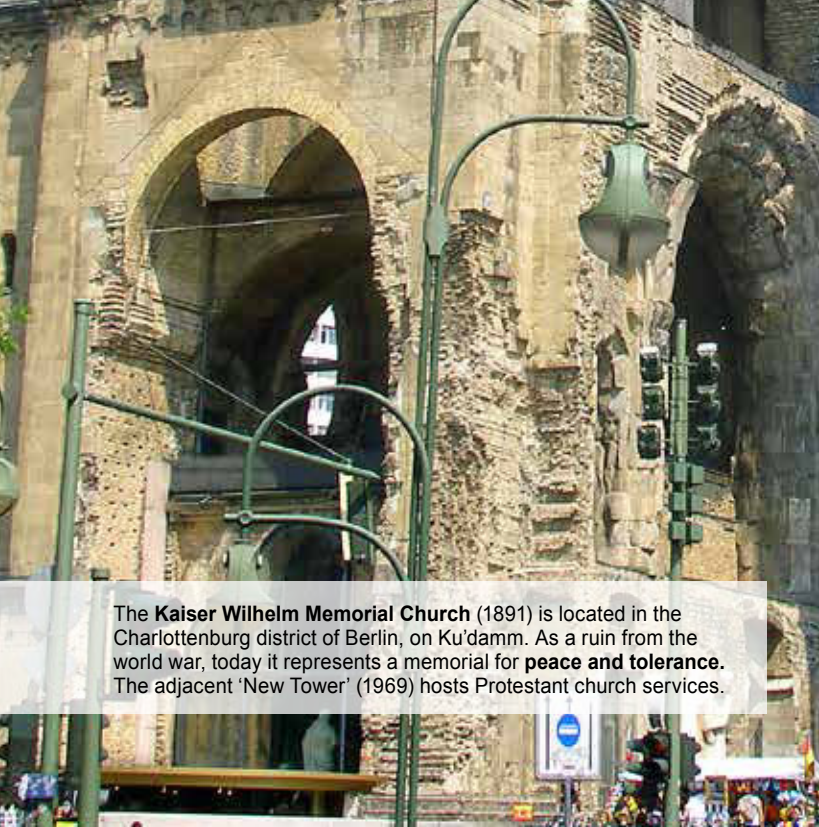
**Tegel and Schönefeld airports** offer convenient international connections to the city, as do the many reasonably priced long-distance buses that depart regularly from the central bus station (ZOB) en route to other European destinations.



One of the most beautiful squares in Germany:  
**The Gendarmenmarkt** (1688), with French Cathedral,  
German Cathedral and Concert Hall.

The Berlin skyline. Below: the **Rotes Rathaus** (1869), seat of the Berlin Senate and the Governing Mayor of Berlin. Background: the **Berlin TV Tower** (1969).





The **Kaiser Wilhelm Memorial Church** (1891) is located in the Charlottenburg district of Berlin, on Ku'damm. As a ruin from the world war, today it represents a memorial for **peace and tolerance**. The adjacent 'New Tower' (1969) hosts Protestant church services.



The **House of the Cultures of the World** (1956) in the Government Quarter was a gift from the USA. Because of its futuristic steel arched roof, Berliners jokingly nicknamed it the 'pregnant oyster' or 'Jimmy Carter's smile'.

## Our school at a glance

### F+U International Educational Campus Bernburger Strasse 24-25, 10963 Berlin

- Modern, newly-equipped classrooms and computer areas in a historic Gründerzeit building
- First-floor **coffee-break and lounge area** with various vending machines for snacks and drinks
- Professionally-run **lending library** (languages, business sciences) with **computer/reading room** for self study and **photo-copier/printer** (fee charged)
- Exclusive **courtyard** and small garden, the ideal spot for breaks and doing homework
- **Campus hall of residence** located in the school building (single, double and dormitory rooms), see p. 32
- **F+U Academy Hostel** (student rooms with private bathrooms and TV), just 15 minutes' walk from the Campus, see p. 34
- **Free careers advice** for international guests, provided by the team at the F+U University of Applied Sciences for Business, Technology and Culture (hwtk), see p. 26
- **Potsdamer Platz** located nearby, with a variety of shops, cafés and restaurants. The Government Quarter, Reichstag, Brandenburg Gate, Friedrichstrasse, Gendarmenmarkt, Checkpoint Charlie, Tiergarten and Gleisdreieck Park are all within a short walking distance.
- **Excellent public transport connections** to the school and Campus hall of residence (Potsdamer Platz rail/underground; Mendelssohn-Bartholdy-Park underground; Anhalter railway station)
- **Security** is paramount: cameras, alarm system, security service in use

The upright bear with raised paws has been the official heraldic animal and symbol of the city of Berlin since 1280. Here in our brochure it indicates the school's **most popular courses and our top recommendations**.



### Berlin events calendar 2020 (highlights)<sup>1</sup>

15-19.01	Ultraschall – festival of new music (line-up includes some of the world's best contemporary composers and performers)	
17-26.01	International Green Week (the world's largest trade fair for nutrition, agriculture and garden design)	
21.01-02.02	CTM Festival (experimental and electronic music)	
23-28.01	Six Days Berlin: 109th Berlin six-day race (famous cycling race)	
28.01-02.02	Transmediale (multimedia art festival)	
Also in January (TBA) <sup>2</sup>	Berlin Fashion Week (world-class international trade fairs and shows). Stories in Yurts (100 contemporary readings in Mongolian yurts, Potsdamer Platz)	
14.02	ISTAF Indoor (international light athletics indoor event)	
20.02-01.03	International Film Festival Berlin ('Berlinale')	
20.02-01.03	eat! Berlin (gourmet food festival)	
04-08.03	ITB International Tourism Convention (the world's largest travel fair)	
20-29.03	MaerzMusik – festival of new music	
05.04	40th Berlin half-marathon (for runners and inline skaters)	
04-12.04	Festtage der Staatsoper Berlin (world-class festival of classical music, led by D. Barenboim)	
01.05	MyFest – street festival in Berlin-Kreuzberg	
08.05	75th anniversary of the end of World War II (celebrations and events throughout the city)	
17.05	DFB cup final (football)	
29.05-01.06	Karneval der Kulturen (Carnival of Cultures – vibrant street festival featuring lots of parades and music)	
Also in May (TBA) <sup>2</sup>	achtung berlin - new Berlin film award; XJazz – Berlin jazz festival; Theatertreffen (ten production highlights from the current theatre season)	
06.06	Long Night of the Sciences (fascinating insights into the city's laboratories, archives, libraries and lecture halls)	
21.06	Fête de la Musique (street music festival)	
13.06-13.09	Berlin Biennale (local and international art show)	
12.07.	Euro 2020 football championship final, public viewing on the Berliner fan mile in front of the Brandenburg Gate	
25.07	Christopher Street Day	
Also in July (TBA) <sup>2</sup>	Classic Open Air; Long Night of the Museums; Botanische Nacht festival of light and music in the Botanical Gardens, Dahlem (spectacular light installations, music, art)	
13.09	Tag des Offenen Denkmals (Heritage Day – rare insights into historic monuments and places)	
Also in Sept. (TBA) <sup>2</sup>	Musikfest Berlin (opening festival of the new concert season); IFA – International Consumer Electronics fair (the latest in entertainment and communication technology)	
03.10	Grand celebration of the 30th Day of German Unity	
23.11-06.01	Christmas market season	
Also in Nov. (TBA) <sup>2</sup>	Jazzfest Berlin; Christmas Garden in the Botanical Gardens; Dahlem (festival of light with Christmas magic, until Jan.)	
31.12	Europe's largest New Year's Eve party, at the Brandenburg Gate	

<sup>1</sup>Subject to changes, no guarantees

<sup>2</sup>TBA: To be announced – dates not known at the time of going to press



## More than a language school

The **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 co-operates with state and private education providers all over the world. In the capital city, Berlin, F+U specialises in professional and continuing further education, as well as commercial retraining and qualifications.

The successful dual-study bachelor degree programmes and the modern distance, full-time and dual-study 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. The programmes are increasingly orientated to the needs of international students; the new BA International Management programme is delivered in English.

Since 2013, the **F+U Academy Of Languages Berlin** has expanded this range of educational programmes with its world-class, academically demanding language, company and computer courses, held at the **International Educational Campus** near Potsdamer Platz, at clients' own premises or **live online in virtual classrooms**. The Berlin school is continuing the tradition first begun in 1980 in the romantic Neckar city of Heidelberg. 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 extensive **network of teaching experience** and educational competence benefits all our Berlin language school customers. Our learners include international students aiming to improve their German in readiness for higher education or preparing for the Feststellungsprüfung, as well as 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 missions**.



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

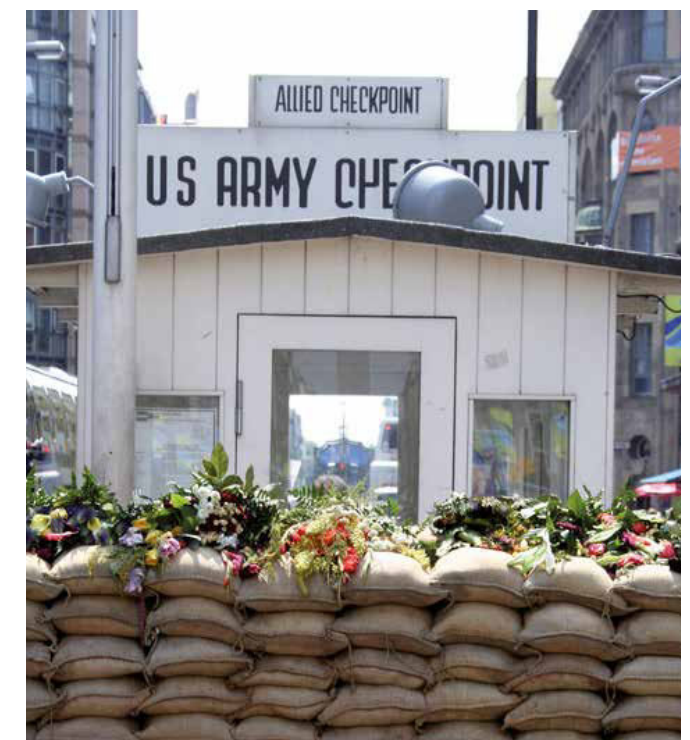
**Further information on pages 24 and 26.**



The most famous landmark of Berlin and German national symbol: The **Brandenburg Gate**. Built by the Prussians as a classical 'gate of peace' (1789), today it symbolises the free, democratic and peacefully reunited Germany, on whose internal border it stood until 1989.



The **Oberbaumbrücke** is a bridge connecting the districts of Kreuzberg and Friedrichshain.



The most famous border crossing between East and West (1961-1990): **Checkpoint Charlie**

The **Victory Column** (1873) – originally a war memorial commemorating the Prussian victory over Denmark, Austria and France; today a peaceful observation platform with views across Berlin's largest public park (**Tiergarten**) and the adjacent **Bellevue Palace** (see p. 13). The gilded statue of Victoria, the goddess of victory, is colloquially and humorously known as 'Gold-Else'.



The **Reichstag building** (1894); seat of the German Bundestag (parliament) since 1999



The city and the surrounding area can also be easily explored from water, by the **Spree** or Landwehrkanal.



The outdoor area of the **'Club der Visionäre'**, a popular techno club in Kreuzberg, open only in the summer.

## Your reasons for choosing us

- **Central location by Potsdamer Platz** and excellent public transport connections (3 underground/rail stations, all within a 3-minute walk: Potsdamer Platz, Anhalter station, Mendelssohn-Bartholdy-Park), as well as 3 bus stops on 7 lines, each within 3 minutes. The Sony-Center, Brandenburg Gate, Government Quarter, Tiergarten, Checkpoint Charlie and two of Berlin's largest and most popular shopping centres (Mall of Berlin, Shopping Arcades) are within walking distance. Light, pleasant classrooms in the historic Gründerzeit building of the F+U International Educational Campus. Barrier-free access, accessible toilets and a separate wheelchair lift provided. Several parking options available nearby.
- **Long-standing experience** of language teaching, targeted examination preparation, corporate training, Erasmus+ programmes and the organisation of language tours; state-recognised vocational college for foreign languages in Heidelberg.
- **A wealth of educational competence:** F+U operates the University of Applied Sciences for Business, Technology and Culture (hwtk), the International University of Cooperative Education (iba), bilingual schools (primary school, Gymnasium secondary school), a Realschule secondary school, an international boarding school and several colleges specialising in professional and foreign language training. Since September 2017 F+U has also offered the International Baccalaureate® diploma programme for international school pupils.
- **Test centre** for TOEFL®, TestDaF, telc, TOEIC® and more. In 2017 we also became an approved telc University Competence Centre.



- **Affiliations and partnerships:** FaDaF (Fachschaft Deutsch als Fremdsprache); FDSV (German Association of Language Tour Operators); VDP (Federation of Private Schools in Germany); AOK (Allgemeine Ortskrankenkasse – statutory health insurance provider); Eurohodip (European Hotel Diploma); DRV – German Travel Association); Olympiastützpunkt Rhein-Neckar e.V. (Olympic Training Centre); Deutsches Jugendherbergswerk (German Youth Hostel Association) and more.
- **Planning reliability** thanks to a year-round guarantee of provision for our language courses: confirmed courses will not be cancelled.
- **Lessons on Tour programme:** Identical language courses in Heidelberg and Berlin with a no-fuss switch of study centre.
- **A range of exclusive accommodation** directly on campus, in private apartments, with host families and in the exclusive F+U student hostel (equipped with TV, Wi-Fi, private bathroom; located just one train stop – or a 15-minute walk – from the school). Organisation of bespoke accommodation (holiday homes, hotel rooms) on request. See from page 29 for further information.
- **Good value for money.**
- **International atmosphere** (learners from over 100 countries) with opportunities to meet and build language tandems with German students (joint events and shared leisure areas with the hwtk, F+U's university of applied sciences).
- **Committed to quality:** A certified quality management system (DIN EN ISO 9001:2008) continuously monitors our compliance with important quality standards.



## Some of our many awards





## School, lessons, holidays

- **School opening times:** Monday and Thursday 08:00-19:00, Tuesday, Wednesday, Friday 08:00-18:00
- Our languages courses are **professionally orientated or prepare for higher education** and lead towards an international language certificate.
- Our courses are taught by **experienced, highly qualified teachers**.
- One **teaching hour (TH)** consists of 45 minutes.
- **Minimum age** (group courses): 16 years. Exceptions on request ([languages.berlin@fuu.de](mailto:languages.berlin@fuu.de)) and for online training (see 'Online Juniors' on page 19).
- **Class sizes:** See the respective course description.
- **Guaranteed provision, minimum participant numbers:** Confirmed courses are held even without the minimum number of learners (4 people). The number of hours booked is reduced by 50%. To compensate, learners can take part in another group course; alternatively we can offer you a voucher for the number of reduced teaching hours. The voucher is valid indefinitely and is also transferable.
- **Public holidays (no lessons):** 01.01, 10.04, 13.04, 01.05, 08.05, 21.05, 01.06; missed lessons can be added to the end of the course or compensated by taking part in a module or evening course – provided that a written request is received no later than 15:00 the day before the respective public holiday. Missed evening and individual lessons are automatically made up; there is no need to request an extension.
- **School holidays:** 21.12 -25.12.2020; no holiday request is required for these days; the length of the booked course is automatically extended by one week. Where applicable, please don't forget to extend your F+U accommodation contract. Individual lessons are available on request.

- **Individual holiday:** The booked course is extended by the length of the holiday as requested in writing and confirmed by the school; please submit requests to [languages.berlin@fuu.de](mailto:languages.berlin@fuu.de).
  - **Intensive courses:** Two weeks' holiday (Monday-Friday) per quarter (12 course weeks); written requests must be received no later than Thursday, 16:00, before the start of the holiday. The minimum holiday period is one full course week (Monday to Friday). Where applicable, please don't forget to extend your F+U accommodation contract.
  - **Evening courses:** No limit; requests must be received no later than 16:00 on the day of the course.
  - **Individual lessons, small closed groups, corporate training:** Cancellation of the lesson is possible without charge before 15:00, one day before the scheduled lesson; cancellations of Monday lessons must be received by 15:00 on the Friday before.
- **Main course:** Lessons are differentiated by level according to the Common European Framework of Reference for Languages (see page 16). The lesson focuses on all productive and receptive language skills (reading comprehension, listening comprehension, writing and speaking), as well as clear grammar instruction. For German courses from the end of level B2, specific examination preparation is also offered to complement the standard courses.
- **Module course:** These courses consolidate and develop specific skills (e.g. grammar, vocabulary, conversation, pronunciation and exam strategies) and prepare learners for a range of everyday situations (e.g. lectures and presentations at university, job interviews and professional negotiations). The module courses complement and consolidate the content learned in the main course and are the perfect preparation for professional or academic life. It is possible to switch between modules I and II.
- **International test centre:** Our centre offers you the opportunity to take internationally recognised examinations such as TOEFL®, TestDaF, telc and more.
- The school has **barrier-free access**, a separate lift platform from the ground floor to the mezzanine and **accessible toilets** in the school and accommodation areas.

A list of current events is posted

on the school notice boards

and online at: [news.fuu-languages.berlin](https://news.fuu-languages.berlin)



The monumental three-person **Molecule Man** sculpture (1999) marks the border between three Berlin districts – Kreuzberg, Alt-Treptow and Friedrichshain – and at the same time symbolises the molecular connection and equality of all people.



Berlin's **Museum Island** (1830) is one of Europe's most significant museum ensembles and has been a UNESCO World Heritage Site since 1999. Between them, the Old Museum, New Museum, Old National Gallery, Bode-Museum and Pergamon Museum attracted around 2.5 million visitors in 2018.



The **Bellevue Palace** (from the French for 'beautiful view'), once a royal estate (1785), is situated directly on the bank of the Spree. Today it is the official residence of the Federal President, the German head of state.





The **Berliner Dom** (cathedral – 1894-1905), Berlin's largest church and Museum Island's most prominent landmark, has a history dating back as far back as the early Middle Ages.

### Course transfer, change of study centre, cancellation

- Applications to **change the course level or module** must be received by the school administration office by Thursday, 16:00, valid for the subsequent week. Please note that in many cases a change of course level is only possible with the agreement of the previous teacher and completion of a new placement test.
- **Change of study centre:** Our popular Lessons On Tour programme enables learners to switch school locations between Heidelberg and Berlin, free of charge (see page 25). If booked after the start of the course, a fee of €100 is payable for changing the study centre to our language school in Heidelberg. Applications to change the centre must be received at least two weeks in advance.
- **Cancellation of the course** is possible without charge until two weeks before the start of the course, after which the following cancellation charges apply: one week before the start of the course: €50; by Friday, 12:00 before the start of the course: €100; after this notice period but before the start of the course: the registration fee plus the course fee for one week's course (one month for evening courses) or, in the case of individual lessons, the course fee for two individual teaching hours.
- **Once the course has started, cancellation of the course or reduction of the course duration** is possible only in cases prescribed by law (further information in our General Terms and Conditions).
- **Cancellation of accommodation booked through F+U** is possible with four weeks' notice (further regulations on page 30 and in our General Terms and Conditions).

A list of current events is posted  
on the school notice boards  
and online at: [news.fuu-languages.berlin](https://news.fuu-languages.berlin)

### Fees, discounts

- **Registration fee** (for the first course only): €40 (2 people: €25 / person; 3 people: €20 / person; 4 people: €15 / person).
- All discounts are valid for **joint registrations** only. Discounts **cannot be accumulated**. You will find information about discounts for each programme on the respective course pages.
- The quoted discounts for booking a larger number of course hours (**quantity discounts**) only apply for pre-payment in full.
- Unless otherwise stated, all **course fees** are per person, and **accommodation fees** per sleeping space.
- **Free services:** Placement test, progress tests, free Wi-Fi in the school, certificate of participation (collected from the school on the last day of the course), documentation for authorities, student ID card, in-house academic library (comprehensive range of loan and reference materials on business, law, informatics, mathematics, university preparation, psychology and languages), computer work stations in the library reading room, organisation of language tandems, a variety of leisure activities, free advice for university applicants from the team at the F+U hwtK University of Applied Sciences (see page 26).
- **Course materials:** German course books ca. €35 per level (textbook and workbook); English course books ca. €55 per level (textbook and workbook). The books can also be borrowed for a small fee and a deposit.
- 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.



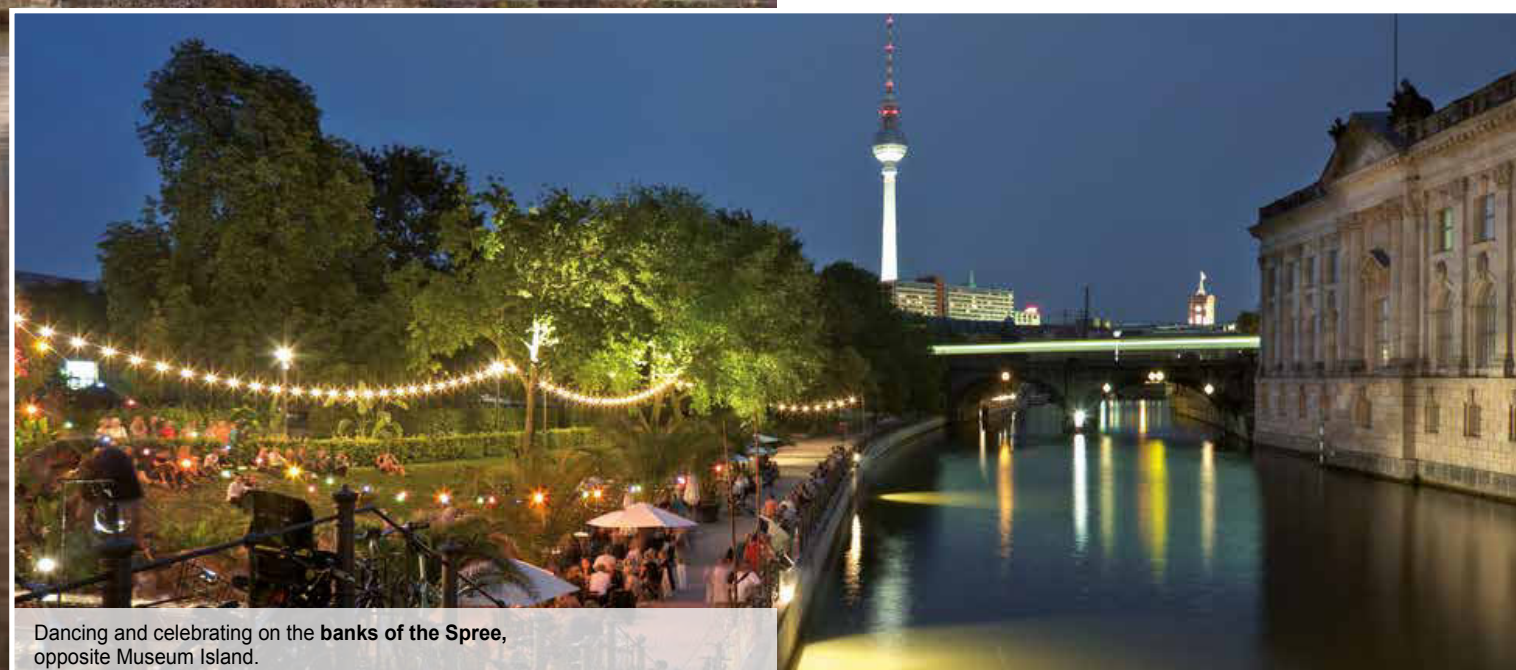
### Cultural and leisure activities

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). These include 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 on phonetics, academic writing for university, university applications (e.g. through Uni-Assist) and 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.

**For further information see page 27 and [news.fuu-languages.berlin](https://news.fuu-languages.berlin).**



Film and light projection on the **Reichstag riverbank** in celebration of the Day of German Unity (3.10)



Dancing and celebrating on the **banks of the Spree**, opposite Museum Island.

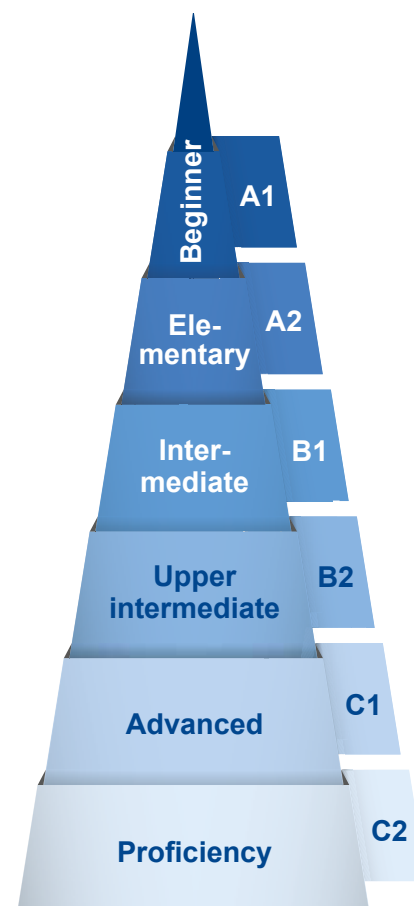


## Common European Framework of Reference for Languages (CEFR)

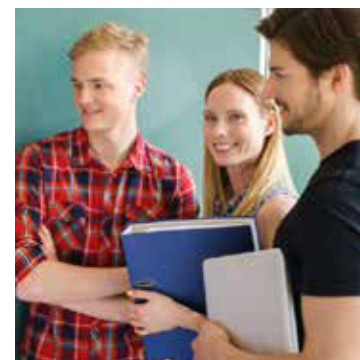
CEFR levels	TH per level	Language certificates			Course duration (one course level)
		English	German	CH, FR, IT, JP, RU, SP	
<b>A1</b>	160	English A1, LCCI-Preliminary 1, TOEIC® 10-120¹	Start Deutsch 1	Français A1, Italiano A1, Russian A1, Diploma de Español A1	One course level consists of 160 TH, which - regardless of the intensity of the course booked - can be completed in six to eight weeks, on condition of regular attendance and follow-up of course content.
<b>A2</b>	160	English A2, LCCI-Preliminary 2, TOEIC® 120-225¹	Start Deutsch 2	Français A2, Italiano A2, Russian A2, Diploma de Español A2	
<b>B1</b>	160	English B1, B1 Business, LCCI-1, TOEIC® 226-550¹, TOEFL® 57-86	Zertifikat Deutsch, Deutsch-Test für Zuwanderer	FSK² (CH, JP, RU) Français B1, Italiano B1, Russian B1, Diploma de Español Inicial B1	
<b>B2</b>	160	English B2, B2 Business, LCCI-2, TOEIC® 551-785¹, TOEFL® 87-109	Deutsch B2, B2 Beruf, B1/B2 Pflege, TestDaF 3 (B2.1-B2.2), DSH 1	FSK² (FR +SP) Français B2, Italiano B2, Russian B2, Diploma de Español Intermedio B2	
<b>C1</b>	160	FSK² English C1, LCCI-3, TOEIC® 786-945¹, TOEFL® 110-120	Deutsch C1, C1 Hochschule, C1 Beruf, B2/C1 Medizin, TestDaF 4 (B2.2-C1.1), TestDaF 5 (C1.1-C1.2), DSH 2	Français C1, Diploma de Español Superior C1	For <b>individual lessons</b> the total number of hours required to complete a course level is reduced by about 50%.
<b>C2</b>	400	Translator, English C2, LCCI-4, TOEIC® 946-990¹	DSH 3, Deutsch C2	Translator, Français C2, Diploma de Español Superior C2	

¹The test scores indicated refer to Listening and Reading competence in the TOEIC® examination.

²FSK = programme leading to qualification as a state-recognised Foreign Language Correspondence Clerk, European Secretary or Multilingual Correspondence Clerk (Fremdsprachenkorrespondent\*in, Europasekretär\*in, Welthandelskorrespondent\*in)



CEFR Levels	Listening	Reading	Speaking	Writing
<b>A1</b>	Can understand simple sentences	Can understand simple sentences	Can communicate in short phrases	Can produce short, simple postcards
<b>A2</b>	Can understand the overall meaning of short, simple, clear messages	Can read short, simple texts, e.g. personal correspondence	Can communicate in sentences in everyday situations	Can produce short, simple notes, messages and personal letters
<b>B1</b>	Can understand important information regarding work, free time, etc.	Can comprehend text written in everyday language	Can participate in conversations about family, hobbies and work	Can produce simple, connected text on familiar themes
<b>B2</b>	Can follow lengthy statements and most TV programmes	Can understand newspaper articles and literary prose	Can communicate fluently and spontaneously	Can produce detailed texts and effectively present an argument
<b>C1</b>	Can understand lengthy statements and TV programmes without great effort	Can comprehend complex and literary texts	Can express thoughts fluently, spontaneously and precisely	Can produce clear, well-structured texts on complex subjects
<b>C2</b>	Can understand complex language with ease, also when spoken quickly	Can comprehend any text with ease	Can participate effortlessly in all conversations and discussions	Can produce and discuss sophisticated and complex texts



**Please note:** Examination availability varies between the Academy of Languages study centres. On request we will be pleased to advise you regarding availability of your preferred exam and where you can reserve a place.

Examination	Language(s)	Description	2020 dates	Fees¹
<b>TestDaF</b> Test Deutsch als Fremdsprache	German	Required for enrolment at German universities (equivalent to DSH)	13.02, 22.04, 03.06, 22.07, 10.09, 10.11	€ 195
<b>telc</b> The European Language Certificates	English, French, German, Italian, Russian, Spanish (other languages on request)	Certificate of foreign language skills A1-A2, B1, B1/B2+Beruf	Deutsch levels A1-B1, B1/B2 and other languages: Dates on request	From € 180 (supplement for express marking)
<b>telc</b> B2 C1 Hochschule	German	Certificate of foreign language skills Telc C1 Hochschule is equivalent to DSH and TestDaF	22.01, 19.02, 18.03, 15.04, 13.05, 27.05, 24.06, 29.07, 26.08, 23.09, 21.10, 04.11, 18.11, 09.12; further dates on request, individual dates are also possible	
<b>telc</b> B1/B2 Pflege B2/C1 Medizin	German	Certificate of specialist language competence required by qualification recognition authorities and medical institutes		
<b>TestAS</b> Test for Academic Studies	German or English	Aptitude test for international students entering higher education; not yet obligatory	03.03, 25.04, 06.06, 24.10	€ 135
<b>onSET</b>	German or English	Internet test (A2-C1), result available worldwide on demand	18.01, 15.02, 14.03, 25.04, 16.05, 20.06, 18.07, 15.08, 19.09, 17.10, 14.11, 12.12	€ 22.50 (minimum of 3 participants)
<b>Test WiDaF®</b> Test Deutsch als Fremdsprache in der Wirtschaft	German	Standardised, business-focused German test (A2-C2)	Dates on request	€ 180
<b>TOEFL iBT®</b>	English	Evidence of language competence required for admission to higher education, especially BA, MA, BSc, BEng, MSc, MBA programmes.	11.01, 18.01, 01.02, 15.02, 07.03, 14.03, 28.03, 04.04, 25.04, 16.05, 30.05, 13.06, 20.06, 27.06 (further dates not known at the time of going to press)	US\$ 245
<b>TOEFL Junior®</b>	English	Assessment and certification of current English competence of school pupils; admission requirement for some school exchange programmes.	Dates on request	€ 180
<b>TOEIC®</b>	English	The world's most popular test of English for business purposes.	<b>Listening &amp; Reading and Speaking &amp; Writing:</b> Dates on request	€ 180 each (supplement for express marking)
<b>LCCI - London Chamber of Commerce and Industry</b>	English	Test of professional English	Dates on request	From € 135 € 100 supplement for individual on-demand test date
<b>IELTS - International English Language Testing System</b>	English	Certificate of English language skills required for higher education, migration and work.	04.01, 01.02, 08.02, 30.05, 06.06, 13.06, 29.08, 05.09, 12.12, 19.12	€ 226
<b>Foreign Language Correspondence Clerk</b>	German, English, Spanish, French, Japanese, Chinese, Russian and more	State recognition for Chinese English, French, Japanese, Russian and Spanish.	Start of programme: September	€ 150 per language, € 150 for the secretarial examination
<b>European Secretary</b>	English, Spanish, French	Examinations are available for further languages, for example the examinations offered by the IHK. Further information on request.		
<b>Multilingual Correspondence Clerk</b>	English, Spanish, French + Japanese, Russian or Chinese			
<b>Translator</b>	English, Spanish, French and more			
<b>ECDL</b> European Computer Driving Licence	IT	Certificate of IT competence; seven modules	Dates on request	€ 30 per module plus € 60 for a Skills Card
<b>In-house language test</b>	German	a) F+U learners: from € 75. b) external learners: € 150 (incl. registration fee).		

¹Status July 2019



# Individual courses

## Individual lessons, small groups, corporate training

- **Registration fee** (for the first course only): €40 (2 people: €25 / person; 3 people: €20 / person; 4 people: €15 / person).
- **Family discount (siblings, parents)**: 10% per person off the course fees.
- **One teaching hour (TH)** is 45 minutes.
- **Further information on pages 13 and 15.**
- Additional information on **sector-specific corporate training** on page 25 (corporate language training)
- The benefits at a glance:
  - No registration fee for booking **up to three trial lessons** (payable only from the fourth teaching hour).
  - **No charge for cancelling a lesson** if written notification is received by 15:00 one day before (languages.berlin@fuu.de); cancellations of Monday appointments must be received by 15:00 the Friday before.
  - **Teaching hours**: Monday-Friday: 08:00-20:00; weekend lessons are available with a supplement.
  - The lesson **structure 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 are also possible with students at our hwtl University of Applied Sciences (see page 9).
  - **Languages offered**: Arabic, Brazilian Portuguese, Bulgarian, Chinese, Croatian, Czech, Dutch, English, 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.
- **Specialist language I**: Business, literature, examination preparation, translation training.
- **Specialist language II**: Medicine, care professions, technology, cost-performance analysis, accounting and more.
- Further **specialist language fees** on request.

*'My kids learned a lot. Thank you for the great work you do and the huge impact you make... Highly recommended!'*  
Irina, Georgia, duo lessons



Individual lesson <sup>1</sup>	Language group I			Language group II			Language group III		
	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
1-3 trial lessons <sup>2</sup>	€ 30	€ 32	€ 35	€ 32	€ 35	€ 37	€ 35	€ 37	€ 42
4-30 TH	€ 26	€ 28	€ 34	€ 28	€ 30	€ 36	€ 30	€ 36	€ 40
31-99 TH	€ 25	€ 27	€ 33	€ 27	€ 29	€ 35	€ 29	€ 35	€ 39
From 100 TH	€ 23	€ 25	€ 31	€ 25	€ 27	€ 33	€ 27	€ 33	€ 38
Duo lesson (2 people) <sup>1,3</sup>	Language group I			Language group II			Language group III		
	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
1-3 trial lessons <sup>2</sup>	€ 35	€ 37	€ 40	€ 37	€ 40	€ 42	€ 40	€ 42	€ 48
4-30 TH	€ 30	€ 32	€ 38	€ 32	€ 34	€ 40	€ 34	€ 40	€ 46
31-99 TH	€ 29	€ 31	€ 37	€ 31	€ 33	€ 39	€ 33	€ 39	€ 45
From 100 TH	€ 27	€ 29	€ 35	€ 29	€ 31	€ 37	€ 31	€ 37	€ 44
Small group (3-6) <sup>1,3</sup>	Language group I			Language group II			Language group III		
	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II	Standard	Specialist I	Specialist II
1-3 trial lessons <sup>2</sup>	€ 40	€ 42	€ 46	€ 42	€ 45	€ 48	€ 45	€ 48	€ 54
4-30 TH	€ 37	€ 39	€ 45	€ 39	€ 41	€ 47	€ 41	€ 47	€ 52
31-99 TH	€ 36	€ 38	€ 44	€ 38	€ 40	€ 46	€ 40	€ 46	€ 51
From 100 TH	€ 34	€ 36	€ 42	€ 36	€ 38	€ 44	€ 38	€ 44	€ 50

<sup>1</sup>The stated fees apply to one teaching hour (TH, 45 minutes)

<sup>2</sup>No registration fee.

<sup>3</sup>Book the course with friends or colleagues with the same language level and share the cost.

**Supplements**: Weekend lessons: 30%; in-house training: 40% (lesson held off the Academy of Languages premises, but inside Berlin public transport zones A/B); in-house training in the greater Berlin area (from public transport zone C): 40% + travel costs (€ 0.70 / km).

## Premium business programme

Be ready to meet new challenges. We offer **compact, professionally focused crash courses** at all levels in Chinese\*, English, French, German, Italian, Japanese\*, Polish, Russian and Spanish. (\*Supplement for Chinese or Japanese: 25%.)

1 Learner	Trainers / week	1 week	2 weeks	3 weeks	4 weeks	Lunch	Language exam
20 TH / week	1-2	€ 560	€ 1120	€ 1620	€ 2160	Optional lunch with a trainer: € 60 / lunch	At the end of the crash course it is possible to take an internationally recognised exam at our test centre, e.g. telc, TOEFL®, TestDaF, TOEIC®. Fees between € 135 and € 220. F+U in-house exam with certificate and express marking: € 75.
30 TH / week	2-3	€ 840	€ 1680	€ 2430	€ 3240		
40 TH / week	2-3	€ 1080	€ 2160	€ 3120	€ 4160		
50 TH / week	2-4	€ 1350	€ 2700	€ 3900	€ 5200		
60 TH / week	2-4	€ 1560	€ 3120	€ 4680	€ 6240		

# Online language training

## NEW! Live language courses – worldwide

We offer online German, English and Spanish courses for groups and individual learners around the world via our online training centre in Heidelberg and state-of-the-art technology. In the virtual classroom you are supported by our teachers in live, interactive lessons. You can arrange to start the course at any time, and we offer flexible course times to suit your needs. To participate in the lesson, you require a stable broadband Internet connection and a computer, laptop or tablet with camera and headset. **Further information is available at [online.languages@fuu.de](mailto:online.languages@fuu.de).**



## Closed groups and individual training

- **Registration fee (for first course)**: €10.
- **Course material**: €40 – €60 (eBook or print version) per level

German, English, Spanish	Standard language				Exam preparation				Specialist language training: business, care, medicine			
	1-3 TH	4-30 TH	31-99 TH	From 100 TH	1-3 TH	4-30 TH	31-99 TH	From 100 TH	1-3 TH	4-30 TH	31-99 TH	From 100 TH
Individual lesson	€ 30	€ 28	€ 26	€ 25	€ 34	€ 32	€ 30	€ 28	€ 36	€ 33	€ 31	€ 30
Duo lesson	€ 35	€ 33	€ 31	€ 30	€ 40	€ 38	€ 34	€ 35	€ 42	€ 39	€ 37	€ 36
3-5 learners	€ 40	€ 38	€ 36	€ 35	€ 46	€ 43	€ 41	€ 40	€ 48	€ 45	€ 43	€ 42
From 6 learners	€ 45	€ 43	€ 41	€ 40	€ 51	€ 49	€ 47	€ 46	€ 54	€ 51	€ 49	€ 48

20% supplement for other languages: French, Chinese, Russian, Italian, Portuguese, Japanese, etc.

## Recommended course duration:

The time required to complete a particular level (A1, A2, B1, B2, C1 and C2) depends on the number of course participants, the number of teaching hours per week and the amount of contact with German outside the lesson. The following calculations are based on learners accustomed to studying:

TH per level	1 learner	2 learners	3-5 learners	6+ learners
A1, A2, B1, B2, C1	80	100	120	180
C2	250	300	350	400

## Open groups

- **Teaching methods**: Our language teachers support you in interactive lessons in the virtual classroom.
- **Guaranteed course provision**: The courses are held regardless of the number of learners.
- **Public holidays** (no lessons): 10.04, 13.04, 01.05, 21.05, 01.06, 11.06.
- **School holiday**: 21.12 2020- 01.01 2021.
- The **course duration** has been extended to take into account public holidays.

German	Course level <sup>1</sup>	TH/ course	TH/ week	Course times Mon-Fri	Course duration <sup>2</sup>	Course fee <sup>2</sup>
Intensive course I	A1	180	15	12:30-15:00	13.01-03.04; 06.04-03.07; 06.07-25.09; 28.09-18.12	€ 975
Intensive course II			15	15:00-17:30		
Intensive course I	A2		15	12:30-15:00	06.07-25.09; 28.09-18.12	
Super-intensive course	A1		30	08:00-13:30	13.01-28.02 (incl. 1 week's holiday); 13.07-21.08	

<sup>1</sup>Other levels on request; see our programme for closed groups and individual training, also on this page.

<sup>2</sup>Mid-course entry is possible every Monday; the course fee is calculated accordingly.

## Online junior programme

- **Registration fee** (for first course): €10.
- **Course material**: €40 – €60 (eBook or print version) per level.
- Courses are offered **all year**; booking lead time of just two weeks, even during the holidays.
- The courses are intended for **closed groups of learners**.
- **Minimum number of learners**: 6

German, English and Spanish courses for children and young learners					
Teaching hours (45 minutes)	10 TH	20 TH	30 TH	50 TH	From 100 TH
Fee per learner	€ 50	€ 95	€ 135	€ 210	€ 400

20% supplement for other languages: French, Chinese, Russian, Italian, Portuguese, Japanese, etc.



Evening courses

- **Registration fee** (for the first course only): €40 (2 people: €25 / person; 3 people: €20 / person; 4 people: €15 / person).
- **Family discount (siblings, parents):** 10% per person off the course fees.
- One **teaching hour (TH)** is 45 minutes.
- **Further important information on pages 13 and 15.**

'I really enjoyed my classes. I learned a lot, both on excursions and in lessons. I learned a lot about culture. My classmates and my teacher were the best! Thank you!'

Emilio, Chile, course no. 9

'I particularly like how well qualified the teachers are. All of them have exceptional new teaching methods and techniques.'

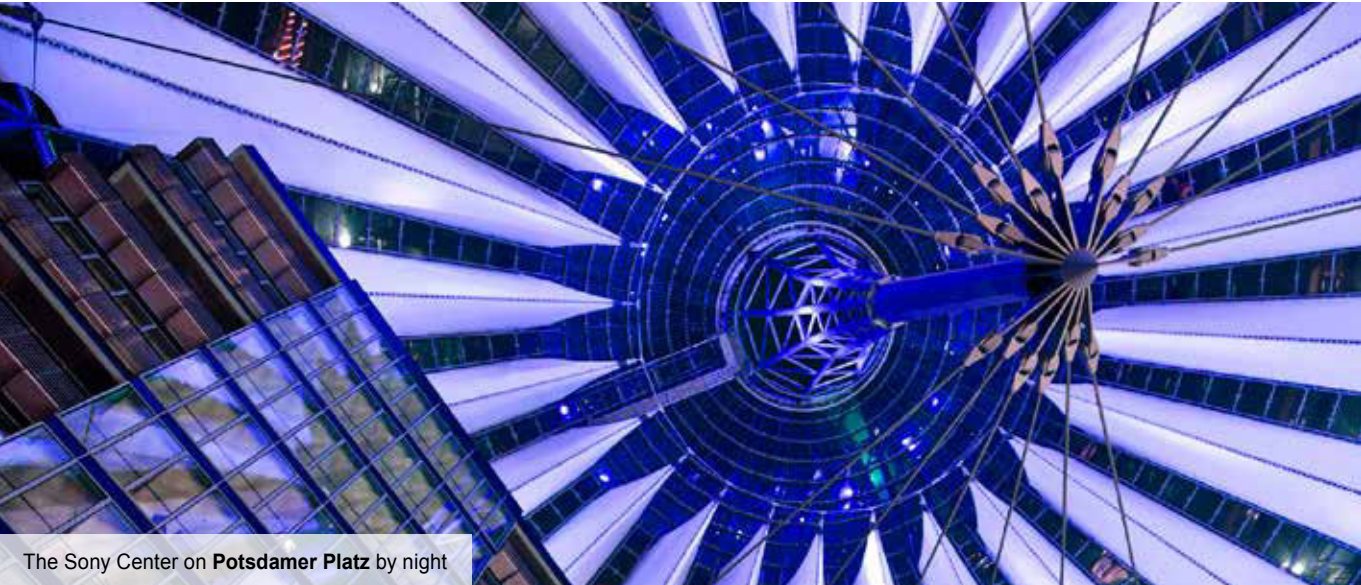
Yahia, Tunisia, course no. 10

German as a foreign language

Course no.	Course title	Level	TH / month	Learners	Course days 18:30-20:00	Fee per month		Course start¹
						1-5 mths	From 6 mths	
1	Main course standard German	Acquisition of the various languages competences in homogenous groups. Levels A1-C1	16	4-15	Monday, Thursday	€ 125	€ 95	Every Monday
2	Module course grammar/ conversation	Participation in a skills consolidation module course to complement the main course	24	4-15	Monday, Wednesday, Thursday	€ 175	€ 130	Every Monday
3	Intensive course standard German	Grammar consolidation course (A1-A2) or conversation focus (B1-C1)	8	4-15	Wednesday	€ 100	€ 75	Every Wednesday
4	Intensive course standard German	A course to complement the main and module courses with flexible individual lessons (IL). From level A1	24 + 8 IL	4-15 + IL	Monday, Wednesday, Thursday + flexible individual lessons²	€ 350	€ 325	Every Monday

¹The courses run continuously. Start for complete beginners: 06.01, 03.02, 02.03, 06.04, 04.05, 02.06 (Tues), 06.07, 03.08, 07.09, 05.10, 02.11, 07.12

²Appointments for individual lessons are arranged with the teacher.



The Sony Center on Potsdamer Platz by night

English

Course no.	Course title	Level	TH / month	Learners	Course days 18:30-20:00	Fee per month		Course start¹
						1-5 mths	From 6 mths	
5	Main course standard English	Acquisition of the various languages competences in homogenous groups. Levels A2-C1	8	4-10	Monday,	€ 100	€ 80	Every Monday
6	Main course + module course	Participation in a module course to complement the main course	16	4-10	Monday, Thursday	€ 150	€ 120	Every Monday
7	Module course standard English	Grammar consolidation course (A1-A2) or conversation focus (B1-C1)	8	4-10	Thursday	€ 100	€ 80	Every Thursday
8	Intensive course standard English	A course to complement the main and module courses with flexible individual lessons (IL). From level A2²	16 + 16 EU	4-10 + EU	Monday, Thursday + flexible individual lessons	€ 475	€ 420	Every Monday

¹The courses run continuously. Start for **complete beginners**: on request.

²Appointments for individual lessons are arranged with the teacher.

Intensive courses

- **Registration fee** (for the first course only): €40 (2 people: €25 / person; 3 people: €20 / person; 4 people: €15 / person).
- **Family discount (siblings, parents):** 10% per person off the course fees.
- One **teaching hour (TH)** is 45 minutes.
- **Further important information on pages 13 and 15.**

'F+U is a great experience! The staff is helpful and welcoming, the teachers are excellent and the other students come together from all over the world. I loved it!'

Edward, USA, course no. 10

'The people, the teachers and the city are amazing. I'd love to come back.'

Fernando, Mexico, course no. 9

German as a foreign language

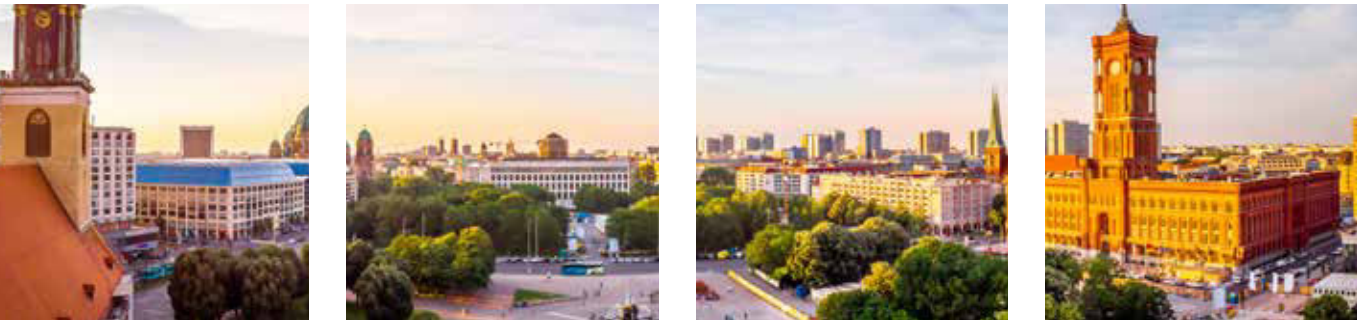
**Course start:** All year, every Monday.  
**Start for complete beginners:** 06.01, 03.02, 02.03, 06.04, 04.05, 02.06 (Tues), 06.07, 20.07, 03.08, 17.08, 07.09, 05.10, 02.11, 07.12

Course no.	Course title	Course description	TH / wk	Learners	Course times (Mon – Fri)	Flexible course duration (fee per week)				
						1-5 wks	5-11 wks	12-24 wks	25-39 wks	From 40 wks
9	Main course standard German or exam preparation (TestDaF / telc C1 Hochschule) <sup>1</sup>	Teaching the various language skills in homogenous learning groups. Levels A1 to C1. Exam preparation option available from end of B2 level.	20	4-15 <sup>2</sup>	09:00-12:15	€ 150	€ 135	€ 115	€ 110	€ 105
10	Main course + module course	Participation in module courses I or II – the ideal supplement to the main course	20 + 10	4-15 <sup>2</sup>	09:00-12:15 13:00-14:30	€ 195	€ 175	€ 145	€ 140	€ 135
11	Super-intensive course: main course + module course + IL	Combination of intensive group lessons and bespoke individual lessons (IL)	20 + 10 + 5 IL	4-15 + IL	08:00-08:45 <sup>3</sup> 09:00-12:15 13:00-14:30	€ 350	€ 320	€ 310	€ 305	€ 300
12	Module course I standard German	Consolidation course with focus on grammar and conversation. Levels A1 to C1	10	4-15	13:00-14:30	€ 110	€ 95	€ 85	€ 80	€ 75
13	Module course II exam preparation <sup>1</sup>	Consolidation course preparing for TestDaF or telc C1 Hochschule. From end of level B2	10	4-15	13:00-14:30	€ 110	€ 95	€ 85	€ 80	€ 75
14	Mini group	Primarily suited to learners over 30. Focused, individually guided learning in small mixed-age groups. Levels A2 to C1	20	4-6	09:00-12:15	€ 310	€ 290	Maximum 11 weeks		
15	Educational leave I	Language lessons regulated in accordance with the educational leave laws, including in Rhineland Palatinate, Baden-Württemberg, Bremen and Hessen (others on request). Levels A1 to C1	30	4-15	09:00-12:15 13:00-14:30	€ 255	Maximum 2 weeks			
16	Educational leave II		40 (incl. 10 IL)	4-15 + IL	09:00-12:15 13:00-16:15 <sup>3</sup>	€ 550				

¹Our **TestDaF preparation courses** start four weeks before the actual exam week, on 13.01, 30.03, 04.05, 22.06, 10.08, 12.10; before and after these courses learners can join our standard German courses. Preparation for **telc C1 Hochschule** is offered (provided there is sufficient demand) two weeks before the week of the respective exam week (see dates on pages 17 and from page 42).

²Maximum participant numbers may be exceeded for the TestDaF and telc C1 Hochschule preparation courses.

³Course times for individual lessons can also be arranged with the teacher.





English, German plus English

Course start: 29.06, 06.07, 13.07, 20.07, 27.07, 03.08, 10.08, 17.08, 24.08 (additional dates on request);  
No. 17: Complete beginners in German: 06.07, 20.07, 03.08, 17.08 (additional dates on request).

Course no.	Course title	Course description	TH / wk	Learn-ers	Course times (Mon – Fri)	Flexible course duration (fee per week)	
						1-4 wks	From 5 wks
17	German (main course) + English (main course)	Learn both German (no. 9) and English (no. 18) in full-length intensive main courses. Opportunity to gain internationally recognised certificates (telc, TestDaF, TOEFL®). <sup>2</sup>	20 + 15	4-15	09:00-12:15 13:00-15:30	€ 245	€ 230
18	Main course standard English	Acquisition of the various language skills in homogenous learning groups. Levels B1 to C1	15	4-10	13:00-15:30	€ 135	€ 125
19	Specialisation course: main course standard English + individual lessons (IL) English	A combination of group and specialist individual lessons (IL), e.g. preparation for the TOEFL® exam. <sup>2</sup>	10 IL + 15	IL + 4-10	10:30-12:15 <sup>1</sup> 13:00-15:30	€ 365	€ 350

<sup>1</sup>Course times for the individual lessons can be arranged with the teacher.

<sup>2</sup>The TOEFL®, telc and TestDaF exams can be taken at the school (see page 17 for further information).



**Sanssouci Palace and Park** (from French, meaning 'without a care') in Potsdam, near Berlin (1745). Built in the rococo style according to Prussian King Friedrich II's own design, it is now a UNESCO World Heritage Site and is known as the 'Versailles of Prussia'.

Class trips, group trips

Throughout the year we offer special packages. These are designed for **class trips or groups of at least seven people** aiming to improve their language skills while experiencing German culture in **the country's most attractive metropolitan city**. Our diverse cultural programme offers plenty of variety and can be tailored to the specific interests of the group participants. To round off the perfect language trip you can book **accommodation** with or without meals in our halls of residence or with host families, as well as various **transfer options**.

Free offers for group leaders

- **Language course, German or English** (subject to availability)
- **Accommodation:** Room in shared accommodation (from 10 participants; host family, hostel, campus or apartment accommodation is only available at list price).

General information

- **Administration fee per group:** €100
- **Free additional services:** Placement tests, progress tests, certificate of participation, use of the campus library, reading room and computer workstations, Wi-Fi.
- **Special discount:** For all group bookings between 26 July and 28 November we offer a special 10% discount off all modules, excluding accommodation and transfers.

German and English courses for young people (14+) and adults

**Course materials (copies):** €10 per participant. Learners who prefer to work with books can buy these at the school; the two books cost between €30 and €60, depending on language and level. Placement in international groups is guaranteed for German (A1-C1); English on request.

Language(s)	TH / wk	Course times (Mon – Fri)	Course fee per week and person
German	20	09:00-12:15	€ 140
German	30	09:00-12:15 13:00-14:30	€ 175
English	15	09:45-12:15 or 13:00-15:30	€ 125
German plus English	20 + 15	09:00-12:15 (G) 13:00-15:30 (E)	€ 225

Accommodation and meals

**Arrival:** Sunday (after 12:00); **departure:** Saturday (by 10:00). Single and/or hostel rooms with a private bathroom can be booked for a supplement. Accommodation in double rooms and dormitories. More information about our accommodation from page 29.

**Meals (Sunday evening to Saturday morning):** All meals are provided close to the school or accommodation, i.e. on campus, in partner restaurants or with the host family. Groups are responsible for their own meals on excursions and during excluded weekdays or times of day. **Meal options and prices on page 30.**

Accommodation type (double rooms and dormitories)	Facilities	Meals	Fee per week and person
F+U shared accommodation	Bathrooms and kitchens shared with only a few other rooms; journey time by public transport max. 50 mins.	Not included (additional meal booking options, see above)	€ 75
F+U Campus hall of residence*	Central accommodation in the school building, near Potsdamer Platz. Showers, WC, kitchens shared with other F+U students in all age groups.		€ 115
F+U host families	Kitchen and bathroom shared with a Berlin host family; journey by public transport max. 50 mins.	Half board (breakfast + evening meal with the family)	€ 200

\*Limited availability, particularly during the summer months. Therefore we recommend early advance booking. **Further information** regarding our accommodation from page 29. Special accommodation such as hotels and youth hostels on request. We will be happy to provide you with an individual quotation: [languages.berlin@fuu.de](mailto:languages.berlin@fuu.de).





## Transfer to and from your accommodation

**Arrival:** Sundays (after 12:00), **departure:** Saturdays (by 10:00).<sup>1</sup>

Route		Fee per person <sup>4</sup>	
		7-15 people	16+ people
Berlin central railway station <sup>2</sup>	One way	€ 20	€ 20
	Both ways	€ 35	€ 30
Tegel airport <sup>3</sup> / bus station at TV tower (ZOB) <sup>3</sup>	One way	€ 40	€ 30
	Both ways	€ 70	€ 60
Schönefeld airport <sup>3</sup>	One way	€ 60	€ 45
	Both ways	€ 95	€ 80

<sup>1</sup>Transfers during the week only as an exception and with a 15% supplement

<sup>2</sup>Meeting point is the northern main entrance, Europaplatz

<sup>3</sup>Meeting point at the agreed location

<sup>4</sup>Discount only for joint arrival and/or departure.

## Cultural Programme, Excursions

In addition to the school's regular and often free cultural and leisure activities (see pages 15 and 27), we can also **organise exclusive activities, for a supplement**. Groups are accompanied by F+U staff or designated specialist personnel (e.g. external tour guides or course leaders). Options include company tours, sports in the Spreewald and full-day excursions to Hamburg, Leipzig or even Copenhagen, as well as concert and open-air cinema visits, cycling or boat tours. We will be pleased to provide a quotation for a programme tailored to suit your group and their interests and learning goals: [languages.berlin@fuu.de](mailto:languages.berlin@fuu.de)



## NEW! University taster course [aol@hwtk](mailto:aol@hwtk)

To complement group and individual programmes the F+U Academy of Languages Berlin, in conjunction with the F+U University of Applied Sciences for Business, Technology and Culture (hwtk), offers **exclusive introductory courses at university level** in the following subject areas and related disciplines:

- Business
- Marketing and Public Relations
- Mathematics
- Business Informatics
- International Management
- Hotel and Tourism Management
- Sports Management
- Law

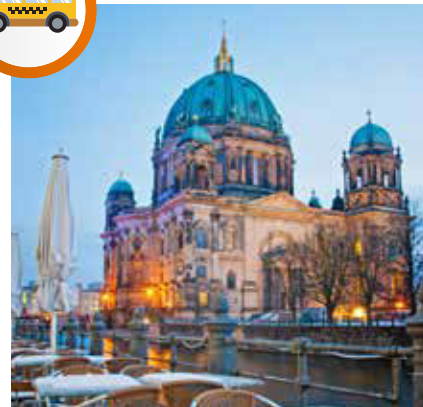


Lessons are held at the Berlin Educational Campus in the afternoon or evening, as well as on a **virtual online basis** via our modern Flow Studios.

We offer the following teaching languages: **German, simple German, and English**. Alternation between the introductory courses and additional language training (e.g. Business English or German for university) is also possible (see example below). At the end of the course a **certificate of participation** showing the number of completed teaching hours is available. Prices and further information on request: [languages.berlin@fuu.de](mailto:languages.berlin@fuu.de)

## Sample timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00-12:15	Open German lessons A2 (20 TH/wk)				
13:00-15:30	Individual course: Business English B2 (6 TH/wk)	Taster course <a href="mailto:aol@hwtk">aol@hwtk</a> : Programming for Beginners	Individual course: Business English B2 (6 TH/wk)	Taster course <a href="mailto:aol@hwtk">aol@hwtk</a> : Principles of Marketing	Exclusive F+U leisure activity, e.g. excursion to Potsdam
16:00-17:30		Open, free F+U leisure activity (e.g. museum visit)			



## Lessons on tour

The Academy of Languages offers the intensive German as a Foreign Language courses both in Berlin and Heidelberg. **At no extra charge**, you can complete your language programme at both course locations. 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 at both F+U schools are designed to enable 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 still possible to change schools after a notice period of two weeks and payment of a €100 fee (subject to availability of accommodation).

## Corporate language training

Since 2013, the F+U Academy of Languages Berlin has been delivering training to international diplomatic missions, federal agencies, global property and insurance companies, luxury-sector travel operators and innovative fintech start-ups. Our corporate language training offers bespoke language training for companies and organisations in over twenty languages, for example English, German, French, Italian, Spanish, Chinese and Russian. Thanks to their modular structure, the training courses can be tailored to meet the individual needs of a particular sector or company department. The training can be held in group courses, individual lessons, day seminars or weekend workshops, either in-house or at our school.

**The corporate language training programme offers the following specialisations:**

- Sector-specific terminology
- Commercial correspondence, emails and reports
- Meetings and negotiations
- Grammar and specialist vocabulary
- Telephone communication
- Presentations and kick-off presentation speeches
- Intercultural awareness and communication strategies

Please see page 18 for prices.



## NEW! Examination preparation: music academy

In cooperation with our partner INKLANGART Music Academy we can arrange **top-quality piano lessons at music academy level** (individual training with instructors at the Hanns Eisler Musikhochschule and the University of the Arts – UdK), as well as practice rooms with high quality instruments (pianos, concert grand piano) and acoustics, all in the vibrant district of Prenzlauer Berg. Lessons from approx. €110 per TH; **practice rooms** between €6 and €11 per hour.

Participants in our intensive language courses receive an **exclusive discount of 10%** on all INKLANGART services on presentation of our student ID card! **Placement fee:** €35.



"Since 2017 we've been booking language training for our staff with F+U Berlin. We're extremely satisfied with the quality of the lessons and flexibility of the organisation."

Marc Vollmer, Director / Co-Head of Office Leasing Berlin, CBRE. Corporate language training



## À la carte courses (music, sport, art, design)

Parallel to our intensive courses, we arrange various **special courses in sport, music, art and design** in cooperation with sports clubs, companies, adult education centres and other local organisations.

**Selected courses:** Football, handball, table tennis, tennis, basketball, field hockey, ice hockey, rugby, swimming and other sports; music lessons, art courses and floristry. Please note that the practice sessions are invoiced separately. The fee depends on the number of hours booked and, moreover, on the type of activity. For sports lessons only a small fee is normally required, payable to the sports club.

**One-off placement fee:** €250 (a successful placement cannot be guaranteed; if no placement is found, €150 will be refunded).

## Support with official administration

(Registration with authorities, health insurance, banking and more)

We offer the following services to newly-arrived learners requiring a visa: support with practically all bureaucratic administration, convenient registration or re-registration at the town hall, advice and appointment organisation for opening or activating a bank account, help with arranging German health insurance, checking documents for the Berlin immigration authorities and general information on extending visas.

**Requirement:** A language course of at least 12 weeks must be booked.

**Fee:** €275 (individual services, such as registration at the town hall, can also be booked separately for just €85).

## General university advice

At the school we offer a university advice service for our learners who, on completion of their language course, want to begin a degree programme at a German state university. This service includes orientation and help in the selection of suitable universities/subjects; the preliminary check of application documents; assistance with applications to up to three universities and the correction of letters of motivation/CVs.

**Requirement:** Certificate of university entry qualification from the learner's home country. **Fee:** €300.





**NEW! Exclusive university advice – hwtk**

Our language school also functions as the **International Office** of the F+U Group's state-accredited University of Applied Sciences – hwtk (Hochschule für Wirtschaft, Technik und Kultur) in Berlin. The hwtk offers primarily **business-focused bachelor and master's degree programmes** in German and in English. With ten specialisations in BA Business Administration alone – such as Hotel and Tourism Management or Marketing Communication and Digital Media – as well as three accessible modes of study (dual, full-time attendance and distance learning), the hwtk offers students the highest level of planning flexibility. The new BA International Management programme complements the profile of the university with an attractive **range of courses in English**, including an integrated period of study abroad, e.g. in New York or Dublin.

Our language school assists with the hwtk application process **free of charge**. Our language courses and exclusive F+U language certificate (special price: €75) qualify students for a university place at the hwtk. **More information on page 9 and at [international.support@hwtk.de](mailto:international.support@hwtk.de).**



**Provisional admission service**

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

**Admission requirement:** Certificate of university admission qualification from the learner's home country.  
**Fee:** €550 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.)



**Arranging admission to the F+U University of Applied Sciences for Business, Technology and Culture (hwtk) is absolutely free of charge for our Berlin language school customers, provided they already reside locally. Provisional admission to the hwtk for international master's degree applicants can also be processed free of charge.**



The **Berliner Dom** (cathedral)

**Internships, Erasmus+**

Our unpaid internships are available to young people (16+) keen to complement their intensive German course by playing an active role in our cultural programme and gaining an insight into the administration work at an international language school. Upon completion, a bilingual internship certificate (in German or English) is available. Where applicable, applicants from non-EU countries must provide a work permit for the internship (e.g. a Working Holiday visa). All applicants are required to provide evidence that the internship either serves a vocational purpose (orientation internship) or is to be completed parallel to training or study; usually a copy of the enrolment certificate, the training contract or school contract is sufficient. Applications accompanied by a letter of motivation and a Europass CV should be submitted exclusively to [languages.berlin@fuu.de](mailto:languages.berlin@fuu.de).

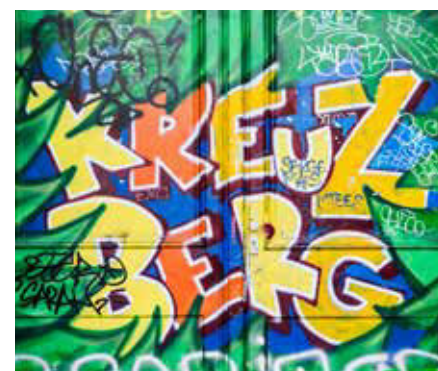
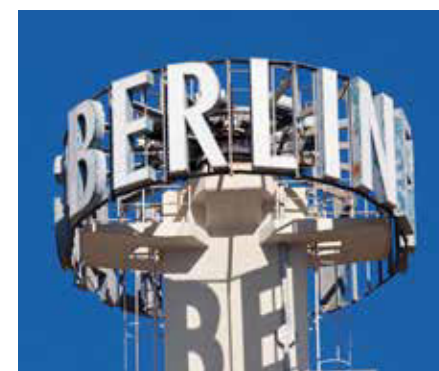
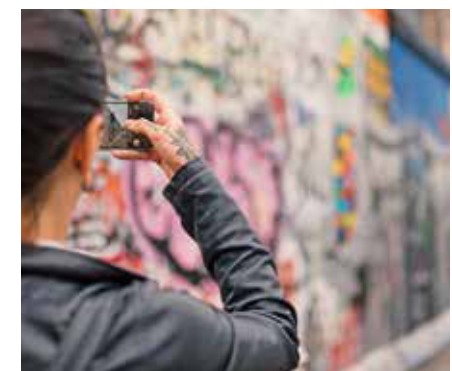
**Processing fee:** €200.  
**Erasmus+ internships** based in the school administration are also offered; please make sure your application is convincing and submitted as early as possible (limited availability). No processing fee

**Cultural programme**

Groups are accompanied by a member of school 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-languages.berlin](http://news.fuu-languages.berlin). The minimum number of participants is also indicated in each case.

Examples	Duration	Fee
Orientation tour of Berlin's historical city centre	Approx. 2 hours	Free
Regular F+U 'Stammtisch' gatherings	Approx. 2 hours	Free
Cycling tours of Berlin's most attractive districts	Approx. 2 hours	Free
Sports activities <sup>1</sup>	Approx. 2-3 hours	Free
River trips on the Spree (including audio guide)	Approx. 2-3 hours	From € 16
Museum visits <sup>2</sup>	Approx. 2-3 hours	From € 2
Cinema/open air cinema	Approx. 2-3 hours	From € 7
Berlin Zoo / Tierpark	Approx. 2-3 hours	From € 15
Excursions (half day) <sup>3</sup>	Approx. 5 hours	From € 20
Excursions (all day) <sup>4</sup>	Approx. 8 hours	From € 30

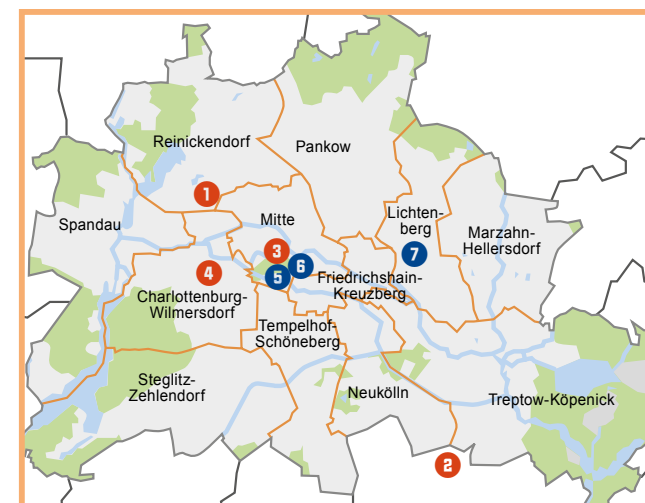
<sup>1</sup>Football tournaments, ice-skating, cycling tour, mini golf and more.  
<sup>2</sup>Deutsches Historisches Museum (German Historical Museum), Berlin Wall Museum, Topography of Terror Documentation Centre, Jewish Museum Berlin, Neues Museum (New Museum), Berlin Wall Memorial, German Museum 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 more.  
<sup>3</sup>Potsdam, forest high ropes course, Sachsenhausen Memorial, Filmpark Babelsberg and more.  
<sup>4</sup>Spreewald, Hamburg, Leipzig, Dresden and more.





**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 are still known by the same name today.

# Accommodation information



- |                                  |   |
|----------------------------------|---|
| 1 Tegel airport                  | 5 F+U Academy hostel                                    |
| 2 Schönefeld airport             | 6 F+U Academy of Languages and Campus hall of residence |
| 3 Berlin central railway station | 7 Example of shared and private apartments              |
| 4 Central bus station (ZOB)      |   |

## Arrival and departure

A **current list** of our accommodation is available at [rooms.fuu-languages.berlin](https://rooms.fuu-languages.berlin).

### Move in: Sundays (10:00-21:00).

Moving in after 21:00 is only possible in exceptional cases, and must be confirmed in advance no later than Friday (14:00) before your arrival; it is also subject to a €50 supplement. Moving in on Saturday (13:00-18:00) is invoiced as an **extra day** and must be confirmed and paid for in advance (see from page 31).

### Move out: Saturday (by 12:00).

Moving out on Sunday (by 10:00 at the latest) is invoiced as an **extra day** and must be confirmed and paid for in advance (see from page 31).

- Please inform us of your exact arrival time by 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 contact 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, also in higher categories, has a 'student' character.

## Parking

Our F+U hostel guests can park in the building's inner courtyard, which is unsupervised but secluded from the street. Fee per week: €25. Information on parking near the F+U shared accommodation, apartments and host family accommodation is available on request.

## Use of PCs, Internet, Wi-Fi, copier, printer

- **All F+U accommodation** is usually equipped with 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 temporary outages on the side of the service provider. 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.
- During school opening hours (see page 13) you can use the **guest PCs** with free internet access in the library reading room (ground floor). High-speed **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.
- The **school photocopier** on the ground floor of the F+U Educational Campus can be used for making copies or for **printing (via USB stick)**. You will need to purchase and set up a copier account on the ground floor of the Campus library.

## 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 clean and tidy when vacated. Kitchens and bathrooms are to be kept clean, and kitchen waste must be taken out regularly. The occupant must remove furnishings that do not belong to the room and/or bulky rubbish before moving out. We recommend all flatmates agree a clear and fair rota of duties. **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 and F+U Campus:** Free use of washing machines and dryer exclusively for F+U hostel or Campus residents.
- **Shared apartments and private apartments:** Washing machines and dryers are available for a fee.
- **Bed linen, towels:** One set of bed linen is provided on arrival; please bring your own towels.
- **Cooking utensils, cutlery, crockery:** Residents share cooking utensils and crockery in the shared apartments. In the hostel and Campus dining rooms each resident has their own lockable cupboard, which contains crockery and cutlery sets. The cupboard and the crockery/cutlery sets must be clean and complete when you move out.
- **Toiletries, washing-up liquid, personal hygiene:** You are responsible for providing consumables such as soap, shower gel, washing-up liquid and toilet paper.





Meals, food court

- All of our accommodation is equipped with shared or private kitchens. Host families provide meals as specified in the booking.
- Meals in partner restaurants** (Sun-Sat) is available: Breakfast: €70/week; lunch: €110/week; evening meal: €145/week. Water/a soft drink or a cup of tea or coffee is included with each meal.
- There are also countless **restaurants and bistros** close to the school. We recommend the richly diverse **food court** in the nearby **Mall of Berlin**, which offers over thirty fast-food restaurants, or the culinary variety of the **shopping arcades** on Potsdamer Platz (see page 3).

House rules (Summary):

- In all F+U accommodation **smoking is strictly prohibited** in rooms and on balconies/terraces, as well as in the Campus courtyard.
- Kitchens and bathrooms must be left clean after use – crockery must be washed up and put away immediately.
- The night-time quiet period from 22:00 to 06:00 is protected by law (federal state emissions regulations). During this time all residents must limit noise to room level.
- Visitors are permitted until 22:00 only, in all accommodation. Visitors found in accommodation later than 22:00 are assumed to be an unregistered overnight guest (see below).
- 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.** Overnight stays without advance agreement incur a fine of at least one week's rent. Occupants are liable for their guests.
- Violations of house rules may incur a fine; for repeated violations we reserve the right to terminate the rental agreement and language course without notice.
- Further details are set out in the house rules and fee regulations provided on arrival.
- In host family accommodation the host's own house rules apply.

You will be given the complete list of house rules when moving in.

Rental contract extension, accommodation transfer, cancellation

(Hostel, Campus, shared apartment, private apartment, host family)

Applications to extend the rental contract must be submitted four weeks in advance of the contract's expiry.

An extension of the rental contract cannot be guaranteed. If, despite compliance with the four-week notice period, the current room has already been reallocated, we guarantee the availability of a room in alternative accommodation. In this instance, there is no fee for changing accommodation. Extension requests received less than 14 days before contract expiry are subject to a processing fee of €50.

**Accommodation transfer** (at own request): €60.

**Cancellation of the rental contract:** If the contract parties conclude a rental contract for a fixed term, in other words solely for a limited time period, an earlier ordinary cancellation of the rental contract is generally excluded (§ 542 II BGB – German Civil Code).

However, as a gesture of goodwill we permit the cancellation of the rental contract subject to the following conditions of notice:

- a. By Tuesday, 15.30 after moving in. Cancellation fee: one week's rent.
- b. After this time, cancellation is only possible with four full rental weeks' notice (Sunday to Saturday), plus a €75 cancellation fee.
- c. The administration fee is non-refundable.

If cancellation is confirmed by F+U, rent prepaid for the period after the amended contract expiry is refunded, minus the fees listed in points a, b and c above. Notice of the cancellation must be submitted in writing to the administration office during opening hours (Educational Campus, fifth floor).

Changes to booked accommodation from host family accommodation to that of another category, or from other categories to host family accommodation are possible subject to availability and a notice period of two weeks.

- Administration fee:** €80; **deposit:** €150 (for deposit refunds, please contact us no later than Wednesday, 16:00, before your departure).
- You will receive the **name and address** of the host family or accommodation approximately two weeks before moving in, and at the latest by Monday before your arrival. Initially, please book only the preferred **accommodation or host family category**.
- Double room bookings (DBL)** may only be selected for joint bookings arrivals.
- Our **dormitories (dorms)** have just 2-3 beds and are available for individual customers 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 try to allocate accommodation in the same room or accommodation, but this cannot be guaranteed. We therefore recommend booking a **private apartment**.
- Women-only shared apartments:** For a supplement (25%) we guarantee accommodation in an apartment with only female students, and a female-only shared bathroom.
- Postponed arrival, visa problems:** Don't worry if your arrival is postponed, e.g. due to a delay in issuing a visa. If the accommodation is booked to capacity, it is possible that the originally booked room/residence category can no longer be guaranteed. In this case we guarantee you alternative accommodation. The price difference resulting from a lower category is fully refunded; however, there is no extra charge if an upgrade is necessary. Cancellation of the accommodation with full refund of the rent paid in advance is also possible, provided the cancellation is made within 24 hours of moving in.
- Further details and information** about our shared apartments, private apartments, hostel and Campus are available at **rooms.fuu-languages.berlin**.

F+U shared apartments

Our value-for-money **budget accommodation** offers fully equipped shared kitchens. Bathrooms are shared with other F+U guests. Washing machines are available (for a charge). Wi-Fi can usually be accessed free of charge. Shops are located nearby. All shared apartments are situated within a 50-minute radius of the school<sup>1</sup>.

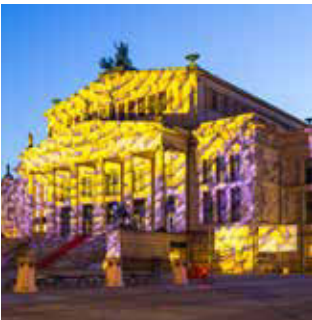
Rent per week and sleeping space <sup>2,3</sup>									Extra day <sup>4</sup> Rent per day/ sleeping space	
1-4 weeks			5-11 weeks			From 12 weeks				
SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL/Dorm
€ 135	€ 110	€ 70	€ 120	€ 100	€ 65	€ 110	€ 90	€ 60	€ 45	€ 35



Sample image of our F+U shared accommodation



Sample image of our F+U shared accommodation



Transfer to and from 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 Verkehrsbetriebe (BVG) information desks or at [www.bvg.de](http://www.bvg.de). At weekends<sup>1</sup> we also offer an **exclusive F+U 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.

	Berlin central railway station <sup>2</sup>		Tegel airport <sup>3</sup> / Central bus station (ZOB) at TV tower <sup>3</sup>		Schönefeld airport <sup>3</sup>	
Distance <sup>4</sup>	4 km		11 km / 9 km		22 km	
Route	One way	Both ways	One way	Both ways	One way	Both ways
1 person	€ 50	€ 90	€ 80	€ 150	€ 95	€ 170
2 people <sup>5</sup>	€ 40	€ 75	€ 65	€ 120	€ 80	€ 140
3 people <sup>5</sup>	€ 35	€ 65	€ 50	€ 90	€ 70	€ 125
From 4 people <sup>5</sup>	€ 30	€ 55	€ 40	€ 70	€ 65	€ 115

<sup>1</sup>Weekday transfers only as an exception and with a 15% supplement.

<sup>2</sup>Meeting point: northern main entrance, Europaplatz.

<sup>3</sup>Meet at the agreed location.

<sup>4</sup>Distance to the school.

<sup>5</sup>Discount only for group bookings with the same address/departure destination.

**Weekend transfers can be cancelled** without charge by 14:00 (local German time) on the Friday before your 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 German **public holiday** (see overview from page 42), the deadline is brought forward accordingly. Later cancellations cannot be accepted and the transfer cost is invoiced in full.

F+U private apartments

Our value-for money private apartments have **between one and three bedrooms**, a fully equipped kitchenette and a private bathroom. Wi-Fi is usually available free of charge. Coin-operated washing machines are available nearby. The booking of a multi-room apartment is only possible for joint arrivals and departures. **For bookings of 2 or more people the accommodation is usually in double-room apartments.** The apartments are situated within a 50-minute radius of the school<sup>1</sup>. **Availability is very limited, so we recommend early booking.**

Rent per week and sleeping space <sup>2,3</sup>																Extra day <sup>4</sup> Rent per day/ sleeping space	
Duration	1-4 weeks					5-11 weeks					From 12 weeks						
People	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1-2	3-5
Per Person	€ 180	€ 145	€ 120	€ 110	€ 100	€ 170	€ 135	€ 110	€ 100	€ 90	€ 160	€ 125	€ 100	€ 90	€ 80	€ 45	€ 35

Please see footnotes on the next page (32) →



**NEW! F+U Campus hall of residence**

**Accommodation in the school building**, under the same roof as the language school and University of Applied Sciences! Within walking distance: Government Quarter, Reichstag, Brandenburg Gate, Friedrichstrasse, Gendarmenmarkt, Tiergarten and Gleisdreieck Park, Berlin's largest shopping mall (Mall of Berlin), Germany's largest IMAX 3D cinema and much more. **Easily reached by rail and underground**. Small rooms (ca. 8 m2) and larger double rooms on the 4th and 5th floors of the Campus share fully equipped kitchens and dining areas. With shared fridges and private locking crockery cupboards, as well as WC and showers (gender segregated). The **basement laundry room and Wi-Fi are free of charge**.

Rent per week and sleeping space <sup>2, 3</sup>									Extra day <sup>4</sup> Rent per day/ sleeping space	
1-4 weeks			5-11 weeks			From 12 weeks				
SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL/ Dorm
€ 165	€ 130	€ 110	€ 150	€ 120	€ 100	€ 140	€ 110	€ 90	€ 55	€ 40

<sup>1</sup>Public transport journey time only to Potsdamer Platz (rail, underground), Anhalter station (rail), Mendelssohn-Bartholdy-Park (underground). The walking time to the stop is not included but is usually just 5-10 minutes from the accommodation. Please bear in mind that Berlin's metropolitan area is nine times that of Paris; therefore long journey times are the norm for commuters and students. Further information is available on request.  
<sup>2</sup>The respective discounts are only available for full advance payment of at least 5 or 12 weeks.  
<sup>3</sup>The rental contract can be cancelled with a notice period of four weeks (see page 30).  
<sup>4</sup>An extra day is invoiced for arrivals on Saturday or a departure on Sunday (all extra day bookings must be confirmed in advance by F+U).



Sample images of the F+U Campus hall of residence



Sample images of the F+U Campus hall of residence



Sample images of the F+U Campus hall of residence



A second-hand book market in front of the **Humboldt University** of Berlin ('HU'), the oldest of the four Berlin universities (est. 1809) and alma mater to 29 Nobel Prize winners.



*'I liked how everything was organised. The apartment was comfortable and in a good location. The lessons were interesting, with a variety of exercises.'*  
Iryna, 31 years old, Ukraine, Course no. 9  
hostel accommodation

## F+U Academy Hostel

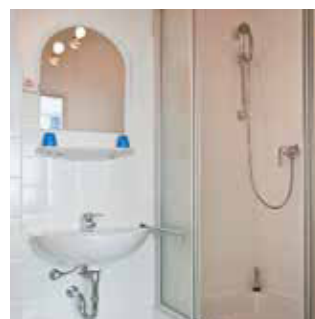
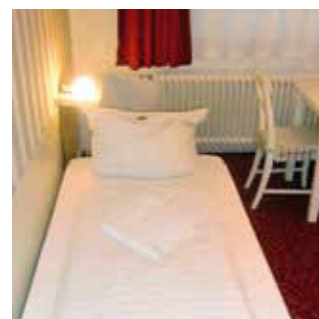
The F+U Academy hostel Berlin is located just **one underground stop or about a fifteen-minute walk** from the school, near Potsdamer Platz. Each room has its own **private bathroom, TV and a small private fridge**. The comfortable, spacious shared kitchen and dining room and private lockable cupboards for crockery are located at basement level. Residents have **free use of Wi-Fi and washing machines**. Private parking in the courtyard is available for a fee (€25/week). Opposite the hostel is a large, newly-built **sports and recreation area** (Gleisdreieck Park), where you can play basketball, beach volleyball, table tennis and much more, as well as jog and skate. Also nearby is a world-famous Berlin craft beer brewery and bistro. The neighbourhood has a number of appealing, reasonably priced hotels – ideal for occasional visits by friends and family!

Cat.	Short description	Rent per week and sleeping space <sup>1,2</sup>									Extra day <sup>3</sup> Rent per day/ sleeping space	
		1-4 weeks			5-11 weeks			From 12 weeks				
		SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL	Dorm	SGL	DBL/ Dorm
I	<b>F+U hostel standard</b> Smaller single room, separate private bathroom along corridor; accommodation close to school	€ 185	-	-	€ 170	-	-	€ 160	-	-	€ 55	-
II	<b>F+U hostel comfort</b> Larger room, en suite private bathroom; accommodation close to school	€ 195	€ 140	€ 110	€ 180	€ 130	€ 100	€ 170	€ 120	€ 90	€ 60	€ 45

<sup>1</sup>The respective **discounts** are only available with full advance payment of at least 5 or 12 weeks.

<sup>2</sup>The rental contract can be **cancelled** with a notice period of four weeks (see page 30).

<sup>3</sup>An **extra day** is invoiced for arrivals on Saturday or a departure on Sunday (all extra day bookings must be confirmed in advance by F+U).



Sample images of the F+U Academy hostel



Sport and relaxation in **Gleisdreieck Park** in front of the F+U Academy hostel, within walking distance from our school.

## Host families

Our Berlin host families are carefully selected small families, couples and single people, often with many years' experience in hospitality, who enjoy intercultural exchanges and readily act as a go-to person for international guests experiencing the excitement of Berlin's big city life. Please give us plenty of notice of any preferences, allergies or illnesses. We endeavour to find the perfect family to meet your needs.

**Options (25% supplement):** Guaranteed Wi-Fi; English-speaking host family.

Category	Distance to school	Meals <sup>1</sup>	Rent per week and room						Extra day <sup>3</sup> Rent per day/room	
			1-4 weeks		5-11 weeks		From 12 weeks			
			SGL	DBL	SGL	DBL	SGL	DBL	SGL	DBL
B	Maximum 50 minutes by public transport <sup>2</sup>	Half board	€ 205	€ 385	€ 190	€ 360	€ 180	€ 340	€ 45	€ 80
		Breakfast	€ 175	€ 330	€ 160	€ 300	€ 150	€ 285	€ 40	€ 70
		Room only	€ 155	€ 290	€ 145	€ 275	€ 135	€ 255	€ 35	€ 60
A	Maximum 30 minutes by public transport <sup>2</sup>	Half board	€ 265	€ 500	€ 215	€ 405	€ 205	€ 385	€ 50	€ 95
		Breakfast	€ 215	€ 405	€ 190	€ 360	€ 180	€ 340	€ 45	€ 80
		Room only	€ 185	€ 350	€ 170	€ 320	€ 160	€ 300	€ 40	€ 70

<sup>1</sup>**Half board** consists of breakfast and evening meal; some host families offer **full board** for a supplement of €80 per week (packed lunch with a drink).

<sup>2</sup>**Public transport journey time** to Potsdamer Platz (rail, underground), Anhalter station (rail), Mendelssohn-Bartholdy-Park (underground). The walking time to the stop is not included but is usually only 5-10 minutes from the accommodation. Please bear in mind that Berlin's metropolitan area is nine times larger than that of Paris, and so long journeys are the norm for commuters and students. More information is available on request.

<sup>3</sup>An **extra day** is invoiced for arrivals on Saturday (by 22:00 at the latest) or a departure on Sunday (all extra day bookings must be confirmed in advance by F+U).

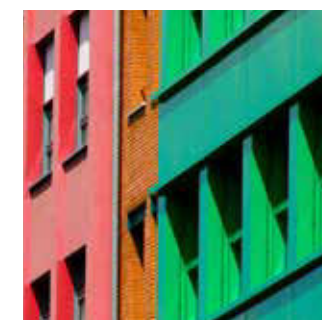
## External accommodation

We are also happy to assist you with booking guesthouses, holiday homes, hotels and youth hostels.

**Administration fee:** €150. Quotations on request; depending on the size, location, furnishings/facilities and season, the weekly rent is between €200 and €2,000.

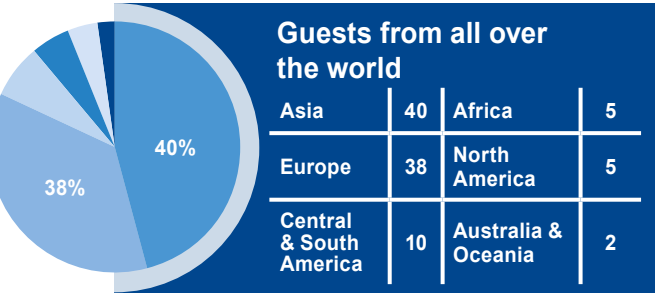
**Hotels** in all price categories are located near the school.

It is also possible to arrange beds in Berlin's **youth hostels** and **private hostels**.

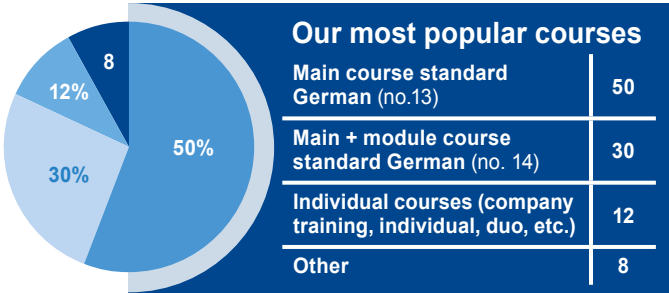




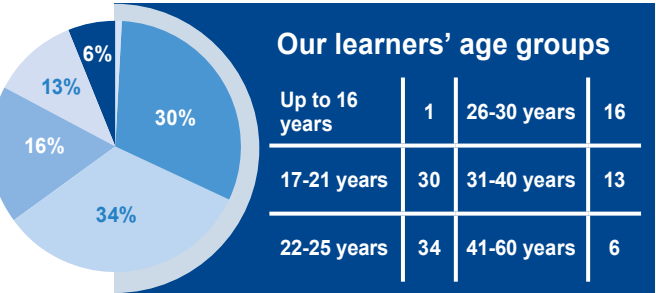
Throughout the year, 200-270 people participate in our morning and afternoon intensive courses. The **average age** of our learners is approximately 22 years old; most learners are focused on intensive preparation for their **degree studies** at a German university, such as the hwtk (see page 9). During the **summer months** we have guests in a variety of age groups and with different learning goals. Our **evening courses** are popular with working people aged between 25 and 35 who have no time to study during the day. Our **company training** teachers visit employees typically aged between 30 and 45 in their place of work to teach them German or English, or languages such as Chinese and Arabic.



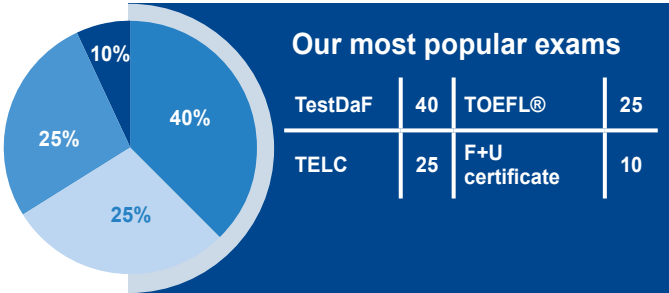
Percentage distribution of all course participants (2018) by continent of origin



Percentage distribution of all bookings (2018) by course type



Percentage distribution of all course participants (2018) by age group



Percentage distribution of all exams (2018) by turnover



State-recognised vocational college for foreign languages - full-time programmes in Heidelberg

Vocational training in foreign languages opens up diverse, stimulating and above all future-proof career prospects. In addition to the foreign language qualification programme you are also offered training leading to to qualifications in commerce, IT and administration. These interdisciplinary qualifications are highly sought after in commerce, in national and international organisations and academic institutions, as well as in the service sector. **The Multilingual Correspondence Clerk (Welthandelskorrespondent\*in) programme deserves a special mention: students learn four languages within two years, and gain language skills at levels B1 to C1 or higher.**

**Registration fee:** €100.  
The **examination fees** and cost of **course material** are not included in the quoted course fees.  
The following languages are **state recognised**: Chinese, English, French, Japanese, Russian and Spanish.  
For all other languages we recommend the following examinations: **IHK** (Chamber of Trade and Commerce), **TestDaF**, **telc C1 or C1 Hochschule**, **telc C2, DSH** (German).

**Entry requirements:** Intermediate secondary school certificate, German language skills at level C1 and English language skills at level B1 (language competence certificates should not be more than two years old).

**Programme funding:** Student-BaföG, student loan, child benefit, instalment payments

Training programme / language(s)	Fee¹	Duration	Start	TH / week
Foreign Language Correspondence Clerk (one language) English	€ 3257	1 year	September	25
Foreign Language Correspondence Clerk (two languages) English and French or Spanish	€ 5134	1.5 years	September	30
Foreign Language Correspondence Clerk (two languages) English and Chinese, German as a foreign language², Japanese or Russian	€ 7728	2 years	September	30
Foreign Language Correspondence Clerk (three languages) English and French or Spanish + Chinese, German as a foreign language², Japanese or Russian	€ 8722	2 years	September	35
European Secretary (three languages) English + French + Spanish	€ 8280	2 years	September	35
Multilingual Correspondence Clerk (four languages) English and French and Spanish + Chinese, Japanese or Russian	€ 9936	2 years	September	40

¹Payment by instalment is possible; information is available on request.  
²German as a foreign language: additional module; in-house examination.

Preparatory course: German as a foreign language

Prospective students with language skills lower than German C1 and / or English B1 have the possibility to complete a preparatory course ahead of the training programme in order to achieve the required language level (German C1 and/or English B1).

Semester one: German as a foreign language

**Entry level:** A1, **target level:** B2, **duration:** 30 weeks at 30 teaching hours (TH) per week, **start:** always on the first Monday in September.  
If you have knowledge of German, you can join the appropriate course level on the first Monday of every month, throughout the year.  
**Fee:** €4,050 (excluding the cost of books).  
For mid-course entry, the fee is lower, taking into account the existing language level and shorter duration of the course; see the fees table in the Heidelberg brochure.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09:00-10:30	German	German	German	German	German
10:45-12:15	German	German	German	German	German
13:00-14:30	German	German	German	German	German


Semester two: German as a foreign language + other foreign languages

**Entry level:** B2 / C1, **duration:** 16 weeks of 35 TH per week, **start:** always on the first Monday in September.  
If you have knowledge of German, you can join the appropriate course level on the first Monday of every month, throughout the year.  
**Fee:** €2,775 (excluding the cost of books).  
For mid-course entry, the fee is lower, taking into account the existing language level and shorter duration of the course; see the fees table in the Heidelberg brochure.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:00-08:45	Writing skills	Writing skills	Writing skills	Writing skills	Writing skills
09:00-10:30	German	German	German	German	German
10:45-12:15	German	German	German	German	German
13:00-14:30	Commercial correspondence	Business German	Business German	Commercial correspondence	Business German








## F+U International Boarding School

- For young people aged 14 and over • 24-hour supervision
- Individual support • Pedagogically qualified staff
- Spacious twin rooms with own shower and WC
- Internet connection • Full, varied leisure programme
- 24/7 telephone service • Participation in language courses at the F+U Academy of Languages or school programmes at the Heidelberg Private School Centre

 **International Boarding School**  
Where education meets life

Tel. +49 6221 912035 • Fax +49 6221 23452 • [boardingschool.hd@fuu.de](mailto:boardingschool.hd@fuu.de) • [boardingschool.fuu.de](http://boardingschool.fuu.de)



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- Two-year programme from Year 11 • IB® Prep Years from Year 9 • Internationally recognised certificate, paving the way to studies at the world's top universities • Taught in English
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## Heidelberg Private School Centre

- Bilingual primary school • Realschule secondary school
- Vocational Gymnasium secondary school
- Bilingual Gymnasium secondary school
- Vocational colleges
- International Baccalaureate® diploma programmes
- IB® Prep Years



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find out more: [www.hwtk.de](http://www.hwtk.de)

## BA Business Administration

in 10 specialisations (Hotel and Tourism; Sports Management and many more)

## BA International Management

## BSc Business Informatics

## MA Business Management & Development

## MA Organisation Development & Business Coaching

DUAL WORK-STUDY | FULL-TIME STUDY | DISTANCE LEARNING

- Entry possible with basic German skills (A2)
- No tuition fees in the dual work-study programme\*
- Wide range of cooperating companies in the dual work-study programme
- Individual support, career service
- Study in the heart of the capital city, with the language school under the same roof

\*Tuition fees are usually covered by the cooperating company

**hwtk** University of Applied Sciences

hwtk | Bernburger Str. 24-25 | 10963 Berlin | Tel. +49 30 206 176-63 | [info@hwtk.de](mailto:info@hwtk.de)



STUDY | WORK | BE SUCCESSFUL

## Dual bachelor degree programmes for international students



**Business Administration\***  
**Business Administration with intercultural skills**  
in 13 specialisations  
**Social Pedagogy & Management**  
**Social Pedagogy, Management & Business Coaching\*\***

**Engineering & Management\***  
**Physiotherapy**  
**Applied Therapeutic Sciences – Occupational Therapy**

\*Entry with basic German (A2) possible  
\*\*in accreditation

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## ibaDual.com



## Technical College Centre

Nursing care - Healthcare - Education - Social care

- Geriatric nurse • Geriatric care assistant • Nursing specialist
- Workplace education instructor • Workplace education teacher
- One-year Vocational College of Social Education • Educational support worker<sup>1</sup> • Educational support worker specialising in youth and residential care<sup>1</sup> • Healthcare educationalist<sup>1</sup> • Healthcare support worker • Physiotherapist<sup>1</sup> • Occupational therapist<sup>1</sup>

<sup>1</sup>New! Two qualifications in just four years:  
Technical college qualification - bachelor degree

 **Fachschulzentrum**

Tel. +49 6221 7050-4131 • [info@fuu.de](mailto:info@fuu.de) • [www.fachschulzentrum.de](http://www.fachschulzentrum.de)





## Language is the key to the world. Foreign languages are the key to new worlds.

Ever since 1995, the F+U Academy of Languages, the nationwide language institute run by the non-profit F+U Group of Companies, has pursued its goal of opening doors to new personal and professional horizons for its customers through individual and company training courses, intensive group lessons and qualified professional language training.

We work to the guiding principles we want to be measured by at all times - not only by external quality certifications in compliance with DIN EN ISO 9001 (since 1999) and AZAV (since 2005), but also by each individual customer.

### Our values

We are committed to tolerant, open-minded interaction among learners, teachers and school administrators. Languages not only serve the purpose of communication, but also promote understanding of other people and cultural spheres. A high level of **intercultural competence** is both our ideal and our teaching objective in equal measure.

We are committed to the principle of **performance**. Intensive, goal-orientated language acquisition demands a significant commitment to perform – not only on the part of the learner, but also of the school, to create the right framework conditions. By selecting competent, experienced teachers and practice-orientated teaching materials, we facilitate focused learning, free of distraction, as well as individual counselling services that extend beyond the classroom.

This is why we are committed to **service and customer focus**. We work with people – and for people. We make time for every concern. We not only help establish personal learning goals and potential educational qualifications (certificates, university applications), but also assist with administrative matters and the organisation of accommodation.

### Our customers

People of all ages and from over a hundred countries attend our German and English courses all year round in order to prepare for their **studies or career**. Those who love language learning and are ambitious to achieve as much as possible within the shortest time find themselves in good hands – and are warmly welcomed – in our morning and evening intensive courses.

**Companies, diplomatic missions and public authorities** trust in our flexible, bespoke, in-house training courses or send their staff to the distraction-free learning environment of our academy. Anyone who recognises that language is not only a means of communication, but also a business card – both for those who are speaking and those they represent - will identify with our personalised programmes.

Not everyone is a team player or keen to follow the rules of the game set by others. In addition to English, German, French, Spanish, Russian, Chinese and Japanese in their standard and specialised variants (e.g. test preparation or business language), we also offer many more of the world's languages in **flexible individual programmes**. Our native-speaker teachers welcome motivated individual students and couples, as well as smaller groups of friends who prefer inexpensive private tuition without sacrificing quality and exclusivity.

All learning achievement deserves to be celebrated with a certificate. Learners who need more than our free certificates of participation can take leading **internationally recognised language examinations**, here on our premises.

### Our goals

At the beginning of the shared journey, the goal must be stated as precisely and realistically as possible. And your journey should conclude with your complete satisfaction as a customer – with yourself and with us. This is how your goals become our goals.

### Our services

- **Extensive selection of language courses:** Intensive courses in the morning, consolidation courses in the afternoon, evening courses, corporate training, individual, duo and small group lessons, exam preparation
- **Extensive selection of accommodation:** F+U Academy hostel exclusive to our learners, Campus, F+U shared accommodation, host families
- **Extensive selection of language exams,** e.g. TestDaF, telc, TOEFL®
- **Extensive selection of additional services,** e.g. computer courses, educational leave, music lessons, sports, university advice, assistance with official administration, provisional admission
- Close ties to the **F+U University of Applied Sciences** for Business, Technology and Culture (hwtk) in the same building
- **Highly qualified trainers experienced in teaching and examinations**
- **Varied leisure and cultural programme**
- **Excellent accessibility thanks to our central location** between Potsdamer Platz and Anhalter station
- **Great value for money**
- **Flexible study centres** between all F+U locations ('Lessons on tour')

### Our strengths

For more than twenty years we have been organising language stays abroad, accompanying young people on their route to university in Germany and training private and business people in languages and related specialist skills. For over twenty years we have been clear about what we do – and we love what we do. We put our **experience and passion** at the service of each individual customer.

### Our resources

The most important resource of the F+U Academy of Languages Berlin is our **highly motivated team of teachers, administrators and assistants**. We see ourselves as a team and welcome our customers as new members of this team. Flat hierarchies and an open-door policy are just as much a part of the way we work together as the friendly, respectful atmosphere in the school and accommodation.

Colleagues in other F+U language centres and **cooperation partners all over the world** - agencies, schools and authorities - support the Berlin team both nationally and internationally.

Located near Berlin's vibrant and historic Potsdamer Platz, our **classrooms** are an oasis of calm, focused learning. The close proximity to the **F+U University of Applied Sciences** for Business, Technology and Culture (hwtk) is both spatial and programmatic: both parts are linked via a permeable educational network, designed to promote exchanges between learners and students, language teachers and professors, events and courses.

### Successful learning

For almost forty years, the F+U Group of Companies, with its wide range of schools, universities and academies, has stood for successful, consistent learning at all ages and educational levels. In keeping with this tradition, the F+U Academy of Languages Berlin stands for academically demanding language learning – across all age groups, areas of application and levels of knowledge – that is as rapid as it is sustainable.



View of the **Spanish Steps** and the **'Federal Ribbon'**. This open, airy ensemble of buildings in the Government and Parliament Quarter symbolises the democratic connection between East and West, as well as between the people and their government.



Tina, Christopher, Steffi, Lars, Miriam and Fan, together with many other staff, teachers and lecturers welcome you to the **F+U International Educational Campus** in Berlin!



# F+U Course planner 2020 Berlin

January	February	March	April	May	June	July	August	September	October	November	December
01 Wed New Year's Day	01 Sat	01 Sun	01 Wed hwtk summer sem. 2020 starts	01 Fri Workers' Day	01 Mon Whit Monday 23	01 Wed	01 Sat	01 Tues	01 Thu hwtk winter sem. 20/21 starts	01 Sun	01 Tues
02 Thu	02 Sun	02 Mon 10	02 Thu	02 Sat	02 Tues	02 Thu	02 Sun	02 Wed	02 Fri	02 Mon 45	02 Wed
03 Fri	03 Mon 6	03 Tues	03 Fri	03 Sun	03 Wed TestDaF	03 Fri	03 Mon 32	03 Thu	03 Sat Day of German Unity	03 Tues	03 Thu
04 Sat	04 Tues	04 Wed	04 Sat	04 Mon 19	04 Thu	04 Sat	04 Tues	04 Fri	04 Sun	04 Wed telc	04 Fri
05 Sun	05 Wed	05 Thu	05 Sun	05 Tues	05 Fri F+U 'Stamm-tisch' social	05 Sun	05 Wed	05 Sat	05 Mon 41	05 Thu	05 Sat
06 Mon Three Kings 2	06 Thu	06 Fri F+U 'Stamm-tisch' social	06 Mon 15	06 Wed	06 Sat	06 Mon 28	06 Thu	06 Sun	06 Tues	06 Fri F+U 'Stamm-tisch' social	06 Sun
07 Tues	07 Fri F+U 'Stamm-tisch' social	07 Sat	07 Tues	07 Thu F+U 'Stamm-tisch' social	07 Sun	07 Tues	07 Fri F+U 'Stamm-tisch' social	07 Mon 37	07 Wed	07 Sat	07 Mon 50
08 Wed	08 Sat	08 Sun	08 Wed	08 Fri Liberation Day	08 Mon 24	08 Wed	08 Sat	08 Tues	08 Thu	08 Sun	08 Tues
09 Thu	09 Sun	09 Mon 11	09 Thu F+U 'Stamm-tisch' social	09 Sat	09 Tues	09 Thu	09 Sun	09 Wed	09 Fri F+U 'Stamm-tisch' social	09 Mon 46	09 Wed telc
10 Fri F+U 'Stamm-tisch' social	10 Mon 7	10 Tues	10 Fri Good Friday	10 Sun	10 Wed	10 Fri F+U 'Stamm-tisch' social	10 Mon 33	10 Thu TestDaF	10 Sat	10 Tues TestDaF	10 Thu
11 Sat	11 Tues	11 Wed	11 Sat	11 Mon 20	11 Thu	11 Sat	11 Tues	11 Fri F+U 'Stamm-tisch' social	11 Sun	11 Wed	11 Fri F+U 'Stamm-tisch' social
12 Sun	12 Wed	12 Thu	12 Sun	12 Tues	12 Fri	12 Sun	12 Wed	12 Sat	12 Mon 42	12 Thu	12 Sat
13 Mon 3	13 Thu TestDaF	13 Fri	13 Mon Easter Monday 16	13 Wed telc	13 Sat	13 Mon 29	13 Thu	13 Sun	13 Tues	13 Fri	13 Sun
14 Tues	14 Fri	14 Sat	14 Tues	14 Thu	14 Sun	14 Tues	14 Fri	14 Mon 38	14 Wed	14 Sat	14 Mon 51
15 Wed	15 Sat	15 Sun	15 Wed telc	15 Fri	15 Mon 25	15 Wed	15 Sat	15 Tues	15 Thu	15 Sun	15 Tues
16 Thu	16 Sun	16 Mon 12	16 Thu	16 Sat	16 Tues	16 Thu	16 Sun	16 Wed	16 Fri	16 Mon 47	16 Wed
17 Fri	17 Mon 8	17 Tues	17 Fri	17 Sun	17 Wed	17 Fri	17 Mon 34	17 Thu	17 Sat	17 Tues	17 Thu
18 Sat	18 Tues	18 Wed telc	18 Sat	18 Mon 21	18 Thu	18 Sat	18 Tues	18 Fri	18 Sun	18 Wed telc	18 Fri
19 Sun	19 Wed telc	19 Thu	19 Sun	19 Tues	19 Fri	19 Sun	19 Wed	19 Sat	19 Mon 43	19 Thu	19 Sat
20 Mon 4	20 Thu	20 Fri	20 Mon 17	20 Wed	20 Sat	20 Mon 30	20 Thu	20 Sun	20 Tues	20 Fri	20 Sun
21 Tues	21 Fri	21 Sat	21 Tues	21 Thu Ascension Day	21 Sun	21 Tues	21 Fri	21 Mon 39	21 Wed	21 Sat	21 Mon 52
22 Wed telc	22 Sat	22 Sun	22 Wed TestDaF	22 Fri	22 Mon 26	22 Wed TestDaF	22 Sat	22 Tues	22 Thu	22 Sun	22 Tues
23 Thu	23 Sun	23 Mon 13	23 Thu	23 Sat	23 Tues	23 Thu	23 Sun	23 Wed telc	23 Fri	23 Mon	23 Wed
24 Fri	24 Mon 9	24 Tues	24 Fri	24 Sun	24 Wed telc	24 Fri	24 Mon 35	24 Thu	24 Sat	24 Tues	24 Thu Christmas Eve
25 Sat	25 Tues	25 Wed	25 Sat	25 Mon 22	25 Thu	25 Sat	25 Tues	25 Fri	25 Sun Clocks go back 1 hour	25 Wed	25 Fri Christmas Day
26 Sun	26 Wed	26 Thu	26 Sun	26 Tues	26 Fri	26 Sun	26 Wed telc	26 Sat	26 Mon 44	26 Thu	26 Sat Boxing Day
27 Mon 5	27 Thu	27 Fri	27 Mon 18	27 Wed telc	27 Sat	27 Mon 31	27 Thu	27 Sun	27 Tues	27 Fri	27 Sun
28 Tues	28 Fri	28 Sat	28 Tues	28 Thu	28 Sun	28 Tues	28 Fri	28 Mon 40	28 Wed	28 Sat	28 Mon 53
29 Wed	29 Sat	29 Sun Clocks go forward 1 hour	29 Wed	29 Fri	29 Mon 27	29 Wed telc	29 Sat	29 Tues	29 Thu	29 Sun	29 Tues
30 Thu		30 Mon 14	30 Thu	30 Sat	30 Tues	30 Thu	30 Sun	30 Wed	30 Fri	30 Mon 49	30 Wed
31 Fri		31 Tues		31 Sun		31 Fri	31 Mon 36		31 Sat		31 Thu New Year's Eve

## Legend:

Start of German course A0 (complete beginners)	Start of German course A1, A2, B1, B2, C1	Start of English course	TestDaF exam prep course	TestDaF test day	TestDaF	Telc test day	telc	F+U in-house express-language test: A1-C2	Event – see page 7	Weekend, public holiday, school holiday
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Sunset over Berlin. The view from the Victory Column across the Tiergarten and the Hansa Quarter to Charlottenburg.



#### Language courses in Berlin

Arabic, Bulgarian, Brazilian Portuguese, Chinese, Croatian, Czech, Dutch, English, French, German, Greek, Hungarian, Italian, Japanese, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Turkish and more

#### International test centre

TestDaF, telc, TOEFL®, TOEIC®, LCCI, ECDL, OnSET, TestAS and more



#### State-recognised vocational college for foreign languages

Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk, Translator

#### Heidelberg Technical College Centre

Elderly Care Support, Healthcare Support, Occupational Therapy

#### Academy24

Extra-occupational continuing education

#### Heidelberg Private School Centre

Gymnasium and Realschule secondary schools, bilingual primary school, bilingual Gymnasium, vocational schools, International Baccalaureate®

#### International University of Cooperative Education

Bachelor degree programmes in the dual-study system

#### University of Applied Sciences for Business, Technology and Culture

Bachelor and master's degree programmes: dual-study, full-time or distance learning

**F+U Rhein-Main-Neckar gGmbH**

**Academy of Languages**

Bernburger Strasse 24-25, 10963 Berlin

Tel. +49 30 2005977-10, Fax +49 30 2005977-29

**F+U weekend moving-in service:**

+49 160 94718460

**F+U emergency number:** +49 30 2005977-10

(Voicemails are checked regularly, also outside school hours)

**languages.berlin@fuu.de**

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