

Agent Manual 2022

Fees:

Service fee 50,- €

The service fee includes: German placement test, course materials, 1st course book, leisure programme (1 activity per week, transport and entrance fees not included), certificate of attendance and mediation of a Tandem[®] learning partnership (if available).

<u>Standard Course*</u>	<u>Fees €</u>	<u>Intensive Course*</u>	<u>Fees €</u>
		(20+5 lessons mini-group Conversation)	
per week	145,- €	per week	195,- €
4 weeks	495,- €	4 weeks	695,- €
every additional week	+120,- €	every additional week	+170,- €

Super-Intensive Course* Fees €

(20+10 lessons mini-groups Conversation & Grammar)

1 week	260,- €
4 weeks	955,- €
every additional week	+235,- €

<u>Combined Course* (20/25 + 4 private lessons)</u>	<u>(20/25 + 8 private lessons)</u>
1 week	335,- € / 385,- €
4 weeks	1.255,- € / 1.455,- €
every additional week	+310,- € / +360,- €
	525,- € / 575,- €
	2.015,- € / 2.215,- €
	+500,- € / 550,- €

Exam Preparation Courses* (TELC B2 and C1 Hochschule) (8 weeks Intensive⁺PLUS course + 48 lessons)

8 weeks 1.870,- €

TELC exam fee between 80,- and 195,- €, depending on the level

**High season surcharge of 20,- € per week in Course K7 and K8 (July and August)*

One-to-One (without doing an intensive course)

1 teaching hour of 45 min. **55,- €**

Teaching materials: **about 20,- € per month**

(materials of the first month are included in the enrolment fee)

The gross fees are those published in our brochures. **Your commission on these fees is 25% (course fees only).** The net fees are remaining to be paid to us after receipt of the invoice before the beginning of the course. Be advised that if you should wish to add any extra fees for your work, this is done entirely at your own discretion and responsibility.

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Accommodation

TANDEM Köln has a professional accommodation service for students who wish to use it. The most popular way to live in our town is in a **single room in a shared flat** together with one or more „Cologners“ (**private accommodation**). On request, we can also look for a **family accommodation (single room with breakfast or half-board)**.

For all those who like to live their own lives without depending on a host family, we can arrange a **single room or small apartment** in the TANDEM flat share on the 3rd floor of the school building.

The four single rooms (14 to 17m²) are bright and quiet, there's a fully equipped kitchen, a bathroom with two showers and a washing machine, a toilet and a balcony. The two apartments (18 and 30m²) are also fully equipped, have a private bathroom and a kitchenet. One of them can be used as a double room.

In all rooms/apartments, there's TV and free internet access via WLAN. As a courtesy to non-smokers, smoking is not permitted within the entire flat (only on the balcony).

Accommodation booking fee **75,- €**

Rent for	all single rooms	the apartments* (Tandem flat share)
per week	150,- €	200,- / 250,- € (18 or 30 sqm)
4 weeks	480,- €	540,- / 640,- €
additional week	120,- €	135,- / 160,- €
breakfast	60,- € / week in addition	
half-board	140,- € / week in addition	
extra night	25,- € / 35,- € incl. breakfast / 45,- € incl. half-board	

* On request we also arrange **small flats / apartments through an agency**. Prices vary between **800,- and 1.600,- € per month**. For all apartments the student has to count with a deposit of 200,- € up to a 2 month rent and a fee for final cleaning.

Pickup-Service (one way)

from the airport / train station **75,- € (Cologne)**

Emergency number

Saturdays and Sundays from 9.00 a.m. to 10.00 p.m.: +49.177.35.55.642