F+U Academy of Languages

2020 Berlin

Language courses  Corporate training
University preparation  Special courses
Test centre  Accommodation

F+U Academy of Languages

Academy of Languages
Heidelberg · Berlin

www.fuu-berlin-languages.eu
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 (‘Späts’), and more doner cafes than in Istanbul to be found in the diverse and distinctive neighbourhoods (‘Kiez’). 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), Free University 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 Chant 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 Spreewald, 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.
The Kaiser Wilhelm Memorial Church (1891) is located in the Charlottenburg district of Berlin, on Kurfürstendamm. 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 arch roof, Berliners jokingly nicknamed it the ‘pregnant oyster’ or Jimmy Carter’s smile.

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.

The events below are a selection of the most interesting and are not exhaustive. The calendar also contains public holidays and events in the Berlin area.

The German government and Berlin City Council host many events, from 7 November, the Day of German Unity, to 20 July, Berlin’s Day of Open Churches. Many of these events are free to the public, and some can be enjoyed from the comfort of your campus hall of residence! Festivals, concerts, and markets are held throughout the city, and Berlin is home to some of the world’s finest museums and art galleries.

The Berlin events calendar 2020 (highlights)

- **15-19.01**: Urraschung – festival of new music (line-up includes some of the world’s best contemporary composers and performers)
- **17-28.01**: 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)
- **20.01-02.02**: Transmediale (multimedia art festival)
- **Also in January (TBA)**
  - 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**: east 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**: Carneval der Kulturen (Carnival of Cultures – vibrant street festival featuring lots of parades and music)
- **Also in May (TBA)**
  - 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)**
  - 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)
  - Tag des Offenen Denkmals (Heritage Day – rare insights into historic monuments and places)
- **Also in Sept. (TBA)**
  - Musikfest Berlin (opening festival of the new concert spaces); FA – International Consumer Electronics fair (the latest in entertainment and communication technology)
- **Also in Nov. (TBA)**
  - 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

**Subject to changes, no guarantees**

**TBA**: To be announced – dates not known at the time of going to press

**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 photocopyprinter (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 (htwk), 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
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 cooperates 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.

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 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 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.

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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.

- **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.

- **Affiliations and partnerships**: FaDaF (Fachschaft Deutsche als Fremdsprache); FDSV (German Association of Language Tour Operators); VDP (Federation of Private Schools in Germany); AOK (Allgemeine Ortskrankenkasse – statutory health insurance provider); Eurohot (European Hotel Diploma); DRV – German Travel Association; Olympiastützpunkt Rhein-Neckar e.V. (Olympic Training Centre); Deutsches Jugendherbergswerk (German Youth Hostel Association) and more.

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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.

Information and regulations

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) and for online training (see later ‘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 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.
- 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.
- Individual 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.

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A list of current events is posted on the school notice boards and online at: news.fuu-languages.berlin

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.
Celebration of the Day of German Unity (3.10)

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.

Dancing and celebrating on the banks of the Spree

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

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

**Course levels**

<table>
<thead>
<tr>
<th>CEFR levels</th>
<th>TH per level</th>
<th>Language certificate</th>
<th>Course duration (one course level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>160</td>
<td>English A1, LCCI-1, TOEIC® 10-120, Start Deutsch 1</td>
<td>Start Deutsch 1, Francais A1, Italiano A1, Russian A2, Diploma de Español A1</td>
</tr>
<tr>
<td>A2</td>
<td>160</td>
<td>English A2, LCCI-2, TOEIC® 120-220, Start Deutsch 2</td>
<td>Start Deutsch 2, Francais A2, Italiano A2, Diploma de Español A2</td>
</tr>
<tr>
<td>C1</td>
<td>160</td>
<td>Deutsch C1, C1 Hochschule, B1 Beruf, B2/C1 Medizin, TestDaF 4 (B2-2-C1), TestDaF 5 (C1-1-C2), DSH 2</td>
<td>Deutsch C1, Diploma de Español Superior C1</td>
</tr>
<tr>
<td>C2</td>
<td>400</td>
<td>Translator, English C2, LCCI-4, TOEIC® 945-990, DSH 3, Deutsch C2</td>
<td>Translator, Francais C2, Diploma de Español Superior C2</td>
</tr>
</tbody>
</table>

**International test centre**

**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.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Language(s)</th>
<th>Description</th>
<th>2020 dates</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>TestDaF</td>
<td>German</td>
<td>Required for enrolment at German universities (equivalent to DSH)</td>
<td>13.02, 22.04, 03.06, 22.07, 09.09, 10.11</td>
<td>€ 195</td>
</tr>
<tr>
<td>Telc The European Language Certificates</td>
<td>English, German, Italian, Russian, Spanish (other languages on request)</td>
<td>Certificate of foreign language skills A1-A2, B1/B2 Beruf</td>
<td>Deutsch levels A1-B1, B1/B2 and other languages: Dates on request</td>
<td>From € 180 (supplement for express marking)</td>
</tr>
<tr>
<td>Telc C1 Hochschule</td>
<td>German</td>
<td>Certificate of foreign language skills</td>
<td>Telc C1 Hochschule is equivalent to DSH and TestDaF</td>
<td>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</td>
</tr>
<tr>
<td>Telc B1/B2 Pflege B2/C1 Medizin</td>
<td>German</td>
<td>Certificate of specialist language competence required by qualification recognition authorities and medical institutes</td>
<td>TestAS Test for Academic Studies</td>
<td>German or English</td>
</tr>
<tr>
<td>onSET</td>
<td>German or English</td>
<td>Internet test (A2-C1), result available worldwide on demand</td>
<td>18.01, 15.02, 14.03, 25.04, 16.05, 20.06, 18.07, 15.08, 19.09, 17.10, 14.11, 12.12</td>
<td>€ 22.50 (minimum of 3 participants)</td>
</tr>
<tr>
<td>Test WDaF®</td>
<td>German</td>
<td>Test Deutsch als Fremdsprache in der Wirtschaft</td>
<td>German</td>
<td>Standardised, business-focused German test (A2-C2)</td>
</tr>
<tr>
<td>TOEFL IBT®</td>
<td>English</td>
<td>Evidence of language competence required for admission to higher education, especially BA, MA, BSc, BEng, MSc, MBA programmes</td>
<td>English Language Testing System</td>
<td>Dates on request</td>
</tr>
<tr>
<td>TOEFL Junior®</td>
<td>English</td>
<td>Assessment and certification of current English competence of school pupils, admission requirement for some school exchange programmes</td>
<td>English</td>
<td>Dates on request</td>
</tr>
<tr>
<td>TOEIC®</td>
<td>English</td>
<td>The world’s most popular test for English business purposes.</td>
<td>English</td>
<td>Listening &amp; Reading and Speaking &amp; Writing: Dates on request</td>
</tr>
<tr>
<td>LCCI - London Chamber of Commerce and Industry</td>
<td>English</td>
<td>Test of professional English</td>
<td>English</td>
<td>Dates on request</td>
</tr>
<tr>
<td>BELTS - International English Testing System</td>
<td>English</td>
<td>Certificate of English language skills required for higher education, migration and work.</td>
<td>Padang, Malaysia, HCMC, Singapore, Indonesia, Malaysia, Indonesia, Thailand, Vietnam, Korea, China, Japan</td>
<td>Dates on request</td>
</tr>
<tr>
<td>Foreign Language Correspondence Clerk</td>
<td>English, Spanish, Japanese, Chinese, Russian and more</td>
<td>State recognition for Chinese English, French, Japanese, Russian and Spanish.</td>
<td>Programmes, individual sessions</td>
<td>€ 150 per language, € 150 for the secretarial examination</td>
</tr>
<tr>
<td>European Secretary</td>
<td>English, Spanish, French and more</td>
<td>Examinations are available for further languages, for example the examinations offered by the IHK. Further information on request.</td>
<td>Programmes, individual sessions</td>
<td>€ 150 per language, € 150 for the secretarial examination</td>
</tr>
<tr>
<td>Multilingual Correspondence Clerk</td>
<td>English, Spanish, French + Japanese, Russian or Chinese</td>
<td></td>
<td>Programmes, individual sessions</td>
<td>€ 150 per language, € 150 for the secretarial examination</td>
</tr>
<tr>
<td>Translator</td>
<td>English, Spanish, French and more</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECCL European Computer Driving License</td>
<td>IT</td>
<td>Certificate of IT competence, seven modules</td>
<td>IT</td>
<td>Dates on request</td>
</tr>
<tr>
<td>In-house language test</td>
<td>German</td>
<td></td>
<td>a) F+U learners: from € 75; b) external learners: € 150 (incl. registration fee).</td>
<td></td>
</tr>
</tbody>
</table>
Individual 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 information on pages 13 and 15.
- Additional information on sector-specific corporate training on page 25 (corporate language training).
- Premium business programme

Online language training

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

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:

<table>
<thead>
<tr>
<th>Course level</th>
<th>1 learner</th>
<th>2 learners</th>
<th>3-5 learners</th>
<th>6+ learners</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>80</td>
<td>100</td>
<td>120</td>
<td>180</td>
</tr>
<tr>
<td>A2, B1, B2, C1</td>
<td>250</td>
<td>300</td>
<td>350</td>
<td>400</td>
</tr>
</tbody>
</table>

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 courses.
- School holiday: 21.12.2020-01.01.2021

The course duration has been extended to take into account public holidays.

Premier 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%.)

18
### Intensive courses

**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

<table>
<thead>
<tr>
<th>Course no.</th>
<th>Course title</th>
<th>Course description</th>
<th>TH / mo</th>
<th>Learn-ers</th>
<th>Course days</th>
<th>Fee per month 1-5 mths</th>
<th>From 6 mths</th>
<th>Flexible course duration (fee per week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Main course standard German Teaching the various language skills in homogenous learning groups, Levels A1 to C1. Exam preparation option available from end of B2 level.</td>
<td>20 + 10</td>
<td>4-15</td>
<td>Monday – Thursday</td>
<td>€ 150</td>
<td>€ 135</td>
<td>€ 115</td>
<td>€ 110</td>
</tr>
<tr>
<td>10</td>
<td>Main course + module course Participation in module courses (II) – the ideal supplement to the main course.</td>
<td>20 + 10</td>
<td>4-15</td>
<td>Monday – Thursday</td>
<td>€ 195</td>
<td>€ 175</td>
<td>€ 145</td>
<td>€ 140</td>
</tr>
<tr>
<td>11</td>
<td>Super-intensive course: main course + module course + IL Combination of intensive group lessons and be-spoke individual lessons (II)</td>
<td>20 + 10</td>
<td>4-15</td>
<td>Monday – Thursday</td>
<td>€ 350</td>
<td>€ 320</td>
<td>€ 310</td>
<td>€ 305</td>
</tr>
<tr>
<td>12</td>
<td>Module course standard German Consolidation course with focus on grammar and conversation. Levels A1 to C1</td>
<td>10</td>
<td>4-15</td>
<td>Monday – Thursday</td>
<td>€ 110</td>
<td>€ 95</td>
<td>€ 85</td>
<td>€ 80</td>
</tr>
<tr>
<td>13</td>
<td>Module course II exam preparation! Consolidation course preparing for TestDaF or telc C1 Hochschule. From end of level B2</td>
<td>10</td>
<td>4-15</td>
<td>Monday – Thursday</td>
<td>€ 110</td>
<td>€ 95</td>
<td>€ 85</td>
<td>€ 80</td>
</tr>
<tr>
<td>14</td>
<td>Mini group Primarily suited to learners over 30. Focused, individually guided learning in small mixed-age groups. Levels A2 to C1</td>
<td>20</td>
<td>4-6</td>
<td>Monday – Thursday</td>
<td>€ 310</td>
<td>€ 290</td>
<td>Maximum 11 weeks</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>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</td>
<td>30</td>
<td>4-15</td>
<td>Monday – Thursday</td>
<td>€ 255</td>
<td>Maximum 2 weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Educational leave II (possibly IL)</td>
<td>40 (possibly IL)</td>
<td>4-15</td>
<td>Monday – Thursday</td>
<td>€ 550</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Our 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).  
2. Maximum participant numbers may be exceeded for the TestDaF and telc C1 Hochschule preparation courses.  
3. Course times for individual lessons can also be arranged with the teacher.
Group packages, university taster course

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.

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.

Class course: 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).

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

1Course times for the individual lessons can be arranged with the teacher.

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

Accommodation type (double rooms and dormitories)

- F+U shared accommodation
- F+U Campus hall of residence
- F+U host families

Facilities

- Bathrooms and kitchens
- Central accommodation in the school building, near Potsdamer Platz.
- Kitchen and bathroom shared with a Berlin host family.
- Not included (additional meal booking options, see above)
- Half board (breakfast + evening meal with the family)

Meals

- Breakfast + evening meal
- Breakfast + evening meal (no. 18)
- Breakfast + evening meal (no. 19)

Fee per week and person

- € 75
- € 115
- € 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.
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 what you register which course 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

Please see page 15 for prices.

Examination preparation: music academy

In cooperation with our partner INKLARGART Music Academy we can arrange top-quality piano lessons at music academy level (individual training with instructors at the Hannes Eisler Musik Hochschule and the University of the Arts – LDH), 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 €110 per trio, practice rooms between €6 and €15 per hour.

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

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 held 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: €25 (a successful placement cannot be guaranteed; if no placement is found, €150 will be refunded).

Support with official administration

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

All 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 entrance qualification from the learner’s home country. Fee: €300.

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 Spreevald 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 your group and their interests and learning goals. languages.berlin@fuu.de

University taster course 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
- Economics
- Mathematics
- Business Informatics

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

Sample timetable

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00-12:15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13:00-15:30</td>
<td>Taster course aol@hwtk Programming for Beginners</td>
<td>Individual course: Business English B2 (6 Th/Wk)</td>
<td>Taster course aol@hwtk Principles of Marketing</td>
<td>Exclusive F+U leisure activity, e.g. excursion to Potsdam</td>
</tr>
<tr>
<td>16:00-17:30</td>
<td>Open, free F+U leisure activity (e.g. museum visit)</td>
<td>Individual course: Business English B2 (6 Th/Wk)</td>
<td>Taster course aol@hwtk Programming for Beginners</td>
<td></td>
</tr>
</tbody>
</table>
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 (full, part-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.

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: €50 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.)

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.

Processing fee: €20.

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

Internships, Erasmus+

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. 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 activities¹ | Approx. 2-3 hours | Free
River trips on the Spree (including audio guide) | Approx. 2-3 hours | From € 15
Berlin Zoo / Tierpark | Approx. 3-2 hours | From € 2
Cinema/open air cinema | Approx. 2-3 hours | From € 7
Galerie (Old National Gallery), Berliner Unterwelten-Museum (subterranean museum) and more. | Approx. 2-3 hours | From € 15
Exkursion (half day)² | Approx. 5 hours | From € 20
Exkursionen (half day)² | Approx. 8 hours | From € 30

¹Football tournaments, ice-skating, cycling tour, mini golf and more.
³Spreewald, Hamburg, Leipzig, Dresden and more.

Excursions (all day)²

Examples Duration Fee
--- | --- | ---
Berlin Zoo / Tierpark | Approx. 2-3 hours | From € 15
Galerie (Old National Gallery), Berliner Unterwelten-Museum (subterranean museum) and more. | Approx. 2-3 hours | From € 15
Exkursion (half day)² | Approx. 5 hours | From € 20
Exkursionen (half day)² | Approx. 8 hours | From € 30

¹Football tournaments, ice-skating, cycling tour, mini golf and more.
³Spreewald, Hamburg, Leipzig, Dresden and more.
and are still known by the same name today.

The death of the popular Queen Sophie Charlotte (1705) the palace of Friedrich II (‘The Great’) and other Prussian rulers. Following the (17th – 18th century) – Residence of

Charlottenburg Palace

Arrival and departure
A current list of our accommodation is available at 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 be unable to guarantee the handover of the key at your preferred time.
• 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.

www.fuu-languages.eu
Meals, food court
- All of our accommodation is equipped with shared or private kitchens. Host families provide meals as specified in the booking confirmation.
- Meals in partner restaurants (Sun-Sat) is available: Breakfast: €7/week; lunch: €110/week; evening meal: €145/week. Water/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
- Attend to the rental contract must be submitted four weeks in advance of the contract's expiry (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 h BGB – German Civil Code).

- 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
(Hotel, 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 the 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 h 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:

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

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 Berlin Verkehrsverbund (BVG) information desks or at www.bvg.de. At weekends 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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berlin central railway station</td>
<td>4 km</td>
</tr>
<tr>
<td>tegel airport / Central bus station (ZOB) at TV tower</td>
<td>11 km / 9 km</td>
</tr>
<tr>
<td>Schönefeld airport</td>
<td>22 km</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Route</th>
<th>One way</th>
<th>Both ways</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 person</td>
<td>€ 50</td>
<td>€ 90</td>
</tr>
<tr>
<td>2 people</td>
<td>€ 40</td>
<td>€ 75</td>
</tr>
<tr>
<td>3 people</td>
<td>€ 35</td>
<td>€ 65</td>
</tr>
<tr>
<td>From 4 persons</td>
<td>€ 30</td>
<td>€ 55</td>
</tr>
</tbody>
</table>

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 is usually available free of charge. Shops are located nearby. All shared apartments are situated within a 50-minute radius of the school.

<table>
<thead>
<tr>
<th>Accommodation type</th>
<th>Rent per week and sleeping space</th>
<th>Extra day Rent per day and sleeping space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorms (DBL)</td>
<td>From 12 weeks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SGL</td>
<td>DBL</td>
</tr>
<tr>
<td>1-4 weeks</td>
<td>€ 135</td>
<td>€ 110</td>
</tr>
<tr>
<td>5-11 weeks</td>
<td>€ 145</td>
<td>€ 120</td>
</tr>
<tr>
<td>From 12 weeks</td>
<td>€ 150</td>
<td>€ 130</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accommodation type</th>
<th>Rent per week and sleeping space</th>
<th>Extra day Rent per day and sleeping space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorms (DBL)</td>
<td>From 12 weeks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SGL</td>
<td>DBL</td>
</tr>
<tr>
<td>1-4 weeks</td>
<td>€ 135</td>
<td>€ 110</td>
</tr>
<tr>
<td>5-11 weeks</td>
<td>€ 145</td>
<td>€ 120</td>
</tr>
<tr>
<td>From 12 weeks</td>
<td>€ 150</td>
<td>€ 130</td>
</tr>
</tbody>
</table>

| 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. Availability is very limited, so we recommend early booking.

<table>
<thead>
<tr>
<th>Accommodation type</th>
<th>Rent per week and sleeping space</th>
<th>Extra day Rent per day and sleeping space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorms (DBL)</td>
<td>From 12 weeks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SGL</td>
<td>DBL</td>
</tr>
<tr>
<td>1-4 weeks</td>
<td>€ 180</td>
<td>€ 145</td>
</tr>
<tr>
<td>5-11 weeks</td>
<td>€ 190</td>
<td>€ 155</td>
</tr>
<tr>
<td>From 12 weeks</td>
<td>€ 200</td>
<td>€ 160</td>
</tr>
</tbody>
</table>

Sample image of our F+U shared accommodation
Sample image of our F+U private accommodations

<table>
<thead>
<tr>
<th>Accommodation type</th>
<th>Rent per week and sleeping space</th>
<th>Extra day Rent per day and sleeping space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorms (DBL)</td>
<td>From 12 weeks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SGL</td>
<td>DBL</td>
</tr>
<tr>
<td>1-4 weeks</td>
<td>€ 135</td>
<td>€ 110</td>
</tr>
<tr>
<td>5-11 weeks</td>
<td>€ 145</td>
<td>€ 120</td>
</tr>
<tr>
<td>From 12 weeks</td>
<td>€ 155</td>
<td>€ 130</td>
</tr>
</tbody>
</table>

Please see footnotes on the next page (32) •
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 MAX 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.

<table>
<thead>
<tr>
<th>Rent per week and sleeping space</th>
<th>Extra day* rent per day sleeping space</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4 weeks SGL (ca. 8 m²)</td>
<td>1-4 weeks DBL (ca. 10 m²)</td>
</tr>
<tr>
<td>€165</td>
<td>€130</td>
</tr>
</tbody>
</table>

*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.

The respective discounts are only available for full advance payment of at least 5 or 12 weeks.

The rental contract can be cancelled with a notice period of four weeks (see page 30).

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).

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.
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!

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.

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.

### Host families

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---

### Rent per week and room

<table>
<thead>
<tr>
<th>Category</th>
<th>Distance to school</th>
<th>Meals</th>
<th>Rent per week and sleeping space</th>
<th>Extra day</th>
<th>Rent per day/room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>SGL</td>
<td>DBL</td>
<td>SGL</td>
</tr>
<tr>
<td>A</td>
<td>Maximum 50 minutes</td>
<td></td>
<td>€185</td>
<td>-</td>
<td>€170</td>
</tr>
<tr>
<td>B</td>
<td>Maximum 30 minutes</td>
<td></td>
<td>€195</td>
<td>€140</td>
<td>€110</td>
</tr>
</tbody>
</table>

1. The respective discounts are only available with full advance payment of at least 5 or 12 weeks.
2. The rental contract can be cancelled with a notice period of four weeks (see page 30).
3. 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).

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Sample image of the F+U Academy hostel.
Facts and figures

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 FhW (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 bookings (2018) by course type**
  - Main course standard German (no. 13): 35%
  - Main + module course standard German (no. 14): 30%
  - Individual courses (company training, Individual, duos, etc.): 15%
  - Other: 20%

- **Percentage distribution of course participants (2018) by continent of origin**
  - Asia: 38%
  - Africa: 10%
  - Europe: 28%
  - North America: 5%
  - Central & South America: 10%
  - Australia & Oceania: 2%

- **Percentage distribution of all bookings (2018) by course type**
  - Our most popular courses:
    - Main course standard German (no. 13): 50%
    - Main + module course standard German (no. 14): 30%
    - Individual courses (company training, Individual, duos, etc.): 15%
    - Other: 5%

- **Our learners’ age groups**
  - Up to 16 years: 16%
  - 17-21 years: 30%
  - 22-25 years: 34%
  - 26-30 years: 16%
  - 31-40 years: 10%
  - 41-60 years: 6%

- **Our learners’ age groups by country**
  - Germany: 30%
  - USA: 25%
  - Japan: 10%
  - South Korea: 5%
  - Australia: 5%

Vocational college for foreign languages

**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 qualifications in commerce, IT, and administration. These interdisciplinary qualifications are highly sought after in commerce, in international organisations and academic institutions, as well as in the service sector.

**The Multilingual Correspondence Clerk (WeltSprachkorrespondent*in) programme**

- **Target level**: C1 (German) + C1 (second foreign language)
- **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 programmes / languages**

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fee €</th>
<th>Duration</th>
<th>Start</th>
<th>TH / week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language Correspondent Clerk (one language)</td>
<td>€ 3257</td>
<td>1 year</td>
<td>September 25</td>
<td></td>
</tr>
<tr>
<td>Foreign Language Correspondent Clerk (two languages)</td>
<td>€ 5134</td>
<td>1.5 years</td>
<td>September 30</td>
<td></td>
</tr>
<tr>
<td>Foreign Language Correspondent Clerk (three languages)</td>
<td>€ 7728</td>
<td>2 years</td>
<td>September 30</td>
<td></td>
</tr>
<tr>
<td>Foreign Language Correspondent Clerk (four languages)</td>
<td>€ 8280</td>
<td>2 years</td>
<td>September 35</td>
<td></td>
</tr>
<tr>
<td>European Secretary (three languages)</td>
<td>€ 9936</td>
<td>2 years</td>
<td>September 40</td>
<td></td>
</tr>
</tbody>
</table>

**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**

- **Entrance level**: A1; target level: B2; duration: 30 weeks at 30 teaching hours (TH) per week; start: always on the first Monday in September.
- **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

**Time**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00-10:30</td>
<td>German</td>
<td>German</td>
<td>German</td>
<td>German</td>
<td>German</td>
</tr>
<tr>
<td>10:45-12:15</td>
<td>German</td>
<td>German</td>
<td>German</td>
<td>German</td>
<td>German</td>
</tr>
<tr>
<td>13:00-14:30</td>
<td>German</td>
<td>German</td>
<td>German</td>
<td>German</td>
<td>German</td>
</tr>
</tbody>
</table>

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

- **Entrance level**: B2 / C1; duration: 16 weeks of 35 TH per week; start: always on the first Monday in September.
- **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

**Time**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00-08:45</td>
<td>German</td>
<td>German</td>
<td>German</td>
<td>German</td>
<td>German</td>
</tr>
<tr>
<td>09:00-10:30</td>
<td>German</td>
<td>German</td>
<td>German</td>
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<td>German</td>
</tr>
<tr>
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<td>German</td>
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<td>German</td>
<td>German</td>
<td>German</td>
</tr>
<tr>
<td>13:00-14:30</td>
<td>German</td>
<td>German</td>
<td>German</td>
<td>German</td>
<td>German</td>
</tr>
</tbody>
</table>

**Examinations fees**

Examinations fees are not included in the quoted course fees. The following languages are state-recognised: Chinese, English, French, Japanese, Russian, and Spanish.
Our educational partners

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

Tel. +49 6221 912035 • Fax +49 6221 23452 • boardingschool.hd@fuu.de • boardingschool.fuu.de

International Baccalaureate®

- 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
- Internationally orientated curriculum
- Essay writing and project work
- Comprehensive study and careers advice

Tel. +49 6221 7050-4124 • Fax +49 6221 23452 • ibdp.hd@fuu.de • international-baccalaureate.fuu.de

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

Tel. +49 6221 7050-4038 • Fax +49 6221 7050-341 • heidelberg@fuu.de • www.hpc-schulen.de

Education partners

BA Business Administration
- in 10 specialisations (Retail 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 | Bernburger Str. 24-25 | 10963 Berlin | Tel. +49 30 206 176-63 | info@hwtk.de

BA Business Administration*

Business Administration with intercultural skills in 13 specialisations

Social Pedagogy & Management

Social Pedagogy, Management & Business Coaching**

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

International Baccalaureate®

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

Internationally orientated curriculum

Essay writing and project work

Comprehensive study and careers advice

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
- Educational support worker specialising in youth and residential care
- Healthcare educationalist
- Healthcare support worker
- Physiotherapist
- Occupational therapist

*New! Two qualifications in just four years:

Technical college qualification - bachelor degree

Tel. +49 6221 7059-4131 • info@fuu.de • www.fachschulzentrum.de
Our mission statement

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

Ever since 1996, 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-oriented 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-oriented 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 participant. 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 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 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 hostels 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, 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 know-how – that is as rapid as it is sustainable.

Our customer service is a team and welcomes everyone who chooses F+U. From the moment you arrive, you 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.

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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 hostels 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.
### F+U Course planner 2020 Berlin

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**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 exam prep course
- F+U in-house express-language test: A1-C2
- Event — see page 7
- Weekend, public holiday, school holiday

[Name] - [Email] - [Phone]
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
facebook.fuu-languages.berlin
twitter.fuu-languages.berlin
instagram.fuu-languages.berlin

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