Language Examinations and Certificates,

Exam Preparation

Exam preparation courses for internationally recognized language certificates: telc (German) (Live Online)

Program Conditions	telc exam preparation intensive group course	telc exam preparation group course
Training Location	online	online
Contract Duration	course duration	course duration
Termination and Withdrawal of Contract	– Contract can be terminated up until 4 weeks before program start date. – After notice period no refund.	– Contract can be terminated up until 4 weeks before program start date. – After notice period no refund.
Terms of Payment	payment in full before first lesson	payment in full before first lesson
Program Scope	20 lessons	20 lessons
Lesson Unit Duration	45 minutes incl. 5-minute break	45 minutes incl. 5-minute break
Program Duration	5 x 2 lessons/2 weeks	2 x 2 lessons/5 weeks
Number of Participants	5 to 10	5 to 10
Technical Requirements	see info sheet	see info sheet
Arrangement if minimum number of participants not reached	The minimum number of participants is 4. If this number is not reached, the number of lessons is reduced as follows: – 2 or 3 participants: 16 lessons – 1 participant: course postponement	The minimum number of participants is 4. If this number is not reached, the number of lessons is reduced as follows: – 2 or 3 participants: 16 lessons – 1 participant: course postponement
Program includes:	orientation session at the start of the course	orientation session at the start of the course

Exam preparation courses for internationally recognized language certificates (In-Person or Live Online) – English: TOEIC, TOEFL, IELTS, Cambridge/German: telc, French: DELF/DALF/Spanish: DELE

Program conditions	Blended Individual: self-study & live training
Training Location	at the Berlitz Center or online
Available for the Following Language Certificates:	– TOEIC Listening & Reading, TOEIC Speaking & Writing – TOEFL ITP, TOEFL iBT & TOEFL Junior – IELTS, Cambridge, DELF/DALF, DELE, HSK – telc German B1 and B2
Contract Duration	3 months. Contract duration can vary and is always stated on the contract.
Termination and Withdrawal of Contract	**Live Online training** – Within the program period, the contract can be terminated up to 1 full working day (Mon-Fri) before next scheduled lesson with a refund for unused portion of the contract. Materials and service fees are non-refundable. No refund after expiration of program period. **In-person training** – Within contract period, the contract can be terminated up to 14.00 CET the working day (Mon-Fri) before next scheduled lesson with a refund for unused portion of the contract. – Materials and service fees are non-refundable. No refund after expiration of contract. **E-learning license:** no refund possible once license is activated.
Terms of Payment	full fees due before first lesson via invoice or bank debit mandate
Program Scope	E-learning license (3 months) plus – 12 lessons (Emergency) or – 24 lessons
Lesson Unit Duration	45 minutes incl. 5-minute break
Program Duration	Flexible. Lessons not taken expire at the end of the contract period. No refund possible.
Number of Participants	1
Technical Requirements	see info sheet

Exam preparation courses for internationally recognized language certificates (Live Online) – English: TOEIC, TOEFL, IELTS

Program conditions	Blended Group: self-study & group course
Training Location	online
Available for the Following Language Certificates:	– TOEIC Listening & Reading – TOEFL ITP, TOEFL iBT & TOEFL Junior – IELTS Academic
Contract Duration	course duration
Termination and Withdrawal of Contract	**Intensive course 1 week (live online training):** – Up to 28 days before start date: full refund. – Less than 28 days before start date: 50% of the tuition fees are refunded. Service fees are fully refunded. – Up to 5 days before start date: 30% of the tuition fees are refunded. Service fees are non-refundable. – After course start date no cancellation. **Group course 12 weeks (live online training):** – Up to 28 days before start date: full refund. – Up to 7 days before start date: 80% of the tuition fee are refunded. Service fees are fully refunded. – Less than 7 days before start date: notice of withdrawal can only be given in writing after 4 weeks after the first lesson date. Refund of unused portion of the tuition fee is given from the 1st day of the month following the 4-week termination period, which starts from date of notification. Service fees are non-refundable. **E-learning license**: no refund possible once license is activated.
Terms of Payment	full fees due before first lesson via bank debit mandate
Program Scope	E-learning license (3 months) plus – 25 lessons (intensive group course 1 week) or – 72 lessons (group course 12 weeks)
Lesson Unit Duration	45 minutes incl. 5-minute break
Program Duration	– Intensive course 1 week: 25 lessons, 5 x 5 lessons/5 days – Group course 12 weeks: 72 lessons, 2 x 3 lessons/12 weeks
Number of Participants	– Intensive course 1 week: 3 to 6 participants – Group course 12 weeks: 5 to 10 participants
Technical Requirements	see info sheet
Arrangement if minimum number of participants not reached	**Intensive course 1 week:** – 3 to 6 participants: 25 lessons | 2 participants: 20 lessons | 1 participant: 10 lessons **Group course 12 weeks:** – 5 to 10 participants: 72 lessons | 3 to 4 participants: 60 lessons – 2 participants: 40 lessons | 1 participant: 15 lessons

Self-Study Exam Preparation for Internationally Recognized Language Certificates (Online)

Program conditions	Self-study exam preparation ExamPrep
Training Location	online
Available for the Following Language Certificates:	– telc Deutsch B1 und B2 – Bright Deutsch – TOEFL iBT – TOEFL ITP – TOEFL Junior – TOEIC Listening & Reading – TOEIC Speaking & Writing – TOEIC Bridge – IELTS Academic – IELTS General – LanguageCert: B1,B2, – Cambridge A2 Key, B1 Preliminary, B2 First, C1 Advanced, – Linguaskill: Business, General, – Bright English – DELF: A1, A2, B1, B2, DALF C1 – DELE: A1, A2, B1, B2, C1 – Bright Espanol
Contract Duration	3-month license
Termination and Withdrawal of Contract	No refund possible once license is activated.
Terms of Payment	Payment before activation of the license via bank debit mandate must be received in full.
Program Scope	unlimited within the license duration
Lesson Unit Duration	n/a
Program Duration	3-month license
Number of Participants	self-study (alone)
Technical Requirements	see info sheet

Exam Administration at the Berlitz Center

Program Conditions	Group exam	Individual exam
Location	at the Berlitz Center	at the Berlitz Center
Termination and Withdrawal of Contract	Up to 30 days (telc, Edexcel) or 15 days (ETS tests) before the day of the exam, after which date no cancellation is possible. The German Test for Immigrants (g.a.s.t.) can be cancelled at any time before the start of the examination.	Up to 30 days (telc, Edexcel) or 15 days (ETS tests) before the day of the exam, after which date no cancellation is possible.
Terms of Payment	Payment in full 30 days (telc, Edexcel, g.a.s.t.) or 15 days (ETS tests) before the examination day. A refund of the examination fee after registration is not possible except via g.a.s.t. (minus an administrative fee). After the examination has started, no refund is possible.	Payment in full 30 days (telc, Edexcel) or 15 days (ETS tests) before the examination day. Refund of the examination fee after the registration is not possible.
Lesson Unit Duration	according to test duration	according to test duration
Program Duration	1 day (duration according to test type)	1 day (duration according to test type)
Number of Participants	according to test type (up to 26 candidates possible)	individual
Implementation Training/Scheduling	via local test leader	via local test leader
Special Conditions	Registration with passport or identity card. Registration for the test is final and binding if it has been paid for before the end of the registration period. Please note that there are only a limited number of test places available. Notification of results after approx. 6 weeks for telc and g.a.s.t., after approx. 2 weeks for ETS. On the day of the exam before the language test: Checking the identity of the test participant using their passport and/or identity card, explanation of the exam procedure, consequences of attempted cheating. 2 pencils, eraser and sharpener must be brought along. Drinks are only permitted in transparent bottles without a label. Cell phones, watches, bags, jackets etc. must be handed in before the test. All participants must be present at the start of the test. Anyone arriving late will not be able to take part. Participation is no longer possible after the start of the test!	Registration with passport or identity card. Registration for the test is final and binding if it has been paid for before the end of the registration period. Please note that there are only a limited number of test places available. Notification of results after 6-8 weeks for telc, after approx. 2 weeks for ETS. On the day of the exam before the language test: Checking the identity of the test participant using their passport and/or identity card, explanation of the exam procedure, consequences of attempted cheating. 2 pencils, eraser and sharpener must be brought along. Drinks are only permitted in transparent bottles without a label. Cell phones, watches, bags, jackets etc. must be handed in before the test. All participants must be present at the start of the test. Anyone arriving late will not be able to take part. Participation is no longer possible after the start of the test!

Exam Administration at the Berlitz Online Remote: Berlitz Proficiency Test (SLTI), TOEIC L&R Remote, TOEIC 4Skills Remote

Program Conditions	Group exam	Individual exam
Location	Online remote	Online Remote
Termination and Withdrawal of Contract	15 days (TOEIC), 3 days (SLTI) before the day of the exam, no cancellation possible thereafter	15 days (TOEIC), 3 days (SLTI) before the day of the exam, no cancellation possible thereafter
Terms of Payment	Payment is mandatory if you register up to 15 days (TOEIC) or 3 days (SLTI) before the exam date. Refund of the examination fee after registration is not possible.	Payment is mandatory if you register up to 15 days (TOEIC) or 3 days (SLTI) before the exam date. Refund of the examination fee after registration is not possible.
Lesson Unit Duration	according to test duration	according to test duration
Program Duration	1 day (duration according to test type)	1 day (duration according to test type)
Number of Participants	according to test type (up to 26 candidates possible)	individual
Implementation Training/Scheduling	via Frankfurt@berlitz.de	via Frankfurt@berlitz.de
Special Conditions	Registration with passport or identity card. Registration for the test is final and binding if it has been paid for before the end of the registration period. Please note that there are only a limited number of test places. Results notification for TOEIC after approx. 2 weeks, for SLTI 3 days.TOEIC: On the day of the test before the language test: verification of the test taker's identity using their passport and/or identity card, explanation of the test procedure, consequences of attempted cheating. 2 pencils, eraser and sharpener must be brought along. Drinks are only permitted in transparent bottles without a label. Cell phones, watches, bags, jackets etc. must be handed in before the test. All participants must be present at the start of the test. Anyone arriving late will not be able to take part. Participation is no longer possible after the start of the test!	Registration with passport or identity card. Registration for the test is final and binding if it has been paid for before the end of the registration period. Please note that there are only a limited number of test places. Results notification for TOEIC after approx. 2 weeks, for SLTI 3 days.TOEIC: On the day of the test before the language test: verification of the test taker's identity using their passport and/or identity card, explanation of the test procedure, consequences of attempted cheating. 2 pencils, eraser and sharpener must be brought along. Drinks are only permitted in transparent bottles without a label. Cell phones, watches, bags, jackets etc. must be handed in before the test. All participants must be present at the start of the test. Anyone arriving late will not be able to take part. Participation is no longer possible after the start of the test!