

General information for course participants of VHS Mettmann-Wülfrath (updated 1. July 2015)

Who may register?

If you are 16 or older you can register for all courses for adults at VHS (community college for adult education). Registration for children and youngsters below 16 should be signed by an adult and must agree with the age recommendation stated in the course description.

How do I register?

Book your course online on our homepage www.vhs-mettmann.de or send an email to info@vhs-mettmann.de. You will also find a registration form in the download area on our homepage.

You can also use the pre-printed registration form contained in the VHS catalogue. Send the form to the VHS via post or fax: (0 21 04) 13 92 92.

If you are registering for a language course for the first time, please be sure to take an ability test free of charge. You will find ability tests for language courses in German, English, French, Spanish and Italian on our website (go to download and tests). Send us your completed test, give us your phone number and we will call you back. This way we can help you find the right course to match your needs and abilities.

Do I get a confirmation of my registration?

Yes. After your registration form is received in the VHS office, we will send you a letter confirming your registration. Should the course be already booked out or in case any other changes occur, we will inform you as soon as possible.

How do I pay the registration fee?

Two possibilities:

1. You may give the VHS a direct debit authorisation, by completing the field included in your registration form. Your convenience: we will only withdraw the fee after the course has started.
2. You may pay the fee by bank transfer to our account:
Kreissparkasse Düsseldorf, BLZ 30150200, account number 1713304,
3. or use SEPA-bank transfer:
VHS creditor identification number: DE68VHS00000626723
IBAN: DE45301502000001713304
BIC: WELADED1KSD

Please note: If you chose to pay by bank transfer, you are legally obligated to pay the fee as soon as you submit the registration form. The legal basis for this is our current fee payment regulation. This regulation is available for you to read at our VHS offices in Mettmann and Wülfrath during opening hours.

Is there a fee reduction?

Financial difficulties should not prevent you from attending a VHS course. Even if you are unable to pay the full fee, you should still try and book the course you chose. We grant you a fee reduction if you present us a copy of one of the following documents:

your school ID (if you are under 18),
your student ID (if you are under 27),
your contract as a trainee,

your contract as a volunteer doing service,
a proof of your status as a beneficiary of unemployment benefits or income support. You can also apply for reduction or an exemption if you are in a difficult economic situation.

How can I cancel my registration?

If you want to cancel your registration, please make sure that the VHS office receives your cancellation in writing at least 10 working days before the course starts. Special courses might have a special deadline for a cancellation of your registration (e.g. educational trips).

If you cancel within the deadline, we will return the fee to your account, retaining only a 6 Euro handling fee.

Terms and conditions of BAMF apply for all integration classes.

Number of participants

Courses will only take place if the required number of participants has been achieved. However, a course with less participants can still take place if the fee is increased accordingly or the course hours are reduced. In this case you will be contacted by the VHS.

Educational trips

VHS arranges educational trips via tour operators and travel agents on their terms and conditions.

Educational leave

In accordance to the law „Arbeitnehmerweiterbildungsgesetz (AwbG)“ you can ask your employer for educational leave. We will send you the form necessary for your employer after you have registered.

Participation

As a participant of a VHS course, you are always welcome to give us feedback on the course (you will find the form in the download area on our homepage). Furthermore, the constitution of VHS states the participation rights. You may ask for this information in your course or ask for the complete text of the constitution at our offices.

Legal liability and house rules

VHS accepts no liability for damage or loss. You participate on excursions at your own risk. The programme and the fees are subject to alterations. This also applies to a short notice change of the means of transport on a tour or excursion.