

## Application form for IPU specialist courses

Please download and submit the filled in and signed form with a certificate of high school graduation or at least 2 semesters of university studies to: [katja.overmann@ipu-berlin.de](mailto:katja.overmann@ipu-berlin.de)

Applicant		
Last name:		first name:
Gender:	M    F    D nondisclosure	nationality:
Date of birth:		country of birth:
Adress:		
Postal code:		City:
<u>Contact</u>		
e-mail:		Phone number:

Specialist course selection	
	Culturally sensitive counselling of organizations (40,00 €)
	Culturally sensitive psychotherapy and counselling (40,00 €)
	Scientific working and presenting (80,00 €)
	Scientific writing (80,00 €)

I have attached my certificate of high school graduation or at least 2 semesters of university studies (transcripts, enrollment certificates, graduation documents)

I agree to the terms and conditions indicated on page 2.

**Place, date**

**signature of the applicant**

## Terms and conditions

### Registration

- (1) The participant will receive an official registration confirmation and fee notice following the submission of the complete application and acceptance of the IPU.
- (2) The registration for the course is only complete once the participation fees have reached the bank account of the IPU within 14 days after receipt of the invoice.

### Participation conditions

- (1) Eligibility  
Participants must present a certificate of high school graduation or of at least 2 semesters of university studies to be eligible for course participation.
- (2) Attendance  
The student is required to take part in at least 80 % of the course sessions and complete all assignments.
- (3) The participant is obliged to comply with the house rules. They must observe the instructions of IPU Berlin regarding the use of rooms, equipment and facilities as well as the rules of the house.

### Participation fees

- (1) A specialist course costs a participation fee (see page 1) to be transferred to the bank account indicated in the fee notice.
- (2) Additional fees for the transfer of course fees are to be paid by the participants themselves.
- (3) The obligation to pay all fees due shall not be affected by non-participation in lessons, for whatever reason, or other interruptions to participation on the part of the participant(s). The obligation to pay shall also not lapse due to a temporary loss of individual services or performances or the obligation to pay shall not be reduced insofar as this loss does not affect the overall performance.

### Withdrawal

- (1) After the submission of the application form, the participant may withdraw from the contract until 14 days before the start of the course.
- (2) IPU Berlin is entitled to withdraw from the contract up to the start of the language course. The decision to withdraw is at the discretion of the university.

### Assessment and Certification

- (1) A certificate of completion will be awarded to participants by the Studies and Teaching Office upon completing all course requirements.