

HIGH SCHOOL IN GERMANY – AGENT MANUAL

1. General information

Dear agent, thank you very much for your interest in the GLS High School programme. We would be very happy to welcome your clients to our programme. Following we will provide you with all relevant information concerning the High School program.

GLS organizes High School stays for young adults **between the ages 14 and 17** in different destinations in Germany, e.g. Berlin, Bremen, Bayreuth etc. During the High School Program the participants will be accommodated with a host family. As part of the GLS service we will check the application documents of the participants, place them in a GLS host family and at a state school or boarding school.

In January and June/July GLS offers an Online Orientation for all new arriving participants in order to prepare them for their High School experience in Germany. Twice a year, in spring and autumn, we offer an optional "Berlin Weekend" for an additional fee. During the whole program all participants will be supervised and counseled by the GLS Berlin team and their local tutors.

2. Requirements

- Minimum age upon arrival 14, maximum age 17
- German level of at least B1 upon arrival
- Minimum duration 2 months
- Complete application form
- Down payment of 20%

3. Duration and Costs

Duration	Start	Application deadline	Gross prices		
			Classic ^[1]	Select ^[2]	Boarding School ^[3]
2 months	anytime	6 months before arrival	4.280 €	4.780 €	-----
3 months	anytime		5.120 €	6.020 €	-----
4 months	anytime		6.090 €	7.390 €	-----
1 semester	Feb or Aug/Sept		6.890 €	8.490 €	see p. 4
1 school year	Aug/Sept		13.350 €	15.650 €	see p. 4

[1] Classic programme:

No choice of city or region, we place students according to availability.

[2] Select programme:

For the Select programme, please have your customers indicate a 1st and 2nd choice each. If both choices cannot be fulfilled, GLS will place the student according to available schools & families and refund the extra cost for the Select programme, i.e. the customer pays the lower price for the Classic program.

[3] Boarding school programme:

For students in the boarding programme, GLS pays a commission for the first school year only.

Late application fee:

We charge 900 € for a school year and 500 € for a semester for applications that reach us less than 6 months prior to the student's arrival in Germany.

Program extension:

For a 5-months extension the classic price will be charged and a discount of 300 € will be given. The agent commission for a 5 months extension is 500 €.

Change of destination:

If the client wishes to change the chosen destination at short notice, GLS charges a changing fee of 200 €.

Included:	Not included:
<ul style="list-style-type: none"> transfer on official arrival/departure date from/to the nearest airport or train station to/from the accommodation "Online Orientation" before the program starts placement at a German High School accommodation with a host family, single or double room, full board (at home) supervision and support by a member of GLS staff or a local tutor German course at GLS one afternoon per week (in presence on GLS campus in Berlin, online in all other regions) certificate of attendance, issued by the German High School GLS certificate of program participation and German lessons assistance in applying for a residence permit after entering Germany one free excursion per semester 	<ul style="list-style-type: none"> pocket money (150 € - 200 € per month) books and course material costs for public transport obligatory insurance (liability, medical, accident, personal items, cancellation): 10 €/week preparatory German language course (necessary if the student's German level is below B1) fee for residence permit / visa documents (150 €) costs for restaurants/activities/trips made with the host family transfer/accommodation for students arriving/leaving outside the fixed program dates will not be organized, payed or supervised by GLS fee for German exam at the end of stay legalization of school report (Apostille, 200 €) single room guarantee (100 € per month) special dietary requirements, e.g. gluten-free (50 € per month) optional weekend excursions organised by GLS

4. Destinations

City	Federal State	Local GLS Coordinator
Bayreuth	Bavaria	Mr Willy Queißner
Berlin + surroundings	Berlin/Brandenburg	Ms Doreen Tharann, Ms Eugenia Speyer, Ms Jana Böhner, Ms Sara Stukenbrock, Ms Sonja Golenia, Ms Yoko Iwen
Bremen	Bremen	Ms Izabel Ponce
Dresden	Saxony	Ms Maja Dittrich
Hamburg + Lüneburg	Hamburg	Ms Regine Kretzschmar
Koblenz + surroundings	Rhineland-Palatinate	Ms Mercedes Janßen, Mr Marcel Janßen
Cologne / Bonn + surroundings	North Rhine-Westphalia	Ms Daniela David
Lübeck	Schleswig-Holstein	Ms Ute Haverkamp
Minden	North Rhine-Westphalia	Ms Jessica Gottschalk
Nuremberg + Fürth / Erlangen	Bavaria	Ms Corina Bruns
Ulm + surroundings	Baden-Wuerttemberg	Ms Katharina Susec

Please note, that a lot of our destinations have a wide spread city belt. In cities like Berlin (which is 10 times bigger than Manhattan, NYC) people have an average journey of 45-60 minutes to get to work, even when they are living in the inner city belt. We always try to ensure a commuting distance between host family and school of about 30-45 minutes, but GLS will not guarantee certain neighborhoods within a city.

5. Private schools and Public boarding schools

5.1 BAVARIA, private school:

Landheim Ammersee
Requirements: <ul style="list-style-type: none"> • Minimum age 14 • Minimum stay one year • Minimum German level B2
Boarding Abitur is possible if students attend at least grades 10 to 12
Price: 41.900 € per year

5.2 BAVARIA, public boarding school:

Max-Reger-Gymnasium
Requirements: <ul style="list-style-type: none"> • Minimum age 16 • Minimum stay one year • Minimum German level B2
Boarding (except holidays) Abitur is possible if students attend at least grades 10 to 12
Price: 14.600 € per year

5.3 BERLIN, public boarding school:

Insel Scharfenberg
Requirements: <ul style="list-style-type: none"> • Minimum age 16 • Minimum stay one year • Minimum German level B2 • EU-citizenship and/or German School • Swimming ability
Boarding Abitur is possible if students attend at least grades 10 to 12
Price: 14.600 € per year

5.4 BERLIN, private school:

Moser Schule (Schweizer Schule)
Requirements: <ul style="list-style-type: none"> • Minimum age 14 • Minimum stay one semester • Minimum German level B1
Accommodation with host family Abitur is possible if students attend grades at least 10 to 12
Price: 19.600 € per year

5.5 BRANDENBURG, private schools:

Stift Neuzelle	Villa Elisabeth	Gymnasium Panketal
Requirements: <ul style="list-style-type: none"> • Minimum age 13 • Minimum stay one year • Minimum German level B1 	Requirements: <ul style="list-style-type: none"> • Minimum age 13 • Minimum stay one year • Minimum German level B1 	Requirements: <ul style="list-style-type: none"> • Minimum age 14 • Minimum stay one semester • Minimum German level B1
Boarding Abitur is possible if students attend at least grades 10 to 12 IB Diploma program offered	Boarding Abitur is possible if students attend at least grades 10 to 12	Accommodation with host family Abitur is possible if students attend grades at least 10 to 12
Price: 35.900 € per year	Price: 28.450 € per year	Price: 16.500 € per year

5.6 RHINELAND-PALATINATE:

Cologne International School
Requirements: <ul style="list-style-type: none"> • Minimum age 15 • Minimum stay one year • Minimum German/English level B2
Boarding German Abitur or IB diploma possible if students attend at least grades 10 to 12
Price: 42.350 € per year

5.7 NORTH RHINE-WESTPHALIA:

Schloss Crassenstein
Requirements: <ul style="list-style-type: none"> • Minimum age 14 • Minimum stay one semester • Minimum German level B2
Boarding Abitur is possible if students attend at least grades 10 to 12
Price: 30.500 € per year

6. High School Program – step by step

Step 1: The first step is to hand in the application form in combination with the required additional documents. Before handing in the application, please check carefully if the documents are complete and readable. We will organise an online interview with the student in a timely manner to assess language skills. If the student is suitable, GLS will send the confirmation of acceptance and invoice.

Step 2: A deposit of 20% is due 10 days after receipt of the invoice. With this payment the client confirms his definite participation in the High School program and GLS will work on the placement. Up to 4 months before arrival 50% are due and the last 30% up to 2 months before arrival.

Step 3: We will send the placement details for the host family and school, at the earliest 8 weeks prior to the programme start, after receiving the full payment. Student placements can take up some time and are very time-consuming. It might occur that changes will be made throughout the application and placement process. In some cases, placement details will be provided shortly before arrival and patience is necessary. We recommend that the client contacts the future host family in order to get to know them.

Step 4: Please prepare your client for arrival. If he/she needs to apply for a visa, please take into account the waiting period for a visa application. Documents for visa invitations can only be issued after full payment has been received. From our experience it can take up to 16 weeks until a long term visa is issued. In case of cancellation the general GLS terms & conditions apply. In case of visa rejection the full amount is refunded except a fee of 500 Euros.

Step 5: When your client plans his/her arrival here in Germany, please inform to book your flight on time. In case the client will arrive later than the program start date, we can not offer a transfer/accommodation/insurance. Furthermore we can not guarantee special classes in school and the host family might not be available if it's during the week, but more important the student might miss a lot of new friends, that he/she would meet during our starter weekend.

So we advise to try to book the flight on time, so your client can enjoy our whole offer.

7. Contact

Campus Address:

GLS German Language School
Kastanienallee 82
10435 Berlin
Germany



Ms Doreen Tharann

doreen.tharann@gls-berlin.de
(+49 30) 78 00 89 301



Ms Eugenia Speyer

eugenia.speyer@gls-berlin.de
(+49 30) 78 00 89 61



Ms Sonja Golenia

sonja.golenia@gls-berlin.de
(+49 30) 78 00 89 83

8. Selling points - Why Germany?

Sometimes it is hard to find the right words and advantages of all of the beautiful countries students can study in. We want to help you with it and have some information about Germany and its culture that might help you advising your clients with the high school program.

Germany is one of the **top 4 destination countries** for international students, but why?

Germany offers a high standard of living and in combination with the low costs of living, a wide variety of possibilities and also **very different regions** make it to one of the most attractive host countries of the world.

With 83 million citizens and an area of 360.000 sqm, Germany is the **biggest economic nation** in Europe, one of the six **founding states** of the European Union and has a leading role in the solution of international conflicts. The country has a low unemployment rate and a strong middle class, which might be the backbone of the German economy.

No other European country has more neighbors, it's bordering 9 countries, which makes it easy to travel around, **exploring other cultures**. Germany shares the North and Baltic Seas in the north and the Alps in the south. It lays in a temperate climate zone, has sixteen national parks and over hundreds nature parks.

The German educational system is one of a kind and offers well-appointed schools, divers apprenticeship possibilities and **international universities**. Schools and universities provide an **excellent level of teaching**, research and a variety of international courses of study. A degree at a German University opens many doors on the labor market and is highly appreciated from international employers. Many courses combine theory and practice and have great connections to companies for experiences work fields besides the study. Germany eliminated the tuition fees for universities and offers now **free studies** for national and international students for equal opportunities.

Germany is a very **safe, openminded and colorful** country. And it's also very international, round about every fifth citizen is immigrated or comes from a family with foreign roots.

The majority of young and old generations has processed the happenings of the national socialist regime and the division of Germany until its reunification in 1990. The consequence of **conquering the past** has brought a cultural or remembrance along with deep roots of values such as solidarity and respect for diversity.

Although the German history of the last century is quite dark, the land works continuously to keep the racism out of everybody's minds and to fight for a **unified country**.

Germans are **very direct people**, they say what's on their mind, which a lot of visitors have to get used to, since many other cultures would just not talk about everything right away. But Germans also have other characteristics, that they are famous for, just like being on time, tidy, reliable, diligent and goal-oriented. But for the Germans it's not only about success, but especially about family, friends and pleasure of their free time; they love football and clubs, have a strong technical affinity. And they might even have some humor, but very sarcastic and darkly comic.