

FAQs Online Summer Certificate 2020

How do I apply?

Please fill out our **online application form**. You will first need to create an account. After you log in for the first time you will be able to complete the application form and upload the necessary documents. Once you have filled in all of the required fields you can submit your application.

After submitting your application you will receive an e-mail from us confirming that we have received your application. Once your application has been reviewed, you will receive another e-mail confirming whether you have been accepted or not. Upon receiving your student contract and invoice, you will need to pay the fees within the timeframe stated in your contract. Your application will be confirmed upon receipt of payment and you will receive your official acceptance letter from us via e-mail.

When should I apply?

The application for the Online Summer Certificate 2020 is currently open. The application deadline is **15 June, 2020**.

How much does an Online Summer Certificate cost?

Our Business Online Summer Certificates run for 3 weeks each. Our Photography Online Summer Certificate runs for 2 weeks. In total, there will be 30 contact hours.

It is possible to book up to two programmes with us. Please check the timetables to avoid overlaps. Each programme costs 499 EUR.

When and how should I pay?

Upon receiving your student contract and invoice, please transfer the full amount indicated on your invoice. The stated amount will need to be paid within the timeframe stated in your contract (typically within two weeks of receipt)—your acceptance will be confirmed upon receipt of payment.

We accept payments through Bank Transfer.

Are there scholarships available and how do I apply for them?

Unfortunately, not for Online Summer Certificates this year.

Do I need to already have experience to participate?

Our Online Summer Certificates are open to all; no level of educational experience in the field is required. All courses are taught at an undergraduate level; therefore, the minimum age to participate is 16. If a student is under the age of 18, a parent needs to sign the contract.

Our courses are designed to peek and further students' interest in specific fields. We ask that students come eager to learn and actively participate.

What kind of tools are required to participate?

In order to attend the online courses you need a computer that is compatible with MS Office (MS TEAMS) and a proper internet connection. Students, who want to participate in Photography classes, should have basic photographic knowledge and need their own photographic equipment.

What language are courses taught in? Do I need to provide an English Certificate?

All courses are taught in English. We require that participants have a B2 (upper intermediate) level of English to be able to follow the lectures and participate actively.

Students for whom English is not their native language must provide evidence of language proficiency. Your proof of proficiency does not necessarily need to be in the form of an official language test. If you have completed or are currently attending courses taught in English then you can also submit your transcript as proof or ask for a recommendation letter from a teacher that can attest to your language proficiency.

If you are worried that you cannot prove your language proficiency, or have doubts about your level, please contact us. We can set up a Skype Interview in which we can assess your level and make a recommendation on your behalf.

Cancellation and refund policy

We understand that unforeseen circumstances may arise. In the event you can no longer attend your Online Summer Certificates then you must notify UE per e-mail (international.office.berlin@ue-germany.com)

UE operates the following refund policy:

Full refund of tuition fees if cancellation is received within fourteen (14) days from the date of signature on the student's contract.

90% refund of tuition fees, if cancellation is received more than ninety (90) calendar days before the commencement date.

50% refund of tuition fees, if cancellation is received within ninety (90) and thirty (30) days of the commencement date.

No refund of tuition fees if cancellation is received less than thirty (30) days before the commencement date.

What happens if my course gets cancelled or changed?

In exceptional circumstances, UE might have to cancel or change a programme. UE will notify the student of a cancellation or significant change and the options available to the student by writing to the student's contact email address. Participants must notify UE in writing of the option they wish to take; options will typically include one of the following:

- Continuing with student's programme in spite of significant changes
- Transferring to another programme
- Cancelling student's application for a refund of tuition fees