



# ENROLMENT FORM

## page 1 of 2

both pages to be sent by post to  
Silvia Albert-Jahn, bearing your full signature

Nov 10 to Nov 15, 2019

Haus Altenberg

Ludwig-Wolker-Straße 12  
51519 Odenthal-Altenberg

NAME .....

male  female

School ...../country .....

**PRIVATE ADDRESS:**

.....  
.....  
.....

**STAMP  
OF YOUR  
SCHOOL:**

phone: .....  
e-mail: .....

Sorry, we can't accept your enrolment without a stamp. In case you can't get a school stamp during the holidays, please send your enrolment (page 1&2) form without it to book you place and send this page 1 with the stamp later.

I have been to the English Week before <input type="checkbox"/>	It's the first time I am taking part <input type="checkbox"/>
<b>How long have you been teaching?</b> ..... years	<b>How long have you been teaching in a Waldorf School?</b> ..... year
mainly classes .....	I currently teach classes .....
<input type="checkbox"/> I'm a full-time student in my ..... year at the seminar in.....	
<input type="checkbox"/> I'm a part-time student at the seminar (berufsbegleitend) in .....	

**What you have to pay:**

**I. Conference Fee €295.-** (to be paid **in advance** to make your reservation legally binding)

**plus II. Accommodation and full board Sunday to Friday:** (to be paid **in cash on arrival**)

*There are different room categories. Please make your choice clearly visible. (Only limited number available in categories II,III,IV - first come first serve)*

<input type="checkbox"/> I. <b>double room</b> with shower and toilet on each floor	€ 270.-	In case you wish to share a room with a specific colleague:  <i>I would like to <u>share a double room</u> with my colleague</i> <i>Mr/Mrs.....</i> <i>from the school</i> <i>in .....</i>
<input type="checkbox"/> II. <b>double room</b> with ensuite bathroom/WC	€ 305.-	
<input type="checkbox"/> III. <b>single room</b> with shower and toilet on each floor	€ 350.-	
<input type="checkbox"/> IV. <b>single room</b> with ensuite bathroom/WC	€ 395.-	
<input type="checkbox"/> V. <b>full board conference package <u>without accomodation</u></b> in case you don't stay overnight at Haus Altenberg	€ 160.-	

**TRANSPORT:**     I'm planning to arrive by train     I'm planning to arrive by plane     I don't know yet

**MEALS:**    I am a **vegetarian**     YES    Please note, that we can offer **only a full board arrangement** including all meals and coffee breaks.

For special diet requirements such as **gluten/lactose intolerance** please contact Doris Schlott (englishweek@t-online.de) **well in advance** in order to arrange the meals with the kitchen staff.

<b>I'd like to attend the</b> <b>AFTERNOON DRAMA WORKSHOP</b> (15 – 18.00)	<b>I'd like to attend the</b> <b>MORNING WORKING GROUP - slot 1</b> (10 – 11.30)
1 <sup>st</sup> choice: .....	1 <sup>st</sup> choice: .....
2 <sup>nd</sup> choice: .....	2 <sup>nd</sup> choice: .....
3 <sup>rd</sup> choice: .....	3 <sup>rd</sup> choice: .....

To receive our detailed pdf description of the **afternoon drama workshop leaders and the courses please** contact [englishweek@t-online.de](mailto:englishweek@t-online.de) or visit our website <https://www.english-week.de>



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Nov 10 to Nov 15, 2019

Contacts:

General enquiries, programme, travel, early arrivals etc:  
englishweek@t-online.de (Doris Schlott, Frankfurt/Main)

Registration, rooms, courses, payments:  
s.albert-jahn@web.de - Mülheim/Ruhr

**NAME** .....

**School** .....

### How to proceed in order to register

**Step 1:** Fill in the enrolment form (2 pages) including your school stamp and **send the completed and signed form (2 pages) by post** to: **Silvia Albert-Jahn**  
Frohnhauser Weg 98,  
D - 45472 Mülheim/Ruhr (overseas enrolments: first scan your enrolment form and mail it in order to speed up the whole process till your letter arrives by post).

and - if this is possible for you - **email your enrolment form as well to englishweek@t-online.de**, just in case your letter gets lost in the post.

Should it be impossible for you to get the school stamp due to the holiday season you could send the enrolment form without delay in order to secure your place, but please don't forget to post it again later completed with your school stamp to make your enrolment binding.

**Step 2:** PAYMENT: (max 5 days after step 1) **Please transfer the conference fee** (295.-) to our account  
GLS Gemeinschaftsbank eG Bochum  
Konto DE29 4306 0967 6042 4729 00  
Ref: Waldorf English Week 2019 - your name and your school/country  
(Special arrangements on request for non-German schools to avoid high bank charges)

**Step 3:** Wait for our letter of confirmation (by email) - we only send out the letter of confirmation once we have received your signed enrolment form AND your payment.

Please note, **ONLY AFTER WE HAVE RECEIVED YOUR PAYMENT and** your enrolment form by post we'll sent you our confirmation letter. **ONLY THEN** your booking is legally binding.  
Sometimes letters get lost in the post.

Should you not hear from us within a reasonable length of time please do not hesitate to contact us (s.albert-jahn@web.de or englishweek@t-online.de )

- **For last minute enrolments from 7th October** onwards  
first contact englishweek@t-online to find out if there are still places available.  
If yes - only then send your enrolment form AND your payment immediately and wait for our confirmation.
- The **accommodation/full board should be paid in CASH on arrival** (sorry, **no credit card facilities at Altenberg**).  
As the closest cash machine is at a local bank is in Odenthal, about 3 km from the conference centre we strongly advise you to organize your cash in advance.)
- **In case of cancellation** we'll try our best to give your place to one of the participants on the waiting list in order to minimize your costs. However, we are charging a handling fee of €50.-  
Depending on the overall number of participants we may have to charge you up to 100% of our conference fee in the case of cancellation within the 10 days before the English Week starts, and 50% for cancellations from **15th October** onwards.  
We trust that Haus Altenberg will be as generous as they previously were and will only charge a minimum fee to cancel your accomodation and your meals.

Waldorf English Week e.V. does not assume any liability. The participant acknowledges, no claim for damages can be made against the organizers unless they are guilty of gross negligence or unlawful intent.

The English Week 2019 Organisation Team / Verein Waldorf English Week e.V.

Date / signature

(I herewith acknowledge these terms and conditions stated on **page 1 and 2**)

## **Additional Information (page 3, not part of the contract)**

### **I. In case you wish to contact us**

**Silvia Albert-Jahn:** deals with incoming enrolment forms & registration: choice of courses, allocating room numbers, finances

**Doris Schlott:** all other questions (programme, travel, early arrival, special requests)

Please note **Haus Altenberg DOES NOT TAKE ANY RESERVATIONS FOR THE OFFICIAL ENGLISH WEEK SUNDAY TO FRIDAY.**

### **II. Travel**

**Can you offer a lift?** Where from? **Are you looking for a lift** to Haus Altenberg? - . Please let Doris know to help you find a match.

#### Flights

The closest airports are Cologne/Bonn (25 km) and Duesseldorf (60 km).

The other airport – quite misleadingly called Germany-West or Airport Weeze - is about 130 km west of Altenberg. This applies as well to Frankfurt-Hahn (but regular bus connection from there to Cologne main station)

#### Trains & Public Transport

For your connection please check [www.bahn.de](http://www.bahn.de) For the English version please click 'Deutsch' and choose your language . This is what the top line looks like:



Your destination is **Altenberg, Odenthal**.

Do you have any questions or need assistance? Send an email to Doris ([englishweek@t-online.de](mailto:englishweek@t-online.de)).

### **III. Lunch before registration starts on Sunday?**

If you arrive on Sunday before registration starts and wish to join us for an additional lunch please write an email to [englishweek@t-online.de](mailto:englishweek@t-online.de) in order to sign up for a vegetarian or non-vegetarian lunch, served between 12.30 and 1.30 pm. The price is € 8 per person which can be paid for directly at the reception desk in the course of the English Week.

### **IV. Early arrivals (Saturday or even Friday)**

The night before the conference starts Haus Altenberg is nearly fully booked. Please contact Haus Altenberg well in time if you wish to arrive one night early. Inform them about the room you booked with us (single/double, with or without private facilities). They will do their best to avoid moving you to the original allocated room on Sunday. Please pay your extra night at the reception desk during the week.

However, this only makes sense **if you arrive at Haus Altenberg before 7pm**. Please bear in mind, that you have to check in at Haus Altenberg by 7pm. Afterwards the reception desk is closed.

#### ***If your plane/train arrives in Cologne or Duesseldorf on Saturday late afternoon / evening***

we highly recommend to find a cheap hotel / hostel / B&B in Cologne (great choice on the internet) and take the bus to Altenberg on Sunday morning.

### **V. Participants who don't stay overnight at Haus Altenberg**

If you wish to commute / stay somewhere else the price for the **full board package excluding the breakfast is € 160.-** Please tick the relevant box on your enrolment form page 1.

**The number of single rooms at Haus Altenberg is limited** - first come, first serve. In case you enrol only shortly before the English Week starts and really need a single room please check our website for information on B&Bs /hotels.

### **VI. Relevant Information on Haus Altenberg**

#### **What kind of standard to expect:**

Please bear in mind that Haus Altenberg is run by the Catholic church and hosts many youth groups. Hence, all newly refurbished rooms in the main building are furnished in a modern, but basic and functional way.

In the bathroom you will find an ordinary hand towel. For your own comfort you may wish to **bring your own bigger bath towel** and a bathroom rug/mat for the floor.

It might be sensible to bring **your own hair dryer**.

There are hotspots all over the premises. Most rooms have their own **internet access**. On request each guest will get an individual ID code to use the internet.