



ENROLMENT FORM

page 1 of 2

both pages to be sent **BY POST** (see postal address below) to Silvia Albert-Jahn, bearing your full signature

Nov 6 to Nov 11, 2022

Haus Altenberg

Ludwig-Wolker-Straße 12
51519 Odenthal-Altenberg

male female First name: _____ Surname/Family name: _____

School: _____ /country: _____

Address of your school: :

PRIVATE ADDRESS:

.....
.....
.....
phone: phone:
email: email:

I have been to the English Week before <input type="checkbox"/>	It's the first time I am taking part <input type="checkbox"/>
How long have you been teaching? years	How long have you been teaching in a Waldorf School? years
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. Accommodation and full board Sunday to Friday: (to be paid in cash on arrival)
 plus **II. Conference Fee €350.-** (to be paid in advance to make your reservation legally binding- see page 2, step 2)

There are different room categories. Please make your choice clearly visible - first come first served

<input type="checkbox"/> I. double room with shower and toilet on each floor	€ 295.-	<i>In case you wish to</i> share a room with a specific colleague: I would like to <u>share a double room with</u> my colleague Mr/Ms..... from the school in
<input type="checkbox"/> II. double room with ensuite bathroom/WC	€ 350.-	
<input type="checkbox"/> III. single room with shower and toilet on each floor	€ 380.-	
<input type="checkbox"/> IV. single room with ensuite bathroom/WC	€ 440.-	
<input type="checkbox"/> V. full board conference package without accomodation in case you don't stay overnight at Haus Altenberg	€ 180.-	

If you have already been at Haus Altenberg you surely know that the rooms differ quite a lot in size. In order to comply with the covid-19 safety regulations the small double rooms may only be occupied by one person

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

MEALS: I am a **vegetarian** **YES** Please note, that we can ONLY offer 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) **in advance** in order to arrange the meals with the kitchen staff.

I'd like to attend the AFTERNOON DRAMA WORKSHOP (15 – 18.00) Please check our website for a detailed description of the workshop and the artists running these workshops.	1 st choice: 2 nd choice: 3 rd choice:
MORNING WORKING GROUPS	are chosen on arrival. Please check our corresponding lists for slot 1 and slot 2 and sign up. The size of the working groups will vary due to the different size of the rooms in order to comply with covid-19 safety regulations.



ENROLMENT FORM / page 2 of 2

Nov 6 to Nov 11, 2022

Contacts:

1. **General enquiries, programme, travel, early arrivals etc:**
englishweek@t-online.de (Doris Schlott, Frankfurt/Main)
2. **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** and **send the completed and signed form (2 pages) by post** to
Silvia Albert-Jahn
Frohnhauser Weg 98,
D - 45472 Mülheim/Ruhr
and **email your enrolment form as well to englishweek@t-online.de**, just in case your letter gets lost.
overseas enrolments: first scan your enrolment form and email it in order to speed up the whole process till your letter arrives by post

Step 2: **PAYMENT:** (max 5 days after step 1) **Please transfer the conference fee** (350.-) to our account
GLS Gemeinschaftsbank eG Bochum (*Christstraße 9, D44789 Bochum*)
Konto IBAN: DE29 4306 0967 6042 4729 00, *BIC/swift code: GENODEM1GLS*

Ref: Waldorf English Week 2022 - 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 AND book a room for you once we have received your signed enrolment form AND your payment of the conference fee. Only then is your booking 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)

- **For last minute enrolments from 15th 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 in Odenthal, about 3 km from the conference centre we strongly advise you to organize your cash in advance.
- **Cancellations: In case you have to cancel your place after October 10, 2022**
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 **11th 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 accommodation and your meals.
- **Cancellation due to Covid-19:** Waldorf English Week e.V. does not assume any liability in case the English Week 2022 has to be cancelled due to circumstances connected to Covid-19 as well as because of regulations imposed by the authorities. In case of cancellation on our side you will be immediately informed and your deposit and/or conference fee will be refunded (minus a €5.- handling fee). **We strongly advise you to book your train and flight tickets only after September 30. It is advisable to take out a travel cancellation insurance.**

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 2022 Organisation Team / Verein Waldorf English Week e.V.

Date / signature

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