

**Are digital courses taking place?**

A large number of courses are also being offered in digital format. More information can be found on our website: [vhs digital courses](#).

**Are there any consultation services taking place at the moment?**

We are currently able to offer telephone and digital consultations, as well as individual consultations, if you have made an appointment in advance. You can find our current counselling flyer at [consulation flyer vhs 2023](#).

**Are there currently any open consultation hours?**

No If you would like to organise a consultation session, please make an appointment with our staff. (See next question)

**How do I make an appointment?**

You can make an appointment by phone or email. Our service team is available to make an appointment for you from Monday to Friday between 9:00 a.m. to 12:00 a.m. Please refer to the following table for contact details:

	Telephone
German as a foreign language	0641 / 306 -1466 0641 / 306 -1461
Basic education and educational advice	0641 / 306 -1468
Languages	0641 / 306 -1467
Career / IT and health	0641 / 306 -1469
Society, art and culture	0641 / 306 -1472

**What you can learn at the vhs**

**Which subject areas does the vhs offer courses in?**

The vhs offers a variety of programmes relating to society, art and culture, health, career and IT, as well as languages. The languages area also includes German and integration courses. There are also basic education programmes and the young vhs, with programmes for children and young people.

**Where can I find more information about course offers?**

Information about our courses can be found in our programme booklet or on our website. The programme booklet is available directly at the vhs, as well as at many other course locations and other institutions in the City of Giessen.

### **How many participants are in a course?**

Courses take place with at least six participants. The limit varies depending on the room and the type of event.

### **Which exams can I take at the vhs Giessen?**

You can take examinations in German as a second and foreign language at the vhs at the language levels A2, B1, B2 and C1. The exams take place in cooperation with the language provider Telc GmbH. In addition, the vhs offers the "German Test for Immigrants" (Deutschtest für Zuwanderer, DTZ), the "Life in Germany Test" (Leben in Deutschland Test, LID) and the Naturalisation Test (Einbürgerungstest, EBT). The Federal Office for Migration and Refugees (Bundesamt für Migration und Flüchtlinge) is responsible for these tests.

In addition, by passing the exam at the end of the accounting course you can also earn a certificate. In addition, the vhs regularly offers a final exam for the hr-info radio college (Funkkolleg).

### **Which school-leaving qualifications can I take at the vhs Giessen?**

You cannot obtain school-leaving qualifications at the vhs. For this, please get in contact with the [Abendschule Giessen](#).

## **Registration and costs**

### **How do I register for a course?**

If you are taking part in a course at the vhs for the first time, you can register with us either by email, fax or post. The forms for this can be found in the programme booklet. You can also register for courses on our website. If you have already taken part in courses, you can also register by telephone.

### **How much does a course cost?**

The prices of the courses depend on the number of participants and the number of teaching units, as well as additional fees (e.g. for materials or exams). The prices of individual courses can be found in the programme booklet or on our website.

### **When do I have to pay for my booked course?**

You can choose the payment method when registering. If you want to pay by bank transfer, please transfer the amount after the end of the course. The amount due must be transferred no later than five weeks after the end of the course.

If you choose to pay by direct debit, the fee will be debited from your account five weeks after the start of the course. The due date is stated on your course certificate. We require a SEPA direct debit mandate to do this, which you can submit when registering for the course.

### **Up to what date can I cancel a course free of charge?**

You can cancel your registration for the course free of charge up to the registration deadline or, if there is no registration deadline, up to the last day before the course begins. De-registration must be sent in writing to the responsible staff member. Not attending a course does not exempt you from the participation fee.

### **Do I have to pay for the course if I get sick?**

If you are unable to attend a course due to a long-term illness, you can de-register after the registration deadline by submitting a medical certificate. If you have already attended course sessions, you will only be billed for these.

### **As an employee of Alternate/Wave, Conti Sanitärarmaturen, Poppe or Schunk, what do I have to do to participate in a course free of charge?**

The vhs Giessen has educational partnerships with the companies Alternate/Wave, Conti Sanitärarmaturen, Poppe and Schunk. If you are employed by one of these companies, you can attend courses free of charge. Please use the separate registration form provided by your employer to register. For information on internal requirements at the companies themselves, please contact your respective employer.

### **Can I give away a spot in a course?**

You can give away a spot in a course. Please contact the service staff member in charge.

### **Which groups are eligible for discounts?**

Discounts are available at the vhs Giessen for minors, schoolchildren, students and trainees, persons undertaking federal voluntary service or a voluntary social year, recipients of social benefits, ALG II, assistance with living costs, basic security in old age or reduction in earning capacity in accordance with SGB XII, severely disabled persons and those with equal status, as well as people with an honorary or youth leader card or Giessen-Pass. Your reason for eligibility for a discount must be provided at the time of registration. Please provide us with proof of this.

The entire fee schedule (last updated in 2013) can be found in the programme booklet and on our website under [vhs fee schedule](#) (both in German).

## **Rooms**

### **Where will my course be taking place?**

Information about your course location can be found under the course description in the programme booklet or on our website, as well as on your notification of fees.

### **Where can I find information about course locations?**

Information about course locations can be found on the last and back page of the programme booklet, and at our website under [vhs Giessen: Course locations](#) (both in German).

### **Where is the main administration located?**

Administration can be found at the vhs' main building, located at Fröbelstraße 65, 35394 Giessen, Germany. The office for the Department of German as a Second and Foreign Language, located at the Giessen Town Hall, is currently closed due to Corona.

### **Inclusion**

#### **What inclusive offers does the vhs have?**

The vhs Giessen has a range of inclusive offers. These include courses for seniors in languages and IT, the basic education programme, German and integration courses, as well as our various consultation services.

#### **Which rooms are barrier-free?**

We strive to offer as many courses as possible in barrier-free rooms. All classrooms on the ground floor of the vhs located at Fröbelstraße 65, Giessen, are barrier-free. The rooms of the DAV Climbing Centre and the classroom on the ground floor of the Nordstadtverein are also barrier-free.

You can find out whether a course is offered in a barrier-free room in the programme booklet, or on our website in the course information section.

#### **Can I book an appointment with the administration team in a barrier-free room?**

You are welcome to request an appointment in a barrier-free room. The vhs has a barrier-free meeting room in the main building located at Fröbelstraße 65, Giessen. The contact details can be found under the Corona FAQ tab.

#### **I am a person with disabilities. Am I still able to take an exam?**

If you are unsure whether you can take an exam at the vhs because of your disabilities, please talk to us when you register for the exam - or at least six weeks before the exam is due to take place. That way we can discuss whether you will be able to take your exam.

#### **Are inclusive teaching materials available?**

There are currently no inclusive teaching materials available.