

# Registration card

**Volkshochschule Gießen, Fröbelstraße 65, 35394 Gießen**

Tel. 0641/306-1466/-1467/-1469/-1472 \* Fax: 0641-306-2474

Registration for the ... (1./2.) Semester 20.....

.....

Course no.

Course Instructor/Course title

m  f  d

.....

Surname, First Name(s)

.....

Date of birth

Email address (This email will be used by the VHS to send information about the programme. Contradiction via email to [vhs-news@giessen.de](mailto:vhs-news@giessen.de) can be made at any time.)

.....

Name of street, house no.

.....

Postcode, Name of place

.....

Telephone (daytime)

Telephone (evening)

.....

Signature (For minors, signature of the legal guardian)

I accept the general terms and conditions of the VHS. We inform you, according to §18 Section 2 HDSG, that your data will be saved in the automated file, to be deleted after 10 years.

Data will be transmitted for fee collection.

## Data Protection

I agree, that the VHS may store and process my contact details for the purpose of contact and communication. (Detailed information at the back page).

Reason for reduction (to show proof at registration)

Minor

Pupil, Students, Trainee, Apprentice

Military and Community Service

Federal Voluntary Service

Recipient of social welfare benefit or ALG II

Recipient of help for livelihood

Basic security in old age

Reduced earning capacity according to SGB XII

Severely disabled people and equivalent

Volunteers or Youth leader card

Gießen-pass

## Payment method

(Please tick)

**Direct debit authority**

Please fill in the SEPA-direct debit mandate on the back page for this purpose. If previous demands of the VHS have been paid per direct debit authorisation, then this transaction will be converted to the so-called SEPA-direct debit mandate in the course of introducing SEPA. Your authorisation remains valid, and you do not have to undertake anything.

**Bank transfer**

No bank details required.

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## General Terms and Conditions (AGB)

With your signature on the registration card, you agree to the general terms and conditions of the VHS. You can see the general terms and conditions on the following:

- In the programme booklet
- Under [www.vhs-giessen.de](http://www.vhs-giessen.de)
- On the notice board at the entrance of the main VHS building

## Data Protection Basic Regulation (DSGVO)

Since the 25th May 2018, the EU data protection basic regulation has come into effect. The data protection for the EU citizens hereby becomes strengthened. The VHS lays special importance on the security and trustworthy handling of processing personal data. According to § 15 Data Protection Basic Regulation (DSGVO), you are entitled to request the VHS at any time for an extensive disclosure of information relating to your personal details saved. According to § 15 Data Protection Basic Regulation (DSGVO), you are entitled to demand the VHS for correction, deletion or blocking of individual person related data. In addition to that, you can exercise your right to contradiction and to rectify or to wholly revoke the previous granted consent. You can send the cancellation either by post or by email to [VHS@giessen.de](mailto:VHS@giessen.de).

## SEPA-direct debit mandate

Please fill in, sign and send it to

Magistrat der Stadt Giessen, Volkshochschule,  
Fröbelstraße 65, 35394 Giessen.

**For any queries: Telephone** 0641 306-2222  
**Telefax** 0641 306 2169

**Email:** [kaemmerei@giessen.de](mailto:kaemmerei@giessen.de)

<b>Payment:</b> Recurrent Payment
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<b>Creditor:</b> Municipal administration, Berliner Platz 1, 35390 Giessen
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<b>Creditor-ID:</b> DE04ZZZ00000051986
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Valid from:	Description of payment/fees  Course number:
Name of the bank	
BIC	
IBAN	
Address (voluntary)	

The direct debit authority will also be used for all other future registrations. You can cancel the direct debit authority at any time in writing to the above mentioned address or via email to [VHS@giessen.de](mailto:VHS@giessen.de)

Location and date	Signature (or firm stamp)
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Reference of mandate To be filled in by payee
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