



General Terms and Conditions (GTC) for Trainees

Katja Klocke Coaching

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§1 – Subject matter of the contract

Katja Klocke Coaching (hereinafter referred to as "KKC") places international applicants in nursing training in Germany. These GTC govern the contractual relationship between the applicants and KKC.

§2 – Participation requirements

The applicant undertakes to submit all required application documents in full and truthfully, in particular:

- curriculum vitae in tabular form,
- school-leaving certificate,
- valid passport,
- Language certificate B2
- Measles vaccination certificate

§3 – Language test

In addition to the submitted B2 language certificate from a recognized language institute, KKC conducts an interview. Participation in the mediation procedure is only possible after successful assessment by KKC.

§4 – Digital Applicant Folder

Each applicant receives access to a digital application folder in which the placement status, open tasks and deadlines are documented. The applicant folder is considered a binding communication tool.



§5 – Free mediation / fee-based service

The service is subject to a fee for trainees. The specific services and prices depend on the individually booked service package. The assignment is made by separate written agreement.

§6 – Additional services

On request, additional services such as recognition service, pre-approval service, accommodation organization, translation and certification of documents and pick-up service can be booked. These are charged separately.

§7 – Terms of payment

Payments are made according to the invoice within 7 days without deduction. The process only begins after receipt of payment.

§8 – Termination / Withdrawal

The contract can be terminated by either party with a notice period of 14 days in text form. Services already provided are non-refundable. Regardless of the KKC performance level.

§9 - No refund in case of self-placement or parallel application

If the applicant finds a job or training place independently during or after the start of the cooperation with the mediator, is placed by a third party or deliberately decides against the proposed placement options, there is no entitlement to a refund of payments already made.

This applies in particular:

- in the case of independently found jobs or apprenticeships (also through private contacts, online platforms, language schools, etc.),
- in parallel cooperation with other placement agencies or organisations,
- in the event of later withdrawal from the process at one's own request.



Services already provided (e.g. counselling, matching, language interview, recognition support, digital application folder, pre-boarding, etc.) will not be refunded. The fee obligation remains in place even if the applicant does not use the placement option offered.

§9 – Data protection

All data is processed in compliance with the GDPR and is only passed on to third parties as part of the mediation and service.

§10 – Warranty

A guarantee cannot be given due to the many people and organizations involved. The applicable GTC's are the subject of the contract.

§11. Final Provisions

Should individual provisions of these T&Cs be or become invalid, the validity of the remaining provisions shall remain unaffected.

The place of jurisdiction is – as far as legally permissible – **Potsdam**.

Note on gender-neutral language:

All personal designations in this Agreement (e.g., "Candidates") apply regardless of the gender chosen. The chosen spelling takes into account people of all gender identities (m/f/d)