

AGENTS' manual 2025

DIALOGGE
Bodensee Sprachschule

**German
Language
Institute**



**Dialoge – Bodensee
Sprachschule GmbH**

Bahnhof 1b
88131 Lindau (B.)

+49 8382 943230
info@dialoge.com

www.dialoge.com

Why Dialoge

10 Reasons

Variety

Year-round programs for adults, work & study in summer and in winter, youth courses, high school preparation, group travel, EU programs, consultation for everyday life and career.

Professionalism

Qualified, certified team with more than 30 years of teaching experience.

Flexibility

The perfect learning concept for you – living and experiencing language in Lindau, networking and meeting friends from all over the world.

Efficiency

Intensive and purposeful learning in small groups – 5 till 15 participants

Quality

Our school is a member of IALC (International Association of Language Centers) and FDSV (Fachverband Deutscher Sprachschulen und Sprachreise-Veranstalter e.V.). Furthermore, the school is a member of fadaf (Fachverband Deutsch als Fremdsprache).

Certificates

Dialoge is an accredited exam center for all telc and TestDaf examinations. In addition, all students receive a Dialoge certificate after successfully participating in our courses.

Short distances

Accommodations, restaurants, shops etc. are close by and can easily be reached on foot or by public transport.

Location

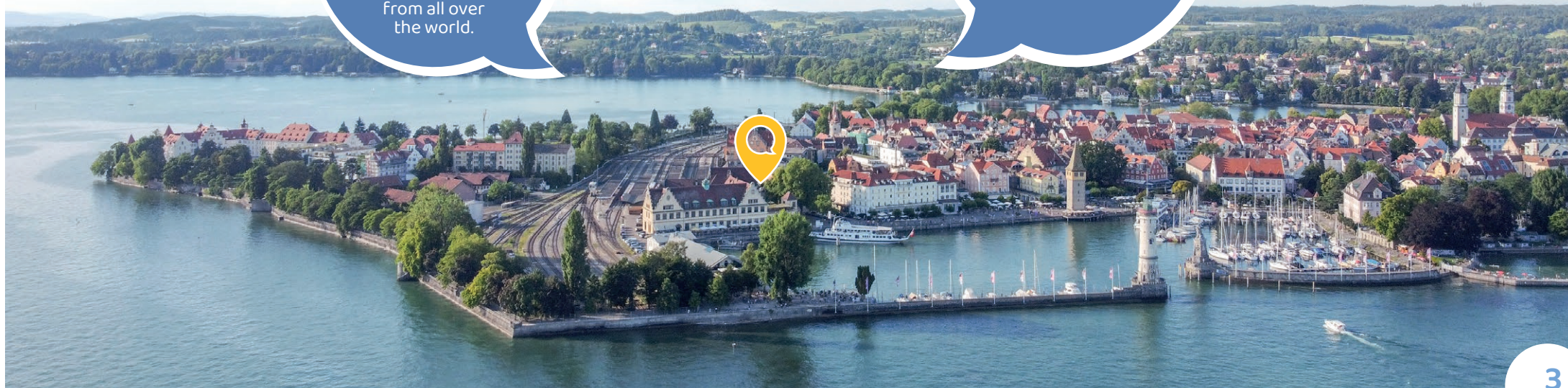
Lindau is located in a unique and one of the most beautiful regions in Europe – in the heart of three German-speaking countries: Austria, Switzerland and Liechtenstein.

Hospitality

Our school and accommodations offer a familiar atmosphere. Experience Lindau and surroundings as an open-minded and hospitable region.

Internationality

Every year the school welcomes a wide variety of international students from all continents.



General Information

Address, Office Hours & Holidays

Address

Dialoge – Bodensee
Sprachschule GmbH
Bahnhof 1 b
88131 Lindau (Deutschland)

phone +49 8382 94323-0
web www.dialoge.com
mail info@dialoge.com

Office Hours

// Monday – Thursday: 08:00 – 17:00
// Friday: 8:00 – 14:00
// Saturday & Sunday: closed

Holidays

Company holidays:

22.12.2024 – 04.01.2025 and
22.12.2025 – 02.01.2026

Bank holidays (no lessons):

06.01. / 18.04. / 21.04. / 01.05. / 29.05. /
09.06. / 19.06. / 15.08. / 03.10. / 01.11. /
25.12. / 26.12.2025

Alternative program available: Excursion

Emergency Number

+49 (0) 151 12238196

This number we can be reached on during weekends. It should ONLY be used in case of emergencies!

At School

Dialoge – Bodensee Sprachschule was founded in Lindau in 1991 and has specialized in conducting courses in German as a foreign language ever since.

Our school is a member of IALC (International Association of Language Centers) and FDSV (Fachverband Deutscher Sprachschulen und Sprachreise-Veranstalter e.V.). The school is also recognized by the German government as an educational institute and is a member of fadaf (Fachverband Deutsch als Fremdsprache).

Premises & Facilities

The school is located on an island in the historical building of the main station at the famous harbor of Lindau.

The premises and especially the terrace offer a view onto Lake Constance and the Alps. The pedestrian zone of the medieval centre of Lindau is just a few steps away. The school building is well suited for our school's purposes. Design and interior of our school help to create an atmosphere where our students feel at home.

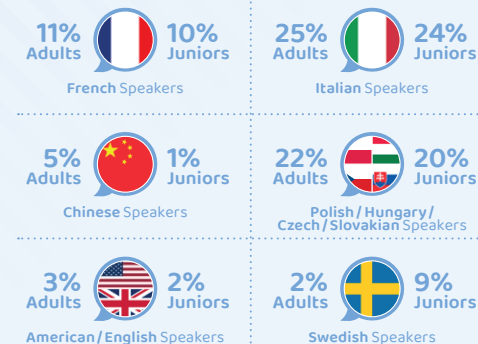
- 14 classrooms
- Free WiFi
- Study islands/Media library (books, DVD's, CD's and more) – a place where students can study the 4 skills (reading, writing, listening, speaking) by themselves
- Reception
- Lounge (opened during office hours)
- Free water dispenser & snacks
- Roof terrace
- Movie room

Students

Countries of Origin

Students from 50+ countries come to Dialoge to study German in Lindau.

Top Nationalities

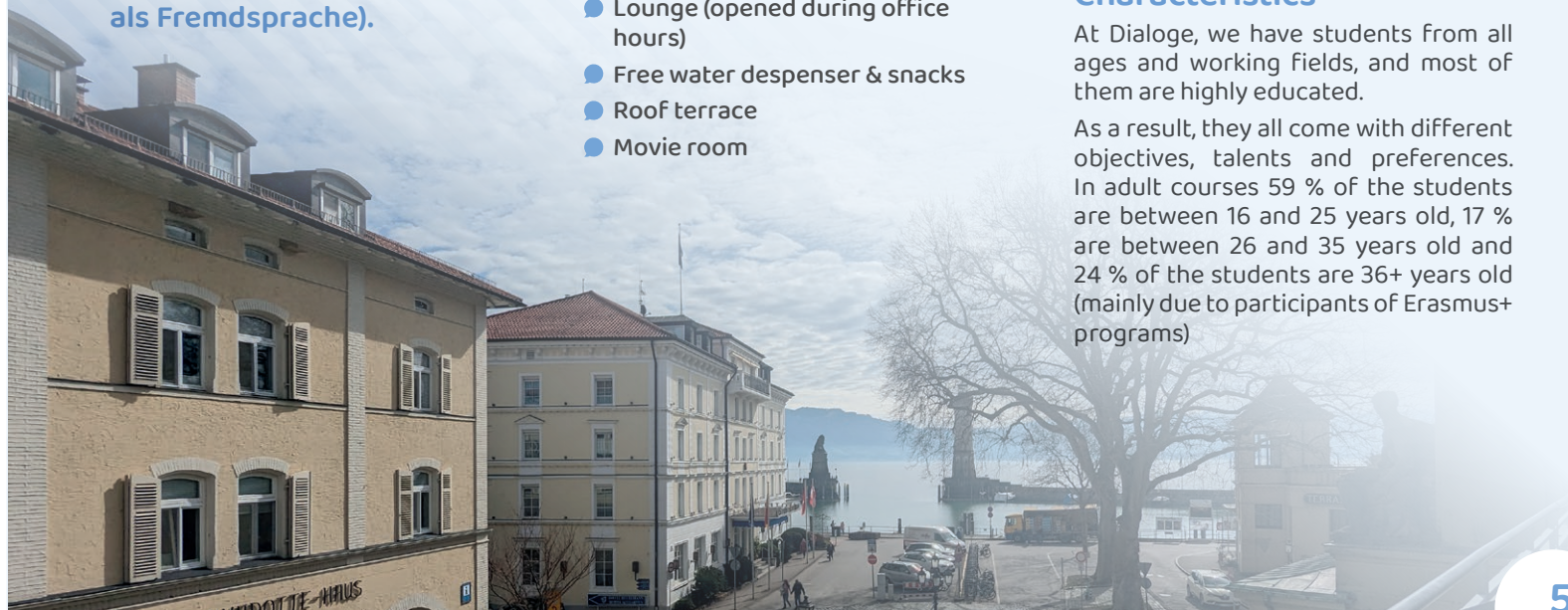


Others 31% Adults | 34% Juniors

Characteristics

At Dialoge, we have students from all ages and working fields, and most of them are highly educated.

As a result, they all come with different objectives, talents and preferences. In adult courses 59 % of the students are between 16 and 25 years old, 17 % are between 26 and 35 years old and 24 % of the students are 36+ years old (mainly due to participants of Erasmus+ programs)



Bookings & Accountancy

1.

Registration

Please send us the enrolment/ registration form by e-mail. If you use your own form, please ensure that we receive the following information:

Complete name

Date of birth

E-Mail address

we need this for the automated online placement test

Contact phone number or email address of the student

in case of emergency

German level

Nationality

Mother tongue

Special requests & allergies



Emergency Number

The number we can be reached on during weekends is **+49 (0) 151 12238196**.

This number should **ONLY** be used in case of emergencies!

2.

Invoice

Within three working days, you will receive either the confirmation/invoice gross/net or the information that there are no more places available.

Please let us know if you prefer gross/net invoice.

3.

Final confirmation

You will receive a complete and final confirmation by e-mail giving detailed and complete information about the course and accommodation for the student. Information about host family accommodation will be forwarded to you no later than 10 days prior to the course's starting date.

5.

Payment

Our account detailed below has to be credited with the net amount stated on the invoice without deduction of any bank fees, charges or additional commission the latest on **Thursday before the course start**.

If payment will not be settled in time the student will lose the right to continue his/her course including accommodation. Please indicate student's name and the invoice number on the bank transfer.

In case you opted for a gross invoice and separate credit note instead of a net invoice we expect the student to make full payment two weeks prior to his/her course start. Once the student has finished his/her course please send us your invoice in correspondence with our credit note and we will settle your commission.

Prices according pricelist 2025 (Version 1.0)

4.

Important information for the student

After having received the accommodation confirmation, please make sure that the student receives the following information:

- Accommodation details and the instruction to inform the family/school, the latest, **one week prior to the course start about the exact arrival details**
Host Families pick up students for free from Lindau-Reutin and Lindau-Insel train station as well as from the Flixbus stop at Berliner Platz
- School address and general information for Dialoge students

6.

Cancellation

In case, Dialoge has received a written cancellation at least **15 days prior to the course start**, the school will issue a **cancellation fee of 300 €**. If visa fees have been invoiced, these fees must be paid regardless. In case of a cancellation **10 working days or less to the course start** and in case of a no show on the first day of class, **we will charge 50 % of the invoice amount**. If an **accommodation** was booked with us, **we reserve the right to charge 100 %** of the accommodation price in case of a non-occupancy.

Please note that for (school) group bookings individual terms of payment and cancellation are valid



Dialoge's full bank account information: Account holder (legal address): Dialoge – Bodensee Sprachschule GmbH, Bahnhof 1b, 88131 Lindau (Bodensee)
Bank name: Sparkasse Schwaben-Bodensee | Bank address: Bregenzer Str. 33, 88131 Lindau (Bodensee)
IBAN: DE26 7315 0000 1002 0508 37 | SWIFT/BIC: BYLADEM1MLM | Account number: 1002050837 | Bank number: 73150000

Location & Transfers

Date & Time of arrival

Accommodations are available from 15:00 on Sunday.

Students should inform the host family/school about their date and time of arrival at least one week prior to their course.

Approx. 26,000 inhabitants

The medieval centre is situated on the island

International trade town with congresses (Nobel Laureates meeting) and tourism

Border to Austria 8 km, Switzerland 25 km, Liechtenstein 60 km

Highest living standards and lowest unemployment rate in Germany

FACTS ABOUT LINDAU IN BAVARIA

TRANSFER HOW TO GET TO LINDAU

Car



Students arriving by car will receive information containing the address of the school and their accommodation.

There is only short-term parking available in front of the school. All public parking options in Lindau can be found online.

www.lindau.de/en/lindau-information/parking-on-site/

Plain & Airport transfer

The nearest international airports are

- Zurich (125 km)
- Munich (190 km)
- Memmingen (60 km)
- Friedrichshafen (20 km)



Airport transfer by train – self-organized

Trains from the airports in Munich and in Zurich are leaving frequently (almost every hour) at a low rate.

Airport transfer organized by the school through a third-party provider

An airport transfer by the school has to be booked at least seven days before arrival. The driver welcomes the student in the arrival hall with a "Dialoge" sign and takes the student directly to the booked accommodation.



International bus

The main international bus companies (e.g. FLIXBUS) have stops in Lindau and Bregenz (8 km).

They offer very reasonable prices and many destinations.

e.g. www.flixbus.co.uk/bus-routes

Train



Information about time schedules: www.bahn.de

- via Zurich/Switzerland (2 hours) one way ticket approx. 45 €
- via Munich (3 ½ hours) one way ticket approx. 30 €

Students who booked **homestay** will be picked up at the bus/train station in Lindau by the family for free. Students must notify their host families 7 days prior to arrival.

Students with **accommodation in the student residence, student apartment or in one of our mini-studios** have a flexible check-in after 15:00. Their key will be deposited in our keyboxes. All corresponding information on how to get to the accommodation and how to retrieve the key will be sent with the accommodation details.

Please note that the school does not organize any train or bus station pick-ups.

REGIONAL MEANS OF TRANSPORTATION



How to get around in Lindau

The best mean of transportation in Lindau is by bicycle or the effective bus system.

Bike

Rent a bike: There are several bike rental shops close to the school (e.g. Fahrrad Unger). Rental fees vary from 30 – 35 €/week.

Bus

The bus system connects all quarters of the town and runs at 30-minute-intervals.

Tickets can be bought on the bus, in the "ZUP" (Zentraler Umsteigepunkt) or as Lindau-Insel train station.

Office address:

Anheggerstraße 13, 88131 Lindau

Opening hours:

Mon – Fri, 07:30 – 17:30

Car

All public parking options in Lindau can be found online.

www.lindau.de/en/lindau-information/parking-on-site/

Get more
information
at the Dialoge
Agency Space

Forgot the password?
Please contact us!

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