# Date of issue:dato

# Referral for a Danish Language Course

Dear navn

Welcome to kommunenavn.

You have come to Denmark in order to work, study or the like. As a result, you are entitled to a free Danish Language Course provided by your municipality. The course will be held at a language centre and you will be taught together with other foreigners who have recently come to Denmark.

**You are hereby referred to a Danish Language Course run by the following language centre:** navn.

*Som kommune vælg enten denne tekst*

If you would like to make use of the offer, you must contact the language centre at the following address: adresse og tlf.

*Eller denne tekst*

If you would like to make use of the offer, you must contact the municipality. The name and contact details at the municipality are as follows: Navn på kontaktperson, adresse, telefonnummer, email.

It is important that you contact us, as you can otherwise loose time to complete your Danish Language Course.

## Important notice

You are entitled to classes for a period of up to 5 years of. Whether or not you wish to attend the Danish Language Course is up to you.

The **5 years are calculated from the date of this referral letter**. This is the case whether you react to this referral or not, i.e. the five year period begins now whether you show up at the language centre or the municipal offices or not.

You may choose a different language centre instead of the one to which you have been referred. The municipality can provide you with more information regarding this option.

## Deposit

## A Danish Language Course is divided into modules. You must pay a deposit of 2.000 kr. prior to commencing a module. The 2.000 kr. are to be paid to the language centre and will be reimbursed if you finish the module within a defined deadline. The deadlines are outlinede below. This means that you e.g. have 6 months to finish module 1 – if you wish to have your deposit reimbursed. The language centre will provide you with more information regarding the rules for reimbursement.

## The course itself is free of charge. If you are in Denmark as an au-pair, you do not have to pay the deposit

Below is a tabel outlining the deadlines for finishing each module in order to have your deposit reimbursed

|  |  |
| --- | --- |
| **The deadlines apply to all three Danish Language Courses (cf. below)** | |
| **Modul 1** | 6 months |
| **Modul 2** | 6 months |
| **Modul 3** | 7 months |
| **Modul 4** | 8 months |
| **Modul 5** | 9 months |
| **Modul 6** | 9 months |

**What does the offer of a Danish Language Course entail?**

At the language centre, you will be placed on one of three Danish Language Courses, depending on your qualifications. A Danish Language Course is completed by passing an exam in which both your written and oral skills are tested. You can attend the courses during the day or in the evening.

As mentioned above, a Danish Language Course consists of several modules. Each module is completed by passing a test (please see the diagram outlining the three Danish Language Courses at the end of this document). If you have not already learnt some Danish, you will typically be placed on module 1. If you are already able to speak some Danish, you will be placed on one of the more advanced modules.

For every module, you are only entitled to receive classes until you pass the test/exam. It is the language centre that decides when you are ready to take the final test.

**Oversigt over betegnelser brugt i det nederste diagram:**

Danskuddannelser - Danish Language Courses

Studieprøven - The Higher Danish Education Exam

Skriftligt - Written

Mundtligt - Oral

Modul - Module

Prøve i Dansk 1, 2 eller 3 - Danish Exam 1, 2 or 3

Danskuddannelse - Danish Language Course

A1, A2, B1, B2 og C1 relaterer til niveauerne i Europarådets beskrivelse af sprogniveauer

- A1, A2, B1, B2 and C1 refer to the levels noted in the European Council’s description of levels of language skills

