



EURES Targeted Mobility Scheme (TMS)

Information for Language Course Providers (Updated: August 2023)

Who chooses a language course provider?

It is a basic requirement for funding by TMS that participants can freely choose language school and language course. It is against the funding principles/regulations to have any arrangement that involves a third party regarding the chosen language school or the course fees.

EURES advisory services for applicants are a prerequisite for funding. EURES Advisers do not make recommendations in favour of specific institutions. Advice to applicants on their individual training needs and information on the quality features of language courses and language course providers is provided as part of the EURES counselling and is part of the promotion of fair mobility in the European labour market.

What information should be included in the offer?

The TMS form “Language Course Offer” has to be filled out completely and truthfully by the language course provider. The language course provider sends the form signed, dated, and stamped back to the applicant or the EURES Adviser.

When must the course offer be submitted by the participants?

The course offer in form of the filled out TMS form must be received by the participants at least three working weeks before the start of the language course. The application has to be submitted by the participant at least two working weeks before the start of the course. Retrospective applications will not be considered.

There is no legal entitlement to payment of financial support until the application has been approved by the TMS team. The notification of the approval will be sent to the applicant. The approval of applications is subject to the availability of funds.

Who are the contractual parties?

Any formal agreement about a language course must be made and exists only between the applicant and the language course provider. No agreement or contract exists between the ZAV and any language course provider. Written approval of the funding allowance is only issued to the applicant and cannot be sent to language course providers for data protection reasons.





What kind of payment guarantee does exist?

The written approval for funding contains confirmation that payments will be made to the applicant. If the application is approved, the payment to the applicants is explicitly stated in the approval. Payments are always made after completion of the language course directly to the applicant.

What are the pre-requisites for the reimbursement of costs?

Applicants must complete the entire language course and submit an invoice and confirmation of attendance. The applicant as well as the course instructor must sign the confirmation of attendance. A partial invoice can be submitted after completion of 50% of the scheduled and attended lessons, together with the attendance list. A maximum of two partial invoices can be issued. The invoice must always be issued to the applicant. The maximum amount of funding must not be exceeded. Any extra costs that surpass the maximum amount will not be reimbursed. Please also note that only the actual declared costs will be paid and any missed classes will not be included in the final payment.

Online courses: Participation in online courses must also be verifiable. Invoices can only be paid, if a confirmation of participation is submitted by the language school as well as by the participant. The confirmation of participation must also be signed by both parties. The confirmation can be sent by e-mail by the participant only.

Important information: The costs of a language course will only be covered as long as funds from another EU Commission mobility scheme or funds from other countries for this measure have not been received and no double funding of the same measure exists, e.g. by charging corresponding fees to cooperating companies or applicants.

General conditions: The costs can only be reimbursed to course participants if they choose a language school where they are taught by certified language teachers, that has adequate facilities and technical equipment, and actively offers the participants the possibility of feedback. A placement test is required for the purpose of documenting the starting level. A suitable language school can also be a member of EAQUALS and/or is a telc examination centre.

The prerequisite and condition for a trusting cooperation is complete transparency about conditions and cooperation in the context of language course funding. Any agreement with third parties on the choice of the course provider or arrangements on provisions for the course fees contradict the funding principles and leads to rejection or, if necessary, to a claim for refund.

