



# ENROLMENT FORM

For administrative use only  
Sage:  
Google doc.:  
Newsletter:  
Edmodo:

60 Hills Road, Cambridge CB2 1LA T +44 (0)1223 561 854 [www.alliance-cam.co.uk](http://www.alliance-cam.co.uk) **Adult Courses**

**Please read our enrolment conditions below before completing the form.**

**To enrol by post:** Fill in, print and sign this form and send it by post to the address above along with your payment.

**To enrol over the phone with credit/debit card:** Fill in the form electronically and email to [info.alliance.cam@gmail.com](mailto:info.alliance.cam@gmail.com), then call the Alliance at the number above.

**For BACS Payment:** Bank Barclays Bank PLC Account no 70454125 Sort code 20-17-35 BACS reference your surname.

## YOU

First name:

SURNAME:

Address:

Town and Post Code:

Tel. (day):

Mobile:

Email:

Occupation:

Age group (optional):  16-18  19-25  26-35  
 36-50  51-65  65+

Are you a returning student?  Yes  No

Where did you hear about our courses?

Do you wish to receive our newsletter?  Yes  No

Personal data processed for any purpose or purposes shall not be kept or share for longer than is necessary for that purpose or those purposes.

## YOUR MEMBERSHIP FOR THE YEAR

**I wish to join the Alliance Française:**

Cultural:  Single £25  Couple £30

Full:  Single £50  Couple £60

## YOUR COURSE

**I wish to enrol in the following course:**

Private tuition:  1 to 1  2 to 1  other

Group class:  4 skills  
 Conversation

Day/Time/Level/Frequency:

Teacher:

Starting date:

Payment details:

## DELF / DALF exams

**I do not wish to register for the DELF / DALF**

## Terms and conditions

I have read and accept the terms and conditions: Yes

### 1. Terms of Enrolment and Payment

- 1.1. A free evaluation/advice service is provided at the Alliance Française de Cambridge by appointment to help you decide which course is best for you.
- 1.2. Enrolment & full payment must be made in advance of attending a course, except when payment by instalments has been agreed, on enrolment, with the Administrative Department. Fees are not subject to VAT.
- 1.3. Places are allocated upon receipt of enrolment with full payment.
- 1.4. The course fee does not include the cost of the textbook you will be required to buy before the first class. Ask us for more details.
- 1.5. Membership is £50 a year. This includes borrowing rights at our library, concessionary rates for cultural events at the Alliance Française de Cambridge, and discounts with our partners.
- 1.6. Students sponsored by their employer must supply an official order form from the company stating that it will be responsible for the payment of fees. An invoice will be issued after presentation of the order form.
- 1.7. Payment of the enrolment fees indicates that the student agrees to the terms and conditions.
- 1.8. Any complaint (or congratulation!) can be made in writing to the Course Director Virginie FRIEND at [courses.alliance.cam@gmail.com](mailto:courses.alliance.cam@gmail.com)

### 2. Cancellation and refund

- 2.1 For Group Classes: we reserve the right to cancel a course should we feel it to be necessary, in which case all fees will be refunded. In the event of cancellation on your part less than 3 working days before the course starts, fee is refunded less an administration charge of £25.
- 2.2. For Private Tuition: in the event of cancellation on your part, £50 will be retained for administration costs. Any private tuition session that you cancel less than 24 hours beforehand will be charged in full.

Date:

Signature:

4 Skills: 2.30h/week		Culture & Civilisation: 2h/week	Conversation: 1h30/week
DAY	TIME	CLASS	
TUESDAY	10am to 12pm	Culture & Civilisation Level B2 to C1	
	10am to 12.30pm	4 Skills - Intermediate Level B1	
	6.30pm to 9pm	4 Skills - Proficiency Level C1 to C2	
WEDNESDAY	9.30am to 11.30am	Culture & Civilisation - Proficiency Level C1 to C2	
	6.30pm to 9pm	4 Skills - Complete beginners Elementary A1	
	6.30pm to 9pm	4 Skills - Upper Elementary Level A2	
THURSDAY	10am to 11.30am	Conversation Advanced From B2 to C2	
	12.30pm to 1.15pm	Drop in Conversation Central Library Level B1 to C1	
	6.30pm to 9pm	4 Skills - Upper Intermediate Level B1+	
	6.30pm to 9pm	4 Skills - Advanced Level B2	

Classes to be opened all year round following availabilities

PRICE LIST ADULTS ACADEMIC YEAR 2018-2019				TERMS DATES
		MEMBERS (£50 MEMBERSHIP)	NON-MEMBERS	4 TERMS PER YEAR
	CLASSES FLE	PRICE FOR ONE TERM 1 TERM = 10 WEEKS		TERM 1: 10/09/18 - 16/11/18
4 SKILLS	Culture & Civilisation	£220 (2h / week) + DELF*	£280 + DELF*	TERM 2: 19/11/18 - 08/02/19
DEL F / DAL F EXAMS	4 Skills	£275 (2.30h / week) + DELF*	£350 + DELF*	
CONVERSATION	Conversation	£165 (1.30h / week)	£210	TERM 3: 11/02/19 - 18/04/19
	Drop-In (45 min / week)	£10 per session / £40 for 5 classes (one class offered)		
TAILOR-MADE TUITION	One-to-One	£50/hour general French		TERM 4: 29/04/19 - 05/07/19
DEL F / DAL F EXAMS	Two-to-One	£25 / hour / person general French		
DEL F / DAL F EXAM REGISTRATION	DELF A1: £70   DELF A2: £75   DELF B1: £90   DELF B2: £105 DALF C1: £145   DALF C2: £170			