



# 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) **Under 18**

**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	YOUR CHILD
First name:	First Name:
SURNAME:	SURNAME:
Address:	Date of Birth:
Town and Post Code:	Age:
Tel. (day):	School Year in September 2017:
Mobile:	School attended:
Email:	Allergies or medical conditions:
Occupation:	<b>HIS/HER CLASS</b> to be filled by administration
Is your child a returning student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course: <input type="checkbox"/> Workshop <input type="checkbox"/> Group <input type="checkbox"/> 1-2-1
Where did you hear about our courses?	Course title:
Do you wish to receive our newsletter? <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting date:
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.	Teacher:
	Payment details:
	<b>DEL F / DAL F exams</b>
	<input type="checkbox"/> <b>I do not wish to register for the DEL F / DAL F</b>

## Terms and conditions

I have read and accept the terms and conditions and the statement on student safety and parental responsibility:  Yes

### 1. Terms of Enrolment and Payment

**For Under 18 Group classes, the payment must be made for the full academic year**

- 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 your child.
- 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. Payment of the enrolment fees indicates that the student and his/her parents or guardians agree to the terms and conditions.
- 1.6. Any complaint (or congratulation!) can be made in writing to the Course Director Virginie Friend: [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 administrative 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:



<b>PRICE LIST UNDER 18 ACADEMIC YEAR 2017 – 2018</b>	
<b>Group classes FLE/Bilingue</b>	£11/h until 14 <sup>th</sup> July 2018
<b>1-2-1 Tuition FLE/Bilingue</b>	<b>£40/h</b>
<b>2-2-1 Tuition FLE/Bilingue</b>	<b>£25/h/person</b>
	<b>For Payment: see Terms and Conditions</b>
Terms Dates 2017/2018	06/01/2018 to 03/02/2018 24/02/2018 to 24/03/2018 21/04/2018 to 19/05/2018 09/06/2018 to 14/07/2018

[www.alliance-cam.co.uk](http://www.alliance-cam.co.uk)

