



ENROLMENT FORM

For administrative use only
Sage:
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Edmodo:

60 Hills Road, Cambridge CB2 1LA T +44 (0)1223 561 854 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, 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 2018:
Mobile:	School attended:
Email:	Allergies or medical conditions:
Occupation:	HIS/HER CLASS 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:
	DEL F / DAL F exams
	<input type="checkbox"/> I do not wish to register for the DEL F / DAL F

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

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:



PRICE LIST UNDER 18 ACADEMIC YEAR 2018 – 2019	
Group classes FLE/Bilingue	£12/h until 13 th July 2019
1-2-1 Tuition FLE/Bilingue	£50/h
2-2-1 Tuition FLE/Bilingue	£25/h/person
For Payment: see Terms and Conditions	
Term Dates 2018/2019	08/09/18 to 15/12/18 05/01/19 to 06/04/19 27/04/19 to 18/05/19 01/06/19 to 13/07/19

www.alliance-cam.co.uk

