



STUDENTS REGISTRATION FORM

PLEASE USE CAPITALS

Personal data

Surname or initials

First name

Sex M F Date of birth (DD/MM/YYYY) / / Nationality

Profession Postal code City

Land line No. Cell No.

e-mail

Motivations for learning French

Emigration Pleasure Scholastic reasons Other:

Studies in France Tourism Work

How did you know about us?

I've studied at AFM before TV/Radio Website/Search Engine (specify which one):

Family or Friend Presentation/Fair Newspaper/Magazine Ad (specify which one):

Posters/leaflets Facebook Others (specify):

Have you attended French classes at AFM? Yes No

Would you like to receive AFM's newsletter by e-mail? Yes No

"By signing this form I confirm that I have read the terms and conditions of admission to language courses and agree to abide by them."

Date

.....
Signature of student
(signature of parent in case of a minor student)

FOR OFFICE USE ONLY

Class code Level Day / Time

Payment amount: Reg. fees Rs. Course fees Rs. Service tax Rs. Textbooks fees Rs. TOTAL Rs.

Payment Mode Cash Credit card Cheque / DD No dated Bank

Receipt No Student No Date Employee's initials

TERMS AND CONDITIONS OF ADMISSION TO LANGUAGE COURSES

1. PERSONS CONCERNED

1.1 The following terms and conditions apply to any person who joins any of the courses at the Alliance Française of Madras (hereinafter referred to as "AFM") and its branches and annexes.

2. COURSE ADMISSION CONDITIONS

- 2.1 To join the general French courses at the AFM, the minimum age requirement is as follows: 16 years for ADULT classes; 11 years for TEENS classes; 7 years for KIDS classes.
2.2 The number of students per class is limited. Registration is on a first come first served basis.
2.3 AFM reserves the right to deny admission to a particular class to any individual whose level of French has been deemed inadequate for that class after an evaluation done by the teachers, the Course Counsellor or the Course Director.

3. PAYMENT CONDITION

- 3.1 Fees must be paid in full at the time of registration for a course at AFM. No one will be allowed to attend classes without full payment of fees. Payment can be made by cash, credit card or local bank cheque. Non-local cheques are not accepted.
3.2 The purchase of the textbook(s) used in class is compulsory and the price of the textbook is not included in the course fee.

4. TARIFF

- 4.1 The tariff applicable will depend on the rates prevailing on the date of registration.
4.2 Service tax is applicable on all Course fees and is included in the tariffs mentioned.

5. ADMISSION PROCEDURE

- 5.1 Come in person to the AFM reception during the working hours. Complete and sign the registration form and return along with a passport/stamp size photo. The signing of the registration form means that the student accepts the "Terms and conditions of Admission to the language courses" of the AFM. Pay the full course fees. On payment of the full fee, the AFM will issue a receipt as proof of payment and a student card, giving the time and date of the commencement of the course.
5.2 If the student wishes to enrol in any level other than the beginner's level, the AFM reserves the right to first verify the student's language level by means of a PLACEMENT TEST. This test is free, without obligation and helps in the placement of the student in a course corresponding to his or her language level.

6. TEACHING AND ORGANIZATION OF COURSES

- 6.1 The AFM cannot guarantee the identity of the teacher for the course either before or during enrolment. The AFM reserves the right to change a teacher, if necessary.
6.2 In the absence of the teacher, the AFM will make sure that a replacement teacher is made available. If finding a replacement is not possible, the AFM reserves the right to postpone the class to a later date.
6.3 Depending on the circumstances, trainees or any member of the AFM management may attend/participate in the classes.

7. TRANSFER TO ANOTHER COURSE

- 7.1 A fee of Rs. 500/- will be levied to cover administrative costs for any request to change from one course to another.
7.2 If the student wishes to transfer to a course with a higher tariff, he/she must pay the difference and an additional fee of Rs. 500/- to cover administrative costs.

8. ATTENDANCE CERTIFICATES

- 8.1 At the end of the course, an attendance certificate is issued only to those students who have attended at least 80% of the total duration of the course. This certificate certifies the regular participation of the student in the class session; it DOES NOT certify the language level of the student and cannot be used for this purpose.
8.2 This certificate may be awarded to the student within six months of his/her last class of the course. Beyond this period, the AFM can no longer issue attendance certificates.

9. CANCELLATION AND REFUND

- 9.1 If for some reason the student wishes to cancel his/her registration, he/she must inform us in writing before the date scheduled for commencement of class (the date of receipt of the student's communication by AFM will be considered as the date of request for cancellation). He/she can:
- send an e-mail addressed to Mrs. Suchitra Ravi (contact.afmadras@gmail.com)
 - write a letter addressed to Mrs. Suchitra Ravi and send to the following address (Alliance Française of Madras, No 24 College Road, Nungambakkam, Chennai 600 006).

The student's registration fees will be refunded after deducting a sum of 500/- as administrative fees.

- 9.2 After the commencement of the classes, there is no possibility of a refund, transfer or adjustment of fee, irrespective of whether the student has attended any of the classes or not.
9.3 If there are no sufficient enrolments for a particular course or time slot, that course will be cancelled and the students will be offered the option of:
- choosing an alternative class time
 - choosing an alternative class at the same time but starting on another date
 - being fully refunded

10. BENEFITS FOR AFM STUDENTS

- 10.1 Membership of the AFM library is free for all students for the duration of their course.
10.2 AFM students receive a discount at the time of registration for the DELF DALF, DELF Junior or DELF Pro exams if the registration is done within three months of the end of their course.

11. HOLIDAYS

- 11.1 As with other organizations and institutions, the AFM will remain closed on certain days. The holiday dates will be displayed in the premises of AFM. The course schedules takes into account the various closures and public holidays.

12. STUDENT'S RESPONSIBILITIES

- 12.1 We reserve the right to expel, without refund, any student who:
- intentionally damages or steals or destroys AFM property or that of another student;
 - is repeatedly disruptive in class;
 - harasses any course participant or staff member.
- 12.2 All students are requested to take care of their personal belongings. AFM is not responsible for any loss of property on its premises.
12.3 Students are permitted to park their motor vehicles inside the AFM campus from 30 minutes before to 30 minutes after their class sessions in designated areas only.
12.4 Consumption of food and beverage is not permitted inside classrooms before, during or after class sessions. Food and beverage can be consumed outside classrooms in designated areas. Use of garbage disposal bins is advised.

13. LIABILITY OF THE AFM / FORCE MAJEURE

- 13.1 The liability of the AFM and its staff is limited to intent and gross negligence. The AFM does not accept liability for the cancellation of its services due to force majeure (e.g.natural disasters, fire, floods, war, official orders and all other circumstances beyond the control of the contractual parties).

14. FINAL PROVISIONS

- 14.1 The present terms and conditions are an integral part of the AFM registration form and by signing this form the student agrees to abide by these regulations.
14.2 These regulations and conditions are subject to Indian law and any dispute arising shall be under the jurisdiction of the Indian authorities.