Enrolment Form

Children and Adults courses

AllianceFrançaise

Please fill in this form and hand it out or send it to reception with payment

Mr☐Mrs☐Miss☐Ms☐

Surname:

First Name:

CPR:

Date of Birth: / /

Nationality:

Address:

Tel: Mob:

Email:

Class Level:
Day and time:

Any student who has paid for a course and who withdraws at least 5 working days prior to the commencement of that course, will be entitled to refund less a 20% processing fee, **the Alliance Française cannot be held responsible for student's changes in work commitments or personal circumstances**. Please note that **fees cannot be refunded or transferred if a student cancels his/her enrolment** less than 5 working days prior to the commencement of that course or once the term has started. **Course fees cannot be transferred to private lessons**.

☐ **I HAVE READ AND UNDERSTOOD THE CONDITIONS ABOVE AND OVERLEAF.**

Signature:

Alliance Française de Bahreïn PO Box 840 Manama
Kingdom of Bahrain
Tel: 17 683 295-16 625 514 Fax: 17 781 137
info@afbahrain.com www.afbahrain.com

CONDITIONS OF ENROLMENT

PLACEMENT TEST: A placement test is required for all incoming students who have previously studied French. The Alliance française reserves the right to request that a student repeats a course if it is deemed necessary.

FEES: Enrolment is not confirmed unless payment is made in full before the first lesson of the session. Any student who has paid for a course and who withdraws at least 5 working days prior to the commencement of that course, will be entitled to refund less a 20% processing fee, the Alliance Française cannot be held responsible for student's changes in work commitments or personal circumstances. Please note that fees cannot be refunded or transferred if a student cancels his/her enrolment less than 5 working days prior to the commencement of that course or once the term has started. Course fees cannot be transferred to private lessons. Fees do not include textbooks unless otherwise specified.

CLASSES: The Alliance Française reserves the right to cancel or reorganize classes. Minimum size is 6. For classes with 5 students, the course fee remains the same but the duration of the courses is reduced. (40h courses are reduced to 35h). For classes with 4 students, the course fee remains the same but the duration of the courses is reduced. (40h courses are reduced to 27h). The smaller class size allows more personal attention and the course program remains identical and will be covered at a faster pace. If a sixth student enrolls, the class duration will return to normal. In case of cancellation students may request a transfer to another class, a credit note or full refund of fees paid. Please note: classes will not be held on public holidays but will be rescheduled to a suitable time within the session.

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