



LANGUAGE COURSE ENROLMENT FORM

Kindly note that this form carries all necessary details for enrolment. It is therefore important to be filled in Capitals and clearly. If found otherwise, it would not be accepted. And kindly submit the form at the front desk after payment.

FIRST NAME : LAST NAME:
Mr. / Mrs / Ms. [CAPITALS PLEASE]

OCCUPATION : QUALIFICATION:.....

NATIONALITY : MOTHER TONGUE :.....

DATE OF BIRTH (DD/MM/YY): _ _ / _ _ / _ _ _ _ _ _ PLACE OF BIRTH:

TELEPHONE (Off):..... (Res.) (Mobile)

ADDRESS:(Residence)

(Office)..... E – mail:.....

I. REASONS FOR LEARNING FRENCH :

- to get good marks in school or college exams
- to teach French one day
- to pursue higher studies
- for the sheer pleasure of learning the language
- for other reasons (please specify)
- for professional reasons
- to migrate to Canada
- to meet other people
- to discover another culture

II. PREVIOUS KNOWLEDGE IN FRENCH : YES / NO WHEN : (SESSION/YEAR)

BOOK FOLLOWED : NAME OF COURSE, INSTITUTION :

III. HOW DID YOU COME TO KNOW OF THIS SESSION ?

- POSTERS : LOCATION : NEWSPAPER (NAME PLEASE) : FRIENDS:
- STAFF/MEMBERS/STUDENTS OF AF: MAILING: OTHER SOURCES (PLEASE SPECIFY) :

IV (1) CLASSES IN AFH, MAIN CENTRE, BANJARA HILLS (2) CLASSES IN AFH ANNEXE, WEST MARREDPALLY

V. LEVEL & TIMINGS:

LEVEL	WEEKEND	INTENSIVE/ Fast track	EARLY MORNING	EVENING	OTHER
A1.1					
A1.2					
A2.1					
A2.2					
DELFB1					
DELFB2					
DALFC1					
DALFC2					
OTHERS:	Private class/Revision class/Conversation class:				

ARE YOU REPEATING THIS LEVEL? YES / NO
IF YES,WHEN(SESSION/YEAR).....TEACHER’S NAME.....

LABIDE BY THE RULES AND REGULATIONS OF THE ALLIANCE FRANÇAISE

SIGNATURE:

DATE:

<i>FOR OFFICE USE ONLY</i>	ONLY CARDS ARE ACCEPTED
COURSE ENROLLED FOR : _____	
RECEIPT NO & AMOUNT: _____	

Enrolment in class

- Enrolment is on a first-come first served basis with a minimum of 10-12 students and maximum capacity of 25 students per class. In case, there are less than 10 students, the AFH would consider doing a shorter package instead of the initial proposed hours for the benefit of those who have already enrolled.
- The minimum age to enroll for a mainstream class is 14 years.
- A Student wanting to enroll for beginners' level has to enroll within the **first 3 days** from the date of commencement of the batch. Students who wish to repeat the said course could join within ONE week and then enrolments for the said batch are closed.
- Transfer to another batch of the same session or to the next session is possible only **once** by paying an amount of 700INR+ GST* within the **first 3 days** of the session on condition of seat availability and a written request.
- If a course is cancelled, students will be informed over the phone and the fees will be transferred to the next session or refunded.

Fees and study materials

- Fee is accepted only by card and should be paid in full at the time of enrolment. NO part payment is allowed.
- Fees once paid can neither be reimbursed nor be transferred to anybody else. Students who wish to redo a certain level can pay half the fees for the said class. This half payment is valid for ONE year only.
- The Course material is available at the Center at cost price. No photocopy is allowed. Contempt of this rule would oblige the institute to take stringent actions.

External candidates

- Any person can appear for the exams at our center provided he/she clears an assessment test. He/she needs to pay 700INR (non-refundable) + GST towards exam fees. If the candidate is absent on the date of the test, the fees paid is forfeited.

Private classes

- Any individual who cannot join a mainstream class can avail 'Private classes' which is on a 1-to-1 basis by paying necessary fees. Registration fee is not applicable.
- If the student does not wish to start his/her classes or wishes to discontinue after enrolment in this type of course, the institute would retain ONE hour fees and reimburse the rest.

Student card

- A student card is given to all students who are enrolled for the session. This card allows him/her to do reference work at the library as well as to attend most of the cultural programs organized by Alliance Française of Hyderabad.

Attestation/ Certification

- All passed candidates could apply for an attestation by filling up a form and pay a nominal fee of 500INR+GST. Attestation will be ready in 1 week's time from the date of request.

Exams

- All candidates who could not pass the exam will be required to either re-do the same level by availing a discount of 50% on course fees or simply do a re-exam by paying 700INR+GST (as per the Decision of the Course Director and the concerned professor).
- Students who cannot re-enroll immediately for the following level can miss only 1 session (3 months). In case the student misses more than the stipulated time, he/she has to do an entrance exam and rejoin.
- For Diplomas from the Ministry of National Education, France, all students need to appear for the Delf – Dalf exams conducted in the months of March, June, September and December. (www.ciep.fr/delfdalf)

(Signature of the student)