

ENROLMENT FORM

Group Courses

(Mr / Mrs / Miss / Ms / Dr) Surname: _____

First Name: _____

Address: _____

City : _____ Postcode : _____

Tel (Daytime): _____ Tel (Evening): _____

Email : _____ @ _____ Mobile : _____

Nationality: _____

Age:
Under 18 19- 25 26- 35 36- 45 46- 55 56 and over

Occupation:
Student Journalist Self- employed Teacher
Executive / Manager / Director Civil Servant Consultant Accountant
Professional (Doctor, Lawyer) Secretary / Assistant Housewife Senior Citizen
Other : _____

Please tell us how you heard about us :
Internet website Hotcourses Time out Passing by
Recommendation Mailing from Institut French Teachers Ciné Lumière
Yellow Pages (Please quote reference IF _____) The Guide Other: _____

Have you ever studied French? YES NO
Have you ever studied at the French Institute? YES NO

I wish to enrol for the following course :
Course title : _____ Start date: _____
Timing: Morning Afternoon Evening
Day(s): Monday Tuesday Wednesday Thursday Friday Saturday
2nd choice : _____

Date: ___/___/_____

Signature: _____

For office use only

TUITION FEES : £ _____

Payment made by: Cash Cheque Credit / Debit Card

Date du test: ___/___/_____ Professeur: _____ Niveau: _____
Observations:

Please read our enrolment conditions overleaf before completing your form

- **Enrolment form has to be completed and sent with your payment**
- **An initial assessment is essential in order to place you in the most suitable class. Please call us for an appointment, unless you are an absolute beginner.**

Enrolment conditions

Cancellations and charges :

Our classes are planned for a limited number of students. For this reason we regret that fees are not refundable once a course has started and that no partial refund can be granted for classes not attended.

Cancellations must be notified in writing and the following charges will apply:

if received 10 days or more before the start of the course; £30

between 10 days and the day before the start of the course; 30% of the total course fee.

Any change of course timing requested by the student is subject to availability and an administrative charge of £30.

We reserve the right to cancel a course if there is an insufficient number of students, in which case fees will be refunded.

Please note :

- Fees are exclusive of books.
- The Institut is closed on Bank Holidays. However, courses which fall on these dates have been extended accordingly.
- Whilst every effort is made to adhere to course descriptions and timetable, we reserve the right to make alterations if necessary.