



ALLIANCE FRANÇAISE DE KOTTE A COLOMBO
 11, Keppetipola Mawatha, Colombo 05, Sri Lanka
 Tel: 011 2055 255/ 076 7003 428
 E-mail: administration@alliancefrancaise.lk
 Web: www.alliancefrancaise.lk

STUDENT NO

STUDENT REGISTRATION FORM

PLEASE WRITE IN CLEAR BLOCK LETTERS

Surname (Rev/Mr. /Miss/Mrs.):

.....

Other Names:

Date of Birth (DD/MM/YYYY):

Nationality:

Profession/occupation:

School / University / Institute:

N.I.C or Passport N°:

Address (Residence/Official):

.....

Mobile: Land line:

Class you wish to enroll at A.F:

Purpose in learning French:

How did you come to know about classes at Alliance Française? (Tick the relevant options)

- | | | |
|-------------------------|--------------------|-------------|
| - Newspapers | - Facebook | - Instagram |
| - From a student/friend | - Website | - Tele Ads |
| - Flyers | - E-mail Campaigns | - SMS |
| - Newsletter | - Other | |

Have you studied French before? If so, where, when and for how long?

.....

Would you like to subscribe to our newsletter and other information concerning the Alliance and its activities? Yes No

GENERAL CONDITIONS

Payments

- Students who have already learnt French language elsewhere must contact the office for a placement test. A fee of Rs 1200.00 (non-refundable) has to be paid before the test.
- A student registration fee (compulsory) of Rs 1200.00 should be paid at the time of enrolment.
- **Students will be able to follow classes only after they have made the full payment.** On the first day of classes, the class teacher will request students to produce their receipts of payment or the student card.
- **Registration fees/Course Fees/Examination Fees are not refundable. Once registered, payments will not be reimbursed under any circumstance. No payments can be made in installments.**

Registration

- Upon the registration, student will receive the student card, which **the student must carry at all times when he/she is within the premises and must be produced when requested by the administration or the Security.** This student card is issued in order to facilitate the work of the office for identification at examinations conducted by AF de Kotte. A student will automatically become a (non-voting) member of the association. The loss of a student card is to be informed immediately and a request for a duplicate card is to be made. A penalty will be charged.
- The minimum number of students in each class is 9. If this figure is not reached, **the Alliance Française reserves the right to cancel or change the day or time of the class.**

Class changes

- AF de Kotte Information Officers should be informed **in writing** on all requests about class changes. **Students are not permitted to change classes without the approval of the administration.**

Course Text books

- Text books can be purchased from Alliance Française. Kindly note that **photocopies of text books are not allowed in the class.**

Assessment and Promotion to next level

- Continuous evaluation tests will be held during each term. In order to be promoted to the next stage of learning (term/level) and receive a certificate corresponding to the level, students must have:

(i) **A minimum of 50/100 marks at class term tests** and

(ii) **An attendance of minimum of 16 out of 22 classes (for classes taking place twice a week) or 08 out of 11 classes (for classes taking place once a week).**

If these requirements are not met with, the students are advised to repeat the term.

Library / other classes/ activities

- For information regarding the library membership please contact the librarian. All other information regarding additional courses or activities, please contact the Information Officers.

Holidays

- The Alliance Française de Kotte is **closed on Mercantile Holidays.**

I hereby declare that I have read and understood the general conditions of the ALLIANCE FRANÇAISE DE KOTTE, and agree to abide by them.

.....	<i>Adults' Course (twice a week)</i>	<i>Rs. 20,000/-</i>
Signature	Date	<i>Adults' Course (once a week)</i>	<i>Rs. 17,500/-</i>
		<i>G.C.E A/L Course</i>	<i>Rs. 17,200/-</i>
		<i>G.C.E O/L Course</i>	<i>Rs. 10,000/-</i>
		<i>London O/L Course</i>	<i>Rs. 16,500/-</i>
Placement test	<i>Teens Course</i>	<i>Rs. 16,500/-</i>
Registration fee	<i>Kids Course</i>	<i>Rs. 6,800/-</i>
Course fee	<i>Conversation Class</i>	<i>Rs. 8,800/-</i>
Books	<i>Registration Fee</i>	<i>Rs. 1,200/-</i>
Total	<u>.....</u>		

Receipt N°

Date.....