

STUDENT No

## STUDENT REGISTRATION FORM

**(Please type or write in clear block letters)**

SURNAME (Rev. Mr. / Miss / Ms.): .....

OTHER NAMES: .....

**If the student is a minor:** NAME OF PARENT / GUARDIAN .....

CONTACT OF PARENT / GUARDIAN .....

Date of Birth (DD/MM/YYYY): .....

Nationality: .....

Profession / Occupation: .....

N.I.C or Passport N°: .....

Postal address: .....

Student's Email address: .....

Mobile (WhatsApp): ..... Land line: .....

**THE CLASS YOU WISH TO ENROLL:**

**Placement test:** If you are new to the Alliance Française, and if you have prior knowledge of the French language, you will be required to sit for a placement test.

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

- |  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> Newspapers            | <input type="checkbox"/> Facebook         | <input type="checkbox"/> Instagram |
| <input type="checkbox"/> From a student/friend | <input type="checkbox"/> Website          | <input type="checkbox"/> TV Ads    |
| <input type="checkbox"/> Flyers                | <input type="checkbox"/> E-mail campaigns | <input type="checkbox"/> SMS       |
| <input type="checkbox"/> Newsletter            | <input type="checkbox"/> Other            |                                    |

**The Alliance Française newsletter:** Would you like to subscribe to our newsletter which will keep you informed of our activities?     Yes     No

<b>FOR OFFICE USE ONLY:</b>	
Receipt No.- .....	Date-.... /.... /.....

# GENERAL CONDITIONS

## Enrollments

Please note that Alliance Française may need up to four working days to process student registrations or enrollments after the full payment of the fees.

## Payments

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.

Placement test : New enrollees who have prior knowledge of French are required to sit for a placement test. A fee of Rs 1500.00 (non-refundable) will be charged for the test fees.

Registration fee : a student registration fee of Rs 1500.00 (non-refundable) will be charged at the time of enrolment.

The Registration / Course / Examination Fees are not refundable. Payments will not be reimbursed under any circumstance, except due to a closing of a class by the Alliance Française administration.

## Registration, membership

Upon the registration, students will be issued a student card in order to facilitate the identification to enter the Alliance Française premises. It must be carried at all times and produced when requested by any staff member. The loss of a student card is to be informed immediately and a duplicate card requested. A penalty will be charged. All registered students are non-voting members of the association.

## Cancellation of classes

The Alliance Française reserves the right to cancel a class at the beginning of the term if the number of students enrolled is insufficient. Such a cancellation will entitle the student to a registration in a different class of the equivalent level, a postponement of registration or a full refund.

## Class changes

Students are not permitted to change classes without the approval of the administration. If a student wishes to change classes, she / he must inform the administration in writing.

## Course textbooks

Textbooks can be purchased from the Alliance Française Front Desk. Kindly note that photocopies of textbooks are not allowed in the classrooms.

## Assessment and promotion to next level

Continuous evaluation tests will be held during each term. In order to be promoted to the next stage, students must have a minimum of 50/100 marks at class term tests failing which the students will be required to repeat the term.

## Library, cultural activities

The registered students of the Alliance Française have free access to the library / resource center, and to all of the Alliance Française events.

## Holidays

There will be no classes on Public, Bank and Mercantile 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.**

.....

Colombo, ..... / ..... / 2022

Signature

Date