

ENROLMENT FORM 2018

Please send us this document:
By post: CAVILAM Alliance française - CS 72678 - 03206 VICHY Cedex - France
By mail: info@cavilam.com or by fax: +33 (0)4 70 30 83 84

Please keep a copy of this document.

Code or agent's name:

PARTICIPANT

Surname:

Address:

First name:

Mrs Ms Mr.

Post code:

Date of birth:

Town:

Nationality:

Country:

Profession:

Telephone:

Fax:

E-mail:

Is your course paid by a company ? Yes No

Invoicing address:

Name of company:

Address:

Post code:

Town:

Country:

Telephone:

Fax:

E-mail:

Are you entitled to a grant?

yes (title of grant):

No

SELECTED PROGRAMME

Intensive French programme

French and Gastronomy

Long term intensive programme (12, 24 or 36 weeks)

Session 1 : from March 19th to March 23rd

Session 2 : from June 25th to June 29th

Combined programme of group classes + one-to-one tuition

Session 3 : from July 23rd to July 27th

Session 4 : from December 17th to December 21st

Super intensive programme

Programme Premium Senior 50 ans et +

Immersion programme

Session 1 : from April 23 to May 4

Session 2 : from May 14 to May 25

One-to-one tuition

Session 3 : from June 11 to June 22

Session 4 : from October 1st to October 12

Preparation for university studies:

Session 5 : from December 17 to December 21

Session 1: From July 2nd to July 27th (4 weeks)

Session 2: From July 30th to August 24th (4 weeks)

For junior courses, courses for teachers and exams, please request the required form.

LEVEL

Complete beginner (specific dates: 02/01 - 05/02 - 05/03 - 3/04 -

Intermediate (B1)

7/05 - 04/06 - 02/07 - 16/07 - 30/07 - 13/08 - 03/09 - 01/10 - 05/11 - 03/12, 2018
and 07/01/2019

Upper intermediate (B1+)

Basic notions (A1)

Advanced (B2)

Elementary (A2)

Very advanced (B2+/C1)

CAVILAM – Alliance française

1 Avenue des Célestins – CS 72678 - 03206 VICHY Cedex – France
Tél : +33 (0)4 70 30 83 83 – Fax : +33 (0)4 70 30 83 84 – Tél d'urgence : +33 (0)6 82 82 70 83
Email : info@cavilam.com - Sites : www.cavilam.com et www.leplaisirdapprendre.com

ACCOMMODATION

Would you like our Accommodation Office to find you suitable accommodation ?
(Accommodation is booked from Sunday afternoon to Saturday morning, day of departure)

Yes, from Sunday to Saturday No

Chosen accommodation

- | | |
|---|--|
| <input type="checkbox"/> Host family (Room + breakfast) * | <input type="checkbox"/> Hotel residence |
| <input type="checkbox"/> Host family (Half-board) | <input type="checkbox"/> Hotel ** |
| <input type="checkbox"/> Student residence * | <input type="checkbox"/> Hotel *** |
| <input type="checkbox"/> Studio * | <input type="checkbox"/> Hotel **** |

* From 18 years only

Are you smoker ? Yes No

Observations (special diet, allergies, phobias...):

Who will pay the accommodation costs ?

You by credit card cash / A company/other Specify:

How will you come to Vichy ?

Car Train Plane → Which airport ?:

Scheduled date of arrival:

Scheduled date of departure:

Do you wish to book a transfer? Yes No

Transfers:

Vichy station (on arrival) : free - Clermont-Ferrand airport: 120 € one way

SELECTED DATES AND PRICES

Course date from / /2018 to / /201

Number of week(s) x € = €

Transfer: €

Enrolment fees: 75 €

Total: €

I apply for the above mentioned course.

I have read and I accept the terms of enrolment.

Signature:

METHODS OF PAYMENT

Courses and enrolment fees are payable prior to enrolment.

Payments must be made in Euros, to CAVILAM - Alliance française by:

Cheque

Bank transfer

Account : CAVILAM - Alliance française

Bank: Société Générale

Rue du Président Wilson, 03200 VICHY - France

BIC: SOGEFRPP

IBAN: FR76 30003 0223000020030981 73

Credit card

VISA, JCB, MASTERCARD ou AMERICAN EXPRESS

Card number:

Expiry date:

Cryptogramme (the last 3 digits on the back of your card) :

Signature:

All bank transfer charges are at your cost.

ATTENTION: Please do not forget to mention clearly your surname, first name and address as well as selected dates on your payment.

This data is electronically processed by CAVILAM - Alliance française in order to organize your stay here.

Under the rules pursuant to The French Freedom of Information Act / Data protection Act of January 78, modified in 2004, you may claim your access rights and request for data rectification by contacting CAVILAM- Alliance française 1 avenue des Célestins – 03206 VICHY Cedex or info@cavilam.com

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TERMS OF ENROLMENT

ENROLMENT

To enrol, you must:

- be at least 16 years old by the first day of the course (junior course programmes: 12 years old).
- return the completed enrolment form together with the course and enrolment.

CAVILAM - Alliance française declines all responsibility for students aged between 16 and 18. Parents must fill in and send back the parental authorisation and are recommended to take out a special insurance policy for their children's stay in France.

Accommodation for these students will be in host-families with half-board. Lunches can be taken at the university restaurant.

Enrolment fees: 75€

PAYMENTS

Course and enrolment fees are payable at time of registration.

Long-term intensive courses (12, 24 and 36 weeks) are due in full on registration.

Payments to be made in Euros to our CAVILAM - Alliance française account:

- IBAN: FR76 30003 02230 00020030981 73
- BIC: SOGEFRPP

• Bank: SOCIETE GENERALE

Rue du Président Wilson - F-03200 VICHY

Or by credit card: VISA, JCB, MASTERCARD or AMERICAN EXPRESS

All bank fees are charged to you.

On line enrolment www.cavilam.com - Secured payment

CONFIRMATION

Enrolment and accommodation certificates will be sent by return post, once payment has been received.

VISA

On receipt of your enrolment and payment, you will receive:

- a paid invoice,
- a certificate of enrolment showing dates of your stay,
- a certificate of accommodation with details of your accommodation

These documents may be requested for your visa application at the French Consulate. For short stays (less than 3 months), apply for a tourist visa.

STUDENT CARD

On arrival, students will receive their free CAVILAM - Alliance française membership card.

ARRIVAL AND DEPARTURE

Please arrange your arrival on a Sunday after 12pm and your departure on a Saturday morning.

We also ask you to inform us of the date and time of arrival and departure as soon as possible.

In case of difficulty, please call our emergency phone number: +33 (0)6 82 82 70 83.

INSURANCE

All students are required to take out an insurance policy (if possible, in compliance with their country's own insurance legislation) against illness, loss of money, valuables, luggage, theft and early departure for personal or medical reasons. You can also take out an insurance policy with CAVILAM - Alliance française.

CANCELLATIONS

In the event of cancellation by the student, the following fees will be charged:

- 1 week or more before starting course: **75 €**
- Less than a week before starting course: **75 € + cost of 1 week**
- After starting course: **all course and registration fees.**

CAVILAM reserves the right to cancel courses which do not obtain a sufficient number of enrolments.

Should this happen, you will receive a full refund of the amount paid.

INTERRUPTION / ABSENTEEISM

In the event of interruption or early departure, fees cannot be reimbursed.

Without prior approval from CAVILAM, student absences (courses, hours, days, periods of courses) cannot be refunded.

INTERNAL REGULATIONS

If a student's behaviour is liable to have a disruptive effect on the classes or other activities provided (courses, accommodation, leisure activities) or to be damaging to the reputation of CAVILAM - Alliance française, the student in question will be immediately expelled without prior notice and will not be entitled to a refund of the paid fees.

COPYRIGHT

Unless otherwise informed by the student on enrolment, photographs or videos of students may be taken by CAVILAM - Alliance française and used for communication and marketing purposes.

CLAIMS

Any claim should be addressed in a detailed letter to CAVILAM - Alliance française, who undertakes to give the issue its full attention. In the event of litigation, the case will be submitted to the law courts of Cusset.

Price validity: 1 January - 31 December 2018. Terms of enrolment must be accepted for any enrolment.

There will be no classes on the following bank holidays:

2 April, 1 May, 8 May, 10 May, 21 May, 14 July, 1st November, 25 December 2018.

These dates are not refundable.

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