

**Please send us this document:**

**By post:** CAVILAM - Alliance Française - CS 72678 - 03200 VICHY Cedex

**By email:** info@cavilam.com | **By fax:** +33 (0)4 70 30 83 84

**PLEASE KEEP A COPY OF THIS DOCUMENT**



# ENROLMENT FORM 2024

## PARTICIPANT

Male

Female

Non-binary

Surname:

Address:

First name:

Postcode:

Town:

Date of birth\*:

Country:

Nationality:

Phone  
number:

Profession:

Email:

*\*Date format: day / month / year*

**Billing information:**

Same as above.

Other, please complete below:

Surname:

Address:

Phone  
number:

Postcode:

Town:

Email:

Country:

## FRENCH PROGRAMME

Intensive programme

Immersion programme

Preparation for university studies

Super intensive programme

One-to-one tuition

Session 1: from July 1<sup>st</sup> to 26<sup>th</sup> 2024

Combined programme

Premium Senior programme

Session 2: from July 29<sup>th</sup> to Aug. 23<sup>rd</sup> 2024

French for Specific Objectives (FOS) courses

Business French

French for tourism

**Course dates:**

to



**Number of week(s):**

# FRENCH LEVEL

Complete beginner

Specific registration days in 2024: 02/01 - 05/02 - 04/03 - 02/04 - 29/04 - 03/06  
- 01/07 - 05/08 - 02/09 - 30/09 - 04/11 - 02/12

Basic notions - **A1**

Intermediate - **B1**

Advanced - **B2**

Elementary - **A2**

Upper intermediate - **B1+**

Very advanced - **B2+ / C1**

## ACCOMMODATION

Would you like our Accommodation office to book accommodation for you?

Yes

No

Accommodation is booked from Sunday afternoon, day of arrival, to Saturday morning, day of departure.

### Host family:

Individual room + breakfast\*

Are you a smoker?

Yes

No

Individual room + breakfast and dinner

Observations (specific diet, allergies, phobias, medical treatment, animals...):

\*Access to the kitchen for meal preparation is not allowed in a host family, regardless of the option selected.

### Premium accommodation "Le 86"\*:

Studio for 1 person

Studio for 2 people

### Studios:

Studio for 1 person

Studio for 2 people

### Other:

Hotel\*

For further details, please contact [hebergement@cavilam.com](mailto:hebergement@cavilam.com)

\* From 18 years old

I wish to pay the accommodation fees:

Upon arrival, directly to the host family or the residence

To CAVILAM - Alliance Française

Accommodation fees included in the quote.

### Place of arrival:

Plane: Clermont-Ferrand airport



Do you wish to book a transfer?

Yes

No

Train: Vichy station Free transfer

Other:

Date of arrival:

Time of arrival:

:

Please let us know of your arrival time and at least 7 days in advance, [hebergement@cavilam.com](mailto:hebergement@cavilam.com)

# PAYMENT

The course and enrolment fees are due at the time of enrolment, in one installment. Bank fees are to be paid by the student. Payments have to be made in Euros, in the name of CAVILAM - Alliance Française.

**Bank transfer:**

Account: CAVILAM - Alliance Française  
Bank: CAISSE D'EPARGNE AUVERGNE ET DU LIMOUSIN  
ECO SOCIALE ALLIER PDD  
63 RUE MONTLOSIER  
63961 CLERMONT-FERRAND CEDEX 9 FRANCE  
BIC: CEPAFRPP871  
IBAN: FR76 1871 5002 0008 0024 9232 010

**Cheque:** To be sent to 1, Avenue des Célestins  
- CS 72678 03200 VICHY CEDEX - FRANCE

**Credit card:**

VISA, JCB, MASTERCARD or AMERICAN EXPRESS

Card number:

Expiry date: /

Cryptogramme: *The last 3 digits on the back of the card*

Signature:

# PERSONAL DATA

I agree to receive information from CAVILAM - Alliance Française.

I agree that my personal data provided will be electronically saved and processed according to data protection regulations and will be exclusively used by the CAVILAM - Alliance Française (law n°101/2000 J.O). \*

*\* This field is mandatory.*

# ENROLMENT

**I have read and I accept the general terms and conditions of sale (see below).**

**Signature:**

# GENERAL TERMS AND CONDITIONS OF SALE AND PUBLIC HOLIDAYS

Price validity: 1<sup>st</sup> January - 31 December 2024.

Enrolment in one of our courses implies acceptance of our general terms and conditions of sale.

Courses are not held on the following public holidays:

1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> May, 8<sup>th</sup> May, 9<sup>th</sup> May, 20<sup>th</sup> May, 1<sup>st</sup> November, 25<sup>th</sup> December 2024.

This does not give right to any refund, compensation or postponement.

## ENROLMENT

To enrol, you must:

- Be at least 16 years old by the first day of the course (Junior programme Sports & French: 12 years old).
- Proceed to enrolment online on [boutique.cavilam.com](https://boutique.cavilam.com) or send the completed enrolment form accompanied by the payment of the course and registration fees.

CAVILAM - Alliance Française declines all responsibility for minors between 16 and 18 years old. A parental authorisation, duly completed and signed must be returned with the enrolment form. Minors aged 16 to 18 are systematically accommodated in a host family, on a half-board basis.

Enrolment fees for all on-site courses: 95 €.

## PAYMENT OF COURSES

The course and enrolment fees are due at the time of enrolment, in one installment.

Payment by credit card (VISA, JCB, MASTERCARD or AMERICAN EXPRESS) can be done online at [boutique.cavilam.com](https://boutique.cavilam.com) (secure payment) or by direct debit for an enrolment via our form.

Payment by bank transfer (in euros), only possible through the enrolment form, must be done to the account of CAVILAM - Alliance Française:

- IBAN: FR76 1871 5002 0008 0024 9232 010
- BIC: CEPAFRPP871
- Banque: CAISSE D'ÉPARGNE D'Auvergne ET DU LIMOUSIN  
ECO SOCIALE ALLIER PDD  
63, rue Montlosier - F-63961 CLERMONT-FERRAND CEDEX 9 - France

Bank fees are to be paid by the student.

## CONFIRMATION

Upon reception of the full payment of the course and registration fees, you will receive by email (or by post on request):

- A paid invoice.
- A certificate of enrolment showing dates of the training course.
- A certificate of accommodation with details of the chosen 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.

## ARRIVAL AND DEPARTURE

Regardless of the chosen accommodation option, please arrange your arrival on the Sunday afternoon before the beginning of the courses and your departure on the Saturday morning after the end of the courses.

Students are requested to inform us about their time and place of arrival as soon as possible to organise their welcoming.

## INSURANCE

Each student is responsible for taking out their own insurance in accordance with the legislation of their country, covering illness, loss of money, valuables or luggage, theft, interruption of the course for personal or health reasons, and civil liability.

## POSTPONEMENT AND CANCELLATION

Notice of any postponement or cancellation must be sent in writing to CAVILAM - Alliance Française.

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

- Postponement 10 days or more before the first day of the course: 95 €
- Postponement less than 10 days before the first day of the course: 95 € + cost of a one-week training programme.
- Postponement starting Friday afternoon (4:00 PM, Paris Time, UTC+2) prior to the first day of the course or once it has started: all course and registration fees.

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

- Cancellation 10 days or more before the first day of the course: 190 €
- Cancellation less than 10 days before the first day of the course: 190 € + cost of a one-week training programme.
- Cancellation starting Friday afternoon (4:00 PM, Paris Time, UTC+2) prior to the first day of the course or once it has started: all course and registration fees.

CAVILAM - Alliance Française 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 paid amount.

## CHANGES

Any modification of any kind (programme, duration or accommodation) before or during the course will incur an administration fee of 95 €.

## INTERRUPTION / ABSENTEEISM

In case of early departure or interruption of your stay, no refund will be processed. Without prior approval from CAVILAM - Alliance Française, no reimbursement, compensation or postponement shall be made in regards to student absences (hours, days, class periods).

## INTERNAL REGULATIONS

If a student's behaviour is liable to have a disruptive effect on the classes or other activities provided (courses, accommodation, cultural 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.

## IMAGE RIGHTS

Unless otherwise stated by the participant at the time of registration, CAVILAM - Alliance Française may take photos or videos of students and use them for communication and marketing purposes.

## CLAIM

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 or Vichy.