



# Alliance Française de Limerick Limited



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## ENROLMENT FORM 2016/17

Family Name		First Name	
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Full Postal Address	
Telephone Number(s)	
Email	
Occupation	
School/company	
Course, day and time	

<b>FOR CHILDREN ONLY School standard for 2016/17</b>
<b>Person to contact in case of emergency:</b> Name Address Telephone Number

<b>FOR ADULTS ONLY</b> Is this your first course at Alliance Française de Limerick? Y/N Study/knowledge Have you visited / lived in France or a French-speaking country Y/N Have you taken our online placement test (see website)? Yes/No
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Where did you hear about us?

- Newspaper     Adult Education Guide     Brochure     Website  
 Word of mouth     Other [*please specify*]

Payment must be received in full before attending classes; a course place is not confirmed until payment is received. Alliance Française de Limerick does not accept payment by instalments. Alliance Française de Limerick does not accept responsibility for changes in student circumstances that may prevent them from attending their course. Fees cannot be refunded but may be held in credit for a future course if you withdraw after a course has started. There will be no partial refund for classes not attended by the students for whatever reason. However, you may only cancel if notices is given in writing no later than one day before the course starts. The class fee will then be refunded minus a €40 administrative fee. In exceptional cases of hardship, requests for refunds may be made to the Board of Directors in writing accompanied by supporting documents. The Alliance Française de Limerick may cancel a course before it starts when they are insufficient numbers student numbers. In that case only, fees will be refunded in full. If the Alliance Française de Limerick has to cancel a course after it has started due to circumstances beyond its control then fees will then be refunded pro rata. You may only postpone taking a course if notice is given in writing no later that one day before the course starts. A €40 administrative fee will apply. No credit or refund will be given on or after the day a course has started. Private Classes must be paid in advance. In the case of cancellation, we request notice of 24 hours. Failure to give reasonable notice to the teacher will result in forfeit of the class fee. The Alliance Française de Limerick reserve the right to refuse admission.

I accept the terms and conditions of Alliance Française de Limerick Signed: \_\_\_\_\_