



Alliance Française de Limerick Company Limited By Guarantee  
7 Pery Square, Limerick, V94 EE65

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## ENROLMENT FORM 2018/19

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

<b>FOR CHILDREN ONLY School standard for 2018/19</b>
<b>Person to contact in case of emergency:</b> Name Address Telephone Number Allergies Medical Conditions

<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 within the same academic year 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 notice 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 than 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 of private grinds, 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.

We need you to provide us with an email address as our billing system will send invoices and receipts to you through this email. You are opting in and agree to receive communications from us in relation to billing, your class, cultural events etc.

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