

## ADMISSION FORM

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Gender: \_\_\_\_\_ CNIC # \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth *dd/mm/yyyy*: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Home number: \_\_\_\_\_

Emergency contact number \_\_\_\_\_ E-mail: \_\_\_\_\_

Nationality: \_\_\_\_\_ Profession: \_\_\_\_\_

Would you like to receive SMS/Whatsapp messages from us: YES  NO

Why are you learning French? \_\_\_\_\_

### From where did you hear about us?

Ex-Students  Relatives  Friends  Facebook  Website  other (Please specify): \_\_\_\_\_

- Without expectation of compensation or other remuneration, now or in the future, I hereby give my consent to the Alliance Française de Lahore, its affiliates and partners, to use my image and likeness and/or any interview statements from me in its publications, advertising or other media activities (including the Internet and social media sites). YES  NO

***Please read the terms and conditions on the back of this form and sign!***

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### FOR OFFICE USE ONLY

Student Number: \_\_\_\_\_

SESSION	LEVEL	Receipt Number	DATE	REMARKS

## Terms and Conditions

### 1. CONDITIONS OF ADMISSION

Course participants must be at least 12\* years of age for our regular courses. If the participant is a minor (less than 18 years), a written permission slip is required by his/her parent/guardian. (\* with the permission of management)

### 2. TERMS OF PAYMENT

**Courses at the Alliance française de Lahore require the payment of the following fees:**

- Annual registration fee: This fee allows students to be registered and to have the library access at the Alliance française de Lahore and therefore to attend any course in which they have been registered and have paid in full the corresponding tuition. It is valid for all our courses from the first day of classes and for a period of one year (fee paid between January and June will valid till December, fee paid between July to December will be valid till June next year). This fee is non-refundable.
  - Annual
  - The tuition fees as presented in the brochures, leaflets, Internet site. These must be paid in totality of 1 day before the beginning of the course at the latest.
  - Books and exercise books are not included in tuition fees. The books can be purchased from AF Lahore Library Once the books are purchased they cannot be returned or exchanged.
- If full payment is not received by the due date, the participant loses the right to participate. Course and examination registration is conducted on a first come, first serve basis.

### 3. COURSE FEES

Alliance Française Lahore reserves all the rights to change the tariffs without any prior notice.

### 4. REGISTRATION INSTRUCTIONS

- Read the General Conditions of Registration and their annexes ; accept by dating and signing the registration form
- Pay the full tuition fees, annual fee and books charges; Payments can be made in cash or bank transfer to Alliance Française Lahore account.
- Following documents must be submitted to the inscription desk to compete the registration. Complete filled registration form along with a copy of Identification (identity card or passport) and two passport size photos. B-Form will be required for the children's. Alliances française reserve all the rights to cancel or deny any admission

### 5. CANCELLATION POLICY

**Before the beginning of the course:**

- Students have the right to postpone their course within a period of 6 months. Only one postponement can be made and a written request must be submitted to the institute at least 7 working days before the starting date of the chosen courses.

**After the beginning of the course:**

- Once the courses have begun, and in case of one or more absences in various courses, no deferment or reimbursement can be made for any reason whatsoever However, in the case of serious illness and/or incapacity justified by a medical certificate, preventing the student from participating in a course, the student can ask to be refunded for the missed tuition (except the annual registration fee which remains the property of the Alliance française de Lahore) or to postpone the course within a limit of 6 months after the date of interruption of the course.
- A written demand, accompanied by all justifying documents, must be received by the Alliance française de Lahore within a maximum of 48 working hours after the date of interruption of the course. A postponed course will not be refunded or transferred to another student's account.

### 6. REFUND

- If the case of refund of a course, only the students who were present and who signed the attendance sheet at the courses' office will be refunded in proportion to the number of hours (only in the case of serious illness and/or incapacity justified by a medical certificate, preventing the student from participating in a course). Rs 2,000 administration fee will be charged for refund.

### Specific conditions for the private courses and phonetics sessions

- Postponing a class can be authorized if the dates of the classes postponed occur between no later than 24 hours (week-end excluded) before the scheduled time of the class. Otherwise no deferment or reimbursement will be able to be granted.

The Alliance française de Lahore has the right to cancel a registration in a private course or phonetic session in case of unavailability of a professor up to 48 working hours after the registration. In this case the full corresponding tuition fees will be refunded to the client. If this cancellation affects all the classes chosen by the client, the Annual Registration Fee will be refunded as well.

### 7. DELAY - CHANGE OF PROGRAM – MODIFICATIONS

- Any change in timetable or schedule changes. The Alliance française de Lahore will inform all the students on their registered email address (on registration form)

### 9. CERTIFICATE / ATTESTATION

- Students are required to attend 90 hours classes regularly. An attestation will be issued by the institute (according to the attendance sheet) upon request only. It is mandatory to pass the internal evaluation to get the attestation.

### 10. EXPULSION

- The participants are obliged to comply with the house rules and regulations. In the case of misbehavior of a student, as outlined by the internal regulations of the Alliance française de Lahore, the institute has the right to expel the offending student or to inform the relevant authorities, without refund. This document is at the students' disposal at the reception desk of the Alliance française de Lahore and on our website [www.aflahore.org](http://www.aflahore.org)

I hereby declare that I agree to abide by the terms and conditions as stipulated by Alliance Française Lahore.

Student Signature:  
Date:

**For Minors Only:**  
Signature of Parent or Guardian  
Date: