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**L A N G U A G E C O U R S E E N R O L M E N T F O R M**

## Kindly fill this form in capitals and clearly and submit the form at the front desk after payment.

|  |  |
| --- | --- |
| Mr. / Mrs / Ms **FIRST (GIVEN) and MIDDLE NAME:**  NATIONALITY:  MOTHER TONGUE:  DATE OF BIRTH (DD/MM/YY):  TELEPHONE (Mobile)  ADDRESS:(Residence): | **LAST NAME:**  OCCUPATION:  LANGUAGE OF COMMUNICATION:  PLACE OF BIRTH:  EMAIL ID:  Pin Code: CITY |

**NOTE: FOR NEW STUDENTS WHO WANTS TO ENROLL IN ANOTHER LEVEL THAN A1 ASSESSMENT TEST IS COMPULSORY**

**FOR PREVIOUSLY ENROLLED STUDENTS, STUDENT’s ID:**

**LEVEL & TIMINGS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LEVEL | W-  END | W-  DAYS | MORNING | | | | EVENING | | | | | |
|  |  |  | 7-9 | 8-10 | 10-12 | other | 14-16 | 16-18 | 17-19 | 18-20 | 19-21 | other |
| **A1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **A2.1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **A2.2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **B1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **B2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **C1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **C2** |  |  |  |  |  |  |  |  |  |  |  |  |

**OTHER:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Conversation Class** | **Pronunciation class** | **Private Class** | **Assessment test** |
|  |  |  |  |

***I ABIDE BY THE RULES AND REGULATIONS OF THE ALLIANCE FRANÇAISE***

SIGNATURE: DATE:

**COURSE ENROLLED FOR :**

**RECEIPT NO & AMOUNT:**

***ONLY CARDS ARE ACCEPTED***

*FOR OFFICE USE ONLY*

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**Welcome to Alliance française of Hyderabad!**

**- rules and regulation for classes –**

* Enrolment is on a first-come first served basis with a minimum of 10-12 students and maximum capacity of

25 students per class. In case, there are less than 10 students, the AFH would consider doing a shorter package instead of the initial proposed hours for the benefit of those who have already enrolled.

* A learner who wants to enroll for beginners’ level has to enroll within the **first 3 days** from the date of commencement of the batch. Students who wish to repeat the said course could join within **one week**.
* If a course is cancelled, students will be informed over the phone and the fees will be transferred to the next session.
* Transfer from one batch to another is not permitted after registration.
* Fees and tariffs are non-negotiable and non-refundable.

### Fees and study materials

* Fee is accepted only by card and should be paid in full at the time of enrolment. No part payment is allowed.
* Fees once paid can neither be reimbursed nor be transferred to anybody else. Students who wish to redo a certain level can pay half the fees for the said class. This half payment is valid for one year only.
* The Course material is available at the Center at cost price. No photocopy is allowed.

### Private classes

* If the student does not wish to start his/her classes or wishes to discontinue after enrolment in this type of course, the institute would retain two-hour fees and reimburse the rest.

### Student card

* A student card is given to all students who are enrolled for the session. This card allows him/her to do reference work at the library as well as to attend most of the cultural programs organized by Alliance Française of Hyderabad.

### Attestation/ Certification

* All passed candidates could apply for an attestation by filling up a form and pay a nominal fee of 500 INR+GST. Attestation will be ready in 1 weeks’ time from the date of request.

### Exams

* For Diplomas from the Ministry of National Education, France, all students need to appear for the DELF – DALF exams

(Signature of the student)

The Director

Updated in April 2023