

Please read our enrolment conditions below before completing the form.

Fill the form on your computer, send the enrolment form to [frenchclassesife@gmail.com](mailto:frenchclassesife@gmail.com) (without signature, but please tick "Yes I fully agree with the term of conditions").

## YOU

First Name:

Surname:

Address:

Town:

Post Code:

Tel. (day):

Mobile:

Email:

Nationality:  British  E.U.  
 Other:

Age group:  18-30  30-50

51-65  65+

Is your child a returning student?  Yes  No

Where did you hear about our courses?

## YOUR CHILD

First Name:

Surname:

Date of Birth:

Class:

French level:  Learner  Bilingual

Child relevant medical conditions / Allergies:

## HIS/HER CLASS

I wish to enrol my child in the following course:

Title of the class :

Day :

Time :

**YES**, by completing this form I fully agree to the terms and conditions stated below.

**YES**, I agree for my email to be added to the newsletter IFE for communication purposes. Your email will never be sold or communicated to a third party without your express consent.

Date:

**Signature of legal representative:**

### Terms & Conditions Reminder

#### Terms of Enrolment and Payment

The Courses Department will need to assess your level unless you are a returning student.

Enrolment & full payment must be made in advance of attending a course. We regret that we cannot accept payments by instalments. Places are allocated upon receipt of enrolment with full payment.

We reserve the right to cancel classes with less than 7 students enrolled, in which case a full refund will be issued.

#### Cancellation and Refunds

Students should consider their personal commitments and circumstances before enrolment since our classes are planned for a limited number of students. For this reason, we regret that fees are not refundable once the term has started and that no partial refund can be granted for classes not attended. The Institut français cannot accept any responsibility for unforeseen changes in students' circumstances that may prevent attendance. Requests for cancellations and refunds must be made in writing with your original receipt, before the term first day. The following charges will apply: if received 7 days or more before the term first day, £20; between 6 days and the first day of the term, £50.

#### Change of Course

Transfers to another course level can be considered up to the second class after consultation with your teacher and the Courses Department.

Enrolment cannot be transferred to another person.