

# ENROLMENT FORM

## PERSONAL DETAILS

Title  Mrs  Miss  Mr

Family Name \_\_\_\_\_

First name \_\_\_\_\_

Date of birth Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

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

Mother tongue \_\_\_\_\_ Other languages spoken \_\_\_\_\_

### Language level

- |                                     |  |                                       |   |
|-------------------------------------|--|---------------------------------------|---|
| <input type="radio"/> I do not know | <input type="radio"/> Complete beginner A0 | <input type="radio"/> Breakthrough A1 | <input type="radio"/> between A1 and A2 |
| <input type="radio"/> Waystage A2   | <input type="radio"/> between A2 and B1    | <input type="radio"/> Threshold B1    | <input type="radio"/> between B1 and B2 |
| <input type="radio"/> Vantage B2    | <input type="radio"/> between B2 and C1    | <input type="radio"/> Proficiency C1  |   |

Address \_\_\_\_\_  
\_\_\_\_\_

Post/Zip code \_\_\_\_\_ City \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## COURSE DETAILS

- Course name  Voyage  Découverte  Vacances intelligentes  
 Vivre en France  En famille  Relax  
 Langue-culture  Langue-culture Plus  Aventure  
 Pro  Affaires  
 En privé\*  Sur mesure\*

- Period  Summer July-September  Autumn October-December  
 Winter January-March  Spring April-June

Dates Start date \_\_\_\_\_ End date \_\_\_\_\_

\*En privé Start date \_\_\_\_\_ Finish date \_\_\_\_\_

Number of hours: \_\_\_\_\_  
Minimum 10 hours

Language needs: \_\_\_\_\_

\*Sur mesure Start date \_\_\_\_\_ Finish date \_\_\_\_\_

Number of hours: \_\_\_\_\_  
Minimum 6 hours

Number of participants: \_\_\_\_\_  
Minimum 4 participants

Language needs: \_\_\_\_\_

I accept the conditions of enrolment (and confirm I have read the *CeFoLiAc* terms and conditions).

Date \_\_\_\_\_ Signature \_\_\_\_\_

Please send the enrolment form, duly completed, per mail/e-mail/Fax on the following address.



Centre de  
Formations  
Linguistiques  
Actionnelles

## General terms and conditions

Term and conditions are applicable from May 1st 2010

### 1. Corporate identity

**CeFoLiAc**

(S.A.R.L. au capital de 10 000 €)

521 363 432 RCS Nice - N° SIREN 521 363 432 - APE 8559A

Déclaration d'activité enregistrée sous le numéro **93 06 06829 06** auprès du préfet de région Provence-Alpes-Côte d'Azur.

#### Head office

5, Impasse Gustave Eiffel

06310 Beaulieu sur Mer

### 2. Registration & confirmation

By enrolling in a course, you are accepting *CeFoLiAc* terms and conditions. You must be over 21 years of age to attend our courses. Participants under 21 years of age must be enrolled by parents, legal guardian or other person specifically authorized by parents or guardian. You may enrol by mail/by e-mail/by fax, by telephone or online via our website. All enrolments must be accompanied by a non-refundable deposit of 100 € for administration fees. For all bank transfer payments, you must enclose a copy of the transfer order with the enrolment form. Upon receipt of your completed enrolment form, we acknowledge your application within a maximum of 14 days by e-mail (or by mail on request). In the event of a course being full, we will notify you as soon as possible and propose alternative courses. Participants joining a course late, 2 weeks (or less) before the start of the course, are subject to a 50 € fee

### 3. Payment

All prices are in euros and all payments must be made in euros. A 200 € down payment or payment in full must be made upon receipt of confirmation of enrolment. You will receive by e-mail (or by mail on request) an itemized invoice listing payments already made and the balance to be paid 4 weeks prior to the start of the course. In the event of non-payment within 7 days, *CeFoLiAc* reserves the right to refuse enrolment (in accordance with the conditions of cancellation specified in point 6). If enrolment is less than 8 weeks before the course starts, payment must be made in full upon receipt of invoice. In the event of non-payment of deposit and/or balance, your registration will be cancelled by *CeFoLiAc* (according to the conditions of cancellation mentioned in point 6). We will send your official confirmation by e-mail (or by mail on request) upon receipt of full payment.

### 4. Payment method

Payment must be made in euros and made out to *CeFoLiAc*. Please note that you are liable for all bank charges. Payment of registration fees should be made by either: French cheque or Bank transfer.

#### Bank account details:

Banque LCL Beaulieu sur Mer- IBAN FR21 3000 2032 3200 0007 2154 P69 – BIC-SWIFT CRLYFRPP

Important: Whatever your choice of payment method, do not forget to indicate the name of the person following the course, dates and *CeFoLiAc* invoice number.

### 5. Modifications (course and/or activity)

#### Before the starting date

If you wish to modify your booking prior to the starting date, we will charge you 25 % of the total fees.

#### After the starting date

Alterations after the starting date will be considered as a cancellation and the total price will be charged. If the change concerns a complaint, refer to point 13.

### 6. Cancellation

#### Of language courses

a) Should you be forced to cancel your booking, you must do so in writing by registered letter. A cancellation received more than 30 days before the course start date will be subject to an administrative charge of 200 €.

b) If cancellation occurs less than 30 days before the course start date, the following additional cancellation charges apply:

- If cancellation occurs within 29 or 15 days before the starting date, 25% will be charged.
- If cancellation occurs within 14 or 8 days before the starting date, 50% will be charged.
- If cancellation occurs within 07 or 01 days before the starting date, 80% will be charged.

No refunds can be given for a cancellation on the first day of the course or early return.

### Of sports and social and cultural activities

Should you be forced to cancel all or part of optional sports, social and cultural activities, the following cancellation charges apply:

- If cancellation occurs within 29 or 15 days before the activity, 30% will be charged.

- If cancellation occurs within 14 or 08 days before the activity, 50% will be charged.
- If cancellation occurs within 07 or 04 days before the activity, 80% will be charged.
- If cancellation occurs within 3 or 1 days before the activity, 100% will be charged.

### 7. Insurance

All persons participating in *CeFoLiAc* programs must arrange their own insurance against all expenses that might arise due to (damages – personal liability). Program participants are liable for any damage caused by themselves or their children of course facilities and payment for such damage must be made immediately. Under no circumstances will *CeFoLiAc* be liable for any damage whatsoever of any nature arising especially from fire or theft.

### 8. Conditions of admission in France

You are liable for all conditions imposed by your trip abroad (obtaining a visa, valid insurance, customs formalities, etc.). If you are refused entry to France by the immigration or visa authorities, then your stay will be cancelled as indicated under point 6. EU nationals do not require a visa to enter and study in France. For a period of up to 3 months, all non EU nationals can apply through by the French embassy or the consulate in their country (unless otherwise agreed). If you wish to stay in France for over more than 3 months, you will need a long-term visa (visa de long séjour). In this case you will be required to supply the letter of admission which will be delivered by *CeFoLiAc*. We are not authorised to intervene in the visa application process.

For more information, do not hesitate to contact us.

### 9. *CeFoLiAc* reserves the right

*CeFoLiAc* and our partners reserve the right to refuse an enrolment or expel participants with no refund, in the event of misconduct or unsatisfactory behaviour. Participants will be liable for all charges. Participants or their legal representatives are liable for damage or loss caused during their stay.

### 10. Our responsibility

*CeFoLiAc* cannot be held responsible if any failure in the provision of services is caused by negligence or omissions of our suppliers, by conflicts or serious incidents beyond our control. *CeFoLiAc* accepts no responsibility for personal injury or for the loss or damage to students' personal property. *CeFoLiAc* is responsible as a language training centre, for the authenticity of courses offered, the accuracy of its content, the careful partners' choice. Under no circumstance will *CeFoLiAc* accept liability in case of any accident while on the course premises or during the stay. *CeFoLiAc* bears no responsibility for any possible changes to the program (groups, courses, activities etc.) which its partners may be forced to make. *CeFoLiAc* reserves the right to alter without prior notice, the content of courses offered as well as its chosen service providers.

### 11. Cancellation of programs

*CeFoLiAc* reserves the right to cancel arrangements in case of force majeure, order of authorities, strike, riots or any other restrictive events. We will refund all course fees paid minus a percentage in compensation for the services provided.

### 12. Price modifications

*CeFoLiAc* reserves the right to alter rates due to unforeseeable circumstances such as currency fluctuations, additional service price increases, introduction or increase of government taxes such as VAT.

### 13. Complaints

All claims regarding our services must be made in writing and sent by registered mail to *CeFoLiAc* during course session. Complaints received after this date will not be considered. All legal claims are subject to the jurisdiction of the courts of the corporate head office.

### 14. Public holidays

There is no refund when additional services include a public holiday (national days, etc.) not compensated by our partners.

### 15. Modification of programs

According to the number of participants, their language level or season, *CeFoLiAc* reserves the right to replace a group course with a private course (a price modification and/or number of hours apply). Under these circumstances, there is no refund of fees.

### 16. Use of promotional material

Participants authorise *CeFoLiAc* to use and/or reproduce participants' images (photos, videos, reports) for professional purposes in accordance with act number 2004-801 (number 78-17 from January 6<sup>th</sup> 1978) relating to information, data and freedom. Participants have the right to access and modify their personal data.

### 17. Protection of personal data

We undertake to protect the personal information of our clients by not revealing them to any third party. Any Personal Data you send to us will be treated confidentially.

### 18. Laws and regulations

Terms and Conditions are governed by French law. They are applicable from May 1<sup>st</sup> 2010 and may be modified with no prior notice.

### 19. External links

*CeFoLiAc* bears no liability in relation to the validity of information found within other websites and links present in [www.cefoliac.com](http://www.cefoliac.com).