

**Group Classes at the Alliance Française de Pretoria**

[PLEASE FILL IN THE FORM IN CAPITAL LETTERS]

Title & Surname:		Name:	
Date of Birth: DD / MM / YYYY	Sex: M / F	Nationality:	
Suburb:		City:	
Tel:		Cell:	
(Compulsory)	E-Mail (CAPITAL LETTERS):		
If Company Pays	Employer/Company Name:		

**PLEASE COMPLETE**

<b>New Student:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>A new student is a first time learner at the Alliance Française de Pretoria</i>	<b>Would you like to receive the newsletter?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Already subscribed
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**FRENCH**

<b>80h Group Classes</b> <i>(2 hour twice a week class/20 weeks)</i>  BEGINNERS (A1) <input type="checkbox"/> Level 1 Mon&Wed 11h00-13h00 <input type="checkbox"/> Level 1 Tues&Thurs 17h30-19h30 <input type="checkbox"/> Level 2 Mon&Wed 11h00-13h00 <input type="checkbox"/> Level 2 Tues&Thurs 17h30-19h30  ELEMENTARY (A2) <input type="checkbox"/> Level 1 Tues&Thurs 17h30-19h30 <input type="checkbox"/> Level 2 Tues&Thurs 09h00-11h00 <input type="checkbox"/> Level 2 Mon&Wed 17h30-19h30  INTERMEDIATE (B1) <input type="checkbox"/> Level 1 Tues&Thurs 17h30-19h30 <input type="checkbox"/> Level 2 Tues&Thurs 17h30-19h30	<b>60h Group Classes</b> <i>(3 hour once a week class/20 weeks)</i>  BEGINNERS (A1) <input type="checkbox"/> Level 1 Wednesday 17h00-20h00 <input type="checkbox"/> Level 1 Saturday 09h00-12h00 <input type="checkbox"/> Level 2 Wednesday 17h00-20h00 <input type="checkbox"/> Level 2 Saturday 09h00-12h00 <input type="checkbox"/> Level 3 Saturday 09h00-12h00  ELEMENTARY (A2) <input type="checkbox"/> Level 1 Saturday 09h00-12h00 <input type="checkbox"/> Level 3 Wednesday 17h00-20h00  INTERMEDIATE (B1) <input type="checkbox"/> Level 2 Saturday 09h00-12h00  UPPER-INTERMEDIATE (B2) <input type="checkbox"/> Level 2 Wednesday 17h00-20h00
<b>40h Group Classes</b> <i>(2 hour once a week class/20 weeks)</i>  BEGINNERS (A1) <input type="checkbox"/> Level 2 Monday 17h00-19h30  ELEMENTARY (A2) <input type="checkbox"/> Conversation Thursday 17h30-19h30  INTERMEDIATE (B1) <input type="checkbox"/> Conversation Wednesday 09h00-11h00  UPPER-INTERMEDIATE (B2) <input type="checkbox"/> Conversation Monday 17h30-19h30	<b>Online Courses</b> <b>52h Hybrid Courses</b> <i>(26h Online and 26h in-house)</i>  BEGINNERS (A1) <input type="checkbox"/> Level 1 Saturday 09h00-11h00 <input type="checkbox"/> Level 2 Wednesday 08h15-10h15  <input type="checkbox"/> On Request  <b>Franc Express</b> <i>(12h Online and 24h in-house)</i>

**PORTUGUESE**

<b>80h Group Classes</b> <i>(2 hour twice a week class/20 weeks)</i>  BEGINNERS (A1) <input type="checkbox"/> Level 1 Mon&Wed 17h30-19h30 <input type="checkbox"/> Level 2 Tues&Thurs 17h30-19h30  ELEMENTARY (A2) <input type="checkbox"/> Level 1 Tues&Thurs 17h30-19h30 <input type="checkbox"/> Level 2 Mon&Wed 17h30-19h30	
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**The Director or Course Coordinator reserves the right to cancel a class if a minimum of 7 students is not reached. The Director or Course Coordinator reserves the right to add and change the day and time of a class.**



FOR OFFICE USE ONLY			
TARIFF DETAILS	Tuition (VAT Incl.)		ZA R
	Discount	<input type="checkbox"/> Student/Pensioners -10% (Non-cumulative)* <input type="checkbox"/> Old Members -5%	(ZA R ) * Attach a photocopy of your Student card or Pensioners card with photo
	Manual including CD & Exercise Book (VAT Incl.)		ZA R
GRAND TOTAL (VAT Incl.)		ZA R	
Payment Options* <i>Please see the terms and conditions (Page 3)</i>	<input type="checkbox"/> One Payment <input type="checkbox"/> Two Payments <input type="checkbox"/> Monthly	Type of payment	<input type="checkbox"/> Cash <input type="checkbox"/> EFT <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque
*The payment options do not include the course material. Course material must be paid in full and in advance.			
Amount Paid		Date and Receipt Number:	
Received by:			
BANKING DETAILS	<b>Bank: NEDBANK</b> <b>Branch: HATFIELD</b> <b>Branch Code: 160245</b> <b>Account Number: 1602 102473</b> <i>Your reference should be your name and surname, as well as the classes you are registered for, e.g. Alexander Dumas A1.1.</i>		
<b>NOTICE</b> Once payment has been made by electronic transfer, <b><i>please print your proof of payment after each payment and hand it at reception</i></b> , or e-mail it to <a href="mailto:admin.pta@alliance.org.za">admin.pta@alliance.org.za</a> . You will only receive the course material and your student card once proof of payment has been received.			



## TERMS AND CONDITIONS

1. The Alliance Française reserves the right to reject applications for student enrolment.
2. Fees are payable by bank transfer, cheque, cash, credit card, or debit order (proof of payment must be brought to our reception before the beginning of the course in order to collect the study material and the student card).
3. When you enrol for classes at the Alliance Française de Pretoria you agree to pay the full amount of your tuition fee.
4. The payment options exclude the course material. Course material must be paid in full and in advance.
5. Class cancellations can only be accepted in exceptional cases (extreme illnesses, transfer,...). A written request must be sent to the Director of the Alliance explaining the reason for the cancellation. An amount equal to 20% of the tuition fees will be retained as administration fees. Class cancellations are effective the day the student *officially* cancel, not on the date he stopped attending classes.
6. **For the 50% payment option, the due date for final payment is 1<sup>st</sup> of October 2015.**  
**For the monthly payment option, the due date for final payment is 1<sup>st</sup> of November 2015.**
7. **In case of non-payment, an interest shall be added to overdue accounts, according to the legal rate. The attendance of classes could be refused until the account is settled in full.**  
**If payment has not been received within 30 days from due date, the account will be handed to debt collectors. Please note that all collection fees will be for your account.**
8. **Even if an employer/third party intends to pay tuition, you are still responsible for the payment of your account if no payment is made before the due date.**
9. The signatory hereto indemnifies the Alliance Française against liability of whatsoever nature and howsoever arising for loss or damage to property, injury or death while on the premises of the Alliance Française of Pretoria.
10. The Alliance Française reserves the right to cancel a class or reduce the number of hours if there are not enough registrations. In such a case, the students will be transferred to another class or they will be given a credit for another session or private classes.
11. In the event that a teacher is sick, absent or incapacitated, the classes will either be postponed or a replacement teacher will be found.
12. As a student of the Alliance Française de Pretoria, you are entitled to Membership to the online library and reading room for the remainder of your contract. The membership gives access to the library (Books, Magazines, and DVDs), and cultural events. As a member you will automatically be added to the mailing list, and be informed of all the events at the Alliance Française. Members will have to respect the library opening hours. Books must be returned within two weeks, DVDs within one week, all late returns will be charged at R10 p/day. If a DVD or book is lost, or damaged, a fine of R250 will be asked to replace the item.
13. Parking is available outside the Alliance Française of Pretoria. We encourage everyone to please report any suspicious activity. Parking is entirely at your own risk. The management and personnel do not accept any claim arising out of injury, death, theft, loss or damage to property, or any other similar occurrence and/or accident causing damages to you or your property, including that of third parties, within the confines, or on any part of the property.
14. ***A minimum of 7 students per class must be registered; otherwise class will be closed, with exceptions, as directed by the Director or Course Coordinator.***
15. **The Alliance Française will be closed: 10 August, and 24 September. Semester ends 12 December 2015.**

I have read the terms and conditions governing membership of the Alliance Française and hereby accept the conditions as set out above.

Signature: \_\_\_\_\_ Date and place: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date and place : \_\_\_\_\_

