

# STUDENT REGISTRATION FORM



26 bis rue Valmont de Bomare, 76100 Rouen, France

Tel: +33 2 35 72 08 63 Fax: +33 2 35 72 08 64

Email: [info@frenchinnormandy.com](mailto:info@frenchinnormandy.com)

## PERSONAL INFORMATION

Surname: ..... Name: ..... Title: Mr / Ms / Mrs / Dr  
 Date of Birth: ..... DD/MM/YYYY ..... Nationality: .....  
 Address: ..... Town: .....  
 Post Code: ..... Country: .....  
 Email: ..... Phone/Mobile: .....  
 Passport Nr: ..... Profession: .....  
 Emergency contact: ..... Name & relation ..... Phone: .....

## TUITION INFORMATION

COURSE DETAILS		Weeks	Start date
Group class	Intensive		
	Semi-Intensive		
	Demi-Intensive		
Exam class	3D DELF/DALF		
	Demi-DELF DALF		
	DELF/DALF COMBI		
Combi class	15 + 15		
	15 + 5		
	Pro mini group		
1 to 1	Hours:		
Other	Please specify		

YOUR LEVEL						
Please indicate your estimated level:						
	A1	A2	B1	B2	C1	C2
If you already passed an exam, please tell us what & when it was:						
.....						

EXAM BOOKING						
If you would like to take an exam, please indicate below:						
Level:	A1	A2	B1	B2	C1	C2
Date:	MM/YYYY					
Booked by FIN:	Yes / No					

## ACCOMMODATION INFORMATION (subject to availability)

HOMESTAY		Weeks	Start date
Standard Homestay	Full-board		
	Half-board		
	B&B		
Executive Homestay	Full-board		
	Half-board		
	B&B		
Room	Private		
	Shared		

OTHER		Weeks	Start date
Studio in residence	Les Estudines		
	Please note that we have residences in varying locations near the school and students will be placed according to availability.		
Hotel	2*		
	3*		
	5*		
Other:	Please specify		

## ADDITIONAL INFORMATION

STUDENT PROFILE	
Dietary requirements:	Vegetarian / Halal etc.
Allergies:	
Student smokes:	Yes / No
Host family can smoke:	Yes / No
Other:	

TRANSFER			
Arrival	Private	Shared	None
Date	DD/MM/YYYY		
Pickup location	Airport / Station & City		
Departure	Private	Shared	None
Date	DD/MM/YYYY		
Drop-off point	Airport / Station & City		

## FURTHER INFORMATION

SIGNED:

DATE: DD/MM/YYYY

By completing this registration form you accept French in Normandy's terms and conditions on behalf of the student as set out overleaf.

## TERMS AND CONDITIONS



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When you book a course with French in Normandy, whether directly or via an agency, you accept our terms and conditions of sale and commit yourself to attending classes and respecting the school's internal rules and regulations.

**BOOKINGS AND PAYMENTS:** The minimum age for students in our international groups is 16 and all students under 18 require a signed parental authorisation letter. In order to process a booking, a non-refundable deposit equivalent to our registration fee (see our current price list) must be paid. If booking accommodation with your course a non-refundable deposit equivalent to the appropriate placement fee (see our current price list) must also be paid. These payments can be made by credit card (Visa or Mastercard only) or by bank transfer (details on request).

Students requiring visa support documents must advance 25% of their course fee. This is refunded - less the non-refundable deposit equivalent to our registration fee (see our current price list) – only after proof of visa refusal by the French authorities.

Students will receive an invoice in Euros and full payment must be made before your arrival by credit card (Visa or Mastercard only) or by bank transfer to the account shown on your invoice. If paying by bank transfer, you are responsible for all intermediary bank charges with any shortfall is payable on arrival. Please fax or e-mail us a copy of your transfer form together with a copy of your registration form or invoice.

Full payment must be received 3 weeks (15 working days) before the start of your course. Only when payment is received can we confirm the course definitively and send you details of your accommodation.

If you are booking through an agency or a web site other than [www.frenchinnormandy.com](http://www.frenchinnormandy.com), you should comply with their terms and conditions.

**CANCELLATION CONDITIONS:** If you cancel a booking for whatever reason, your non-refundable registration and, where appropriate, accommodation placement fee will be retained. If you cancel a booking for whatever reason less than 3 weeks (15 working days) before the course start date, your registration fee, your accommodation placement fee (if appropriate), your course and accommodation fees will not be refunded. See above for special conditions concerning visa refusals. French in Normandy reminds students that they should take out insurance cover for all eventualities, including cancellations.

**NB:** If, after you have begun your course, you decide to cut short your course and/or your stay in France, you will not be refunded or compensated in any way. Moreover, if you have been issued a French visa on the basis of an invitation letter from French in Normandy, we are obliged to inform the appropriate authorities if you stop your course.

French in Normandy requires 48 hours' notice for changes to the timetabling of individual (one to one) lessons otherwise the lesson will be lost.

**ABSENCES:** Students absent from lessons will not be refunded or compensated in any way and, if you have been issued a French visa on the basis of an invitation letter from French in Normandy, we are obliged to inform the appropriate authorities if you are repeatedly absent.

**HOLIDAYS:** Long-term students who wish to take an unscheduled holiday during their course should inform French in Normandy in writing using the appropriate form (EA4201072008 ABSENCES), available at the reception office, at the latest 4 weeks before their intended absence, in order to avoid losing their lessons. Each complete week of holiday notified in this way can be taken later. Any periods of less than a week will not be replaced. This procedure must be adhered to strictly or the absence will not be compensated. Accommodation must still be paid even during authorised absence from lessons.

**LATENESS:** So as not to disturb other students, students who arrive over 15 minutes late will have to wait until break time to join their class. However, in exceptional circumstances, teaching staff may allow late students to join class. Lessons lost through lateness will not be replaced.

**INSURANCE:** French in Normandy is not responsible in any way for accidents, loss or theft of property, money or personal items nor for damage or injury caused to third parties by our students. Students must have civil liability insurance to cover damage or injury caused to third parties, including accommodation providers. We advise you also to take out adequate insurance health, repatriation and cancellation costs.

**BEHAVIOUR:** In the case of unsociable, unacceptable or abnormal behaviour, French in Normandy has the right to dismiss the student at any time without refund or compensation and underage students will have to pay their return travel costs.

**IMAGE USE:** Photos of students taken during lessons, activities or excursions may be used by French in Normandy in its promotional material (brochures, websites, catalogues, etc.) unless the student or his/her parents state otherwise. This refusal must be made in writing when booking or by ticking the appropriate box on the student personal data sheet.

**COMPLAINTS PROCEDURE:** French in Normandy has a formal complaints procedure. Students are asked to make complaints or comments to the duty staff member who will complete the appropriate document. Students will be asked to countersign this record. French in Normandy will take appropriate remedial action which will also be noted. The student will be asked to countersign and to add any additional comments they feel necessary. Only complaints signalled in this way during a student's stay can be taken into consideration. French in Normandy reserves the right to decide what compensation is appropriate if the circumstances require such an outcome.

**INTERNET USE:** We have a strict code of conduct that relates to the use of computers and the internet on our premises or in those of our accommodation providers. Any student violating this code will be refused access to our internet rooms and may be asked to leave the school.

**DATA PROTECTION:** French in Normandy collects and processes data to manage effectively student registration and follow-up. This data is reserved for internal use. French data protection law (January 6, 1978 amended in 2004) gives you the right to access and rectify your personal information and you can exercise this right by contacting our services: [info@frenchinnormandy.com](mailto:info@frenchinnormandy.com)