



STUDENT REGISTRATION FORM

PERSONAL INFORMATION

Surname: Name: Title: Mr / Ms / Mrs / Dr
 Date of Birth: Nationality:
 Address: Town:
 Post Code: Country:
 Email: Phone/Mobile:
 Passport Nr: Profession:
 Emergency contact: Phone:
 Travel Insurance company (with office address and phone number/contact) and policy number:

COURSE DETAILS		Online	Classroom	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				
1 to 1	Hours:				
Other	<i>Please specify</i>				
Time Zone (applicable for online courses)	Europe Central Time <input type="checkbox"/> Asia <input type="checkbox"/> Latin America <input type="checkbox"/>				
Erasmus	<i>Please specify if you are coming on an Erasmus Grant and if so indicate your OID number</i>				

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:	
DELFD/DALF (in Rouen) / TCF (in Rouen) / Ev@lang (online)	
A1	A2 B1 B2 C1 C2
Date:	
Booked by FIN:	

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
Private Studio in Residence	Les Estudines		
	<i>Please note that we have residences in varying locations near the school and students will be placed according to availability.</i>		
Hotel	2*		
	3*		
	5*		
Other :	<i>Please specify</i>		

ADDITIONAL INFORMATION

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

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

INFORMATION: _____

SIGNED: _____ *DD/MM/YYYY*





TERMS AND CONDITIONS 2020-2021

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

1 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 150 Euros must 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 of 150 Euros - 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, you should comply with their terms and conditions.

2 CANCELLATION CONDITIONS: If you cancel a booking for whatever reason, your non-refundable deposit of 150 Euros 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 must 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.

3 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.

4 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.

5 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.

6 INSURANCE: French in Normandy is not responsible in any way for illness, 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.

It is obligatory that you take out adequate insurance health, repatriation and cancellation costs and we will ask you for the number of your policy on registration. We remind you that registration implies acceptance of all our terms and conditions.

7 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.

8 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.

9 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.

10 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.

11 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

COVID-19 Health & Safety Regulations :

1. FIN/Host family/accommodation can not be held responsible in case of illness. Students agree to abide by all hygiene rules and safety regulations laid down by the French government, the school and the school's recognised accommodation options. Health & safety recommendations are subject to change as the situation evolves. Some of these conditions include:

- maintaining physical/social distance of minimum 1 meter, refraining from personal contact with other students, staff and teachers (no handshakes, no kissing or hugging)
- regular, proper hand washing and sanitising
- limiting gatherings in any setting inside and outside the school
- proper disinfecting/washing of personal equipment (i.e. reusable masks and visors)
- no sharing of personal items (i.e. masks, pens, phones/tablets, cutlery etc)
- Students MUST inform the reception or emergency number staff at once in case of ANY sign of fever/infection. FIN instructions must then be followed.
- In the event of a new government imposed lockdown, French in Normandy will provide students with the option to complete their course online or receive a voucher for any unused courses to be taken at a later date.
- Courses may be cancelled up to 5 business days before the start date with no cancellation fees. Cancellation must be received by the agent or student in writing to the school's main email address at [info \(@\) frenchinnormandy.com](mailto:info@frenchinnormandy.com).

2. Anyone found not complying with Health & Safety Regulations inside or outside the school or accommodation will not be allowed in the school / accommodation / school transport and will have to return home at their own expense with no possibility of a refund.

3. Students must arrive at French in Normandy at the time given to them and must disinfect their hands upon arrival at the school. Students agree to arrive with a clean mask and transparent face visor and any other equipment they wish to use (phones/tablettes/laptops etc) for which they are responsible and will agree to sanitise and disinfect daily.

4. Students booking a host family must realise that social distancing may not be possible at all times within the family environment.

5. In the case of quarantine being requested by the French authorities students will have to isolate themselves at their own expense.

SIGNED:

DD/MM/YYYY