

## Demande d'inscription individuelle Individual registration form

Nom / Last name

Prénom / Name :

Date de naissance\* / Date of birth \* :

Genre / Gender :

Nationalité / Nationality :

Date d'inscription / Registration date :

Courriel / Email :

\*Décharge parentale obligatoire pour les étudiants de moins de 18 ans / Mandatory parental authorization for students under 18 years of age.

Adresse officielle dans votre pays de résidence permanente (si votre pays de résidence n'est pas la France) / Official address in your country of permanent residence (if your country of residence is not France) :

Téléphone dans votre pays de résidence permanente / Phone in your country of permanent residence :

Adresse en France / French address :

Code postal / Zip code :

Ville / City :

Téléphone en France / Phone in France :

MON OPTION DE COURS\* / MY COURSE CHOICE\* :

Français général immersif (matin) - 80h, 4 semaines / Immersive General French - 80h, 4 weeks.

Français général immersif + 1 cours complémentaire - 88h, 4 semaines / Immersive General French + 1 add-on course - 88h, 4 weeks.

Français général Immersif + 2 cours complémentaires - 96h, 4 semaines / Immersive General French + 2 add-on courses - 96h, 4 weeks.

Français général intensif (soir) – 32h, 4 semaines / Intensive General French Evening- 32h, 4 weeks.

Français général extensif (soir) - 16h, 4 semaines / Extensive General French Evening- 16h, 4 weeks.

Autres / Other choice :

\*Frais de dossier valables 1 an : 70 € / Registration fees valid for 1 year : 70€.

Période de cours / Course period : du \_\_\_\_\_ / from \_\_\_\_\_ 20 \_\_\_\_\_ au \_\_\_\_\_ / to \_\_\_\_\_ 20 \_\_\_\_\_

## HÉBERGEMENT / ACCOMODATION :

Je sollicite l'appui de l'Alliance Française de Lyon pour la recherche de mon hébergement / I would like the Alliance Française de Lyon to help me find accommodation.

Logement souhaité\* / Accomodation choice\* :

- Chambre individuelle en résidence universitaire / Individual room in University residence
- Studio en résidence universitaire / Studio in a university residence
- Chambre en famille d'accueil + petit déjeuner / Room in a host family + breakfast
- Chambre en famille d'accueil + petit déjeuner + dîner / Room in a host family + breakfast & dinner
- Studio meublé en résidence hôtelière « standard » / Studio in «standard» aparthotel
- Studio meublé en résidence hôtelière « confort » / Studio in «comfort» aparthotel

*\*Frais administratifs correspondants - pour une durée de 1 à 6 mois : 120€, de 7 à 12 mois : 200€ / Related administrative fees - from 1 to 6 months: 120€, from 7 to 12 months: 200€. L'Alliance Française de Lyon effectuera la recherche de votre logement après réception des fonds correspondants aux frais administratifs et à la caution. / The Alliance Française de Lyon will look for accommodation once fees for accommodation help are received.*

Je certifie avoir pris connaissance des conditions générales de vente, du contrat d'apprentissage et des obligations relatives à la sécurité sociale des étudiants (moins de 28ans) et déclare les accepter / I hereby attest that I have read and agree with the registration terms of sale, the learning contract and the French social security requirements (-28 years of age).

J'ai bien noté que les cours sont destinés à des adultes ou à des jeunes ayant 16 ans ou plus (avec décharge parentale) / I understand that courses are for adults or young people of 16 years old or more (with parental agreement).

Modes de règlement acceptés sur place : cartes bancaires (carte bleue/visa, maestro, electron, mastercard), chèque payable en France et espèces. / Payment methods accepted on site: credit cards (carte bleue/visa, maestro, electron, mastercard), cheques payable in France and cash.

Signature (si le signataire n'est pas l'étudiant, préciser le nom et la qualité du signataire - parent, mandataire, etc. / If not student, specify name and position (parent, proxy, etc)

**Signature / Sign :**

**Qualité du signataire / Quality of signatory :**

## [GENERAL CONDITIONS OF PURCHASE FOR INDIVIDUALS]

### 11.2024

The present general terms and conditions of sale are applicable to services offered by the Alliance Française de Lyon (AFL) to individuals paying directly for their courses, certification and related services, as well as to au pair students who have mandated their host to act on their behalf. By registering, the customer accepts the present terms and conditions without reservation.

#### 1. Admission requirements

To enroll, customers must be at least 18 years old, or 16 with parental consent. When courses are offered on a fortnightly basis, "complete beginners" must, for pedagogical reasons, start their training at the beginning of the monthly session.

#### 2. Terms of payment

Registration is validated by AFL only after full payment of the order. Remote payment by credit card is preferred. If payment of an order is made by bank transfer and generates bank charges for the AFL, the latter reserves the right to request reimbursement from the customer. The balance of the pre-registered order must be paid no later than 45 days before the start of the course. Failure to pay the balance on time will result in cancellation of the order, without reimbursement of any payments made.

#### 3. Annual administration fee

An annual application fee, valid for 12 months from the 1st month of the planned course, is payable. The amount may be revised each year. It must be paid at the time of order, at the same time as the course or pre-registration, and is non-refundable.

#### 4. Accommodation assistance

AFL assists students over the age of 16 (at their request, with parental consent if they are minors) to find accommodation in Lyon according to availability, with no guarantee of success, particularly when the request is sent to AFL less than 60 days in advance. An accommodation assistance fee, the amount of which may be revised annually, must be paid in advance of the search (from 1 to 6 months: 120€, from 7 to 12 months: 200€ for each search). This fee is non-refundable.

In case of cancellation or annulment of the request for accommodation in a CROUS hall of residence sent to AFL less than 60 days before the start of classes, the 1st month's rent is due. If necessary, the full deposit will be retained to cover the rent. Cancellation terms and security deposits for other accommodation providers are not the responsibility of the AFL, but are determined exclusively by them. In the event of postponement, an additional charge of 50 euros will be applied.

#### 5. Assignments to courses, certification invitations and changes to offerings

5.1. The AFL is solely responsible for assigning students to group courses and scheduling individual tests for certification candidates.

5.2 The AFL reserves the right to cancel a course for which there are insufficient numbers, and therefore to modify the assignment and, if necessary, revise the dates of the sessions.

5.3 Candidates for certifications with a particular constraint affecting the taking of individual certification tests must notify AFL at least 60 days before the start of the tests, with no guarantee that AFL will be able to meet this request.

5.4 AFL is closed on public holidays. These holidays do not give rise to postponement of courses or price reductions.

5.5 In the event of a teacher's unforeseen absence, AFL reserves the right to organize one or more make-up classes at another time slot. No refunds will be made once a make-up class has been organized.

## 6. Insurance

6.1. Health, accident and liability insurance are compulsory and must be taken out at the student's own expense. In particular, it is the student's responsibility to check with an insurance company that he/she is properly insured for any medical expenses or any cause for cancellation of his/her stay. A copy of the insurance certificate may be requested.

6.2. The objects, effects, furniture, vehicles and valuables of students and candidates are not guaranteed against theft, loss or damage, whatever the cause. It is therefore the responsibility of students and candidates to take out any insurance they deem necessary to cover their personal belongings.

6.3. Students staying in halls of residence or with host families are required to take out home liability insurance. This document will be requested on arrival.

## 7. Group course postponement, visa refusal and course cancellation

AFL cannot be held responsible for difficulties in obtaining visas from the French authorities.

### 7.1 Postponement of group courses following pre-registration or registration

In case of unforeseen circumstances, and in particular if the visa is obtained late, the group course period scheduled at the time of order may be postponed 1 time within 8 months of the initially scheduled start date. This request must be made in writing no later than 30 days before the scheduled start date.

The postponement of the group lesson period requested postpones the deadline for payment of the balance of the order after pre-registration referred to in article 2.

### 7.2. Cancellation in case of visa refusal

In case of visa refusal certified by the French consular services, pre-registration and course registrations will be reimbursed, minus a €30 processing fee, on condition that the request for reimbursement is made before the initially scheduled start date. Annual administrative and accommodation fees are non-refundable.

### 7.3 Other course cancellations

Any course session begun must be paid for in full. There can be no refund of hours for the current or previous sessions. For future sessions, no refunds are possible except in the two cases listed below and in article 13:

-In the event of the death of a father, mother, descendant or spouse after the start of the course, the AFL will reimburse the cost of future lessons. A funeral certificate, a document proving the family relationship (originals + authenticated translation into French) and a plane ticket must be presented to the registration office.

-In case of illness occurring after the start of the course and requiring a definitive return to the country of origin, partial reimbursement will be made on presentation of a medical certificate issued by a doctor established in France, and a return air ticket purchased after the onset of the illness.

In both cases, a deduction equivalent to 20 hours' tuition will be applied to the amount of tuition refunded. Annual administrative and accommodation fees are non-refundable.

## 8. Cancellation and rescheduling of registration for tests, exams and online courses

Examination fees are non-refundable, regardless of the reason for absence, withdrawal or inability to attend. Registration cannot be postponed. The same applies to exam preparation courses and other online self-study modules.

## 9. Pre-course placement test and course attendance

The student agrees to take a placement test at least 1 month before the start of the course, or on the day of registration if the course is finalized less than one month before the start of the school year.

Students are required to attend classes regularly, duly equipped with teaching aids appropriate to their level of French, and to keep to the timetable. A certificate of attendance or training will be issued on request no later than 6 months after the end of the course. Absences from the course may result in the student having to repeat the year. No reason for absence will give rise to a make-up or refund of course fees.

## 10. Discipline

In the event of misconduct or abnormal behavior on the part of the student, AFL reserves the right to interrupt training without notice or reimbursement. The student will be called before a disciplinary board to be heard. This board may decide to impose a sanction, including permanent exclusion from the school without reimbursement of sums already paid to AFL.

The same will apply in the event of a breach by the student of the school's internal rules or the rules of the accommodation provider.

## 11. Image use

AFL may take and distribute photos and/or videos of customers to illustrate a brochure, advertising, its website and social networks, unless the student advises otherwise. This must be notified to us in writing, at the latest at the time of registration.

## 12. Right of access to electronic files

The information requested from customers at the time of registration will only be passed on to those individuals or legal entities expressly authorized to receive it. Any customer may ask the school to communicate information concerning him or her, and have it rectified if necessary, in application of the provisions of law N°78-17 of January 6, 1978 on information technology.

## 13. Complaints and cancellations

Registrations made by mail order or online give rise to a right of withdrawal for 14 days from the date of the order, unless the course has already begun. Exercise of this right of withdrawal and complaints must be made in writing and by post to Alliance Française de Lyon, 11, rue Pierre Bourdan 69003 Lyon - France. Any dispute shall be subject to the exclusive jurisdiction of the Lyon courts and to French law.