

ALLIANCE FRANÇAISE DE COLOMBO  
 No.11, Barnes Place, Colombo 07, Sri Lanka Tel: 011 2055 255  
[info@alliancefrancaise.lk](mailto:info@alliancefrancaise.lk) / [www.alliancefrancaise.lk](http://www.alliancefrancaise.lk)

STUDENT No

## STUDENT REGISTRATION FORM

**(Please type or write in clear block letters)**

SURNAME (Rev./ Mr. / Miss / Ms.): .....

OTHER NAMES: .....

**If the student is a minor:** NAME OF PARENT / GUARDIAN .....

CONTACT OF PARENT / GUARDIAN .....

Date of Birth (DD/MM/YYYY): .....

Nationality:  Sri Lankan       Other - please specify: .....

Profession / Occupation: .....

N.I.C or Passport N°: .....

Postal address: .....

Student's Email address: .....

Mobile (WhatsApp): .....

Land line: .....

**SELECTED CLASS:**

**Placement test:** If you are new to the Alliance Française, and if you have prior knowledge of the French language, you will be required to sit for a placement test.

**How did you come to know about classes at Alliance Française?** (Tick the relevant options)

- |  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> Newspapers            | <input type="checkbox"/> Facebook         | <input type="checkbox"/> Instagram |
| <input type="checkbox"/> From a student/friend | <input type="checkbox"/> Website          | <input type="checkbox"/> TV Ads    |
| <input type="checkbox"/> Flyers                | <input type="checkbox"/> E-mail campaigns | <input type="checkbox"/> SMS       |
| <input type="checkbox"/> Newsletter            | <input type="checkbox"/> Other            |                                    |

**The Alliance Française newsletter:** Would you like to subscribe to our newsletter which will keep you informed of our activities?     Yes     No    (email address required)

<b>FOR OFFICE USE ONLY:</b>	
Receipt No.- .....	Date-.... /.../.....

# GENERAL CONDITIONS

## Enrollments

Please note that Alliance Française may need up to four working days to process student registrations or enrollments after the full payment of the fees. **Certain classes have pre-requisites, please check our website for details.**

## Payments

Students will be able to follow classes only after they have made the full payment.

**Placement test:** New enrollees who have prior knowledge of French are required to sit for a written and oral placement test online or on-site. A non-refundable and non-transferable fee of Rs 2,000/- will be charged for the test fees.

**Registration fee:** A non-refundable and non-transferable fee of Rs 2,000/- will be charged at the time of enrolment.

**The Registration / Course / Examination Fees** are not refundable. Payments **will not** be reimbursed under any circumstance, except due to a closing of a class by the Alliance Française administration.

## Cancellation of classes

The Alliance Française reserves the right to cancel a class at the beginning of the term if the number of students enrolled is insufficient. Such a cancellation will entitle the registered student to a registration in a different class of the equivalent level, a postponement of registration, or a full refund.

## AF Student card

Subsequent to registration, students will be issued a student card in order to facilitate the identification when entering the Alliance Française premises. It must be carried at all times and produced when requested by any staff member. The loss of a student card is to be informed immediately and a duplicate card requested. A penalty will be charged. All registered students are non-voting members of AF. Please provide an NIC sized color photograph for this purpose.

## Changes of class

Students are not permitted to change classes within the term. If a student wishes to change classes under exceptional conditions, he/she must obtain permission from the administration.

## Course textbooks

Textbooks for the course students are currently registered for, can be purchased from the Alliance Française Front Desk. Kindly note that photocopies of textbooks are not allowed in the classrooms.

## Assessment and promotion to next level

Regular evaluations will be held during each term. In order to be promoted to the next level (i.e. from A1 to A2), students must have a minimum of 50/100 marks at the end-of-level evaluation.

## Library, cultural activities

The registered students of the Alliance Française have free access to the library / resource center, and to all of the Alliance Française public events.

## Holidays

There will be no classes on Public, Bank and Mercantile holidays. The Alliance Française is closed on Mercantile Holidays and for 7 – 10 days for Christmas and Sri Lankan New Year.

\*The Alliance Française reserves the right to cancel a studentship if a student's conduct warrants it.

**PLEASE READ THE GENERAL CONDITIONS WITH CARE BEFORE SIGNING**

**I hereby declare that I have read and understood the General Conditions of the Alliance Française de Colombo and agree to abide by them.**

.....

*Signature*

Colombo, ..... / ..... / 2024

*Date*