



**Cours choisi / Course chosen**  
 Regular  Special  Workshop  
 SESSION: 17 \_\_\_\_\_

**FICHE D'INSCRIPTION** — Date: \_\_/\_\_/\_\_

**Student#: 2017-\_\_\_\_**

**REGISTRATION FORM (to be filled in CAPITAL letters)**

<input type="checkbox"/> Mme / Mrs <input type="checkbox"/> Mlle / Ms <input type="checkbox"/> M. / Mr <b>Prénom / First Name:</b> ..... <b>Nom / Surname:</b> ..... <b>Date de naissance / Date of birth:</b> ..... <b>Nationalité / Nationality:</b> ..... <b>Adresse / Address:</b> ..... ..... <b>Ville / City:</b> ..... <b>Code postal / Pin code:</b> .....	<b>Téléphones</b> Cell : Landline : Office : <b>Courriel/E-mail (in CAPITAL letters)</b> ..... ..... <b>En cas d'urgence / Emergency contact :</b> Nom/name :..... Relation : ..... Tel : .....
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<b>FOR OFFICE USE ONLY</b>		<b>Receipt #:</b> _____
<b>Fees Fully Paid</b> <input type="checkbox"/> Amount: INR _____/- Cash <input type="checkbox"/> Cheque <input type="checkbox"/>	<b>Fees partially paid</b> <input type="checkbox"/> Amount paid: INR _____/- Remaining amount paid on (date): _____	<b>Fees not paid during registration</b> <input type="checkbox"/> Amount paid on (date): _____
<b>N.B.: Tuition fees shall not be refunded under any circumstances.</b>		

**POUR MIEUX VOUS CONNAITRE (facultatif) / TO KNOW YOU BETTER (optional)**

**Votre situation de famille / Marital status:** .....

**Avez-vous des enfant(s) / Do you have child(ren) :**

Oui /yes  Non /No

Si oui /If yes:

Combien/ how many: .....  Fille/girl  garçon / boy

Leur âge/ their age:

moins de 3 ans / less than 3 years old     3-5     6-10     11-15     +16

**Votre lieu de naissance / Place of birth :** .....

**Votre niveau d'études? Votre domaine d'études?/Your level of studies? Field of studies? :**

.....

**Votre Profession/ Your occupation:**

.....

**Votre adresse professionnelle/ Your professional address :**

.....

**Langue parlée(s) et niveau/ Language(s) spoken and level :**

- .....
- .....
- .....

**Diplôme en français/ Degree/Diploma in French:**

.....

**Année d'obtention / Degree - Diploma received in (year):.....**

**Pourquoi avez-vous décidé d'apprendre le français ?/ Why are you learning French? :**

.....

.....

**Pourquoi avez-vous choisi de suivre des cours à l'Alliance française? / Why have you chosen the Alliance française to learn French?:**

.....

.....

**Comment avez-vous appris l'existence de l'Alliance Française du Bengale ? / How did you know about the Alliance Française du Bengale?**

- Famille-Amis /Family-Friends
- Presse /Press
- Activités culturelles /Cultural activities
- Autre /Other : .....

**Quels genres de services attendez-vous de la part de l'AF ? / What type of services are you expecting from the Alliance française?**

bibliothèque / library

événements culturels/cultural events :

→  cinéma  concerts  spectacles/shows  théâtre/theatre

expositions/exhibitions  conférences  autres / others : .....

cours :

→  français général/ general french course  français spécifique / specific French course

cours intensifs / intensive course  français pour junior / French for kids

## **TERMS & CONDITIONS (APPLICABLE FOR CLASSES & STUDENTS)**

### **Enrolment:**

Admission is on first-come-first-served basis. One is enrolled after payment in full of the tuition fees + registration charges (in case of newcomer).

Classes shall open subject to the availability of a minimum number of students. The AfdB reserves the right to cancel a class with less than 5 students registered for the same.

All students must duly fill in the application form received from the AfdB.

All details related to the courses are subject to change without prior notice. Please check regularly our general information notice board and/or our website.

Once chosen, a class or related timing cannot be changed during a session.

Students already familiar with French language are requested to sit for a free orientation test in order to be placed at the appropriate level. The decision of the teacher evaluating the said test will be final. Orientation test is held on: Monday, Wednesday and Friday; from 2 pm to 5 pm.

Two recent passport-size photographs are required for registration at the AfdB.

Registration starts two weeks prior to the first class and closes one week after the same.

Registration Timing: 9.30 am to 6 pm (Monday to Saturday)

Registration Fee: Rs. 1,050 /-

### **Payments:**

Cheques / Drafts should be made in favour of ALLIANCE FRANCAISE DU BENGAL.

In case of cheque bounce, a charge of Rs. 200/- will be imposed on subsequent payment to be made strictly by cash failing which registration stands cancelled.

A student who has lost his / her identity card should notify it in writing to the AfdB. A charge of Rs. 200/- will be applied toward issuing a duplicate.

### **Attendance:**

Attendance is one of the conditions to ensure a better acquisition of the language. Not attending classes jeopardize one's learning process. In case of justified absence (sickness, family issues, etc.), the student must call the reception desk (033-4006-4801 or 9903127482) so the teacher is aware of his/her absence. It is the responsibility of the student to enquire about what has been learnt in class during his/her absence. **In case a student misses at least 3 classes during the weekdays or 2 classes during the weekends, it is highly recommended that they take 2 hours of private tuition to catch up.**

**Internal Assessment:**

At the concluding phase of a session (one week before the last class), students' level will be assessed in order to evaluate the notions acquired over the session. Participation in this assessment test is **strongly recommended** in order to evaluate one's level to proceed to the next one with more confidence. If the student scores less than 50% in two of the four competences assessed, he/she will be **suggested to attend one of our workshops** (conversation or grammar). If the total score is less than 50%, the student concerned will be advised to repeat the level enabling him/her **a better foundation and grasp of the language** rather than to be lost in the next level.

**Attestation:**

Attestations will be delivered to successful students enrolled in A1.1, A2.1, B1.1, B1.2, B2.1, B2.2, C1.1, C1.2, C2.1, C2.2. For all other levels, student may choose to sit for the DELF-DALF exams (Diploma in French Language delivered by the French Ministry of Education).

A participation certificate can be delivered to students attending a minimum of 75% of classes.

**Photocopying:**

Photocopying of text books is an offence punishable by law. Students shall not be allowed to indulge in such malpractice.

**NO TRANSFER / NO REFUND IN THE EVENT OF CANCELLATION BY STUDENT,** irrespective of the reason(s) for withdrawing from the course.

All students must abide by the decision of the Director / Course Director of the AfdB. The management reserves the right to cancel admission if any student commits breach of discipline.

**Image reproduction right:**

Do you authorize Alliance française du Bengale to photograph or video you during events organized by us or simply in the premises of AfdB with a view to utilise the same relating to our brochure, website, Facebook page and/or publicity campaign?

- Yes, I agree to your proposal.       No, I don't agree to your proposal.

**Data protection statement**

The information you supply in this form is required only to manage your membership.

Do you agree to the centre using the personal information supplied here to send you news of its activities, or to ask for feedback?

- Yes, I would like to be contacted       No, I would not like to be contacted

## **LIBRARY**

### **Copyright and Commitment**

1. The library's rules for the borrowing and return of items must be respected.
2. Everything borrowed is exclusively for private use, and must not be copied, distributed, or used on public occasions. The centre accepts no responsibility for any costs should these conditions not be observed.

Your signature below certifies that you understand and accept these conditions. Failure to keep these conditions will lead to expulsion from the centre, as well as possible legal action if copyright is breached.

### **Documents required:**

- 2 passport size photos.
- 1 photocopy of valid identity proof such as college-Id/ service-Id or pan card etc.
- 1 photocopy of valid proof of address such as telephone bill/electricity bill/Voter-id or passport etc.

*I have filled in this registration form having gone through it carefully and I accept the terms and conditions stated above.*

Date: .....

Signature of the student

Signature of the legal representative (for minors)