



Alliance Française Wellington



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Terms and conditions of enrolment

YOU ARE ENROLLING WITH US, PLEASE READ THE INFORMATION BELOW CAREFULLY:

Conditions of Enrolment:

- Fees are due **before the first scheduled lesson**. Your place in the class will only be confirmed upon payment.
- Students are not entitled to attend lessons if fees are outstanding.
- A 10% discount is given to three or more people from the same family who **enrol for group classes in the same term**. Family discounts are only available for enrolments made in the same transaction.
- Family discounts **only** apply to invoices that are paid in full by the due date as specified on your invoice.
- A 3% fee is charged for any credit card payment.
- A student membership fee is payable annually at the commencement of the year. This does not apply to students enrolled in our children's classes who receive free membership.
- All private tuitions are to be paid in advance or on the day. 24 hours notice is required for lesson cancellation. A \$40 fee will be payable in the event of cancellation with less than 24 hours notice.

Withdrawal / Cancellation Policy:

- Alliance Française applies a strict **no credit for missed classes policy**:
 - We do not refund for missed classes or offer free catch up lessons.
 - Any missed class(es) cannot be credited or transferred.
- Alliance Française applies a strict **no refund policy** for any student who withdraws after enrolment has been confirmed.
- If a course does not reach a minimum number of students and is cancelled by the Alliance Française, the fee will be refunded in full.
- A refund will be given if the Alliance Française has to **cancel** a class, unless the cancellation is due to events beyond our control (eg: force majeure).

The best level for you:

- To ensure the best quality in teaching, Alliance Française reserves the right to redirect a student to another class level if the student's level does not match the rest of the class. If you feel that your level is not appropriate, please do feel free to speak with your teacher. We are here to help you out and advise the best level for you.

Date:

Name and signature:



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Registration form

Please circle: Mr Mrs Miss Ms

Date of birth (*optional*):

First name:

Last name:

Address:

Phone (home):

Phone (work):

Phone (cell):

Email:

Occupation:

How did you hear about the Alliance Française Wellington?

You will receive the AFW's newsletter by email.

I understand and accept the conditions of enrolment (see reverse):

Signature:

OFFICE USE ONLY:

Card Number: _____

Membership Fee: _____

Mailchimp

Xero

Koha details

Membership card