

# ENROLMENT FORM 2012

Please send us this document  
by post: CAVILAM - BP 72678 - 03206 VICHY cedex - France,  
by mail: info@cavilam.com, or by fax: +33 (0)4 70 30 83 84

Please keep a copy of this document.

Codification Cavilam FLE:			
P:	S:		
<b>PARTICIPANT</b>			
Surname:	Address:		
First name:	Post Code:		
Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Mr. <input type="checkbox"/>	Town:		
Date of birth:	Country:		
Nationality:	Telephone:	Fax:	
Profession:	E-mail:		
Have you been to CAVILAM before? <input type="checkbox"/> Yes: in which year? <input type="checkbox"/> No			
Is your company sending you for a training? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of the company:			
Address:	Post Code:	Town:	Country:
Téléphone:	Fax:	E-mail:	
<b>SELECTED COURSE</b>			
<input type="checkbox"/> Intensive French course	<input type="checkbox"/> One-to-one course		
<input type="checkbox"/> 12 intensive week French course	<input type="checkbox"/> University Diploma: Economy and Business Administration		
<input type="checkbox"/> 24 intensive week French course	<input type="checkbox"/> Professional Master: Management		
<input type="checkbox"/> 36 intensive week French course	<input type="checkbox"/> French + Balneotherapy		
<input type="checkbox"/> Intensive course with option of one-to-one tuition	<input type="checkbox"/> French + Golf: <input type="checkbox"/> G1 <input type="checkbox"/> G2 <input type="checkbox"/> G3		
<input type="checkbox"/> Super intensive course	<input type="checkbox"/> French + Gastronomy and Culinary knowledge		
<input type="checkbox"/> Immersion programme			
<i>For junior courses, courses for teachers and for examinations, please request the required form.</i>			
<b>LEVEL</b>			
<input type="checkbox"/> Beginner	<input type="checkbox"/> Upper intermediate		
<input type="checkbox"/> Elementary	<input type="checkbox"/> Advanced		
<input type="checkbox"/> Pre-intermediate	<input type="checkbox"/> Very advanced		
<input type="checkbox"/> Intermediate			
<b>ACCOMMODATION</b>			
Would you like our Accommodation Office to find you suitable accommodation?			
<input type="checkbox"/> Yes, from	to	<input type="checkbox"/> No	
<b>Type of accommodation</b>			
<input type="checkbox"/> Host family (bed + breakfast)	<input type="checkbox"/> Hotel residence		
<input type="checkbox"/> Host family (half-board)	<input type="checkbox"/> Hotel **		
<input type="checkbox"/> Student residence	<input type="checkbox"/> Hotel ***		

<input type="checkbox"/> Studio	<input type="checkbox"/> Hotel ****
	<input type="checkbox"/> Camp site
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Observations (special diet, allergies, etc.) and special wishes:	
Who will pay the accommodation costs?	
<input type="checkbox"/> You	<input type="checkbox"/> an organization / other (specify):
How will you come to Vichy?	
<input type="checkbox"/> car <input type="checkbox"/> train <input type="checkbox"/> plane → Which airport?:	
Scheduled date of arrival:	
Estimated time of arrival:	
Do you require a transfer? (See transfer prices) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SELECTED DATES AND PRICES</b>	
Course date from / /2012 to / /2012 week(s) x € = € Transfer: € Enrolment fees: 58 € Total: €	I apply for the above mentioned course. I have read and I accept the terms of enrolment.  Signature:
<b>METHODS OF PAYMENT</b>	
<b>Courses and enrolment fees are payable prior to enrolment.</b>	
Are you entitled to a grant?	
<input type="checkbox"/> Yes (title of grant: ) <input type="checkbox"/> No	
Payments must be made in Euros, to CAVILAM, by:	
<input type="checkbox"/> Cheque	<input type="checkbox"/> Eurocheque
<input type="checkbox"/> Bank transfer	<input type="checkbox"/> Credit card
Bank Account: CAVILAM	VISA, JCB, MASTERCARD, or AMERICAN EXPRESS
Bank: Société Générale	Number:
Rue du Président Wilson, 03200 VICHY - France	Valid until:
BIC: SOGEFRPP	Cryptogramme (the last 3 digits on the back of your card):
IBAN: FR76 30003 0223000020030981 73	Signature:
<i>All bank transfer charges are at your cost.</i>	
<b>ATTENTION: Please do not forget to mention clearly your surname, first name and address as well as selected dates on your payment.</b>	

*This data is electronically processed by CAVILAM in order to enable us to organize your stay here.  
Under the rules pursuant to The French Freedom of Information Act / Data protection Act of January 78, modified in 2004, you may claim your access rights and request for data rectification by contacting CAVILAM - 1, av. des Célestins - 03206 VICHY Cedex or [info@cavilam.com](mailto:info@cavilam.com)*

## TERMS OF ENROLMENT

We would like to take the opportunity to thank you for choosing CAVILAM, and look forward to welcoming you to Vichy.

**ENROLMENT** To enrol, you must:

- be at least 16 years old by the first day of the course, except for the junior course (12 years).
- return the completed enrolment form together with the course and enrolment payment and a passport-sized photo (4 x 3 cm).

CAVILAM - Centre d'Approches Vivantes des Langues et des Médias  
1 Avenue des Célestins – BP 72678 - 03206 VICHY Cedex – France

Tel: +33 (0)4 70 30 83 83 – Fax: +33 (0)4 70 30 83 84 - Email: [info@cavilam.com](mailto:info@cavilam.com) - [www.cavilam.com](http://www.cavilam.com) and [www.leplaisirdapprendre.com](http://www.leplaisirdapprendre.com)

CAVILAM declines all responsibility for students aged between 16 and 18. Parents have to fill in and send back the parental authorisation and are recommended to take out a special insurance policy for their children's stay in France. Accommodation for these students will be in host-families only.

**CONFIRMATION** Confirmation of your enrolment, as well as the details of your accommodation will be sent by return post.

**METHODS OF PAYMENT** Courses and enrolment fees are payable in advance. They must be settled by the first day of the course at the latest. Long-term intensive courses (12, 24 and 36 weeks) are due in full on registration.

Payments to be made in Euros to our CAVILAM account:

IBAN: FR76 30003 02230 00020030981 73 - BIC: SOGEFRPP

Bank: SOCIETE GENERALE - Rue du Président Wilson - F- 03200 VICHY

Or by credit card: VISA, JCB, MASTERCARD or AMERICAN EXPRESS

All bank fees are charged to you.

On line enrolment [www.cavilam.com](http://www.cavilam.com): **secured payment**

**VISA** If you need a student visa, you will be asked to pay the total amount of the course and enrolment fees. On receipt of your enrolment and payment, you will receive:

- a receipt,
- an attestation of enrolment.

**STUDENT CARD** On arrival, students will receive their free CAVILAM member cards.

**ARRIVAL AND DEPARTURE** We recommend you give us the date and time of arrival and departure as soon as possible. Emergency telephone: +33 (0)6 82 82 70 83.

**INSURANCE** All students are required to take out an insurance policy (if possible, in compliance with their country's own insurance legislation) against illness, loss of money, valuables, luggage, theft and early departure for personal or medical reasons. You can also take out an insurance policy with CAVILAM.

**CANCELLATIONS** In the event of cancellation by the student:

- before arrival, a fee of 58 € will be charged to cover administrative costs,
- after the beginning or during the course, the course and enrolment fees cannot be reimbursed.

CAVILAM reserves the right to cancel courses which do not obtain a sufficient number of enrolments. Should this happen, you will receive a full refund of the amount paid.

**INTERRUPTION / ABSENTEEISM** In the event of interruption or early departure, fees cannot be reimbursed. Without prior approval from CAVILAM, student absences (hours, days, periods of courses) can not be refunded.

**INTERNAL REGULATIONS** If a student's behaviour is liable to have a disruptive effect on the classes or other activities provided (courses, accommodation, leisure activities) or to be damaging to the reputation of CAVILAM, the student in question will be immediately expelled without prior notice and will not be entitled to a refund of the paid fees.

**COPYRIGHT** Photographs of students may be taken by CAVILAM and used in documents, unless otherwise informed by the student on enrolment.

**CLAIMS** Any claim should be addressed in a detailed letter to CAVILAM, who undertakes to give the issue its full attention. In the event of litigation, the case will be submitted to the law courts of Cusset.

Price validity: 1 January 2012 - 31 December 2012. Terms of enrolment must be accepted for any enrolment.

There will be no classes on the following bank holidays: 9 April, 1<sup>st</sup> May, 8 May, 17 May, 28 May, 1st November, 25 December 2012. (These dates are not refundable).