

ENROLMENT FORM 2011

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:

PARTICIPANT

Surname:

Address:

First name:

Mrs Ms Mr.

Post Code:

Date of birth:

Town:

Nationality:

Country:

Profession:

Telephone:

Fax:

E-mail:

Have you been to CAVILAM before? Yes: in which year? No

Is your company sending you for a training? Yes No

Name of the company:

Address:

Post Code:

Town:

Country:

Téléphone:

Fax:

E-mail:

SELECTED COURSE

Intensive French course

One-to-one course

12 intensive week French course

University Diploma: Economy and Business Administration

24 intensive week French course

Professional Master: Management

36 intensive week French course

French + Balneotherapy

Intensive course with option of one-to-one tuition French + Golf: G1 G2 G3

Super intensive course

French + Gastronomy and Culinary knowledge

Immersion programme

For junior courses, courses for teachers and for examinations, please request the required form.

LEVEL

Beginner

Upper intermediate

Elementary

Advanced

Pre-intermediate

Very advanced

Intermediate

ACCOMMODATION

Would you like our Accommodation Office to find you suitable accommodation?

 Yes, from _____ to _____ No**Type of accommodation**

- | | |
|--|--|
| <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? Yes No*Observations (special diet, allergies, etc.) and special wishes:*

Who will pay the accommodation costs?

 You an organization / other (specify): _____

How will you come to Vichy?

 car train plane → Which airport?: _____

Scheduled date of arrival: _____

Estimated time of arrival: _____

Do you require a transfer? (See transfer prices) Yes No**SELECTED DATES AND PRICES**

Course date from	/	/2011	to	/	/2011
week(s) x	€ =	€			
Transfer:		€			
Enrolment fees:		56 €			
Total:		€			

I apply for the above mentioned course.
I have read and I accept the terms of enrolment.

Signature: _____

METHODS OF PAYMENT**Courses and enrolment fees are payable prior to enrolment.**

Are you entitled to a grant?

 Yes (title of grant: _____) 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: _____ |

*All bank transfer charges are at your cost.***ATTENTION: Please do not forget to mention clearly your surname, first name and address as well as selected dates on your payment.***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*

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 - www.cavilam.com and www.leplaisirdapprendre.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 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: **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 56 € 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 2011 - 31 December 2011. Terms of enrolment must be accepted for any enrolment.

There will be no classes on the following bank holidays: 25 April, 2 June, 13 June, 14 July, 1 November, 11 November 2011. (These dates are not refundable).