

Thank you for choosing Alliance Française de Lagos. Kindly fill in this form, submit it to our reception and proceed to payment. We will get back to you by email within 2 working days. Kindly note that most of our teachers are busy teaching group courses between 8:30am & 2:30pm and between 5:30pm & 8:30pm. **This form does not stand as a registration.**

**Date of the request:** ...../...../ 20.....

**NAME/f.name**..... **Age:** ..... **Gender:**  M  F

  : ..... **E-mail:** .....

**Have you ever studied English before?**  No  Yes **Year:** ..... **Level:** .....

**Objectives:**  general English  professional English  school follow-up  grammar  
 writing skill  speaking skill  other: .....

| Select your package:                             |    | 10 hours package                   |
|--|----|------------------------------------|
| <input type="checkbox"/> on-site                 | or | <input type="checkbox"/> ₦ 85,000  |
| <input type="checkbox"/> at home (address: ..... |    | <input type="checkbox"/> ₦ 110,000 |

**Number of packages of 10 hours:**  1  2  3

**Number of classes per week:**  1  2  3

**Duration of each class:**  60mn  90mn  120mn

**Date I would be ready to start** (depending on teacher's availability): ...../...../ 20.....

I am available from ..... (time) to ..... (time)

|                      |                     |                     |                     |
|----------------------|---------------------|---------------------|---------------------|
| <b>on Mondays</b>    | from ..... to ..... | <b>on Thursdays</b> | from ..... to ..... |
| <b>on Tuesdays</b>   | from ..... to ..... | <b>on Fridays</b>   | from ..... to ..... |
| <b>on Wednesdays</b> | from ..... to ..... | <b>on Saturdays</b> | from ..... to ..... |

Yearly registration fees AF Lagos (₦ 5,000) on first registration – validity 1 year

I, the undersigned, hereby certify having read and approved Terms & Conditions for courses at Alliance Française de Lagos.

**Signature**

### 1. Registration procedure & financial conditions

- 1.1 Read the present terms and conditions and fully fill in the pre-registration form.
- 1.2 Full payment of the classes must be done by credit card or bank transfer at once upon registration at our reception desk only. Instalments are not allowed.
- 1.3 Yearly registration fees and textbooks (if needed) are at extra costs for the student.
- 1.4 No refund and no transfer of the fees to group courses are allowed unless for medical reasons, NYSC enrolment or studies abroad (duly justified upon presentation of certificate).

### 2. Duration & validity of packages

- 2.1 A package of 10 hours of private classes has a validity of one (1) month as AF Lagos cannot guarantee the availability of the same teacher after a 1-month period. Hence, two packages of 10 hours have a validity of two (2) months; three packages of 10 hours have a validity of three (3) months.
- 2.2 Teachers are scheduled depending on students' requests (days and timing). Students' commitment to these is required.

### 3. Postponement & cancellation of classes

- 3.1 Once confirmation has been sent by email, no change of time or day is possible.
- 3.2 AF Lagos does not guarantee the availability of the teacher if the classes are postponed within the defined schedule.
- 3.3 In case of the postponement of a class, a notice must be sent to the teacher at least 3 hours prior to the scheduled time. The teacher and the student must get in contact directly and reschedule the class depending on both the student and the teacher's schedules. If the student does not inform the teacher of his/her non-attendance within a minimum of 3 hours' notice prior to the scheduled time, the class will be deducted from the package.
- 3.4 In case of the late commencement of the class due to the lateness of the student, the teacher will inform whether the class can be given for the determined duration depending on his/her availability.

### 4. Insurance & security

- 4.1 After the class, students below 18 are under their parents' responsibility. Parents of students below 18 are required to pick up their children at AF Lagos, as the latter are required to stay inside the premises until their parents arrive.
- 4.2 Enrolment is subject to approval by AF Lagos and no dispute will be entered into should enrolment be refused or discontinued. AF Lagos reserves the right to discontinue classes for any reasonable cause. AF Lagos reserves the right to assign teachers, depending on their availability.