

**APPLICATION FORM – WINTER COURSES 2018-2019**

**CHILDREN & ADOLESCENTS**

**APPLICANT'S DETAILS**

Name & Surname \_\_\_\_\_

House name & number \_\_\_\_\_

Street name \_\_\_\_\_

Locality \_\_\_\_\_ Post code \_\_\_\_\_

Date of birth (dd/mm/yyyy) \_\_\_\_\_ Nationality \_\_\_\_\_

School \_\_\_\_\_

**GUARDIAN'S DETAILS**

Name & Surname \_\_\_\_\_

Email \_\_\_\_\_

Mobile \_\_\_\_\_

**COURSES DETAILS**

Course code	<input type="text"/>		€
Membership New	<input type="checkbox"/>	Renew	<input type="checkbox"/>
Médiathèque (10€)			€
Deposit to borrow books (15€)(optional)			€
<b>TOTAL</b>			<b>€</b>

*See terms & conditions for payment methods. Those paying via bank transfer are to send proof of payment attached to the scanned application*

Tick box to confirm that you have read Terms & Conditions

**I authorize the AFMM to use any photos taken during school (courses&activities) on their social media**

YES  NO

Signature

**FOR ADMINISTRATION USE ONLY**

Payment method    Bank transfer     Cash     Cheque

Attach proof of payment

Date of payment \_\_\_\_\_ Total \_\_\_\_\_

Course code \_\_\_\_\_ Administrator \_\_\_\_\_

## **METHODS OF PAYMENT**

1. You can settle payment by cash/cheque at our secretariat.
2. You can send cheque payment addressed to **Alliance Francaise de Malte** together with your filled in application form
3. You may pay by bank transfer. When choosing to pay by bank transfer, kindly send in copy of bank transfer with your application form.

Bank: Bank of Valletta, Floriana Branch

Savings account: 18600946019

IBAN NO: MT 11VALL22013000000018600946019

SWIFT CODE: VALL MT MT

## **OUR CLASSES**

Classes comprise a maximum of 15 students. Classes with fewer than 6 applicants will NOT be opened. In the case where there is a great demand for a particular course, the AFMM reserves the right to divide the students into 2 classes in order to obtain an equal number of students.

## **CANCELLATIONS AND REFUNDS**

Should there be insufficient applicants to a particular course, the course will be cancelled and fees will be refunded in full. Should a student wish to cancel a registration a least a week before the course is due to start, fees will be refunded less a €15 administration fee. All requests for refunds must be made in writing. The AFMM regrets that there will be NO refunds for classes not attended or for the cancellation of a course by a student once the course has begun.

Course fees are non transferable.

## **PLACEMENT TEST AND ADVICE**

Adults: If you know some French and would like to check your level before applying for one of our courses, you may sit for a Placement Test. Tests will be carried out during the first two weeks of July. The placement test costs €15 and will be deducted when applying for a summer course, upon presentation of receipt.

## **MEMBERSHIP FEE**

Students applying for any course may opt to become a Member by paying a membership fee of €15, valid for a year. Membership allows its members a reduction on its courses and activities, as well as access to the library. Members of the same family applying for a summer course get a discount and only have to pay for the membership once to benefit from our various offers.

## **OUR FACILITIES**

Members of the AFMM have access to our facilities. For those members joining our summer courses, we are offering the membership to the Médiathèque, free of charge. Membership of the Médiathèque will allow access to online reading material. Against a deposit of €15 members may also borrow books from our lending library.

## **BOOKINGS AND RESERVATIONS**

Bookings are on a first come first served basis. We do not take bookings over the phone. Registration is final upon receipt of application form together with full payment.

## **OPENING HOURS – OCTOBER - MAY**

Monday 16:00 – 19:30

Tuesday, Wednesday, Thursday 9:00 – 12:30 / 16:00 – 19:30

Friday CLOSED

## **ACTIVITIES**

In an effort to promote the French language and culture, the AFMM organises several activities for its members and the general public. To keep up-to-date we invite you to become a Member and “LIKE” us on facebook.

## **PERSONAL INFORMATION AND PHOTOGRAPHS**

In keeping our membership records, personal data is inevitably kept about our members. The processing of such data is necessary in order to offer a better service and to keep track of our mutual obligations. We may also use it to ensure that we comply with Maltese law, or to send you further information about our courses and services. We do not share your details with third parties other than as necessary to perform our contract with you.

By enrolling you are giving the AFMM consent to:

- store and maintain your contact details which may include: email address, postal address, contact telephone and mobile number.
- from time to time contact you via email, post or telephone with opportunities, news and events updates.
- take and use photographs taken during courses and/or activities to illustrate its promotional material. If a student/member wishes that his/her photo should not appear in this material, they should write to the AFMM indicating so. These photos have no commercial or contractual value.