

RULES AND REGULATION APPLYING TO ADMISSION

ENROLMENTS:

- Admissions are granted on first-come-first-served basis. It is not possible to reserve seats; one is enrolled only after full payment of the tuition fees. Classes will run subject to a minimum number of students. Alliance Française de Bhopal reserves the right to cancel a class with less than 15 students registered.
- All students must fill the application form completely. Contact numbers should be mentioned.
- All details related to the courses are subject to change without notice. Please check regularly our general information board or our website.
- Once chosen, a class or timing option cannot be changed. In very exceptional cases with very clear and specific reasons, a transfer can be given solely at the discretion of the management (see below).
- Two recent passport size photographs are required for registration at AFB.
- Students already familiar with the French language are requested to sit for a free Orientation test in order to be placed at the appropriate level. The decision of the teacher assessing the test will be final.

PAYMENTS:

- **FEES ARE NOT REFUNDABLE IN THE EVENT OF CANCELLATION BY THE STUDENT**, irrespective of the reasons for canceling the course.
- Cheques/ Drafts should be made in favour of Alliance Française de Bhopal.
- Cheques/ Drafts drawn on banks outside Bhopal are not accepted.
- Post-dated cheques are not accepted.
- In Case of cheque bounces, Rs. 150/- will be charged. Subsequent payments will be accepted only in cash within 7 days. Thereafter the admission will be cancelled.
- A Student who has lost his/her identity card should notify it in writing to AFB. A charge of Rs. 50/- will be applied to get a duplicate.

TRANSFERS:

- All Transfers will be made solely at the discretion of the Director.
- Transfers are limited to only one term, that is; the one immediately following the particular session, Should the student have missed that chance, she/he must register herself/himself again by paying the complete course fee.

ATTENDANCE:

- 70% attendance is required to be eligible to get the attestation of attendance.

MISCONDUCT:

- Photocopy of text books are not allowed. Students will not be allowed in the class with photocopies of the text books.
- All Students must abide by the decision of the Director of AFB. The Management reserves the right to summarily cancel admission, if any student commits breach of discipline or systematically behaves in a manner inappropriate for a student of Alliance Française de Bhopal.

I hereby confirm that I have read the above rules and regulations applying to Admission and agree to abide by these. I also certify that all information filled by me in the form is true and authentic to the best of my knowledge.

Name of Student: _____

Signature:

Date: