

PLEASE SEND THIS COMPLETED FORM TO [international@carel.org](mailto:international@carel.org)  
OR BY MAIL AT CAREL - 48 BOULEVARD FRANCK LAMY 17205 ROYAN CEDEX FRANCE

FOR OFFICE USE ONLY  
REGISTRATION No:

Mr.  Mrs. NAME: .....

First name: ..... Date of birth (dd/mm/yyyy): .... / .... / .....

Nationality: .....

Address: .....

Zip code: ..... City: ..... Country: .....

Telephone: ..... e-mail : .....

ID PHOTOGRAPH

Name of the person to contact in case of emergency : .....

Telephone : ..... e-mail : .....

## REQUIRED INFORMATION

 **ONLINE TEST**

Estimated French level Cf. CEFR © Council of Europe

A1 Beginner  A2 Elementary  B1 Intermediate  B2 Upper-Intermediate  C1 Advanced  C2 Proficiency

How many years have you studied French? ..... When was your last course: .....

Which / whom: .....

Have you already enrolled in a course at the CAREL?  Yes: Year(s): .....  No

Will you receive a scholarship for this course?  Yes  No

If yes,  From your country  From French government

Other, name of the scholarship provider (OFAJ, Bildungsurlaub, Campus France) : .....

## COURSES

<input type="checkbox"/> GENERAL FRENCH INTENSIVE COURSE	Starting date: .... / .... / 2020 Length (in weeks) : .....	Extra individual lessons after class: <input type="checkbox"/> yes, number : ..... <input type="checkbox"/> no
<input type="checkbox"/> DELF / DALF PREPARATION COURSE	Dates: <input type="checkbox"/> 16 to 20 March <input type="checkbox"/> 15 to 19 June <input type="checkbox"/> 9 to 13 November, 2020	
<input type="checkbox"/> FRENCH FOR ACADEMIC PURPOSES	Date: 3 to 28 August 2020 (100 hours)	
<input type="checkbox"/> TEACHER COURSE	Date : 20 to 24 July 2020 (30 hours)	
<input type="checkbox"/> ONE-TO-ONE COURSE AT CAREL	Starting date: .... / .... / 2020	<input type="checkbox"/> Business course : <input type="radio"/> 30 hours <input type="radio"/> 34 hours <input type="checkbox"/> « Tailor-made » course
<input type="checkbox"/> DISTANCE LEARNING COURSE	Starting date: .... / .... / 2020	<input type="checkbox"/> Online course: <input type="radio"/> 30 hours <input type="radio"/> 35 hours <input type="checkbox"/> Telephone course

**DIPLOMAS AND TESTS**  Bright Language  DELF  DALF  TCF (ANF ou CFR)

*A specific application form will be sent on demand. Deadline for enrolment: 4 weeks before the scheduled date of the exam.*

## ACCOMMODATION

No Yes :  Host family  Shared apartment  Studio  Hotel

Arrival date in Royan : .... / .... / 2020 Will you have a vehicle?  Yes  No

Comments (allergies, special diet): .....

*Our offer is restricted to CAREL students from the date of request upon availability. All bookings are made through CAREL accommodation service.*

How did you hear about the CAREL? .....

> **I will be paying for my course** (please complete statement 1 underneath)

**STATEMENT 1**

I, undersigned, ..... have sent to the CAREL:

- enrolment fees : 75 €  
 a deposit of: ..... €, amounts to 30 % of course fees  
 accommodation fees: 35 €  
**Total : ..... €**

- Payment by:  **Credit card**: please return the attached form fully completed (p.4)  
 **Cheque** in € to **CAREL**, to be sent with the enrolment form.  
 **Bank transfer\*** to **CAREL** TP LA ROCHELLE  
Bank code 10071 - Desk code 17000 - Account number 0000 200 2478 Key 41  
IBAN FR76 1007 1170 0000 0020 0247 841 BIC : TRPUFRP1  
*\* Please send a copy of the bank transfer order with your enrolment form.*

**I hereby confirm that I have read and understood the general conditions of enrolment.**

At..... Date ..... Signature

> **My company will be financing my course** (please complete statement 2 underneath)

**STATEMENT 2**

**COMPANY:** .....  more than 10 employees  less than 10 employees

Address: .....

Zip code: ..... City: ..... Country: .....

Tel: ..... E-mail: .....

Name of Training Officer: .....

I, undersigned, ..... will pay

- course fees only  
 course fees and accommodation fees

for ..... the sum of ..... € on receipt of CAREL's invoice.

**IN CASE THE COMPANY DOESN'T PAY DIRECTLY COURSE FEES, PLEASE INDICATE CONTACT DETAILS OF PAYING ORGANISATION:**

Name: .....

Address: .....

Zip code: ..... City: ..... Tel.: .....

e-mail: .....

Name of the person to contact: .....

Company's stamp  
and signature of Training Officer

ATTENTION, companies who would like to ask for a payment from their accredited fund-collecting agency (OPCA), have to get the agency's agreement before sending the enrolment to the CAREL.

No specific degree required  
Minimum age: 18 years old  
Enrolment fees for all courses: 75 €

### **ENROLMENT**

Send back :

- the enrolment form duly filled and signed along with an ID photo.
- enrolment fees of 75 €,
- a deposit of 30 % of the amount of course fees,
- general conditions of enrolment read and approved (cf. statement 1 of the enrolment form),
- accommodation placement fees of 35 €, if accommodation required.

**ALL DOCUMENTS MUST BE SENT** by email at [international@carel.org](mailto:international@carel.org) or by mail to CAREL - 48 Boulevard Franck Lamy - BP 219C 17205 ROYAN Cedex France.

As soon as the required documents are received, we will send you:

- an enrolment and deposit confirmation,
- information about the fees to pay,
- date and time you are required to be at the CAREL to start your course,
- the address of your accommodation (about 2 weeks before your course begins).

Enrolment fees are for one person and are due only one time for any enrolment at one or several courses of the current year.

### **ENROLMENT DEADLINE**

You must enroll at least 15 days before the course begins. Past this deadline, you will have to contact the CAREL to find out if there are any places left. You can email us at [international@carel.org](mailto:international@carel.org) or phone + 33 (0)5 46 39 50 09.

### **FORMS OF PAYMENT**

Payment are to be made in Euros only. We accept the following form of payment:

- cheque in Euros payable to « CAREL Royan »,
- all major credit cards: Mastercard, Visa, Eurocard,
- bank transfer to:  
Account holder: CAREL Royan / Bank: Trésor Public La Rochelle  
Bank code: 10071 - Desk code:17000  
Account number: 00002002748 41  
IBAN: FR76 1007 1170 0000 0020 00247 841 / BIC: TRPUFRP1

If using a money order or international transfer, you must attach a copy to your enrolment form or acceptance letter. Students are responsible for all bank charges.

### **PAYMENT OF COURSE FEES**

Course fees are VAT free. The payment for the enrolment fees and deposit must be sent with the enrolment form. The balance of the first course is due on arrival. If you are enrolled to several course sessions, the payment is due at the beginning of each session.

### **WITHDRAWAL**

For any enrolment by email or mail, you are entitled a period of withdrawal of 14 days during which no fees will be retained in case of cancellation. The period starts from the date of reception by the CAREL of your enrolment form. The period stops on the first day of the required course.

### **CANCELLATION BY THE STUDENT**

Cancellation must be requested in writing (letter or email). For any cancellation received by the CAREL after the end of the withdrawal period, deposit will be retained. In case of visa refusal, duly justified by a copy of the Embassy refusal, the deposit will be refunded. Enrolment fees and, if any, management fees, will be retained.

### **POSTPONEMENT OR MODIFICATION OF ENROLMENT BY THE STUDENT**

Modification or postponement of the enrolment must be requested in writing (letter or email) and will generate management fees. Postponement is allowed for a period of 12 months during which you can re-schedule your course. Beyond this deadline, the initial deposit will be retained.

### **MANAGEMENT FEES**

If you require a modification of your enrolment (dates, length or type of course), an amount of 20 € for management fees will be charged. These fees will also apply for programs requiring support of students by the foreign student service.

### **LATE ARRIVAL - ABSENCES**

Tardiness and/or absence from class do not entitle students to a refund or to the possibility of making up the missed classes. Any late arrival (in case of sickness, accident...) will only be taken into account upon justification.

### **EARLY DEPARTURE**

Course fees and accommodation costs are non-refundable. In case of a justified early departure, students will be charged a fee for the classes taken up to that point including a nominal sum corresponding to the deposit previously paid plus any rent owed for their accommodation.

### **SCHOOL RULES**

The rules of the school are given to the student with his enrolment confirmation. The CAREL is allowed to expel any student whose behaviour would be against these rules, with no possibility of a refund.

### **CANCELLATION OR POSTPONEMENT OF COURSES BY THE CAREL**

The CAREL reserves the right to cancel or postpone a course when the number of students enrolled is insufficient. In this case, all the sums paid by the student will be refunded with no special compensation. The CAREL cannot be held responsible for any related costs engaged by the student or his/her family (accommodation, hotel booking, transport...).

### **ACCOMMODATION**

You can ask the CAREL to assist you with your accommodation by filling in the « Accommodation » part of the enrolment form. In this case, an amount of 35 € for accommodation placement fees will be charged, in addition to the amount of the accommodation.

The booking is made from the Sunday preceeding the beginning of the course to the Saturday following the end of the course. We will inform you as soon as possible if the accommodation requested is unavailable and offer another option. The accommodation confirmation will be sent about 2 weeks before the beginning of the course.

If you want to cancel your accommodation when the booking has already been confirmed, the placement fees will be retained.

### **COMPLAINT**

Potential complaints must be sent by mail within one month after the end of the course. Any disagreement regarding these present enrolment conditions will be left to the discretion of the administrative court.

