

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

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

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

**If pupil, which school?** ..... **Grade:** .....

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

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

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

**Select your package:**

<b>AF student</b> (currently registered in a group course)	<b>5 hours package*</b>	<b>10 hours package</b>
<input type="checkbox"/> on-site or <input type="checkbox"/> online	<input type="checkbox"/> ₦ 22,500	<input type="checkbox"/> ₦ 40,000
<input type="checkbox"/> at home (address: .....	<input type="checkbox"/> ₦32,500	<input type="checkbox"/> ₦ 56,000
<b>Non-AF student</b>	<b>5 hours package*</b>	<b>10 hours package</b>
<input type="checkbox"/> on-site or <input type="checkbox"/> online	<input type="checkbox"/> ₦ 30,000	<input type="checkbox"/> ₦ 48,000
<input type="checkbox"/> at home (address: .....	<input type="checkbox"/> ₦ 40,000	<input type="checkbox"/> ₦ 69,000

\* (recommended for candidates already registered for e-TEF (discover test format & practice mock speaking tests)

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

**Duration of each tuition:**  60mn  90mn

**Date I would like to start:** ..... / ..... / 20.....

<b>I am available from ..... (time) to ..... (time)</b>			
<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 (₦ 3,000) 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**

For more information, please contact our reception from Monday to Friday, 9am-5pm.

Whatsapp: (+234) 705 22 88 001

Email: [reception.lagos@afnigeria.org](mailto:reception.lagos@afnigeria.org) / [reception.ikeja@afnigeria.org](mailto:reception.ikeja@afnigeria.org)

Website: [www.afnigeria.org/lagos/](http://www.afnigeria.org/lagos/)

Instagram: af.lagos / af\_ikeja

Facebook: Alliance Française de Lagos

**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 tuitions 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 handbooks (if needed) are at extra costs for the student.
- 1.4 No refund and no transfer to group courses are allowed unless for medical reasons, NYSC enrolment or studies abroad (duly justified upon presentation of proof).

**2. Validity of packages**

Private tuition packages have a validity of 3 months as AF Lagos cannot guarantee the availability of the same teacher after a 3-month period.

**3. Postponement and cancellation of tuitions**

- 3.1 Once the date of the first tuition has been confirmed by email, the student can postpone his/her course. Tuitions, however, must be completed within 3 months. AF Lagos does not guarantee the availability of a teacher if the tuitions are postponed.
- 3.2 In case of postponement of a class, the teacher and the student must get in contact directly with a minimum of 3 hours' notice prior to scheduled time. The student and the teacher will decide together another schedule. 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 tuition will be deducted from the package.
- 3.3 In case of illness or incapacity of the student or the teacher preventing the student from attending the tuition, there will be no charges applicable to the student. The teacher and the student will reschedule the tuition.
- 3.4 The teacher and the student are encouraged to stay in contact and inform about the delay. In case of lateness of the student or the teacher, the tuition can be delayed or postponed, depending on both the student and the teacher's schedules.

**4. Insurance & Security**

- 4.1 After the tuition, students below 18 are under their parents' responsibility. Parents of students below 18 are required to pick up their children inside AF Lagos, as the latter are required to stay there 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 tuition for any reasonable cause. AF Lagos reserves the right to assign teachers, depending on their availability.