



# BOOKING FORM

PERSONAL DETAILS		
Surname	Gender (Please circle) Male / Female	Mother Tongue
First Name	Date of birth	
Address	City/Suburb	State/Province
Country		Postcode
E-mail	Tel (incl. country & area code)	Mobile (incl. country & area code)

ENROLMENT	PAYMENT DETAILS									
Date: From    /    /    To    /    /	DATE: _____									
Number of lessons: _____ Total (CHF): _____	TOTAL COST:                      CHF _____									
<table border="0"> <tr> <td><b>Beginner</b></td> <td><b>Intermediate</b></td> <td><b>Advanced</b></td> </tr> <tr> <td>A1 <input type="checkbox"/></td> <td>B1 <input type="checkbox"/></td> <td>C1 <input type="checkbox"/></td> </tr> <tr> <td>A2 <input type="checkbox"/></td> <td>B2 <input type="checkbox"/></td> <td>C2 <input type="checkbox"/></td> </tr> </table>	<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>	A1 <input type="checkbox"/>	B1 <input type="checkbox"/>	C1 <input type="checkbox"/>	A2 <input type="checkbox"/>	B2 <input type="checkbox"/>	C2 <input type="checkbox"/>	Full payment must be made prior to commencement of course.
<b>Beginner</b>	<b>Intermediate</b>	<b>Advanced</b>								
A1 <input type="checkbox"/>	B1 <input type="checkbox"/>	C1 <input type="checkbox"/>								
A2 <input type="checkbox"/>	B2 <input type="checkbox"/>	C2 <input type="checkbox"/>								
Please refer to the "Common European Framework of Reference for Languages" for your estimated level										

**PLEASE ENSURE THAT YOU HAVE READ AND SIGNED THE TERMS AND CONDITIONS. RETURN THE ENTIRE COMPLETED REGISTRATION FORM EITHER BY POST, FAX OR EMAIL.**

**Course details and location will be confirmed upon payment.**

**Payment option 1**

Cash paid at Office: Académie de français Crans-Montana Sàrl  
(Avenue de la Gare/ next to Montana Post Office)

**Payment option 2**

IBAN/BIC – Electronic Bank Transfer to:  
Account Name: Académie de français Crans-Montana Sàrl  
Account No: 0182-983948-91-1  
IBAN: CH 96 0483 5098 3948 9100 1  
BIC SWIFT Code: CRESCHZZ12A  
Bank: Credit Suisse 8070 Zurich Switzerland  
Branch: Crans-Montana, CH-3963

# TERMS AND CONDITIONS

("the Terms and Conditions")

## 1. Provision of courses

All courses are provided by the Académie de français Crans-Montana Sàrl ("the French Academy") on the basis of the Terms and Conditions.

## 2. Acknowledgment

By submitting this Registration Form you acknowledge that you have read and understood, and that you agree to be bound by, the Terms and Conditions.

## 3. Warranty

You expressly warrant that the information provided by you in this Registration Form is true and correct.

## 4. Registration

Subject to availability, the French Academy will confirm your Registration after your Registration Form and your full payment are received. The French Academy reserves the right to refuse a booking without necessarily giving a reason.

## 5. Payments

Payment is due prior to the commencement of your course, to which you have applied. All payments are to be made in Swiss francs (CHF). Payments are to be made either by cash or electronic bank transfer to the French Academy's nominated bank account.

Prior to commencing the course, you must provide evidence that you have paid the course fees in full.

## 6. Cancellation

Once the course has commenced, the French Academy will not repeat or replace the lessons missed, nor refund lessons even on a pro rata basis. However, if one week's notice is given, your fees can be held as a credit for a future course, subject to availability. Private lessons (one person only) can be rescheduled at a mutually convenient time if 48 hours notice is given.

## 7. Lessons and activities

It is your responsibility to attend lessons and to arrive punctually. Any disruptive behaviour by you will entitle the French Academy to terminate your course without refunding any fees.

## 8. Promotional materials

Unless you otherwise advise the French Academy in writing, you permit the French Academy to use photographs of you, taken during your participation in the course, for brochures, advertising and marketing or any other promotional use.

## 9. Notification of complaints

Any complaints that arise during the course must be addressed directly to the Director of the French Academy. The Director of the French Academy will use his or her best endeavours to rectify the situation.

Without in any way implying that the French Academy may be liable for payment of any compensation in relation to any such complaints, any request for compensation must be sent to the French Academy in writing within four weeks of completing your course. The French Academy, its employees and agents will not be liable in respect of any complaint made after this period.

## 10. Number of participants for each course

If insufficient participants register for a course, the French Academy reserves the right to cancel that course before it starts. If the French Academy cannot arrange an alternative course, it will provide a refund of all fees already paid. After the course has commenced should attendance fall below a certain level, the

course may be cancelled. In this case, a refund will be given pro rata. You will not, however, be entitled to any other compensation.

## 11. Security and safety

The French Academy reserves the right to cancel, suspend or curtail a course for security and/or safety-related reasons, due to a strike, unstable political conditions, or any other extraordinary reasons, and in such circumstances, the French Academy will refund all fees that have already been paid, pro-rata if appropriate, but reserves the right to retain any related administrative expenses.

## 12. Disclaimer and assumption of risk

The French Academy, its employees and agents are not liable for any loss whether direct or indirect or damage you may incur or suffer, directly or indirectly, whether in respect of death, injury, damage to or loss of property, monetary loss, delays or otherwise as a consequence of any act or omission of the French Academy, its employees or agents. You voluntarily assume all risks and dangers arising out of your participation in the course and you release the French Academy, its employees and agents from all liability for any loss or damage you may incur or suffer whether in respect of death, injury, damage to or loss of property, monetary loss, delays or otherwise due to any reason whatsoever.

## 13. Medical treatment

You authorize the French Academy to make all necessary decisions and take all necessary steps to ensure the health and well-being of course participants throughout the duration of the course. The French Academy, if it considers it necessary, is permitted to carry out any actions to ensure that you receive appropriate medical attention, and any consequential costs will be paid by you.

The French Academy, its employees and agents will not, however, be liable for any failure to provide, or any inadequate provision, of any such medical attention.

## 14. Confidentiality

Personal information will be recorded only in the event that your registration is accepted. The information may be disclosed to the French Academy's service providers to arrange all aspects of your participation in the course and to observe Swiss law. The French Academy may be required to disclose certain personal information to the Swiss authorities. In addition to the above the French Academy may use the information collected to inform you of the French Academy's products and services.

Subject to the foregoing, the French Academy will use all reasonable endeavours to protect the confidentiality of any personal data but, providing such reasonable endeavours are used, the French Academy, its employees and agents will not in any way be liable for any loss or damage you may suffer as a result of misuse by any person of such personal data.

## 15. Applicable law and jurisdiction

The terms of this document, and any legal relationship between you and the French Academy, its employees or agents, shall be governed by, and construed in accordance with the laws of Switzerland. **Any dispute arising from or in connection with the terms of this document, and/or arising from any legal relationship between you and the French Academy and/or its employees and/or its agents, and/or arising from your participation in the course shall be submitted to the exclusive jurisdiction of the Courts of the French Academy's registered office.**

I have read and understood, and I agree to be bound by, the Terms and Conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

By emailing this Registration Form to [info@swissfrenchacademy.com](mailto:info@swissfrenchacademy.com) I acknowledge that I have read and understood, and that I agree to be bound by, the Terms and Conditions, otherwise post or fax the signed form.

## Common European Framework of Reference for Languages

		<b>A1</b>	<b>A2</b>	<b>B1</b>	<b>B2</b>	<b>C1</b>	<b>C2</b>
<b>U N D E R S T A N D I N G</b>	<b>Listening</b>	I can recognise familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	<b>Reading</b>	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
<b>S P E A K I N G</b>	<b>Spoken Interaction</b>	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	<b>Spoken Production</b>	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
<b>W R I T I N G</b>	<b>Writing</b>	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages relating to matters in areas of immediate needs. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.