

ENROLMENT FORM

WRITE CLEARLY IN CAPITAL LETTERS

1. Nom

Surname Mr / Mrs / Miss _____
Familiennamen

Prénoms:

First name _____
Vornamen

Profession

Profession _____
Beruf

Nationalité

Nationality _____
Nationalität

Date de naissance

Date of birth _____

2. Adresse permanente

Permanent address _____
Ständiger Wohnsitz

Tel / Fax / e-mail: _____

Complete address of your parents or other people of references

Téléphone / Fax / e-mail : _____

3. Passeport ou permis d'établissement

Kind of identity document _____
Art der Ausweispapiere

No. _____

Validité:

Validity _____
Gültigkeit

4. S'inscrit au cours:

Applying to which course

- French only
 German or English
 French Business & Tourism

Niveau:

- Level: _____
 Beginner
 Intermediate
 Pre-advanced

Date de l'entrée à l'Ecole:

Starting on the _____

5. Total cost for intensive courses (including tuition, class material and administration fee.)

French Business & Tourism

9 months studies

Without option

CHF14'500.-

Translator

9 months studies

CHF14'500.-

1st module

Intensive French

(16 weeks/module)

CHF5'775.-

Semi Intensive French

(16 weeks/module)

CHF2'875.-

English / German

(16 weeks/module)

CHF5'450.-

With option

CHF16'300.-

Following modules

CHF5'475.-

CHF2'875.-

CHF5'150.-

I have read the General conditions and I confirm that I fully accept them.

Date :

Signature



DISCOVER NEW WORLDS

ECOLE INTERNATIONALE DE LANGUES - MONTREUX

Av. des Alpes 57 - CH 1820 Montreux. Tel. + 41 21 963 3920 Fax. + 41 21 534 1686. www.eilm.ch - contact@eilm.ch

GENERAL CONDITIONS

04.06

- The enrolment form, filled in clear letters, must be sent to us three months before the course starts, together with tuition fees for one year studies (including class material and administration fee).
- If a candidate does not get entry visa, full refund, minus CHF. 300.- administrative fee, will be reimbursed
- The administrator reserves the right to cancel or discontinue a course at any time in case of an insufficient number of participants. Tuition paid in advance will be refunded.

Cancellation policy

A full refund minus administration fee will be given if cancellation is received 4 (four) weeks **prior** to beginning of the term (signature letter).
No refund if cancellation is received **within** 4 (four) weeks of the beginning of the **first** term. (signature letter)
After the beginning of the term, **no refund** upon **withdrawal**.

REMARKS

- To enrol in our school, you must be over 18 years old and you must have a good knowledge of basic English.
- If you need a student permit to stay in Switzerland you must enrol for at least for two terms.
- If you are looking for a big school with a lot of students, then our school is most probably not the right one for you. We are a small family type school specialised in adult teaching in a professional way. We deliberately kept small in order to guarantee you the maximum personal attention.
We take your studies seriously. Therefore, class attendance is compulsory. Unjustified absences or late arrivals in class will not be accepted. Too many absences will lead to expulsion without any refund of the tuition fee.

Medical Insurance

Following the Swiss law, it is compulsory that the students hold an insurance policy covering the cost of any medical expenses incurred during their stay in Switzerland. Before your arrival, you must be insured in case of accident, hospitalisation and repatriation. A copy of insurance contract must be given to the school.

SCHOOL REGULATIONS

For intensive courses

- 1 Class attendance is compulsory for all classes
- 2 Students must arrive on time to class. Those who arrive more than 15 minutes late will be considered as absent.
- 3 Valid reasons (to be talked personally with the Principal) must be given if classes are not attended. A word from a classmate is not enough!
- 4 The School Management will not allow the final exams to be taken by the student who has more than 25% absents without any valid reason.
- 5 Remember that according to Swiss Law, you should not work during your stay in Switzerland. If you do, this is under your own responsibility. But this must not prevent you from attending classes. Working is not a valid reason to miss the class !!

Read and understood.

Please, sign here: _____

PROCURATION

En cas de refus de m'accorder une autorisation d'entrée en Suisse, j'autorise l'Ecole internationale de Langues à recevoir la lettre de l'Office cantonal des étrangers motivant en détails cette décision.

Nom et prénom : _____

Adresse : _____

Date et signature : _____