



<i>For office use only</i>			
Centre: Alliance Française de Manchester			
			JUNIOR
Numéro de reçu:			
Code candidat:			
Session:			
Niveau(x): A1.1 A1 A2			

**AF Manchester  
DELF JUNIOR 2023 - ENROLMENT FORM**

IMPORTANT: please write legibly and fill in ALL boxes. Any missing / illegible personal detail may result in the cancellation of your application.

**1. Candidate details (please write in block capitals)**

Family name <i>(as per the candidate's passport)</i>	First name(s) <b>IN FULL</b> <i>(as per the candidate's passport)</i>		
Gender: M [ ] F [ ]	Date of birth (DD/MM/YYYY)	DD	MM
Town of birth:	Country of birth:		
Nationality:	Second nationality (if applicable):		
Parents'/guardians' email:	Permanent address for correspondence:		
Parents'/guardians' phone number (mobile):			
Mother tongue:			

**2. Has the candidate ever been registered for a DELF exam (even if they didn't sit the**

No [ ] Yes [ ] If you have answered yes, please provide the card

Level	Date	Country/centre	Candidate number (round on correspondence with examination centre and on previous DELE/DALE .....(12 digits)

**3. Examination entry ( please tick x )**

	JUNE	NOVEMBER	Fees per level
DELF A1			£80
DELF A2			£85
DELF B1			£105
DELF B2			£120

## IMPORTANT

**PLEASE READ CAREFULLY TERMS & CONDITIONS HERE BELOW BEFORE SIGNING**

**I AGREE TO BE BOUND BY THE REGULATIONS FOR THE DELF/DALF EXAMINATIONS**

Candidate's signature:

Date:

Parents' / guardians' signature:

Parents' / guardians' full printed names

### 4. Payment

**Payment can be made by bank transfer or over the phone by debit/credit card (0161 236 7117).**

### 5. DELF JUNIOR TERMS & CONDITIONS

- 1.Registration is only considered complete when payment has been processed and a place on the session has been confirmed by the exam office. No registrations will be accepted after the registration deadline has passed.
- 2.Enrolments cannot be transferred to another person or exam level. They can only be transferred to another session in the case where a medical certificate is presented to show the reason for incapacity to attend.
- 3.Once the enrolment deadline has passed, the enrolment fee cannot be refunded.
- 4.Parents/guardians/teachers wishing to apply for adjustment to the exam conditions for the candidate due to a disability should notify the centre as soon as possible and present a medical certificate at the time of enrolment.
- 5.The certificate will bear the candidate's complete name, exactly as it appears on their passport/official ID document. The parent/guardian/teacher will be invited to check the candidate's details on the day of the exam. Any changes after this date or corrections to the diploma will incur an administrative fee of £15.
- 6.The examination centre must be informed in writing should the candidate's personal information change between enrolment and the delivery of the certificate/diploma.
- 7.Candidates will receive a "convocation" with the dates and times of their exams at the latest two weeks before the exam.
- 8.Once set by the examination centre, exam times are final. The oral exam may be on a different day to the written exam. Examinations may take place early or late in the day. There may be a long gap between the oral and the written examination.
- 9.Candidates must arrive on time on the day of the exam. Late arrivals will not be admitted.
- 10.Candidates must present an official photo identity document on the day of the exam, such as a passport, national ID card or photo driving licence. Photocopies will not be accepted.
- 11.Except where special permission has been granted by the exam centre and the centre Safeguarding form has been filled in by a parent/guardian, candidates must be accompanied by an adult (parent/guardian/teacher) at all times when at the examination centre in between examinations. The accompanying adult remains responsible for the candidate.
- 12.The oral exam may be recorded.
- 13.During the collective tests, candidates may under no circumstances leave the exam room during the first hour.
- 14.Candidates must write their exam answers with a pen, in black or blue ink.
- 15.All results certificates and diplomas need to be collected and signed for in person at the exam centre, within two weeks of notification. **NO CERTIFICATE / DIPLOMA WILL BE SENT BY POST.**
- 16.Exam dates may be subject to alterations or cancellation in all cases of *force majeure*. In this case, candidates will be notified as soon as is reasonably possible.
- 17.All requests for diploma reprints will incur an administrative fee of £15.
- 18.Candidates wishing to appeal their result or to view their paper may do so within 30 days of receipt of their results by email. A request must be made in writing to the exams office. The finding of any appeal is final and the candidate will not under any circumstances be permitted to receive a copy or recording of their exam.
- 19.Personal information communicated by the candidates or their parent/guardian/teacher is used by the exam centre and France Education International for the administration and delivery of the exams, is handled in accordance with data protection regulations and is never communicated to any third party.