**EXAM SUPERVISION 2023**

**CANDIDATE’S DETAILS**

Surname:       First name:

Gender: [ ]  male [ ]  female Date of birth:      /       /       Nationality:

Address:       Suburb:       Postcode:

Phone:       Email:

**SCHOOL/UNIVERSITY’S DETAILS**

* Name of the school:
* Name of the person in charge:
* Email of the person in charge:

**EXAMS AND FEES**

* Date(s) and times of the exams:
* Total number of hours of exams:

Fees : $50 per supervised hour. Each hour started must be paid in full.

 $50 postage fee (if required)

**Total amount : $**

**ADDITIONAL INFORMATION:**

**TERMS & CONDITIONS**

* **Upon reception of this form, the AFM will invoice the candidate via email. It is the candidate’s responsibility to pay the invoice within 7 business days.**
* If a candidate is unable to attend the exam, they must inform the Alliance Française de Melbourne in writing to Cecile McNamara-Plaa at educationcoordinator@afmelbourne.com.au.
* **All details must be finalised, and payment must be submitted at least 7 working days prior to the exam date.**
* If the candidate notifies the AFM **at least 15 working days prior** to the exam date, a credit note or refund of the total fee can be organised. If the candidate notifies the AFM **at least 7 working days** **prior**, a credit note or refund can be organised and a processing fee of $50 will be charged.
* No refund, credit note, deferral or transfer will be granted if the student cancels **less than 7 working days prior** to the exam date.

[ ]  I agree with these Terms & Conditions.

Date:       Signature: