

TERMS AND CONDITIONS OF ENROLMENT PRIVATE TUITION 2018

1. REGISTRATION

The maximum number of students in a small group class is limited to 7 students.

The minimum of hours purchased is 6.

No private tuition on week-end, public holiday and school break.

Registration will be confirmed upon the full payment of the fees at the counter.

Course fees and hours purchased are strictly non-transferable.

2. STUDENT MEMBERSHIP

The Student Membership Card entitles the card holder to all services offered by the Alliance: library, cultural programs, Lien magazine, etc.

The Student Membership is compulsory for enrolment in a course. A fee of S\$30* is to be paid upon enrolment and is valid for 12 months, starting from the day of the registration.

3. DISCOUNTED COURSE FEES

One to one course registration for 15h entitles student for a 5% and 10% for a 30h packages Promotional or early bird discounts do not apply to private tuitions.

4. COMPLETION OF COURSE

Lesson must be completed at least 1h per week. Purchased hours have **6 months validity** from the date of the first class. Any unused hours will be forfeited and no refund or credit note will be given.

For cancellation of lesson, **a 24h notice is required**. For Monday class cancellation, notice is required at 3.00pm on Saturday as we are closed on Sunday.

Class will be **fully charged** if notice is not received within the specified time frame given above. **Fee will not be waived or refunded for any last minute cancellation due to illness or any other urgent matters.**

5. ADMISSION TO CLASSES

Only registered students are accepted in class. Registration is only complete when full fees are paid.

Kindly produce your membership card and registration receipt upon request.

6. WITHDRAWAL / REFUND

No refund will be granted once the course has started.

Withdrawal from class before the beginning of the course is subject to a cancellation fee of 15% of the total fee paid. Requests must be made in writing for the attention of the Academic Coordinator.

7. REPLACEMENT OF MEMBERSHIP CARD, CERTIFICATE, RECEIPT, CREDIT NOTE AND REQUEST FOR REIMBURSEMENT LETTER

Membership cards, Alliance française de Singapour' Certificates, Credit Notes, and Receipts can be reproduced at a fee of \$17.00* each.

International examination certificates (DELFL, DALF, TEF, TCF, DFP) can be reproduced at a fee of \$65.00* each.

8. CERTIFICATES / ATTENDANCE RECORDS

Requests for Letter of Registration for classes attended are provided free of charge. For requests subsequent to 1 year of the courses under scrutiny, a fee of \$17.00* per letter will be charged.

9. Alliance Française (AF) Management

AF reserves the right to assign any teacher to any class.

AF reserves the right to change the terms and conditions, as it deems necessary, without advance notification.

* All rates are inclusive of GST.



Alliance Française
Singapour