



Alliance Française
Singapour

Corporate classes - Terms and conditions as of January 1st, 2017

Course rules and regulations

Lessons are from Monday to Saturday (with more limited availability on Saturday).

The Alliance française de Singapour yearly calendar includes 4 weeks school break distributed from January to December. During these periods, courses are paused and resume afterward.

A minimum of 24h is to be purchased. Class is considered as confirmed upon reception of the agreement signed.

Purchased hours have **8 months** validity from the first day of the course. Any unused hour will be forfeited and no refund or credit note will be given.

The Student Membership is compulsory for any student enrolling in a course. A fee of S\$30 (incl GST) is to be paid upon enrolment and is valid for 12 months. The membership gives access to our Media center and to members' discounted prices on our cultural events.

Only registered students are accepted in class.

Companies are not permitted to hire the teacher who is assigned to them.

Extra material used for the course, class activities and any document produced and provided remains the property of Alliance française de Singapour. It cannot be transferred to any other French course provider.

Class cancellation, postponement and refund

When cancellation of a lesson occurs, **a 24h written notice is required**. For Monday class cancellation,

notice is required at 1.00pm 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.

No refund will be granted once the course has started.

Cancelling the 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 Corporate Courses Coordinator.

Class attendance

Alliance française de Singapour will take attendance of the students on request of the company. A certificate of attendance can be produced at the end of the course.

Examination (optional)

Alliance française de Singapour can organize an exam session **upon the company's request**.

Alliance française de Singapour's certificates will be produced for students who passed the exam successfully. For international certification, kindly approach the Corporate Course Coordinator.

Lost membership cards, Alliance française de Singapour's certificates and receipts can be reproduced at a fee of \$17.00 (incl GST) each.

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.