

## TERMS AND CONDITIONS OF ENROLMENT PRIVATE TUITION 2025

### 1. REGISTRATION

Registration will be confirmed upon the full payment of the fees at least **48 hours before the commencement of the class.**

No private tuition on weekends, public holidays, or school break.

The maximum number of students in a small group class is limited to 6 students.

The course fees and hours purchased are strictly non-transferable and non-refundable.

### 2. STUDENT MEMBERSHIP

The Student Membership Card entitles the card holder to all services offered by the Alliance: library, cultural programs, Lien magazine, etc. Student Membership is compulsory for enrolment on a course. A fee of S\$32\* is to be paid upon enrolment and is valid for 12 months, starting from the day of registration.

### 3. DISCOUNTED COURSE FEES

Promotional or early bird discounts do not apply to private tuition.

### 4. COMPLETION OF COURSE

Purchased hours are valid for

- **6 months** from the date of the first class for packages of up to **14 hours.**
- **12 months** for packages ranging from **15 to 36 hours.**

To ensure timely course completion:

- The interval between two classes must not exceed **2 months** for packages of **up to 14 hours.**
- The interval must not exceed **3 months** for packages of **15 to 36 hours.**

For cancellation of a lesson, a **24-h 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. Unused or Unstarted Package

Any unused hours after the validity period will be forfeited, and no refund or credit note will be given.

Any packages that have not commenced within **6 months** of purchase will be forfeited, with no refund or credit note provided.

### 6. ADMISSION TO CLASSES

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

### 7. 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.

### 8. 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.

### 9. 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.

### 10. 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.*

